



Child Development Center

Family Policies and Procedures Manual

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Our Philosophy, Goals, and Mission

Philosophy of Program

Googols of Learning strives to offer a safe, nurturing, and enriching environment. Googols of Learning Child Development Center uses Developmentally Appropriate Practices (DAP), which is an approach to education focusing on the child as a developing human being and a life-long learner.



Mission Statement

Googols of Learning Child Development Center is a full time child care facility dedicated to serving the needs of young children by providing a high-quality, inclusive early childhood program within a safe, nurturing, equitable, and supportive environment. Through the use of high quality developmentally appropriate educational experiences for all young children, the Googols staff will encourage the physical, social, emotional, and cognitive development of all children served. With an approach to education focusing on the child as a developing human being and a life-long learner, Googols encourages the growth of self-esteem and self-confidence in a positive way, helping to cultivate competent problem-solvers and their social skills in relating with each other and adults. Googols of Learning offers an enriching environment for children between the ages of one- and five-years-old in the Lawrence, KS area.

The purpose of Googols of Learning is to provide a high quality developmentally appropriate educational experience for young children. In meeting this purpose, Googols of Learning will cooperate with and reinforce the educational efforts at home. A curriculum is provided that enhances the social, intellectual, physical, and emotional development of each child. Googols of Learning will provide an environment where there is acceptance, respect, caring, and encouragement. In the warmth of this setting we hope to help the child develop a positive attitude toward learning, responsibility, self-discipline and self-esteem. We show respect for the child and the child's family always.



Our Program has the Following Goals:

We believe that Developmentally Appropriate Practices (DAP) are a guiding force within our program so all staff are routinely trained in DAP and all classroom have DAP books which outline typical child development for that age group and the goals and objectives currently set by the teacher.

Program Goals

Teachers will keep the rooms and facility clean and safe at all times and promote healthy living concepts through nutritional menus, exercise, rest, teeth brushing and other personal hygiene skills.

Developmentally Appropriate Practices

We believe children learn best when their physical needs are met and they feel psychologically safe and secure. We follow routines and set limits, while remaining flexible and attentive to each child's needs. Our teachers, of our youngest children, nurture and help build strong attachments between the children their families and primary caregivers.

Children's development will be assessed on an ongoing basis through one-on-one observation, developmental checklists and anecdotal records. If you have any questions, comments or concerns about assessment methods, please reach out to your child's teacher or a program Administrator, so we can discuss it. Family/Teacher conferences are scheduled two times a year to share growth and development with the families of the children.

The teachers will devise developmentally appropriate lesson plans to fit the monthly theme. Each classroom's plans will look different as they will be based on the needs, interests, and cultural backgrounds of the children in each classroom.

We believe staffing is of primary importance. Through a hard-working and nurturing staff we offer a high-quality center to our students and families. Googols strives to build a team/family environment for our staff to keep morale and excitement high. Staff members are required to keep themselves up-to-date by attending professional development courses throughout the year and during four Professional Development (PD) Days as scheduled by Googols of Learning.



*Philosophy and
Goals, cont.*

On the matter of guidance and discipline, Googols believes our primary goals are to help children learn to problem solve and self-regulate. To this end we are utilizing the Pyramid Model of Positive Behavioral Support within our center. This is a center-wide program for which we were trained to implement positive behavior strategies to help children become successful in matters of self-regulation and problem-solving. We try to support all children in becoming self-sufficient, responsible, and considerate young people.

At Googols, families are recognized as key players in their child's learning. To that end, we have an open door policy, whereby we encourage families to visit, call, or email. We have one-way mirrors in the classrooms so families can observe their children and staff interactions any time they please. We offer many forms of communication with families such as digital daily sheets, newsletters, conferences, Facebook, and family bulletin boards. We invite families to come in the class and visit or assist and ask for participation during field trips, if possible.

In efforts to promote socialization, making choices, and stimulating learning and interest, the classrooms are set up in 'interest areas.' During free choice center time, children can play together or alone, choose open-ended materials, or play more structured games, as they choose. Materials are varied and special items are brought in periodically to stimulate interest. They may choose 'wet' or 'dry' activities, 'noisy' or 'quiet,' whichever they prefer.

Our goal to prepare children for success in life and in particular a seamless transition into the Lawrence Public Schools. To that end, we follow the same handwriting curriculum as the Lawrence Public Schools, called Learning Without Tears. This way, children will be very familiar when they enter kindergarten and should be quite successful for their first steps into grade school.

The child is an active participant in the learning process and constructs meaning and knowledge from interactions, educationally planned activities, and play. We provide learning experiences which are both "developmentally and age appropriate," as defined by the National Association for the Education of Young Children. We provide meaningful and relevant learning experiences and use Creative Curriculum's developmental continuum to evaluate each child's individual progress.



Philosophy and Goals, cont.

We observe and record our findings and share them during Family/Teacher conferences which occur two times a year during fall and spring. If you have questions at other times of the year, you are more than welcome to schedule an additional conference. Children will have many opportunities for practical life experiences and will be encouraged to develop their own basic life skills.

Anti-Bias Education is learning about the world around us and is not limited to holidays. We value the contributions all people make to our society and believe in equity between men and women. ABE is not a particular curriculum, it is an approach, whose messages are primarily of *acceptance* and recognizing that, *though we are all different, there are many ways in which we are all the same too*. Some of the main anti-bias themes we consider are: poverty bias, ability bias, racial bias, family structure bias, and gender bias. Through teaching and building relationships the children will learn the goals of ABE. These goals are 1) Identity...strengthen the sense of self and family, 2) Diversity...teachers will promote comfortable empathetic interactions with people of diverse backgrounds, 3) Justice...children will learn to recognize unfairness (injustice) and understand it hurts, and 4) Activism...teachers will cultivate each child's ability to stand up for oneself or others. As members of the National Association for the Education of Young Children we support their Professional Code of Ethics and accept that 'all early childhood educators have a professional obligation to advance equity.' Understand that ABE is not political, about critical race theory, or blaming anyone. This is an age-appropriate way to teach empathy and understanding for all the people around us. This is simply a more focused extension of our Positive Behavioral Support model in which we teach about being respectful and being a team player (helping others).

Enrollment Policies

Enrollment Policies

Children shall be admitted on a first come, first serve basis with preferences for children enrolling in all day care and siblings of current enrollees. If there are no openings in the age group, the child will be placed on a waiting list. The child's name, date of inquiry, date of birth, address, and phone number will be recorded. When an opening becomes available, the center will contact the family and set up an appointment for enrollment.



Our program falls under the regulations and guidelines of the Kansas Department of Health and Environment (KDHE) which oversees all childcare programs and facilities. We will be inspected and guided by state representatives from KDHE annually. Our program will meet or exceed the standards set by the state.

***Number and Ages
of Children
Served***

KDHE licensing requires that adequate liability insurance coverage is in effect when the program is operating.

Googols of Learning has a capacity for 128 full time enrolled equivalent children licensed between the ages of 1 and 12 years old, though practically, we only enroll 1 to 5-year-olds.

***Tuition
Assistance***

Googols of Learning can take DCF payments. To set this up parents/guardians need to contact the local DCF office and identify Googols of Learning as their provider of choice. DCF payments can be made at the Googols of Learning main office or on the DCF website.

Families who meet DCF eligibility guidelines may have all or part of their childcare paid by DCF. **The family is responsible for payment of any hours of care in the child's enrollment, which are not covered in a DCF plan. In all cases whatever the amount due which is not covered by DCF becomes entirely the responsibility of the student's family.** We can also take NACCRRA military subsidies. Some families are also eligible for KU Childcare Grants and Positive Bright Start scholarships too. **Again, any tuition not covered by third-party subsidies is the responsibility of the student's family.**

***Required
Enrollment
Forms***

The following forms are required for a child's admittance to the center:

1. Health Assessment signed by the child's physician and parent or guardian
2. Medical History record with record of immunizations
3. A notarized statement for emergency care
4. The signature page from the Family Policies and Procedures Manual
5. Enrollment Form, with 'authorized pick-up' list and child history form

Forms can be notarized by staff at Googols or elsewhere if it is more convenient.



Note: All forms must be received by the child's first day of attendance.

Immunizations
Unimmunized
Children Not Accepted

To prevent disease outbreaks in a community, the immunity threshold requires 85%-95% of the population be vaccinated, depending on the disease. When families choose not to vaccinate, they put their children, and our community, at greater risk of severe, vaccine preventable diseases. At Googols, we are concerned not just for the other immunized children in the building but adults that may be immuno-compromised, pregnant women, or young infants that have not yet had their full series of vaccines. **As of June 1, 2017, we have made a policy decision to no longer enroll children that are unimmunized for reasons of religious or personal belief.** Children on a 'catch-up' schedule will be accepted with official documentation from a licensed physician. This includes all immunizations required before start of elementary school.

If your child's forms are incomplete or if immunizations are not up-to-date the center will notify you before the first day of attendance. All forms and required services must be completed before the child will be allowed to begin the program. Some forms are required by KDHE to be updated annually. You will be given the form with approximately one month's time to complete and return the form. **Your child will not be allowed to return to the program beyond the anniversary date of each form until the completed form is returned.** Whenever your Emergency Release form needs to be updated, which will be annually, we will also require you update your pick-up list and emergency contacts, and provide documentation that your child has had a recent well child check-up and is current with immunizations.

Allergies

If your child has any allergies, it is especially important to make us aware. If your child's physician has provided you with special guidelines or a special diet please obtain copies for our office along with a doctor's note explaining the nature of the allergy. Specific instructions for other common allergies such as latex and bee stings would also be extremely important to us. If necessary, we will create an Allergy Care Plan.

Your child's information will not be made available to anyone without the express written consent of the parent or guardian. The



exceptions to this are that the records are accessible to the executive director, and management staff of Googols of Learning, site surveyors representing the State Department of Health and Environment, and the parents or guardians. Certain portions of your child's record may be made available to your child's teacher if necessary or appropriate.

Non-Discrimination Statement

Non-Discrimination Policy

Googols of Learning Child Development Center admits children of any race, color, religion, national origin, ancestry, gender and developmental ability to all rights, privileges, and activities of the program and does not discriminate on the basis of any of these factors in administration of its educational policies, admissions policies, food service program, school administered programs, or fee payments.

Non-Discrimination Admittance

Googols of Learning is committed to inclusive practices and strives to serve children of all abilities. If we are unable to meet a child's needs because of the facilities, services, or staff availability, we will connect the family to the Child Care Resource & Referral agency for help in finding another placement.

Care Provided

Days Closed

Googols of Learning Child Development Center is open from 7:15 AM to 5:45 PM, Monday through Friday. **Children will not be accepted at the center before 7:15 AM and all children must leave the center by 5:45 PM.** The Center will be closed for the following holidays and breaks:

- New Year's Day
- Last Friday in February (Professional Development Day)
- Memorial Day (last Monday in May)
- Independence Day, July 4th
- Last Friday in July (Professional Development Day)
- 2nd Friday in November (Professional Development Day)
- Labor Day



- Weds/Thurs/Friday around Thanksgiving
- The weekdays from December 22nd through December 31st

Age for Enrollment

Note: These days of closure are figured into tuition rates and no refunds or discounts can be given. The monthly tuition rate remains constant.

Full Day Enrollment

Googols of Learning provides full day childcare for children ages 1 through 12. Full time care is defined as anything 4 or more hours. Part time care is limited and done on a case-by-case basis unless part of the "Purely Preschool" program. The 1's room is designated as a 'toddler' room which means, by state definitions, that the child is 1-year-old *and walking*. The State of Kansas defines any non-walking 1-year-old as an infant. Googols of Learning does not have an infant room. Children enrolling 5 days a week will always be given priority over part-time enrolled spots.

We are affiliated members of Child Care Aware of Eastern Kansas, Kansas Association for the Education of Young Children (KSAEYC), Lawrence Chapter of KSAEYC and the National Association for the Education of Young Children (NAEYC).

Meals and Snacks

Children are served a morning snack from 8:15AM to 8:45AM. They will be given a hot lunch at 11:30 (11:00 for toddlers), and an afternoon snack at 3:00. Children are encouraged to try each thing on their plate, but are not required to eat everything unless requesting a second serving of some particular food. The Center serves a variety of foods based on the nutritional guidelines set forth by the State of Kansas Health Department and the federal food nutrition guidelines, though frequency of a particular item on the menus is partially determined by the children's receptiveness to it. **Food and drinks from home should not be brought into the classroom. If your child brings food with them on their way to school, please have them finish it before entering the center.**

If your child is on a restricted diet, there is a religious preference, or if your child is allergic to an item on our menu we need a written statement from you indicating the items to avoid, and suggested alternatives for each items listed. If your child's physician has



provided you with special guidelines or a special diet please obtain copies for our office along with a doctor's note explaining the nature of the allergy. In some cases we may not be able to provide the alternative item required and the families will need to bring the alternate food item.

Naps

When children are with us up to 10.5 hours a day, they need some down time from all their play and stimulation. After lunch, a nap or quiet time is available to all children. Some children require a longer rest than others. We do our best to accommodate our children's needs. Our one- and two-year-old classes will take nap from 2 to 3 hours as needed. As children start waking at the end of naptime, they will put on their shoes, and find a quiet activity until all children are awake at 3:00 PM. The preschool aged children who need or wish to nap will be encouraged to do so after lunch for approximately 2 hours. Some children need only some quiet time for about an hour. Resting children do not have to sleep, but will be asked to do only quiet activities on their provided cot or at the table to allow other children the opportunity to actually fall asleep. This may include working puzzles, coloring, or looking at books. Resting children will mostly remain in their own classrooms. Your child may move to another room as dictated by their needs for naptime. We will offer structured preschool activities for non-napping 3-5 year-olds during the afternoon or perhaps an additional period of outdoor play.

Emergency Closing Information

Emergency Announcements

In the event of an emergency closing due to bad weather or any reason, an announcement will be made on local radio stations: KLWN AM 1320 or 105.9 FM between the hours of 6:00 AM and 7:15AM. Also, check www.ljworld.com for closing, delayed opening, or early closing information. Please check our Twitter Feed and our Facebook page for weather and other notifications. We will also notify through Tadpoles. There will be no refund or credit given of tuition for up to three days of emergency closing per calendar year. If inclement or severe weather occurs during the Center's hours of operation, the Center will contact the parents/guardians about any early closings. With the exception of the Purely Preschool program the Center does not follow the Lawrence public school closings. Please listen to the radio, check Lawrence Journal World's online



***Discipline Policy
Goals***

***Positive
Reinforcement***

***Positive Behavior
Support Model***

***The Three
Expectations***

site, check our Facebook page or your email on record with us.

Discipline Policy

The purpose of discipline is to teach children self-control. The most effective discipline is preventive. This idea should be kept foremost in mind. The design of the classroom, the daily schedule, positive reinforcement for desirable behavior, re-direction, and consistent classroom rules are some of our methods of preventative discipline. We follow the Positive Behavior Support pyramid model for guidance and discipline theory. To this end, the goal of the Discipline Policy is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures.

Positive discipline techniques will be used by all staff. Verbal praise, smiles, thumbs up and hugs are given to kids on a daily basis for being “caught being good”. When a child is choosing not to follow the rules or is exhibiting poor behavior, every effort will be made to redirect the child. Positive statements for redirection will be made. For example, “Sally, you need to use your walking feet while inside the building”. We feel it is in the best interest of all children to tell them what they can do, instead of what they cannot. This empowers children to make better choices. We ascribe to the Positive Behavior Support model for guidance and discipline and all staff members are trained in this program. Here are some things to know about PBS.

- Positive Behavior Support is an approach that can be used both in the school and at home to help guide children to appropriate behaviors.
- PBS emphasizes knowing each individual child so we can understand certain behaviors and how we can meet their needs in a positive manner.
- PBS teaches children good ways to solve problems and resolve conflicts which will help them be more successful now and later in life.

One of the hallmarks of PBS is that it is an approach that crosses from school to home. We decided upon three expectations that apply to the children and staff, here at Googols. To promote consistency for the children, you are invited and encouraged to follow the same expectations at home. The specific rules you generate will look different depending on the age of the child and the location. The rules for the ones room are different than the fours and will be different at home. At Googols our three expectations are:



1. Be Safe
2. Be Respectful
3. Be a Team Player

At school we chose 5 rules in each class that fall under these expectations. Please check with your child's teacher. They could range from, Use Walking Feet (be safe) to Help Clean Up (be a team player.) At home, it may be, taking your plate to the sink (team player). Whatever you decide, be consistent and encouraging and you'll see positive results. You can read more about PBS at the end of this manual.

Responsibility and Respect

Additional methods

Googols of Learning teaching staff will encourage children to respect other people and property and to learn to be responsible for their own actions. Older children, we hope, will be working on such things as helping before being asked, demonstrating empathy, or successfully working through a conflict with a peer. We try to support all aged children in becoming self-sufficient, responsible, and considerate young people.

In addition, we may also use any of the following methods to promote behaviors that are beneficial to the child's development including: suggestion or redirection, use of logical and natural consequences, ignoring harmless behaviors, and help with problem solving.

Some classrooms also have a "Cozy Corner." This is an area in which a child can feel safe while they gather their thoughts and composure. The 'cozy corner' has pillows and soft furniture, sometimes soft animals, balls, or other items they can manipulate if they feel the need to do so. This is not a time-out spot. This is a place the child can go *to*, not *be sent*. This is a place they can count to 10, take deep breaths, or simply be alone from the rest of the group. This is where they can go to feel better until they feel like rejoining the group. The idea is that this option helps the child learn to 'self-regulate' when they have feelings of frustration or anger and are still learning the various coping mechanisms. We understand children are still learning to use their words and learning problem-solving techniques to use for conflicts with peers. The use of the 'cozy corner' is completely dictated by the child.

No Time-Outs



***Behavioral
Notification***

Time-Outs are not used. However, if only one teacher is able to tend to an incident between two children, one child may be asked to sit and wait to talk with the teacher following an altercation with the other student. When the other student has been tended to, the next child will be asked to discuss their behavior and the purpose of it. The discussion will be done discreetly so as not to embarrass the child.

***Endangering
Behavior***

Families will be kept informed of their child's behavior as necessary. If any special problem arises, the teacher will discuss the situation with the parent or guardian. Teachers will try to determine the function of the behavior. Classroom teachers shall keep the Program Director informed of any problems concerning the children. The Lead PBS Team in the building will also be called in to offer suggestions. If the center director feels it is necessary, the director will schedule a Family/Teacher conference. Parents/guardians are always welcome to schedule a conference with the center program director whenever needed. All extreme behavioral episodes will be documented by classroom teachers on a BIR (behavioral incident report), given to the front office, and shared with the parent or guardian upon pick-up.

Prohibited Practices

Aggressive physical behavior toward staff or children is unacceptable. In the event a child is endangering themselves or other children and appears to be "physically out of control," we will try to keep that child from hurting himself or others, by removing objects and/or other children and staff from the area. If all attempts to help the child regain self-control are unsuccessful we will call the parent or guardian for immediate pick-up.

Corporal punishment and physical restraint are strictly prohibited. Yelling, threatening, any form of emotional abuse, or withdrawal of food are also not permitted under any circumstance.

***Parent or
Guardian
Liability
Statement***

If a child under the age of 18 injures a person or damages property maliciously or willfully, the person so injured can recover damages from the parent or guardian, up to \$1,000 (as is provided by Kansas State Law) unless it is found that the malicious or willful actions were the result of parental neglect, in which case, there is no limit to the amount of liability. The law holds the parent or guardian, not the teacher, or the center liable.

***Behavior-Related
Termination***

Parents/guardians of children showing volatile, aggressive outbursts will be



***Behavior-Related
Termination cont.***

asked to have a conference with teacher and program director to plan an intervention to help the child be successful. Interventions will be made at the school, recommendations will be made for interventions that can be used at home, and referrals will be made to community-based resources and services for the family to avail themselves of. During interventions, as the child is learning self-control and behavior management, we have a policy that 3 episodes of extreme/challenging behaviors in one day, i.e. three BIRs, and we will call you to pick your child up. They may return the next day with a clean slate. Children who continue dangerous behavior after interventions have been made, may have enrollment terminated after every effort deemed necessary by the Program Director, has been made to help the child be successful. If for various reasons, it becomes clear to all parties, that Googols of Learning is not a good fit for the child, families shall be given a 3-day notice of enrollment termination for behavior related problems.

The aforementioned policy aside, if behavior of the child, *their parent or guardian* is deemed extreme or extraordinary, verbally or physically abusive to a staff person, or other children or families in the program, in the sole discretion of the center director, *enrollment may be terminated immediately*.

If exclusionary measures are taken, Googols of Learning will connect the family to the Child Care Resource & Referral agency for help in finding another placement.

***Compliance with
Federal and State
Civil Right Laws***

Though we are not bound by all aspects of Federal Civil Rights laws because it is not applicable to early childhood settings outside of public schools, we certainly affirm that we abide by sections such as Title II of the Civil Rights Act, which prohibits discrimination based on race, color, religion, and national origin in places of public accommodation. We also affirm that we abide by all Civil Rights laws in place in the State of Kansas.

Sign In/Sign Out

Daily Program Details

Sign In/Sign Out Procedures



Children must be signed in on Tadpoles when they arrive at the center and must be signed out by an authorized adult before leaving. No one under the age of 14 will be allowed to sign a child in or out. Please notify us in advance if you need to make changes to your pick up list or would like to make special allowances for special pick up permission. Please be aware we will ask for identification until the teachers recognize an authorized pick-up person on sight. Please make sure your back-up caregivers arrive with I.D. We cannot allow your child to leave with anyone who has not been listed on your pick-up permission form. Tablets with our Tadpoles program will be taken each time we leave the building, so if you pick up from the playground, be sure your child is signed out on Tadpoles. Once you have come to pick your child up and signed your child out, you are responsible for them. For your child's safety, please ensure your child stays within your line of sight and does not run unaccompanied through the building, the parking lot, or around the outside fencing on the playground.

Staffing

Staffing

Child-to-staff ratios are followed according to KDHE requirements. Substitutes or volunteers maybe be placed in a classroom from time to time to assure we maintain staff ratios. All substitutes will meet or exceed the requirements met by the regularly placed staff and will function in the same way as the staff member for whom the substitution is being made. Volunteers will not be left alone with a group of children at any time. All volunteer and substitute staff goes through the same intensive interview process, KBI and child abuse background checks as the regular staff.

What to bring the first day

What to bring the first day

Please make sure your child has 2 complete changes of clothing at the center at all times that are seasonally appropriate. Please make sure these are labeled in permanent ink. This includes socks, underwear, pants and a shirt. More sets may be appropriate if your child is recently potty trained. Please also bring any necessary medications and required forms. If your child is napping or resting, a small pillow, 'lovey', and blanket should be brought as well. Blankets will be sent home weekly for laundering.



Appropriate Clothing

Outdoor Play Clothing

If your Child is in Diapers

Clothing

Please dress your child daily in comfortable play clothes that are easy to take on and off. There is nothing more frustrating than running to the restroom in time, only to be foiled by small buttons, belts, or complicated closures. Remember, we get messy! Please don't send your child in new and expensive clothing. We do ask for one or two extra changes of clothing in case of accidents. Please check your child's cubby for soiled clothing. Due to health considerations we cannot launder a child's clothes due to toileting accidents. If you have not sent extra clothes and we do not have any extra for your child to borrow, we will call you to bring clothes or to take your child home. If you do borrow Googols' clothes, please launder and return as soon as possible.

If your child is in diapers a package of diapers and a new package of diaper wipes should be sent on the first day. You will need to replenish wipes and diapers as needed. Your teacher will let you know when you are running low. The family is responsible for supplying diapers. If the center provides the diapers there is a \$1.00 fee per diaper put on the account.

For children who require cloth diapers the diaper must have an absorbent lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and outer covering are changed as a unit. Cloth diapers that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Children will need appropriate clothing for cold weather play outdoors during the fall and winter. Outdoor play is scheduled daily unless there is precipitation on the ground or we are in a weather advisory. We will not have enough staff to stay indoors with one or two children while the rest go out. Appropriate winter gear includes hats, coats, and gloves/mittens; even snow boots and snow pants when the snow starts flying! Please make sure when you send your child in their winter gear that every single item is labeled.

In the summer there will be water play days and you will be notified which days to send your child's swimsuit, water shoes, and towel, which also must be labeled.



Breastfeeding Policy

Feeding Policies-Breastfeeding

Googols of Learning staff supports breastfeeding in a multitude of ways. Below are the ways that we, as a staff, support breastfeeding:

1. We accept, store, and serve expressed human milk for feedings
2. The infant's full name, date and time the milk was expressed is clearly indicated, and the container is immediately stored in the refrigerator upon arrival
3. The milk is never stored for longer than a 24-hour period, so milk is stored in the refrigerator at 39 degrees in the classroom refrigerator
4. Our staff gently mix, not shake, the milk before feeding
5. We provide a comfortable place for breastfeeding
6. Our staff ensure that they are coordinating feedings with the infant's mother.

Feeding Policies-Formula

Googols of Learning staff supports the continued utilization of formula. Below are the ways that we, as a staff, support formula usage:

1. Our staff serve only formula that comes to the facility in factory-sealed containers, prepared according to the manufacturer's instruction
2. Our staff discard any formula or human milk that is served, but not completely consumed, or is not refrigerated, after one hour
3. Our staff warm formula or human milk, but the milk is warmed in water that is no more than 120 degrees Fahrenheit for no more than five minutes
4. No milk, including human milk, and no other infant foods are warmed in a microwave oven

Formula Policy

Toilet Training

Toilet Training

Once your child reaches the two's room we will begin working in earnest with the family on a toilet training program. Each child's readiness will be evaluated and if a 1-year-old shows interest we certainly will encourage them! Please remember that many children are not ready until nearing their third birthday. Full time three-year-olds will be allowed to move to the 3's room even if still in diapers and will continue their potty training program. Due to the short length of each daily meeting of the "Purely Preschool" program any three year old enrolled in this program must be potty trained.



Toothbrushing

Toothpaste and Toothbrushing

All children will be provided toothbrushes which we will replace every 90 days. Children 2 and under will use the brush only with no toothpaste. All children 2 ½ and up will be given a small amount of toothpaste on their brush and an opportunity to spit it out. We use the same brand toothpaste for all children using it and you are not required to bring in your own.

Transportation and Field Trips

Transportation and Field Trips

All children under 8 yrs. old and under 80 lbs. and under 4'9" tall will ride in a booster seat when riding in our bus. Depending upon current research and pediatric recommendations this requirement may vary. At a minimum Googols of Learning will require what is mandated by law and will generally exceed that. Our bus drivers will all hold commercial driver's licenses (CDL's) with a passenger endorsement, which means they have been tested by the Department of Motor Vehicles while driving a bus. In order to leave the premises by bus, to go on a field trip all students must have a parental permission slip on file. If you do not sign a permission slip for the trip, your child will be left behind in another classroom, if available, or in the front office. If there is no space available to care for your child in another classroom, you will be asked to keep your child until the rest return from the field trip. All teachers will take emergency paperwork and a first aid kit.

Toys

Toys

Googols of Learning discourages the bringing of toys to the center. If it is your child's sharing day this may be acceptable, however. **Please do not send toy guns or other violent or aggressive objects in any case.** Please label an item if possible before sending it for sharing.

Fees

Fees

There is a non-refundable enrollment fee of \$50.00 for each child. Upon receipt of this fee and the tuition deposit, a space can be held for your child until the scheduled starting date. The tuition deposit is one week's tuition based on the current monthly rate. This deposit is not refundable if your child does not attend our program or withdraws with less than 30 days-notice. This deposit *is* refundable if they are



enrolled *and* give thirty days-notice of their withdrawal from the program. The deposit will generally be applied to the last month's tuition. Should the administration of the program terminate a child's enrollment due to child or parent/guardian behavior, the deposit is non-refundable. If a parent or guardian withdraws a child from the Googols of Learning program and later wishes to reenroll the child a new application and new \$50.00 non-refundable enrollment fee must be submitted. If there are no vacancies, your child will be placed on the waitlist.

Tuition

All tuition is to be paid in advance. All tuition is due the 1st of each month. This is the "Due Date" for all children's tuition for each applicable month. If prearrangements have been made, families may pay bi-monthly with Director's approval, but all tuition must be paid in full, by the 15th. No monthly statements will be distributed unless your account is delinquent. To avoid late charges a payment must be received by the 5th of the month. There will be a \$20 late fee penalty due after the 5th. A statement will be left for the appropriate party requesting payment. If the delinquent account has not been brought current by the end of the month in which it was due, the child's enrollment may be terminated at the end of the fifteenth (15th) day of the following month. According to the discretion of the administration of the center, if enrollment is terminated, a collections process will begin. We are willing to work with you. If some unforeseen situation comes up, please talk with us to arrange a payment plan. If the child's account is not brought to zero, inclusive of late fees, by the 15th day of the following month and no payment plan is in place, the child will be dis-enrolled. If delinquent accounts are not paid they will be sent to small claims court. All judgments in our favor will be followed by a collections process to retrieve monies owed to us.

If your family has tuition paid by a third party such as DCF, DCCDA, or NACCRA, please understand that you are fiscally responsible for the full bill. If the agency does not pay or only pays a portion of your bill for any reason, the child's family is responsible for the balance of the bill. There are no exceptions.



***Delinquent Accounts
and additional fees
for collections***

Please make your payments in a timely manner to be sure they reach our offices by the due date. There is a tuition drop box in the entry way or you may mail your tuition payments to Googols of Learning Child Development Center at 500 Rockledge Road, Lawrence, KS 66049. Checks and Money orders are accepted. Credit and Debit card payments can be accepted at the Center's main office as well. In the future we may choose to no longer accept credit/debit cards, so keep in mind this may be a short-term option for paying tuition. We are however, looking at an e-check option that will allow you to set up debits directly from your checking account, just like a debit card.

***Paying fees with
Credit/Debit Cards***

All families choosing to pay tuition and fees by credit/debit card will need to have their card run two (2) business days before due. In order to account for the processing lag time and for payments to effectively reach us *on time*, all cards must be run two (2) business days before due. If the due date falls on a holiday, cards must be run two (2) business days prior to the holiday. If the due date is a Friday, cards must be run by Wednesday. If the due date falls on a weekend, cards must be run by Thursday. If you are on a recurring charge plan with the office, then we will run the card on the appropriate day. Debit card funds will affect your account sooner than credit cards.

Tuition rates are subject to change. Families will be given at least 45-days-notice of any increase. Generally, changes will occur around February.

Materials Fees

Materials Fees

Additional fees to help offset costs of arts & crafts materials, digital reporting subscriptions, special materials, class parties, and occasional field trips are \$35 per family. This fee is due four times a year on February 1st, May 1st, and August 1st, and November 1st with your monthly tuition payment.



Delinquent Accounts

Delinquent accounts will be turned over to an attorney, Small Claims Court, or a collection agency at the discretion of the Program Director. All fees assessed by the center, the collection agency, banks, lawyers or courts, in association with trying to collect on the account will become part of the new total owed by the guardians of the child whose account is delinquent.

Late Pick Ups

Late Pickup Fees

Families are required to pick up children by 5:45 p.m. A child who is picked up late can get anxious and upset. Our teachers have their own family obligations and, often, night classes to attend, and need to be able to count on being able to leave promptly. An on-time pickup is one of our expectations here at Googols. Please be respectful of that. While we understand and appreciate that occasionally, something will come up beyond your control, please understand that with 100 families at Googols someone will have something 'beyond their control' every day! We need every family to make every effort to pick up their child by 5:45 pm. Due to excessive late pickups, effective immediately, our late fee schedule is set out below.

Late Pick Up Fee Schedule

Googols closes at 5:45 p.m., **families arriving after 5:45 p.m. will be charged a late fee as follows:**

1st violation within 1 month: Families will be charged a per-child late fee of \$25 for arrival between 5:45 and 6:00 p.m., and an additional \$1.00 per minute fee after that.

2nd violation within 1 month: Families will be charged a per-child late fee of \$35 for arrival between 5:45 and 6:00 p.m., and an additional \$15 for arrival between 6:01 p.m. and 6:15 p.m.

3rd violation within 1 month: Families will be charged a per-child late fee of \$45 for arrival between 5:45 and 6:00 p.m., and an additional \$25 for arrival between 6:01 p.m. and 6:15 p.m.



If there are **3 or more violations within 1 month**, a meeting will be set up with the family, and the Directors to discuss our expectations and how, together, we might solve the problem.

If a child has not been picked up within 1 hour of closing and all attempts have been made to emergency contact numbers, and we have not heard from the family, the Department of Children and Families or local Law Enforcement, will be called. We will go by the clock located in the front entryway of the building. Please set your watches and clocks to that time. The center realizes there are instances beyond your control which may cause you to be late. If you will be late, PLEASE CALL. 856-6002.

Early Drop-Off

Googols Opens at 7:15 a.m. **Families arriving before 7:15 am. will be charged an early drop-off fee as follows:**

7:15 a.m. and before, \$2.00 per minute fee.

Habitual Lateness

If late pick up or early drop-off becomes habitual, a child's enrollment may be terminated.

Authorized Pick-ups

All persons allowed to pick up your child(ren) are listed by you on your child's enrollment form. If at any time this changes, we must be notified in writing. All persons picking up will be asked to show ID until staff know them on sight.

Family Vacations

Families on vacation will pay the same amount regardless of attendance to cover staff salaries and operating costs.

Family Discounts

Family Discount

Families with 2 or more children enrolled in the center will have a 5% discount towards full tuition.

Other Fees



Returned Checks

The first check returned will have a charge of \$35, and \$50 for the second check returned. After a second check has been returned all payments must be made by cash, credit card, or money order.

Cost of Diapers

There will be a fee of \$1.00 for each diaper the center has to provide for a child which will be added to your child's account.

These fees will be itemized and added to the regular monthly bill. All fees, including late fees, returned check fees, and collection fees become a part of the new total balance due.

Health Policies

Health & Safety Policies

Children will be sent home if they are showing any of the following signs and symptoms of illness:

Illness Symptoms

1. Temperature over 100.0 degrees (99.0 axillary method) or higher
2. Temperature of 99.0 axillary (under arm method) plus one of the following:
 - a) severe cold with yellow-green discharge
 - b) cough
 - c) sore throat
 - d) sneezing
 - e) swollen glands
 - f) skin rash
3. Red watery, or draining eye(s)
4. Drainage from ear(s)
5. Lice
6. Skin lesions, e.g., impetigo, coxsackie, ringworm, scabies
7. Vomiting
8. Diarrhea (two or more loose, watery stools per day)
9. Fainting or seizures, or general sign of listlessness such as weakness, drowsiness, flushed face, headache, or stiff neck
10. Fever with any specific sign and symptoms of a communicable disease to which the child has been exposed

If your child becomes ill at school you will be notified and your child will be isolated in the front office until you or someone is able



to come pick them up. During this time we will make sure your child is as comfortable as possible and provide whatever care is necessary.

Returning After Illness

Families should keep their children at home if they are displaying any of the above signs or symptoms of illness or if you feel your child is too ill to play outside or participate in regular class activities. If your child requires one-on-one care they should remain home. Children may not come back to the center until they are fever free without medication, diarrhea free, and have not vomited in 24 continuous hours. We will assume if a child is well enough to return to the program he is well enough to participate in all activities including outdoor play.

Contagious Diseases

If your child has been exposed to any contagious disease such as chicken pox, measles, whooping cough, strep throat, scarlet fever, mumps, or diphtheria, please report it to the center immediately. If it is found within the center, you will be notified so you can be aware of the symptoms to be looking for.

The center will follow all Health Department guidelines regarding communicable diseases and their incubation periods. No exceptions will be made.

***Unimmunized
Children Not Accepted***

For more details about treatment and exclusions ask at the front office. If your child is excluded, according to the health department, it means all group environments, including child care, church, classes & lessons, etc. If exclusion is a hardship, you may inquire about the Family Medical Leave Act with your employer.



Moderate to Severe Allergies

If your child has moderate to severe allergies requiring medication such as antihistamines, rescue inhalers, or epi-pens, we require an Allergy Care Plan be completed. Please print and complete the appropriate form with consultation from your child's doctor. The form requires a signature from the physician or health care practitioner. In addition, by signing the signature page of this Family handbook, you consent to have your child's allergy information posted within the classroom, so that all teachers can be fully aware of dietary restrictions or other allergic situations and thus, by being fully-informed can provide the best care for your child.

Medication

If a child requires medication during school hours of operation, an authorization form must be completed by the child's parent/guardian or physician before the medication is to be administered.

Prescription drugs must be in the original container from the pharmacy, have the child's first and last name printed clearly on the bottle, name of the medicine, dosage, dosage intervals, and physician's name on the bottle. Child's first and last name should be marked on non-prescription bottles as well. All medication will be kept under lock and key. No expired medications will be accepted and we will notify you in advance if we see that a medication will be expiring in the near future so you can replace it. All administering staff will be trained in Medication Administration as required by KDHE and will attend a KDHE approved Medication Administration course

Bug spray may be administered by parent/guardian request, but only insect repellent that contains Deet, or an acceptable alternate that is approved by a public health authority. Insect repellent will only be administered once a day and *written* parental permission must be acquired.

Sun Safety Policy

Sun Safety Policy

Googols of Learning recognizes the importance that being outdoors has on the physical, social, cognitive and emotional development of a child. At Googols of Learning we will provide a safe outdoor environment for all children and staff. To reduce the effects of UV rays from the sun, we will follow a sun safety policy.



Sun Safety Continued

The sun safety policy is as follows:

1. Shade will be provided on all playgrounds and the children will have the opportunity to play in the shade.
2. All families will provide broad spectrum sunscreen at SPF 15 or higher and that protects against both UVA and UVB radiation, or provide sun-protective clothing to be worn when playing outside. Examples of sun-protective clothing include: Broad-brim hats, long sleeve shirts, full-length pants or skirts, and clothing made from fabrics rated for UV protection. Areas not covered by clothing will have sunscreen applied as provided by the parent/guardian.
3. If a child arrives during outdoor play, families will be asked if sunscreen has been applied. If not, sunscreen will be applied and the child will be encouraged to play in a shaded location (if available) for 20 minutes to allow the sunscreen to become effective.
4. Sunscreen will be applied with written parental permission to all children prior to outdoor activities.
5. Water will be provided and offered frequently for children during outdoor activities either through water bottles, the outdoor water fountain, or a water cooler with cups.
6. Families are requested to bring sunscreen lotion instead of sprays. Spray sunscreens are not recommended due to the possibility of inhaling the sunscreen propellant or spraying the sunscreen into the eyes. If spray sunscreen is used, the product will be sprayed into the staff member's hands and then applied to the child. Aerosols will not be sprayed in enclosed areas.
 - a. Please recognize this means we cannot apply your child's spray sunscreen before leaving the classroom which we do with all the rest. It is much more effective if the sunscreen is applied in advance of leaving for the playground and more convenient for the teachers as well. We strongly encourage you to bring sunscreen lotion.

Water Play Policy



Each classroom at Googols of Learning is designated two days per week for communal water play. Precautions are taken to ensure that communal water play does not spread infectious diseases, and that all health codes are being met. Below are precautions taken by Googols of Learning staff to ensure infectious diseases are not spread.

1. No child drinks the water utilized during communal water play.
2. Children with sores on their hands are not permitted to participate in communal water play.
3. Fresh potable water is used during every communal water play session.
 - a. Potable water is defined as water that is of sufficient quality to serve as drinking water.
4. Communal water play water is changed at the completion of every classroom's designated water play period, and fresh potable water is used when a new class of children comes to participate in the water play activity.
5. When the water play activity is completed with each class of children, the water is drained.

Serious Injury or Illness

If a child becomes seriously ill or injured

Googols of Learning staff will not drive a sick or injured child to the doctor's office or hospital. In the event a child must be transported to the doctor's office or hospital and the parents/guardians or other designated people on the emergency medical form are not available, an ambulance will be called. In the event of an emergency, the notarized emergency treatment form gives Googols of Learning staff permission to call an ambulance for transportation to the hospital and for the hospital to administer emergency care. An emergency treatment form will be taken on all field trips and shall be taken to the emergency room with the child, should the child require immediate medical attention. Should the child need the services of an ambulance, and the parents/guardians cannot be reached, the completed health assessment and medical history forms will also be taken to the hospital by a Googols administration team member.

If a child becomes seriously injured or ill while attending Googols of



***Emergency Illness
Procedures***

Learning Child Development Center the following steps will be taken:

1. Administer appropriate First Aid or CPR, as necessary
2. Staff will notify child's physician or, if life threatening, will call 911 immediately
3. Office staff will contact the parent/guardian (please keep your contact information up to date)
4. Child will be transported to nearest hospital, accompanied by an administrator of Googols of Learning Child Development Center.
5. Staff member will remain with the child until a parent/guardian or designee assumes responsibility for the child.
6. Any serious injury requiring hospitalization shall be reported by the next working day to the County Health Department.

Parents/guardians are required to sign emergency release forms authorizing staff from Googols of Learning Child Development Center to give consent for any and all necessary medical care of children while their children are in the custody of Googols of Learning Child Development Center.

***Care Procedures
for children
following surgery
or long-term
diagnosis***

If a child returns to school following a surgery or well child check-up that comes back with abnormal findings, care for the child is handled on a case-by-case basis, based on the recommendations of the health care professional. Administration will instruct all teaching staff within the child's room as to the health care professional's recommendations for care of the child, while also respecting the wishes of the child's family. Directions will be typed up and easily available to teaching staff within the classroom, while still maintaining confidentiality of the child.

***CPR and First Aid
certified***

All staff members are currently certified in pediatric CPR and First Aid.

Child Protection

***Mandated
Reporters***

Googols of Learning Child Development Center and its staff are mandated reporters and required by law to report any suspected cases of physical, educational, medical, or emotional child abuse or neglect



to the proper authorities regardless of where the abuse may have occurred.

Emergency Plans

Written plans for fire and tornado emergencies and serious injuries or illnesses occurring on site are posted in the classrooms. Fire and tornado drills are held monthly during the appropriate seasons.

We also have a written emergency security plan due to the increase in school violence across the country. We have procedures for moving children to the safest location and evacuation plans for when it's necessary to leave the building. Our evacuation meeting place is the lobby of the Hampton Inn hotel a $\frac{1}{2}$ block south of our building along 6th Street.

Missing Child Policy

We have a Missing Child policy that includes performing Name-to-Face recognition assessments every time we leave the classroom, the playground, or any other location. If a child goes missing, we then notify all staff to search by classroom and the playground. If ten minutes pass, we next notify law enforcement, and call parents/guardians.

We also strive to achieve a safe environment by meeting supervisory ratios, never leaving a child unsupervised, posting emergency evacuation routes and plans for severe weather shelter. If an accident occurs we will complete an incident report form which will be reviewed to determine if some preventative measures can be taken.

Nutrition Policies

Wellness Policy

Nutrition

Nutrition lessons include fun, hands-on activities tailored to the children's developmental stage, including taste-tests, cooking activities, and use of the Root for Food curriculum.

Children are taught to recognize correct portion sizes through the use of measured spoons during meals and snacks.

Childcare providers teach children about the taste, smell and texture of foods as well as the benefits of eating healthy foods. They teach



Family Dining

vocabulary and language skills about food and eating by sitting and interacting with children during meals and snacks. Staff will focus on trying to get children to eat new and different fruits and vegetables.

Children will be taught about proper table manners, health and hygiene, and the social aspects of eating through the practice of family dining. One year-olds will use 'sippy cups' in the Toddler rooms and the two-year-olds will use small open cups. If you feel your child needs to remain with a bottle or 'sippy cup' for longer than his/her peers, please just let us know and we can work with the needs of your child.

Lessons about cooking include classroom cooking activities that will occur at least once per week.

The program will bring in farmers, nutritional experts, and extension office specialists to talk to students occasionally.

Classroom Parties

When classroom parties occur, children are first served the healthy option from the weekly menu. Any treats, be they for birthdays or holidays, occur after. When having holiday parties, families are encouraged to bring healthy options, such as fruit, vegetables, cheese, and crackers. Due to food allergies please check with your teacher before bringing any food into a classroom. We must serve milk or water, so we will provide the beverage.

We acknowledge all birthdays. If your child will be celebrating their birthday at the center and they want to bring treats, please bring enough treats for all children in your child's classroom. Please don't bring the high-sugar sweet treats though! If you really want to bring sweets like cupcakes or donuts to give to the children, our policy is that they will not be served, but sent home at the end of the day as each child leaves with their parent/guardian. In some cases, it is nice if a donation of a book or other learning material is made to the classroom in honor of your child's birthday. Please do not bring balloons, due to Latex allergies. If your family does not celebrate birthdays, please let us know and we will honor that at Googols as well. Teaching staff are to set a good example regarding healthy food choices. Teaching staff are prohibited from bringing any food into the classroom and drinks must be in opaque, non-descript cups so children cannot identify them as soda or as from a fast-food establishment.

Family Involvement



All families are encouraged to participate in program activities, including but not limited to, sharing foods of their culture with their child's class.

Once a year preschool children are taken on a field trip to a pumpkin patch. Once a year, preschool children are taken on a field trip to a nursing home and the public school district office to perform "Sweetheart Caroling."

Our menu is posted weekly for families to read and share with children, so they can discuss upcoming meals.

We share community cooking and farm field trip activities with families through posting on Facebook and by posting flyers in the front entry.

***Step It Up
Challenge!***

Googols will promote and encourage families to also follow the best practices recommended by Step It Up the childhood obesity prevention program. This will include; 1) no screen time for children under 2, unless engaging directly with an adult (think Facetiming with Grandma), 2) no more than 2 hours per day of screen time for children over 2 across all devices. 3) The center will not permit more than 30 minutes per week of screen time and ten minutes per day per child for computer time. 4) The center will serve whole milk to toddlers and 1% to all others. 5) The center will offer only milk and water to drink for meals and snacks. 6) Water will be offered to all age groups at least every two hours. 7) The center will practice 'Meatless Mondays' to lessen children's intake of fat and increase their exposure to legumes. 8) Children will have at least 60 minutes of gross motor play per day inside or out. 9) Teachers will also offer structured play activities during gross motor time. 10) Googols of Learning supports breastfeeding families. 11) The center will offer social events for families focusing on health and nutrition. 12) The center will educate frequently about healthy eating and exercise through posters, social media, newsletters, and flyers in children's cubbies. This will provide a healthier early childhood environment for children, their families, and center staff.

Health & Safety



Health and Safety Guidelines

Children wear bike helmets when riding trikes on the playground to get in the practice of wearing one every time they get on a bike.

Staff members are prohibited from smoking or ‘vaping’ anywhere on the property.

CPSC product recalls are posted continually on our website.

Health and safety tips are posted on our Facebook page regularly.

Health & safety posters are posted on our family information wall.

We are a Strengthening Families site and work to support families in their mental and physical well-being through that program.

Staff shall each attend at least 2 professional development trainings per year related to nutrition, physical activity for children, breastfeeding, reduced screen time or other health and wellness related trainings.

Technology Policy

The following is the technology policy followed by Googols of Learning staff.

The use of technology in the classroom must be developmentally appropriate. This means:

Technology and media are implemented by applying the teacher’s “expertise and knowledge of child development and learning, individual children’s interests and readiness, and the social and cultural contexts in which children live” (NAEYC, 2012, p. 6). This is Developmentally Appropriate Practice.

Therefore...

1. Watching videos whether on cell phones, tablets, or computers should be used to extend learning, for example, viewing a rocket ship take off, or learning how to dance the tango. These are opportunities the children would not otherwise have. This would include extending lessons like learning how to do sign language by watching a video, however, it must be interactive and encourage participation on the part of the child. Activity videos that guide children, for example, in learning yoga would also be appropriate.



**Technology
Policy Cont.**

2. Technology and media use should be hands-on, engaging, and give the child control. It should be adaptive and help scaffold children's learning at their own level. Ultimately the child will use the technology and media as a tool for their own learning and focus more on the topic of exploration itself, rather than the tool itself.
3. No passive viewing; no watching cartoons or Disney movies.
4. Use of computer software or tablet apps, should be facilitated for two children, i.e. 2 chairs or a couch for 2, to encourage conversation, problem-solving, and working together
5. Technology or interactive media use "should never be used in ways that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. This includes undue exposure to violence or highly sexualized images" (NAEYC, 2012, p. 5)
6. Screen time for children under two-years of age, should be limited and only used in a relational way, e.g., snuggling together to read a book on an e-reader, Facetiming Grandma, or looking at pictures of animals in the zoo and talking together about what you see. Children under 2 years should never be left alone to explore a device by themselves regardless of their skill level with it.
7. Appropriate Technology should not be limited to the use of screens. Technology may also include use of digital cameras, CD players, audio recorders, or assistive technology that help children communicate, learn, or move. Children should be taught to use and/or explore all these mediums to be active participants in 21st century learning.
8. Appropriate Interactive Media may also include our Creative Curriculum Gold online portfolios or emails, photos, and videos sent to families through Tadpoles. This includes any digital method that will improve our communication with families.
9. Children have signed photo release statements on file with the office. If you take photos for uploading to our website or Facebook page, the children with DO NOT PHOTOGRAPH agreements cannot be included. Even if families do release their child's photos, remember, the child's name never appears by their image when going on social media, our print advertising or our website. Anything going in-house, through Tadpoles is fine.
10. We must model good digital citizenship. That means showing respect by not talking on your phone in the building. If you've forgotten to silence your phone after entering the classroom, you DO NOT run to go check your message. In fact, you may state, 'Looks like I forgot to silence



my phone. I'll check it later. You all have my attention right now.' You do not text while in the classroom. This is your time to be with, and available for, the children. These are only examples of modeling good digital citizenship and is not an exhaustive list.

11. We must be Media Mentors for our families. We shall be resources for the guardians with questions. We shall stay abreast of current technologies and best practice through continual training. We shall frequently make suggestions through classroom newsletters regarding new technology equipment, apps or software, current trends, or recent concerns.

12. We must always be respectful of family apprehensions regarding technology and interactive media use at school. We must answer their questions and address their concerns in a polite and professional way.

*Family
Involvement
and Resources*

Missing Items

*Birthday
Parties*

Being Absent

Other Family Specific Information

Googols of Learning Child Development Center is not responsible for any missing personal possessions. About once a quarter we will put out all lost and found items on a table in the front entry so you may claim your missing items.

If your child will be having a birthday party outside of the center and brings invitations to the program to hand out, please make sure that every child in the group gets one.

If your child will be absent we ask that you notify the center by 9:00 AM. This will help the kitchen staff plan meals. It is particularly important for families to notify Googols if the child will not be attending on a particular day either before or after a holiday, as we need to know the number of children attending so we can stay in ratio. If your child is sick, describe the symptoms so that we may stay knowledgeable about current health problems within the center.

Check your child's cubby or file folder daily for items being sent home.



Cell Phone Use

Please try to wrap up your cell phone calls if at all possible, before entering the building. We respect the fact that families sadly, have to work outside of traditional hours and cannot always leave their work at the office, or that being able to pick up in a timely manner means, wrapping up work at the same time you're meeting your child. But you are very important to your children, and they are excited to see you at pick up time! They want to tell you all about their day. In addition, teachers may have valuable information they need to share during the few moments of opportunity they have to spend with you. If possible, please, give pick up time your undivided attention.

Family Bulletin Boards and Book-Swap Library

Tadpoles!

Make sure you check the Family Bulletin Board for your child's class. Look and see what theme they're working on and ask questions that will get them talking about their day. Checking your daily Tadpoles report will also keep you abreast of current activities in your child's class. Feel free to borrow a book and bring it back or swap it with another one! The Book-Swap library also has parent/guardian books and is located in the front Entryway.

Other ways we'll communicate with you are through newsletters. Classrooms will print and post newsletters monthly. The director will email a center-wide newsletter as well. Please make sure we have a current email for your family. We also now utilize the Tadpoles reporting program. This is available to families through a tablet, phone, or computer. This free app. allows you to receive pictures, videos, and daily reports about your child sent right to your email! Please make sure your email is current so you can receive these communications from us.



***Child
Development
and Screenings***

Finally, we also regularly check in with families regarding the progress of their child. At least every six months we will ask your assistance with an ASQ questionnaire. You and the teacher will review it and determine if there are any potential areas that should be addressed. We have many agency resources in town that can help with things including, speech therapy, occupational therapy, physical therapy, and behavioral screenings. We'll have family-teacher conferences to share where we see your child going next. Since the ASQ is a digital program provided to us by Success By 6 and Child Care Aware, the data is uploaded and reviewed for trends in Douglas County. We must have your signed consent, (a form we'll provide you) upon enrollment.

***Developmental
Screening and
Monitoring
Policy***

Developmental screening and monitoring helps us observe how your child is growing and developing over time. In most cases we, and you, will find that children are typically developing. However, if it is the case that we detect a delay in any area, early intervention is the key to your child's success. The sooner it is addressed, the better you and your child can be supported, as your child approaches elementary school.

So, what does that look like?

1. With your assistance we administer the Ages & Stages Questionnaire (ASQ-3) and the ASQ-SE2 specifically for Social-Emotional development. This is simply a form you take home, with questions to fill out. You then return it to your child's teacher. You will be asked to complete the first one within a week of your enrollment at Googols of Learning. After that, they will be sent home according to age and the ASQ timeline, every 6 months between 12 & 60 months-old. The ASQ-SE2 is done annually. If you are unable to complete the questionnaire, your child's teacher will do it in school. Sometimes, your child may demonstrate different abilities at school than at home, so we'll compare and contrast if there are any striking differences. We will always communicate with you if there are any questions.
2. Next, your child's teacher will evaluate the questionnaire. If your child is typically developing in all domains, which include communication (language), physical ability (gross-motor & fine-motor), social-emotional skills, and problem-solving skills (cognitive), then nothing need be done.



***Screening
Policy Cont.***

3. If your child scores in the middle range, we'll look at 'next steps.' Googols admin and teachers will meet with you to discuss in-class interventions we can do and make suggestions for what you can do at home to support your child. In that case, we will also recommend we rescreen your child in the near future and that you might visit with your pediatrician to eliminate any medical issues we wouldn't know about.

4. If your child scores in the lower level, we'll want to refer to outside agencies for support. This could look like Tiny-K coming into our building to do speech therapy, OT, or PT with your child, while you're at work, or a referral to a play therapist to work on social-emotional issues at their office. USD 497, our Lawrence Public School District, will also come to Googols to work with children 3-5-years-old that need additional supports before they reach kindergarten. If additional extension activities are recommended to us by outside specialists that we can do with your child during class time, we are happy to, if at all possible.

In all situations our staff are taught the importance of confidentiality and we will not reach out or share information with any other agencies without your authorization. Also, know that with or without an ASQ screening, if your family suspects a delay, we will help you and your family get the supports and resources you need, even if it is outside of Googols. Please know, we consider our relationship with you, a partnership, one in which we all have the same goal in mind, the success of your child.

If we have flyers going home for all children, they will be placed in their cubbies or folders.

For questions about enrollment, waitlists, and forms please speak with Shanna. For questions about curriculum, policy or school philosophy, speak with Amy, Shanna, or Ashleigh. For questions regarding payments, scheduling, building maintenance, or staffing please speak with Shanna. We work together closely and in most cases any one of the management team can address your question. If you have a question you would like to direct to your child's teacher, please leave them a note so they may call you at a time when they are not otherwise focused on the immediate care of the children.

Lawrence is a diverse community and as such Googols of Learning



Cultural Diversity

welcomes the sharing of customs and activities of all cultures. We encourage families to share their traditions with our enrolled students. Our center teaches acceptance of diversity and respect for all people regardless of race, sexuality, nationality, family type, disability, or religious or non-religious preference. Staff will plan activities especially for major holidays, such as Halloween, Thanksgiving, and Valentine's Day. Googols believes there is a difference between learning about a holiday and celebrating it in a spiritual way. Our focus is to expose the children to the world around them and make these learning experiences. Please feel free to bring in items to share, help our teachers label areas in the classroom in your child's native language, or share food, music, and other traditional objects with your child's class. We would encourage and welcome it! Please speak with your child's teacher if you are willing to help us set up your child's classroom or share specific cultural objects in this way. It is much appreciated.

Play-Based Curriculum

Googols of Learning Child Development Center follows the Creative Curriculum guidelines in setting up classroom environments and providing appropriate materials. We also utilize the standards and objectives of Creative Curriculum which is aligned with the Kansas Early Learning Standards. We offer a variety of center based activities including those for music, arts & crafts, literacy, science, dramatic play, building manipulatives, puzzles, and games. We follow the same handwriting curriculum, called Learning Without Tears. We also incorporate into our lesson plans additional instruction in Spanish, Sign Language, Science and Social/Emotional skills through PBS and the Second Step Curriculum. The curriculum is planned based on the ages of the children and with consideration for their abilities and interests. Above all, we are a play-based curriculum. That means, we believe the children learn significant lessons through play with others. We provide ample opportunity for free choice and support and guidance from the teachers to learn the lessons, be they language, gross motor, or social/emotional in nature.

Daily Schedule

A typical daily schedule will include circle time, free choice centers, outdoor or indoor gross motor play, snack and meal time, restroom time, small and large group activities, and nap or rest time. Specific daily schedules will be posted outside each classroom doorway.



An Introduction to Positive Behavior Support (Better known as PBS)

What is PBS?

Positive Behavioral Support (PBS) is a function-based approach to decrease challenging behaviors in the classroom and replace them with positive social skills. Use of PBS reduces the need for more intrusive or aversive interventions (i.e., punishment or suspension) and can lead to both school-wide as well as individualized change.



PBS is based on **behavioral theory**; problem behavior continues to occur because it is consistently followed by the child getting something positive or escaping something negative. By focusing on the **situations** and **results** of the behavior, it is possible to determine the **functions** of the behavior, make the problem behavior less effective and efficient, and make the **desired behavior** more functional. This often involves changing classroom systems, altering environments and teaching new skills, as well as focusing on the problem behavior.

Basics of PBS:

Positive Behavioral Support is made up of many different components ranging from classroom environment to emotional literacy. Right now, we will be talking about three of the basic components of PBS that can be implemented right away in any classroom. Behavioral expectations are the code of conduct for the classroom, Building Relationships is integral for a positive and supportive classroom and Positive Language is a way of clearly stating what we want the child **to do**. While these are just a few of the pieces of PBS, they are the foundation to a strong and welcoming classroom.

What are Behavioral Expectations?

Students need clearly defined expectations for their behavior. Behavioral expectations are a general code of conduct that all students and adults in the classroom follow. It provides everyone with direction and guidance for what they SHOULD be doing.

What are some Expectations?

- Be Safe
- Be Respectful
- Be a Team Player

How do I teach them?

Behavioral expectations are only useful if your students understand them. Thus, it is important to take the time and teach each of the expectations as you would a math or science lesson. To teach your students the behavioral expectations develop short lessons that:

- Define the expectations in concrete terms
- Discuss what the expectations mean
- Demonstrate what the expectations look and sound like
- Practice when, where, and how to do it
- Engage the students in a cooperative activity



Once the expectations are taught, the next step is to recognize students individually and as a class for following the expectations. Student recognition systems are important because it helps us shift our actions to focusing on what students are doing right as opposed to catching students doing something wrong. A student recognition system is the presentation of highly motivating positive consequences to develop a desirable pattern of behavior (i.e. a marble jar, sticker chart, etc). Through instruction and reinforcement you are helping your students to develop positive habits in the classroom.

Building Positive Relationships:

Building strong relationships with the children and families is key to having a positive and productive classroom. When we take the time to get to know each child and build a trusting and supportive relationship, then we:

- Help each child feel accepted in the group
- Assist children in learning to communicate and get along with others
- Encourage feelings of empathy and mutual respect among children and adults
- Provide a supportive environment in which children can learn and practice appropriate and acceptable behaviors as individuals and as a group

Why is Building Relationships important?

- The relationships that we build with children, families, and colleagues are at the foundation of everything we do. It is important to build these relationships early on rather than waiting until there is a problem.
- Children learn and develop in the context of relationships that are responsive, consistent, and nurturing.
- ***Children with the most challenging behaviors especially need these relationships, and yet their behaviors often prevent them from benefiting from those relationships.***
- Adults' time and attention are very important to children, and we need to be sure that we are giving them that time and attention at times other than when they are engaging in challenging behavior.

How to build relationships?

- One of the best ways to build a positive relationship with children is to play with them! Don't be afraid to get down on the ground and play!
- Follow the child's lead.
- Talk, talk, talk about what the children are doing. Take the time to have good, supportive conversations with the children in the classroom.
- Watch for the children's cues. Look at what they are interested in and especially what motivates them.
- Avoid power struggles. Look at what is really important and ask yourself "Is it necessary that they always do it our way?"



- Make it a GOAL to have more positive interactions with the children in the classroom than negative ones!

Using Positive Language

Positive language is another focus of PBS. It encourages the teacher to tell the child exactly what we want them **to do** and avoid negative statements like "No, Stop or Don't!" Using positive statements doesn't mean that we never use the words "no" or "stop" but that we find more was to clearly state specifically what we want the child to do. When we just tell a child to stop, we haven't taught them what the appropriate behavior is.

When using positive language you want to make sure that you are:

- Telling the child what **to do** instead of what not to do.
- Clearly and simply state what you want the child to do.
- Have age appropriate expectations.
- Use age appropriate language. Young children have difficulty with contractions (two words combined together to create one word i.e. don't or can't)

Avoid Saying	Say
• Don't run!	<ul style="list-style-type: none">• Walk• Use walking feet• Stay with me• Hold my hand
• Stop climbing!	<ul style="list-style-type: none">• Keep your feet on the floor
• Don't touch!	<ul style="list-style-type: none">• Keep your hands down• Look with your eyes
• No yelling!	<ul style="list-style-type: none">• Use a calm voice• Use an inside voice
• Don't hit!	<ul style="list-style-type: none">• Hands down• Use a gentle/ nice touch• Use your words (then give the child the appropriate words to use)
• Don't throw your truck!	<ul style="list-style-type: none">• Roll your truck on the ground



Signature Page

Photo Release Statement

I, _____ (please print guardian's name) the parent or guardian of _____ (please print child's name) understand that my child's image may be recorded either by still camera or video at various times while enrolled at Googols of Learning. I give my permission for my child's image or likeness to be used for advertising purposes for Googols of Learning. These images may include but are not limited to use in T.V. commercials, brochures, display pictures, newspapers, web sites, including social media such as Facebook, etc. I understand that at no time will my child's name be used in conjunction with his or her image. These images may continue to be used even after the termination of my child's enrollment at Googols of Learning.

I AGREE

I DO NOT AGREE

Understanding of the Family Policies and Procedures Manual

I, _____ (please print guardian's name) am the parent or guardian of _____ (please print child's name). I attest that I have read and understand the Family Policies and Procedures Manual, revision date June 2021. I understand the terms outlined in the sections regarding health policies, use of toothpaste, posting of allergies, immunizations, late pickup, behavior policies, and fee payments. I have fiscal responsibility for fees related to the child/ren I am enrolling. I have had an opportunity to have all my questions answered and know that if at any time I have a question, I am encouraged to ask. With my signature below, I agree to be bound by the terms of the Family handbook for Googols of Learning Child Development Center.

(Parent or Guardian Signature)

(Date)

(Googols of Learning Staff Signature)

(Date)



Ages and Stages Questionnaires and Consent



Congratulations!

Your early care program is one of ten selected programs partnering with the Douglas County Strengthening Families Network. This network is funded by the Douglas County Early Learning Block Grant.

All Strengthening Families Early Care and Education programs are all part of the Kansas Quality Rating and Improvement System and are receiving coaching, training and support with the specific focus on supporting families of children in their care.

As part of their participation, your early care program must collect data for this grant. Your assistance is vital in helping us collect this very important information. Your program will use this information to help with the planning of activities in the curriculum as well as provide important community resources and services helpful to your child and family.

You will be asked to complete:

- The Ages and Stages Questionnaire- ASQ:3 & ASQ:SE, a tool that identifies developmental progress for parent and provider to have discussion about the child's development.

Your privacy will be protected and all identities will be kept confidential. No identifying information will be shared with anyone outside of the program. Once you have completed the questionnaire, the information on it will be transferred to a database and the survey will be destroyed.

Your participation is voluntary and services will not be affected by your decision of participation. We hope you will help us by participating in this evaluation. Your participation will help us to improve services to all families in Douglas County.

I agree to participate by sharing my child's ASQ:3 & ASQ:SE developmental progress

I choose not to participate at this time.

Parent/Guardian Name (please print)

Name of child(ren)

Participant's Signature

Date

ERC Resource & Referral, Inc., d/b/a Child Care Aware® of Eastern Kansas

Corporate Office

1100 SW Wanamaker Road, Suite 101
Topeka, KS 66604

Lawrence Satellite Office

2706 Iowa Street, Suite C
Lawrence, KS 66046

Pittsburg Satellite Office

105 West 3rd Street
Pittsburg, KS 66762

785-357-5171 in Topeka • 1-877-678-2548 toll free • 785-357-1813 fax
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Child Development Center

Dear Parent/Caregiver:

Welcome to our screening and monitoring program. Because your child's first 5 years of life are so important, we want to help you provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), to help you keep track of your child's development. A questionnaire will be provided every 2-, 4-, or 6-month period. You will be asked to answer questions about some things your child can and cannot do. The questionnaire includes questions about your child's communication, gross motor, fine motor, problem solving, and personal-social skills.

If the questionnaire shows that your child is developing without concerns, we will provide some activities designed for use with ASQ-3 to encourage your child's development and will provide the next questionnaire at the appropriate time.

If the questionnaire shows some possible concerns, we will contact you about getting a more involved assessment for your child. Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

Sincerely,



Child Development Center
500 Rockledge Road, Lawrence
785-856-6002
www.googolsoflearning.com
"Setting the Standard
in Early Childhood Education"

Consent Form

The first 5 years of life are very important for your child because this time sets the stage for success in school and later life. During infancy and early childhood, your child will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period.

Please read the text below and mark the desired space to indicate whether you will participate in the screening/monitoring program.

- I have read the information provided about the Ages & Stages Questionnaires®, Third Edition (ASQ-3™), and I wish to have my child participate in the screening/monitoring program. I will fill out questionnaires about my child's development and will promptly return the completed questionnaires.
- I do not wish to participate in the screening/monitoring program. I have read the provided information about the Ages & Stages Questionnaires®, Third Edition (ASQ-3™), and understand the purpose of this program.

Parent's or guardian's signature

Date

Child's name: _____

Child's date of birth: _____

If child was born 3 or more weeks prematurely, # of weeks premature: _____

Child's primary physician: _____