

# {The Valley Child Development Center}

**Making Learning Fun. Affordably. Professionally. Happily.**  
**Red Cloud, NE**

## FAMILY HANDBOOK

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# {The Valley Child Development Center}

## WELCOME

Dear TVCDC family,

We would like to welcome you to The Valley Child Development Center! We are so excited that you are part of our TVCDC family! We look forward to working together to provide the best education and experiences for your child/children. Please read over this entire handbook and reach out to me if you have any questions, or if there is anything you need further explained. Thank you for choosing The Valley Child Development Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Anissa Saucedo-Executive Director

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## ABOUT US

**The Valley Child Development Center is a 501(c)(3) nonprofit charitable organization that is able to serve children and families in Red Cloud and surrounding areas thanks to revenue from tuition, grants, and charitable donations.**

### **Mission Statement**

“To provide exceptional child development services to families of Red Cloud and surrounding areas by operating a high-quality center that is safe, affordable, and reliable.”

### **Our program philosophy**

- Promote positive relationships among all children and adults to encourage each child’s sense of individual worth and belonging as part of a community and to foster each child’s ability to contribute as a responsible community member.
- Encourage interactions between the children and staff based on developmentally, culturally, and linguistically appropriate practices that are inclusive of all areas of child development, including social-emotional; cognitive; physical; communication; and self-help skills.
- Promote the nutrition and health of children and protect them and staff from illness or injury.
- Employ and support a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote a safe, educational, and nurturing environment.
- Promote each child’s positive self-image, independence, learning and development while supporting families’ diverse needs and interests.
- Provide innumerable experiences for both our youngest and oldest citizens, as they engage in multi-generational interactions.

### ***Definition of Family***

In this handbook we refer to a family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.

### ***Hours of Operation***

The Valley Child Development Center is open from 6:45 AM to 5:30 PM, Monday through Friday.

### ***Holidays***

We are closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day.

If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we close the following Monday.

### ***Admission & Enrollment***

All admission and enrollment forms must be completed, and enrollment fee and first tuition payment paid prior to your child's first day of attendance. Enrollment is \$55/child. Please bring all required supplies prior to your child's first day.

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

### ***Inclusion***

The Valley Child Development Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

### ***IEP(IFSP)/ELL/Special Services Policy***

The Valley Child Development Center is an all inclusive center. We accept and care for all children who may require special services including, but not limited to IEP, ELL, Speech Therapy, Physical Therapy, and Occupational Therapy. These services are not provided by TVCDC financially, but we work with therapists or other agencies to ensure the needs of children are being met. Therapists are also welcome to complete services onsite.

**IEP/IFSP:** TVCDC will work with the family and the school to ensure that IEP/IFSP procedures are being followed to the best of our ability/capability while the child is in our care. Teachers/Directors may attend meetings upon request by the parents.

**ELL/English as a Second Language:** TVCDC offers parents with English as a Second Language communication opportunities through email, Procure, and Google Translate. We will work with families and any outside services to accommodate ELL procedures, and we will provide copies of curriculum and communication in the families' primary language.

### *Employee screening*

All TVCDC employees are screened through the child abuse/neglect center registry, the State Patrol sex offender registry, and have criminal background checks completed prior to working with children.

### *Volunteer policy*

TVCDC welcomes individuals to have an opportunity to be a volunteer in our program. Please see the Executive Director for details.

### *Non-Discrimination*

The Valley Child Development Center provides equal educational opportunities that are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students and are provided in every child's home language.

### *Confidentiality*

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies; Sixpence, C4K and Step Up to Quality. By signing this Family Handbook, you are acknowledging this waiver. All records concerning children at our program are confidential.

### *Communication & Family Partnership*

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment. Lead Teachers conduct a parent-teacher conference in the Fall and in the Spring for all classrooms.

**Daily Communications.** Daily notes from Center staff will keep you informed about your child's activities and experiences at the Center. Communication will be made through the app *ProCare*.

### *Family Activities*

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### *Open Door Policy*

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants. There is also a private feeding room for parents who choose to use it.

## **CURRICULUM & LEARNING**

### ***Learning Environment***

We provide a rich learning environment with a curriculum that is developmentally appropriate to the specific ages in each classroom and is individualized for each child's home language and culture. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our teachers understand children's cognitive, social/emotional, linguistic, and physical development to ensure a safe and stimulating inclusive classroom environment where children are actively engaged and encouraged to succeed. We will incorporate language and literacy, social-emotional, self-help skills, and fine and large motor skills into all of the classroom activities. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning.

### ***Curriculum & Assessment***

The Valley Child Development Center uses Frogstreet, Teaching Strategies GOLD, ASQ, and 2<sup>nd</sup> Step. All curriculum and assessments are available in your child's home language. As part of our curriculum, we gather information about each child's developmental abilities and evaluate progress, so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically in the family's home language during the school year using various formal and informal tools, forms, and resources.

### ***Developmental Screening***

The Valley Child Development Center uses the Ages and Stages Questionnaires. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

### ***Outside Play***

All children will go outside every day, weather permitting. Please send your child in appropriate clothing and shoes. During the snowy months please send boots, hats, gloves, and layers of warm clothes. We have outside play time when the weather is more than 20 degrees, so it is important for your child to have proper winter gear: boots, hats, gloves, coats, etc. During the summer, we will have lots of water play: please plan on bringing sunblock for your child. Please make sure your child has a swimsuit and towel on scheduled water days and that you take their wet items home. On days of inclement weather, we will take advantage of our multi-purpose room and enjoy indoor play. We will make sure sunblock is used on the children. If your child has sunblock allergies, please let the director know at the time of your child's enrollment.

### ***Transitions***

As your child grows and matures, he or she will transition from one classroom to another. Here at the Center we strive to make these transitions as stress-free as possible. You will be notified



in advance if your child will be transitioning to another room. Both classrooms will work together to provide your child with visits to the new classroom to help ensure a smooth transition.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, materials, classroom visuals, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

### ***Infant Room***

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 2-3 hours and usually not more than hourly) and by a consistent teacher. If formula is used, Enfamil Gentlease will be provided by the center.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies.
- Expressed breast milk may be brought from home if frozen or kept cold during transit. Breast milk can stay in our refrigerator for up to two days after it is received. Breast milk must be clearly labeled with the child’s name, the date it was expressed and the date it was frozen. We can accept breast milk that has been frozen for up to three months. Any milk that is expired will be sent home or discarded. Previously frozen, thawed breast milk must be used within 24 hours. Frozen breast milk must be dated and can be kept in the Center’s freezer for up to two weeks.
- Formula brought to the center must be labeled with the child’s name and dated if opened.
- Baby food and solid foods will only be introduced after the child has eaten them a minimum of three times at home. The teacher will have a consultation with the child’s family and all foods will be provided by the center.

### ***Rest Time***

Infants sleep according to their own schedule and are put to sleep on their backs. Teachers directly observe infants by sight and sound at all times and check on sleeping infants every 10 minutes.

After lunch, all children less than 5 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities when the other children are resting.

School age children, although not required, shall be provided with an opportunity for a regular rest period if the child desires. For children who do not want to rest, space and time for quiet play will be made available.

### ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. We will collaborate closely with parents to provide a routine in this aspect of the child’s training experience. We will strive to take the child to the bathroom hourly and encourage them to sit on the actual toilet. We believe

it is important to maintain constant communication with parents while their child is toilet training, and until the parent feels they no longer need updates, or the child is fully trained. We will provide a daily activity sheet detailing the attempts at toilet training or diaper changes.

If your child has a toileting accident, the staff will assist in changing his/her clothes. The soiled garments will be placed in a plastic bag and sent home that day, with a note making the parent aware. We will change your child into the extra clothing that you have provided from home. Please send a new extra set of clothing after an accident, so we always have extra clothing for your child. We will have a limited supply of extra clothing available to use if your child does not have an extra set of clothing.

## **GUIDANCE**

### ***General Procedure***

The Valley Child Development Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our Center works to ensure that all children have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with other children and teachers.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### ***Grievance Procedure***

A parent or guardian who has a question or concern about their child's education or care should visit with the Classroom's Lead Teacher. If a question or issue is left unresolved or requires additional support, the parent or guardian should speak with the executive director.

All questions or concerns regarding the Center's policies should be brought directly to the executive director.

### ***Challenging Behavior***

Children are guided to treat each other and adults with self-control and kindness.

Each child at The Valley Child Development Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. If you have any concerns about this at any time, please report it to the director of the Center.

## TUITION AND FEES

### *Payment*

Payment is due by Friday evening for the upcoming week's attendance. Payments are accepted weekly or monthly and can be paid with cash, check, credit card, or bank transfers, and are required prior to the week's/month's care. We ask that each family provide ACH payment information on the payment agreement, so late payments can be taken care of automatically each Monday. Tuition is based on contract, not attendance. Your contract can be changed 2 times a year.

### *Late Payment Charges*

If payment is not received on the day that it is due, a late fee of \$5.00 will be added to your next tuition payment for each day that it is late. If your account has not been paid in full within ten business days, your child may be discharged from the program. If you need to pay later than the date payment is due, please meet with the TVCDC director to set up a plan.

### *Returned Checks/Rejected Transaction Charges*

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$20.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

### *Late Pick-up Fees*

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. A \$10 late fee will be charged if the child remains after 5:30. Late fees will automatically be billed to your account.

### *Termination Policy*

The Valley Child Development Center reserves the right to immediately end care for nonpayment; failure to respect staff, teachers, directors, the building, its grounds; behavior of the child, which is harmful to the physical or emotional well-being of other children and staff; and failure to abide by The Valley Child Development Center policies.

### *Subsidy Tuition Assistance*

Families that receive Subsidy Tuition Assistance will be required to pay out of pocket until subsidy paperwork is finalized. Once paperwork is finalized by the state, families are responsible for any co-pay fees at the beginning of each month. If your child goes over the allotted approved hours you will be responsible for paying the outstanding balance each month. Families are responsible for keeping paperwork up to date with the state.

### *Credits*

- **Credit will be given for Excused Absences** - If your child experiences a prolonged absence due to a catastrophic health issue the days may be credited and should be discussed with the director. A written doctor's note is required to receive a credit. All other absences will not be credited.
- **Credit will be given for Inclement Weather** - On the rare occurrence that we do not open due to inclement weather on a day that your child is scheduled to attend, your

account will be credited for that day. If we are open and you choose to keep your child at home, you will not be given credit.

## **ATTENDANCE & WITHDRAWAL**

### ***Contracts***

Each family will sign up for a full-time contract (4-5 days). Existing part-time families are grandfathered in. To best serve your child and allow us to be properly staffed, contract fees will be enforced regardless of illness or vacation/absent days. Part-time contracted families are asked to give their schedule to the Director at least two weeks in advance. Every full-time and part-time contract child receives a credit in January for the equivalent of one week's vacation. For families that do not attend in the summer, a spot hold fee is available for each child in the family. Each age group has a different fee, please see the director for more information. This fee comes with fifteen days of care in the summer and runs from June 1 to July 31 yearly. You may choose not to pay for a spot hold, however if your child/children's spot can be filled your child/children's classroom may be at capacity in the Fall.

### ***Absence***

If your child is going to be absent or arrive later than their normal time, please call us at (402) 746-5110, send a message on ProCare, or email the director; [thevalleychild@gmail.com](mailto:thevalleychild@gmail.com) to let us know. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending on a day you have them scheduled, please notify us right away.

### ***Withdrawal***

Parents agree to give two weeks' notice before removing their child from the program. If notice is not given, you will still be billed and responsible for paying the final two weeks' tuition.

### ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the ProCare app and on Facebook.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

We cannot release your child during an active weather warning unless the parent signs a release form provided by staff. Parents can shelter with their child until the storm passes.

## **BRINGING AND PICK-UP**

### ***General Procedure***

Parents are responsible for bringing their child into the building each morning. Please check your child in with our check in system and then take them to their classroom. We open at 6:45 AM. Please do not bring your child before business hours.

When you pick up your child, please make sure to use the system to check them out. Check your child's cubby daily for any items that need to go home, as well as notes from the teacher.

Please follow the schedule you provided to the Center so we can allow for quality care for your child and follow staff to child ratios.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must call the center and speak directly to a staff member. Your child will not be released without prior notification. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after one hour we have not been able to reach you, or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up the child, or we may call the police to prevent potential harm to your child.

## **PERSONAL BELONGINGS**

### ***What to Bring***

- **Infants:** enough clean bottles for a day's use, at least six diapers per day, and at least two changes of clothes per day. All bottles must be labeled and dated. Sunblock.
- **Toddlers, 12 months to 18 months:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated. Sunblock.
- **Toddlers 18 months to three years old:** at least two changes of clothes or more per day if going through the toilet training program. Sunblock.
- **Preschoolers:** at least one change of clothes, socks, and shoes. Your child(ren) is allowed to bring a blanket and a stuffed animal for nap time. Sunblock.
- **Kindergarteners:** at least one change of clothes, socks, and shoes. Sunblock.
- **After School Care Children:** books for homework, appropriate play clothes. Sunblock.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

If supplies are not brought in prior to running out they will be purchased and charged to your bill. A notice will be sent home when your child's supplies are low.

### ***Cubbies***

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

## ***Toys from Home***

We request that you do not allow your child to bring toys from home into the Center unless they are part of a show-and-tell activity.

## **NUTRITION**

### ***Foods Brought from Home***

We request that you do not bring food from home into our Center, including breakfast items in the morning. Any food brought in by the child in the morning will be thrown away if already open or sent home if still wrapped. If your child has a milk allergy, alternative milk will be provided.

### ***Food Prepared at the Center***

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### ***Food Allergies***

If your child has a food allergy, you must notify us in writing, using a form provided from TVCDC, and from your family physician so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated annually (dated).

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### ***Meal Time***

At meal time the dining table is set with real plates and flatware. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. A caregiver who is trained in first aid for choking is present at all meals.

### ***Infant Feedings***

#### ***Children 24 Months and Older***

- Children will have meals and snacks provided at 8:15, 10:00, 11:30, and 2:00. Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include but are not limited to hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

#### ***School Aged Participants***

- After school child care participants will be offered a light snack after school.
- Breakfast, AM snack, Lunch, and PM snack are offered on full days of attendance at TVCDC.

## HEALTH

### *Immunizations*

**It is required that you provide a copy of your child's current and updated immunization record for your child before their first day.** Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### *Illness (this was created by Brianna and approved in Feb. 2025)*

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the Center. The Center has the right to refuse a child who appears ill. Please do not bring your child if they are already ill or displaying any of the following symptoms. If your child is to become ill while at the Center, we will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. You will be called and asked to arrange pick up for your child as soon as possible if your child exhibits any of the following symptoms (This is not an all-inclusive list):

- Illness that prevents your child from participating in activities
- Illness results in greater need for care than we can provide
- Illness poses a risk of spread of harmful diseases to others
- Fever (100°F or higher) accompanied by other symptoms This aligns with the school rule and is generally what is used as a guideline
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet
- Vomiting – more than 2 times during the previous 24 hours.
- Rash with fever
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours and no active drainage.
- Impetigo, until 24 hours after treatment and lesions are dried
- COVID 19, until five days after symptom onset
- Strep throat, until 24 hours after treatment, fever has resolved, and other symptoms are resolving
- Head lice, until treatment and all nits are removed
- Scabies, until 24 hours after treatment
- Chickenpox, until all lesions have dried and crusted
- Pertussis (Whooping Cough), until 5 days of antibiotics and symptoms are resolving
- Hand, Foot, Mouth, until 7 days after onset of sores and all sores are crusted
- Hepatitis A virus, until one week after immune globulin has been administered
- Tuberculosis, until a health professional indicates the child is not infectious
- Rubella, until 6 days after the rash appears
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Has a physician or other health professionals written order that a child be separated from other children



### **Children who have been ill may return when:**

- They are free of fever without the aid of medicine, vomiting and diarrhea for 24 hours and other symptoms are resolving
  - They are able to participate comfortably in all usual activities
  - They are free of open, oozing skin conditions and drooling (not related to teething) unless: The child's physician signs a note stating that the child's condition is not contagious, and the involved areas can be covered by a bandage without seepage or drainage through the bandage
  - If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required
- 
- Medications will be limited to oral and topical, as well as ophthalmic (eye), and otic (ear) drops in a maintenance phase of treatment, this being after symptoms have resolved. Staff will not administer medications by nebulizer.
  - If a child has a diagnosis of asthma or severe allergy (allergy that may require acute treatment while in care) the parent or guardian will file an Asthma/Allergy plan outlining emergency medications and care. Our staff will not hesitate to call emergency medical services in the event of a reaction.
  - Special considerations for children with chronic medical conditions that require extra care, given the appropriate staff is available and properly trained to carry out needs.

### **Allergy Prevention/Anaphylaxis**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

*\*The following procedures are adopted from Rule 59 by NDE.*

#### **EMERGENCY PROTOCOL:**

1. CALL 911.
2. Summon lead teacher and director if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.



## **STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:**

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated

### ***Medications*** (this was created by Brianna and approved in Feb. 2025)

Medication can be stored and administered at The Valley Child Development Center under the following guidelines which are set forth by the Nebraska Health and Human Services Regulation and Licensure Division. The center requests that all medications be delivered directly to classroom teachers or the director, and that proper documentation be completed in order to administer it. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska.

Delivery of Medication- Any of our staff, who gives or applies medication shall do so in accordance with the “5 Rights” as required in Nebraska Statutes 71-6718 through 6742. These are:

- The right drug
- The right recipient
- In the right dose
- By the right route
- At the right time

Written Permission and Instructions- The Valley Child Development Center Staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Parents must fill out a Permission to Administer Medication/Competency Statement prior to administration of medication. Staff shall comply with the instructions provided by the parent. Medication must be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed what is printed on the label. The medicine will be stored in a lock box in the Classroom.

- Medications will be limited to oral and topical, as well as ophthalmic (eye), and otic (ear) drops in a maintenance phase of treatment, this being after symptoms have resolved. Staff will not administer medications by nebulizer.
- If a child has a diagnosis of asthma or severe allergy (allergy that may require acute treatment while in care) the parent or guardian will file an Asthma/Allergy plan outlining emergency medications and care. Our staff will not hesitate to call emergency medical services in the event of a reaction.
- Special considerations for children with chronic medical conditions that require extra care, given the appropriate staff is available and properly trained to carry out needs.

## **Communicable Diseases**

When an enrolled child or an employee of the Center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure, so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Tuberculosis
- Any cluster/outbreak of illness
- All other communicable diseases will be overseen with the protocol provided by CDC

## **SAFETY**

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, and other sensory activities. Our outdoor play space is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Children under the age of 3 are not allowed to wear anything around their necks like toy necklaces, amber necklaces, or any other items that could be a choking hazard. This is a policy that is in place from the state of Nebraska.

### **Injuries**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will collaborate together with the families of each to keep them informed and to develop strategies for change.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environments used by the Center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the Center's premises.

### ***Prohibited Substances***

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

As posted on our front door, guns are not allowed on our property. Any place open to the public must post conspicuous notice that carrying a concealed handgun is prohibited in or on the place or make a request that the permit holder remove the concealed handgun from the place or premises. [Neb. Rev. Stat. § 69-2441] [Neb. Rev. Stat. § 69-2443]. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse

might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## ***EMERGENCIES***

The Valley Child Development Center has an Emergency Action Plan in place. Staff are required to undergo and maintain first-aid certification, CPR certification, and blood borne pathogens training to provide immediate care for an acute illness, medical condition, or injury. If severe weather occurs during hours of operation, we will shelter in place in our storm shelter and release children after the weather has passed. Fire and tornado drills are done in compliance with state regulations.

A complete first-aid kit, Procedures for Health Emergencies, CPR Procedure, and First-Aid Procedures for Health Emergencies are located in each classroom.

# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the Director prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **The Valley Child Development Center Family Handbook**, and I have reviewed the Family Handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask the Director for clarification of any policy, procedure or information contained in the **The Valley Child Development Center Family Handbook** that I do not understand.

Center Staff Signature	Date
Parent Signature	Date

I have received the Parent Information Brochure for Licensed Child Care from the Division of Public Health.

Child Care Program Name: **The Valley Child Development Center**

Enrolled Child(ren)' Names: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_