



**WOODLAND CHILD DEVELOPMENT CENTER
3027 J F Mahoney Drive**

Parent Handbook/Admission Agreement

Statement of Purpose

The Woodland Child Development Center has been designed to help children, as well as parents, bridge the sometimes-difficult gap between the security of home and school and to provide a community service for those in need of childcare services. We see each child as a unique and important person. Enrollment is limited to children ages 12 weeks to 12 years. We strive to help each child through every stage of development as they grow and learn as well as provide an environment that supports children with special needs and disabilities within the guidelines of Inclusive Child Care in Indiana. Woodland Child Development Center has an open door policy, but reserves the right to monitor anyone who visits the center

Governing Body

Woodland Child Development Center is a non-profit, licensed NAEYC accredited center governed by a Board of Directors. The persons legally responsible for the center includes a Board of Directors; Nina Burton, Executive Director, Assistant Director, Carla Gadson, Tracy Campbell, Family and Program Coordinator and Wanda Rodriguez, Human Resource Director.

Non-Discrimination Policy

It is the policy of the Woodland Child Development Center to enroll children without regard to race, creed, gender, disability, or national origin. The child care center shall not admit or maintain any child whose needs we are unable to meet or maintain. These needs may include but are not limited to behavior, and special accommodations within the laws of the ADA (American Disability Act). Should an instance arise that affects the health and safety of the community of the center, the center will exercise its right to withdraw the child permanently or until all relevant parties have determined it is in the child's best interest to return to the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to the parents. In some cases, it may be necessary to enroll children on temporary basis to see if we are able to meet the needs of the family and child. These cases are determined on an individual basis and within the scope of the ADA.

Teacher/Child Ratio Policy

Children will be supervised at all times as required by license regulations. In the absence of a caregiver due to illness, death or other circumstances a substitute staff member will be provided to ensure continuity of care for your child.

Regular Parent/Teacher Conferences/Communication Policy

Parent-teacher conferences are held in the fall and spring or a parent may request such a conference at any time. Teachers are available for on-going communication; parents are always welcome to observe our program. Please refrain from discussing concerns in the classroom. If you have an immediate concern about your children, ask to schedule a conference.

Hours of Operation: 6:30 a.m. until 6:15 p.m. — Monday through Friday. These hours of operation allow parents to meet our definition of full-time care, which is what our weekly fees are based on. Currently we don't have hourly or daily rates. We define full-time care as 25 hours a week or more.

Holidays: The center will be closed on the following holidays:

1. New Years' Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Friday after Thanksgiving
7. Christmas Day

Because these are paid holidays for our staff, the weekly tuition rate is not reduced for these days. **Friday after Thanksgiving is not a claimed holiday for families receiving vouchers. Therefore, you are responsible to make sure your child meets their necessary hours for the week; otherwise you will incur a bill.**

Health Record

Parents are required to furnish the center with the following:

1. Current physical (infants and toddlers (child 2 years and under) must have an annual physical)
2. Special requirements for food, medication and allergies (must have a health care plan on file)
3. Insurance card for each child upon enrollment
4. Children with diagnosed disabilities must bring in IEP or IFSP as well as any medication prescribed by their physician.
5. Any other information provided by the child's physician, which may have a bearing on the child while in the care of the center.

These items will be kept on file as required by the State Department of Health and Licensing. If these items are not furnished at enrollment the child cannot be accepted. If these items are needed for a child currently enrolled and they are not furnished, the account will be deactivated and the child will not be accepted until the information/medication is furnished.

Medication

We must have a **physicians order** on file to administer any type of dietary supplement or medication (prescription or over the counter)

Medications or supplements are kept in locked cabinets away from children

1. Parents must bring any medication to the office
2. Medications or supplements must in original prescription or manufacturer's container and properly labeled
3. Medication for preventive care such as Ritalin or asthma medication must be kept at the center at all times

This information shall become a part of the child's record.

Note: Woodland Child Development Center will not be held responsible for damaged or lost medical improvement devices including but not limited to the following; contact lens, eye glasses, hearing aides, leg braces and breathing apparatus.

Food Service

Mealtime

Am Snack 7:00am-7:30am

Breakfast 9:00am-9:30am

Lunch 12:00pm-12:45pm

Pm Snack 3:00pm-3:30pm

Infant/Toddler Requirements

Prior to admission: a feeding plan will be written for each infant or toddler in consultation with parents and based on the written recommendation of the child's pediatrician or family physician. This (feeding plan) must be completed in order for a child to start.

The feeding plan for each infant and toddler will include and list:

1. The specific kind and amount of formula and /or food to be offered. Parents may choose to use the formula provided by the center.
2. The scheduled hours that food/formula is to be offered, with the specific foods to be given at those times.
3. For toddlers, feeding plans will state when a sippy cup will be used.
4. In the case of allergies parents can elect to take the center's substitute or bring their own (License and Health guidelines will be followed).

The feeding plan will be posted for use by food preparation personnel and teaching staff, updated at least every **six months**, and remains in the student's health file.

Parents may supply the following:

1. Bottles for infants.
2. Drinking cup for toddlers.
3. Only unopened commercially prepared formula that is commercially premixed and ready-to-feed shall be used.
4. Only unopened commercial baby food shall be used.
5. Unopened diapers and wipes where applicable
6. To assist us in the "potty training" phase for your child, please send only pull-ups and regular underwear.

DO NOT BRING DIAPER BAGS, NURSERS, NURSING TYPE EQUIPMENT OR CAR SEATS

Preschool

The center provides all meals and snacks for preschool children ages 3-6. Due to health and license regulations, children are not allowed to bring in food from outside sources unless it is medically related and documented by their pediatrician. In the event of planned celebrations, all food must be store brought.

Weather Related Closings/Unexpected Closings Policy

Please listen to:

Radio-WJOB 1230 AM, WGN 720 AM, WBBM 780 AM

TV-Channels 2, 5, 7, 9, 32, CLTV News

Call: 847-238-1234 (touch phone needed)

On Line- www.EmergencyClosings.com

For personalized e-mail notification: www.EmergencyClosings.com.

There will be **no fee charged** when the center is **forced to close due to emergencies**. **Parents who receive voucher subsidies are not allowed to use personal days when the center is not open for business.**

Arrival and Departure

When a child is brought to the center, all family members and authorized persons must use their assigned code to buzz in.

1. Any person bringing or picking up a child shall be responsible for notifying a staff member of the child's arrival or departure.
2. The parent or other person must bring the child into his/her classroom.
3. The parent or the person transporting the child is required to sign the sign-in/sign-out sheet noting the time of arrival and departure.

4. Parents are responsible for making sure their children are signed in and for locating the classroom if the children are in another area.
5. Parents should notify the teacher of any relevant information that might impact the child's day.
6. Any person authorized to pick up a child must have proper identification.

At no time should a child be left unattended by parents or staff while in the center.

If you anticipate your child arriving after 11:00 a.m., you must notify the center by 9:30 a.m. in order for the kitchen personnel to include them in the meal count No child will be denied meals; however, they may have to receive something different from the regular menu for that day if we are not notified by the time requested. Because we are a state licensed center, and participate in the Child and Adult Care Food Program, we must adhere to mealtime policies. Children who arrive after a meal has been served and put away, will receive the next scheduled available meal that is served. Meals are served at least two hours apart.

ALL CHILDREN MUST BE PICKED UP BY 6:15 P.M. If you know in advance that you are going to be late, please call the Center. **(calling does not exempt you from a late fee. A minimum \$15 late fee will be charged for the first 15 minutes after 6:15 p.m. and a \$20 late fee will be charged for every 15 minutes thereafter.** In the event your child is here after closing and you cannot be contacted by phone, the Center will contact your emergency person to arrange for your child to be picked up. The person must have the ability to pick up the child. We require a phone call from you if anyone other than your authorized emergency contact is sent to pick up your child. Although we may recognize voices, in order to safeguard children, parents will be asked for their family identification number for temporary pick ups. **All persons must have a picture ID and be at least 18** **If you or your emergency contact person cannot be reached after a two-hour attempt, the police will be contacted and your child/children will be placed in the care of Child Protective Services**

Policy on Alcohol, Tobacco, Firearms, Illegal Substances

The use of tobacco, and use or possession of alcohol, illegal substances, and firearms is prohibited. Please, extinguish your cigarettes or other tobacco products before entering the ramp

Policy on Release of a Child to Intoxicated or Impaired Persons

No child will be released to an authorized person who appears to be intoxicated or impaired any way. The center must contact another responsible driver from your pick up list.

Court Orders

The center staff cannot prevent a legal guardian or parent from exercising parental rights. In cases where there is no legal documentation, our program will adhere to parental rights governed by Indiana law.

If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the most current court order in the child's file. This includes but is not limited to, divorce, legal separation and not having contact with certain people. **The center must have copies of the paperwork before the child starts, or proof of a pending case.**

Child Abuse and Neglect

The Center staff is **legally mandated** by the state of Indiana to report any suspected cases of child abuse or neglect. For more information on Child Abuse and Neglect visit the State of Indiana web site at [http://: www.IN.gov/fssa](http://www.IN.gov/fssa). In the event we suspect a child is being abused or neglected the center staff will:

1. Document any suspected incident/s
2. All documentation and information collected will be given to the Program Coordinator.
3. Child Protection Service will be called.
4. Parents will not be notified by the center unless instructed by CPS.

The use of any form of corporal punishment on the premises is prohibited by the State of Indiana and Woodland Child Development Center.

Child Withdrawn

We require a **(2) two week notice** when withdrawing your child from our Center. Please see Administrative staff to fill out a two week notice form.

1. **You are responsible for paying for those two weeks.**
2. **Families that are receiving subsidized childcare are required to give a two-week notice prior to recertification to avoid having an account balance.**
3. **We do not hold spaces and cannot guarantee space for temporary withdrawals.**

Initial

Date

Illness/Injury Child Policy

Please notify us by phone if your child is ill, especially if the illness is communicable. We need to make this fact known to the parents of all children who may have been exposed. Because we only have an informal isolation area, the child must be picked up immediately or within **one hour** to avoid additional charges. Children who are ill will not be allowed to attend the program. If your **child becomes** ill while at the center, you will be contacted first to pick up your child. If you cannot be reached, someone from your **emergency contact** who has the ability to pick up the child will be contacted. The child may not return to the center until **symptom free for 24 hours** or as prescribed by the physician. **When a release to return to school is needed, we request the physician to state whether the child was contagious or not.** The center uses the guidelines set forth in our License Regulations and by the American Academy of Pediatrics to determine when a child/ren should be sent home or kept home.

The Center will give appropriate first aid to a hurt child. *In the case of a life-threatening emergency*, the child will be taken by ambulance to Community Hospital in Munster, or next available, for medical care or admission. The parents or guardians will be contacted and provided with a written description of what happened. In cases of possible legal litigation, the center will respond to written court orders only.

When children have been absent for three or more days and the parent has not notified the center, the center reserves the right to request a doctor's release before the child is able to return. We will follow the guidelines and procedures of licensing and health regulations when dealing with certain illnesses. This may include but is not limited to excluding your child from the center until a release from the child's pediatrician is made available. A copy of license regulations is available at the center.

Clothing

Your child must have one complete change of clothing at the Center at all times.

Repeated instances of children not having a complete change of clothing will result in your child not being accepted until clothes have been returned or brought in.

Identify all clothing especially removable items (coats, jackets, boots, etc.), with your child's name. The center will be careful in taking care of your children's clothing, but we will not be held responsible for damaged or lost clothing.

1. Be sure to include a shirt, underpants, undershirt, socks, t-shirt and either slacks or shorts, according to the weather.
2. Make these clothes ones that you can spare. Put them into a plastic shoebox and give them to your child's teacher.
3. For a child who is not potty-trained, include an unopened package of disposable diapers. However, when a child is being potty-trained at the request of the parent or because it is developmentally appropriate, only pull-ups and regular underwear will be accepted. Please check with the teaching staff when bringing in these items.

4. Sturdy shoes or tennis shoes should be worn. Sandals can be dangerous and are **not** allowed. All shoes must have a back strap. **Flip-Flops and /or open toed shoes are not allowed.**
5. **Dress your child for active play.** Fancy clothing hampers the child's activity.
6. Jewelry (earrings) that is worn to school must have a locking mechanism for security and safety precautions. Necklaces, rings, or any other jewelry is not permitted. And Woodland Child Development Center is not responsible for any items that are lost, stolen or damaged.

Please have your child wear appropriate clothing for the weather. All children will go outside daily. Any health related reason for staying indoors must be documented by the child's physician.

Fees

1. **A nonrefundable registration or supply fee** shall be charged for each child entering the center.
 - One coupon per family can be used to waive a registration fee
 - A coupon cannot be used for children who are entering the summer program
 - Children who attend the summer program will not have to pay an additional supply fee for winter break care
 - Children who have been withdrawn for more than 30 days are subject to registration and supply fees.

2. Childcare fees are due, in advance, on **Monday** of each week.
 - Because we are a not-for-profit center, we must count on current income for operation; therefore, we must expect fees to be paid regularly.
 - You are responsible to **pay on Monday** by end of business day for the current week. **A \$5.00 discount** is given to those parents who **pay on Monday of each week**. No discount for part-time enrollment. **You must stop at the front desk and ask for your Monday discount.**

3. **A \$35.00 late fee will be added to all delinquent accounts.**
 - **. Your child will not be accepted the following Monday at check in time without payment in full (previous' week's payment and current week's payment plus \$35.00 late fee (including any late pick up fees.)).**
 - i. Please do not send your child with someone else if your account is delinquent, your child will not be accepted.
 - Delinquency in payment of fees will result in your child's release
 - Any request for a delayed payment must be presented to the Director or Assistant Director one week prior to the due date of the payment.

- i. We reserve the right to deny any payment plan on a case-by-case base. **Payment plans are limited to 2 per year.**
 - ii. **At no time will a payment plan be adjusted.**
- If necessary, steps to collect past due tuition may include court costs, attorney's fees, or other charges. The parent will be responsible for these fees. Additional restrictions or procedures may incur to former parents/families that have previous balances with the center.

Note: Woodland Child Development Center cannot accept payment for any account that has been turned over to collections.

3. In order to keep fees as low as possible, we rely on regular payment for each child for as long as he/she is enrolled.
 - Your regular fee is expected even when your child is **absent due to illness, vacation,** or any **other personal reason.** If all families were given considerations for these absences, we would be unable to meet our financial obligations. Our greatest expense is salaries, which continue even when a child is absent.
 - It is our policy to withdraw children that have been absent from the center for **10 consecutive business days** when we have not heard from the parents. Parents' accounts will be billed in accordance to withdraw policies.
 4. Fees are reviewed based on costs and adjusted periodically as per Board policy.
 5. A \$25.00 fee is charged for a check returned for insufficient funds; afterwards, fees are on a cash basis.
 6. As a courtesy to our clients that have to track attendance and personal days, our office personnel are here to assist you. However, **it is not** their responsibility. **If there is any discrepancy, the parent is responsible to pay the balance on their account.** **We reserve to the right to modify or establish additional policies and procedures where applicable and permissible by law.**
 7. **Fees will be based on the following categories:**
 - Infants** (As long as your child is in the infant room, or until they are permanently moved to the toddler room, this rate will apply). According to license, an infant must be able to walk from one end of the infant room to the other without any assistance.
 - Toddlers** (ages 1 and 2 years old)
 - 3, 4, and 5 years old**
 - 6 years old**
- Summer Program and Holiday Care (ages 7 – 12 years old)**

Woodland only bills weekly, we do not have daily or hourly rates. If you choose to enroll children in the middle of the week and you are receiving childcare subsidies, we are only reimbursed half of the childcare expense and you will be responsible for the other half.

Parents' Group/Woodland's (P.A.L.) Parents And Loved Ones

1. P.A.L. is an autonomous organization whose members work for their children as part of our Center and for themselves as parents.
2. When you enroll your child in the Center, you automatically become a member of our Parents' Group.
3. This allows for parents/families to participate in center activities.
4. Any family member can attend the meetings in representation of your family.
5. We meet on a monthly basis, **every 3rd Wednesday of the month from 5:00 p.m. - 6:00 p.m.** The day and time could change based on the availability of a guest speaker.

Generally, annual plans include outings for parents and children, presentations by experts in Child Development and Parenting, a center-wide Fun Fair and fundraising. A Parent Representative contacts each parent in his/her assigned group to give information and request cooperation for planned events. We hope you will join in and enjoy the Parent Group.

Classroom Pets

From time to time, some WCDC classrooms will have pets. In our curriculum, pets help children learn to care for others as well as themselves. Your child may help feed them, hold them or play with them while supervised by a teacher. Animal cages and litter boxes are cleaned no less than twice a week and are out of the reach of children. All animals that need to be seen by a veterinarian have papers on file. To help protect the children, carpets are vacuumed daily with a state of the art hepifilter vacuum. An allergy filter has been installed in the furnace, which helps reduce 98% of airborne allergens.

Client Complaints

Please bring any compliments or concerns to the attention of the Program Coordinator in writing. Following notification of the issue, the Program Coordinator will respond appropriately. A formal meeting can be arranged, if requested.

Photographs and Observation

Your child's photographs may be used to describe program services or for the purpose of public relations. Students of Early Childhood Development and related fields may observe your child as part of a group.

Initial_____Date_____

WOODLAND CHILD DEVELOPMENT CENTER, INC.
SAMPLE DAILY SCHEDULE

6:30 a.m. Center opens

A.M. snack is provided for children who arrive before 7:30 a.m.

Self-directed activities including games, puzzles, art, and music

9:00 a.m. Breakfast

Planned Classroom Time (Creative Curriculum)

Age appropriate experiences will be offered in the following areas

- Literacy
- Math
- Science
- Social Studies
- The Arts
- Technology

Circle Time - games, songs, and movement

Outdoor playtime – bikes, jump ropes, balls, outdoor equipment, dolls, cars and trucks

Clean up time

Prepare for lunch, use bathroom, and wash hands.

12:00p.m. Lunch

Hygiene practiced, bathrooms, wash face and hands, and clean teeth

Naptime for all children

Snack in classrooms

Story time, music, and movement activities

Planned games and activities in each classroom

6:15p.m. Center closes

DISCIPLINE POLICY

The childcare center uses a positive disciplinary approach with children. Caregivers communicate to children using positive statements. We communicate with children at eye level, talking to them in a calm manner about what behavior is expected. We encourage children with adult support, to use their own words and solutions to resolve conflicts. Recurring disciplinary problems will be addressed with parents and documented in the child's record. The disciplinary techniques used at the center are based on conflict resolution:

- First: **Approach calmly, stopping any hurtful actions.**
a. Place yourself between the children, on their level.
b. Use a calm voice and gently touch.
c. Remain neutral rather than take sides.
- Second: **Acknowledge children's feelings.**
a. “You seem pretty upset.”
b. Let the children know you need to hold the object in question.
- Third: **Gather information.**
 “It looks like the problem isis that right?”
- Fourth: **Restate the problem.**
 “So the problem is ...”
- Fifth: **Ask for ideas for solutions, and choose one together.**
a. “What can we do to solve this problem?”
b. Encourage children to think of a solution.
c. Check to make sure the solution is acceptable to both children.
- Sixth: **Be prepared to give follow-up support.**
a. “You solved the problem!”
b. Stay near the children.

If a child becomes physically aggressive toward other children, staff, or themselves, it may be necessary to hold the child. If the child continues with the behavior, the parent or emergency contact will be called to remove the child for the day.

Staff may not use corporal, harsh punishment, and humiliating or frightening methods to control the action of any child or group of children. No child will ever be shaken, hit, or spanked. Children will not be subjected to abusive or profane language, nor shall any restrictions be associated with food, rest, or toileting. A child who wets the bed will not be shamed or punished.

The childcare center shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children the center. Repeated disciplinary problems that pose a threat to the health and safety of others will be a cause for immediate dismissal. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents. Meeting the needs of families in some cases are addressed on an individual basis.

Initial _____ Date _____

CONFIDENTIALITY POLICY

- A. All information pertaining to admission, health, family, or discharge of a child is confidential. The center will not release any information without parental consent and all visitors, staff and families are required to abide by the centers' written confidentiality policy.
 - 1. Access to files is limited to the director, appropriate office staff, child's teacher, monitoring agencies and court orders.
 - 2. Files are to be reviewed in the office under supervision and must be returned immediately after use.
- B. The information in each child's file is to be considered the property of the Woodland Child Development Center.
 - 1. All educational records concerning a child are open to the child's parents (both custodial and non-custodial) or guardian.
 - 2. Custodial Parent(s) or guardian must sign all reports of progress, kindergarten age reports or communications concerning the child to verify awareness of content.
- C. Information heard directly or indirectly, concerning a child, parent, family or staff Member is to be considered confidential and is not to be disclosed to any person at any time.
- D. Visitors are expected to adhere to the center's confidentiality policy. Visitors include, but are not limited to parents, family members and practicum students.
- E. At orientation, all employees will receive instructions regarding confidentiality.
- F. In-service training and staff meetings will reinforce policy concerning Confidential matters.

Prevention and Protection “Addressing the Needs of a Difficult Child”

The employees of Woodland Child Development Center recognize that behavior problems can stem from various circumstances.

1. Sometimes, it can be just the inability of a child to communicate their wants and/or needs.
2. At worst, there may be matters of health and safety to the child in question or to others
3. We will do everything we can before requesting that a child be withdrawn from the center

When children present severely challenging behavior, we will proceed with on the following basis:

1. First, the teacher will document the behavior, how the behavior was directed and how the child responded to the behavior.
2. Second instance the documentation must contain the information in step one as well as how the behavior has affected the health and safety of the child and other children.
3. Third instance will contain all previous necessary documentation and a request for a conference with the parent/s and Program Coordinator to establish a behavior modification plan that is consistent with developmentally appropriate techniques that will be used at home and at school.
4. Fourth, the parent will be referred to a professional source outside of the center and be given a timeline to meet with the professional.

Documentation from outside professional sources must contain a behavior plan that addresses child, home, and school needs. At this time, the family may be advised and given referrals from the center to additional educational avenues to address the needs of the family. If this is not done, the child will be withdrawn until the family has done so and provided documentation as required.

5. If after all these steps have been followed, the behavior has not stopped and is jeopardizing the health and safety of the child and others, the child will be withdrawn with the option of returning with a more effective behavior plan.

Since the parent has the option of not returning the child to the center, the center is not obligated to hold a space for this child. Rules regarding enrollment will apply should the child return to the center. If you are on a program that requires you to maintain a certain amount of hours a week, your funding resource will be notified of any termination.

We will make every effort to follow this procedure unless the steps outlined will put the child and others in immediate danger. It is our desire to give the parent ample time to find suitable childcare, but we will reserve the right to request immediate dismissal for issues of health and safety. Other resources for dealing with difficult behaviors are:

1. <http://www.in.edu/~cchealth>
2. <http://www.iyi.org>
3. <http://www.in.gov>

Initial_____Date_____

Biting Policy

It is the policy of Woodland Child Development Center to maintain a healthy and safe environment for the children in our care. We realize that biting is a natural behavior of infants and toddlers and occasionally in children from ages three to five. We are also aware that consistent biting raises an issue of being able to maintain the healthy and safe environment we want for all children in our care.

Infants and toddlers tend to bite for different reasons. Some reasons may have to do with teething, communication or something that may or may not have has or has not been medically diagnosed. When a biting problem has been identified, certain steps will be taken.

1. Asking parents to provide a teething ring and three soft terry towel washcloths
2. Informing teachers of any changes in their child's regular routine
3. Asking parents to be consistent in home with the same procedures that are used at daycare

If a biter puts him/her self or others at risk, we will withdraw the biter from our center until he/she becomes mature, develops language skills, and/or is referred to a physician for further evaluation

Initials_____Date_____

PREVENTION AND RESPONSE

Biting is not unexpected in the toddler age group. There are many reasons why toddlers bite. Sometimes biting is related to teething. Toddlers also bite to express feelings that they can't yet express in words. No one can predict which toddler will bite, but we are prepared to help them learn other positive behaviors.

Woodland works to program the day's activities to prevent boredom, frustration, or over stimulation. We provide a calm and cheerful environment with a mix of stimulating and soothing, age-appropriate activities, with multiples of favorite toys. We also model acceptable behaviors for the children, helping them learn words to express their feelings and give them the tools to resolve conflict with others.

If a bite does occur, we help the child who is bitten. We assure him or her and care for the bite. If the skin is not broken, we use a cold compress. If the skin is broken, we follow medical advice and clean the area with soap and water. If it is likely to get dirty, we will cover the bite to keep it clean. If your child is bitten, we will call you to let you know this. The teacher will also fill out an accident report to keep in your child's file.

We respond to the child who has bitten by showing strong disapproval of biting. Our specific response depends on the individual circumstances. We help the child who bites learn different, more appropriate behaviors and we let the parents know that there is a problem so that we can work together to solve it. If this behavior becomes more frequent, the parents will be notified of their child's behavior. We ask the parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. If the child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help the child discontinue this behavior.

When your child is teething or his/her mood has changed for some reason, we will give your child a teething ring or cold washcloth to bite on. Your child will also be shadowed by one of their teachers. If your child bites several times during the week with these procedures being followed, we will request that you keep your child home for a day. We will continue this procedure for two weeks. If this does not work, and there is space for your child in another classroom, we may change him/her for a few days. **It is very important that the parent and the center work together to prevent this behavior from getting out of hand.** Some reports say that if you can eliminate biting behavior for about two weeks straight, the child usually will stop biting entirely. If none of these procedures work we will withdraw your child from the center as stated above.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. Woodland will deal appropriately with biting so it will end as quickly as possible. We will support your child whether they are the biter or the child who is bitten. If you have any questions or concerns please let us know.

Nips, Nibbles and Downright Bites

Strategies for reducing and eliminating biting behaviors in young children

Why do children bite?

Young children may bite for different reasons, and not all will respond to the same types of intervention. Identifying the kind of biter you're dealing with will help you develop an appropriate discipline and guidance technique.

Typical Biting

The Emotional Biter

A child may have little impulse control and be very reactionary. This child demonstrates their emotions physically when excited or over-stimulated they are overwhelmed with emotion and are looking for an outlet. They are sometimes imitating kissing in an attempt to show love.

The Experimental Biter

An infant or young child may take an experimental bite out of a mother's breast or a caregiver's shoulder. These experimental biters may simply want to touch, smell and taste other people in order to learn more about the world. Their muscles are developing, and they need to experiment. This type of biter may also be motivated by teething pain. This child may also engage in biting "games" where an adult has acted out (not harming) biting-chewing-munching-their neck and extremities during playtime. Some adults will say "I'm going to get you" or "I'll eat you up" – the child does not realize they are not really biting.

The Frustrated Biter

Some biters lack the skills to cope with situations such as the desire for an adult's attention or another child's toy. Even though the child may not have intended to harm another person, adults must react with disapproval. They lack the language skills to express their feelings and desires.

The Threatened Biter

Some children, feeling they are endangered, bite in self-defense. They may be overwhelmed by their surroundings, and bite as a means of regaining control and reacting to a situation.

The Power Biter

Some children experience a strong need for autonomy and control. As soon as they see the response they get from biting, the behavior is strongly reinforced. This child may want to play alone or want control of the toys and people in the area they are playing in

Appendices

Children Who Have Been Abused

Aggressive biting may mean a child has been a victim of abuse. Some people theorize that a child who has been the victim of aggression or observed aggression on others may bite aggressively as a result of the environment. Biting alone is not usually the only identifying behavior present. This is usually more typical of the older preschooler who after trying several strategies to reduce and eliminate, is still biting.

Children Who Have Tactile Dysfunction Problems

These children have trouble with sensory integration. Sensory integration makes it possible for children to become self-regulated individuals. The child may respond negatively or emotionally to touch sensations, becoming anxious, hostile, or aggressive. Oversensitivity when others are close or touching is characteristic.

Adapted from the *National Association for the Education of Young Children, and Biting Behaviors Among Preschoolers. A review of the Literature and Survey of Practitioners*, by Julie Reguero de Atilas et al., *Early Childhood Education Journal*, 1997

Initials _____ Date _____

Acknowledgement of Receipt

The Woodland Child Development Center, 3027 J F Mahoney Drive, Hammond, Indiana, (219) 844-3603 (hereinafter referred to as the “Center”) is a developmental childcare facility; a community supported not-for-profit Corporation. It is licensed by the State of Indiana through the State Department of Public Welfare under Title 470, IAC 3-41 and accredited by the National Association for the Education of Young Children. A copy of The Indiana License Regulations is available for parents to refer to near the Parent Board.

I have read and agree to all general policies contained in this document: I also understand these policies are subject to review and may change upon notification. I will be notified of changes through addendums to the policies whenever changes occur.

Printed Name of Parent and or Guardian

Date

Signature of Parent or Guardian

Name of Child Enrolled

Birth Date

Printed Staff Representative

Staff Signature

Date

Please sign next page to keep on file.

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Frequently Asked Questions

1. I lost my swipe card and can't do my swipes, what do I do?

Lost swipe cards must be reported to your intake agent immediately so that a new card may be issued. A form to report the lost card may be requested from Woodland Administrative staff. You have three days to do any missed swipes, including 24 hours to activate your new card.

2. What is a two-week notice?

Two-week notice is defined as giving a 10-day notice of the withdrawal of your child. Please note, if notice is given on Monday or Tuesday, the last day will be on the following Friday. If notice is given Wednesday or after, the last day will be on the next following Friday. **We require a (2) two week notice when withdrawing your child from our Center. Please see Administrative staff to fill out a two-week notice form.**

- 1. You are responsible for paying for those two weeks.**
- 2. Families that are receiving subsidized childcare are required to give a two-week notice prior to recertification to avoid having an account balance. We do not hold spaces and cannot guarantee space for temporary withdrawals**

3. Why am I denied?

There are various reasons as to why your account has been denied entry. Please check with the front desk to find out the reason.

4. I need someone, who is not on my pick-up list, to pick up my child, can I do that?

Yes. What you would need to do is call the Center and let us know that some one else will be picking up your child, we will ask for verification of who you are. Your person will be put on a temporary one-day pick up. Your temporary person will be required to show identification.

5. What if my child is ill?

Please notify us by phone if your child is ill, especially if the illness is communicable. We need to make this fact known to the parents of all children who may have been exposed. . The child may not return to the center until **symptom free for 24 hours** or as prescribed by the physician. **When a release to return to school is needed, we request the physician to state whether the child was contagious or not.** The center uses the guidelines set forth in our License Regulations and by the American Academy of Pediatrics to determine when a child/ren should be sent home or kept home.

Appendices