

## **DICKINSON COLLEGE CHILDREN'S CENTER**

The Dickinson College Children's Center (DCCC) is a non-profit day care center which provides campus child care for professional and staff members and students of the College. Unfilled child care spaces may be used by persons not associated with the College under circumstances described on page 2 (Admissions Priorities). DCCC is accredited by the National Association for the Education of Young Children (NAEYC) and has been awarded 4 Keystone Stars. Both NAEYC and the Keystone Stars Program hold their centers to the highest standards in the state of Pennsylvania. The Children's Center is a part of the Financial Affairs Division of Dickinson College.

## **CHILDREN SERVED**

Child Care and Kindergarten are available for children from six weeks to six years of age. During the summer months a school-age program is offered for children ages six to eleven.

## **HOURS OF OPERATION**

The Center is open 7:30 AM – 5:30 PM Monday through Friday except the following College holidays, the exact dates of which will be announced:

- Thanksgiving and the Friday following Thanksgiving
- Christmas (typically one week between Christmas and New Years)
- New Years Day
- Last Friday of Spring Break
- Memorial Day
- Independence Day
- Last day of School Age Program

The Infant Room opens at 7:30 and closes at 5:15.

## **LOCATION**

The Children's Center is housed in a building built especially for day care use by the College and located on a drive which exits onto West Louthier Street between Cherry and Cedar Streets. The address is Dickinson College Children's Center, Dickinson College, P.O. Box 1773, Carlisle, PA 17013. The telephone number is 717-245-1088.

## **PHILOSOPHY**

Dickinson College Children's Center is dedicated to the belief that each child is a unique person who deserves to be in a safe and nurturing environment. The Center is committed to encouraging the child's individual growth, to developing each child's social skills and self-esteem, and to encouraging collaboration and cooperation with others on projects of benefit to all. See page 15.

## **MISSION STATEMENT**

The mission of the Dickinson College Children's Center is to provide high quality child care for the employees of Dickinson College and the surrounding community so that parents are able to fulfill professional and personal commitments secure in the knowledge that their child is cared for in a safe nurturing environment.

## **NON-DISCRIMINATION POLICY**

Admissions, the provision of services, and referrals of clients, shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Children with Limited English Proficiency (LEP) will be provided competent, free language assistance. Dickinson College Children's Center will select Dickinson College students that speak the child's language and include them as aides or volunteers in the child's classroom.

In addition, aides or volunteers may be selected from Carlisle High School and community organizations such as United Way.

This policy includes parents with LEP.

Any parent (and/or guardian) who believes that their child may have been discriminated against, may file a complaint of discrimination with:

Dickinson College  
P.O. Box 1773  
Carlisle, PA 17013

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

Pennsylvania Human Relations Commission  
Harrisburg Regional Office  
Riverfront Office Center  
1101 South Front St., 5<sup>th</sup> Floor  
Harrisburg, PA 17104

U.S. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Bldg.  
150 S. Independence Mall West  
Philadelphia, PA 19106-9111

## **ENROLLMENT**

Enrollment may be on a full-year (50 weeks) or school year (minimum 40 weeks) basis. In the latter case parents will pay 2 weeks of fall tuition by May 31 to ensure their children of places in the fall grouping.

Prior to enrollment we request that parents give full disclosure of any medical/special needs that their child may have so that accommodations can be made to properly care for the child. At this time we ask for any parents who require accommodations such as translators, sign-language proficient staff members, building accessibility, etc. make us aware of such a situation. The primary language spoken at DCCC is English. If a parent or child's primary language is one other than English, accommodations will be made including but not limited to: a student volunteer/translator from the college and newsletters in a language that is understood by parents.

Within 30 days of enrollment a physician's report must be signed by the physician and submitted to the Director. Thereafter, according to state requirements and by recommendation of the American Academy of Pediatrics, additional physician's reports must be submitted to DCCC at the following ages: 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, and every year on or near the child's birthday. Failure to do so may result in termination of enrollment.

Parents will also be requested to update their Emergency Forms every six months as required by the Department of Public Welfare.

To encourage communication among parents, the Children's Center has a Family Directory which includes names, phone numbers, mailing and e-mail addresses.

### **ENROLLMENT DURING THE ACADEMIC YEAR ONLY**

Parents of children who do not attend during the summer months will be charged for a minimum of 40 weeks. This includes 42 weeks of service with a maximum credit of one week vacation to be taken as described above (the other week being over Christmas). Their position may be reserved over the summer by paying two weeks of fall tuition by the preceding May 31<sup>st</sup>.

### **KINDERGARTEN ENROLLMENT PROCEDURE**

DCCC Kindergarten enrollment procedure will begin in March. Children attending DCCC Kindergarten must be turning five by September 30<sup>th</sup> of that Kindergarten year. Please check with your school district to be informed of their Kindergarten cutoff date so that you can plan accordingly. No child will be permitted to repeat DCCC Kindergarten for a second year in a row. We encourage parents to evaluate the best decision for their child's academic success.

### **ADMISSION PRIORITIES**

The Children's Center is operated for children of faculty and staff members and students of Dickinson College. Thus staff members' and students' children have priority over all others who apply for enrollment. When space is available for others, it will be assigned in the order of the groups listed below. Within each level applications will be considered by the date they are received in the DCCC office.

1. DCCC Employee
2. Employee or student of Dickinson College with sibling currently enrolled
3. Dickinson College employee or student
4. Sibling currently enrolled at DCCC
5. Parent is a Dickinson College alumnus/alumna
6. Grandparent is currently employed by Dickinson College
7. Employee or student at Dickinson School of Law
8. Child was previously enrolled in DCCC
9. Community Member

On March 15, using the priorities described above, decisions will be made on enrollment for the summer program.

On May 1, using the same priorities, decisions will be made on new enrollments for the twelve month period beginning with the fall academic term.

## **CURRICULUM**

Our curriculum enables the children to explore and create in an atmosphere of warmth and enthusiasm for each day's happenings. The children gain positive self-concepts as they find enjoyment and success in the developmentally planned activities. They learn to value the gifts of others, as they participate in activities including, but not limited to, the following:

- Language enrichment through stories, puppets, finger plays, dramatic play, conversation
- Creative art, involving diverse media for painting, drawing, cutting, tracing, gluing, molding and constructing
- Gross motor (large muscle) development on safe, supervised equipment
- Fine motor development, work with manipulative media such as clay, blocks, sand, objects of size appropriate to the child's age and wide variety of puzzles
- Visual and auditory perceptual activities involving shapes, color, rhyming and many other activities appropriate to their age and leading to readiness in reading and math
- Psycho-social development through supervised play, imaginative dramatic play and activities fostering cooperation and respect for oneself and for others
- DCCC has adopted the Creative Curriculum as a basis to build on and to support our philosophy about the education of young children.
- Multicultural activities including cooking projects, music, dancing, and games.
- Science and Math activities using manipulatives and discovery tables with a variety of materials.

When planning activities, the staff will encourage community awareness by utilizing the many resources found on the campus and in the extended community of Carlisle. Parents are encouraged to be involved in the classroom activities by sharing theme-related ideas or specialized skills with the class.

Health Education will be a part of the curriculum for staff, families, and children. Weekly classroom lessons will reflect various health education topics. Topics for staff and families will be addressed through Parent Meetings, Bulletin Board (staff and parent) postings, and Staff Meetings. Topics may include: nutrition, stress management, exercise, child development, and more. Speakers and materials for staff and families may be obtained from community or children's hospitals, voluntary health organizations, and other community organizations. All health education activities and materials for children will be developmentally appropriate. DCCC will notify parents if sensitive topic areas are included in the health education plan. Parents must notify the staff of the facility if they do not wish for their child to be involved in activities related to a specific topic.

In addition to the Creative Curriculum various classrooms use the following resources to supplement their typical classroom plans: Color Me Healthy, EveryDay Mathematics (Kindergarten), Growing, Growing Strong, and various Safety units.

## **ASSESSMENT**

Each child will be assessed in October and May of every year. A parent teacher conference will be offered at each time in order to discuss the results and any questions you may have.

If you are not able to make a conference time, please sign the appropriate form from your child's teacher. As part of our NAEYC accreditation, all teachers and assistant teachers will be trained yearly on our Assessment procedures.

The Ages and Stages Questionnaire is designed to be used with children between birth and six years of age and is administered by assessing a child's performance on various age-appropriate tasks. It is not an IQ test, nor is it a definitive predictor of future intellectual ability. It is extremely important in child care to assess a child in order to help monitor children at risk for developmental problems. The results of the Ages and Stages Questionnaire will be placed in each child's file along with their Individual Goals. The results of the assessment are confidential (only classroom teachers will have access to the assessments) and will be used to help make decisions about curriculum content, teaching approaches, and interactions with children.

We ask that Individualized Education Plans (IEP) for children be submitted to the office and child's teacher to be kept in a child file. A release of information and communication about other specialists visiting must be signed. Specialists visiting the Center will be required to: sign in at the office, wear a badge from where they work, and maintain confidentiality about the child/children with whom they are working.

## **DAILY SCHEDULE**

Daily schedules vary from classroom to classroom. Please refer to your classroom welcome packet for a classroom specific schedule.

## **THE STAFF**

Child care teachers and assistants are very special people who are chosen on the basis of their knowledge of child development, their love and concern for the well-being of children, their ability to teach and plan stimulating activities and their willingness to laugh and learn with children. Each class is supervised by a qualified teacher and assistant teacher or intern who meets or exceeds State licensing standards.

The Director reports to the Financial Affairs Division of the College.

All Children's Center staff members are required to submit clearance from charges of child abuse and criminal history, as provided by the Department of Welfare Childline Office and the Pennsylvania State Police. They also must have an annual physical and semi-annual test for TB. All staff members are given Bloodborne Pathogens Training and follow diapering and hand-washing guidelines within each room's Health & Safety Manual.

In addition to the teaching staff members, Dickinson College students employed as staff, interns from other universities, and volunteers from the community are required to have clearances, a current health appraisal, and TB test.

## **FINANCIAL POLICIES AND PROCEDURES**

Effective July 1, 2007, families will be charged tuition on a weekly basis. Tuition is paid in advance of service on the first day of care for the week. The College (including the Children's Center) typically closes during the week between Christmas and New Years, therefore you will not be charged. Your child will be granted 1 additional week of vacation

credit in the amount of your child's weekly tuition per fiscal year. Children who are under contract to attend less than 4 months within a fiscal year will not be eligible for this additional week of vacation. This week must be documented in the office.

If you would like to pay by month, payment must be received on the first day of that month.

Other Fees:

Non-scheduled days of care - \$35

Returned checks - \$30

Before or After Kindergarten care - \$10

An additional \$10 is charged if tuition is not paid when due. Failure to pay tuition may result in termination of a child's enrollment.

A \$25 non-refundable application fee is paid when the application is submitted. All checks should be written to Dickinson College Children's Center.

Tuition assistance is provided for persons eligible by total family income, family size, and major financial responsibilities. College staff members will be given priority in scholarship assistance. Information is obtained from the Director.

DCCC requests a 2 week notice if a child will be withdrawn from the Center. The child's records will be transferred at the request of the parent.

**LATE PICK-UP FEE**

In consideration of our staff, the Children's Center closes promptly at 5:30 each evening with the exception of the Infant Room which closes at 5:15. Parents should arrive to the Center in enough time to pick up their child and gather their child's belongings and exit the building by 5:30. Parents will be charged one dollar for every minute that they remain in the building after 5:30.

Parents/guardians who are late in excess of 3 times per year will have their late fee increased to \$5 per minute for the remainder of the year. This will be documented in the office.

**PARENT PICK-UP**

If the child will be released to someone other than a primary caregiver(s), please notify the office by phone call (verbal permission) or by submitting a written note prior to the time of pick-up. This person will be required to show identification upon arrival at the Center.

In an effort to keep our children safe, if a parent arrives at DCCC to pick up a child and appear to be under the influence of drugs or alcohol, the staff of DCCC will confront the parent and provide him/her with an opportunity to make immediate arrangements to have an unimpaired person come to pick up the child. Should a parent decline this option, or should the behavior be repeated, DCCC staff will immediately contact Public Safety who will in turn contact the local police department. The DCCC staff reserves the right to contact Child Protective Services and the other parent. Any other authorized person who attempts to pick up a child, and who appears to be under the influence of drugs or alcohol, will be denied

access to the child. Under those circumstances, DCCC staff will notify the child's parents or other authorized contact person.

## **CENTER SECURITY**

All primary caregivers will be given a numerical code to gain access to the building. The code will be changed 2-3 times per year. We ask that all visitors or designated release people not be given the code. All others are to ring the doorbell to be greeted by a staff person in order to be properly escorted through the center.

## **HEALTH**

The child's health and enjoyment of the hours spent in the Children's Center are the top priority for all who are involved with the Center program. The Center staff wants each child to have nutritious food, adequate rest, plenty of fresh air, opportunities for a balance of highly active play and more passive activities, good health habits, and an environment which is clean and free of infection to the highest possible degree in a child care setting.

The main protection for your child's health is for the Children's Center to prevent ill children from attending the Center and thus infecting your own child with the illness. The Children's Center staff members have been trained to recognize possible disease symptoms, and parents of children with these symptoms will be asked to keep their children at home and away from your well child.

Day care providers find that the child's health is often taken for granted, even though illness may be the greatest source of parental anxiety. Not only is a sick child very uncomfortable, but the parent faces the prospect of missing days of work and possibly jeopardizing career advancement. Reliable health consultants to day care programs have found that the best way to protect the spread of illness is to keep infected children and adults away from others.

Please observe the following day care health policies:

1. All illnesses must be reported to the Center so the staff and Director are aware of the child's absence and/or infectious disease. Please notify the Director prior to returning to the Center after an injury, serious illness, or operation.

**2. DCCC reserves the right to exclude a child from care if they are not able to participate in all of the daily activities, if additional staff is required to provide care for the child thus compromising the health and safety of other children, or if their illness poses a risk of spread of disease to others. (According to the guidelines provided by the American Academy of Pediatrics).**

3. Children must be excluded from the Center for the following conditions, and for 24 hours after the symptom is no longer evident.

- a. fever 101 degrees
- b. vomiting
- c. diarrhea
- d. pink eye \*
- e. measles, roseola, rubella, fifth disease, chicken pox, whooping cough, mumps collectively known as the childhood diseases \*

- f. skin infections, such as impetigo \*
- g. head lice \*
- h. strep throat \* (see 4)
- i. influenza

\* The State Health Department requires that when children have had starred illnesses, parents must bring a release from the doctor for them to return after the additional 24 hours.

\* If the diagnosis is other than a starred illness, a Doctor's note may be accepted in order for the child to return immediately. Please remember there must be a diagnosis stated along with a return date.

If any of the conditions listed above are present in a child while at the Center, the parent will be contacted and asked to take the child home. If you are unable to pick up your child within an hour, please arrange for a friend or relative to come in your place. Repeated failure to adhere to these guidelines may result in the dismissal of your child from the center.

If your child is diagnosed with bacterial pink eye and prescribed an antibiotic and you, as the parent choose not to give the recommended treatment, the child cannot return to the center until he/she is completely symptom free. Depending on the severity, this may take a few days. An additional doctor's note may be required for clearance to return to the Center if symptoms still appear to exist.

4. Should there be a medical problem or emergency, the staff will first call the primary caregivers and then those listed under Emergency Contacts on the Emergency Form.

5. Parents will be notified when their children have been in contact with an infectious disease and given information on symptoms.

6. Outdoor play enhances the health of children. In winter each child should be provided snow pants, boots, warm jacket, hat and mittens for outdoor play.

## **MEDICATION**

**Medication may be administered to a child by trained Center personnel ONLY when directions are written by the parent on the individual medication log within the child's classroom and when the following conditions are present.**

- a. Child's name must appear on the medication.
- b. Physician's directions for dosage must appear on the medication label on the original container.
- c. Any medication (prescription or over-the-counter) must be accompanied with a signed doctor's note (stating dosage).
- d. With the understanding that every attempt has been made to administer the medication at home, medication will be administered at 12 o'clock and 4 o'clock.

Topical ointments such as Chapstick, sunscreen, hand lotion, vaseline, etc. will be kept in a locked cabinet in the classroom and a permission form must be signed by the parent.

## FOOD

Caregivers will not offer to children less than 4 years of age foods that are common choking hazards. Avoid foods that are: round, hard, small, thick and sticky, smooth, or slippery.

*Examples of foods to avoid:*

Hot dogs and grapes (whole or sliced in rounds—slice lengthwise if serving), hard candy, seeds, raw peas, raw carrots, hard pretzels, chips, popcorn, marshmallows, chunks of meat larger than what can be swallowed whole, or ice cubes/ice chips.

Dickinson College Children's Center will provide morning and afternoon snacks and milk for lunch. Lunch should be sent with each child in a clearly marked lunch bag which will be refrigerated. All parents are asked to send food with nutritional value and to avoid cookies, potato chips and other foods which the child is likely to eat first, not having appetite for fruit, vegetables, and proteins. Food for infants and toddlers will be heated in microwave ovens.

**Due to the number of children at our center with severe peanut and tree-nut allergies we must ask that you do not send in any peanut butter sandwiches, items cooked in peanut oil, or items made with any tree nuts. Young children may also have an allergy to peanuts or peanut products that has not been diagnosed; therefore, the Children's Center is a PEANUT FREE environment. *Please read labels to assure that food products do not contain traces of peanuts.* We request that you avoid bringing nuts of any type into the Center.**

The Center will not send home lunch items that have been served but not eaten. Food that has been served but not eaten will be discarded. The only food that may be returned to the family is food that does not require refrigeration or holding at a hot temperature, that came to the facility in a commercially-wrapped package, and that was never opened.

## BIRTHDAY PARTY POLICY

Parents are welcome to send in a small snack to share on the day of their child's birthday. The items must be store bought and packaged (NAEYC guidelines). Please see the list below to choose from. Because of time requirements we are asking that the item be provided for the AM snack only. Please do not send napkins, plates or party bags. Thank you for your cooperation with this matter.

Fruit (bite size)	Bread (banana, pumpkin, blueberry)
Muffins (no nuts)	Yogurt
Cheese	Vegetables
Crackers	Vanilla Pudding

Please remember we are a "nut free" center. Please read the labels carefully.

## OTHER CHILDREN'S CENTER POLICIES INVOLVING DAILY ROUTINES

### 1. ARRIVAL/DEPARTURE

The Center opens at 7:30 AM. Children should arrive at any time between 7:30 and 9:00 AM. While in the building, children must be supervised at all times. Parents must sign sign-in/sign-out sheet upon arrival and departure from the Center. Children will not be admitted to the Center after 11:00 AM unless the office was given prior notice due to a medical/dental appointment.

Parents are asked to remove temporary belongings from the child's cubby each day. For more information on Departure see Parent Pick-Up on page 5. Bedding, nap toys, extra sweaters, etc. may remain in the cubby during the week and should be taken home on Friday.

If a parent needs to remove a child from the Center during nap time, the parent must ask the Director or Administrative Assistant to have the teacher bring the child and the child's belongings from the room. This prevents the other children in the room from being disturbed.

## 2. PERSONAL BELONGINGS AND ITEMS BROUGHT TO THE CENTER

Any clothing, bedding or other belongings brought to the Center MUST be labeled with the child's first and last name.

Parents may bring a small, soft blanket, crib sheet, a favorite soft toy, and/or a small pillow for their child's comfort at rest time. Please label all items with your child's name. All blankets, pillow cases and belongings will be taken home on Friday to be laundered and returned on Monday.

Toys may not be brought from home unless parents have obtained special permission from the teacher. We particularly ask that parents not allow their children to bring toy guns, war toys or toys of violence. Classroom toys are frequently rotated to provide variety for each child.

All children are required to keep a complete set of seasonally appropriate extra clothing for emergency changes in their designated classroom area (bins, etc.) Parents are responsible for taking home soiled clothing and replacing them with clean extras.

## 3. NAPS

DCCC feels it is important for each child to have a quiet time for rest. Older children who need less sleep will still be given the opportunity for a quiet rest. During nap time the child will hear a quiet story and lullaby music before falling asleep. A staff member will remain in the room throughout the rest period.

Infants will not be given bottles *in bed* at nap time. Bottles will be used in the Infant Room only and will be given while the infant is held in the care giver's lap. No other children may have bottles at nap time.

Parents should bring a small, soft blanket, crib sheet, a favorite teddy bear and a small pillow, if the child is used to having one, to increase the child's comfort. All such items should be identified with the child's name.

## CHILD PROTECTION

The welfare of children is protected by the State Department of Welfare which mandates that child care providers and pediatricians must report any suspected incidents of child abuse. Inappropriate behavior, dirty clothes, uncleanness, or suspicious bruised, abrasions, burns, and other physical marks are evidence of possible abuse or neglect and must be reported. In such cases the child care provider may not do the investigation but is required to call CHILDLINE and the County Office of Children and Youth which proceeds with an

investigation. Child Care Centers are instructed to inform parents of this legal protection for children in the Parent Handbook.

REFER TO EMERGENCY OPERATIONS PLAN PROVIDED IN THE BACK OF THIS HANDBOOK FOR DETAILED INFORMATION

## **DCCC GUIDANCE PROCEDURES**

At DCCC, guidance is regarded as a learning strategy and the procedures are based upon the philosophy of the Children's Center. The Center believes that all children should be treated with respect and that developmentally appropriate guidance strategies should be implemented. The focus will be on helping children learn inner control and resolve conflict among themselves.

## **GOVERNANCE OF THE CENTER**

The Children's Center is an integral service of Dickinson College and is part of Financial Affairs Division. As such, the College makes all final policy determinations. However, parent participation is encouraged and welcomed through both the Parents Group and the Advisory Committee.

All parents are invited to become active members of the Parents Group. This body meets bi-monthly to lend support and guidance to the daytime home for their children. Three members of the Parents Group are elected to serve on the Advisory Committee. Other members of the Advisory Committee include non-parental College professional and staff members and non-parental residents of the community. The Director, Assistant Director and Associate Treasurer of the College are non-voting members of the Advisory Committee.

## **FUND RAISING**

Fund raising efforts for scholarships, for special projects or for program support will be carried on throughout the year by the Parents Group. All parents are expected to support fund raising activities. By participating in Fundraising efforts you will interact with and meet other families in the Center while at the same time improving your child's experience at DCCC and supporting each other's common interests.

## **PARENT/TEACHER COMMUNICATION**

Close and frequent communication is a very important part of the child care environment and we want to insure we are providing the best care for your child. Each classroom has its own process in place to assure that you get information about your child's day and that we receive information from you. We recommend that you speak to your child's teacher directly at drop-off and pick-up. At the end of the day there is a teacher in every room and they may give you information about your child.

Upon enrollment and upon each new classroom transition you will be asked to fill out a Developmental History Questionnaire. The information that you provide by filling out this form will be used for the Teachers to better care for your child throughout the year. The information will be used as a reference to help aid in planning their individual goals and activities related the curriculum.

When transitioning classrooms parents will be notified of move-up date and given a move-up packet (will include updated agreement, classroom tour, etc.). The child will have three weeks of partial/full day experience in their new classroom before a permanent move is made. Necessary child records will be transferred to the next classroom.

The Little Dears, Playful Puppies, Busy Bee, and Teddy Bear Rooms use daily reports to document your child's routine daily care. Charted on this are diaper changes, naps and eating times.

Each day, most rooms post a "What We Did Today" message on the door or on the bulletin board. This will give you a brief account of the day's activities.

Weekly, the teacher will distribute a lesson plan to you. This will help you plan for your child's day and give a more detailed account of the day's activities. We do ask for Parent Involvement and participation in many of our special events.

Occasional notes will be given to you telling you when your child has had an especially good day or there are some teacher concerns.

Bumps and bruises will be reported to the parents on an Incident Report. The parent, teacher, and Director will sign this form and one copy will be given to the parent, one will be documented in the Center Incident Log and placed in the child's file, and one placed in the Center Incident File.

A bi-monthly newsletter is provided that will include group activities and upcoming special events.

Other modes of gathering information throughout the Center are: the Community Bulletin Board which contains referral numbers and resources throughout the community, Parent Information Board, and Health & Safety Education Board. All of these Boards are located in the main hallway of the Center.

In an effort to help negotiate differences and difficulties in a peaceful and respectful manner, the center has adopted the following guidelines:

1. If there is a classroom concern or conflict, the first person to talk to is the teacher. It may be necessary to set up an appointment so that you and the teacher may set down and have a discussion.
2. The next step is talking to the Director.
3. To be of help in solving problems and negotiating differences, there is a parent appointed by the Parent Group to take your concerns before the Parent Group and the Advisory Committee for discussion.

## **PARENT CODE OF CONDUCT**

Parents and guardians of enrolled children and any other adults who are engaged with the Center or the children we serve shall at all times behave in a courteous and respectful manner in their exchanges with Center staff, other parents/guardians, children, and visitors to the Center. The use of vulgar, profane or other inappropriate language on Center property is

not permitted. Such language is considered offensive and will not be tolerated. Acts or threats of physical harm are strictly forbidden.

Any conduct by an individual other than an enrolled child's parent or guardian that violates this policy will result in that person being banned from the Center. Conduct by a parent or guardian that violates this policy will result in prompt action by the Center up to and including the immediate and permanent termination of the child(ren)'s enrollment.

### **DISMISSAL FROM THE CENTER**

Parents will be refunded any unused tuition within two weeks of dismissal from the Center. A check will be mailed to the address indicated in the child's file. Any balances must be paid within two weeks of the dismissal.

The Center director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave Center property in a calm, respectful manner immediately. DCCC will request assistance from local authorities should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center director if they wish to return to the Center following the dismissal. Appointments are made at the discretion of the Center director and are not a right of the dismissed child or parent.

Local authorities will be contacted if any parent or child harasses, threatens or in any manner causes harm to anyone affiliated with the Center by calling, writing, or other means.

### **BEHAVIOR MANAGEMENT PLAN**

A situation might involve a child's inability to function well in a group situation. Should the teacher and the Director determine that a child simply cannot cope with group child care or endangers himself or herself, the other children, the teacher, or the property of the Center, the following procedure will be followed:

1. The teacher will discuss the case with the Director who will then observe the class during a variety of activities before making a plan for the child.
2. The teacher and the Director will confer with the parents in order to establish goals and means to reach these goals.
3. The Director may refer the parents to the College Employee Assistance Program counselors, Franco Associates, or to other referral agencies, as is appropriate to that case.
4. The Director will set up a follow-up appointment three to four weeks from the initial referral to assess the child's progress.
5. If the child does not progress to the point of good adjustment to group care or if the parents do not follow through with the referral, the enrollment can be terminated.

In an acute situation in which a child's continued enrollment in the Center might endanger the children, the teacher, the program or the property, the Director may act upon the child's immediate suspension from the program. After suspension steps 3 and 4 as

outlined above may be followed. The hoped for end result would be reinstatement of the child in the program.

### **PROGRAM EVALUATION**

A yearly center evaluation will be completed by parents and staff. Specific results will be shared with both parties in letter form. Suggestions will be noted and acted upon as necessary. You will be provided with an improvement plan and given an opportunity to be involved in the process.

## **DICKINSON COLLEGE CHILDREN'S CENTER PHILOSOPHY**

Dickinson College Children's Center is dedicated to the belief that each child is a unique person who deserves to be in a safe nurturing environment. The Center is committed to encouraging the child's individual growth, developing each child's social skills and self-esteem, and encouraging collaboration with others on projects of benefit to all.

### **EACH CHILD WILL BE ACCEPTED AND RESPECTED AS A UNIQUE PERSON.**

All children bring to each situation their own set of emotions, cultural backgrounds, ways of learning, past experiences, and personal needs. Dickinson College Children's Center is dedicated to the belief that all children have the right to be accepted and respected for their uniqueness and individuality.

### **EACH CHILD HAS THE RIGHT TO HAVE HIS OR HER NEEDS MET IN A SAFE AND NURTURING ENVIRONMENT.**

All children deserve to be in a safe environment, free from physical or emotional threat. Dickinson College Children's Center is committed to providing a safe environment that will provide for the physical as well as emotional needs of its children. Abuse of any kind, be it physical, emotional, or verbal, will not be tolerated.

### **EACH CHILD HAS THE RIGHT TO AN ENVIRONMENT THAT ENCOURAGES INDIVIDUAL GROWTH.**

Dickinson College Children's Center is committed to helping each child develop in his or her own way. By providing an environment that allows each child to grow and develop as a unique person in a variety of areas, including the physical, social, cognitive, emotional, and creative. Dickinson College Children's Center affirms its commitment to accept, respect, and indeed celebrate the individuality of every child. The Center's curriculum will enable all children to develop to the fullest of their unique talents.

### **EACH CHILD WILL BE ENCOURAGED TO DEVELOP SELF-ESTEEM, SOCIAL SKILLS, AND AN UNDERSTANDING OF OTHERS.**

Dickinson College Children's Center will provide opportunities for children to share positive experiences, to appreciate each other's contributions to the group, and to learn about a variety of cultural heritages.

### **EACH CHILD WILL BE ENCOURAGED TO COLLABORATE AND COOPERATE ON PROJECTS OF BENEFIT TO ALL.**

Dickinson College Children's Center will initiate collaborative and cooperative activities that are designed to foster an empathetic spirit among the children.

### **EACH CHILD WILL BE ENRICHED BY THE INVOLVEMENT OF TEACHERS, ADMINISTRATORS, AND PARENTS, AND COMMUNITY IN THE ADVANCEMENT OF OUR PHILOSOPHY.**

Adopted June 20, 1989

Parent Handbook July 2008

I \_\_\_\_\_ ACKNOWLEDGE RECEIPT  
NAME

OF THE DICKINSON COLLEGE CHILDREN'S CENTER PARENT  
HANDBOOK. I HAVE READ AND AGREE WITH THE POLICIES AND  
PROCEDURES OUTLINED IN THE STAFF HANDBOOK AND HAVE HAD THE  
OPPORTUNITY TO ASK QUESTIONS.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

\*PLEASE RETURN TO THE DIRECTOR\*