

What Every Parent Needs To Know About



2017-2018 PARENT HANDBOOK



HESSTON CHILD CARE

**A HIGH QUALITY CHILD CARE PROGRAM
SERVING YOU AT THREE SITES**

Hesston Intergenerational Child Development Center

441 Neufeld Drive
6 weeks – 5 years
620-327-3775
620-327-3786 (fax)
www.hesstonchildcare.org

Hesston Child Care II

Hesston Mennonite Church
309 S Main
3-4 years
620-217-0218

School-Age Program

Hesston Elementary School
300 Amos
Kindergarten – Grade 4
316-288-1288



USDA Nondiscrimination Statement

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- (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.

GENERAL PURPOSE

The purpose of the Child Care Center is to be of service to the child, the parent, and the community. The child and his/her needs shall be the dominant factor in determining the services offered. Honest efforts will be made to provide loving care, adequate supervision, wholesome recreation, and stimulating learning experiences for all children, in order to help them develop well-rounded personalities.

Preschool years are important years when a child's basic patterns of life are being formed. They are beginning years when a child's academic foundations are being built. They are prime years when children form attitudes, establish values, and find they are persons of worth. Our aim is to provide a stimulating, creative, positive, and secure learning environment, to develop the child's overall skills and self-concept.

The Child Care Center does not replace the home-it complements it. It provides experiences with other children and adults under the supervision of trained personnel. This does not take the place of true love and understanding from parents and other family members.



MISSION

To help each child develop to their full potential in a caring, Christian, intergenerational environment.

LICENSING

Hesston Community Child Care Center is licensed by the Kansas Department of Health to care for a total of 141 children at three different sites: 441 Neufeld Drive, 309 S. Main and 300 E. Amos. This includes 9 infants, 20 toddlers, 14 children ages 2 to 3 years, and 42 children ages 3 to 6 years of age. The Center is also licensed to care for 56 school-aged children, 6 to 12 years, before and after school

We welcome children with special needs. Our goal is to work with the Special Ed. Coop to provide an educational experience for each child in the least restrictive environment, but we do not promise that we will be able to meet the needs of every child.

We have been in existence since 1976 and have a long history of providing high quality early care and education for the children of Hesston and the surrounding community. We strive to meet the criteria of the National Accreditation of Early Child Programs in all areas of our program.



FIRST DAY CHECKLIST

The following are needed the first day:

1. The following forms:
 - a. Enrollment
 - b. Health and Medical
 - c. Emergency Medical Release
 - d. CACFP Income Form
2. Toothbrush
3. Change of clothes appropriate for the
4. A small blanket, pillow, and, if desired, stuffed animal for naptime

CENTER CALENDAR 2017-2018

August	15.....	First Day of School
September	4.....	Labor Day – Center Closed
	7.....	Open House for HCCC Parents
November	23 & 24.....	Thanksgiving – Center Closed
December	22 - January 1.....	Center Closed
March	30.....	Good Friday – Center Closed
April	23-27.....	Parent Teacher Conferences
May	18.....	Last Day of School
	28.....	Memorial Day – Center Closed
July	4.....	Center Closed

PUBLIC SCHOOL CALENDAR

<u>School dismissed at 12:00</u>	<u>No public school</u>
August 15	September 4 & 15
December 21	October 13, 27 & 30
May 18	November 22-24
	December 22-29
	January 1-3 & 15
	February 9 & 19
	March 19-23, 30
	April 20

When USD#460 Hesston closes because of bad weather, we will also be closed. If they let out early, we will remain open until normal closing time, credit will be given for one day. If there are two or more days of closure in one month, we will refund half of the days missed.

INTERGENERATIONAL ACTIVITIES

Our unique center was purposefully built to promote many levels of interactions with the residents of Schowalter Villa.

Observation through large windows into our multi-purpose room and infant/toddler rooms as well as low outside windows in each classroom.

Visits each week by all children to various halls at the Villa.

Special planned activities in our large room, in the Villa lounges, or on “Main Street” the connecting link between our buildings

Informal interactions as children are outside playing, as visitors come to the classroom or as the children go for ice cream on Main St.

Residents as teacher-aides in our classroom occasionally.

As a result of these interactions our children show less fear of the elderly, learn compassion for them, become more accepting of differences, and gain firsthand knowledge of life cycles.



CONFLICT RESOLUTION

Hesston Child Care believes strongly in teaching children to resolve conflicts. We use the same four step method that is taught in the Elementary School. The first two steps are taught as soon as the child begins to speak. Preschool II and Pre-K children are taught all four steps.

1. STOP – the conflict
2. SAY & LISTEN – tell each other how you feel
3. THINK – of ways to solve your differences
4. CHOOSE – a mutually acceptable solution



NATURE

We feel it is vital to reconnect today's children with the outside world. "A Touch of the Prairie" garden welcomes families to our center.

Outside our multi-purpose room is our "B Garden" for bugs, bees, butterflies and birds. The toddlers have their own garden with vegetables and flowers and the preschoolers will be experiencing nature and caring for plants in new locations. All of our children spend many hours at the nearby Dyck Arboretum and on walks around the Hesston College campus.

NEGOTIATION OF DIFFERENCES

Just as we feel it very important to teach young children how to solve problems, we are also eager to talk through any differences in philosophy or practice that may occur. Concerns with fees or finances should be brought first to the Administrator. Classroom concerns should be discussed first with your child's teacher. If you are unable to resolve the problem with your child's teacher, contact the Administrator. If you still do not feel heard, contact the Board Members for an appointment to present your concern to the board.

CHILD CARE BOARD

Seventy-five percent of our Board of Directors is made up of parent representatives selected at the beginning of the calendar year. We hold open Board meetings semi-monthly at the Center. Any parent interested in serving on this board should contact the director.

Current Board members are: Darren Anderson - President; Tyson Miller - Vice-President; Alisa Krehbiel - Secretary, Cheryl Hershberger, Danae Kaufman, Sara Jantz and Brad Kohlman.

You are welcome to visit the Center at any time and are encouraged to talk with our staff about any concerns you may have. You will have a chance to evaluate the center in the spring.

PARENT INVOLVEMENT

Hesston Child Care requires that for the child's safety and for record keeping, the parent sign the child in on arrival and out when picking up. (We would appreciate only adults using this computer.)

Communication between staff and parents is vital to maintaining the best quality of care for each child. Items of importance to the well-being of the child should be communicated on a daily basis between the parent and teacher. A bulletin board at the entrance to each room provides space to exchange messages and to share information about special events, etc. Lesson plans are posted weekly in each classroom, and a monthly newsletter sent to the parents to share information pertaining to the class. Center-wide newsletters are sent out as needed to share information of general concern. Parent teacher conferences are held annually in the spring, and in fall by request.

For parents of infants and toddlers, we have special forms that the teacher fills out daily to inform you of your child's mood, diaper changes, meals, and naptime. These will be posted in the rooms for you to check when you pick up your toddler.

On the day closest to your child's birthday, the Center will have a small celebration. Parents are invited to be present at lunch or snack and can bring a simple treat to share if they wish. Please notify the staff in advance. Children always enjoy having parents share special talents with their class, come for lunch or help with class parties. We also appreciate help with fund raising events.

DAILY SCHEDULE

INTERGENERATIONAL CENTER

5:45 am	Free play as children arrive
8:00 am	Breakfast
8:30 am	Preschool
10:30 am	Outdoor Play
11:00 am	Lunch
11:45 am	Brush teeth/bathroom/naptime
12-2:30 pm	Children awake/ free choice activities
2:45 pm	Snack
3:00 pm	Circle or group activities
3:45 pm	Outdoor/indoor free play until children are picked up
6:00 pm	Center closes

SCHOOL AGE PROGRAM

"KIDS CONNECT"

Kindergarten and school-aged children can be dropped off at the Elementary School after 6:15 a.m. At 7:30 they will go to the lunch room for breakfast. For the first six weeks, we provide half day care for kindergartners and go with them to lunch at the school. Children in grades 1 to 4 report to the School-Age Program in the E.S. basement after school. The school age program closes at 6:00 p.m.

THE PROGRAM



Because children learn best through play, every classroom offers a wide variety of developmentally appropriate materials and activities for purposeful play. These are designed to promote children's social, emotional, physical, intellectual, and language development. A lesson plan and daily schedule of activities are posted on each classroom bulletin board.

CHILDREN IN THE INFANT ROOM:

- Eat and nap according to their own schedules, often rock gently on the lap of a loving teacher
- Play peek-a-boo with a teacher
- Smile at themselves in the mirror
- Look at picture books
- Roll balls
- Crawl to grasp a bright toy
- Relax quietly in a swing
- Listen and dance to music
- Go outdoors every day for a short time weather permitting
- Walk through the halls of the Villa



CHILDREN IN THE TODDLER ROOMS:

- Begin to use their words to express needs and wants
- Learn to use gentle touches
- Experiment with crayons, paint, clay and other media
- Visit the elderly at the Villa weekly

Fees are due in advance. Statements come out on the 1st of the month, showing the amount owed for the next month, plus any extra charges incurred the previous month. Payment is due by the 10th of the month and a 1% late fee will be charged after that time. If at the end of the month the fee is still not paid, the Center reserves the right to refuse further service. Accounts that are more than 90 days overdue or have reached a total of \$2,500 will be terminated unless arrangements have been made and approval from the board received. There is a \$25 charge on returned checks.

Your rate will remain the same whether your child is here or not, including National holidays when the Center is closed. Parents will not be charged for the week between Christmas and New Year's, or the Friday following Thanksgiving. Each family is allowed one week free of charge during the school year, and one week in the summer.

There is generally a fee increase each August.

TERMINATION

We ask that two weeks' notice be given by the parent prior to terminating a child's enrollment. Prepaid attendance beyond the two weeks will be refunded.

A child's enrollment at the center may be terminated if, in the opinion of staff and after consultation with the parents, it is determined that the child's needs cannot be met by the program. Efforts will be made to assist parents in making more appropriate care arrangements.

Your child's enrollment will be terminated if you fail to make payment as scheduled or if you fall one month behind in payment without making a specific plan for catching up. Upon termination, the outstanding amount is turned over for collection.

FEES AND PAYMENTS 2017-2018

	AGE		
	6 weeks – 1 year	1 – 2 years	2 – 12 years
Full Day (6 – 10 hours)	\$37.25/day	\$34.00/day	\$29.45/day
Half Day (4 – 6 hours)		\$23.00/day	\$20.45/day
Hourly Rate (1 -4 hours)		\$6.05/hour	\$5.15/hour
Preschool 8:30 – 11:00 a.m.		\$13.85/day	\$12.05/day
Half Day Kindergarten (first 6 weeks)			\$19.50/day
School Age Hourly Rate			\$4.60/hour
Top priority given to children coming 5 days/week			
Drop-in space is available. Daily or half day rate, plus \$2.00			
Enrollment Fee: \$10.00 per child + 2 weeks tuition			
Late pick-up fee (after 6:00 p.m.) \$20.00/hour with a \$10.00 minimum			
Family deductions for more than one child from the same family <ol style="list-style-type: none"> 1. Youngest child pays full price 2. Additional children at 90% of regular charge 3. No deductions for hourly or preschool rate 			

Fees include all meals and snacks served during the time of attendance, plus a preschool program. *Families with varying schedules need to pay for any days they may need.* At the time of enrollment, all parents meet with the Director to sign a contract for the desired days of care they will need. The contract is renewed each year in July and can be changed at any time by notifying the Director in writing. New enrollees must also pay the \$10 enrollment fee plus the first two weeks of care that will be applied to first month's bill. It is non-refundable.

(continuation of fees)

- Work simple puzzles
- Play take-apart and put together toys
- Learn simple songs and finger plays
- Listen to short picture books
- Play “make believe”
- Learn to use the potty chair
- Feed themselves with forks and spoons
- Run jump and climb outdoors every day weather permitting
- Sing and play to music with teacher

CHILDREN IN THE PRESCHOOL ROOMS:

- Talk informally throughout the day as they play
- Build with blocks
- Experiment with writing
- Participate in fine motor activities such as playdough, paints, crayons, chalk, scissors, puzzles and manipulatives
- Run, jump, slide, swing and ride trikes outdoors every day, weather permitting
- Participate in family style meals
- Use the toilet independently
- Learn about colors, shapes, numbers and alphabet letters through playful activities
- Practice solving interpersonal problems peaceably
- Take walks to points of interest
- Visit library weekly
- Participate in intergenerational activities with Schowalter Villa
- Have daily music activities

THE STAFF

The staff meets all qualifications in keeping with State and Federal requirements for licensing and certification, and exhibit skill and interest in working with children. Each teacher is required to attend 10-14 hours of in-service training each year.

HCCC Director: Judy Friesen Administrative Assistant: Paula Quastad School Age Program Director: Cora Ogden		
Age Group	Intergenerational	School – Age
Infants	Ana Mathews Debra Galemore Leta Bennett	
Toddler 1	Hayley Cooper Stephanie Ramos	
Toddler 2	Tonya Westfall Breanne Krinhop	
Preschool I Main	Pam Garcia Dee Powell Janell Epp	
Preschool II (HMC)	Shenise Allen Crystal Kurtz	
Pre – Kindergarten	Jean Ballew Angela Garrett	Cora Ogden Pamela Frey Brianna Schmelze Melody Buller
Education Coordinator: Melissa Meyer Intergenerational Coordinator: Jill Moore Director of Food Service: Jodi Rexroat		

HOURS AND HOLIDAYS

Hesston Community Child Care is open from 5:45 a.m. to 6:00 p.m., Monday through Friday. The Center is closed on these major holidays: Labor Day, Thanksgiving Thursday and Friday, Christmas Eve Day through New Year's Day, Good Friday, Memorial Day and July 4th.

We also close for all-staff In-Service the day before the new school year begins in August.

When USD#460 Hesston closes because of bad weather, we will also be closed. If they let out early, we will remain open until normal closing time.

Single days will be reimbursed. If there are two or more days of closure in one month, we will refund half of the days missed.

On the back page is a calendar of special days at the center and also days when there is no public school in Hesston. If you have school age children and need extra care on these days, please notify us in advance.

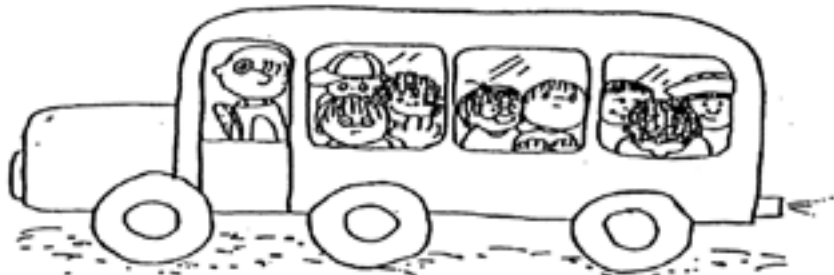


ENROLLMENT

Application to the Hesston Community Child Care Center can be made at any time by registering on line on our web site www.hesstonchildcare.org, or by contacting the Director. Parents and children are invited to come for a pre-registration visit to meet the staff and observe the school. Enrollment materials include this Parent Handbook, an Enrollment Form with emergency information and authorizations, a Health Form, an Authorization for Emergency Medical Care, Walking Permission Slip and Permission for Intergenerational Activities and Photos, and a Child Care Food Program enrollment form that needs to be updated in July of each year. There is a \$10 enrollment fee to cover cost of materials.

Before the child begins care, the parents must meet with the Director to sign a contract for the desired days of care they will need, and pay the \$10 enrollment fee, plus the cost of the first two weeks. The contract is renewed each year and can be changed at any time by notifying the Director in writing.

To hold a slot for more than two weeks we require payment of two days per week.



DISCIPLINE POLICY

We view discipline as teaching children to control themselves, so they are able to function safely and appropriately in their environment, and to become more loving in their relationships with others.

Punishment which is humiliating, frightening, or physically harmful to the child is prohibited. Verbal abuse, threats, or derogatory remarks about the child are not allowed. Children at the Center are not allowed to hurt another child or the teacher (physically or to hurt their feelings), or to destroy property. A "time-out" or "quiet time" to help the child gain control of his/her actions can be used by the teacher if it seems necessary. Conflicts between children are settled by the children, with guidance from or mediation help from a teacher. We believe it is important for children to learn methods of settling differences themselves. The developmental level of the child is always taken into consideration when dealing with behavior.



HEALTH AND ILLNESS

A pre-entrance health assessment, conducted by an approved nurse or by a licensed physician, is required by the State for each child. Immunizations must be kept up-to-date. If your child is going to be absent, please notify the Center in the morning. Only well children will be admitted each day. No child with a temperature above 100.5, diarrhea, vomiting, or a contagious disease will be allowed at the Center. Child should be fever free for 24 hours following a fever. Children will be sent home for any of the above if they occur at the school. In case of illness or emergency, the parent will be notified. We will administer medication, but the following steps must be followed:



1. All prescription medication must be in the original container and must be prescribed for the child to whom the medication is to be given. The label on the container must contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date and expiration date, if applicable.
2. All non-prescription medicine must have the child's name and the dosage on the outside of the container.
3. Parents must fill out a pink Prescription Medication Authorization form for any kind of medication. Be sure to specify for how long this medication is to be given.

MEALS

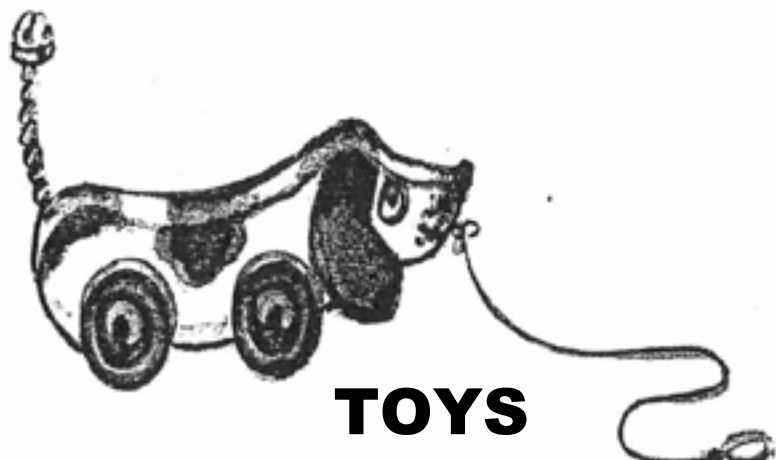
Healthful nutritious breakfasts, lunches, and snacks are served daily, following standards of the Federal and State Child Care Food Program. Menus are posted on the bulletin boards and available for pick up each week. All children, except for infants and toddlers, serve themselves family style. Children are encouraged to eat all food that they take, and taste a tiny bit of everything. All children with allergies or diet restrictions need to fill out a Meal Modification form. This helps us meet your child's nutritional restriction. Children are encouraged to brush their teeth after eating, so please bring a toothbrush to be marked with your child's name.

NAPTIME

All children are required to take naps/rest after lunch. Please bring a small pillow and blanket, and a stuffed animal, if desired, marked with your child's name, for naptime. These will be sent home to be laundered occasionally.

CLOTHING

Your child will be most comfortable dressed in washable, sturdy play clothes that will give freedom to participate in all types of preschool activities. Due to the high level of activity at the Center, we request that all children have an extra set of clothes at the Center at all times. All clothing should be marked with the child's name and be appropriate for the weather. This includes boots, gloves, caps, and jackets during the winter months or rainy weather. Swimsuits are frequently used in summer. Please return promptly any clothing that does not belong to the child, if sent home. Disposable diapers are preferred for young children who are not yet toilet trained. Our staff will assist parents with toilet training.



TOYS

Children are **NOT** permitted to bring toys, other than for naptime or Show-and-Tell. Before and after sharing times, the toys from home will be stored in the child's individual container for personal possessions. **We will not be responsible for these toys.** Pets and other animals should not be brought to the Center, for health and safety reasons unless approved by the director.

SAFETY

The Center is responsible for exercising reasonable care for the safety and welfare of the children, and will make every effort to protect the health and safety of each child. The children are covered by Accident, Medical, and Death Insurance for bodily injury which occurs while the child is in attendance at or participating in any properly supervised activity sponsored by the Center. This is provided by a \$5 annual fee. The Medical Release form provides authorization for the staff to arrange for emergency medical care, in case of accident or injury if the parent cannot be contacted immediately. Incident report forms are filled out for any problem occurring during the day and put in the child's tub or parent mailbox. Fire drills, tornado drills or intruder drills are conducted once a month for safety. The evacuation plan is posted for your information. Special permission is secured for all field trips requiring transportation in a motor vehicle. The phone number in our tornado shelter is 620-327-3784. If we are in lock down you will not be able to pick up your child. (Hesston school protocol)

Children are only released to parents or persons listed as official pick-up people on the enrollment form. Written permission, or in an emergency, a phone call from parents, is required if other people are going to pick up your child.



DROP OFF AT SCHOOL

Each care-giver must come into the building to drop off their child in order to ensure that each child arrives in their classroom safely and that any messages or information is delivered to one of the child's teachers. Children must be signed in and out daily.

Picking up from School

For your child's safety, only an authorized adult may pick up your child, as stated on your application form. Written authorization must be provided to the office, either on the child information card, or in a signed dated note submitted to the office. If we do not have your authorization in writing, or a phone call that someone else will be picking up your child, we will try to contact a parent to get authorization. If parents are not able to be reached, your child will stay at school with a staff member until an authorized adult arrives. For your child's safety, any authorized person picking up for the first time may be required to show photo ID.

Parking

We rely upon parents to ensure children's safety in the parking lot at all times. Parents are asked to bring their children into the classroom each day and to come into school at pick-up time. It is not safe to leave younger children unattended in the car in the parking lot, even briefly. Vehicles should not be left running. Remember that young children are not easily seen by drivers and should not run unaccompanied outside of center. Even running around the back of a car unaccompanied is a

safety concern. Young children should hold hands and be escorted directly to the vehicle. This is a great time to start teaching pedestrian safety. Teaching them to use crosswalks properly and advise that walking, running, or horse playing in a parking lot is unacceptable.

Safety is always a top concern. If you have questions about car seat safety or installation visit <http://www.kansasboosterseat.org/>

Car Seat inspections can be made by appointment at:

Harvey County Health Department
Appointments
215 South Pine Street 2nd Floor PO Box 687
Newton, KS 67114
(316) 283-1637

Maternal Child Unit at Newton Medical Center
Newton, Ks

Schedule daytime appointments on Tuesdays and Thursdays. To set up an appointment, call the Maternal Child Unit at (316) 804-6176.