# Child Development Center Parent Handbook
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Philosophy and Goals of Learning

The Delaware Technical & Community College Child Development Center Program is an integral component of the Education Department. The Child Development Center focuses on the development of a child as a whole person from six weeks through age twelve. Through the use of carefully guided activities, emphasis is placed upon developmentally appropriate skills. Culturally diverse learning experiences are provided each day in the areas of language arts, social-emotional awareness, music, art, science, math readiness, and reading readiness. Based on the theory that children learn through play, daily routines encourage active involvement, meaningful experimentation and positive reinforcement. We believe that in a caring and positive atmosphere a child will develop at his/her own pace and to his/her fullest potential. The Center serves children of Delaware Tech students, staff, and the community and is licensed through the state of Delaware to care for up to 121 children.

The Child Development Center serves as an Early Childhood Education lab facility for Delaware Tech students and the community. It offers the Early Childhood Education students the opportunity to acquire a knowledge base in appropriate early care and education while providing excellent observation and hands-on experience under the supervision of qualified professionals. Through extensive community collaborations, in our inclusive educational setting, the Child Development Center encourages partnerships with many disciplines which support Early Childhood Education (Nursing, Physical Therapy, Occupational Therapy, early intervention agencies etc.) The goal of the Early Childhood Education lab environment is to provide a model of excellence for future educators so as to raise the quality of education and care for the children of Delaware.

Goals for the Delaware Technical & Community College Child Development Center

- To provide a safe and nurturing environment
- To assist in building a positive self-image for each child
- To enhance children’s cultural and ethnic identity while promoting an awareness and acceptance of diversity
- To provide a developmentally appropriate curriculum
- To encourage children to engage in cognitive activities that promote thinking, discovery, and problem solving
- To reinforce developmentally appropriate behavior, self-control, and cooperation through praise and encouragement

Goals for Delaware Technical & Community College Students

- To gain an understanding of child growth and developmental patterns
- To develop appropriate methods for teaching skills and concepts
- To develop skills needed to provide quality environments for children

Goals for Parents

- To develop realistic developmentally-appropriate expectations for their child(ren)
- To strengthen family-school partnerships and communication
Program Curriculum

The Child Development Center Program offers specialized programs for infants, toddlers, preschoolers, and school-age children. Each Program is based on learning centers and hands-on experiences which develop age appropriate readiness skills through developmentally appropriate activities. Thematic units are integrated into the learning centers to provide direction and continuity for learning. Holidays, which occur in each unit, are explored through a multi-cultural and child’s perspective.

Infant Program: 7:30 a.m. - 5:30 p.m.
Infant/Toddler Program: 7:30 a.m. - 5:30 p.m.
Toddler Program: 7:30 a.m. - 5:30 p.m.
Preschool Program: 7:30 a.m. - 5:30 p.m.

School-Age (Leaps & Bounds) (Kindergarten - 12 years):

- After School - School-Age Child Care
- Full Day School-Age Child Care (School Inservice Child Care, Summer Child Care Program)

As per DELACARE regulations regarding television, digital video display (DVD), video cassette viewing, and computer usage (regulation #383 & #384), the Center implements the following precautionary measures/procedures:

Television, digital video display (DVD), video cassette viewing (“Screen-time”) will be incorporated into program planning in accordance with DELACARE and pre-approved in accordance with developmentally appropriate curriculum guidelines.

A. Prohibited for children younger than two (2) years of age *;
B. Not permitted without written approval of each child’s parent/guardian;
C. Limited to programs which are age-appropriate and educational; and
D. Not to exceed one (1) hour daily per child or group of children.

*The Center will utilize screen time (DVD)) which in accordance with Developmentally Appropriate Practices such as Toddler Exercise, Baby Yoga, Baby Massage, Toddler Exercise, etc.

Computer usage (“Screen-time”) will be incorporated into program planning in accordance with DELACARE and pre-approved in accordance with developmentally appropriate curriculum guidelines.

A. Prohibited for children younger than two (2) years of age;
B. Not permitted without written approval of each child’s parent/guardian;
C. Limited to programs, games and websites which are age-appropriate and educational;
D. Provides protections from exposure to inappropriate websites such as those that are sexually explicit, violent, or use inappropriate language;
E. Supervised by a staff member; and
F. Not to exceed one (1) hour daily per child or group of children

Viewing time periods/Usage time periods may be extended for specific special events or occasions such as a current event, holiday/birthday celebration or homework, researching topics, special events or interests of a child or group of children and documented in monthly lesson plans.

Signature of the Parent Handbook Acknowledgement form acknowledges parents acceptance and acknowledgement of the Center’s precautionary measures concerning “screen time” usage at the Center thus eliminating the need to obtain separate written permission concerning this aspect of programming.
The following program descriptions and sample schedules have been designed to meet the needs of Infants, Toddlers, Preschoolers and School Age children in their daily explorations. Daily schedules are posted in the Center for each Program:

**Infant Program**

Infancy, the first year of life, is a time of new beginnings and significant firsts. The Infant Program offers a variety of activities which enable children to enrich their feelings of identity through sensory, language, cognitive, fine and large motor explorations in the warm and caring atmosphere of our Center. Through positive and nurturing interactions with teachers, infants are able to develop a sense of safety and well-being which enable them to explore their world.

**Ingredients of a Day**
*(Infant schedules are based on the individual needs of the infant.)*

**Individual interactions.** Infants receive individual attention throughout the course of a day. Such times include, but are not limited to, diapering, feeding, rocking, book-reading, and individualized infant activities. Caregivers establish warm, nurturing bonds with the infants.

**Diapering.** Infants’ diapers are changed at least every two hours; more frequently as needed.

**Mealtimes.** Mealtime schedules follow parents’ guidelines to meet the infants’ individual needs; mealtimes also encourage family-style practices, with individual attention, conversation, and small-group interactions.

**Naps.** Infants nap as needed, according to their own individualized schedules, following suggestions from parents for soothing methods that help infants sleep.

**Music/Language.** A soothing atmosphere is created with soft music, including classical, lullabies, and music from diverse cultural backgrounds. Language skills are enhanced with verbal interaction and encouragement, book-reading, and circle time activities of songs, poetry and finger plays. Basic sign language communication is also utilized.

**Sensory.** Infants experience a wide variety of different sensory materials and activities throughout each day.

**Fine-motor and Gross-motor.** Infants are given opportunities to develop and use fine and gross motor muscles and skills each day.

**Cognitive.** Infants are supplied with materials and activities to encourage cognitive development.

**Open Centers.** Infants have the opportunity to interact in a well-supervised multi-age setting with the children in the infant-toddler room.

**Outdoor Play.** Infants are taken outdoors around the campus or onto the playground, for a short amount of time each day, weather permitting.

(Revised 3/27/14)
Infant/Toddler Program

This Program is a multi-age grouping of infants on the move and developing toddlers.

Aspects of a Daily Schedule

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:30 – 9:00</td>
<td>Greeting/ Main Centers</td>
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<tr>
<td>9:00 – 9:15</td>
<td>Wash Hands/ Snack</td>
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<tr>
<td>9:15 – 9:30</td>
<td>Small Group Activities/ Main Centers</td>
</tr>
<tr>
<td>9:30 – 9:40</td>
<td>Moving and Grooving (Large Motor)/ Free Play</td>
</tr>
<tr>
<td>9:40 – 10:15</td>
<td>Outside/ Avenue</td>
</tr>
<tr>
<td>10:15 – 11:00</td>
<td>Main Centers/ Art/ Tabletops/ Circle/ Wash Hands</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:30 – 2:15</td>
<td>Nap Time/ Literature/ Art/ Tabletops</td>
</tr>
<tr>
<td>2:15 – 2:25</td>
<td>Moving and Grooving (Large Motor)/ Free Play</td>
</tr>
<tr>
<td>2:25 – 2:55</td>
<td>Outside Time: Walk/ Playground/ Avenue</td>
</tr>
<tr>
<td>3:00 – 3:15</td>
<td>Main Centers/ Circle/ Wash Hands</td>
</tr>
<tr>
<td>3:15 – 3:25</td>
<td>Snack</td>
</tr>
<tr>
<td>3:25 – 4:30</td>
<td>Small Group Activities/ Main Centers</td>
</tr>
<tr>
<td>4:30 – 5:30</td>
<td>Fine Motor/ Tabletops</td>
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(Revised 3/27/14)
Toddler Program

An expanding world opens up to toddlers as they begin to walk and their language development begins to emerge. What a combination—mobility and speech! This Program facilitates toddlers during this exciting period when they seek both dependence and independence. Classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed to balance structure and free choice, active and quiet times. The Center encourages toddlers as they begin to make that bridge from total dependence to independence in a safe and stimulating learning environment. The world is full of many curious wonders, and your toddler is truly a determined explorer who is ready to learn.

Aspects of a Daily Schedule

7:30-9:00  Arrival/Open Centers
9:00-9:30  Story/Snack
9:30-10:15 Open Centers
10:15-10:30 Circle Time
10:30-11:00 Outside/Avenue/Large Motor Activities (Strenuous Movement)
11:00-12:00 Lunch
12:00-2:00 Quiet/Rest Time
2:00-2:45  Open Centers & Art/Sensory
2:45-3:00  Circle Time
3:00-3:15  Snack
3:15-3:30  Music & Movement
3:30-3:50  Open Centers
3:50-4:00  Story
4:00-4:30  Outside/Avenue/Large Motor Activities (Strenuous Movement)
4:30-5:00  Small Group Activities/Open Centers
5:00-5:30  Avenue

(Revised 3/27/14)
Preschool Program

The Preschool Program’s focus is on the development of your child as a whole person, emphasizing a balance of physical, social, psychological, and intellectual growth for the individual child. Learning centers in the preschool classroom as well as group activities provide a variety of hands-on experiences which prepare your child for school. In a non-threatening positive atmosphere, a child is free to experience and develop at his/her own pace. One of the main objectives of our Program is that each child develops a positive sense of self and an active curiosity for learning.

Sunshine Room
(4 yrs – 5 yrs)

7:30-8:30 Arrival/Open Centers/Finish individual projects
8:30-9:00 Music & Movement/Large Motor (Avenue)
9:00-9:05 Wash Hands
9:05-9:25 Snack
9:25-9:40 Circle Time
9:40-10:45 Open Centers/Small Group Activities
10:45-11:00 Group Activity/Story
11:00-11:30 Large Motor (Avenue or Playground)
11:30-11:35 Wash Hands
11:35-12:05 Lunch
12:05-12:30 Bathroom – Wash hands, brush teeth, etc…
12:30-2:30 Nap
2:30-2:45 Wake-up/Quiet Activities
2:45-3:00 Story/Wash Hands
3:00-3:15 Snack
3:15-4:30 Open Centers/Finish small group
4:30-5:30 Large Motor (Playground/Avenue)

(Revised 3/27/14)
Garden Room
(3 yrs – 5 yrs)

7:30-8:30  Arrival/Open centers/Finishing individual projects
8:30-9:00  Story/Wash Hands/Snack
9:00-9:30  Music & Movement/Large Motor (Avenue)
9:30-9:40  Circle Time
9:40-10:45 Open Centers/Small Group Activities
10:45-11:00 Story/Get mats ready
11:00-11:30 Large Motor (Playground/Avenue)
11:30-12:00 Wash Hands/Lunch
12:00-12:30 Bathroom – Wash hands, etc…
12:30-2:30  Nap
2:30-2:45  Wake-up/Quiet Centers – books, puzzles, etc…
2:45-3:00  Story/Wash Hands
3:00-3:15  Snack/Wash Hands
3:15-4:30  Open Centers/Finish small groups
4:30-5:30  Large Motor (Playground/Avenue)

(Revised 3/27/14)
Leaps & Bounds
School-Age Programs

School-age enrollment is reserved for Child Development Center preschool graduates. There can be no break in service between enrollment in preschool program and school-age enrollment.

The School-Age Program is based on the concept that children learn best when they are having fun. Children in this Program will have the opportunity to interact between three multi-age areas: learning centers, indoor play area and outdoor play area. Activities within each area provide practice in a variety of school readiness skills to enhance a child’s development. The main objectives of this Program are to develop a child’s positive sense of self, problem-solving skills, leadership strategies and an active curiosity for learning in a nurturing environment. Unique learning centers will help make weekly themes come alive through daily hands-on activities.

Aspects of a Leaps (K - 3rd) Summer Full-Day Schedule

7:30 - 8:30  Table Tops
8:30 - 8:45  Morning Meeting
8:45 - 9:00  Snack
9:00 - 10:00  Themed Activity
10:00 - 11:00  Computer Lab
11:00 - 11:30  Outdoor/Avenue
11:30 - 12:15  Lunch/Read & Rest
12:15 - 12:30  Journals
12:30 - 1:00  Music & Movement
1:00 - 1:15  Afternoon Meeting
1:15 - 2:15  Themed Activity
2:15 - 2:30  Snack
2:30 - 3:30  Avenue/Outdoor
3:30 - 4:00  Read Aloud
4:00 - 5:00  Open Center
5:00 - 5:30  Table Tops/Outdoor Recreation

(Revised 3/27/14)
Aspects of a Bounds (3rd- 6th) Summer Full-Day Schedule

7:30 - 8:30  Table Tops
8:30 - 8:45  Morning Meeting
8:45 - 9:00  Snack
9:00 - 10:00  Themed Activity
10:00 - 10:30  Outdoor/Avenue
10:30 - 11:00  Music & Movement
11:00 - 12:00  Computer Lab
12:00 - 12:45  Lunch/Read & Rest
12:45 - 1:00  Journals
1:00 - 1:15  Afternoon Meeting
1:15 - 2:15  Themed Activity
2:15 - 2:30  Snack
2:30 - 3:30  Avenue/Outdoor
3:30 - 4:00  Read Aloud
4:00 - 5:00  Open Center
5:00 - 5:30  Table Tops/Outdoor Recreation

Aspects of a Leaps & Bounds After School Schedule

3:00 - 3:30  Open Centers
3:30 - 4:00  Large Motor / Avenue or Outside/Playground
4:00 - 4:10  Snack
4:10 - 4:30  Homework/Quiet Activities
4:30 - 5:30  Open Centers/Homework

(Revised 3/27/14)
Learning Centers

Learning centers provide the child the opportunity to explore and discover at his/her own pace. Learning center activities are complemented through the use of stories, songs, finger plays, games and writing activities. A *Literacy Thread* is woven throughout all centers. The Literacy Tread is designed to encourage reading. This Program explores children’s literature across the curriculum. Thematic topics, author’s message, and extended learning center activities all bring a book to life for a child, thus increasing his/her learning experience. The following is a summary of our Program’s learning centers:

**The Reading Center** is a place in which children may explore concepts through the wonderful world of books. When children are read to regularly and encouraged to look through books on their own, they develop reading readiness skills needed to become successful readers. The Reading Center enhances children’s comprehension of concepts presented in thematic units. Developmentally age-appropriate books are provided which involve simple plots, colorful illustrations and repetition to develop sequencing skills.

**The Manipulative Center** includes games, manipulatives and activities which develop age appropriate readiness skills and fine motor development. The Manipulative Center offers children multiple opportunities for working on physical, socio-emotional and cognitive skills.

**The Dramatic Play Center** is an area dedicated to “playing house”, “role playing”, and “make believe”. Children love pretending to be someone else, for example, mommy, daddy, sibling, doctor, police officer, etc. Through dramatic play, children are able to use their imaginations to better understand roles and relationships as they develop social living skills, problem solving and so much more.

**The Art Center** provides an outlet for children to express what they are not able to say in words. It promotes creativity and encourages children to think, choose and experiment with various materials. The Art Center provides age-appropriate materials so that children may create with a variety of textures, materials and drawing instruments. Children’s artwork is displayed throughout the Center to encourage a positive self-image of accomplishment.

**The Sand and Water Centers (Sensory Tables)** provide children the opportunity to explore early science and math concepts and develop age-appropriate language and social skills in an interactive setting.

**The Discovery Center (Science Center)** includes a discovery table with items which are unit/theme related and age appropriate for children to develop scientific concepts such as sink and float, nature awareness and senses. Discovery activities promote children’s self-esteem, develop their problem solving skills, and enhance their language acquisition. When children make discoveries, they begin to understand how their world is put together.

**The Block Center** enhances a child’s physical, emotional and social development. Through the exploration of the block area, children learn about size, length, height, order, weight, building, etc. The type and size of blocks used in the center vary according to the developmental age of the children.

**The Writing Center** specifically provides children the opportunity to practice their writing readiness skills by utilizing a variety of techniques and tools (markers, pencils, crayons, stencils, sand trays, rice trays etc.) Writing activities are also incorporated into all other centers.

**The Computer Stations** include a variety of interactive children’s software which provide the opportunity to explore concepts, utilize readiness skills and become familiar with technology and computers at a young age.
Enrollment

Children between the ages of six weeks and twelve years, whose parents or guardians are students of Delaware Tech, are eligible for enrollment in the Child Development Center. Our facility also has allocated enrollment availability for regular full-time and regular part-time staff of Delaware Tech and children of the community. Applicable registration fee and receipt of all registration documents secure a child’s placement in our Program. To register a child, a parent/guardian must come to the Child Development Center.

Enrollment Procedures
The following information must be received before your child attends the DTCC Child Development Center:

1. Enrollment Application Form

2. Child Care Contract
   DTCC students must submit registration form of classes scheduled each semester requiring child care. Failure to submit a copy of Delaware Tech registration will change tuition rate to community rate, until a copy of the student registration is submitted to the Center.

3. Authorized Pick-up & Emergency Contact Information/Emergency Care Form

4. Early Childhood Laboratory School Photo/Activities Enrollment Authorization

5. CDC Owens Campus On-site Excursion-Field Trip Authorization and Release Form

6. Physical/Immunization Records
   Physical and immunizations must be completed on all children planning to attend the Center within six months prior to their enrollment date and be current throughout their enrollment. Children must have a TB Test and Lead Test completed according to required guidelines. School age children may submit the physical they received prior to attending Kindergarten.

7. The following forms must be completed by child’s physician if applicable:
   a. Special Care Plan for a Child with Asthma
   b. Food/Environmental Allergy Action Plan
   c. Individual Health Care Action Plan
   d. Special Diet Statement Form

8. Copy of Restrictive Custody Court Order (If Applicable)


10. Parent Right to Know Acknowledgement

11. Copy of Child’s Social Security Card and Birth Certificate (ECAP ONLY)

Your Child will need the following items the first day he/she attends the Child Development Center:

1. Packed lunch which meets nutritional guidelines
   (ECAP lunch is provided)
2. Change of Clothes
3. Diapers / Bottles / Diaper Wipes
4. Fitted Crib Sheet & Blanket (Infant-Toddlers, Toddlers, and Preschoolers)
5. Infants: Diaper Bag AND Sleeper sack – No Blankets
6. Toddlers & Preschoolers: Book Bag

**PLEASE LABEL ALL ITEMS Brought TO THE CENTER**

(Revised 4-4-14)
Waiting List Guidelines
(3/31/14)
Child care applicants for the Delaware Tech Child Development Center (CDC) are placed on a waiting list as of the date the application is received. Open enrollment slots will be filled by the next applicant with child care requirements matching the vacancy, following order of priority listed below.

The CDC enrolls children from the waiting list in the following order of priority:
1. Currently enrolled children’s siblings
2. DTCC students’ children
3. DTCC faculty/staff’s children
4. Community children seeking admission

To qualify for “priority one” status on the waiting list, as a sibling of a currently enrolled child, the currently enrolled child must attend the CDC on a weekly, part-time, or full-time tuition basis.

To qualify for “priority two” status on the waiting list, Delaware Tech students must enroll in twelve credit hours per semester. Student applicants must submit proof of current Delaware Tech enrollment, with their application. The Dean of Instruction may authorize less than 12 credit hours, for students in their last semester, prior to graduation. Students who are carrying less than 12 credits may submit a letter from their advisor stating the given situation. The letter will be forwarded to the Dean of Instruction for approval.

To qualify for “priority three” status on the waiting list, Delaware Tech staff must be Regular Full-time or Regular Part-time.

DTCC reserves the right to alter children’s placements on the above waiting list in order to support campus operational effectiveness.

A separate waiting list is utilized to determine enrollment for childcare slots reserved for the Early Childhood Assistance Program (ECAP). The CDC reserves seventeen state-funded slots for income eligible four-year olds, in accordance with Head Start Performance Standards.

Withdrawal of Child from Center
The Center requests that parents/guardians submit to the Program Director a written two (2) week notice of their child’s projected end date. Determined end date will be reflected in next billing cycle.
**Records/Children**
The Delaware Tech Child Development Center maintains confidential enrollment files on each child attending the Center as well as records applicable to licensing: daily attendance records, injury reports, and daily health checks.

The Child Development Center maintains an on-site file for each child including the following registration documents:

1. **Enrollment Application Form**
2. **Authorized Pick-up & Emergency Contact Information/Emergency Care Form**
3. **Early Childhood Laboratory School Photo/Activities Enrollment Authorization**
4. **Child Care Contract**
   DTCC students must submit registration form of classes scheduled each semester requiring child care.
   
   Failure to submit a copy of Delaware Tech registration will change tuition rate to community rate, until a copy of the student registration is submitted to the Center.
5. **Physical/Immunization Records**
   Physical and immunizations must be completed on all children planning to attend the Center within six months prior to their enrollment date and be current throughout their enrollment. Children must have a TB Test and Lead Test completed according to required guidelines. School age children may submit the physical they received prior to attending Kindergarten.
   
   The following forms must be completed by child’s physician if applicable:
   - Special Care Plan for a Child with Asthma
   - Food/Environmental Allergy Action Plan
   - Individual Health Care Action Plan
   - Special Diet Statement Form
6. **Copy of Restrictive Custody Court Order (If Applicable)**
7. **Parent Handbook Acknowledgement**
8. **Parent Right to Know Acknowledgement**
9. **Copy of Child’s Social Security Card and Birth Certificate (ECAP ONLY)**
Daily/Weekly Rates
Daily/weekly rates are posted on the Parent Information Board located in the Child Development Center. Please refer to the Child Development Center website for a copy of the fee structure at https://www.dtcc.edu/student-resources/childcare.

Delaware Tech Student Child Care Options (12 Credits): AM Days, PM Days, FT Days – 1 to 5 Days/Week
Delaware Tech Staff Child Care Options (Reg. PT & FT): M-F AM or M-F PM or M-F FT
Community Child Care Options: M-F FT

Billing and Payment Procedures
- Registration fee and two weeks of tuition must be paid before child care begins.
- Child care accounts will be billed every other Monday for a two week billing period.
- Every other Monday, bills must be picked up from the basket located at the front desk.
- Full payment is due on the last Friday of each two week billing period.
- If full payment is not received by the last Friday, child care accounts will be considered past due.

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- An account that has been in a Past Due status three times will result in child care ending immediately.
- Cash, check, and credit card payments may be made at the Center.
- Cash at Center - Monday through Friday 8:30-3:30
  ONLY the Secretary and Program Director can process Cash payments.
- Checks at Center – Monday through Friday 7:30-5:30
  In person or by calling 302-259-6567
  ONLY the Secretary and Program Director can process Credit Card payments.
- On-line Credit Card payments can be made via the following secure web link: www.dtcc.edu/go/owenscdcpay
  Once payment is submitted, you will receive a transaction number and confirmation email.
  On-line payments must be made before 6 PM in order to be posted the same day.
- Automatic Bi-Weekly payment allows the Center to automatically bill your credit/debit card for your bi-weekly account balance. To enroll, simply submit a Recurring Payment Authorization Form to the CDC Front Desk staff. Transactions are easy to track because they show up on your monthly bank statement or credit card statement. You will also receive a receipt for your payment via email.
- Any changes that impact billing must be requested prior to the Monday billing, in which the adjustment will occur, AND a new Child Care Contract must be completed.

Past Due Account Procedures
- If full payment is not received by the last Friday of each two week billing period, child care accounts will be considered past due.
- An account that has been in a Past Due status three times will result in child care ending immediately.
- On Monday, the Center will distribute Past Due Account Notices, to any parent/guardian who did not pay their bill the previous Friday, requiring payment in full by the end of that week. Phone calls will be made to any family unable to pick up their Past Due Account Notice.
- If payment is not received by Friday, child care will end on Friday, and the family will receive a Termination of Service Notification. Your child care slot will be filled with a child from the Center’s waiting list.
- Terminated accounts, with a past due balance, will be submitted to a collection agency and reported to the credit bureau.
- In addition, Delaware Tech students with terminated accounts will have a hold placed on their student account. This action prevents future registration or request for official transcripts.

Returned Check Procedures
- If a check is returned for insufficient funds, the account is considered past due.
- The Center will notify parent/guardian that a cash payment must be received by 3:00 PM on the next business day. If payment is not received by 3:00 PM of the next business day, Past Due Account Procedures will apply.

Late Pick-up Agreement
Failure to pick-up a child before closing time will result in a $10.00 charge for every 15 minutes late. Late pick-up fees will be posted to child care accounts. Examples of late pick-up calculations are:
- 5:31–5:45 = $ 10.00
- 5:46-6:00 = $ 20.00
- 6:01-6:15 = $ 30.00…
Attendance and Billing Information

Sign-In/Sign-Out Procedure
The following procedures will be followed when releasing child(ren) from the Delaware Tech Child Development Center.

1. Children must be signed in and out daily on the “Sign-In / Sign-Out classroom clipboards located at the front desk.
2. It is imperative that individuals dropping off children address the classroom teacher to release children to their supervision. Children are the responsibility of the family member/friend until proper transfer of supervision has been conducted.
3. When an authorized person removes a child from the Center, all responsibility for that child is released to the authorized person upon pick-up from the classroom/supervising teacher.
4. No child will be released to persons showing a clear sign of drug or alcohol intoxication. The next authorized person will be called to pick up the child.
5. Proper identification must be made available should an authorized person notify the Center about the release of a child to a person unknown to the Center staff. If a person is not listed as an authorized person for pick-up in the child’s file, the Administrative Technician has the option to make a call back to the parent/guardian to verify pick-up information given over the phone.
6. Authorized individuals must be 18 years of age and provide a valid driver’s license to verify parent/guardian’s information.
7. Only authorized individuals, authorized by parent/guardian, will be permitted to pick-up children registered at the Child Development Center.Authorized pick-ups will be provided access through the security door.

Sick Days, Vacation Days & Center Holidays
Sick days, vacation days and Delaware Tech holidays are incorporated into the fee structure. Winter break is the only holiday not incorporated, thus a credit will be issued. Dates for Center Holidays and semester breaks are made available through the front desk.

Rate Change at 15 Months
There is a rate change at the time your child turns 15 months old and has completed transition into the Infant/Toddler classroom. It is necessary for parents/guardians to alert the front desk when this occurs. It is the responsibility of the parent/guardian to notify the front desk of this rate change when it occurs, due to the fact that our system tracks children’s birth dates by year not month.

Sibling Discount
Sibling discount will not be applied to accounts receiving subsidized child care (i.e. scholarship, Purchase of Care, Summer Hold, etc.) or accounts charged part-time/daily tuition rates.

Child Care Billing Appeal Procedure
Child care account adjustments may be applied in the event that a child cannot attend the Owens Campus Child Development Center due to extenuating medical/emergency circumstances that result in financial hardship to the respective family. Billing appeal requests will be reviewed on an individual basis with relevant documentation provided by the family. Account adjustments will be granted based on administrative approval of the Owens Campus Business Manager.

School-Age Inservice Days
Inservice days will be made available to children enrolled in the School-age Program. Inservice Days are based on Indian River School District School calendar plus days between end of school year and Center summer program start date. Total cost for Indian River School District’s Inservice days, for academic year, are divided evenly into weekly rates September–June.

“Inservice care is available through the tuition category: After School + Inservice Days Program

“Insiceive Only” enrollment is no longer an option effective September 2014.

Returned Check Procedure
After notification from the Delaware Tech Business Office of two returned checks, payments must be made in cash thereafter.
Purchase of Care Accounts Only

1. Parents must notify the front desk by 8:00 a.m. if their child will be absent from the Child Development Center to ensure an accurate lunch count and to maintain communication with Center on reasons for absences.

2. Parents must keep Purchase of Care Authorizations up to date. It is not the responsibility of the Child Development Center to notify parents of upcoming expiration dates. If Purchase of Care expires before the Center receives a new authorization, the parent will be responsible for paying the regular rate charged by the Child Development Center.

Child Care Fee Assistance

Child care scholarships are available for Delaware Tech students. Child Care Scholarships and other opportunities for financial assistance are available through the Financial Aid Office of the college. Applicable funding source requirements must be met for families to qualify for fee assistance. Failure to meet requirements for funding sources will result in parent/guarding being solely responsible for child care tuition fees set forth by the college.

Child Care “Summer Hold” Option (DTCC RPT & RFT Staff and Community)

DTCC staff and community members, of all age groups, will be required to pay a non-refundable “Holding Fee” of $270.00 for the first child and an additional flat fee of $100 for siblings, to secure their placement in the program for the fall. “Summer Hold” will be effective for a period of eight/nine weeks, which coincides with DTCC faculty ten-month contract period. Families wishing to be on summer hold prior to this period or after this period will be required to pay the regular weekly tuition rate. The summer hold fee will not be applied to fall tuition and will not be refundable.

Child Care “Summer Hold” Option (DTCC Students)

DTCC students, who were registered for twelve (12) credits each for fall and spring semesters, may hold their children’s slots beginning with the end of the spring semester until the fall semester begins, at no charge or may continue with child care at the student rate for the summer semester.

Attendance

The Delaware Tech Child Development Center operates according to the Delaware Technical & Community College calendar. Regular attendance is based on child care schedule submitted to the Center. A child needs to attend the Center on a regular basis in order to maintain his/her status as an enrolled participant in the Program. Please notify Center if your child will not be in attendance, whether vacation or illness. This will help our teachers in tracking illnesses in a time efficient manner. If a child should be absent for more than five (5) scheduled days, please call the Center to prevent withdrawal from the Program.

Center Inservice Days

The Child Development Center conducts two employee inservice days each academic year. Notification will be provided to families in ample time for alternative child care arrangements to be made. Inservice days are incorporated in the rate structure. Families are charged the regular weekly rate during the week an inservice day occurs.

Dismissal of a Child

The Delaware Tech Child Development Center works cooperatively with families and community support agencies in an effort to meet the varying needs of the children we serve. If at any time the Center’s Administration feels that the Center is unable to meet the needs of a child/family, the Center reserves the right to terminate enrollment. The child’s enrollment will be terminated at a date determined by college administration. The following steps will precede any enrollment termination:

1. Parent Conference to establish family partnership plan to address needs of child
2. Consultation with family physician and/or social agencies if deemed necessary
3. A Center Behavior Modification Plan implemented if deemed appropriate
4. Documentation of measures taken concerning child’s behavior/needs
5. Final approval by College Administration
Cubbies

Help your child develop independent skills as he/she stores personal gear in the cubbies and takes his/her work home each day. The key to your child’s success will be encouragement and confidence in his/her own ability to manage his/her belongings. All cubbies must be emptied on Friday or child’s last scheduled day of the week.

Nap-Time

Rest time is an option, not a requirement for children at the Delaware Tech Child Development Center - National Association for the Education of Young Children (NAEYC) Standard. Teachers will assess a child’s needs to determine if a rest is necessary. Children are given the opportunity to relax quietly for a short period of time following lunch. Children not requiring nap for any particular day, following the short quiet down period, will have the option to participate in quiet activities (i.e. avenue time, outdoor activities and quiet center activities).

Once it has been determined that a child will be taking advantage of rest time, gentle relaxation techniques such as quiet music, quiet talking, rubbing back, rocking, patting back, stroking the face etc, will be implemented by teachers, early childhood education interns, early childhood education lab students, and volunteers.

The Center follows appropriate practices in allowing all children to sleep as desired any particular day. The duration of naps varies from child to child based on wellness, growth spurts and individual needs. Children who fall asleep will not be woken up per parent’s request.

Infant Room Sleeping Accommodations

Mats
The Delaware Tech Child Development Center utilizes mats, as an option, for rest time. Children must be twelve (12) to eighteen (18) months and walking to utilize a mat. Children are reassured and monitored closely during rest time as teachers provide relaxation techniques such as soft music, dimmed lights, and reassuring voices to facilitate children during their transition into a restful slumber.

Signature of the Parent Handbook Acknowledgement form acknowledges parents acceptance and acknowledgement of the Center’s procedure concerning sleeping arrangements in the Infant Room.

DELACARE regulation #224 requires that:
Children under eighteen (18) months of age and not walking shall sleep in a crib or playpen. A child who is between twelve (12) and eighteen (18) months of age and is walking may sleep on a cot, bed, or mat and bedding with written permission from the child’s parent(s)/guardian(s).

Sleeping Sacks
As recommended by the American Academy of Pediatrics, parents/guardians are asked to bring a “Sleep Sack” for Center usage daily. Blankets will only be utilized for rocking and soothing, prior to placement in cribs.

Infant Toddler Room Sleeping Accommodations

The Delaware Tech Child Development Center utilizes mats for nap-time in the Infant Toddler Room. Children are reassured and monitored closely during rest time, and teachers provide relaxation techniques such as soft music, dimmed lights, and patting/rubbing children’s backs to facilitate children during their transition into a restful slumber. DELACARE regulation #224 requires that:

Children under eighteen (18) months of age and not walking shall sleep in a crib or playpen. A child who is between twelve (12) and eighteen (18) months of age and is walking may sleep on a cot, bed, or mat and bedding with written permission from the child’s parent(s)/guardian(s).

Children entering the Infant Toddler Room have reached the walking milestone. Signature of the Parent Handbook Acknowledgement form acknowledges parents acceptance and acknowledgement of the Center’s procedure concerning sleeping arrangements in the Infant Toddler Room.
What Your Child Should Bring To the Center

1. **What to Wear?** Comfortable, well-fitting clothes are best. If your child wants to dress up, please make sure the Center has something to adequately cover his/her special clothes. Rubber-soled shoes are preferred to prevent slipping.

2. **Dress for the weather.** A child should be dressed for the weather of the season so that he/she may explore the wonderful outdoors.

3. **Please leave a complete change of clothes** (shirt, pants, socks, and underclothes) in the child's cubby. All items brought to the Center need to be labeled.

4. **Please leave an adequate supply of disposable diapers** and **baby wipes**, if applicable.

5. **Pack a balanced, nutritious lunch.** All lunches are to include the following basic food groups:
   
   a. Milk: fluid pasteurized cow's milk; Children one (1) year to two (2) years shall have whole pasteurized cow's milk when not on formula or breast milk; 1% or fat-free for 24+ months;
   
   b. Proteins: meat, fish, poultry, eggs, yogurt, cheese, peanut butter, dried beans, peas and nuts;
   
   c. Fruits and vegetables: include two items — two fruits or two vegetables or one fruit and one vegetable; and
   
   d. Grains: Whole grain and enriched products such as breads, cereals, pastas, crackers and rice.

Lunches that do not meet the above guidelines will be supplemented through the Center, and families will be charged accordingly upon notification to the families, with the exception of ECAP parents/guardians.

The Center is able to warm-up food items, if so desired. Items must be packed in microwave safe serving containers. Lunch boxes and additional containers must be marked with child’s name. If utensils are necessary, they must be provided.

The Center will supply a morning and afternoon snack for children each day. Staff must know if your child has any food restrictions and documentation must be provided by your child’s primary care physician on an Special Diet Statement Form and/or Food/Environmental Action Plan.

6. All children have the option to take a nap or rest after lunch, so please leave all nap items and, if desirable, a soft nap toy in your child’s cubby. Label all items. Please launder applicable items each weekend.

7. **Enjoy birthday celebrations.** Each child’s birthday is recognized in a special way by the Child Development Center. Parents are welcome to send in healthy birthday treats for the afternoon (p.m.) snack. Please inform your child’s teacher a few days in advance so that preparations can be made.

What Your Child Should Not Bring To the Center

1. Toy guns or other "weapons"
2. Items which are small enough to be a choking hazard to other children
3. Money
4. Gum/Candy
5. Toys from home (Exception: Soft nap toy)
Family School Partnership

Nothing is more important to a young child than his/her relationship to his/her parents. Consequently, good teacher-parent interaction is necessary for quality child care at the Delaware Technical & Community College Child Development Center. To promote a good working relationship, the staff at the Center will do the following:

1. The staff will take time to explain the Program to parents, both in person and in writing.
2. The staff will provide families with a “Welcome Packet” prior to their child starting in any classroom. This “Welcome Packet” introduces aspects of the classroom to the parents including:
   a) Welcome Letter
   b) Names of teachers
   c) Forms utilized in classroom
   d) Procedures specific to that classroom
   e) Aspects of the daily schedule
3. The staff will provide frequent opportunities for conversations between parents and staff about the child’s activities and development, both informally during “drop-off” and “pick-up” times, and at scheduled parent-teacher conferences.
4. The staff will work with parents to resolve problems with them or their child(ren) in a positive manner.
5. The staff will provide opportunities for parents to give valuable feedback about the Program.

The basis of this parent-staff relationship is two-way communication. The relationship is based on a common concern for the good of the child.

Methods of Communication
The Center will communicate formally with parents/guardians on a regular basis through monthly newsletters, Parent Information Board, Center website, and individual daily notes for our younger age groups. Child-focused parent-teacher conferences will also be encouraged for mutual feedback between home and school. The Delaware Tech Child Development Center follows confidentiality practices at all times.

To ensure confidentiality and clear communication between school and home, only the Lead Teacher or Program Director are to communicate information concerning children to parents/guardians, unless alternative arrangements have been authorized by the Lead Teacher/Program Director.

Parent Communication
Parents/guardians of children entering the Infant, Infant/Toddler, and Toddler programs will receive a daily note. Parents/guardians of preschoolers will receive a weekly note in their mailbox upon request. Daily/weekly notes contain basic information pertaining to a child’s care i.e. “How much I ate”, “How long I slept”. Daily/weekly notes will cover the spectrum of activities explored by the child each day. Language will be specific so that communication provides families with knowledge of their child’s day i.e. Lunch – “ate all”. Message should be specific as to what foods tried and what foods were eaten in their entirety.

Issues of concern for a child should be discussed as a classroom team so that there are consistent proactive measures implemented throughout the day.

If the Lead Teacher decides that a parent/guardian needs to be notified of a concern for a child, the Lead Teacher will personally contact the parent/guardian, indicate on a daily note that he/she will be touching base with the family to share ideas concerning their child, or convey pertinent information to parent/guardian through the Child Development Classroom Aide.

In the event that the Lead Teacher is not present and a concern for a child is in question, the staff will consult the Program Director. The Program Director will decide the course of action as follows:

1. Program Director will conference with parent/guardian and share information with the Lead Teacher.
2. Program Director will notify parent/guardian that the Lead Teacher will be touching base with the family. Prior to the Lead Teacher making contact with the family, the Program Director will update Lead Teacher of area of concern for child.
Visiting the Center
The Center encourages parents to observe their child at any time without prior approval of the Center. Our observation rooms provide parents the opportunity to take a peek at their child’s daily activities.

Parent Volunteer/Community Volunteer
Each child’s family is encouraged to take part in Center activities. This participation will add to parent and child’s early education experiences. Volunteering helps support the Program by providing additional help in the classroom and elsewhere. When volunteering, there are certain guidelines which must be considered. As a volunteer you must follow the same guidelines that the teachers and other staff follow. All community volunteers must have a current TB test and complete an orientation with the Director.

Opportunities for Volunteering
1. Reading to children
2. Assisting with Center activities
3. Donating learning materials (books, toys, etc.)
Meals and Nutrition

Food and Nutrition Information
A monthly menu of snacks to be served to the children will be posted for each month. Snack time is an opportunity to further explore our thematic units through nutritional awareness.

Meals
Staff must know if your child has any allergies or intolerance to any food and documentation must be provided by your child’s primary physician on a Special Diet Statement Form and/or Food/Environmental Allergy Action Plan.

The Delaware Tech Child Development Center will supply a morning and afternoon snack for children each day. Parents/guardians, other than ECAP parents/guardians, must provide lunch for their child(ren). Snacks and lunches are to follow the below listed guidelines. Lunches that do not meet the guidelines will be supplemented through the Center, and families will be charged accordingly, once families have been notified. Please see your child’s teacher for guidance or clarification of age appropriate nutritional guidelines. Ask for suggestions on nutritious and easy to prepare lunches.

All lunches are to include the following basic food groups:

A. Milk: fluid pasteurized cow’s milk; Children one (1) year to two (2) years shall have whole pasteurized cow’s milk when not on formula or breast milk;
B. Proteins: meat, fish, poultry, eggs, yogurt, cheese, peanut butter, dried beans, peas, and nuts;
C. Fruits and vegetables: include a variety of fresh vegetables and fruits; and
D. Grains: Whole grain and enriched products such as breads, cereals, pastas, crackers and rice.

A lunch is to include:
Milk (REQUIRED)
(Whole Milk/formula/breast milk for 12 to 24 months, 1% or fat-free for 24+ months)
Protein
Grain
Fruit /Vegetable (2 Items: 2 fruit or 2 vegetables or fruit & vegetable)

Why Limit Juice: (100% fruit and vegetable juices with no added sweeteners)
- Excessive juice intake may be linked to overweight
- Excessive juice consumption is associated with tooth decay and diarrhea in children
- The American Academy of Pediatrics recommends that a majority of fruit and vegetables come from the whole food rather than juices.
- No juice for children under 12 months

No more than ½ cup (4 oz.) per day for 12 months and older – Per DELACARE Requirements

Actual Recommendation:
No more than ¼ cup (2 oz.) per day for 12 to 24 months
No more than ½ cup (4 oz.) per day for 2 to 3+ years old

The Center is able to warm-up food items, if so desired. Please pack items needing to be warmed in microwave safe serving containers. Please mark lunch boxes and additional containers with child’s name. If utensils are necessary, please provide.

ECAP Food Program (Lunch)
It is imperative that all families who are participating in the ECAP Food Program call the Center by 8:00 a.m. at 259-6567 if their child(ren) will not be attending the Center on a scheduled day of the week. This will enable staff to get an accurate lunch count for the day. An ECAP lunch menu will be posted each month outside the kitchen.
Lunch Storage
Please pack all items which need to be refrigerated in a separate zip-lock bag within your child’s cold packed lunch. The zip-lock bag needs to be labeled with your child’s name as well as all the items within the zip-lock bag. Please place the zip-lock bag immediately in the refrigerator. Each class has a labeled shelf in the refrigerator for quick retrieval at meal times. Infant/Toddler Room - Center Kitchen Refrigerator (Stainless); Toddler Room - Center Kitchen Refrigerator (Stainless); Preschool Room - Center Kitchen Refrigerator (Stainless); School-age Room – Center Kitchen Refrigerator (White)
Administrative Information

License
The Child Development Center is licensed by the State of Delaware. This license is displayed in the lobby of the Child Development Center. A copy of "DELACARE" (Rules for Early Care and Education and School-age Centers), developed by the State of Delaware, Department of Services for Children, Youth, and Families, is available in the Center Director's Office as well as each classroom. The Office of Child Care Licensing allows parents, under the "Parents Right to Know Act, to review any center's licensing file by written request. Information concerning DELACARE and Parents Right to Know may be obtained at www.state.de.us/kids/occl/occl.shtml.

Insurance
Delaware Technical & Community College carries insurance for all children while attending the Child Development Center Program.

Records/Staff
The Delaware Tech Child Development Center maintains an on-site file for all staff including:

1. Application/References/Job Description
2. Qualification Application Early Care and Education Centers/Verification of Experience
3. Current Adult Health Appraisal
4. Current Tuberculosis Inoculation Verification
5. Current Federal and State Criminal Check Verification
6. Current Abuse Registry Check
7. Employment History/Service Letters
8. Pediatric CPR Certification
9. Pediatric First Aid and Safety Certification

Grievance Procedure

Although the Child Development Center makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents/guardians have concerns about particular events, situations, or staff. In this event, parents are encouraged to talk to their child’s Lead Teacher as a first point of contact.

If they have tried this without satisfactory results, parents/guardians should follow protocol by speaking to the Program Director within five (5) days of the concern. The Program Director will then schedule meetings as necessary with appropriate parties to gather relevant information to determine what proactive measures will be taken to address the grievance. Parents/guardians will be informed within five (5) days, in accordance with confidentiality requirements, as to the result of the Director’s inquiry and action taken.

If the parents/guardians are still not satisfied with the resolution to the grievance, they must submit the grievance in writing, along with any supporting documentation, to the Education Department Chair within five (5) days of receipt of the Program Director’s response. The Education Department Chair will review all documentation and respond with the final resolution of the grievance to the parents/guardians within fifteen (15) days.

Again, the goal is quality child care and parents/guardians are encouraged to bring their concerns to staff so that all parties may work together to ensure the safety and well-being of the children in our care.
Discipline and Guidance

The Child Development Center shall ensure that all staff use positive age-appropriate methods of discipline and guidance of children. The methods will encourage self-control, self-direction, self-esteem, and cooperation. The Delaware Tech Child Development Center abides by the State of Delaware Department of Services for Children, Youth, and Their Families regulations regarding discipline and guidance.

What is the Delaware Tech Child Development Center’s Philosophy of Discipline?

We believe that children learn best through experiences. We believe that the teachers must lovingly guide and redirect the children to help them learn how to cooperate with their peers and have positive, educational experiences which encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

1. Encouraging interest of children through stimulating age appropriate learning centers.
2. Utilizing group management techniques and providing sufficient materials and space for children to foster positive interactions.
3. Using positive language with children to give praise for appropriate behavior and guiding children through positive redirection for inappropriate behavior.

On rare occasions, when redirection or other group management techniques are unsuccessful, a monitored age appropriate time-out will be implemented. This is an opportunity for the child to compose himself/herself by sitting quietly in a chair and for the teacher to encourage age appropriate positive resolution strategies to remedy the situation.

Suspension (Preschool and School-age Programs)

If any preschool or school-age child engages in any of the following inappropriate behaviors, the child may be suspended for a minimum of one day. No tuition credits will be issued for the time period that the child is suspended from the Child Development Center. Suspensions must be approved by the Director and parents will be notified verbally prior to suspension.

1. Threatening language
2. Coercing children to bully others
3. Hitting, pushing, biting, or pulling hair
4. Inappropriate touching
5. Throwing or shoving objects
6. Taking and/or destroying objects of others
7. Vulgar and/or inappropriate language or gestures
8. Defying teacher’s instructions/Disruption of program environment
9. Bringing any item which may cause risk or injury to self or others
10. Any child suspended from a partnering school district will only be able to attend the Child Development Center for their regularly scheduled after-school program. The Center cannot provide care for the period of school district suspension.
Child Abuse and Neglect Policy

The purpose of this policy is to aid in prevention, identification, elimination and reporting of child abuse and neglect. It is our intention to report all suspected child abuse and neglect cases in accordance with the State’s reporting laws. The Center shall report any suspected or alleged incident of child abuse or neglect to the Chief Administrator who will then investigate the situation before reporting the incident to the Division of Child Protective Services.

In the event that a staff/teacher of the Delaware Tech Child Development Center is suspected of child abuse:

A. The person who is accused of child abuse will be immediately removed from working with any child until an investigation is completed; however, the employee in question will continue working for the Center in another capacity until the investigation is complete.

B. If the person has been found not guilty, he/she may return to the Center.

C. If it has been proven that the employee is found guilty, he/she will be terminated immediately.
Health/Safety Information

Protecting children from injury and illness is a primary goal of the Program. To accomplish this goal, close attention must be paid to physical surroundings, preventing the spread of infection and encouraging good health and safety practices in both children and staff.

Safety Practices
Safety practices will be integrated into the regular curriculum at the Delaware Tech Child Development Center. Topics such as the following will be explored at the appropriate developmental age:

1. Safety habits on the playground
2. Safety habits in the Center
3. Riding safely in cars
4. Walking near or across streets
5. How to act with strangers
6. What to do near strange animals
7. “Stop, drop, and roll” if clothes catch on fire

Fire Drills
Fire drills are exercised monthly as required by the Fire Marshal. All teachers and staff are trained in fire and safety techniques.

Preventing Spread of Illness
Ensuring a healthy environment at the Center requires the constant attention and commitment of all staff members. The Program meets State licensing requirements in regard to the preventive measures taken to guard against the spread of infection.

Physicals
A physical examination must be completed on all new children entering the Center. Physicals need to be completed within one year prior to the first day of attendance. Current physical and immunization records must be on file with the Center to ensure continued enrollment.

Immunizations
It is the parent’s responsibility to provide health records to the Delaware Tech Child Development Center upon the child’s enrollment. Parents must have their child’s physical and immunization records updated as recommended by the American Academy of Pediatrics and be sure that the information is received by the Center. If a child is ill and unable to get his immunizations when needed, the parent must get a statement to that effect from the doctor and submit a copy of that statement to the Center Director. A tuberculosis (TB) test and a lead test are required.

Immunization Schedule
The Center provides an on-site schedule for the immunization of infants and children approved by the Advisory Committee on Immunization Practices (http://www.cdc.gov/vaccines/acip/index.html), the American Academy of Pediatrics (www.aap.org), and the American Academy of Family Physicians (www.aafp.org). The recommendations presented are designed to achieve a uniform and predictable vaccine response; however, the Division of Public Health recognizes that individual circumstance may warrant decisions differing from the recommendations given here.

Sick Child Care Procedure
All staff are trained to recognize the symptoms of common childhood illnesses. The staff will evaluate the health of each child upon arrival at the Center during health check and throughout the day. In the event that a child should become ill during the day, he/she will be immediately separated from the other children with proper supervision. The Delaware Tech Child Development Center has an isolation room for the care of a sick child until a parent/guardian or emergency contact can be notified that it is necessary for the child to go home.

Please make alternative care arrangements for your child in the event that your child becomes ill. This will help eliminate problems when a parent is asked to take his/her child away from the Center if he/she arrives sick or becomes sick during the day. If a child is sent home from public school due to illness, they are excluded from Center activities as well.
It will be necessary for parents to make other child care arrangements when their child has a fever. Parents or emergency contacts will be called so the child can be picked-up from the Center. Children with a fever or children who have been placed on prescription medication must not return to the Center until 24 hours have passed without a temperature and/or medication has been administered and the physician provides written verification that the child has been diagnosed and poses no serious health risk to the child or to other children. Fever reducing/pain tolerance medication may only be administered with written physician documentation.

It is the Center's discretion, upon the return of the child, to determine if a child is able to attend the Center due to sickness.

Health checks completed by teachers upon arrival and throughout the day will be the basis for Center staff to determine if a child is required to go home due to illness.

The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

1. Temperature: infants four (4) months old and younger, equivalent to 100 degrees or greater even if there has not been a change in behavior
2. Temperature: children older than four (4) months, equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness – until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than four (4) years (or younger than three (3) years if a digital thermometer is used). Rectal temperature shall be taken only by a licensed health care professional
3. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) – until medical evaluation allows inclusion
4. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper – until diarrhea stops
5. Blood in stools not explainable by dietary change, medication, or hard stools
6. Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours) until vomiting resolves or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration
7. Persistent abdominal pain (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms
8. Mouth sores with drooling, unless a health care provider determines that condition in noninfectious
9. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease
10. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after twenty-four (24) hours after antibiotic treatment has been initiated
11. Scabies, until twenty-four (24) hours after treatment has been initiated
12. Pediculosis (head lice), until twenty-four (24) hours after treatment has been initiated and NIT FREE
13. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend care
14. Impetigo, until twenty-four (24) hours after treatment has been initiated
15. Strep throat or other streptococcal infection, until twenty-four (24) hours after initial antibiotic treatment and cessation of fever
16. Varicella-Zoster (Chicken pox), until all sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and are dry
17. Pertussis, until five (5) days of antibiotic treatment
18. Mumps, until nine (9) days after onset of parotid gland swelling
19. Hepatitis A virus, until one (1) week after onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff
20. Measles, until five (5) days after onset of rash
21. Rubella, until six (6) days after onset of rash
22. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions
23. Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children
**Contacting Sick Child’s Parent/Guardian**
If a parent/guardian cannot be located in his/her scheduled class or by phone numbers provided by parent/guardian, then we will proceed to make contact with emergency contact individuals listed on the Enrollment Form to ensure the child gets the necessary medical help that is needed. (See Emergency Procedures)

**Medication Notification**
If your child has been given any medication, prior to arriving at the Center, the Lead Teacher must be notified. In the event of an emergency, it is necessary for CDC staff to notify emergency personnel of medications your child is currently taking. Medicating a child without notification to Center staff poses a risk to your child as well as to the other children who may be exposed to an illness.

**Administration of Medication Procedure**
Medication will be administered by staff that is certified in the administration of medication by the Department of Services of Children, Youth, and their Families. A minimum of one staff will be on Center premises at all times, who is state certified in medicine administration according to Delaware Licensing Requirements. Medicine will not be administered without parental permission. All medication must be labeled and in original container. Prescription medications and medications without age appropriate directions must be authorized by a licensed physician. All medication will be stored properly and refrigerated if required. All medication will be stored in locked storage boxes and be "stored so as to be secure and inaccessible to children", per DELACARE Rule 333.

**Infant Room:** Medication Boxes in classroom (Non-refrigerated & refrigerated in separate containers)
**Infant Toddler Room:** Non-refrigerated Medication Box in classroom. Refrigerated Medication Box in main kitchen.
**Toddler Room:** Non-refrigerated Medication Box in classroom. Refrigerated Medication Box in main kitchen.
**Preschool Room:** Non-refrigerated Medication Box in classroom. Refrigerated Medication Box in main kitchen.
**School-age Medications -** Medication Boxes in main kitchen (Non-refrigerated & refrigerated in separate containers)

*Classroom Medication Logs will be kept of all medicines given within each classroom each month. Expired Medication Authorization Forms will be filed in the Main Medication Log and archived for one year. The Main Medication Log is located at the front desk and managed by the Center Administrative Technician.*

**Administration of Medication Procedure**
1. Parents must bring medicine to the Center in original labeled container.
2. All medications must be authorized by parents.
3. Prescription medications and medications without age appropriate directions must be authorized by a licensed physician.
4. Parents must completely fill out a Medication Authorization Form including month, date, year, dosage and frequency. (Each month a new Medication Authorization Form must be completed).
5. Med certified staff must record on Medication Authorization Form the date, time and staff initials when administering medication. A list of Center staff currently certified to administer medication is located in the Main Medication Log and posted on the Center Isolation Room door.
6. A current roster of all allergies and medical concerns is filed in the front of the Main Medication Log as well as provided to all Head Teachers, monthly, to be included in classroom Medication Notebook. The family’s primary physician’s telephone number and address must be on file with the Center in case of allergic reaction to medication. (4/1/09)

**Sunscreen Procedure**
Application of sunscreen is an important part of protecting your child from the harmful rays of the sun. Please send in a new bottle of sunscreen and complete a sunscreen authorization form for your child every spring. All children must have a sunscreen applied before participating in outdoor activities. We are asking parents to apply sunscreen to their child prior to coming to school in the morning. The Center will reapply the sunscreen after nap.
The Delaware Tech Child Development Center shall not permit a child with a reportable communicable disease, as specified by the Division of Public Health to be admitted to or remain at the Center, unless:

A. Written documentation from the child’s licensed physician states the child has been evaluated and presents no risk to the child or to others;

B. The Center has reported the illness to the Division of Public Health and has been advised the child presents no health risk to others; or

C. If there is conflict in the opinions of the health care provider and the Division of Public Health regarding the exclusion of a child, the Center shall follow the instructions of the Division of Public Health.

A Center shall report any reportable communicable disease to the Division of Public Health in accordance with Division of Public Health procedures. For current information on reportable communicable diseases, contact the Division of Public Health or refer to the website: http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html
Biting Guidelines and Procedures

It is common and developmentally appropriate for children under the age of three to bite. While biting among children seems a natural part of childhood, there are those extreme and rare cases when biting actually breaks the skin. The risk of these bites leading to bacterial infections is extremely low. Therefore, a good cleansing of the wound should decrease the risk of a bacterial infection to almost zero.

Young children bite for different reasons. Most reasons are not related to behavior problems and are categorized into three categories:

1. Developmental issues – developmental delays and/or social emotional delays
2. Expression of feelings - frustration, self-assertion, need for control, sensory exploration, imitation, attention, anxiety, panic, or experimenting with cause and effect
3. An environment or program that needs to be modified for the child – examine stimuli or lack of stimuli within the environment.

Staff will be sensitive to the circumstances when biting occurs and use preventive measures to stop biting behavior. The objective is to maintain the health, safety, and comfort of each child. In order to accomplish this, the following measures will take place:

1. Determine the significance of the bite (skin breakage, presence of open wound or puncture wound).
2. Provide immediate first aid to the bite wound.
3. Inform parents of both children of the biting incident. If the bite was significant, encourage the parents to consult with their primary health care provider about any follow-up measures.
4. Document the incident as established by procedure.

Measures to stop biting behavior:

1. Discourage biting from the first incident
2. Give children short, simple directions such as “no biting” or “we don’t hurt our friends”
3. Coupled with direct eye, contact and an unfriendly sounding voice (Not necessary to yell)
4. Setting children to the side (time-out) while directing attention to child bitten provides the child the opportunity to see that they will not gain attention through this choice of behavior.
5. Repeat offender-more drastic measures must be taken. A consultation with the parents will be set up to discuss measures to be implemented by both the parents and the child care center. Continued placement in the program will be based upon partnership with family and ability of Center to meet the individual needs of the child.

Adapted from information from:
www.kidshealth.org,
www.allkids.org
Department of Health and Social Services
Delaware Division of Public Health
Health Information and Epidemiology http://www.dhss.delaware.gov/dhss/dph/chca/files/childcaremanual.pdf

4/5/14
Emergency Procedures

Inclement Weather Procedure
Dial 259-6600, the Emergency Hotline, for inclement weather information for Delaware Tech.

If the college has a delay or is closed, the Child Development Center will be affected by the delay or closing. **We will open thirty minutes prior to the designated opening time announced on the Emergency Hotline.** For example: If Delaware Tech is to open at 9:30, the Center will open for children, families, and students at 9:00. This means there will be NO childcare at the Child Development Center until the Center is due to open as described above.

Parent Emergency Notification Procedure
When serious illness, accident or injury occurs to a child during the hours of care at the Delaware Tech Child Development Center, the Center shall take the necessary emergency action to protect the child from further harm and shall notify the child’s parent/guardian. In the event the parent/guardian cannot be reached by using the emergency phone numbers provided on the Authorized Pick-Up & Emergency Contact Information/Emergency Care Form, then the Center will proceed to make contact with the other individuals listed as contact persons and seek assistance from them to locate the parents. Emergency contacts must be within 20 miles of the Center. The Authorized Pick-Up & Emergency Contact Information/Emergency Care Form must be signed by parent/guardian to ensure proper medical care is provided to children registered at the Center in case parent/guardian or emergency contacts are not able to be located at the time of a medical emergency.

The Center shall maintain an injury report for each incident in the Center and shall report to the Division of Social Services an accident or injury which results in death or hospitalization (an injury, how it occurred and first aid or medical care required).

Emergency Medical Procedures
*(1/31/14)*
Staff members of the Child Development Center are trained in First Aid and Pediatric/Child CPR. A First Aid and Emergency Care flip chart is located by each main First Aid Kit for quick reference to refresh memory on correct procedures. These main First Aid Kits are located in the central kitchen and child isolation room. Emergency conditions and First Aid procedures are also posted and each staff member is required to be familiar with them.

In case of injury or severe medical condition:

1. Remain calm; do not panic.
2. Before taking action, observe the situation quickly but carefully.
3. If child needs immediate attention, give only necessary help according to prescribed methods.
4. Call an ambulance (911) and notify Public Safety (302-259-6666), if necessary. In case of medical emergency, the child will be transported to an appropriate medical facility by the local emergency unit for treatment, if the local emergency resources deem it necessary.
5. Give CPR or first aid, if necessary. (Refer to emergency flip chart next to main first aid kits.)
6. Contact the parent/emergency contact person.
7. Staff remains with the child until parent/guardian takes over the supervision of the medical needs of the child. The Child Development Center will act on behalf of the child’s parent/guardian to secure proper medical treatment until parent/guardian is located.
8. Designated staff will go with the child to emergency room if parent/emergency contact has not arrived. Designated staff will take emergency information/permission for treatment (Authorized Pick-up & Emergency Contact Information/Emergency Care Form).

10. If hospital care required, Public Safety Officer must complete a Delaware Technical Community College Injury Report and Center staff must complete an Office of Child Care Licensing Accident or Illness Report in addition to a Center Accident Report.

**Report Distribution:**

- DTCC Accident Report: Public Safety, Faxed to OCCL Agent, CDC File
- OCCL Report: Public Safety, Faxed to OCCL Agent, CDC File
- CDC Accident Report: Public Safety, Faxed to OCCL Agent, CDC File, Parent

Any expenses incurred in securing medical treatment for a child by the Delaware Tech Child Development Center shall be borne by the child’s family. Delaware Technical & Community College and the Delaware Tech Child Development Center and their staff and administrators are released and discharged from all claims, demands, actions, and judgments as a result of securing medical treatment for a child under the Delaware Tech Child Development Center’s supervision.

**Shelter In Place Plan**
Shelter in place will be initiated by Delaware Tech Child Development Center in the event of any unforeseen emergencies, which require shelter to be established to those on the premises. Center personnel will direct all children and adults away from rooms/areas which contain exterior glass panels, whenever possible, until further direction is received from a college official or the college Emergency Response Team.

**Emergency Assistance Button/Lanyard Procedures**

(4/17/14)

Using the Emergency Assistance Button or Lanyard will activate the Blue Light Alert system and will simultaneously summons police. The Alert Button or Lanyard will only be used when other communication are not immediately available.

Refer to [https://www.dtcc.edu/sites/default/files/emergencybooklet.pdf](https://www.dtcc.edu/sites/default/files/emergencybooklet.pdf) on CDC web-site or CDC Owens Emergency Procedures Booklet, located in each classroom, for detailed procedures regarding Emergency Assistance Button/Lanyard and Blue Light Alert System.

**Chemical Emergency Plan**

In the event of a chemical emergency, Center personnel will follow the directions given from a college official or the college Emergency Response Team. The college has emergency procedures which have the ability to disable the air-vent systems, in the event that an emergency deems it necessary.

**Evacuation Plan**

In the event of an emergency which requires evacuation, Center personnel will follow the directions given from a college official or the college Emergency Response Team in accordance with the Emergency Evacuation Procedures posted in all rooms.

In the event of a Center evacuation, which requires children and staff to be relocated off campus, children and staff will be relocated to the Howard T. Ennis gym. The Howard T. Ennis gym also serves as the Center’s evacuation drill site for inclement weather.
Transportation Procedures

Daily transportation to and from the Center is the responsibility of parents. In the event of a medical emergency, the Center may arrange for the transportation of your child to an emergency medical care provider as acknowledged in the signed “Authorized Pick Up & Emergency Contact Information/Emergency Care” form on file at the Center.

In addition, the Center periodically offers off campus field trip opportunities to enhance the educational experience of children in the School-age Program. Depending upon the location and circumstances of the activity, the Center may provide transportation for the field trip. Where field trip transportation is provided by the Center, the driver shall be at least twenty-one (21) years of age, have a valid commercial driver’s license, and maintain a safe driving record. The driver shall not transport more persons, including children and adults, than the capacity of the vehicle. Nor shall the driver operate the vehicle if there are any physical conditions present that would impair the driver’s ability to drive. All other Delaware Daycare regulations for transportation, including Rules 302 to 309, shall be employed or otherwise followed in field trips where the Center offers transportation. Parents are encouraged to review these Delaware Daycare regulations at: http://kids.delaware.gov/pdfs/occl_regulations_plain_jan_2007.pdf

Although Delaware law does not require child safety restraints on school buses for children preschool age or younger, the National Highway Traffic Administration recommends that children in this age group always be transported in school buses properly equipped with child safety restraints. In accordance with federal guidelines, all buses transporting preschool age children on field trips offered by the Center shall be equipped with appropriate child safety restraints. Where the Center provides bus transportation for school age children, however, the bus may not be equipped with child safety restraints. When any vehicle other than a bus is utilized by the Center for field trips, all children shall be properly secured in child safety restraints appropriate for the age, weight, and height while the vehicle is in motion. Providing appropriate safety carriers or booster seats under these procedures is the responsibility of parents.

The Center will inform parents in writing of any transportation provided by the Center for field trip activities in a written field trip permission slip. The permission slip will identify the specific mode of transportation offered by the Center, where and when the children will be transported, the identity of the driver, as well as the activities provided on the excursion. Parents who authorize the Center to provide transportation on field trips must identify the specific needs or problems of a child which might require special attention during transportation. Parents who do not authorize the Center to provide field trip transportation are solely responsible for their child’s transportation to and from the field trip activity site. (4/18/12 HS)
Field Trip Procedures

A signed Field Trip Form and Release, for school-age excursions off campus grounds, must be submitted by parents, in advance of any off campus field trips. Signed field trip permission slips are required even if transportation is not provided by the Center or where the parent provides transportation to and from the field trip activity site. Children not able to attend curriculum field trips must have alternative child care arrangements, since all Center staff will be attending field trip, to ensure the safety of the children. Child care fees will not be credited for children’s inability to attend curriculum planned field trips.

The Center adheres to all Delaware Daycare regulations pertaining to off campus field trips. At least one (1) member of the Center’s staff with age-appropriate First Aid and CPR training will attend the field trip. Standard first aid kits are maintained on all Center field trips. At a minimum, staff shall also have access to all of the following on Center excursions:

- Water;
- Liquid soap;
- Emergency medications required for children with special needs;
- The “Authorized Pick Up & Emergency Contact Information/Emergency Care” forms for all field trip participants, including home and work phone numbers of parents/guardians, and the Poison Control Center phone number (1-800-222-1222);
- A roster of all field trip participants that shall be reviewed by Center staff in documented roll checks at all times in the course of the excursion;
- Identification tags detailing the Center’s phone number that shall be worn by all field trip participants during the excursion; and
- At least one operating phone to make emergency calls.

Center staffing for field trips is determined by the location, activities, transportation, and age grouping as set forth in the Delaware Daycare regulations. Parents are advised that under no circumstances will less than two (2) Center staff members be present at all times for any excursion undertaken at the Center. Parents are encouraged to contact the Center for any questions about field trip opportunities. (4/18/12 HS)

A signed Owens Campus On-site Excursion Field Trip Authorization and Release Form must be submitted by parents, during enrollment, for children to participate on Center curriculum campus excursions/field trips, which take place on the Owens Campus, but beyond the Center grounds. On-site Excursion/Field Trip Procedures will be followed, to ensure the safety of the children at all times.

Smoking Policy

In order to ensure a safe, healthy environment, all Delaware Tech facilities are tobacco free for employees, students, and visitors effective January 1, 2011. The use of all tobacco products is prohibited within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.
Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for the Child Development Center. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of the Board of Trustees of the Delaware Technical & Community College. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Child Development web site at https://www.dtcc.edu/student-resources/childcare. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to the Child Development Center.

Moreover, I recognize that it is my responsibility to contact the Child Development Program Director for any questions I might have about the contents of the Parent Handbook now and in the future.

__________________________
Guardian Name (Print)

__________________________  ______________________
Guardian Signature                  Date

Hard copy of Parent Handbook Provided:

____________________________________________
Child Development Center Representative - Signature

_____________________________    _______________________
Child Registered in Program (1)                      Child Registered in Program (2)

_____________________________
Child Registered in Program (3)

_____________________________
Child Registered in Program (4)

Handbook Revisions:

09/10/09
09/14/09
04/20/12
05/21/12
06/12/12
10/11/12
02/12/13
03/07/13
04/10/14