

Changes / Updates to Parent Handbook 2016

Mission Statement:

- Definition of age – from 5 years old to entrance to kindergarten
- Added in Pyramid Model participation

Program Services:

- Added - Transitions to next room are contingent upon DOB, availability and developmental readiness
- We strive to follow lower FCDC ratios as much as possible
- Expanded age ranges for classrooms
- Updated USDA discrimination statement

Registration:

- Secured enrollment - capitalized AND to terms under which we will refund prepaid tuition

FCDC Staff:

- Professional training – added that teachers recertify CPR and 1st Aid every 2 years; added that staff annually complete OSHA, Bloodborne Pathogens, Employee Right To Know and Risk Reduction
- Updated the Staffing Composition

Food Program:

- Added: We do not accept frozen packages of breast milk to be thawed and transferred to a bottle
- Added that we do not serve peanuts or peanut butter

Special Diets:

- Changed contact person from ED to Finance Manager
- For further information on Special Diet Statements (Disability, Non Disability and Family Preference), see Finance Manager

Expanded section on outside play and temperature to reflect the different age groups

Added a Rest and Nap Section

Program Policies and Practices:

- Added a section on Child Care Program Plan
- Guiding Children's Behavior – updated to reflect current practices
- Deleted Harmful Behavior Policy and replaced it with Procedures for Responding to Challenging Behavior (in this section I added/expanded that an individual child

care program plan will be created with input from both staff and parents when necessary)

- Children with Special Needs – updated to reflect current practices (referral process to Child Development Coordinator has been deleted)
- Added section on IDEA (Individuals with Disabilities Education Act and our mandated referral

Face Book and Social Media:

- Added sentence - “You will be asked to complete a form specifying your desires regarding participation in FCDC’s social media.”

Parent -Teacher Conferences:

- Changed infant conferences to reflect current practices
- Changed toddler/pre to clarify process

Visitors:

- Tours led by ED and Finance Manager

Program Notice of Termination:

- #3 – Changed Harmful Behavior Policy to Procedures for Responding to Challenging Behaviors

Exclusion Policy – expanded exclusion of lice to include nits

Accidents and Injuries – clarified section about FCDC reporting accidents that require medical attention to DHS

Health Record Information:

- Health Care Summary is due upon start date (change from giving them 30 days upon start)

Weather & Emergency Closing:

- Updated to current policy

Missing Child Policy:

- Took out Child Development Coordinator; added Finance Manager and Assistant Director