



*Open Arms
Lutheran
Child Development
Center*

Parent Manual

Revised January 3rd, 2017

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- Parent’s Guide to Licensed Child Care**
- Child Care Rules and Regulations**
- Open Arms Bus Rules**
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OPEN ARMS HISTORY

Open Arms Child Development Center (OACDC) was established in the year 2000. Open Arms CDC is a non-profit ministry of Zion Lutheran Church, providing a child care program of the highest quality designed to meet the needs of concerned working parents of Fairbanks, Alaska and the surrounding areas. Lutheran parochial education has 125 years of rich heritage in the United States. The Lutheran Church-Missouri Synod has over 1700 educational units in operation in all 50 states, including childcare and early childhood education centers, elementary and high schools and colleges.

In our program, each child is guided to develop his/her full potential in every aspect of life; within the shelter and nurturing relationships of Christian love. The family is viewed as the most important influence in a child's life. We operate the Open Arms Child Development Center assuming each child is an individual. This means that all children must be allowed to grow and learn at his/her own rate and to develop a safe and healthy self-image. Working with children in Early Childhood is a sacred task. Open Arms will endeavor to help each and every child grow spiritually, socially, emotionally, physically and intellectually.

OPEN ARMS PHILOSOPHY

Open Arms Child Development Center is a not-for-profit ministry of Zion Lutheran Church, devoted to providing a comprehensive child care program of the highest quality for infants through school-age children; designed to meet the needs of concerned working parents. At Open Arms each child is guided to develop his/her potential in every aspect of life within the shelter and nurturing relationships of Christian love. We operate our Center assuming each child is an individual and must be allowed to grow and learn at his/her own rate and to develop a healthy self-image. Working with children is a sacred task. Open Arms will endeavor to meet each child's spiritual, social, emotional, cognitive, physical and nutritional needs enabling him/her to move forward with self-confidence in his/her ability to learn, grow and succeed.

Your child's well-being is our primary concern. We want you to feel comfortable and confident as you combine your life as parents with your career. We want the time your child is in our care to be as free from worry to you as possible. We do this by adhering at all times to strict operational policies, which govern discipline, administration of medications, and release of children to others. We will call you if anything is amiss, but otherwise we will share your child's day with you when you arrive in the afternoon. Because consistency in child-rearing philosophy between the childcare center and the home is best for the child, we will honor parents' concerns and wishes for development.

Open Arms endeavors to involve parents and the community as well as volunteers as an integral part of the program. We accept and respect each family's individual differences, their strengths, their struggles and their unique and special needs. Each may give their time, efforts, as well as donations of goods for the well-being of the program. To personally experience being a part of Open Arms, is beneficial to the children, families and volunteers in the community.

OPEN ARMS MISSION

Open Arms' mission is to provide a caring, cooperative workplace where human dignity is respected, professional satisfaction is promoted, and positive relationships are modeled. This includes interactions between all aspects of the program; staff, children, parents, volunteers and co-workers. Open Arms is committed to assist in providing the highest quality of service to staff, parents and children; while maintaining loyalty to the center and upholding its reputation.

OPEN ARMS VISION

Open Arms' vision is to maintain a quality program by establishing a relationship of trust and cooperation between staff and co-workers. Our vision is also to share ideas and resources amongst each other while keeping abreast of up to date standards and requirements from the State. Open Arms will offer support to staff in meeting their needs in their specific areas of work and in their professional development.



OPEN ARMS CORE VALUES

- **Quality:** Striving to consistently provide the highest level of service to children and families. To create a cohesive environment that fosters commitment and supports continuous improvement. To effectively accomplish its goals, Open Arms respects and values the time, effort, and resources that parents, volunteers, and the community provides.
- **Inclusion:** Building a community where each child and adult is treated as an individual while maintaining a sense of belonging. Open Arms values, respects and responds to diversity; in culture, religion, ethnicity, language, and physical ability.
- **Collaboration:** Building relationships amongst children, families, staff and the community. Formal and informal network of community agencies can partner with one another to serve families.
- **Empowerment:** Believing that children and families are capable of finding their own solutions and making changes where needed. Open Arms will be there to support growth and allow opportunities for change.
- **Learning:** Creating a spiritual and culturally sensitive environment in which children grow and develop in their awareness in their surroundings, enhancing their skills, understanding that they are loved and valued, while promoting the fact that children, parents, and staff can learn from each other.
- **Wellness:** Ensuring the vision of health and spiritual guidance for children, families and staff by making sure their needs are met; encourage self health practices that prevent illnesses or injuries; and promote positive culturally behaviors that enhance lifelong well-being of children.
- **Nurturing:** Supporting the spiritual, social, emotional, physical and cognitive development of each child as an individual in the context of the child's family and culture. This development is supported through caring relationships among staff, parents and children.
- **Diversity:** Identifying the idea that all members of the Open Arms community: children, families, staff and volunteers have ancestry in many cultures. Working together as a team transforms and promotes respectful, sensitive and proactive approaches to diversity in the program.

EMPLOYEE CODE OF ETHICS
NAEYC's Statement of Commitment

- ❖ I pledge to care for every child entrusted to me with love, understanding and respect. I will never harm a child.
- ❖ I am committed to providing high quality child care in accordance Open Arms goals, philosophy and objectives. I will ensure that activities for young children are based on current knowledge and research of child development and early childhood education.
- ❖ I will protect and promote each child's physical and emotional well-being, mental capability, and social competency. I will serve as an advocate for children, their families, and their teachers in the community and society.
- ❖ I will agree to reach out to each child and family, attempting to enhance their quality of life by recognizing their unique needs. I will engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- ❖ I respect parents as the prime educators of their children and will endeavor to strengthen the bond among all family members. I will be open to new ideas and willing to learn from the suggestions of others. I will respect and support families in their task of nurturing children.
- ❖ I promise to conserve and protect the property and resources of Open Arms entrusted in my care. I will continue to learn, grow and contribute as a professional.
- ❖ I will accept responsibility of involving the community in all aspects of nurturing its future leaders. I will stay informed of and maintain high standards of professional conduct.
- ❖ I will continue to improve my personal growth and skills as a child care professional through relevant training. I will respect colleagues in early childhood care and education as well as support them in maintaining the NAEYC Code of Ethical Conduct.
- ❖ I will dedicate myself to maintaining high professional standards, safeguarding confidentiality and performing with intelligence, commitment and enthusiasm. I will not participate in any illegal activity.
- ❖ I will honor the ideals and principles of the NAEYC Code of Ethical Conduct. Under no circumstances should any child be unsupervised or left unattended. If a teacher needs to leave the classroom or playground the child/teacher ratios **MUST BE MAINTAINED AT ALL TIMES**. If assistance is needed, contact the front desk.

Open Arms General Parent Information

Open Arms' program of childcare and early childhood education includes teaching, storytelling, sharing, music, playing and chapel in an informal, home-like environment. We believe that hearing Bible stories is an important part of the development of a child because of what it teaches about God's love for the world, especially as shown in Jesus Christ, and also because so much of Western art, music, literature and culture presupposes an understanding of the Bible. We also believe that a child knows the love and acceptance of God in Christ is the best way of developing each child's unique personality, promoting individuality and a positive self-image both in individual and group situations.

The Open Arms program provides experiences and activities, which will meet your child's spiritual, emotional, social, intellectual and physical needs. Your child will be guided to start taking part in small and large group activities. This combination of experiences will broaden your child's aptitude for future schoolwork, while allowing free reign for imagination and creativity. Children are attended at all times by trained/experienced caregivers.

Your child will be guided:

1. To become aware of and have an interest in the world about him,
2. To develop a sense of pride in himself, his school, church, and nation,
3. To make a happy transition from home life to school life,
4. To talk to God through a regular practice of prayer,
5. To work and play comfortably with other children,
6. To manifest some degree of self-discipline and self-control,
7. To hear basic Bible stories and relate them to living now,
8. To grow in verbal, sensorimotor and conceptual skills,
9. To observe and use simple health and safety rules,
10. To help think and act for self while growing in common courtesies.

The program includes outdoor play with games, exploring, and exercise; indoor child-selected play with developmentally appropriate toys: sand and water play, prayers, songs, Bible stories, music, chapel, story time, nature study and field trips. Communications between staff and parents is specifically encouraged. Although daily reports are submitted, we urge parents to speak with caregivers. Keep us informed of significant home events. This will allow us to deal sensitively in all situations. Parents shall be allowed free access to their children and to all areas of the Open Arms facility used by the children. Parents are encouraged to visit and participate in the program. We also recognize that because of your interest in the welfare of your child, you will on occasion wish to confer with the teacher or Director. Conferences may be arranged upon request.

In response to our Lord's request to fulfill the Great Commission and our congregation's priority to spread the Gospel of Christ, the families of Open Arms children will be welcomed into our fellowship. Should any situations arise in your family life that could be benefited by counseling, our congregation is affiliated with the Samaritan Counseling Center, the phone number is: 452-4673. A library of publications dealing with child health, developmental benchmarks and parenting is available in the office.

This handbook provides detailed information about our facilities and programs. Our Director and staff will be happy to tell you more about Open Arms and what we offer to you and your child.

Accidents:

In the event of an accident, appropriate procedures will be followed and parents notified. Reports are kept on all accidents and copies are released to the parent upon pick-up of the child at the end of the day. Please give us the name of an emergency contact other than the parent or physician. We also will need a signed, emergency care release for hospitalization. In the event a child need emergency care and we cannot reach the parents, the child will be taken to Fairbanks Memorial Hospital. State law requires that parents update their child's emergency card semi-annually. We may photograph significant injuries.

Animals in the classroom:

Classrooms may have Walking sticks and/or fish. Cleaning of tank and feeding of fish will be done by teaching staff. There will be no handling of the fish by students. No poisonous fish will be in the facility at any time. Animals as pets for show and tell must be approved by the Director.

Admissions Policy:

Open Arms admits children regardless of race, color or faith. Open Arms is licensed to serve 236 full time children. Each child must be between the ages of six weeks and 12 years old. The forms to be completed are the application, child history, and consent for medical treatment, health and emergency forms. Upon receipt of these forms, plus immunization records and Child Care Assistant Authorization, a child can be enrolled as space permits.

Required Volunteer Hours: Open Arms Child Development requires that each family contribute at least twelve hours of time to the school every year to Infants to Kindergarten. We depend on parental involvement to help us in the following areas: participating in events, repairing equipment, reading stories to children, laundry, art, craft, and sewing, parents accompanying children to field trips, sharing your knowledge with staff and children and more. These volunteer hours will be tallied at the end of the fiscal year June 30; families with unworked hours will be billed at the rate of \$20.00 per hour. Fund will be going towards classroom supplies.

Childcare Assistance

Parent must present a contract for childcare assistance in advance of care and is responsible for all fees not covered by any program providing childcare assistance.

Collections

If legal action is necessary to collect any of the above tuition, the parent/guardian will pay all court costs, legal fees, and collections fees. If you fail to meet your financial obligations, we use Cornerstone as our collection agency. If sent to Cornerstone, you are not only responsible for the amount you owe us, but for any collection and legal fees associated with the collection process.

Enrollment and Attendance:

Children enrolled in the full-time program may be brought into and taken from Open Arms at any time during the day. Because children thrive on routine and generally prefer to know what to expect, we ask that you try to arrive by 9AM each day (The Kindergarten program begins at 8:30AM). Establishing a routine for the morning “good- bye” is one of the best things you can

do to help your child make a smooth transition. Try to do the same thing each day upon arrival (put belongings away, read a book, and assure your child you will return, say good-bye, then leave).

- No vacation or sick time is extended.
- All parents are charged the full time rate regardless of the number of days their child attends each week.
- Full tuition is due whether your child is present at Open Arms or not.
- No credit is extended due to illness, vacation, holidays, or inclement weather.

Late Pick-up Fees

Our goal is to care for your child in the best possible way. Children become anxious when it is time to go home and no one has come for them. It is not only unfair to the child, but to the teacher as well because he/she cannot perform the duties required at that time. For these reasons, a stringent late pick-up fee of \$15.00 for up to 6:45 PM, \$30.00 for up to 7:00 PM, \$45.00 for up to 7:15 PM, and \$50.00 for any time thereafter will be assessed. The fee will be invoiced the following day and is to be paid no later than the next monthly tuition. Three tardy pick-ups will be brought to the attention of the Director and could result in termination.

Parent/Visitor/Volunteer Behavior on Open Arms Premises

Parents/Staff are to model appropriate behavior and communication while on Open Arms premises to help children learn responsibility for their actions. Parents & staff behavior and interactions sets forth a positive tone through their actions, body language and voice level. Children copy what they see and hear. Open Arms wish to provide a peaceful and cooperative environment for children to grow and learn. Depending on the severity of inappropriate behavior (loud outbursts, vulgar language, physical misbehavior, etc.), parent/staff may be escorted from the premises (up to an extensive period of time) depending on the discretion of the Director.

Payments are always due in advance of service.

- Please pay with a credit card, check or cash by telephone or in person at our main office.
- Mailing address is OPEN ARMS, 2980 Davis Road, Fairbanks AK 99709 and the envelope must be postmarked by the 1st of the month.
- Checks should be made payable to: OPEN ARMS CHILD DEVELOPMENT CENTER.
- If you pay with cash, it is your responsibility to ask for a receipt. We accept both Visa and Master card payments at our Davis Road address only. Hours are 7 AM to 6:30 PM.

Registration

The non-refundable registration fee is \$70 per child, which is due upon enrollment. An annual fee is \$70 per child or \$130 per family and is due on September 1st. The annual registration fee will not be assessed if initial registration fee is paid after June 1st. You may withdraw from Open Arms whenever you wish, after giving two (2) weeks' notice. If a parent fails to provide the required written notice they are still responsible for paying for their child's regular tuition for the full two weeks of care, even if the child is not attending. Should you wish to apply for re-enrollment, the registration fee is payable, and admission is contingent upon availability of space in your child's group at that time.

Returned checks

A charge of \$25.00 will be applied to all returned checks. After the second returned check, fees will be accepted only in cash or by certified check.

Tuition

The tuition obligation is for a 52 week year without reduction or credit for vacation, absence, illness, holidays, or failure of parents to comply with the Department of Health and Social Services.

(Payment for the month is due on the first of the month. For example: Payment for the month of September is due on September 1st) If the first falls on a weekend, it is due the next business day we are open. Services can be terminated after 10 days of nonpayment. If services are terminated by the center or the parent without 2 weeks' notice, a \$100 early termination fee may be added to account if sent to collections.

Tuition Waivers

In case of hardship, parents may apply for full or partial tuition waivers. Application for tuition waiver must be made to the Director, and will be decided by the Board of Directors.

Vacation Allowance

Each full-time student enrolled for the entire year is permitted one week of tuition free vacation. In order to qualify, the following is considered:

- Vacation is for one school week (five consecutive days),
- Vacation days may not be broken up to include over a weekend.
- The week must be taken as an entire week and the child does not attend school during that week.
- The vacation week needs to be scheduled. The week is not divided into days. Vacation allowance is granted when the child has reached his one-year anniversary.
- No vacation discount used within previous 12 months. Some flexibility may be granted at the discretion of the Director.
- Vacation discount does not accumulate or carry over, and cannot be transferred to another child.
- Child must be absent from Open Arms on days that vacation discount is utilized.

Before and After School Program (ages 5-12):

Our before and after school program is designed for children between the ages of 5 and 12 years. We offer full-time care during the summer and on school holidays. On school days we offer care both before and after school. This includes breakfast, afternoon snack, and organized activities that fit the more advanced needs for school age children. The teacher/child ratio is 1:14 for 5 – 6 year olds and 1:18 for 7 – 12 year olds. We also offer transportation to and from nearby grade schools. Our goal is to provide a change of pace for after school, which includes opportunities for physical activities and also for a quite, relaxed environment to unwind in.

Behavior Issues:

Open Arms' first responsibility is the safety and well being of the families that we serve and our employees. Families will be required to find other care, possibly without a notice, if any of the following occur. The Director is responsible for making these decisions based on observation and documentation.

- A child's continuous behavior is cause for serious injury to himself, another child, or teacher.
- A child's behavior is cause for obvious emotional distress to another child, group of children, or teacher.
- A child is unable to listen or follow directions that could lead to endangerment for that child, another child or teacher.

The following guidelines may be used in dealing with behavior issues that occur within a year:

- 1st and 2nd offense: The child will be picked up within an hour and sent home for the remainder of the day.
- 3rd offense: 3 day suspension
- 4th offense: 5 day suspension
- 5th offense: Termination

Child's Records:

Children's records become the property of Open Arms and will remain part of the database maintained for a minimum period of three years following termination of enrollment in accordance with Regulation 7 AAC 57.230 (2). These include the following:

1. Your child's identifying information (name, birth date),
2. Parent(s) name, address, home and business phone numbers,
3. Name, address and telephone number of persons, including the child's physician, to contact in emergencies,
4. Name and address of person(s) to whom the child may be released,
5. A signed statement by the parent regarding any allergies and other known health problems (medical, mental, emotional) and any special procedures that should be used in caring for the child,
6. Parental agreements for a child's medical care when parent is not available,
7. Parental agreements for transportation, field trips, and/or other activities away from the Center if the child will be participating in these activities,
8. Description of accidents or serious illnesses occurring while your child is at Open Arms, including the date, time and condition under which it occurred and the action taken,
9. Current Certificate of Immunization,
10. Record of deposits, tuition and fee payments.

Information pertaining to your child will not be disclosed to persons other than Open Arms' staff or other authorized personnel unless you have granted written permission to do so, or in an emergency.

Custody of a Child

At the time of enrollment you will be expected to provide us in writing the names and addresses of at least two (2) persons to whom we may release your child. If this should be changed at any

time we will need to have that in writing also. No child will be released to anyone without prior written authorization. The center reserves the right to ask for identification at any time. We will not deny a parent or guardian the right to pick up their child without legal documentation.

Child's Personal Items: Clothing

Parents must provide one or two extra changes of clean clothing including socks for all children. This is because we engage in sand and water play, as well as in case of a potty accident. We recommend sending your child in play clothes so they will not feel confined or worry about getting dirty. Purchasing clothes at a second hand store is a great way to save money and not worry about replacing stained clothing. Mark all of your child's clothing with permanent ink or name labels. Dirty clothing will be taken home each night. Due to state fire regulations and your child's safety, children must have enclosed footwear (covered toed shoes) on at all times, even during the summer months.

Other Personal Items

Pillows, stuffed animals and blankets from home are allowed at school for rest time only. Toothbrushes should be replaced every 2-3 months or as needed. Replicas of weapons are not allowed. Safety considerations dictate that cosmetics and money, particularly coins, and other items, which might easily be swallowed, should never accompany your child to childcare/after school program.

Child Abuse & Neglect: (Reporting Suspected)

Open Arms is required by Alaska State Law 47.17.020 to report to the Department of Health and Social Services and the Office of Children's Services (OCS), any suspected evidence of abuse of a child by parent or guardian immediately (no later than 24 hours).

Open Arms policy is to protect and advocate for children. This includes a child's right to be protected from any abuse from any person(s). The law encourages any person (including teachers, assistants, and/or administration) to report instances of known or suspected abuse or neglect of children. A report of suspected abuse occurring in a childcare facility may be forwarded to the Office of Children's Services (OCS) from various sources, such as parents, caregivers, another agency, or an anonymous caller.

Closures-Hours of Operation:

Open Arms will operate from 7:00AM to 6:30PM Monday through Friday, year round, except for three days of center wide training in the fall, mid-year and in the spring;

- As well as the following eight holidays:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving and the following Friday
 - Christmas and one consecutive day. Open Arms is open (**7:00 AM to 3:00 PM**) on Christmas Eve, if Christmas Eve is not one of the two days we are closed.

Cold Weather Policy:**Inclement Weather Closure:**

In case of inclement weather, Open Arms will be closed:

- When the temperatures reach -50 degrees Fahrenheit in Fairbanks as determined by phoning the National Weather Service (907) 458-3745 between 6-6:30am. The Program closing will be announced on the major television and radio networks.
- Open Arms will follow the Fairbanks North Star Borough School District (FNSBSD) inclement weather closures with the exception of the -50 agreed policies stated above.
- Should Open Arms close during working hours due to inclement weather, parents will be notified by the preferred method of emergency contact chosen (i.e. text, electronic email, or personal phone call). *Family emergency contact information (on pink cardstock) located at the front desk.*

Open Arms will offer:

7:00am- 9:00am Before School

3:00pm to 6:30pm After School attendees

1:00pm to 6:30pm Early out Kindergarten

Open Arms will continue to offer full day care if your child attends Kindergarten here. All children need to have snow pants and warm jackets or snowsuits, boots, waterproof gloves or mittens and hats when it is cold. Children may go outside up to -20; if colder- we'll stay inside.

Outdoor policy (per age group)

- Infants- remain inside
- Wobblers- outside down to 0 degrees
- Toddlers- outside down to -10 degrees
- Pre-school & School-Age- outside down to -20 degrees
- Below -20, children will remain inside.

Babysitting

Open Arms supervises its employees within the confines of the facility and associated activities. Employees of Open Arms are not supervised by Open Arms during their off duty hours and are not acting within the scope of their employment. Open Arms is not liable for employee actions outside of duty hours; we respectfully request that you do not employ Open Arms staff to care for enrolled children outside of the Open Arms Lutheran Child Development Center. Open Arms employees may not solicit for outside employment.

Communication (Open)

Open communication between staff and families is essential to maintaining a nurturing environment to children. Communicate joys and concerns regarding your child. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. Communication should begin with the lead teacher in your child's classroom. If you are still concerned, take your concerns to the Executive Director. The Executive Director will investigate your concerns and will respond within five days. The Executive Director's decision is the final step in any grievance procedure. If you believe children may be in danger or a standard is violated, contact your local Child Care Licensing office. The Child Care Licensing

Office will investigate any complaints made concerning the Open Arms facility. OCS (Office of Children's Services) will be called if necessary.

Confidentiality:

All records and information pertaining to Open Arms' children and families are confidential. Any release of information must be approved by the Director. Only information so designated by the parent or guardian shall be approved for release only to those agencies which parents or guardians have designated. Parents or guardians requesting a release of information must first sign a letter of release "Authorization of Exchange of Information".

Photos and Media.

Employees and parents are prohibited to take any form of pictures with their personally owned cell phone or camera and/or distribute photos, videos, and audio of children/classroom over social media such as Facebook, Twitter, Instagram, or Snapchat etc. Photos of children, families or personal information about children should not be sent, shared or posted.

Daily activities/schedule:

Daily schedules are posted in each classroom. See individual schedules in rear of handbook.

Diapering and Toilet Training:

The toddler rooms are designed to serve children between the ages of 24 months and 3 years. The staff/child ratio is 1:6. Communication and academic skills are developed and self-help skills, such as table manners, toilet training, and dressing themselves are also taught. Children are checked frequently throughout the day, and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. Parents will provide ointment, disposable diapers and moist towelettes in the manufacturer's container. We will maintain your practices regarding potty training. When you think you and your child are ready to begin toilet training, we will assist you in accomplishing this skill for your child. The positive atmosphere in the toddler room enhances a child's good feelings about himself and those around him.

Discipline:

Open Arms uses positive guidance methods in order to help children learn self-control without loss of self-esteem. Your child is encouraged to use words to solve problems with others. A balanced schedule of activities suited to your child's development and a positive environment promote cooperation. Limits are clearly stated in positive terms. A variety of other methods for encouraging children's cooperation are used. These include redirection, positive reinforcement and choices of acceptable behaviors. No techniques which are cruel or humiliating (including spanking or hitting) or any punishment associated with food, rest or toileting are used. Open Arms teachers work closely with parents to understand which methods of guidance work best.

Emergency Cards:

We are required to have the name, address and telephone number of your child's physician in our files. Please be sure to bring this information with you when you are ready to enroll your child. It is also important to update this information on a semi-annual basis, or whenever your child changes pediatricians.

Emergency Information Cards: *A child's emergency information card is required by the State of Alaska; and should consist of the following information (to be updated every 6 mos.)*

Information card should include:

- Child/Children full name; Date of birth (DOB); Parent/Guardian's full name; Other caregivers names authorized for pick-up (grandmother/father/older sibling etc.); Home Address, Phone number, work phone; List of prescribed medication or medical allergies/special diets; Signature of Parent/Guardian; and a consent for medical transport/care of physician or provider (address/phone number).

Field Trips:

We take walking trips to explore our property and the neighborhood, to watch workmen trim trees or build a new home. Open Arms' vehicles will transport children. Open Arms' vehicles will transport children as we take trips further away by bus/van and vehicles. In rare instances, children may be transported in private vehicles. All children will be safely secured in car seats or seat belts when traveling in Open Arms' vans or private vehicles. Field trip permission forms will need to be signed and returned prior to all major trips informing parents of the destination and times of arrival/departures. See attached Bus Rules.

Fire and Earthquake Drills:

Fire drills are practiced on a monthly basis; Open Arms follows the evacuation plan posted in each classroom. The Fire Chief and local fire department are notified prior to and upon completion of each drill. Each classroom is required to bring the daily attendance sheet, emergency contact information for each child, emergency first aid kit, and cold weather gear (blankets, hats, gloves, etc.) Procedures are followed, documentation completed and filed.

Earthquake drills are held once a quarter. The class roll sheet will be used to ensure each child is present and accounted for.

Firearms & Smoking:

Ammunition and firearms are prohibited inside the classroom or building, and outside the property of Open Arms Child Development Center. (Within 50ft) check the footage of the premise; Smoking is also prohibited inside and outside the premises of Open Arms Child Development Center.

Grievances:

Matthew 18:15-17 shall be our guide for grievances involving parents and staff members.

This means that if you have a grievance with a staff member you should:

1. Go to the staff member in private and discuss with him/her your grievance.
2. If you are not satisfied with the results, then discuss the situation with the Director.
3. If you are still not satisfied, then you may write to the Board of Directors with your concerns.

Health Procedures:

We will promote the health of your child by providing a clean, smoke-free environment, safe toys, and physical education and supervised physical activities, and maintain a library of disease prevention resources for parents. For the protection of the children, we must enforce rules on illness and administering medicine.

Illnesses:

The admitting teacher in the morning may request that a seemingly ill child be returned home. We do not have facilities for caring for sick children and in such cases will need to call parents to pick up children who become ill at school. Children who become ill on the premises will be isolated from the other children, and parents will be contacted. Parents are required to make arrangements to have an ill child picked up within 1 hour. We expect ill children to remain at home for 24 hours after fever is gone and symptoms have disappeared. A medical alert form may be completed. Exclusionary criteria include the following:

- **Fever:** Temperature over 101. Degrees.
- **Behaviors:** If a child looks/acts differently, is unable to participate in daily activities, and complains of not feeling well enough to do so, has been awake all night, is unusually tired, pale, lethargic, lack of appetite, irritable or restless.
- **Breathing difficulties:** Wheezing, complaints of it being hard to breath, having chest pains when breathing or coughing. Any deep hacking cough or severe congestion that interferes with the child's activity. Coughing up mucus and having a runny nose in which the mucus/discharge is green or brown (may be bacterial infection need to be evaluated by your health provider.)
- **Vomiting:** Vomiting before school, or two or more episodes within the past 24 hours.
- **Diarrhea:** Frequent watery bowel movements not related to medications/food allergies or reactions, blood or mucous in stool, or stool that is black or very pale.
- **Rash:** If rapidly spreading and/or associated with fever or behavioral changes. Any undiagnosed rash that involves redness, crusty wet scabs, oozing, or appears to be spreading (This type may have developed an infection and may be contagious) needs to see a health care provider to determine cause.
- **Sore Throat:** Sore throat and fever with swollen glands in neck, white patches on tonsils, general discomfort, loss of appetite. (May be strep)
- **Eyes:** Excess amount of blood visible in the whites of the eye and eyelid (giving the eye a pink appearance), watery, itchy eyes, with purulent discharge, in the absence of cold-like symptoms.
- **Head Lice.** See Head Lice Policy below.
- **Other Illnesses.** Any medically identified reportable or contagious disease.

Re-Admission After Illness:

Your child can return when a health care provider (HCP) clears the child to return to care, or the following exclusion periods are met:

- Fever has been absent for 24 hours without medication.
- Nausea, vomiting or diarrhea has stopped for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24 hour period for known strep or other bacterial infection.
- Chicken pox lesions have all crusted, usually 5-6 days after onset.
- Scabies is under treatment and a note from a HCP.
- Lice are under treatment for 24 hours. See Head Lice Policy below.
- Pinworm treatment has occurred 24 hours before readmission and a note

from a HCP.

- Lesions from impetigo are no longer weeping.
- Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging, or 24 hours after medication has started for diagnosed bacterial infections.
- The child has completed the contagious stage of the illness and a physician's note.
- The child/youth is able to participate in the normal daily activities.
- Hand foot and mouth disease – when fever has been absent 24 hours and there are no fluid-filled blisters; rash is not contagious.
- Other Diagnosed Communicable Diseases - refer to exclusion periods outlined in the State of Alaska Infectious Disease Management Guidelines for Alaska Schools.

Head Lice Policy:

If a child has **any** head lice present, including eggs, they are to be excluded from the Center until treatment has commenced and all live lice and eggs have been removed (the most important part of the treatment is the removal of eggs with a comb; -treatment alone does not remove the lice and eggs). Children are not allowed back to school for 24 hours after using the shampoo and combing through their hair. Children will be checked upon their return to Open Arms and parents will need to describe treatment used.

Role of parents- precautions you can take to prevent the spread of head lice:

- Brush your child's hair vigorously at least once a day. Teach your child how to brush their own hair vigorously. Head lice are fragile creatures and easily damaged
- Inspect hair and scalp weekly (daily during an outbreak)
- Shampoo hair regularly
- Keep long hair tied back in a bun or a pony tail
- Do not share combs, brushes or hats. Wash combs, brushes and hats regularly

Role of the Classrooms:

- To notify parents of any outbreak of head lice via signs posted on classroom doors
- Inspect every child's head in the classroom
- Bag all children's cubby items including: clothes, blankets, pillows, stuffed animals, etc.
- Vacuum carpets every day during an outbreak
- Wipe down cubbies, sanitize counters, and toys

Role of the Center:

- To distribute up to date and accurate information on detection, treatment and control of head lice to staff and parents
- To ensure all families are kept up to date with current information on head lice and any changes to the policy
- To ensure all families are aware of the Center's head lice policy and ensure it is reinforced during outbreaks

Immunizations:

A valid Certificate of Immunization is required at or before admission to Open Arms (or physician's statement that immunization is contraindicated), and must be kept current. If your child is exempt from immunization, evidence must be submitted before enrollment.

Lockdown-Emergency Plans:

Maintaining the safety of students and staff is an important objective of Open Arms. The emergency plan shall establish written procedures to follow in the event of fire and fire alarms, bomb threats, explosions, intruders, medical emergencies, earthquakes, extreme weather, toxic gas leaks, disruption of utilities, or other disasters. In the event of a fire or fire alarm, the emergency plan shall require an immediate evacuation of the building and notification of the fire department. For all other emergency events, the emergency plan may provide for either an evacuation of the building or a lockdown, and notification of the appropriate authorities, depending upon the circumstances of the emergency.

Our emergency plan requires us to conduct emergency drills each school year. The drills should simulate the response procedure for the events identified in the emergency plan. The intent of conducting drills is for students and staff, in the event of an actual emergency, to respond appropriately, quickly, and without confusion or panic. The director shall have the discretion to consider severe conditions prior to conducting a fire evacuation drill and also conduct a lockdown drill twice a year.

Medication:

With written consent, prescription medication may be administered through the day per directions. Our "Authorization to Administer Medications" form needs to be completed by parent or guardian. The completed form, together with the medication itself should be left with the child's teacher (this includes sun screen and bug repellent). A separate form must be completed for each medication. **DO NOT LEAVE MEDICATIONS IN YOUR CHILD'S CUBBY OR BACKPACK!!**

All medications must be in the ORIGINAL containers and prescription drugs will only be given to those to whom the drug is prescribed. You need not remember to take medicine home each evening, if you ask your pharmacist to put your prescription medications in two labeled containers, one for school and one for home. Medication will be kept in the classroom and administered by the teacher.

Medical and Liability Insurance:

We carry insurance (Church Mutual) to cover any accidental injury to your child, whether on our premises or away from campus on a teacher-supervised field trip. Church Mutual provides secondary coverage to your family's primary carrier and usually picks up what the primary carrier does not cover.

Meals:

All children will receive well-balanced meals. Meals provided will be breakfast, mid-morning snack, lunch, and afternoon snack. A child who has the opportunity to eat nutritious meals is less likely to experience illness and fatigue, will develop at a normal physical and intellectual pace, and be an all-around happier child. **Children cannot bring food from home or from a restaurant to eat in the classroom.** All children are provided meals that meet the USDA nutrition requirements. These meals not only help the child learn and grow today, but also help the child learn eating principles that will help them achieve the fullest potential in the future.

If celebrating birthdays is in the family's traditions, parents may bring in already prepared food from a local grocery store. Foods from home (homemade cakes) are not allowed in the center. Parents are welcome and encouraged to participate, but are asked not to bring candy items. Store-bought foods that are brought in should be limited to "bite-sized" portions and served during the scheduled morning snack time to accommodate the Food Program.

- **Food Related Disabilities:** USDA requires children that falls into definition of a person with a disability: must have a medical statement on file with substitution from a physician. Open Arms must provide substitution, which may be outside the same component group (*not for allergies*).
- **Other Dietary Needs:** (*Allergies or Religious*) If your child has food allergies, it must be documented on file by a medical authority, and parent has the option to substitute. If the child is allergic to many items, the parent can substitute more than one ITEM within the same component group, but the center **MUST** serve at least one item to claim the meal. The parent must provide MILK substitute, if the child has allergies to the list provided by CACFP.

Menu (sample):

Breakfast: Oatmeal, Banana, Milk
AM Snack: 100% Juice, English muffin
PM Snack: Carrots w/ Ranch Dip
 Wheat Crackers
 Water

Lunch: Chicken Breast
 Roll
 Mashed Potatoes
 Green Beans
 Cantaloupe Slice
 Milk

Parent Involvement (Parent Navigator):

Parents are encouraged to become actively involved in their child's education. Parents are a valuable resource and this participation is greatly appreciated. Parents can become involved in many ways including serving on parent groups, volunteer work or planning and implementing children's activities. There are many advantages to volunteering:

- Your child receives more individual attention
- You'll see your child in a different environment
- You can meet other parents with similar interests
- We all will have the opportunity to get to know and learn from each other

Pets and Plants

Classroom pets are restricted to approval by the Director and must be in compliance with Child Care Licensing Regulation. Fish and Walking Sticks are allowed in classrooms. No pets from home are allowed in any area (inside or outside) where Open Arms manages a program.

Policy Changes:

All policy changes will be reviewed and approved by the Board of Directors. Policy changes will be posted 30 days prior to implementation of the change. Postings will be in the reception area, sign-in/sign-out area, and via computer message system. There is an attached signature page. Parents will be required to sign this page which acknowledges an agreement with our policies. This signature page will be kept in your child's file.

Progress Reports:

Your child's teacher and/or the Director are available to discuss your child's progress at any time, and will regularly bring matters to your attention when necessary. In addition, we offer formal parent/teacher conferences. These conferences include developmental benchmarks, your child's strengths and weaknesses, social skills, gross and fine motor skills, helpful tips for home, etc. It is intended to include you in your child's progress, and to provide information on activities you may wish to reinforce at home with additional discussion or activities.

Special Needs Children:

Open Arms may accept children who need significant adult supervision beyond the range generally considered age-appropriate. Upon admission to Open Arms, parents, teacher, and the administrator will discuss and develop an appropriate plan which will include the agreed upon plan of care, a description of any special service needed, methods for this team to stay in communication and a schedule for the next review of the plan. All parties will sign the plan to indicate agreement. (*USDA Food Accommodations: see Meals on page 19*)

Supervision (adult/child ratios):

No child will be left unsupervised while attending Open Arms. This applies to indoor, outdoor, and field trips. Caregivers will supervise infant, wobbler, toddler, and preschool children by sight and hearing at all times, even when the children are sleeping. Staff to child ratios followed by this program will always comply with the following requirements according to Alaska State regulations

- 1 caregiver for every 4 infants;
- 1 caregiver for every 5 wobblers;
- 1 caregiver for every 6 toddlers;
- 1 caregiver for every 10 pre-elementary aged children;
- 1 caregiver for every 14 kindergarten aged children;
- 1 caregiver for every 18 school aged children;

When children of different age ranges are grouped together, a child-to-caregiver ratio consistent with the age of the majority of children will be maintained for kindergarten and school age children. When infants, wobblers, toddlers, and preschoolers are in a mixed age group, the child to caregiver ratio for the youngest child applies.

Television and Video Viewing:

Although television and video viewing are a limited part of our regular program, we might use an educational video related to our curriculum as an optional enriching experience. This will not exceed more than 1 ½ hours in a 24-hour period.

Termination of Services:

The Director shall reserve the right to discontinue child care service where:

- A child has special needs that are not met by this center;
- There is a major disagreement between family and Open Arms regarding policies;
- There is a serious failure of communication between the family and Open Arms.
- Any family that is two weeks behind in payment. A payment plan can be worked out with the Director before tuition is past due.
- The Director feels that the child would be better suited in a smaller care setting.

Volunteers, Substitutes and Emergency Caregivers:

The Director and Assistant Director are trained teachers and can substitute as necessary. Only University students are allowed to observe in classrooms upon approval from the Director. Volunteers/Visitors must also be screened/approved by Director before entering classrooms. A badge is given to those who are approved by the Director. Every employee, including volunteer and emergency caregivers, undergoes a thorough background check and reference screening. Volunteers are placed to assist staff members with specific assignments and will receive a volunteer orientation and then additional training on child development, discipline, child abuse and neglect, and active listening as needed.

OPEN ARMS GUIDELINES FOR INDIVIDUAL CLASSROOMS:

INFANTS: To help us successfully meet all our goals, the following guidelines have been set:

Diapers/Supplies

For infants, wobblers, and toddlers, an ample supply of diapers, formula and/or baby food must be provided.

Feedings

Bottles must be labeled, capped and dated. They must be presented “ready to serve.” Bottles are heated in a water bath. No glass bottles may be brought to the Center. Baby food must be labeled. Home-prepared food must be ready to serve, labeled and dated. We will heat it carefully in our microwave oven. Only unopened baby food jars may be brought to the Center. All opened food will be returned to you at the end of the day.

Labeling

All personal items must be labeled (bottles, baby food, diapers, blankets, clothing, toys, etc.).

Medication

Medication can be given only with the express written direction of the parent. Each medication must be labeled with the child’s name and dosage. Please do not leave any medication in your child’s diaper bag or classroom cubby. The medication log is provided for the parents at the end of the day.

SAMPLE INFANT CLASS SCHEDULE

<i>Arrival:</i>	<i>Greeting Parents/children by name and self-directed play</i>
<i>8:00am</i>	<i>Breakfast</i>
<i>Midmorning:</i>	<i>Diapers and routine care</i>
	<i>Naps for some children</i>
	<i>Teacher directed activities for some children</i>
	<i>Self-directed activities for some children</i>
	<i>Belly-time for some children</i>
<i>11:30am</i>	<i>Lunch</i>
<i>Afternoon:</i>	<i>Diapers and routine care</i>
	<i>Naps for some children</i>
	<i>Teacher directed activities for some children</i>
	<i>Self-directed activities for some children</i>
	<i>Belly-time for some children</i>
<i>2:30pm – Snack</i>	
<i>Late Afternoon:</i>	<i>Diapers and routine care</i>
	<i>Naps for some children</i>
	<i>Teacher directed activities for some children</i>
	<i>Self-directed activities for some children</i>
	<i>Belly-time for some children</i>
<i>Departures:</i>	<i>Talk with Parents about their child’s day</i>
	<i>Clean and sanitize room for the next morning.</i>

***Diapers are changed every two hours.**

***Young children are fed on demand.**

- * *Seasonally, we take the children outside when the weather is warm.*
- * *We also take them for after lunch buggy rides and later in the afternoon.*
- * *Occasionally, we play in the wobbler activity room.*

Wobbler/Toddlers:

Outdoor time

Depending on age, full-day children will be out of doors for one and one-half hours daily. The only exceptions are ice and temperatures below 20°F. Please see that your child is dressed appropriately for the weather. *A child that is too sick to go outside needs to remain at home.*

SAMPLE WOBBLER CLASS SCHEDULE

7:00-8:00	<i>Early Arrivals / Greeting Parents/ Free Play</i>
8:00-8:30	<i>Breakfast/ Free Play</i>
8:30-9:15	<i>Music & Cognitive Activities (or individual free play)</i> <i>(Diapering from 8:45- 9:15/ brushing teeth)</i>
9:15-10:00	<i>Outdoor Play (depending on outdoor temperatures)</i> <i>(Wash hands and get ready for snack)</i>
10:15 – 10:30	<i>Language Activity with morning snack (singing songs, finger plays)</i>
10:30-11:15	<i>Art Activity- Fine motor Activity</i> <i>(Diapering from 10:50 to 11:20)</i>

*****During winter months when it is warm enough to go out, we will be outside from 10:15-10:45 and use the morning time for art and fine motor skills.***

11:15—11:30	<i>Story time / Clean up</i>
11:30- 12:00	<i>Wash hands/ Lunch</i>
12:00 – 2:30	<i>Nap time (Diapering as Children wake up)</i> <i>Early risers play in the activity room</i>
3:00- 3:20	<i>Wash hands/ Afternoon Snack</i>
3:20- 4:15	<i>Small Group Play – Art or fine motor activities</i>
4:45- closing	<i>Quiet Activities/Departures/Family conversations.</i> <i>(A small snack will be given around 5:00pm)</i>

*****Children are changed before they are expected to be picked up.***

*****Wednesday- Chapel from 10:15 -10:30am (in the wobbler activity room)***

SAMPLE TODDLER CLASS SCHEDULE

7:00-8:00am	<i>Arrival (Greeting children/Parents)/ Free Choice</i>
8:00 – 8:40	<i>Wash hands for Breakfast/ Breakfast</i>
8:45- 9:40	<i>Creative Art/ Clean up Time</i>
9:40-10:00	<i>Circle Time/ Bible time</i>
10:00- 10:40	<i>Diaper changing/ Potty breaks</i>

10:40-11:00	<i>Outside play or Gross motor activities</i>
11:00- 12:00	<i>Wash hands/ Lunch / Tooth brushing</i>
12:00 – 12:30	<i>Activity Room/ Changing/ Potty break</i>
12:30 – 3:00	<i>Naptime/ Quiet time</i>
3:00- 4:00	<i>Creative art/ Individual Reading/ Changing/ Potty break</i>
4:00-4:30	<i>Wash Hands/ Snack</i>
4:30-5:15	<i>Outside or Activity Room Free play Time</i>
5:15- 6:00	<i>Free Choice/ Quiet Activities (combined classes)</i>
6:00 – 6:30	<i>Departure (Parent conversations)/ Goodbyes</i>

****All items scheduled include transitioning time. Additional potty and diaper changing provided as needed. Hand washing implemented before and after all meals; after changing/potty times; table activities and throughout the day as needed.***

****Outside time depends on weather permitting!***

OPEN ARMS GUIDELINES FOR PRE-SCHOOL CLASSROOMS:

Pre-School Program (3 - 5 years):

As children continue their experience at Open Arms, new considerations are given to their increased attention span, activity level and need to satisfy their curiosity. A more structured environment is created and the opportunities of exploration increased. The preschool program serves children between the ages of 3 and 5 years with a 1:10 teacher/student ratio. Emphasis is placed on cognitive skills. Our curriculum concentrates on pre-reading, reading, mathematics and science, creative arts and music. Planned activities are used to reinforce the natural learning that is part of every activity in a child's day.

We encourage the child to learn by doing and experiencing in a safe and well-supervised environment. We use field trips and other special experiences to extend the children's knowledge of the world around them. Trained professionals present all these activities in a positive, caring atmosphere. Our low child-to-staff ratio contributes to the ability to do these activities. Creativity is promoted in an uninhibiting environment. Our close staff/child relations contribute to the development of a positive self-image. All developmental areas are given equal attention. Spiritual values are strongly promoted through exemplary interaction, as well as Bible story time, prayers before meals and regular chapel workshop.

SAMPLE PRE-SCHOOL CLASS SCHEDULE

7:00- 8:45	<i>Arrival (Greeting children/Parents)/ Open Centers</i>
8:00- 8:45	<i>Wash Hands/ Breakfast / Open Centers</i>
9:00- 9:20	<i>Circle time</i>
9:30- 10:00	<i>Outdoor Time/ Gross Motor Activities</i>
10:00	<i>Wash Hands/ AM Snack</i>
10:00 – 10:40	<i>Chapel time on Wednesdays</i>
10:40 -11:30	<i>Small Group Activities/ Centers/ Creative activity</i>
11:40-12:10	<i>Wash Hands/ Lunch/ Brush teeth</i>
12:15-1:00	<i>Outside time (Children rotate into classroom one at a time) For bathroom break/ Quiet book reading on individual cots</i>
1:00-3:00	<i>Naptime/ Quiet time</i>
3:15-3:30	<i>Wash hands/ PM Snack</i>
3:30-4:30	<i>Small Groups/ Centers/ Creative Activity</i>
4:30 – 5:15	<i>Outside Time/ Gross Motor activities</i>
5:15- 5:30	<i>Preschool 1 & 2 Combine/ Wash hands/ Small snack</i>
5:30-6:30	<i>Free Play/ Departures/ Quiet Activities/Parent Conversation</i>

OPEN ARMS GUIDELINES FOR KINDERGARTEN CLASSROOMS:

KINDERGARTEN:

Our kindergarten program will prepare a child fully for first grade. The Teacher/child ratio is 1:14. Children entering Kindergarten are required to show proof of age and must be five years old by September 1st of the school year. The curriculum concentrates on reading readiness, mathematics, art, music, science, language development and dramatic play. Our reading, mathematics, and science programs encourage problem solving and observation and appreciation of the world around them. This program is comprehensive and will prepare your child for a successful first grade. Kindergarten hours are from 8:30 AM to 3:00 PM. Before and after school care is available; see current rates.

Tardiness. A child is considered tardy if he/she arrives after 8:30 AM. We value the educational program offered at OA CDC. Punctuality is a positive work habit and will ensure that your child gets the most from the educational opportunity provided. Students who arrive late cause an unfair disruption to the teaching and learning process for the entire class. On the attendance record on the report card, three tardies will equal an absence.

SAMPLE KINDERGARTEN CLASS SCHEDULE

- 8:30 *Circle (includes Bible, calendar & Math activities)*
- 9:30 *Morning Seat Work (Journals & Hand washing for Snack)*
- 10:00 *Language Arts (followed by Centers)*
- 10:40 *Wednesdays: Chapel*
- 11:10 *Social Studies/Science (Art on Fridays)*
- 11:40 *Outdoor Play*
- 12:00 *Story Time (Wash hands & helpers set up for Lunch)*
- 12:10 *Lunch*
- 12:30 *Clean-up Time/ Children do assigned jobs*
- 12:45 *DEAR (Drop Everything And Read!)*
- 1:00 *Free Gym/ Specials*
(Art, Music, PE, Community Service Projects, Library)
- 2:00 *Back to class for One on One (small group work)*
- 2:45 *Prepare for dismissal*
- 3:00 *Departure (Parent conversations, exchange of information, etc.)*



Public Notification USDA Non-discrimination statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.escc.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.escc.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

RECEIPT FOR PARENT HANDBOOK

I acknowledge that I have received a copy of the Open Arms Lutheran Child Development Center Parent Handbook.

I acknowledge that I have read this Handbook thoroughly, including the statements in the Welcome section describing the purpose and effect of the Parent Handbook.

I agree that I will seek clarification from the Director of Open Arms if I have questions regarding any policy or provision in this Parent Handbook.

I know that this Open Arms Parent Handbook and other related documents do not form a binding contract and do not create a promise of future benefits or conditions.

Nevertheless, the policies, procedures and provisions set forth in this Parent Handbook are incorporated into this receipt and I agree that I shall abide by its provisions and standards.

I also am aware that Open Arms continually evaluates and may change, add to, or delete the provisions of the handbook policies at any time.

Parent Printed Name

Parent Signature

Date

Policy Changes

Open Arms Lutheran Child Development Center reserves the right to change the policies and procedures written within the parent handbook at any time. Every effort will be made to communicate any changes in a timely manner. Furthermore, proper notice will be provided to each parent through written communication.