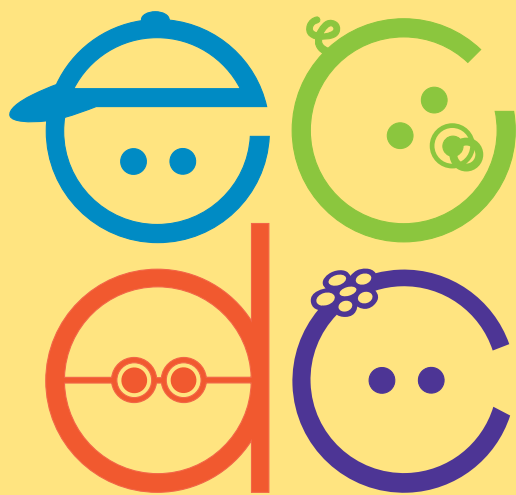




Cathy G. Hudson

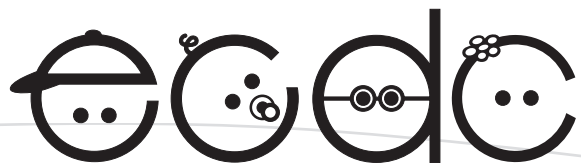


Envision  
Child Development Center



ENVISION®

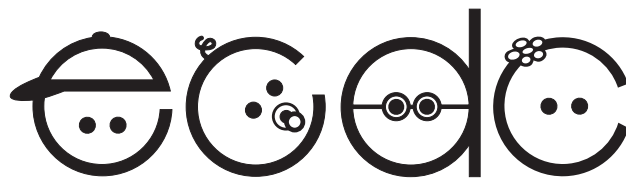
[www.envisionus.com](http://www.envisionus.com)



Cathy G. Hudson Envision Child Development Center

## Table of Contents

|                                   |     |  |       |
|-----------------------------------|-----|--|-------|
| Introduction .....                | 4   | Curriculum .....                         | 9     |
| Notice of Nondiscrimination.....  | 4   | Health and Wellness Policy .....         | 9-10  |
| Location .....                    | 4   | Medications .....                        | 10    |
| Envision Mission Statement.....   | 4   | Neglect or Abuse.....                    | 10    |
| Staff Creed .....                 | 4   | Biting .....                             | 11    |
| Special Needs Statement .....     | 5   | Behavior Policy .....                    | 11-12 |
| Hours of Operation .....          | 5   | Prohibited Punishment.....               | 12    |
| Late Pick Up Fee .....            | 5   | Pets.....                                | 12    |
| Cell Phone Free Rooms.....        | 5   | Home/School Partnership.....             | 12-13 |
| Snow/Inclement Weather Days ..... | 5   | Outdoor Play Policy .....                | 13    |
| Enrollment.....                   | 5-7 | Emergency Procedures.....                | 13    |
| Tuition and Fees .....            | 7-8 | Birthdays/Special Day Celebrations ..... | 13    |
| Staff .....                       | 8   | Clothing .....                           | 13    |
| Breakfast Policy .....            | 8   | Nap/Quiet Time .....                     | 14    |
| Breastfeeding Policy .....        | 9   | USDA Nondiscrimination Statement .....   | 14    |



## Introduction

This parent handbook is designed to provide families with information about the mission, program, policies, and procedures for the Envision Child Development Center. This handbook is subject to change at any time.

These policies and procedures are intended and designed to support and facilitate the operation of a high-quality early childhood education center that focuses on the well-being and best interests of the children who are enrolled. Failure of a parent/guardian to support or follow these policies and procedures will be grounds for termination of their child's enrollment. These policies and procedures are subject to modification or change at any time.

## Notice of Nondiscrimination

Envision Child Development Center admits students of any race, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate with its educational policies, admissions policies, and other school administered programs.

## Location

ECDC is housed in Envision Corporate offices, located at 610 North Main Street in Wichita, Kansas, 67203. The telephone number is (316) 440-1630.

## Mission Statement

To improve the quality of life and provide inspiration and opportunity for people who are blind or visually impaired through employment, outreach, rehabilitation, education and research.

## Staff Creed

Administration and staff at the Envision Child Development Center strive to pursue integrity and professionalism while creating a supportive bond with children, families and fellow staff members. We will work with parents and children to resolve any issues that may arise. We will strive to ensure the children are safe and treated with respect. We will work to provide an environment where they feel secure to explore and celebrate the world around them. We will model our values to the children, families, and staff.

Our values are:

- Respect
- Compassion
- Integrity
- Quality care and education



## Special Needs Statement

ECDC hopes to meet the individual needs of children. However, we do not have a nurse on staff and cannot provide one-on-one care. If we receive an application from a family who has a child requiring special health or education accommodations, we will do our best to help the family find a more appropriate program.

## Hours of Operation

The Envision Child Development Center is open Monday through Friday, 7:00 am to 5:30 pm.

## Late Pickup Fee

A late fee of \$1 per minute for the first five minutes (\$5 per minute thereafter) will be assessed if your child is not picked up by 5:30 pm. These fees will be billed to your account.

## Cell Phone Free Rooms

ECDC is a cell phone free zone. We strongly believe in maximizing parent-child and parent-teacher communication at drop-off and pick-up times. You are welcome to use your phone outside the building. Thank you for your cooperation.

## Snow/Inclement Weather Days

During times of inclement weather, the Center will follow the Wichita Public Schools (USD 259) closure for the first day. Any additional weather closures will be determined by Envision Executive staff.

There are rare but extreme conditions that might cause the closing of the building (water breaks, electrical outage, etc.). Parents will be notified any time there is a closure.

## Enrollment

Children are accepted for enrollment on a first-come, first-served basis. Priority is given to blind/visually impaired children. If space is not currently available, children may be placed on the waiting list after receipt of the \$25 application fee. The enrollment fee of \$50 will be collected upon completion of formal enrollment procedures. (Tuition and fees are nonrefundable.)

A child's enrollment will not be terminated without first conferencing with a child's family and working together toward a resolution. In order to allow other arrangements to be made, parents will be given 3-10 days' notice before termination (except where a child/teacher's safety and well-being are in danger).

### Reasons for Termination:

- Irregular attendance
- Inability of child or parent to adjust to our program, policies, procedures, and our philosophies.

- Delinquency in payment of tuition and/or fees.
- Teacher/child safety and well-being.

In the case of withdrawal of a child by a parent/guardian, two weeks' notice is required, except in the case of serious illness or injury.

We encourage families to tour and/or visit the classroom and meet the teaching team prior to the child's first day of attendance. This will help ease the transition into our center for both parents and children.

All required forms (included in the enrollment packet) must be completed and returned to ECDC before the child's first day of attendance. This is a requirement by Kansas Department of Health and Environment. If a child has a food allergy and requires modification to their meals, a note from a doctor is required (and will be kept on file with Nutrition Coordinator).

ECDC uses an auto-messenger service to relay information to families. Therefore, we must have current contact information for each family at all times. Please ask administrative staff if you need to update your information.

## Attendance, Arrival, Departure, and Release of Children

If your child will be absent or tardy, please notify the office.

We encourage children to arrive by 9:00 am so they can fully participate in the morning activities.

Naptime is 12:00 pm to 2:00 pm. Arriving children should not be dropped off during this time as it creates a disruption.

- Parents must walk children to their individual classrooms. Children and parents should walk together to prevent children from running unsafely through hallways and past classroom doors. Teachers will welcome or acknowledge children to assure parents that they are aware of their arrival.

The person bringing or picking up the child must be at least 18 years of age. As parents leave the building with children, the parent must be beside or in front of the child to prevent the child from running into the parking lot. Children are not permitted to press the handicapped access button to leave the Center.

- Any pertinent daily information should be communicated to the teacher.
- Regarding matters of guardianship/custody, the Center must have written copies of custody agreements, court orders, or restraining orders for proper documentation. These documents must be current. In the absence of such documentation, the Center is required to release the child to either parent. Verbal requests are not considered to be valid.
- Parents must provide the Program Director with court documents that determine any change in the parental access.
- Any time there is reason to believe that an unauthorized person might try to remove a child from the Center, the Program Director, administration, and teaching team should be fully informed.



- If a parent or any other authorized person picking up a child smells of alcohol or appears intoxicated, or under the influence, the teacher will take the following measures to assure the safety and well-being of the child:
  - o The teacher will offer to call a cab or a designated individual to drive home.
  - o If the parent insists on taking the child without appropriate transportation, the teacher or Program Director will call the police. We will pursue any legal measures necessary to protect a child. This may include reporting suspected abuse in addition to notifying the police.

#### Important Things to Remember

- **SAFETY IS A PRIORITY AT THE CENTER. BECAUSE WE WANT ALL CHILDREN TO REMAIN SAFE AND WELL, WE ASK THAT PARENTS KEEP CHILDREN WITH THEM DURING ARRIVAL AND DEPARTURE AS THE PARKING LOT IS A BUSY PLACE AT THESE TIMES.**

## Tuition and Fees

Billing is processed each Monday morning through Tuition Express.

Families receiving tuition assistance through the Department of Children and Families will be responsible for any tuition not covered by DCF.

Payments returned due to insufficient funds will be assessed an additional fee of \$35.

As of July 1, 2019, tuition rates are as follows:

- Infants (to 12 months) \$265 per week
- Toddlers (12 months to 36 months **and not potty-trained**) \$225 per week
- Pre-k (**3 years and potty-trained** to 5 years) \$205 per week

Fees are not reduced for the following holidays (or designated days of observance):

- Labor Day
- Veterans Day
- Thanksgiving Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day

Families will not be charged for the following closures:

- The day after Thanksgiving
- Winter recess
- Teacher in service (One day in June-to be determined yearly)
- The day after Independence Day

We are unable to reduce fees for days that your child is unable to attend due to:

- Illness
- Inclement weather
- Family vacation

## Staff

The Center's staff includes a Program Director, Early Childhood Developmental Leads, Early Childhood Educators, Home-based Educators, a Nutrition Coordinator, and volunteers. All employees must meet KDHE requirements. The primary goal of staff is to provide a quality program for each child.

## Nutrition, Lunch, and Snacks

ECDG participates in the USDA Child Adult Care Food Program. This is a federal program that provides reimbursements for nutritious meals and snacks. Parents will be asked to update CACFP forms annually.

Nutritional experiences and education are part of our curriculum. Breakfast, lunch, and snack are provided and prepared on site, as well as a monthly developmentally-appropriate food experience activity.

**Reminder: If your child has a food allergy that requires modification to their meals, please provide a doctor's note. This note will be kept on file and appropriate substitutions will be made.**

## Breakfast Policy

We believe breakfast is a very important start to each child's day. Breakfast will be served within each classroom from 8:00 am to 8:30 am. Children arriving after this time must be fed breakfast prior to arrival at the Center.

During mealtimes, staff will sit with children at the table in small groups, and socialization will be encouraged and modeled. Children will be allowed to serve themselves and will help with preparation, serving, and clean up.



## Breastfeeding

The Envision Child Development Center has earned two Kansas Breastfeeding Friendly Child Care Designations. We have created a culturally appropriate breastfeeding friendly environment, written policies that reflect our support and commitment to breastfeeding mothers, and we continually provide accurate information to breastfeeding mothers and family members. All staff are trained in skills to support and promote breastfeeding, and we support our breastfeeding employees as well.

In order to provide the best care possible for your infant, staff participate in training sessions focused on supporting breastfeeding families every three years.

We review policies annually to incorporate new information or updates.

Upon initial contact, staff will discuss breastfeeding support with all new families and share our policies and breastfeeding resources with them.

During school hours, a breastfeeding nook is provided for families.

Appropriate breastfeeding support materials, such as flyers, posters, books, and toys are available to families at any time (excluding material produced by formula companies).

The Kansas Department of Health and Environment regulations are followed for the storage and handling of breastmilk. The Center provides:

- Freezer and fridge space for milk storage.
- Written procedures to families on the proper way to label and handle breastmilk.

**Reminder:** Please remember to sanitize all equipment in the breastfeeding nook before and after each use.

## Curriculum

Classroom teachers post a weekly lesson plan and daily schedule. These lesson plans are intended to be consistent, yet flexible. Teachers will be responsive to the child's interests and natural exploration. The basis for lifelong learning begins when children actively engage and investigate their environment.

ECDC utilizes the Frog Street curriculum. Frog Street meets the Kansas Early Learning Standards.

## Health and Wellness Policy

With parent's help, all children need to wash their hands in the classroom immediately upon arrival to the Center.

Please do not bring your child to the Center if he or she is ill. Our policy states that we refuse care to any child who is ill with contagious/infectious signs or symptoms such as:

- A temperature over 100 degrees- children sent home with a fever, for whatever reason, are not to return to the Center until 24 hours after they are fever-free (without the aid of fever reducing medication) from the time you pick the child up.



- Diarrhea - more than one abnormally loose stool per day. Your child must be diarrhea-free for 24 hours before returning to the Center.
- Vomiting - child must be free of upset stomach and vomiting for 24 hours before returning to the Center.
- Inflammation of the eyes (pink eye/conjunctivitis)
- Skin lesions, i.e., impetigo, ringworm, and scabies
- Any undiagnosed rash
- Hand, Foot, and Mouth; if your child is diagnosed with this illness, the Center policy is as follows: Child will be excluded from the Center until all sores are scabbed over and can be covered. Regardless of a fever or a doctor's note, all sores in the mouth must be gone.

Your child should not return to ECDC until the period of contagion has passed and a written note from your child's physician is provided to the administrative staff. Ultimately it is up to the discretion of the program director to send a child home regardless of the reason due to illness. Please do not mask your child's symptoms with Tylenol or similar medication. In order to protect all the children, we must take illness very seriously. If we feel a child is too ill to be at school we will send them home.

## Medications

The following policies are in place regarding medicine administration:

- If a child requires over the counter and/or prescription medications, we require written parent and physician permission, which will be kept on file in the child's records. (For children under 2 years of age, a doctor's note is required for the administration of acetaminophen.)
- ONLY ECDC staff members that have been trained (Director and each staff member have been trained) are permitted to administer medication and must document that they (1) verified the correct child, (2) verified the correct medication (3) verified the correct dose (4) verified the correct time of administration. This document must be signed by the teacher.
- Medications must be labeled with the child's first and last name, child's physician, prescription label, and directions for administration and storage, expiration date, and period of use.
- All medication is kept in locked storage.

**Reminder:** Sunscreen is considered medication and must have written permission from the parent and labeled with the child's name.

## Neglect or Abuse

Envision Child Development Center employees are mandated reporters. By law, any evidence of neglect or abuse must be reported immediately to the Kansas Department of Children and Families.

## Biting

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or peers. Toddlers lack verbal skills, act impulsively, and have not mastered self-control. Sometimes biting occurs for no apparent reason. The Center will encourage the children to “use their words” if they become angry or frustrated.

The following steps will be taken if a biting incident occurs at the Center:

- The biting will be interrupted with a firm “Ouch! Biting hurts!”
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. Appropriate forms will be completed and sent home with each child.
- Confidentiality of all children involved will be maintained.

If we see that there is a consistent biter these steps will be taken:

- The biter will be shadowed by an adult at all times. If the teacher sees that the biting is subsiding and the biter is using words, the shadowing technique will be tapered off.
- If we see that the shadowing technique is not working, a touch rule will be implemented. A child will be physically touched by an adult at all times, i.e., holding their hand, touching their back, having them sit with them. This will ensure that the child has no opportunity to be close enough to another child to bite. This will be in place until the teacher decides to go back to a shadowing technique.
- If after both of the techniques are in place and there is still no improvement, other interventions may be implemented. These may include inviting a behavior specialist to the classroom, suspension of the biter, parental observations, behavior charts, and as a last resort, termination.

## Behavior Policy

1. **Redesign:** Redesign our program to meet needs of individual children.
2. **Reinforce:** Encourage children to act in positive ways.
3. **Respond:** Teachers will respond in a positive manner when a behavior is inappropriate, such as “Use your walking feet.”

4. **Remind:** Children are reminded when their behavior is becoming disruptive.
5. **Redirect:** A child may need to move to another activity.
6. **Remove:** If the above techniques are not effective, a child may need to sit out for a while and talk with the teacher to develop a positive plan of action.

If a child is unable to function acceptably in the classroom, the teacher may request administrative assistance. The administrator in charge may choose to contact a parent in order to pick up the child if the behavior is unacceptable and consistently out of control. Also, if a child hurts or injures a teacher or student, the parent will be called to pick up the child. Parents need to be supportive of acceptable consequences. Children must learn limits so that they will develop appropriate social skills with others.

## Prohibited Punishment

Punishment which is humiliating, frightening, or physically harmful to the child shall be prohibited. Prohibited methods of punishments include:

1. Corporal punishment.
2. Verbal abuse, threats, or derogatory remarks about the child or the child's family.
3. Binding or restricting movements or enclosing in a confined space such as a closet, locked room, or similar cubicle.
4. Withholding or forcing food.

## Pets

Pets and service dogs are an important part of our school community. Classroom pets or visiting animals will be in good health. We will have documentation from a veterinarian to show that the animals are fully immunized so that the animal is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that any child who is allergic to an animal is not exposed to that animal.

The care of pets is a valuable experience for children. All animals will be properly housed. The children may help with the feeding of pets with staff supervision. Staff is responsible for keeping the pet homes clean. Reptiles are not allowed as classroom pets because of the risk for salmonella infection.

## Home/School Partnership

The Envision Child Development Center has an open-door policy and we welcome families to visit the classroom anytime or to schedule visits of other classrooms.

- Communication - We want to communicate with you about your child. Monthly Center

newsletters will be sent home. Parent information boards contain weekly lesson plans, news, and announcements from the Center. Please also remember to check your child's cubby daily for other information.

- Assessments/Progress Reports - Assessments/progress reports will be sent home twice a year. Conferences are provided for parents who would like to discuss their child's progress/development. If you would like a conference at any time, please contact your child's teaching team to make arrangements.

## Outdoor Play

Unless extreme weather conditions prevail or air quality poses a significant risk, children will have a daily period of outdoor play under the supervision of their teaching team. Children spending more than four consecutive hours at the Center shall play outdoors for at least one hour daily. If your child is unable to go outside for the day, they should be kept home.

Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service.

## Emergency Procedures

Fire drills are conducted each month. Tornado drills are conducted monthly April through September. An Emergency Exit Plan is posted in each classroom.

In the event of an actual fire, we will follow the drill procedures and call 911. We will not return into the building until the fire inspector gives the "all clear."

In the event of an actual tornado warning, we will follow the drill procedures and will stay sheltered until the "all clear" is given by the National Weather Service.

## Birthdays/Special Day Celebrations

Any birthday treats or other treats must be store bought in an unopened package with ingredients listed.

## Clothing

We suggest that your child wear comfortable, washable clothing. In accordance with the Kansas Department of Health and Environment, each child must have at least two COMPLETE changes of clothing. Please remember to rotate out winter clothes with summer clothes, and vice versa.

Each garment must be clearly labeled with your child's name.

**In winter:** please send hats, mittens, and coats with your child.

## Nap/Quiet Time

After 30 minutes, children who do not nap will be permitted to have quiet time through the use of books or toys which will not disturb other children (these guidelines are required by the state licensing regulations).

## USDA Nondiscrimination 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, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.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, DC 20250-9410

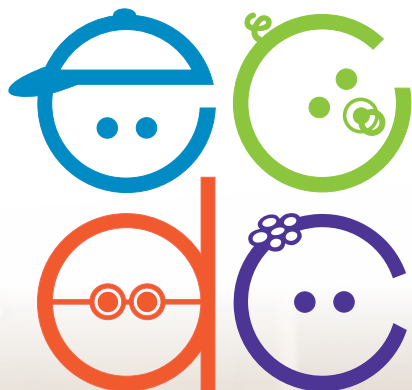
**2) Fax:** (202) 690-7442; or

**3) Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



Cathy G. Hudson



**Envision**

Child Development Center

610 N. Main, Wichita, KS 67203

**316-440-1630**



[www.envisionus.com](http://www.envisionus.com)

To improve the quality of life and provide inspiration and opportunity for people who are blind or visually impaired through employment, outreach, rehabilitation, education and research.

