



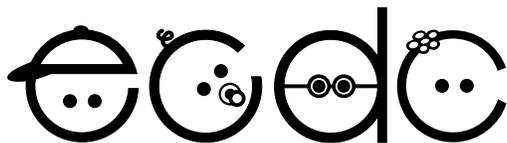
PARENT HANDBOOK 2024-25

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Cathy G. Hudson Envision Child Development Center Parent Handbook

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Introduction

Welcome to the Envision Child Development Center (ECDC). This parent handbook is designed to provide essential information about our mission, programs, policies and procedures. Please note that the policies and procedures outlined here may be subject to change. Our goal is to support and facilitate a high-quality early childhood education center, focusing on the well-being and best interests of the children enrolled. Non-compliance with these policies may result in termination of enrollment.

Mission and Core Values

Mission Statement

Our mission is 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.

Core Values

Our core values are:

- Integrity
- Curiosity
- Passion
- Initiative
- Teamwork
- Excellence

Notice of Nondiscrimination

The ECDC is an equal opportunity provider and admits students of any race, color, national, or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate based on

educational policies, admissions policies and other school-administered programs. Visit our website for the full statement: envisionus.com/parent-resources.

ECDC aims to meet the needs of all children but does not have a nurse on staff or the ability to provide one-on-one care. If a child requires special health or educational accommodations, we will assist the family in finding a more suitable program.

Enrollment and Attendance

Enrollment

Enrollment is on a first-come, first-served basis, with priority given to children who are blind or visually impaired. Parents must complete all required forms and pay enrollment fees before the child's first day, including documentation for food allergies if applicable.

Tuition and Fees

Billing for tuition and fees is processed through Tuition Express and payments are due on the 1st and 15th of each month. Parents are responsible for ensuring all tuition and fees are paid in full and on time. Additionally, parents are responsible for applying for any financial assistance they may qualify for, whether through the state or other institutions. Any tuition not covered by financial assistance remains the responsibility of the parents. It is essential to manage these obligations promptly to ensure uninterrupted enrollment and participation in the Center's programs.

Attendance, Arrival and Departure

Please notify the office if your child will be absent or tardy. Children arriving after 9 a.m. will not be admitted without a doctor's note or prior notification of scheduled therapies. Tuition and fees will not be adjusted based on attendance.

Parents must accompany their children to the classroom. You must provide a list of individuals authorized to pick up your child; all individuals must be over 18 years old. Staff will adhere to this documentation, including in cases of custody. It is crucial to maintain accurate and updated documentation with the Center. We reserve the right to refrain from releasing a child into an unsafe situation and will refer to the authorized pick-up list if any issues arise.

To maximize parent-child and parent-teacher communication, please refrain from using your cell phone during drop-off and pick-up.

Hours of Operation

ECDC operates Monday through Friday from 7:00 a.m. to 5:30 p.m. 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 p.m. These fees will be billed to your account.

Snow/Inclement Weather Days

ECDC follows the inclement weather policy of Envision, Inc. Closures or delays will be communicated via automated messaging by 4:30 a.m. on the affected day. Decisions are based on factors including road conditions, weather forecasts, and building conditions. Typically, our decisions align with local school districts.

Outdoor Play

Children will have daily outdoor play, weather permitting. We adhere to safety guidelines for temperature extremes and follow KDHE guidelines for outdoor play.

Family Engagement

Home and School Partnership

ECDC has an open-door policy and welcomes visits from authorized individuals. Communication with the center is maintained through newsletters, information boards and progress reports. Parents are encouraged to schedule conferences with teaching teams.

The center's annual calendar will be posted and available at least a month before the July annual enrollment period. This calendar will include closure dates and any planned early departure days for the upcoming school year. Each year, Envision hosts an employee appreciation banquet, and although the date is not set at the time of the calendar's production, we will provide at least a month's notice for this event. We are committed to giving advance notice of all scheduled field trips, events and outings. These notices will also include information on how to complete parental release forms or opt out if when applicable.

Health and Safety

Health and Wellness

Please do not bring your child if they are ill. A child must be fever-free, diarrhea-free, and vomit-free for 24 hours before returning. For certain illnesses, a doctor's note is required for re-admittance. Which may include, but not be limited to:

- **Fever:** If your child has a temperature over 100 degrees, they must be picked up immediately. They cannot return to the Center until they have been fever-free for at least 24 hours without the aid of fever-reducing medication.
- **Diarrhea:** If your child has more than one abnormally loose stool, they must stay home until they have been diarrhea-free for 24 hours.
- **Vomiting:** If your child has vomited, they must be free from vomiting and any related symptoms for 24 hours before returning to the Center.
- **Inflammation of the Eyes:** Conditions like pink eye (conjunctivitis) require that the child be kept at home and may not return to the Center until after 24 hours of administration of medicated eye drops.
- **Skin Lesions:** Conditions such as impetigo, ringworm, and scabies must be treated and the child must be lesion-free before returning.
- **Undiagnosed Rash:** Any rash of unknown origin needs to be examined and cleared by a physician before the child can return to the Center.
- **Hand, Foot, and Mouth Disease:** If diagnosed with this illness, your child must stay home until all sores are scabbed over and can be covered and all mouth sores are gone. This applies regardless of the presence of a fever or a doctor's note.

Your child should only return to ECDC once the period of contagion has passed and a written note from their physician is provided to the administrative staff. The program director has the discretion to send a child home due to illness, regardless of the reason. At times, medications may mask your child's illness, we ask you to consider the effects of medicine and ensure that confirm your child's wellness their return to the center. To protect all children, we take illnesses very seriously and will send a child home if they appear too ill to be at school.

Hand Washing

Children will be guided to wash their hands upon arrival and as necessary throughout the day.

Medications

The following policies apply to the administration of medication at ECDC:

- **Permission:** Written permission from both the parent and physician is required to administer any over the counter or prescription medications for children under 2 years old. For children 2 and older, written parental permission is required for over-the-counter medications and written consent from both the parent and physician is needed for prescription medications. This documentation will be kept on file in the child's records.
- **Authorized Personnel:** Only trained ECDC staff members (including the Director and trained staff) are permitted to administer medications. They must document the following:
 1. Verified the correct child.
 2. Verified the correct medication.
 3. Verified the correct dose.
 4. Verified the correct time of administration. This documentation must be signed by the administering teacher.
- **Labeling:** Medications must be clearly labeled with the child's first and last name, the prescribing physician's name, the prescription label, directions for administration and storage, the expiration date and the period of use.
- **Storage:** All medications are stored in a locked cabinet.

Emergency Procedures

Fire and tornado drills are conducted regularly. Emergency exit plans are posted in each classroom. In case of an actual emergency, appropriate procedures will be followed, and parents will be notified.

Neglect or Abuse

ECDC employees are mandated reporters and must report any evidence of neglect or abuse to the Kansas Department of Children and Families.

Nutrition and Meals

ECDC participates in the USDA Child Adult Care Food Program. Breakfast, lunch, and snacks are provided and prepared on-site. If your child has a food allergy, a doctor's note is required. Breakfast is served from 8:00 a.m. to 8:30 a.m. Children arriving after this time must be fed before arrival.

Breastfeeding

The ECDC maintains a Kansas Breastfeeding Friendly Childcare designation. ECDC supports breastfeeding mothers by providing a private breastfeeding nook and appropriate materials. We follow KDHE regulations for breastmilk storage and handling.

Curriculum and Learning

ECDC uses the Frog Street curriculum, which meets the Kansas Early Learning Standards. Lesson plans are posted weekly in each classroom, promoting engagement and exploration.

All employees within the center must meet the KDHE requirements for early education licensure.

Behavior Policy

We use a series of positive techniques to manage behavior, including redesigning activities, reinforcing positive actions and redirecting or removing children if necessary. Parents will be contacted if behavior issues persist and in severe cases, may lead to suspension or termination. Humiliating, frightening, or physically harmful punishment is prohibited.

Biting Policy

If a biting incident occurs, staff will handle it calmly, comfort the bitten child and notify parents. Persistent biting will be addressed with shadowing or other interventions and in severe cases, may lead to suspension or termination.

Additional Policies

Pets

Pets and service dogs are part of our community. Animals must be in good health and properly immunized. Staff will supervise interactions and ensure allergic children are not exposed.

Birthdays and Special Celebrations

Birthday and special day treats must be store-bought and in unopened packages with listed ingredients.

Clothing

Children should wear comfortable, washable clothing. Two complete changes of clothing must be provided. In winter, send hats, mittens and coats.

Nap/Quiet Time

Children who do not nap will have quiet time with books or toys after 30 minutes, in accordance with state licensing regulations.

USDA Nondiscrimination Statement

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability and reprisal or retaliation for prior civil rights activity.

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, 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



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