

Sheridan Child Development Center

Parent Handbook

6955 Old Cheney Rd

Lincoln, NE 68516

(402) 423-5037

(Revised January 2018)

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 committed to helping your child grow socially, emotionally, cognitively and spiritually. 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 among parents, children and teachers in an atmosphere of respect, openness, cooperation, communication, professionalism, responsiveness and kindness will help develop a well-rounded child.

Our Mission Statement

Sheridan Child Development Center serves children and their families by providing a safe and Christian environment for all children and families. Our goal is to have your child leave here having a sense of knowing the right thing to do because Christ is always in their heart.

Purpose of this Handbook

Families will need to become familiar with the content of this handbook. When you have read this handbook, please sign the acknowledgement sheet provided and return it to the Director. The material in this handbook provides you with a description of Sheridan Child Development Center policies, procedures, and benefits and will be updated as necessary. If you have any questions or concerns now, or in the future, be sure to address them with the SCDC Director.

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 neglect to Child Protective Services. When any staff member 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 the Director and 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 observed leaving the parking lot without putting a child, who is required by law, into a car seat, we are obligated to call law enforcement.

Food Program

Sheridan Child Development Center participates 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 reviewed by the administration and Food Program Auditor. We provide breakfast, lunch and a snack to all children and these meals are fully nutritious. Menus are posted in each classroom. 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, we need a written note to put into your child's file stating this information. If your child has a food allergy, we require a doctor's note stating the allergy. We will provide alternative meals to children with doctor approved allergies. If your child has a milk allergy, you are allowed to bring an alternative for them to drink.

Celebration of Birthdays and Holidays

Sheridan Child Development Center makes children feel extra-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 may bring treats that have been purchased at a store. Please check with your child's classroom teacher or the Director regarding any potential food allergies. In addition, special programs are planned throughout the year to celebrate holidays with the SCDC families.

Enrollment

Your child is enrolled when fees have been paid and all required forms have been turned into the main office. Fees are based on enrollment, not attendance. Fees are assessed whether or not a child attends since the space is reserved for him/her.

At least 30 days written notice must be provided to delay the planned attendance start date indicated on the Parent Agreement. Should appropriate notice not be provided, 50% tuition will be charged from the original planned attendance start date in order to maintain the child's spot.

Hours of Operation

Sheridan Child Development Center is open Monday – Friday from 6:30am until 6:00pm. For exceptions to this schedule, please see the Holidays/Closures section of this handbook.

Attendance

Sheridan only accepts children for full-time care. If you only attend part-time (for example, two or three days a week) you will still be required to pay full-time tuition. We do not have an hourly rate, so you will be charged the same weekly rate as everyone that attends a full day. If your child will not be in attendance, please let your teacher or the office know ahead of time so that we may plan accordingly. Drop-In days are occasionally utilized based upon availability and the discretion of the SCDC Director.

Title XX

We 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 for hours not covered on your authorization, you will be responsible for payment.

Payments

Tuition payments can be paid monthly, bi-monthly or weekly. Payments must be paid the Monday prior to care. If tuition remains unpaid for an extended period of time your child will not be permitted to attend Sheridan Child Development Center until the account has been paid in full. A \$25.00 charge will be assessed for all returned checks. A cashier's check will be required for returned checks.

SCDC does not accept cash payments. If an exception to this policy is requested it must be approved by the Board of Directors in advance.

In cases of separated or divorced families, a tuition account will be maintained under the custodial parent's name. The custodial parent is responsible for all payments and fees. If legal action is required, both parties are responsible for payment. Accounts will not be separated under any circumstance.

Please refer to the SCDC Tuition & Fees Document for current tuition rates.

Tuition Rate Changes

A child's tuition rate will change the first Monday after the child's eligible birthday (18 Months, 3 Years). Pre-Kindergarten rates will change to the School Age rate beginning the Monday of the first week of school.

Multi-Child Discount

As a benefit, families with two enrolled children will receive a 10% discount off of the oldest child's tuition. If a family has three enrolled children, they will receive an additional 5% discount off of the second oldest child's tuition. If a family has four or more enrolled children, there will be an additional 5% discount on the third oldest child's tuition.

Enrollment Fee for New Families

To enroll your child, you must sign the Parent Agreement Form and pay an enrollment fee equivalent to one week's tuition per child. This one-time payment will be applied towards tuition, however should you choose to not utilize SCDC services, the enrollment fee is non-refundable. In the event that you leave the Center and decide to later return, you will again have to pay the enrollment fee.

Please refer to the SCDC Tuition & Fees Document for the current enrollment fee amount.

Termination

Two-week written notice is required prior to terminating care at SCDC. If circumstances don't allow for a two-week written notice, we require payment equal to those two weeks of tuition before your child's final date of attendance. All unpaid balances are to be paid at the time of withdrawal. We are always striving to improve our Center. We ask that each departing family provides their honest feedback.

Holidays/Closures

Sheridan Child Development Center will be closed on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, 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. In addition, 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; you are still financially responsible for days we are closed due to holidays.

Families often choose to keep their children home or coordinate vacations during Lincoln Public School's seasonal breaks. All families are still financially responsible for these days regardless of their child's attendance. Examples of these seasonal breaks include fall break, winter break, spring break, etc. The same policy applies to Non-LPS schools.

The Center is closed every summer for one week in June for Sheridan Lutheran Church's Vacation Bible School. This week will be announced to parents in advance so that you are able to plan accordingly. There is no charge for tuition during the week of VBS. Many of our employees are available to be hired for in-home care for that week.

At any time, when Sheridan Child Development Center is anticipating significantly low attendance, a sign-up sheet will be posted for parents in order to determine how many children

are planning to be in attendance on specific days. If there is less than 20% of our licensed capacity, we will be closed. We will give parents as much advanced notice as possible. You are still financially responsible for days we are closed due to low attendance.

Weather Closings

Sheridan Child Development Center will be closed due to inclement weather if the University of Nebraska closes as a business. If UNL offices are open, SCDC staff will also report. SCDC will provide weather closing information to local news stations. Parents will also be notified by e-mail if the Center is closed or in the event the parking lot cannot be cleared and is considered unsafe.

Full price tuition is charged for the first closure day of the season. On the second closure day of the season half-price tuition will be charged. There is no charge for the third or subsequent closure day of the season. November through March is considered one season. Accounts will be pro-rated accordingly. No tuition credits are issued for late starts or early closures.

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 issues with the Director or teacher, please make an appointment so they can meet with you.

Arrival and Departure

Upon arrival and departure, be sure to clock your child in and out at the welcome desk. If the time clock is not working, please notify staff that your child has arrived and provide the specific time of arrival so their attendance can be recorded. Please accompany your child to either the breakfast room or the central classroom, and be sure Center personnel acknowledge your child's presence before you leave. Breakfast ends at 8:30am each morning, your child must arrive no later than 8:15am if you wish for them to attend breakfast. When the Center opens for the day, children gather in a central room before they go to their classrooms. Likewise, at the end of the day as children are picked up, all remaining children will be moved into one room. This provides an opportunity for different age groups to interact.

In order to allow for better communication between parents, teachers, and children, SCDC encourages parents to refrain from using their cell phones during drop-off and pick-up. Teachers and children often have things to share with parents after a full day apart.

Only parents or legal guardians can authorize the Center to release their child to another individual. Each child will be released from the Center 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.

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.

For safety reasons, do **NOT** allow your child to run ahead of you as you leave the building due to traffic in the parking lot.

Please respect that Sheridan Lutheran Church is a smoke, drug and alcohol free campus. This includes the building, outdoor play areas, loading zones and the parking lot.

Late Pick Up Fee

Please know that our Center is only licensed until 6:00pm. Your child must be picked up by this time. Beginning at 6:01pm, a late fee of \$1.00 per minute per child will be assessed and the charge will be added to your account. Time will be based on the time clock located outside of the SCDC main office. After 3 offenses in a month, your 4th late pickup will result in a \$50 fee per incident, and the situation will be reviewed by the SCDC Board of Directors. Should the problem be ongoing, continued incidents could result in disenrollment from the Center. We are required by law to contact legal authorities and Child Protective Services if a child is left for one hour after closing time and all attempts to reach emergency contacts have failed.

Parking

When arriving or departing, please use the loading zone or parking stalls to ensure everyone's safety. Please be respectful of the 10mph speed limit in the parking lot.

Playing Outside

Children have the opportunity to play outside every season of the year. Please dress your child appropriately for outdoor play.

SCDC has a "No Flip-Flop" policy. Flip-flops are not adequate footwear and may cause accidents. Sandals may be worn, but must not have straps between the toes and must have a back heel strap.

Incident Reporting (Behaviors, Accidents and Injuries)

Incidents do happen from time to time. If an incident occurs that can be addressed on site, we will inform the parent upon pick up and present a documented incident report. Parents will be asked to review and sign all incident reports. All incident reports will be signed by the Teacher and Center Director or Assistant Director and placed in the child's file. If an incident requires immediate attention, external medical treatment, or causes reason for concern, communication to the parent will occur at the time of the incident.

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 ensure that every child is treated the same way. We promote consistency by establishing a positive environment through room arrangement and by modeling positive behavior. Feedback about your child's day will be given on the daily sheets that are sent home with your child at the end of every day.

Classrooms and Curriculum

We implement a Christian curriculum in our everyday activities. All children ages two and older meet weekly for Chapel time. This is an opportunity for the children to sing praises to God and learn more about the Bible. SCDC focuses on being strong, whole-hearted Christians.

Darling Ducklings

Infant Room: (6 weeks - 12 months)

Each child receives a daily sheet that is sent 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 your infant's day. The daily sheets also reflect what, if any, medications were given (with parent's written consent). Teachers hold and nurture each child by interacting with them one on one. We work on object recognition, hand-eye coordination and sensory stimulation. Teachers will also play with children and read books to them. Infants will have multiple naptimes throughout their day, dependent upon the child's needs.

We ask parents of infants to provide personal care items. Examples of these items may include diapers, wipes, ointment, bottles, etc. Please refer to the infant room welcome packet for a complete list. These items will be in the child's cubby and parents will be informed when items need replenishing.

Busy Bees & Little Lambs

Busy Bees Room: (12 months - 2+ years)

Little Lambs Room: (2 - 3 years)

In both the Busy Bees and Little Lambs classrooms teachers spend quality, nurturing time with every child. In these classrooms, the children have structured story time, music and movement time, hands-on art activities, and outdoor time. The children learn colors, animals, shapes and numbers. Each child will be expected to rest/nap for at least one hour, and we ask that you bring a blanket from home that will remain at the Center. Naptime is scheduled from 12:30-2:30. Parents are also asked to bring diapers or pull ups (if toilet training), wipes, and a change of clothes (socks, shirt, pants, underwear). If a child is in the process of toilet training, three extra changes of clothes will be needed in case of accidents.

Children who are being toilet trained are taken to the bathroom every hour, unless otherwise needed. In order for a child to wear underwear, they must be able to vocally let their teacher know that they have to use the bathroom or be able to go on their own. A child wearing underwear must also be able to have a bowel movement on the toilet as this helps keep our Center free of bacteria.

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, use of silverware and table prayers.

Plucky Penguins & Fabulous Flamingos

Plucky Penguins Room: Pre-School (3 - 4 years)

Fabulous Flamingos Room: Pre-Kindergarten (4 - 5 years)

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 go on field trips. Children will also learn social skills through play such as sharing, playing together to accomplish a goal and organization. Each child will be expected to rest/nap for at least one hour and we ask that you bring a blanket from home that is taken home each evening. Each child will also be responsible for bringing a change of clothes (socks, shirt, pants, and underwear). Meals are served family-style as we teach table manners, basics of nutrition and simple table prayers. Every day there will be a daily sheet to inform you about your child's day.

Outstanding Owls

School Age Room: (Kindergarten-5th grade)

SCDC offers a transportation route to nearby elementary schools. There are a number of contributing factors that determine which schools are selected for the transportation route and therefore the selection is re-evaluated each year. Please refer to the SCDC Tuition & Fees Document to see a list of the current schools that SCDC provides transportation routes. SCDC offers before school transportation, after school transportation, or both.

We provide breakfast and an after school nutritious snack. The children have time to work on homework after school with help from their teacher. The children will spend a lot of time playing outdoors (weather permitting). On non-school days/weeks the Center will be open to those school-agers needing care. If we are open on snow days we offer care for our school-agers on those days as well.

School Age Summer Camp (Camp Sheridan)

From June through August, we offer an awesome program for Kindergarteners through 5th graders. Registration for our Summer Camp opens annually in January. Space is limited, so priority is given to current SCDC families, children who have grown with SCDC but are not able

to utilize the before & after school program, and previous Summer Camp Participants. Both the registration and enrollment fee must be received to reserve your child's spot.

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 and special materials are included in the summer activities fee.

Please refer to the SCDC Tuition & Fees Document for the current summer tuition rate and summer activities fee.

Field Trips

Sheridan Child Development Center provides several opportunities for field trips throughout the year. All field trip dates will be communicated in advance. Permission slips will be sent home in advance and details including departure and return times will be communicated. A signed permission slip must be received prior to the field trip departure time or your child will not be allowed to leave the Center.

Transportation

Safety of the children and staff is our top priority. Our buses are equipped with the proper safety restraints for all of our riders. Each bus driver has completed transportation training and has been certified by DHHS.

Staff

The staff at Sheridan Child Development Center include a Director, Assistant Director, cook, and full-time and part-time teachers. All teachers are carefully selected and have considerable experience in caring for children. Many of our teachers hold a degree in early childhood education or child development.

Our hiring process includes a background check on all applicants. This involves a felony/misdemeanor check and a Nebraska State registry check. Sheridan Child Development Center follows all state licensing directives for staff training, health and safety issues, etc. In addition, all teachers complete the Safeguarding God's Children program, and receive ongoing training through workshops and in-services. Our teachers and staff are trained in basic first aid and CPR.

Second to the children, our staff are our most valuable asset. Other than occasional babysitting, families are not to participate in the recruitment and/or hiring of persons currently employed by Sheridan Child Development Center. If such an instance occurs, the soliciting party agrees to be financially responsible for the process of hiring and training of a replacement staff member(s). This includes any and all costs associated with staff replacement, including advertising costs.

Volunteers

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

Board of Directors

Sheridan Child Development Center is governed by a Board of Directors. The Board sets policies, discusses any issues, and establishes goals for the future. The Board of Directors includes at least one member from the following: a parent of a child currently enrolled at SCDC, Sheridan Lutheran Church Council, Sheridan Lutheran Church Professional Staff, and a Full-Time SCDC Employee.

You may contact the Board of Directors at scdc.board@sheridanlutheran.org

Staff to Child Ratios

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

6 Weeks - 18 months:	1 Teacher to 4 Children
18 Months - 3 Years:	1 Teacher to 6 Children
3 Years:.....	1 Teacher to 10 Children
4 - 5 Years:.....	1 Teacher to 12 Children
School Age:.....	1 Teacher to 15 Children

Sheridan Child Development Center abides by these ratios at all times.

Immunizations

To enroll, you must complete all 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
- HIB: Series as recommended by your Doctor
- Chickenpox: Series as recommend by your Doctor

We require an update of your child’s immunization records after each immunization that your child receives. Please provide a copy of all immunizations to the main office or ask your

physician's office to fax your child's records. Immunization records are not required for school age children.

Medications

No medication can be administered without a written consent form completed by the parent. SCDC staff are trained to follow the 5 "R's" to ensure proper administration of medicine: Right medication, Right child, Right dose, Right route, and Right time.

Illness Exclusion

Children must remain at home until symptom free of illness for at least 24 hours without medication.

Please keep your child home if they are having any of the following symptoms:

- **Vomiting** two or more times in the past 24 hours.
- A **Rash** that comes with a fever, behavior change or has been diagnosed as contagious.
- **Chickenpox** (varicella) lesions have to be dry or crusted.
- **Impetigo** You must wait 24 hours after treatment has been started.
- **Mouth Sores** with drooling.
- **Head Lice** Child must have no visible lice or nits.
- **Ringworm** Child may return after first treatment and sores must be covered.
- **Diarrhea** Diapered children whose stool is not contained in the diaper and toilet trained children with diarrhea causing "accidents" require exclusion from care. In addition, children with diarrhea should be excluded if the stool frequency exceeds two or more stools a day.
- **Fever** Temperature above 101 degrees measured auxiliary (armpit) or 101 degrees on an oral thermometer, and if there is a behavior change or other illness symptoms (e.g., sore throat, rash, vomiting, diarrhea)
- **Not Feeling Well** Any child who requires more care than can be given by staff in a group setting or a child who is unable to participate in regular daily activities.
- **Thrush** A child must be kept at home until visible signs of thrush are gone.
- **Pink Eye (conjunctivitis)** Child may return after 24 hours of medication, when eyes are no longer oozing and appear clear and the child is not itching. Eye drops must be administered into both eyes to decrease the spread of infection from one eye to the other.

The above list is intended as a guideline for common illnesses, and is not meant to be all-inclusive. All illnesses and symptoms will be evaluated by the Center's administrative staff, and your child's admittance/attendance is at the discretion of the administration's evaluation in combination with a doctor's diagnosis.

We ask that you are aware of your child's illness and behaviors. Check them each morning from head to toe. If they are not feeling well, it is best they stay home and rest. We sanitize daily to keep our Center a healthy place for your child.

Lost and Found

We place all lost and found items in a box on the welcome table at the front of the Center. At the end of each season, we will donate usable items to the Barnabas Community or the City Mission.

Emergency Procedures

Fire Evacuation Plan:

All rooms have a fire evacuation plan posted in their classroom. The exit plan will be followed, and everyone will meet at the retreat center, which is the house located on the hill northwest of the church. We will have the emergency contact information for each child to be able to contact parents in case of this kind of emergency. The Center practices this drill 12 times per year.

Tornado Plan:

All children will gather in the Dove's Head located behind the altar in the Worship Center. This room has a reinforced ceiling and walls for protection. All children will be sitting down in the center of the room with their heads down. We have flashlights and an all-purpose weather radio in that room, so that we are able to follow the surrounding weather conditions. We will not dismiss children to their families until the tornado threat has been lifted and it is safe to travel. We will have the emergency contact information for each child to contact parents, if needed. The Center practices this drill 6 times per year.

Natural or Man-Made Disaster Plan:

In the event of a natural or man-made disaster we will follow the SCDC Emergency Evacuation Plan. The Center has partnerships with local facilities for alternate means of shelter in the event of an evacuation. All children will be transported to one of these locations and all emergency contacts will be informed of the situation and our location.

SCDC Parent Handbook Acknowledgement

We welcome you and your family to Sheridan Child Development Center!

The Parent Handbook has been provided in order to share information, policies, and promote an understanding of our program.

Please note that the policies and procedures in this handbook are subject to modification as deemed necessary by Sheridan Child Development Center.

We look forward to partnering with you in the development and growth of your child. If any questions or concerns arise at any time, we encourage you to speak with the SCDC Director or your child’s teacher to get them addressed quickly.

-----ACKNOWLEDGEMENT-----

“I have received and reviewed a copy of the Sheridan Child Development Center Parent Handbook (revised January 2018). I understand all of the guidelines, policies and responsibilities set forth in the Handbook and will abide by them.”

Please sign below and return this form prior to enrollment.

Child’s Name(s): _____

Printed Name: _____ Signature: _____ Date: _____
(Mother or Legal Guardian)

Printed Name: _____ Signature: _____ Date: _____
(Father or Legal Guardian)

Printed Name: _____ Signature: _____ Date: _____
(SCDC Director)