



Family Guide

*Educating and supporting families through
Renewal, Empowerment, Achievement, Compassion and Hope*



Dear Parents and Families,

Welcome to REACH Early Learning preschool program at Fletcher Place Community Center. We are enthused about your interest in an excellent preschool program for your child. We started providing services for families of preschool children in 1930 and have been building on that strong foundation ever since.

Our goal is to provide a welcoming, safe and developmentally appropriate environment for every child. This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures.

We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital. Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active participants in your child's education. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program.

We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experiences.

Sincerely,

A handwritten signature in black ink that reads "Melissa Drew".

Melissa Drew
Executive Director

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OUR VALUES

MISSION STATEMENT

The REACH Early Learning (REACH EL) at Fletcher Place Community Center (FPCC) is a safe, high quality preschool environment as diverse as the community surrounding FPCC, which encourages children ages 6 weeks to 5 years to recognize their value and REACH for their full potential.

PHILOSOPHY STATEMENT

FPCC believes every child deserves to attend a high-quality early learning education program. The REACH EL preschool program provides a wide range of hands-on learning experiences designed to enhance the social, emotional, physical and cognitive development of each child. Therefore, every day REACH EL provides developmental age appropriate activities that allow children to learn by playing freely and exploring in a safe, clean and loving environment.

REACH EL respects and values the differences in each child as to her or his interests, developmental needs and personality. REACH EL celebrates and values different family, cultural, racial, socioeconomic and ethnic backgrounds.

Qualified staff, including full-time early childhood educators, provide personal attention and professional childcare with educational opportunities that encourage each child's physical, social, emotional and cognitive growth.

FAMILY-TEACHER PARTNERSHIPS

Your child's education is more effective when we partner together. The Reach EL family-teacher partnership is designed to do just that, by providing frequent and multiple opportunities to share and collaborate information between teacher, staff and family. Together these partnerships will set the foundation for a life-long love of learning, build and nature relationships and help the child create positive attitude towards themselves and the world we live in.

You are your child's most important and first teacher and by participating in activities at home that complement the child's curriculum and at the facility, you can strength this role. Staff and teachers will be communicating with you often about ways you can help share in this important role.

PROGRAM STANDARDS

Curriculum

REACH EL is a Paths to QUALITY™ level 3 program provider. As such, REACH EL curriculum adheres to level 3 program standards as well as goals from Indiana Foundations for Young Children. Each lesson plan, designed by our early childhood educators, must meet three foundations from Indiana Department of Education's Indiana Early Learning Foundations manual which is Indiana's Early Learning Development Framework aligned to the 2015 Indiana Academic Standards.

FPCC believes that every child learns in their own unique way therefore we provide hands-on centers to encourage individualized learning. Through play in a strategically arranged and regularly enriched environment, children learn about themselves and their capabilities; therefore, developing their cognitive, social and emotional capacities. REACH EL provides sensory, art, music, reading, dramatic play, blocks, and manipulatives.

The REACH EL curriculum is anchored on the premise that children are naturally curious about their environment and that play is the essential ingredient of our preschool program. Learning requires active thinking and experimenting through play activities to explore how things work in the real world. REACH EL Teachers create a challenging environment in which information is available through a variety of materials.

REACH EL provides experiences that foster a sense of self (i.e. competence, self-control, and a positive pattern of interaction with others). While nurturing and supporting each individual child, REACH EL teachers strive to encourage a sense of community and a sense of the importance of each child as a participating member of a group. REACH EL instills in each child a recognition of their inherent value in this world, as the program encourages each child to strive towards and reach their full potential.

In each classroom, REACH EL early learning educators assess students through standards outlined by the Indiana State Department of Education. Educators also take anecdotal notes regarding child's development and learning based on the following categories:

- Language
- Social Emotional
- Literacy
- Cognitive Skills
- Emerging Interests
- Physical Abilities
- Science
- Social Studies
- The Arts
- Mathematics
- English Language Acquisition

Paths to QUALITY™ - Indiana's Child Care Quality Rating & Improvement System

REACH EL meets the Indiana Child Care Quality Rating of Level 3, which means the facility not only meets the health and safety needs (Level 1) and the environment supports children's learnings (Level 2), but that the facility has a planned curriculum which guides child development and leads towards grade school preparedness. Levels 1 and 2 must be met and maintained in order to achieve Level 3. REACH EL has demonstrated the knowledge and skill necessary for planning appropriate activities and opportunities that lead children toward school readiness. Our program has also made a significant investment in the professional development of the staff, and we incorporate family and staff input into the program. Below is a brief summary which outlines the Level 3 standards met:

- A written curriculum reflects the program philosophy and goals, is based on child development and appropriate practice and provides for the various ages, ability levels, and developmental stages of the children.
- Classroom environments are welcoming, nurturing, and safe for children to have interactions and experiences that promote their physical, social and emotional well-being.
- Daily schedule provides ample time for child-directed choices with activities and materials that are geared to the age, interests, and abilities of each child.
- The classroom is arranged and utilizes enough materials and activities to provide a variety of age and developmentally appropriate interest centers that invite children's exploration. Each interest center must contain at least three different items.
- Children are read to daily and encouraged to explore books and other print materials.
- Children's physical, cognitive, language, literacy, math, and creative development is supported.
- Children are actively engaged throughout the day in making choices about activities and materials.
- Plans and environmental accommodations for children with special needs are evident.

For more information on Levels of Quality and the checklist that accompanies that level please see the Indiana Family and Social Services Administration webpage: <https://www.in.gov/fssa/2554.htm>.

Program Enhancements

Community partnership is vital to the education of our youth and each year the preschool partners with key community members. We reach out for community volunteers to enhance our curriculum and family engagement. This may include, but not limited to field trips, guest speakers, and a preschool graduation.

Currently, one of our strongest sponsors is Stansfield Circle, the oldest nonprofit, volunteer service organization in Indianapolis. They have been quietly promoting education and providing for the needs of the community for more than 100 years. Stansfield Circle volunteers give time to Fletcher Place Community Center and have been supporting the preschool since 1965. Each year Stansfield Circle volunteers are actively involved in our preschool.

In addition to program partners, REACH EL enjoys the benefits of being housed and operated in Fletcher Place Community Center (FPCC). FPCC has 150+year history of supporting the near Southside with services to Ease the Burden of life challenges through hot meals, free thrift store, food pantry, a community garden, and a Christmas program. These services are all available to families enrolled at REL. Our goal is to provide holistic programing to ensure families opportunities to REACH their full potential.

FAMILY ENGAGEMENT

Families are critical partners in a child's learning. Families are encouraged to take an active role in their child's education. Indiana Early Learning Advisory Committee has outlined goals for connecting with families in their Indiana Early Childhood Family Engagement Toolkit.

Those goals include the following:

- Support parents as a child's first teacher
- Promote positive parent, family and child relationships
- Promote family well-being
- Support the education aspirations of the family
- Support families through the care and education transitions of early children
- Connect parents and families to their peers and the community
- Support the development of families as leaders and child advocates

These goals are met through various activities undertaken through REACH EL. Examples of those activities include the following:

- Monthly Family Engagement Nights
- Monthly Parent Newsletters
- Referrals to Southeast Community Services Center for Working Families for coaching services

The Indiana Early Childhood Family Engagement Toolkit can be downloaded by going to: www.elacindiana.org.

Parent/Teacher Communication

Parent-Teacher Conversations: Parents and teachers need to communicate! Please feel free to talk to your child's teacher at school. We have an open-door policy and invite you to visit. Please reach out to the Director to find the times of day that generally work best within the children's daily schedule.

Parents are expected to escort their child to the classroom. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk. Parent-Teacher Conferences are scheduled yearly (at the end of the year) and as needed.

Reach Early Learning utilizes a parent engagement app brought to you by PROCARE to communicate, update, and share students' development with families. This app also allows us to use contactless check in and out system at pick up and drop off times. This application is a free app that can be found on your service providers app store.

Family Communication

All families will be sent an invite link upon enrollment to sign up for the family communication app PROCARE. Here they will have access to important updates, notices, and information from the classroom teachers and Director. PROCARE is also used for our Infant and Toddler classes to send daily updates on meals, diaper changes, naps, and more.

Family Involvement

Family involvement in early education is important for student success. At Reach Early Learning we want to develop partnerships that can help your child build relations, create a positive attitude about themselves and establish a lifelong love for learning. Each month we will hold a family engagement night with topics that your child has actively been learning about in the classroom to allow you to work hand in hand with your child and solidify these concepts. Each month a newsletter is provided that shares news about the Reach EL and what your child is learning, as well as a Family Connection section for you to continue the learning at home so you can be an extension of your children's education. Similar information is included in classroom bulletin boards, which focus on the Family Engagement theme of the month and a building bulletin board in the hallway.

Your engagement in your child's education is paramount. We hold parent/teacher conferences annually as an opportunity to share how the student is doing both at school and at home. Additional parent/teacher conferences can be scheduled as necessary, reach out to the preschool director to coordinate.

Family Referral Program

Satisfied parents are our biggest ambassadors. We appreciate when satisfied parents share their positive experience with other parents in our community. The Reach EL referral program allows families to earn tuition credits or educational gifts cards, as deemed by the director, after a new family you referred has been enrolled in the program for 6-weeks. Please speak with the director if you need more details.

ENSURING SAFETY & COMFORT

Safety takes top priority at REACH EL, the children in our pre-k program have a separate entrance and will not intermingle with clients accepting other FPCC services (i.e. food pantry, renewal boutique, and hot meals).

The REACH EL preschool facility, which is authorized to operate by the State of Indiana’s Family and Social Services Administration, features classrooms specially designed for young children, a kitchen, an enclosed outdoor play area, and convenient drop-off parking.

Safe Conditions Practices

Building Safety

No Smoking

Smoking or tobacco use, in any form, is prohibited in the facility and on the facility premises; this includes on or near the playground. Also, disposal of smoking paraphernalia on facility property is prohibited.

Weapons

Firearms, explosive devices, and or other weapons are not permitted on premises. Family members and anyone dropping off or picking up a child are asked to secure any weapons before entering the facility, regardless of a valid permit to carry such weapons.

Policies and Procedures

Schedule: Offering Service and Convenience

REACH EL full-day preschool is open on a traditional school calendar from 8:00 am- 5:00 p.m., Monday through Friday, for children ages six weeks through five.

We offer only full-day programming.

The program includes breakfast, a hot lunch and a nutritious snack, which is followed by a rest period. Meals follow food program guidelines from the Child and Adult Care Food Program of the Indiana Department of Education.

Staffing

REACH EL has four classrooms and capacity for 70 preschool students. Classrooms will be opened based on enrollment. A full-time educator staffs each open classroom.

Half of the early childhood educators have a Child Development Associate Credential (CDA), an early childhood degree or equivalent degree, or have completed 60 hours of educational training leading to an early childhood/child development greed or CDA credential. Early childhood support staff have at least one year’s experience in early childhood education. Additionally, each staff member/educator has had a physical exam, TB shot, background check which includes a drug screen and fingerprints, and 12 hours of mandatory health and safety training.

The staff/child ratio are as follows:

Ages 6 weeks- 1	Ages 1-3	Ages 3-4	Ages 4-5
1:4	1:5	1:10	1:12

Eligibility

REACH Early Learning accepts 6 weeks to 5 years of age. Children ages 3-5 must be potty-trained or in the process of potty-training. Children under the age of 3 years will be encouraged to use the toilet as they become developmentally ready. Potty-training children must be using underwear or pull ups with side tabs that can be torn for removal and attached for use.

Children who have a birthday while in attendance, may be accelerated into the next classroom.

Registration Procedure

To enroll in Reach Early Learning, a registration form must be completed and returned to facility management along with the registration fee. At the time of enrollment, a non-refundable and non-transferable registration fee will be collected to contribute to the cost of lesson planning and activities. Enrollment is based on availability. We cannot guarantee that a space will be available for your child on the day you desire as the facility may have a waitlist. When a space becomes available the facility will invite you to visit with your child and discuss the enrollment process. The visit gives the child the opportunity to spend time in his or her classroom and get introduced to the staff and it provides you the opportunity to observe your child in the classroom, as well as meet with facility management to schedule a start date and review the enrollment procedure.

Enrollment Procedure

We have an open-door policy encourage you to stop in to familiarize yourself and your child prior to your start date. This is a great way to make your child feel comfortable with his or her classroom.

During the enrollment process, you will be required to complete forms providing the facility with information about your child. These forms include but are not limited to:

- Health Records and Immunization Form:
 - physical exam performed by a doctor within the last year,
 - immunization form complete and up-to-date or a refusal to vaccinate form,
- Enrollment Agreement that outlines the program policies
- Registration Fee
- Scholarship application (if applicable)
- Proof of Income (if applicable)
- Parent Identification

Annually, you will be required to review enrollment paperwork and update it as necessary.

Please remember to provide the facility with additional updates as needed and/or as required by licensing (change in emergency contact, or medical information, including allergies, etc.).

Tuition/Fees

The financial stability of any educational facility and program is essential to the overall welfare of its students. Tuition is due and payable regardless of attendance and is not pro-rated for absences, vacations, school closures, holidays, etc. However, payment for winter break is not required. Tuition payments for the upcoming week must be paid by Monday at the beginning of that week. Tuition includes up to 35 hours of preschool and three meals per day for the school year. Tuition is due by the close of business each Monday and is also required for my child to attend school that week. Delinquent accounts are subject to suspension of preschool services, based on leadership discretion. Tuition is payable by cash, check, money order, or online at fletcherplacecc.org. Any check returning due to insufficient funds will result in a charge of \$20.00 to my account and is due immediately.

Notice of intent to withdraw from the program a child must be given to facility management at least two (2) weeks in advance in writing. If I do not provide notice, I will be billed for the additional 2 weeks. Should you withdraw your child for any reason and re-enroll at a later date, a new registration fee will be applied.

Scholarships are available based upon need, please speak to director if you have questions.

Tuition Rates by Age Group:

Ages 6 weeks- 1	Ages 1-3	Ages 3-5
\$300/week	\$260/Week	\$225/week

Drop-Off and Pick-Up

Parents/guardians are responsible for physically checking their child into and out of the facility each day. During the drop off and pick-up times, the facility has a no-phone policy. Please ensure all calls are completed prior to entering the building. This ensures that each child is safe and supervised at all times and encourages daily communication between families and staff. A parent/guardian must accompany each child into the classroom and confirm that the child is under adult supervision before leaving the premises. Families are required to re-enter the facility when picking up children at the end of the day. Children must be checked out. Teachers ensure safety throughout the day with roll calls, and head counts.

Children must be under direct adult supervision at all times while on the premises; parents or guardians are responsible for the children once they pick them up.

Children may be picked up by alternate person that is listed as an approved pick up person in the enrolment packet. This individual must show ID at the front desk and must obtain a red pick-up slip before my child is released.

If Reach Early Learning has reasonable cause to suspect that any person picking up a child is a danger to a child in any way (physically or emotionally impaired, under the influence of drugs or alcohol) pick-up will be refused we will attempt to contact the other parent/guardian or authorized persons as listed. If alterative arrangements cannot be made, the local child protective services agency and/or policy will be called, as required by state licensing.

Friends or relatives who want to visit the facility must always be accompanied by a parent while in the facility.

Late Pick-Up

It is REACH's policy that a child may not be in attendance for more than 9 hours per day or remain past the closing time for that day, whichever comes first. Any length of time a child spends in the Preschool over the 9 hours maximum or past closing will be billed at an extra charge of \$1.00 per minute.

Additionally, if a child has not been picked up by closing time, it is the responsibility of the Preschool's Director or Assistant Director or other designated person to attempt to contact the Parents/Guardians and every authorized pick-up person listed on the forms. In the event a child is not picked up by an authorized person within 30 minutes of closing, the facility shall immediately notify Child Protective Services and the Indianapolis Police Department so that the child can be picked up and the incident documented.

Staff members are not permitted to remove any child from the preschool and continue to provide care in their home or at any other location.

Attendance

Attendance and class participation are a vital part of a child's growth and experience while in preschool. REACH operates Monday through Friday 8am-5:00pm. Timely arrival is very important to the functioning of the school day for all parties involved. It helps the students to establish a routine, minimizes the occurrence of classroom interruptions and gives our kitchen staff an accurate morning count to prepare meals for the day. Therefore, I understand and agree to the following:

1. REACH enrolls full-time students only. Full-time is considered Monday-Friday, 8:00am to 5:00pm, at a minimum of 35 hours each week.
2. If my child is absent for 2 weeks in a row without prior approval by the Preschool Director, this offense will be considered enrollment abandonment and my child will be removed from the program.
3. The child must arrive no later than 9:00 am each day in order to be able to attend class that day. Any child arriving after 9:00 am will be dismissed and asked to return the next day. Exceptions include doctor's appointments, dentist appointments and any other legitimate reason that has been approved by the Preschool Director, which requires a note to be brought upon arrival that reflects the reason for tardiness. In those cases, my child still must arrive by 11:30pm.
4. Please call the facility if your child will be absent.

Termination of Care

It is possible that either REACH or parent/guardian may decide to end the relationship for any number of reasons. Therefore, the following policies for termination of care are in place:

1. REACH requires a two-week written notification in the event of withdrawal from the program. If I do not provide notice, I will be billed for the additional 2 weeks.
2. REACH will make every effort to provide the parent with a two week notice in the case that a child must be withdrawn. However, it is possible that some situations may be grounds for immediate termination such as a severe or significant injury to another child or staff member. A more in-depth behavior policy will be provided to me within 45 days of enrollment.
3. It is expected that the parent/guardian will handle any concerns in a professional manner and that all significant issues be addressed with the Preschool Director, which includes anything outside of the general day to day operations that are solely related to classroom student-teacher

interactions. The parent/guardian may be asked to leave the property in the case that my behavior causes a disturbance or poses a threat or potential threat to any child, staff or parent or violates this parent agreement in any way. It is understood that my child may be withdrawn as a result of in-appropriate parent/guardian behavior.

Meals and Snacks

REACH EL is a nut free facility.

REACH EL provides 3 meals per day to my child and a menu will be posted each week.

REACH EL does not allow any outside food to be brought into the facility. Children must finish before entering the classroom.

REACH EL does not allow substitutions on the menu to be made unless there is a medical or religious need. REACH may provide some substitutions to items on the menu if the request is accompanied by a doctor's note signifying a medical reason. If meal substitutions requested are based on religious reasons, a written letter is required and must be signed and dated by the parent. Reasonable requests will be accommodated. Dietary preferences will not be accommodated.

Exceptions may include class parties and in which case, all items brought must be store bought and in unopened packaging with ingredients list included. REACH EL will send a notice home verifying appropriate occasions in which parents/guardians may bring in treats.

Photo/Video/Website/Social Media Release

When your child is enrolled in this program, he/she will be involved in a number of special activities by organizations who have partnered with Fletcher Place Community Center and REACH Early Learning for which we need your permission. Please read the following information carefully. You are encouraged to ask questions about anything that is unclear to you. You, of course, have the option of withdrawing permission at any time.

Safe Sleep Policy and Procedures

All staff, substitute staff, and volunteers at Reach Early Learning at Fletcher Place Community Center will follow these safe sleep rules and recommendations and will have completed and updated certificates on file for the required Safe Sleep Trainings through the I-Lead Training Portal.

- Always put infants to sleep on their backs unless you provide a signed Sleep Exception Form by the infant's health care professional
- Place infants on a firm mattress, with a tight-fitting sheet.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners.

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use of sleep clothing such as Sleep sacks or footed pajamas will be used as an alternative to blankets
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately.
- Our childcare program is smoke-free. Smoking is not allowed in childcare operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest.

Transportation Policy

REACH Early Learning occasionally transports children ages 4 and 5 years for field trips. A field trip is considered to be the act of taking enrolled children anywhere outside of the licensed/registered property of Fletcher Place Community Center. The following is an outline of information depicting the rules and procedures pertaining to transportation within our school:

- Our preschool does not provide transportation to or from school or to or from other extra-curricular activities. Occasionally we take field trips and parents are always invited to participate. Should the preschool attend a field trip, a vehicle will be secured from a third-party company.
- A [Consent for Preschool Program Activities Form](#) or permission slip will be filled out for each child being transported.
- If children are transported for field trips, parents will always know prior to the trip and permission slips must be signed by a parent or guardian of all children in attendance.
- Children will be transported properly in a seat belt, car seat, or booster seat according to the current Indiana regulations. Parents may be required to supply a booster or car seat as needed for activities involving transportation. Staff will ensure that each child is properly secured before setting the vehicle in motion. All adults in the vehicle will use proper restraining devices.
- The number of passengers in the vehicle will not exceed the manufacturer's state capacity for the vehicle. Children will not be placed in the front seat of a vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous activities during transportation.

- Children will never be left unattended in a vehicle. All children will be accompanied by an adult to/from the vehicle to ensure safety.
- All children will be accounted for before leaving the facility and again before returning.
- All travel routes will be planned.
- Smoking is prohibited in vehicles used to transport children.
- Child and staff ratios will be maintained at all times and only qualified adult licensed drivers will transport children. Drivers will follow Indiana laws and will not use cell phones at any time while in the vehicle.

Illness Policy

No child should be sent to school if he seems sick in any way. For the safety of all the children, if your child has a fever or a contagious symptom of any kind, you will be notified to pick up your child. Your child will be isolated from the rest of the class until received by you. Children with temperatures of 100 degrees and higher, multiple loose bowel movements, or vomiting will be sent home. They should be **symptom free for 24 hours** before returning to preschool.

Due to our concern about spreading illness among the children at school, your child will not be admitted if he or she displays any of the following:

- **any** communicable disease, such as chicken pox, bacterial meningitis, Hemophilus influenza (invasive), hepatitis A, Measles (including suspected), pertussis, poliomyelitis (including suspected), rabies (human only), rubella congenital and non-congenital (including suspected), any cluster/outbreak of illness, etc.
- yellow or green mucous coming out of his/her nose or eyes
- fever over 100 degrees within the last twenty-four hours
- vomiting or diarrhea within the last twenty-four hours
- unexplained skin rash
- inflamed eyes
- head lice or nits on their person
- bed bugs on their person

If you have any doubt about whether or not to return your child to school after an illness, please consult your child's physician to be sure there is no risk of infecting other children.

If a child who is at school becomes ill, the parent/guardian will be notified and is expected to make immediate plans for the child to be picked up. Children must remain at home until there have been no symptoms for 24 hours without medication.

Lice

Fletcher Place Preschool is a NO LICE and NO NIT facility. A child with lice and/or nits will be dismissed until lice and nit free. Each child will receive a notification of exposure, information sheet on head lice, and tips for lice removal and treatment.

Contagious Diseases

Policy: REACH Early Learning requires parents to notify the school if a child should contract a contagious disease. Children with immunization exemptions (Contraindication, Religious, Waiver) will be required to leave the school for a minimum of ten (10) days.

Information: The name of the child with the disease will be kept confidential.

Procedures: The notification procedure is as follows:

- Parent notifies the school of a contagious disease by phone.
- Administration notifies all exposed children's families.
- If your child has a communicable disease, you will be required to provide a note from your child's physician stating the child is not contagious and is able to return to school.

Medication Administration

Medication, which includes prescription and over-the-counter (OTC) oral medications, lotions, ointments, and homeopathic products will be given in accordance with state licensing requirements.

Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's parents, and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

A staff member will administer medication only if:

- The parent or legal guardian has provided written consent (Medication Administration form).
- The medication must be available in an original labeled prescription or manufacturer's container that meets the safety check requirements and includes the proper dosing device to administer the medication. The medication and the implement must be labeled with the child's full name.
- If the child is taking a new medication, the first dose must be given at home so that parents/guardians can observe the child for side effects.
- All medications must be handed directly to facility management or a staff person to ensure proper storage.
- Medication should not be left in backpacks or the child's cubby. If these are found in the child's belongings, they will be removed and stored out of reach of children until pick up that day.
- For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.
- For chronic conditions (such as asthma), the parent/legal guardian written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given

Additional Health and Wellness Policies

- Children must attend school in proper preschool attire to include closed toe shoes. It is important for your child to dress for the elements, which include rain gear for wet weather, and jackets, hats, and mittens for winter and snow. Children must be neat, clean and proper hygiene techniques must be used each day.
- REACH makes attempts to reduce the amount of germs being transported back and forth from home to school and vice versa. Children must use a blanket provided by REACH that he/she keeps at school and may not be taken home unless approved by the Preschool Director. All blankets are washed weekly onsite.
- REACH does not allow any outside toys from home to be brought to school.

Alternate Care & Substitute Policies

Alternate Care

Alternate care is the responsibility of the parents when the contracted Preschool is closed for notified holidays, continuing education or weather-related closings. It is very important to find alternate care before it is needed.

Substitute Care

Substitute childcare is the responsibility of the provider on a regularly scheduled contracted Preschool day excluding weather related closings. Should one of your child's regular teachers be ill or on vacation, a substitute teacher will be placed in the classroom. Classrooms may also be combined to ensure adequate supervision is provided but will remain at ratio at all times. Every employee has gone through a thorough background check and training process. We will do our best to make you aware of announced teacher absences, such as vacation time.

Bed Bug Policy and Action Plan

The most common way for bed bugs to enter a school is through "hitchhiking" from an infested site. Usually this will be from a student's home which has a bed bug infestation. Students dealing with a bed bug infestation in their home may show signs of bites. Bed Bugs tend to bite on skin that is exposed during sleep or rest. The visible marks and itchiness may make the student very uncomfortable. Students may also display anxiousness and/or sleepiness due to interrupted sleep as a result of bed bugs biting them.

In the event that a child comes to school with a bed bug on their person, REACH Early Learning will address this occurrence in the following manner:

- The Preschool Director or other designated person in the absence of the Preschool Director will be notified by staff.
- The Preschool Director will exam the child and confirm or deny the identity of the bug.
- Photos of the bug will be taken when possible to add to the child's file and to show to the parent/guardian.

- The parent/guardian will be notified of the incident and required to pick up their child and their child's belongings (blanket, jacket, book bag, etc.) immediately to reduce the spread of bed bugs.
- The parent/guardian will be expected to follow the action steps on page 3, bullet point 3, of this packet to reduce the spread of bed bugs and to prepare the child to return to school.
- The family will be provided with education materials for support.
- A letter will be sent home with all children in the affected classroom. No identifying information of the child/children involved in the initial incident will be given.
- The incident will be documented by the Preschool Director and staff.
- The child may return to school as early as the following day, after being treated at home. No blankets, jackets, hats, book bags or any other item that may transport bed bugs (other than the clothes and shoes the child is wearing) may be brought into the school until the parent is notified by the Preschool Director to do so. A blanket and jacket if needed will be provided by REACH Early Learning for the child to use while in our care.
- The child will be thoroughly examined by staff upon arrival to ensure that there are no bugs on their person.
- After the initial occurrence, the above steps will continue to be followed each time a bug is found. A parent/guardian will be expected to thoroughly examine the child before bringing them to school each day to ensure that there are no bugs found. A one-week grace period from the finding of the first bug will be allowed for the family to address the matter for each occurrence. However, the child will still be sent home each time a bug is found, not to exceed 2 occurrences within a 90-day period. After 2 occurrences, it will be assumed that that matter is not being properly addressed within the home and the family will face suspension and/or termination from our program either permanently or until the issue is resolved. REACH Early Learning reserves the right to suspend or terminate a child for repeat occurrences. REACH Early Learning makes strides to support the family throughout the process and termination will be the last resort.
- A sibling of an excluded student will not be excluded unless he/she also displays bed bug bites.

If the child comes to school with suspected or confirmed bed bug bites on their skin, REACH Early Learning will address this occurrence in the following manner:

- The Preschool Director or other designated person in the absence of the Preschool Director will be notified by staff.
- The Preschool Director will exam the child and confirm or deny the identity of bug bites.
- Photos of the bug bites will be taken when possible to add to the child's file and to show to the parent/guardian.
- The parent/guardian will be notified of the incident and required to pick up their child and their child's belongings (blanket, jacket, book bag, etc.) immediately to reduce the spread of bed bugs and will be required to return with a doctor's note either confirming or denying that the bites are related to bed bugs **AND** that the

child is not contagious if the bites/rash are related to something other than bed bugs.

- The parent/guardian will be expected to follow the action steps on page 3, bullet point 3, of this packet to reduce the spread of bed bugs and to prepare the child to return to school.
- The family will be provided with education materials for support.
- A letter will be sent home with all children in the affected classroom. No identifying information of the child/children involved in the initial incident will be given.
- The incident will be documented by the Preschool Director and staff.
- The child may return to school as early as the following day, after being treated at home. No blankets, jackets, hats, book bags or any other item that may transport bed bugs (other than the clothes and shoes the child is wearing) may be brought into the school until the parent is notified by the Preschool Director to do so. A blanket and jacket if needed will be provided by REACH Early Learning for the child to use while in our care.
- The child will be thoroughly examined by staff upon arrival for a 14-day period to ensure that there are no additional bug bites on their skin.
- After the initial occurrence, the above steps will continue to be followed each time a new bed bug bites are found. A parent/guardian will be expected to thoroughly examine the child before bringing them to school each day to ensure that there are no physical bugs found. A one-week grace period from the finding of the first bites will be allowed for the family to address the matter for each occurrence. However, the child will still be documented each time new bites are found, not to exceed 2 occurrences within a 90-day period. After 2 occurrences, it will be assumed that that matter is not being properly addressed within the home and the family will face suspension and/or termination from our program either permanently or until the issue is resolved. REACH Early Learning reserves the right to suspend or terminate a child for repeat occurrences. REACH Early Learning makes strides to support the family throughout the process and termination will be the last resort.
- A sibling of an excluded student will not be excluded unless he/she also displays bed bug bites.

If bed bugs have been sighted within the school, the facility shall do the following:

- After 3 confirmed sightings of bed bugs within the school from any combination of sources, the custodial staff will be notified, and proper cleaning measures will be taken.
- If a bed bug was sighted on a child, that child's belongings will be sealed in plastic bags to return to the family.

*The following attachments (Indiana State Department of Health Epidemiology Resource Center: School Guidance Management of Bed Bugs-pg. 4 & 5 AND Bed Bugs: Biology, Detection, Avoidance and Control-pg. 6 & 7) are recommended resource guides for the handling of bed bugs within a school. REACH Early Learning reserves the right to utilize or to not utilize these documents in the handling of related cases at our facility.

Sources:

https://www.in.gov/isdh/files/school_guidance_on_bed_bugs.pdf

https://www.bedbugs.umn.edu/sites/bedbugs.umn.edu/files/y2014m05d28_guidelines_for_dealing_with_bed_bugs_in_a_school_setting.pdf

Behavior and Expulsion Policy

REACH Early Learning will make every effort to support the individual needs of each children within our program. Our goal is to provide each child with a positive and loving environment where they can learn and grow at their optimal potential. To support this type of learning environment, this policy is created to best support each child, family and staff member within our organization.

Any inappropriate or unusual behavior, including but not limited to, physical or verbally harmful actions, bullying, social withdrawal or isolation, theft, destruction of property, or severe problems of adjustment will be noted by REACH Early Learning staff when observed. The incident will be evaluated based on staff experience and training and parents of the children involved will be notified. When deemed necessary, outside professional opinions may be sought.

Procedures

Staff will communicate with parents regarding noticed behaviors or additional needs

- a. What behaviors are staff seeing at school?
- b. Does he/she display similar behaviors or needs at home or in other social settings?
 - i. Discuss what strategies work at home
 - ii. Discuss what strategies we are trying at school
 - iii. Discuss how can we partner together to provide common language and strategies to aid in the child's success in school and at home in regarding to these behaviors or needs.

Extended action plan; in the event the behaviors or needs are ongoing:

1. Begin brief notes recording of behaviors
 - b. Time of day behavior is occurring
 - c. What is happening in the environment
 - d. Were there other children or staff present
 - e. What was observed
 - i. Was there a build up to the behavior?
 - ii. Look for triggers or signs of distress or frustration
2. Assess environment using CLASS assessment tools
 - a. Administrative staff and teachers will assess the environment.
 - i. These tools will assess if the room arrangement is conducive to support a positive learning environment
3. Assess curriculum using CLASS assessment tools
 - a. Administrative staff and teaching staff will assess the curriculum and class engagement for the following areas:
 - i. Are large group and small group instruction times appropriate in length and content?
 - ii. Are there an adequate amount of materials and activities available for the number of children present?
 - iii. Are all children being challenged by the material being taught?

- iv. Do the activities support success for all developmental ranges?
- v. Does the child seem board, overwhelmed or over stimulated?
- 4. Assess teaching styles and interactions using the Conscious Discipline tools
 - a. Administrative staff will observe the classroom and asses teaching styles and interactions.
 - i. Are the teachers adhering to the learning styles and strategies that meet the needs of the children in their care?
 - ii. Are the teachers using Conscious Discipline strategies correctly and effectively?
 - iii. Does the child appear to have an equal connection with both teachers, or does the child favor one teacher over the other when it comes to positive interactions?
- 5. Meet with parents to come up with an action plan to create positive behavior support strategies
 - a. Share with families what staff have observed and what strategies we have tried
 - b. If outside resources are required request that family make appointment with family doctor to discuss behaviors, possible diagnosis and resource suggestions
 - i. Provide family with a list of local free and at cost agency referrals
 - c. Reach out to Child Care Answers to schedule a specialist visit
- 6. Administration will meet with teachers to discuss strategies suggested by the agency
- 7. Put into place suggestions of the resource agencies
- 8. Follow up meeting with the parents regarding what was assessed and strategies that are now being put into place
- 9. Continue to document behaviors and successes through brief notes recording
- 10. Meet with family regarding progress or action plan for additional support and resources

Based on the severity of the situation (see 3 levels of discipline), The Preschool Director, the child's teacher(s) and parents will establish solutions to remedy the situation while maintaining the dignity of the child/children involved and a behavior plan will be put into place. If a family is uncooperative with the necessary steps that have been outlined in this plan, or a child's behavior becomes a threat to other children or staff members, REACH has the right to suspend or dismiss the child from our program.

REACH Early Learning follows 3 levels of disciplinary action:

Level 1 consists of minor disobedience, such as over-aggressiveness, that poses no harm to the community of learners. With minor misbehaviors, the teacher applies logical (teacher imposed) consequences in the form of redirection, alone zone, behavior charts, etc. A teacher may assist the child to work in an isolated area of the classroom or even have the child stay by his/her side while giving a lesson to others. Redirection is the most highly constructive and developmentally appropriate approach to discipline.

Level 2 consists of more severe misbehaviors such as hitting or any action that poses harm to the community of learners or staff. In this case, the child will be immediately removed from the classroom and escorted to the office. Level 2 begins the document phase where an incident form/behavior chart will be sent home to the parent(s)/guardian(s) and a copy placed in the child's permanent file. Once the Preschool Director and teacher(s) agree that the child is not a threat to repeat the infraction, he/she will be returned to the classroom. Repeated disciplinary problems (3 or more instances) will require a meeting with the parents and the school to discuss intervention in this repeated behavior. A behavior plan will be developed and implemented. Parents are responsible for implementing the same plan (within reason) at home so that the child receives consistent expectations.

Level 3 constitutes a scenario where a severe misbehavior(s) is an “ongoing” problem. If the initial intervention has not been successful and a child continues detrimental behaviors, the Preschool Director must determine the appropriate course of action. If it is deemed appropriate, the guardian(s) will be notified, and the child will be asked to immediately leave the premises. REACH Early Learning does not use any form of corporal punishment.

Student Dismissal

Policy: REACH Early Learning reserves the right to request dismissal of a student for lack of adherence to school standards and policies. REACH reserves the right to terminate immediately in the case of a severe injury to another child or staff or for any other reason at the discretion of the Preschool Director. Based on the severity of the situation (see 3 levels of discipline), The Preschool Director, the child’s teacher(s) and parents will establish solutions to remedy the situation while maintaining the dignity of the child/children involved and a behavior plan will be put into place. If a family is uncooperative with the necessary steps that have been outlined in this plan, or a child’s behavior becomes a threat to other children or staff members, REACH has the right to suspend or dismiss the child from our program. Should a family be terminated, REACH will make every effort to provide the family with 2 weeks to be able to secure care at another facility.

REACH Early Learning commits to providing continued support to each child and family for the longevity of their participation within our program.