

Sheridan Child Development Center



Parent Handbook

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Welcome Letter

Dear Parents,

We welcome your family to our Christian family here at Sheridan Child Development Center. Thank you for choosing our center to care for your most precious gift. Sheridan Child Development Center is designed to help your child grow socially, emotionally, cognitively and spiritually. We want your child to be self-confident. Your child will learn about grace, forgiveness, accountability and responsibility. We promote values, manners, morals and respect in a nurturing environment. We understand that children are constantly learning, observing, and imitating. Therefore, all of the children will be treated fairly with love and respect by the staff. In addition, we are committed to developing a positive partnership with parents. Teamwork between the parent, child and teachers in an atmosphere of respect, openness, cooperation, communication, professionalism, responsiveness and kindness will develop a well-rounded child.

Our Mission Statement

Sheridan Child Development Center, Inc. serves children and their families by providing a safe and loving Christian environment for all children and their families.

Sheridan Child Development Center wants them to leave with a sense of knowing the right thing to do because Christ is always in their heart.

Purpose of this Handbook

Families will want to become familiar with the content of this handbook. This handbook supersedes any previous handbooks or unwritten policies. When you have read this book, sign the acknowledgement sheet provided and return it to the directors. The material in this handbook provides you with a description of Sheridan Child Development Center policies, procedures, and benefits, and will be updated as required. Policies in this handbook are tentative and can change should a situation present itself. Should a policy change, you the parent will be informed immediately of this change. A letter will be sent home to each family and if you should have any questions about the change, we ask that you question the Director and not the staff.

Regulations

State Licensing

We believe that licensing standards are in the best interest of all children and their families. Sheridan Child Development Center complies with all licensing regulations and standards. These standards relate to our facility, staff health and safety procedures, meals and nutrition, child to teacher ratios and other administrative tasks. Our facility is subject to inspection by state and city health, state licensing, and fire officials. Routine inspections are conducted by each of these agencies.

Reporting Abuse

Sheridan Child Development Center is required to report any suspected child abuse, neglect, and/or malnutrition. We will report any strange or unaccountable physical marks, abuse or negligence to Child Protective Services. When any personnel has reasonable cause to believe that the child has been subjected to abuse or has observed any child being abused, he/she will report this to Child Protective Services.

Reporting to Law Enforcement

It is our policy to notify the Police Department immediately, if you or someone approved to pick up your child, arrives at the center under the influence of drugs or alcohol and demands to take your child.

If you are seen leaving the parking lot without putting a child that is six or under in a car seat, we are obligated to call law enforcement.

Food Program

Sheridan Child Development Center is participating in the Federal Child and Adult Care Food Program. We serve children 12 years and under. All meals and snacks will meet the Federal requirements for nutrition. Each family must complete the income eligibility form annually in July. This information is strictly confidential and will only be viewed by the Director, Office Assistant and Food Program Auditor. We provide breakfast, lunch, and snack to all children and these meals are fully nutritious. Menus are posted in each classroom as well as by the information desk and on our website www.sheridanlutheran.org/scdc. We also participate in the Infant Food Program. We will provide certain formulas for infants. If you choose to bring your own formula or breast milk, then we will need a written note to put into your child's file stating this information.

Enrollment

Your child is enrolled when the fees have been paid and when all required forms have been turned into the office. Fees are based on enrollment, NOT attendance. This means fees are assessed whether or not a child attends, since the space is reserved for him/her. Fees are also assessed even though Sheridan Child Development Center may be closed for holidays or bad weather.

Attendance

Sheridan only accepts children for Full-Time care, if you only come 2-3 days a week you will still be required to pay the Full Time tuition. We do not do an hourly rate so you will be charged the same weekly rate as everyone that comes on a full day. If you child will not be in attendance for that day or an upcoming day, please let your teacher or the director know ahead of time, so that we may plan accordingly.

Drop-in care will be available on a case by case basis as the center can accommodate. Children attending on a drop-in basis will be charged the daily rate for any hours attended at the center. Payment is due at the time of your child's arrival. (See payment sheet for daily prices.)

Title XX

We do accept Title XX payments for child care. If you have a family fee you can set up a payment plan with the director so we can best serve your family. All provider authorizations must stay up to date with the caseworker, center, and parent. If your child is here any hours not covered on your authorization, you will be responsible for the payment.

Payments

Tuition payments can be paid monthly, bi-monthly, or weekly. Monthly payments must be paid the Monday prior to care. If payment is not received by Wednesday noon, a late fee of \$25.00 will be assessed to your account. If tuition remains unpaid one week after the due date, your child will not be admitted to Sheridan Child Development Center until the account has been paid in full. A \$25.00 charge will be assessed for all returned checks. Cash or Cashiers check will be required for returned checks.

In a case of separated or divorced family, a tuition account will be maintained under the custodial parent's name. The custodial parent is responsible for all payments and fees. Should a family have joint-custody, accounts will be separated for those families that have court-decided shared custody of the child and the child's expenses. In some cases, legal documents may need to be presented in order for this account to be established. Be aware that by law, we cannot keep a child from a biological parent unless there are court documents stating that the parent involved has lost those rights and the center has a copy of those documents on file.

Multi-Child Discount

As a benefit to the full-time families that we serve, families will receive a 10% discount off of the oldest child's tuition. If a family has three children, they will receive a 5% discount off of the second oldest child.

Family Enrollment Fee

To enroll your child, you must sign the parent agreement and pay a \$32.00 non-refundable registration fee. If you are enrolling an Infant (6 weeks to 12 months) the fee is \$75.00 and is also non-refundable. This is a one time only administrative fee. There will also be a \$32.00 registration fee for children who are re-enrolled.

Annual Material Fee

An annual material fee of \$50.00 per child or \$75.00 per family will be charged upon enrollment, and is due each January. This is a non-refundable fee. If enrollment occurs

in the middle of the year, your fee will be prorated according to the Prorated Annual Materials Fee sheet that is apart of the enrollment packet.

Dis-enrolling

A two-week written notice is requested prior to withdrawal. If circumstances cause you not to give a two-week written notice, we require payment equal to those two weeks of tuition before you leave. As a courtesy, we would appreciate it if you could let us know the reason that you are leaving our center.

About Our Center

Holidays

Sheridan Child Development Center will be closed on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day. If these holidays fall on a Saturday, we will be closed the previous Friday. If these holidays fall on a Sunday, we will be closed the following Monday. Sheridan Child Development Center will close at 1:00pm on Christmas Eve and New Year's Eve. Tuition payment is not reduced for these days. There will be a sign-up sheet for the week between Christmas and New Year's Day. If we have less than 18 children, which is 20% of our licensed capacity, we will be closed.

Weather Closings

If the Directors deem it necessary to close the center due to unsafe weather and road conditions, the closing will be announced on KFOR (1480 AM) and KFRX (102.7 FM). A message will also be on the Sheridan Child Development Center answering machine.

Parent Visitations

Sheridan Child Development Center has an open door policy and parents are encouraged to visit their child during the day. Your child loves to see you and involve you in their day at the center. If you would like to discuss specific items with the director or teacher, please make an appointment so that we can sit and talk with you.

Arrival and Departure

When arriving and departing, be sure to sign your child in and out at the welcome desk, located just outside of the SCDC office door. Please make sure that your child is 'clocked in and out' each day. This insures accurate attendance tracking that we must practice. If the time clock is ever down, please make sure that you write your child's in and out times on the paper provided.

Please accompany your child to their classroom, and be sure center personnel acknowledge your child's presence before leaving. When the center opens for the day, children gather in one central room before they move to their classrooms. Likewise, at the end of the day as children are picked up, remaining children will be in one room. This provides an opportunity for different age groups to interact.

Only parents or legal guardians can authorize the center to release their child to another individual. Each child will be released from the center only to the person(s) who have been listed on the enrollment form and emergency card. Sheridan Child Development Center will ask for proper identification before releasing a child to someone other than the custodial parent. For your child's safety, please do not allow your child to leave the building in front of you due to traffic in the parking lot.

Late Pick Up Fee

Beginning at 6:01pm, a late fee of \$1.00 per minute per child is assessed and payable when the child is picked up. Time will be based on the time clock at the welcome desk. The fee will be paid directly to the teacher who has stayed late with your child(ren). We are required by law to contact legal authorities and Child Protective Services if a child is left one hour after closing time and all attempts to reach emergency contact have failed.

Parking

When arriving or departing, please use the loading zone or parking stalls to ensure everyone's safety. Please hold your child's hand in the parking lot.

Health

Illness Policy

SICK CHILDREN MAY NOT BE BROUGHT TO THE CENTER FOR CARE. Should your child become ill during the day, we will call you for an early pick up. We ask that you pick your sick child up within one hour after being contacted. If we cannot reach you, we will call the person(s) whom you have indicated in the application.

Please do not bring your child to the center if any one or more of the following symptoms are present. These are also the guidelines we will use to determine whether to call you if your child becomes ill.

1. Fever of 101°F or above
2. Uncontainable diarrhea (loose watery stools uncontained to the underwear or diaper; this causes bacteria to spread) or more than 2 bouts within 24 hours
3. Vomiting more than once; by our discretion
4. Croupy cough
5. Undiagnosed rash (must have a doctors note)
6. Inability to cope in a group situation physically or emotionally.
7. Matted watery eyes (pink eye)

8. Colored mucous with a runny nose
9. Within 24 hours of a fever
10. Infectious diseases (chicken pox)
11. Oozing Sores
12. Presence of live head lice or nits

These are also the guidelines we will use to determine whether to call you if your child becomes ill.

If your child is sent home because of illness, he or she must be free of any symptoms for at least 24 hours before returning to the center. Please call if your child is ill so we can post all contagious illnesses. If your child is sent home ill from their public/parochial school he or she cannot come to the center for care.

Medication

Our primary concern when administering medication is the safety and optimal health of every child. Any medications (both prescription and over the counter) that are to be given to a child at the center must be signed in on a medication form. All medications are stored in a locked area inaccessible to children. Our staff will record the administering of medications(s). Each medication needs to be presented in its original container with an expiration date. We will refrigerate medications that require it.

Topically applied medications, such as diaper rash ointment, sunscreen, hand cream, lip balm, and insect repellent can be administered at the center at the parent's request. Parents supply such items as needed. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name.

Safety

Fire Drills/Tornado Drills

A record of all fire and tornado drills is posted. Fire drills are practiced once a month. Tornado drills are practiced quarterly.

Transportation

Sheridan Child Development Center transports to the following schools: Maxey, Humann, Cavett. All children are required to wear seatbelts and remain seated until the vehicle has stopped. All children over the age of 3 years are safe to ride on the bus. Each child will be correctly secured in that seat by the seat belts on the bus which meets the federal motor vehicle safety standards while riding on the Sheridan Child Development Center buses.

Food and Nutrition

We provide 2 meals and 1 snack daily (breakfast, lunch and afternoon snack.) Menus are posted weekly. We ask that you don't bring snacks from home unless it is with a Doctor's note or it is a sack lunch day. We stress the fundamentals of good nutrition and eating habits, as well as good table manners. Parents are welcome to enjoy a meal with their child at anytime. Please let us know so we will have enough food.

Dental Hygiene

To encourage good dental hygiene we ask that you bring in a toothbrush and toothpaste so that children can brush their teeth after lunch. This pertains to the Pre-Kindergarten class room, which is apart of their curriculum

Rest/Naptime

A rest period is scheduled each day and is required by the Nebraska Department of Social Services to balance out the active times. Depending on their age, children are expected to rest quietly or work on quiet activities, while those who need to sleep have the opportunity to do so. Please label any items that your child may bring to sleep with.

Diapers

Parents of infants and toddlers need to bring disposable diapers, wipes, ointments and powder. All items brought in should be clearly marked. Diapers are changed every other hour unless otherwise needed. All staff members wear latex gloves while diapering. Staff members wash their hands and sanitize the diapering area after each diaper change.

Potty Training

Sheridan Child Development Center works in partnership with parents to assist their children in learning the process of toilet training. The manner in which toilet training is conducted can have a positive impact on a child's development. Giving a child a lot of encouragement for doing well will be most beneficial. Toilet training requires consistency and patience, which can only be effective when a child is ready. On a regular basis, the children are taken to the restroom, they practice taking off their own diaper, sitting on a toilet (even though they may not need to go), putting their diaper back on and then washing their hands.

Playing outside

Children have the opportunity to play outside in all seasons. Please dress your child appropriately for outdoor play. **This center has a no "flip-flop" policy. These are shoes that are not supportive for the child and cause accidents. Sandals can be worn, but must not have straps between the toes and have a back heel strap.**

Accident/Incident Report

Accidents do happen. If something minor does happen that requires treatment onsite, we will inform the parent by writing a report. The teacher and director both sign the report; it is then put into the child's file. Parents will be notified if the injury requires medical attention.

Discipline

At Sheridan Child Development Center we believe that discipline should be used to teach children, not to punish them. We are consistent in our expectations to assure that every child is treated the same way. We set the stage for this consistency by establishing a positive environment, through room arrangement, modeling problem behavior, and we gently apply natural consequences for inappropriate behavior. Feedback about your child's day will be given on the daily sheets that go home. If there is a particular discipline strategy that works well at home, please share that with us.

Classrooms and Curriculum

We implement a Christian curriculum in our every day activities. Ages 2-Pre kindergarten meet weekly on Thursday mornings for Chapel time with the Sheridan Lutheran Church pastors. This is an opportunity for the children to sing praises to god and learn more about the bible. SCDC is a non-denominational child care center; we focus on being strong, whole hearted Christians.

Infant (6 weeks – 18 months)

Each child receives a daily sheet which will go home with the parent at the end of each day. Daily sheets provide information about how much the child ate and napped, when they were diapered and general information about the infant's day. The daily sheets also reflect what, if any medications were given. Teachers will hold and nurture each child by interaction with them one on one. We work on recognition, sound eye coordination, sensory, volumes. Pitches and textures. Teachers will also sit and play with children and read books to them. We ask parents of infants to provide diapers, wipes, ointment, powders, two bottles and an extra outfit (pacifiers if needed). These items will be in the child's cubby and parents will be informed when items are needed.

Toddler (12 months – 2 years) Two's (2 years – 3 years)

The teachers spend quality nurturing time with each toddler. In the classrooms, the children have structured story time, music time (instruments), hands-on art activities, and outside time. The children learn colors, animals, shapes, and numbers. Naptime is scheduled from 12:00-2:30. Parents are asked to bring diapers (or pull-ups,) wipes, and a change of clothes (socks, pants, shirt, underwear.) If a child is in the process of potty training, two or three changes of clothing will be needed in case of accidents. Highlights of your child's day will be recorded on daily sheets. Toddlers will be introduced to solid foods and big kid cups along with sitting at the table, manners, silverware and table

prayers. Friday “take home bags” will be used to accommodate artwork, take home activities, next weeks lesson plans and blankets to be laundered.

Pre-School (ages 3-4) Pre-Kindergarten (year before school)

Children will be introduced to a more structured curriculum including Christian values, Bible stories and verses, cognitive skills, the alphabet, counting, fundamentals of writing (pencil holding), telling time, tying shoes, grooming (hygiene) and pre-reading. Children will begin going on a few field trips. Children will also learn social skills through play such as sharing, playing together to accomplish a goal, and organization. Every day there will be a daily sheet to inform you about your child’s day. Each child will be expected to rest/nap for at least one hour and are asked to bring a blanket from home. Each child will also be responsible for bringing a change of clothes (socks, shirt, pants, underwear,) and a toothbrush and toothpaste. Our meals are served family style and we teach table manners, basics of nutrition, and simple table prayers.

School-Age (Kindergarten – 6th Grade)

We provide transportation to and from the following schools: Humann, Maxey, and Cavett. Before school, we provide breakfast and after school we provide a nutritious snack and free play for the children. The children will spend a lot of time playing outside (weather permitting.) On non-school days/weeks the center will be open to those school-agers needing care. A planned schedule for those days will be sent home with the parents one week prior.

School-Age Summer Program (Camp Sheridan)

From June through August, we offer an awesome program for Kindergarteners through 6th graders.) Our program is based on promoting developmentally appropriate activities among children. The summer is filled with weekly themes, special activities and lots of field trips! Children will have the opportunity to make new friends, learn new games and creatively explore activities that foster development in a safe, fun, Christian environment. Breakfast, lunch and a snack will be provided each day. All field trips, special materials and a camp T-shirt are included in the initial enrollment fee.

Staff

The staff of Sheridan Child Development Center includes a director, cook, and full- and part-time teachers. All teachers are carefully selected and have considerable experience in caring for children. Many hold a degree in early childhood education, child development or are acquiring degrees in such areas of business. Our hiring process includes background checks on all of our applicants. This involves a felony/misdemeanor check and also a Nebraska State registry check. Each staff member receives ongoing training, support and encouragement. A variety of resources are available to help the Sheridan Child Development Center staff grow professionally. Our teachers and staff are trained in basic first aid and CPR. Sheridan Child Development Center follows all state licensing directives for staff training, health and safety issues, etc.

Volunteers

Sheridan Child Development Center has many volunteers from the church in addition to high school students who are completing community hours for a course in citizenship issues. A background check is done on volunteers. Volunteers assist our staff with a variety of tasks but are not included in our ratios.

General Information

Classroom ratios

State licensing regulations require that childcare centers be staffed at the following staff-to-child ratios:

Birth to 18 months	1 teacher: 4 children
18 months to 3 years	1 teacher: 6 children
3 years	1 teacher: 10 children
4 to 5 years	1 teacher: 12 children
School Age	1 teacher: 15 children

Immunization

To enroll, you must complete forms in the enrollment packet, and provide up to date immunization records. The minimum requirements for immunizations are:

DTP/OPV	2 months
DTP/OPV	4 months
DTP	6 months
MMR	15 months
DTP/OPV	18 months
DTP/OPV	Prior to Kindergarten year
HIB	Series as recommended by your Doctor
Chickenpox	Highly recommended

Lost and Found

We place all lost and found items in a box on the table at the front of the center. At the end of each season we will donate usable items to the city mission or use them for our own use as extra clothes for potty training accidents.

Celebration of Birthdays and Holidays

Sheridan Child Development Center Makes children feel special on their birthdays and you are encouraged to join us. The Health Department requests that you do not bring homemade edible treats for the children. You can bring treats that have been made at a store. In addition, special programs are planned throughout the year to celebrate holidays with the SCDC families.

Board of Directors

Sheridan Child Development Center is governed by a Board of Directors who are members of Sheridan Lutheran Church. The Board sets policies, discusses any issues that may have occurred and establishes goals for the future. The Board of Directors includes a member of the Church Council, parents, church staff members, and church members active in the community.

If you run across any question please feel free to ask! We are always available for questions either in the office during center hours or by phone at 423-5037. We cannot wait to meet and get to know your child!