

YOU'RE AN EXAMPLE

**There are little eyes upon you,
And they are watching night and day;
There are little ears that quickly
Take in every word you say.**

**There are little hands all eager
To do everything you do;
And a little child who's dreaming
Of the day he'll be like you.**

**You're the little sweetheart's idol;
You're the wisest of the wise;
In his little mind about you
No suspicions ever rise.**

**He believes in you devotedly;
Holds all that you say and do,
He will say and do in your way
When he's grown up just like you.**

**There's a wide-eyed little sweetheart
Who believes you're always right;
And his ears are always open,
And he watches day and night.**

**You are setting an example
Everyday in all you do;
For a little child who's waiting
To grow up to be like you.**



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YOUTH PARENT PROGRAM CHILDCARE CENTER HANDBOOK



CHILDCARE AND PARENTING CENTER

GATEWAY HIGH SCHOOL
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SUSPENSION POLICIES

Termination of Youth Parent Program childcare center services may occur if the following policies are violated:

1. Truancy
2. Failure to maintain passing grades by Youth Parent Program participating students.
3. Poor school attendance—parent or child.
4. Displaying abusive behavior, physical or verbal towards any child, peer or childcare center staff.
5. Stealing from the center.
6. Failure to return admission and health forms by specified date.
7. Failing to pick up your child at the scheduled time. If you have not picked up your child after 30 minutes after school ends, staff may call the Police Department and/or Child Protective Services.



MEDICATIONS

- Our staff cannot administer medications to any child without a written statement from the physician stating the name, time and amount to be given.
- Parents must fill out a medication permission form, which will be held in the child's file.
- District personnel cannot administer non-prescribed medication. If a parent wishes to give medication other than those prescribed in writing by the physician, it will be the parent's responsibility to administer the medication
- Inhalers for the children shall be kept in a storage unit for safety reasons. Staff has been trained in administering inhalers.

All medications must be kept in the original container and labeled with the child's name, the medication name, recommended dosage, and time intervals for administration. Such medications will be stored according to the instructions on the label and kept beyond the reach of children. A log will be kept indicating if/when prescription medication is administered.



PROGRAM PHILOSOPHY

We believe children learn and develop when exposed to a nurturing and stimulating environment.

We provide qualified staff, appropriate educational materials and equipment designed to engage and challenge growing minds.

We provide quality care through structured and free choice hands-on activities.

We believe a child should be given a variety of learning experiences.

Children are individuals with different needs, interests, aptitudes and temperaments.

Together we can give the child roots and wings.

The Clovis Unified School District Youth Parent Program operates on a non-discriminatory basis according equal treatment and access to services without regard to race, sex, mental or physical disabilities, color, religion, national origin, or ancestry.

WELCOME

Welcome to the Clovis Unified School District Childcare Center. One benefit of being part of the Clovis Unified School District Youth Parent Program is using the childcare center for your child at no additional cost to you. We look forward to a strong partnership with you and your child.

We offer a quality program that recognizes and values each child's uniqueness and potential. The program activities are child-centered and reflect the program goals and objectives.

This handbook is designed to acquaint you with the policies and procedures of the childcare center. Please read and refer to this handbook as needed. Feel free to discuss any questions or concerns with our staff. We welcome your comments.



The physical examination should include a statement from the physician that the child is physically and emotionally ready for the program and free from tuberculosis. (TB test must be completed prior to enrollment.) Any special health problems or handicaps that will require special attention or limit the child's activities should be identified.

Immunization:

Each child must be properly immunized according to current school district health requirements appropriate to his or her age. Parents will be notified concerning needed immunizations and your child may be excluded if not completed in a timely manner.



Absent Due to Illness:

The Youth Parent Program parent must telephone the center any day the child is absent. Children suffering from an illness or contagious disease must be temporarily excluded. No child will be admitted who shows signs of illness. Following a contagious illness, a note from a doctor may be required before the child is allowed to return. It is important that the children in our program stay healthy. **We depend on you to keep ill children at home.** Children should not return to school until 24 hours after signs of fever and/or diarrhea are gone..

Absence Verification:

Following an absence, the parent must write the reason for the absence on their sign-in sheet for that corresponding day.

RELEASE OF CHILDREN

Youth Parent Program children will not be released to anyone other than those authorized by the parent and those indicated on the registration form. It is the Youth Parent Program parents' responsibility to inform the center supervisor or teacher in writing if someone other than an authorized person will be picking up the child(ren). Only parents and authorized persons are permitted in the childcare center at any time.

CHILDCARE CENTER HEALTH REGULATIONS



The program's school nurse is a licensed, registered nurse with specialized training for work in the School Health Program. She has a special interest in you, your child and your special needs. The nurse welcomes questions about your health, your child's health, obtaining medical care, or any other health problems or concerns. All discussions are confidential.

The program nurse will:

1. Monitor the health and development of each infant and toddler.
2. Provide assessment of health needs and referral to health care provider or appropriate agency.
3. Monitor the immunization status of the infant/toddler.
4. Provide CPR/First Aid training upon request.

Physical Examination:

To protect the health and well being of our infant/toddlers the policy of the district is to require that all infant/toddlers enrolled in any district childcare facility obtain a physical examination prior to enrollment at a childcare site.

SERVICES PROVIDED AT THE CHILDCARE CENTER

1. The staff consists of trained individuals who possess knowledge of the specific needs of infants/toddlers.
 2. The childcare setting is safe and appropriate for the ages of the children served, and meets licensing standards and regulations.
 3. Program activities are age appropriate, and address the developmental needs of each child (physical, intellectual, linguistic, social, and emotional).
 4. Nutritious meals are provided for the children.
 5. Opportunities are provided for family and community involvement.
 6. Services include (but are not limited to), identification of child and family needs and referral to appropriate agencies.
 7. Health services include referral of children to appropriate community agencies.
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ADMISSION POLICIES

The following forms must be completed and on file before your child can participate.

- Birth certificate and registration packet for your child
- Up-to-date immunization records for your child
- Verification of negative TB skin test
- A doctor's statement attesting to the health of your child
- Intake information forms completed

SCHOOL AND ATTENDANCE REQUIREMENTS

Youth Parent Program students must have regular school attendance and be working successfully toward a high school diploma.

Students and child(ren) enrolled in the childcare center are expected to maintain an 80 percent attendance record. A parent with ten consecutive days of unexcused absences will be notified that they may be dropped from the program.



CHILDCARE CENTER REGULATIONS

We strive to provide the most positive environment for your child to ensure her/his health and safety. We expect you, the student, to comply with the following regulations.

SIGN-IN: It is the responsibility of the Youth Parent Program parent to sign their child in and out each day. Your friends must wait outside when you bring or pick up your child.

DRESS: Children must come to school dressed and ready for the day. A change of clothes must be provided. Children should wear comfortable, casual clothing. Each day your child will be engaged in hands-on (sometimes messy) projects. Label all clothing items.

ESSENTIALS: The Youth Parent Program parent will provide diapers, pacifiers, and anything else the child will need daily. Mark all pacifiers. Keep a minimum of five diapers in your child's basket. It is your responsibility to check and replace diapers.

SPECIAL INFORMATION: The Youth Parent Program parent must inform the center site supervisor of any special circumstances such as medication the child is taking, food allergies, teething, etc.

CHILD'S ILLNESS: To ensure the health and safety of all center children, a child that is ill will need to return home. Upon return to the center your child will be given a health evaluation by the site supervisor or childcare teacher to determine if s/he is well enough to participate.

LEAVING CAMPUS: Youth Parent Program parents/students cannot leave campus without their child. Exceptions are school related field trips and the childcare center must be notified in advanced. All YPP parents must be able to respond to a phone call in case of an emergency.

VERBAL/PHYSICAL ABUSE: Physical and/or verbal abuse of a child or student or any staff member will not be tolerated. Suspected child abuse and/or neglect will be reported to the proper authorities.

CONFIDENTIALITY: Confidentiality about the infant/toddlers must be maintained at all times.

Your concerns and questions matter. No question is unimportant; feel free to ask.

SIGN-IN/SIGN-OUT

1. Sign your child in (full names, no initials) any time you bring your child to the childcare center, and sign out any time you take your child out of the center.
2. Arrive with enough time to get your child settled, put supplies away and inform staff of any special circumstances.
3. Put supplies in your child's assigned cubby.
4. Check your child's supplies and replenish any items needed.
5. Take soiled clothes and bottles home each day.

