

**The Donald S. Collins
Early Learning Center**



Parent
Handbook

Dear Families,

Welcome to the Donald S. Collins Early Learning Center! We are committed to forming strong partnerships between our families, children, and staff. We work hard to create a safe, nurturing, and loving community for you and your child. Our trained teachers are dedicated to the welfare of each child in the center. You will find exciting classrooms where children are free to grow and develop at their own pace through play based, developmentally appropriate education.



Our administrators and staff are available to talk with families about your questions and concerns. Good communication between families and the center makes our partnership stronger. We all model for children the importance of education.

While you will seldom see the talented community leaders serving on the Board of Directors, I can assure you that we are committed to providing you and your children the best early childhood education and care possible! The Board is keenly aware of the importance for good, quality early childhood centers in the valley. We are constantly working for you and your child. It is with delight that we celebrate children leaving our center and entering kindergarten, prepared for the next step in their educational journey.

Thank you for selecting Collins Early Learning Center. We look forward to a wonderful partnership.

My best regards,

Jillian Ballard

Board Chair

Swannanoa Valley Child Care Council, Inc.



The Donald S. Collins Early Learning Center

Parent Handbook

Mission Statement

Collins Early Learning Center is committed to serving children, six weeks to kindergarten and school age up to 2nd Grade from diverse families. A caring, dedicated, and trained staff partners with families in order to provide:

- A safe, nurturing, and loving atmosphere
- An intentional, play based, developmentally appropriate education
- A creative environment that encourages children to be successful learners

Board of Directors

Collins Early Learning Center is a non-profit organization. The Swannanoa Valley Child Care Council, Inc. is the governing board responsible for policymaking and is comprised of local valley citizens involved within the community. Board members serve a three-year, rotating term.

Cultural Competency

Our center is open to all families regardless of ethnicity, religious affiliation, sexual orientation, disabilities or other cultural differences. We embrace and celebrate cultural differences and strive to provide an inclusive environment for all families. We encourage you to share your family's culture and traditions with our center community.

Confidentiality

Collins Early Learning Center acknowledges that information regarding your child and family is private and personal. We are committed to maintaining privacy and protection for sensitive information. Collins Early Learning Center will only share confidential and sensitive information with employees who have on a need-to-know basis in order to care for your child in a safe and appropriate manner. Staff will not share photographs of children or information about your child on social media. Collins Early Learning Center will not disclose any information except when required by law or if a serious threat to the health and safety of children and families is present. Staff are strictly prohibited from discussing anything about another child with you. Confidential information includes, but is not limited to: names, addresses, contact information, disability information, and health-related information.



Child Abuse & Neglect

As a licensed early childhood education facility, we are required to report any suspected causes of child abuse or neglect. A suspected case will be reported to the Executive Director who is responsible for reporting to the Department of Social Services.

Hours of Operation & Holidays

Our center is open each weekday from 6:30 am to 5:30 pm except on specific teacher workdays and the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Monday after Easter (TWD)
- Memorial Day
- The Week of Independence Day
- Friday before Labor Day (TWD/TBD)
- Labor Day
- Veteran's Day (TWD)
- Thanksgiving (Thursday and Friday)
- The Week of Christmas

After school wrap around care is available for school age children only.

Inclement Weather

Collins Early Learning Center aims to remain open as consistently as possible during inclement weather situations; however, the safety of our children, families, and staff is our first priority. Please be sure to check with WLOS and WLOS.com for closings and delays. You are encouraged to sign up for text alerts through WLOS.com as well. Every effort will be made to post any announcements no later than 6:00 am.



Enrollment Forms & Tuition

In accordance with the Division of Child Development and Early Education (DCDEE) regulations, we are required to keep several documents on file for your child. We ask that you thoroughly fill out the enrollment packet and return it to the administrative staff upon the first day of attendance. The documents we need on file include:

- Application form (updated as needed)
- Release form (updated as needed)
- Reporting of Suspect Child Abuse and Neglect form
- Discipline and Behavior Management form
- Parent Handbook Acknowledgement form (updated if/when modified)
- Child's Medical Report form
- Safe Sleep form – 0-12 months (updated if/when modified)
- Infant Feeding Schedule – 0-15 months (updated as needed)
- Child and Adult Care Food Program form (updated annually)
- Physical record – due within 30 days of enrollment
- Immunization record – due within 30 days of enrollment
- Photo release form – (updated if/when desired)

It is vital that all phone numbers and emergency contacts are always kept up to date.

- **There is a \$75.00 (per child) enrollment fee due at the time of enrollment.** It is non-refundable and non-transferable.
- There is a **\$25 (per child) Registration fee for all school age students (K-2).**
- Weekly tuition is due on Monday for the upcoming week. Tuition reserves your child's space in our center. **Since that spot is yours whether or not your child is in attendance, tuition adjustments will not be made for any reason including absence.**
- A late fee of \$5.00 will be added if not paid by the close of Friday after two weeks of nonpayment, your child will not be allowed to return until the account is made current. Further non-payment will result in your child being un-enrolled from the program.
- A returned check fee of \$30.00 will be charged to your account for all checks marked "insufficient funds".
- All children enrolled must have a completed file including an immunization record and physical. Parents must update their child's file if there are any changes.



Weekly tuition is as follows:

- Infant - \$207
- 1 Year Olds - \$207
- 2 Year Olds - \$181
- 3 Year Olds - \$170
- 4 Year Olds – \$170
- 5 Year Olds - \$170

Child/Staff Ratios & Class Sizes:

Classroom	Ratio Staff/Children Maximum	Group Size Permitted
Infants	1/5	10
Waddlers	1/6	10
Toddlers	1/6	12
Twos	1/9	18
Threes	1/10	20
Fours	1/13	20

Drop Off Procedures

- For your child’s safety, an adult must accompany your child to the appropriate classroom.
- When checking in with the teacher please be sure to let them know of any pertinent information involving your child’s health or well-being.
- Please refrain from using your cell phone while dropping off or picking up your child. Communication between parents/caregivers and teachers is crucial for creating the best experience possible for your child. Your child is eager to see and talk with you!
- In the interest of creating healthy relationships for your child, we ask that you do not walk away when your child is occupied. Instead, please acknowledge the departure by saying “goodbye”, “I love you”, “I’ll be back this evening”, etc. We know this may seem harder on your child but rest assured that is far worse if they realize that you slipped out when they were not looking. So please do not sneak away.
- If you have concerns about your child’s separation anxiety please be sure to speak with his/her teacher, the Program Coordinator, and/or the Executive Director. We can contact you to let you know how your child is adjusting after your departure.
- Parents/caregivers are responsible for supervision of their child before being signed in and after being signed out.
- Teachers will sign children in and out each morning and afternoon.



Pick Up

- Children must be picked up by an authorized adult. Collins Early Learning Center will not release your child to anyone who is not authorized for pick up on the signed release form without prior written permission.
- If someone is planning to pick up your child who is not authorized to do so we will need to have a written note, email, or text stating the date and who will be picking up your child. Collins Early Learning Center will require identification to be presented at the time of pick up.
- If staff do not recognize someone requesting to pick up your child, we will require picture ID to confirm his/her identity.
- In the interest of safety, please park and turn off your vehicle when dropping off and picking up your child. Please do not leave any other children unattended in your vehicle.
- For the safety of your child, we cannot release a child to anyone under the influence of drugs or alcohol. We will contact the next person listed on the release form to come and pick up your child.

Late Pickup Policy

In the interest of your child and out of respect for our staff's time, a late fee will be applied for any child who has not been picked up by 5:30pm without prior approval. The late pickup fee is as follows: pick up from 5:35 – 5:45pm is \$15.00, and \$5.00 for each additional 5 minutes, per child. We understand that obstacles and emergencies happen and we are tolerant of the occasional late pick up; however, excessive lateness may result in possible termination of enrollment.

Parking Lot Safety

The parking lot can be a busy and dangerous place for children. We encourage you to hold your child's hand as they navigate the parking lot. Please be sure to turn off your vehicle when you drop off and pick up your child. Under no circumstances should children be left in an unattended vehicle.

Absences

In the event that your child is sick, or absent for another reason, please give us a call and let us know. We are always interested in the well-being of your child and we may call to check in if we have not heard from anyone in a couple days. Communicating your child's absence also helps us better prepare for the day. Since tuition reserves your child's space in the classroom tuition is not adjusted for your child's absence.



Withdrawal

A two-week written notice is required when withdrawing your child from Collins Early Learning Center. Payment is due for the two-week notice period whether or not your child attends during that time.

Parent Communication & Involvement

We believe that transparency and open communication are two of the most important factors in our partnership with families. Collins Early Learning Center has an open door policy. You are more than welcome to visit any time during the day. We encourage parents/caregivers to participate in celebrations and other special events that happen throughout the year.

In order to provide proper communication in the case of illness, accident or emergency, please keep contact and release information as current as possible.

Under certain circumstances, we will call you during your child's day. They include but are not necessarily limited to:

- Illness that requires your child to go home
- Falls/injuries that warrant an FYI call
- Out of required supplies (such as diapers, wipes, etc.) for more than 24 hours

When dropping off and picking up please be sure to check in with his/her teacher. Let them know of any pertinent information involving your child's health, well-being, how their day has gone so far, etc. This type of communication allows teachers to have a broader perspective of your child's day and, therefore, more capable of making educated decisions about best teacher practices that benefit your whole child. Please refrain from using your cell phone during both drop off and pick up transitions.

Please feel free to ask questions about activities, events, curriculum, etc. As the most important advocate in your child's life, you have the right and responsibility to voice concerns and/or questions about what is happening during your child's day.

Knowing that we are a continually growing organization, we appreciate and encourage your feedback! Please be sure to let us know how you think we are doing, what we do well, what we can improve, and any other commentary you would like to offer. The Director and is available in person or by phone (828.669.6617).

Collins Early Learning Center will communicate with parents/caregivers through:

- Telephone calls
- Kaymbu Messages
- Newsletters
- Email
- Notices
- Child Portfolios



Conferences

We are always interested in communicating with you about your child. Out of respect for your child, we ask that you do not talk in depth about your child in your child's presence. If you are interested in a conference, or a phone call, to discuss concerns regarding your child please arrange it with the Director or for a time when your child is not around.

Parent Observations & Visits

Collins Early Learning Center encourages parents/caregivers to visit and participate at any time throughout the day. You may join us whenever it works for you whether you want to read books to the class, eat a meal with us or join us for free play.

We do ask that you give us at least the first month of enrollment to allow your child to settle into the classroom routine before you join us for any lengthy part of the day. It is important for your child to understand that school is their place and that "my family always comes back to get me."

Preparing for your Child's First Day

We at Collins Early Learning Center understand that the first day of school can be stressful, scary, and daunting for both the child and the family. Times of transition can be especially difficult and we strive to do our best to make it as peaceful and comfortable of a transition as possible.

- You are more than welcome to call us throughout the day to check in on your child We encourage you to ask questions, check in, and partner with us during this time!
- Bringing a familiar soft object from home, such as a loved stuffed animal or blanket, usually helps children transition more comfortably.
- As with all person belongings, please be sure to label the item so we can ensure its return at the end of the day.



What to Bring – Child Supplies & Personal Items

In order to provide a high-quality experience for your child it is essential that they have all of the supplies necessary for a smooth, exciting, and engaging day. Each child will need to have:

Infants/Toddlers

- Diapers – at least 5/day – diapers are changed every 2 hours or as needed (whichever comes first)
- Wipes – hard, plastic container preferred
- Diaper cream – optional
- 2 sets of extra seasonal clothes – including one pair of socks and closed-toe shoes
- Pictures of family, pets, and other important family culture aspects to be posted in the classroom for your child to share with others

Recommended:

- A familiar soft object from home, such as stuffed animal or blanket, for soothing and comfort
- Hat or other sun protection for outdoor play
- Pacifiers (labeled) if used

Preschoolers:

- 2 sets of extra seasonal clothes. Clothes that promote self-help skills are recommended and preferred
- Pictures of family, pets, and other important family culture aspects to be posted in the classroom for your child to share with others

Recommended:

- A familiar soft object from home, such as stuffed animal or blanket, for soothing and comfort at naptime

During cold months it is essential that every child has the following for outside play:

- Jacket/coat
- Hat
- Mittens/gloves
- Boots

In accordance with DCDEE regulations, we WILL go outside on cold days.

In the event that your child is out of supplies for more than 24 hours you will be asked to either pick up your child or bring the necessary supplies during your child's day.



What NOT to Bring

Collins Early Learning Center respectfully requests that toys from home stay at home. Sharing is a complex skill that is more easily acquired when classroom toys are in use. There are also choking hazard rules that we must follow. Toys from home often compromise the ability to make sure that all toys and materials presented to children are safe for everyone in the given age group. There is also a likelihood of toys getting broken and that is sad for both your child and us.

The exception is on Show and Share day which is offered in the preschool classroom. On this specific day children may bring appropriate toys and objects in order to participate in the community gathering. Under no circumstances are toy guns, or any other weapons, permitted at Collins Early Learning Center.

Other items NOT to bring:

- Clothes, shoes, etc. that you would prefer not to get dirty.
- Money – It is easy for children to come to school with money or coins in their pockets. This is a choking hazard for our younger children.
- Food, Gum, Drinks – Unless there have been previous arrangements made to meet special dietary needs with the Director, please leave these at home. We provide a nutritious breakfast, lunch, and afternoon snack for your child.
- Flip flops and other open-toed shoes
- Aerosol cans of sunscreen, insect repellent, etc.

Outdoor Play

Collins Early Learning Center believes that outdoor play offers excellent opportunities for exploration and discovery for all ages. We offer developmentally appropriate toys and material on both the infant/toddler and preschool playgrounds. Staff provide large and small group learning opportunities as well as facilitate time for free play outdoors.

DCDEE regulations require us to provide daily outside play opportunities for all ages, even in the cold or heat, weather permitting. Weather permitting is defined as “every day, unless there is active precipitation, extremely hot or cold conditions or public serve announcements that advise people to stay indoors due to weather conditions that could be hazardous.”

Please see the Child Care Weather Watch Chart at the back of the handbook for specific information regarding decision-making for outdoor play.

According to the DCDEE Child Care Handbook, “Getting outdoors daily, even in the winter, helps children develop healthy minds and bodies. Many adults believe children will get sick from playing outside in cold weather. Children are actually more likely to stay healthier if they play outdoors during winter months. Germs are not contained and concentrated outdoors. Refer to



the Winter 2005 issue of the NC Child Care Health and Safety Bulletin on Outdoor Health and Safety for additional information about how the outdoors is healthy for children.”

DCDEE requires that if your child is too sick to be outside, they are too sick to be at school.

Please keep your child home until they are feeling well enough to participate in daily class schedules, routines, and activities. Due to child/staff ratios, we cannot guarantee that we can accommodate requests for children to stay indoors during outside time.

Toileting

Collins Early Learning Center does not require that your child be potty trained in order to join us. Teachers and parents will work together to decide when an appropriate time to begin the potty training journey! No child will be punished or threatened in anyway regarding accidents or pottyng.

Child Guidance

As discussed in our educational philosophy, Collins Early Learning Center believes that positive, intentional, developmentally appropriate, and consistent interactions with adults allow children to develop strong self-regulation skills, the ability to problem-solve, social values, and self-confidence.

Each classroom has rules and guidelines that create space for children to feel safe, secure, and confident. Each parent/caregiver must review and sign the Discipline and Behavior

Management Policy form that states that:

Collins Early Learning Center will:

- Compliment, reward, and encourage children
- Reason and set developmentally appropriate limits
- Model appropriate behavior
- Create proactive classroom environments that prevent problems before they occur
- Listen to children’s concerns, questions, disagreements, etc.
- Provide redirection and alternatives for inappropriate behavior
- Provide natural and logical consequences
- Empower children as people and respect their needs, desires, and feelings
- Ignore minor misbehaviors
- Explain things to children in a developmentally appropriate manner
- Stay consistent with expectations and boundaries for each class
- Use effective guidance and behavior techniques that focus on child development
- Use short supervised periods of renewal time to be used sparingly, with children ages 3 and up



Collins Early Learning Center will NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse children
- Shame or punish when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating, resting, or sleeping
- Leave children alone, unattached, or without supervision
- Place children in locked rooms, closets, or boxes
- Allow discipline of children by other children
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic Groups

Biting Policy

Collins Early Learning Center recognizes that biting is a developmentally appropriate behavior for children 0-30 months old. While developmentally appropriate, we understand that it can be concerning and upsetting when your child is involved in a biting incident. Biting most likely occurs due to teething, experimentation between cause and effect, and the lack of language skills that occur between 0-30 months.

We encourage parents/caregivers to work with their child's teacher in order to identify methods and strategies most appropriate for redirecting this developmentally appropriate impulse. Parents will be notified by an incident/accident report if a biting incident occurred during your child's day. Staff may not discuss with either parent the identity of the other child involved.

Collins Early Learning Center reserves the right to un-enroll a child in the rare event that biting becomes extreme and all alternative options have been exhausted.

Incident/Accident Reports

In the interest of open communication and maintaining a safe and nurturing environment for all children teachers will document incidents (hitting a peer, etc.) and accidents (scraped knee, etc.) pertaining to your child.

Staff will treat minor cuts, scrapes, and bruises with first aid. For more involved injuries, such as injuries to a child's head or face, parents/caregivers will be notified immediately.

In the case of a medical emergency 911 will be called and parents/caregivers will be notified immediately.



Transitioning to the Next Classroom

Collins Early Learning Center understands how exciting and scary it can be when it is time to move up to the next class. Both child and family may experience excitement, hesitation, and a whole host of questions!

Your child will only move up when space is available and your child is developmentally ready for the given class. Every child will have transition time to visit the classroom and connect with the teachers.

Parents/caregivers will be introduced to teachers, a tour of the classroom will be provided, and time will be set aside to answer any questions or concerns that may arise during this time of exciting transition.

Breastfeeding Friendly Designation Program

Collins Early Learning Center promotes breastfeeding by the following ways:

1. Make a commitment to the importance of breastfeeding, especially exclusive breastfeeding, and share this commitment with fellow staff.
2. Train all staff in the skills to support and promote optimal infant and young child feeding.
3. Inform women and families about the importance of breastfeeding.
4. Provide learning and play opportunities that normalize breastfeeding for children.
5. Ensure that all families we serve are able to properly store and label milk for childcare facility use.
6. Provide a breastfeeding-friendly environment.
7. Support breastfeeding employees.
8. Ensure that each infant has a feeding plan that supports best feeding practices.
9. Contact and coordinate with local skilled breastfeeding support and actively refer.
10. Continue updates and learning about the protection, promotion, a support of breastfeeding.



Infant Nutrition

Collins Early Learning Center encourages breastfeeding. You are more than welcome to come to our center any time of the day to nurse. We have space within the infant classroom as well as a more private space available to accommodate breastfeeding. Pre-pumped breast milk is welcome as well.

Collins Early Learning Center provides iron-fortified formula and dry infant cereal, baby food, and solid food as developmentally appropriate. All bottles will need to be labeled with the child's first and last name as well as the current date. All bottles must be taken home at the end of each day.

Teachers are required to follow each individual infant feeding schedule for every child up through 15 months of age. Please update teachers as changes occur and your child develops.

Meals & Nutrition

Collins Early Learning Center participates in the Child and Adult Care Food Program (CACFP), which is a federally funded program that provides healthy meals and snacks to children enrolled at Collins Early Learning Center. We are reimbursed for nutritious meals that meet USDA requirements. A healthy breakfast, lunch, and afternoon snack will be provided to all children. Milk, or a milk alternative, or water will be served at each meal in accordance with CACFP requirements. We will make accommodations for allergies and lifestyle preferences as per USDA regulation on a case-by-case basis.

In the interest of a smooth arrival transition for your child, we ask that any snack that is not being brought specifically for a CACFP approved meal be left at home or in the car.

Through our seasonal menu and developmentally appropriate teacher practices, children are encouraged to try new foods. We strive to create healthy and positive experiences wrapped around the specialness that is mealtime. Food/meals will never be used as a punishment or reward. We do our best to avoid high fructose corn syrup, refined sugar, and trans-fat foods. Monthly menus are posted and available for parents to take home. Weekly menus are posted in the front lobby as well.

Meals are served at the following times:

- Breakfast: 7:30am-8:30am
- Lunch: 11:00am-12:00pm
- Afternoon Snack: 2:30pm-3:30pm

Water is offered to each child between meals and as desired. Labeled water bottles are encouraged for every classroom.



Celebrations

Celebrations are an exciting time to embrace individual and family culture! Store-bought treats may be provided for birthdays and other celebrations. They must be low in sugar or sugar-free. Examples of treats include, but are not limited to:

- 100% fruit popsicles
- Sugar-free frozen yogurt
- Nut free, low in sugar muffins/cupcakes with no icing

Allergies & Special Dietary Needs

Please be sure to let staff know of any allergies your child may have. We do our best to accommodate allergies and special dietary needs as best as possible. Often we can offer alternatives for your child that best meet nutritional requirements. In the interest of meeting CACFP requirements, a physician's note will need to be provided in order to offer a milk alternative. Collins Early Learning Center is a nut free facility.

Infant Safe Sleep Policies

Parents of children under 12 months are required to sign the Safe Sleep form which explains the regulations that Collins Early Learning Center agrees to follow in order to promote the safest sleeping conditions possible for our youngest children. The document is posted in the classroom and a copy is kept on file.

Of particular note, Collins Early Learning Center agrees that:

- All staff that care for infants have received training in our safe sleep policies.
- Infants will always be placed on their backs to sleep unless there is an Alternate Sleep Position Waiver signed by a physician. An infant that can roll over onto their stomach will still be placed on their back to sleep and can roll to a position that they would prefer.
- Sleeping infants will be checked on every 15 minutes. A record of sleep information will be logged on the child's individual Sleep Chart which is posted in the classroom.
- Staff will reduce the risk of overheating by not overdressing or over-wrapping the infant.
- The temperature of the infant room will be kept between 68-72 degrees.
- Infants' heads will not be covered with blankets or bedding.
- No loose bedding, pillows, bumper pads will be used in cribs.
- Toys and stuffed animals will be removed from the crib while the infant is sleeping.
- A safety-approved crib with a firm mattress and tight fitting sheets will be used.
- Each infant will sleep in his/her own crib. Only one infant will be in a crib at a time unless we are evacuating the infants in an emergency.



Rest Period/Napping

Each classroom provides 2-2½ hours of rest/nap time for all children. The classrooms create a soothing, calm atmosphere that encourages relaxation and restoration.

Developmentally appropriate practices, such as relaxing music, dim lighting, back rubs, etc. are used to help children smoothly fall asleep.

In order to provide the most comforting naptime experience as possible, children are encouraged to bring a blanket and/or stuffed animal from home. Children are not required to sleep and quiet activities are provided for non-nappers.

Each child is given their own individual cot for sleeping. Cots are placed in developmentally appropriate places that best meet the needs for each child throughout the classroom. Cot sheets, which are provided by Children and Friends, are washed weekly or when soiled. Infant crib sheets are washed daily.

Health Policies

Collins Early Learning Center is interested in protecting the overall health and wellness of children, families, staff, and our general community. Sanitary conditions and the exclusion of sick children are the most effective tools for preventing the spread of illness. All staff practice safe hand-washing procedures during diapering/toileting, disposing waste, and/or handling food. Toys/materials are sanitized daily and classrooms are swept, vacuumed, and mopped at least one time each day.

Please do not bring your child to school if they have symptoms of an illness such as:

- Fever
- Vomiting
- Diarrhea
- Thick, green mucus, runny nose

Your child will be sent home if they meet any of the following criteria:

- Fever over 100.0 when administered under the armpit
- Low-grade fever AND uncontained vomiting/diarrhea
- Red eye with white or yellow discharge until 24 hours of treatment
- Unable to participate in regular classroom activities including outdoor play
- Rapid, labored or painful breathing
- Scabies or lice
- Rash that may be contagious or suggestive of chicken pox
- Chicken pox

Your child must be symptom free or on antibiotics for 24 hours. Your child may also return with a signed physician's note.



Your child will be excluded from attendance for other illnesses including but not limited to:

- Uncontained diarrhea and/or vomiting
- Strep Throat
- Hand, Foot, and Mouth Disease
- Pink Eye
- Ringworm
- RSV
- Whooping Cough
- Tuberculosis
- Meningitis
- Measles

DCDEE requires that if your child is too sick to be outside then they are too sick to be at school.

Please keep your child home until they are feeling well enough to participate in daily class schedules, routines, and activities. Due to child/staff ratios, we cannot guarantee that we can accommodate requests for children to stay indoors during outside time.

Please see the Director for further information regarding DCDEE health regulations.

Parents must notify Collins Early Learning Center immediately if a child:

- Is diagnosed with any communicable diseases such as strep throat, RSV, pink eye, lice, ringworm, etc. This allows us to inform other families within your child's classroom when certain contagious illnesses are present. Under no circumstances will staff share confidential information with other families regarding the name of the child or family involved.
- Is taking any medication that may affect their behavior during the day
- Has any allergies or sensitivities

Medication

In accordance with DCDEE regulations, parents/caregivers must provide a signed permission slip in order for Collins Early Learning Center to administer any prescription or over-the-counter medication.

All medication must be in the original container and labeled with your child's name. Staff will keep a written record of how much and when medication is administered.

Permission slips must also be filled out and on file for any over-the-counter topical nonmedical ointments such as diaper cream, sunscreen, teething gel or insect repellent. Aerosol cans are prohibited. Please provide tubes or bars for any topical cream necessary.



Emergency Procedures

Collins Early Learning Center has multiple emergency procedures in place that pertain to a wide variety of possible emergencies. Fire drills are conducted monthly. Fire, tornado, and lock down procedures are posted. Administrative staff have the required Emergency Preparedness and Respond training. In the event of an emergency Collins Early Learning Center will contact parents/caregivers as safely and quickly as possible.

Photography & Publicity

Photographs of children participating in activities may be taken from time to time while at Collins Early Learning Center. These photos may appear in newspapers, publicity materials, etc. Please make sure you have an updated photo release form on file that states whether you do or do not give permission for photos of your child to be taken/appear within Collins Early Learning Center publications.

Substitutes & Volunteers

Substitutes are required to submit the same paperwork as regular staff. This includes but is not limited to:

- Qualifying criminal background check
- Negative TB test
- Approved physical
- Valid references

Volunteers are not left alone with children and are not the responsible party in a given classroom.

Drug Free Policy

In the interest of best health and safety practices for our children and families, Collins Early Learning Center is a smoke, alcohol, and drug free facility including the parking lot.

Transportation & Field Trips

Collins Early Learning Center will not transport your child to and/or from the center under any circumstances. In the case of a medical emergency, an ambulance will transport your child to Memorial Mission/St. Joseph's Hospital.

Instead of traveling to off-site field trips, we bring community experiences (such as firefighters, fire trucks, police, farm animals, etc.) to Collins Early Learning Center. Like all other experiences, parents are more than welcome to join us for these enriching experiences!

