



C Street Parents Handbook 2011

C Street Child Development Center | 12 C Street, SLC, UT 84103 | Phone: 801-328-3043 | www.learnatcstreet.org



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Associate Director: Christine Zavala

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Dear Parents,

The C Street Community would like to welcome you to our program! We feel that we possess the loving environment of a family while offering your child a high quality early childhood education. We hope that you have been welcomed into the program just as a family member would welcome you into their home. We maintain an open door policy, so please feel free to call or stop by anytime!

The Parent's Handbook is a guideline for you so you know what to expect from the program. The Center policies and procedures contained within this handbook coincide with licensing and NAEYC standards. We follow these standards on a daily basis to help make the overall program run smoothly and so that all families and staff benefit equally from its objective.

Please take the time to read the entire Parent's Handbook and acquaint yourself with our policies. If you have any comments, please feel free to stop by or call anytime. In addition, all of the staff has e-mails if you prefer to communicate with them in written form.

Thank you again for choosing C Street as your child's early educational provider. We are looking forward to having you as a part of our community!

Sincerely,

Annie Haile
Director

Christine Zavala
Associate Director

Translation

If you cannot understand or read materials in English, please inform us and we would be glad to get a translation of any/all program materials in a language you use, are most familiar and comfortable with, and understand.

إنم ال ع إ ج ر ي ، ة ب ر ع ل ل ا ة ل ل ل ا ب دا و م ي ل ل إ ة ج ا ح ب ت ن ك ا ذ إ (Arabic)

要在中國材料請讓我們知道。(Chinese)

Als u materialen in het Nederlands, laat het ons weten. (Dutch)

Si vous avez besoin de matériaux en néerlandais, veuillez nous en informer. (French)

Wenn Sie Materialien in Deutsch benötigen, lassen Sie uns dies bitte mit. (German)

א ו נ ל א נ , ת י ר ב ע ב מ י ר מ ו ח ק ו ק ז ה ת א מ א (Hebrew)

Se avete bisogno di materiali in italiano, vi preghiamo di segnalarcelo. (Italian)

日本語での材料が必要な場合は、お知らせください。(Japanese)

한국어 자료를 해야 하는 경우 알려주시기 바랍니다. (Korean)

Jeśli potrzebujesz materiały w języku polskim, proszę dać nam znać. (Polish)

Se você precisar de materiais em Português, por favor nos avise. (Portuguese)

Если вам нужна материалы на русском языке, пожалуйста, дайте нам знать.
(Russian)

Si usted necesita materiales en español, por favor, háganoslo saber. (Spanish)

Εάν χρειάζεστε τα υλικά στα ελληνικά, παρακαλώ μας ενημερώστε (Greek)

Om du behöver material i grek, behåga låt oss vet. (Swedish)

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C Street Child Development Center Mission Statement

C Street Child Development Center believes in offering a unique and individualized approach to learning, participating, and growing within the early childhood setting. Our community of staff, parents, and children work together to find meaningful, healthy, and enriching opportunities for the developmental progress of young children.

First Presbyterian Church God's Mission Through FPC

"First Presbyterian Church exists to help one another love God,
love neighbor, and make disciples wherever we are in the Salt Lake area."

GROWING MEMBERSHIP: The highest priority of FPC shall be to reach people in our communities who do not yet know Jesus Christ and to welcome them into the body of Christ.

TEACHING DISCIPLESHIP: A supporting priority of FPC shall be to help one another to become grounded in Christian faith and discipleship, and to grow in our participation with this body of Christ.

ENCOURAGING PERSONAL MINISTRY: Another supporting priority of FPC shall be to equip and deploy of each believer for a personal ministry by developing their God-given gifts, talents, and experiences.

ENGAGING IN COMMUNITY SERVICE: An important priority for FPC shall be to provide opportunities for members and friends to participate in helping ministries of care and compassion where people experience the love of God in Christ.

CELEBRATING IN WORSHIP: All of the above enhances gathering and leading people in vital and vibrant services of worship that bring glory to God and encouragement to life and faith.

Goals and Objectives of C Street Child Development Center

- Provide a unique and individualized approach to learning.
- To work with staff, parents, children, and the community at large to meet the needs of each individual, adult and child alike.
- Foster an understanding of humanitarian concepts (Love, Acceptance, Compassion, Forgiveness, and the willingness to help one another) that will build a foundation and awareness for and of others.
- Maintain an environment that is educational, comfortable, stimulating, and secure for all children, parents, and staff.

Philosophy of C Street Child Development Center

CHILDREN

Here at C Street Child Development Center we believe that through a Christian approach we can meet each child's needs individually to provide him/her with the opportunity to begin a lifetime of successful learning.

These children are taught fundamental Christian values; love, acceptance, compassion, forgiveness, and the willingness to help one another. Through these values, we believe children will be equipped with the life skills needed to begin their childhood journey with courage, competence, and self worth.

STAFF

C Street Child Development Center is committed to be unsurpassed in our early childhood knowledge and practices. We will continue challenging ourselves as professionals to provide the children in our society with meaningful, healthy, and enriching opportunities in the early childhood setting.

PARENTS

Through parents and teachers working together to build strong partnerships we can help a child accomplish his/her very best and reach his/her full potential. We have many activities scheduled throughout the year to promote parent participation. It is through proven research that a child does their most important learning from birth to five year's old. We are here to help you with your child rearing endeavor.

COMMUNITY

Through serving others we learn to love ourselves. We stay involved in our community by participating in humanitarian projects such as: collecting items for the less fortunate, participating in food drives, recycling used goods, visiting the elderly, and learning how to care for the world we live in. The outer community offers a variety of opportunities for the children to see and learn outside of the classroom environment, and be active participants in those environments.

Administrative Expectations

ADMISSION PROCEDURES

Admission to C Street Child Development Center is based on space availability without regard to race, religion, national origin, or ancestry. We accept children from six weeks through sixth grade year around. During the school year, children in first through sixth grade will be accepted before and after school. Admittance for any child(ren) into the Program is decided when the Directors, teacher, and parents agree that the program will meet the individual needs of the child and that the child's admittance will not be detrimental to the group as a whole.

ENROLLMENT PRIORITIES

1. Currently enrolled children moving up from the previous age group.
2. Siblings of any currently enrolled child.
3. Members of First Presbyterian Church.
4. Children on our waiting list*.

*In order to be placed on the waiting list, a parent has to take a tour of the Facility.

The admission steps are as follows:

1. A tour of the facility and classrooms must be completed.
2. An Intake Appointment (new family orientation) must be completed in order to properly welcome a new family and child.
3. The program application must be submitted with the registration fee in order to hold a space.

REGISTRATION PROCEDURES

Registration forms will be given to parents during the Intake Appt. At this time, the \$75.00 registration fee and Program Application must be turned in to hold the space. Once that is done, the family is now responsible for the space and all policies and procedures apply. All forms and paperwork, including the Health Assessment Form and Physical Exam Form, are required before the child will be completely registered and can begin participation in the program. Fees are due two weeks in advance unless other financial arrangements are made with either the Director or the Associate Director.

APPLICATION AND ENROLLMENT PACKET

Before a child can be enrolled in the program, an application must be completed and turned in with the non-refundable \$75.00 registration fee. **(This packet must be fully completed and turned in one week prior to enrollment.)** The enrollment packet contains:

Program Application: Must be filled out during the Intake Appointment. The non-refundable \$75.00 registration fee is paid at this time.

Emergency Information Sheet: Complete upon enrollment and update as needed.

Health Assessment Form: Filled out by parents or guardians. Update yearly and as needed.

Immunization Record: Bring your child's immunization record for us to copy and return. Update each time your child has an immunization or have your doctor enter the immunizations on the USIIS program (Utah State Immunization Information System).

Unified Health Appraisal Form: Filled out by your child's doctor after a physical exam has been done in Utah. The physical can be given up to six months prior to enrollment or thirty days after enrolling. Update yearly.

Rules and Regulation Agreement: Please sign saying that you agree to our rules and regulations at the Center. Enrollment cannot be accepted without your signature.

Consent Form: Please sign saying that you consent to leaving your child in our care. Enrollment cannot be accepted without your signature.

Photography Release Form: Please mark all of the boxes for the situation that you approve of your child's picture being used. Please see page 26 for more information on how we use photographs.

Individual Goals Sheet: Please fill out this form so the teachers know what you would like your child to learn over the next six months. It contains vital information on program, child, and classroom planning.

"Getting to Know You and Your Child" Form: Please fill out this form to let the teachers and administrators know a little more about your child and family.

Please note: some of the above forms need to be updated periodically. Please help us by promptly updating the forms when needed. Monthly and quarterly letters or e-mails will be sent out as reminders.

IMMUNIZATIONS

Your child must have all of his or her immunizations at the times required by the Health Department, American Academy of Pediatrics, the Centers for Disease Control of the United States Public Health Service, and the Academy of Family Practice.

Age → Vaccine ↓	Birth	2 Months	4 Months	6 Months	12-15 Months	2 Years	4-6 Years	11-12 Years
Hep B	X	X		X				X
DTP/DTaP		X	X	X	X		X	
Hib		X	X	X	X			
Polio		X	X	X			X	
MMR*					X*		X	
Chickenpox					X*		X	X

Hep A						X	X	
Td								X
Prevnar		X	X	X	X			
Rotovirus		X	X	X				
Influenza				Yearly				

* These immunizations must be given on your child's first birthday or after. Otherwise the immunization cannot be guaranteed to work and your child will have to have it again.

FIRST DAY

For your child's first day, we ask that you bring the following items to help make your child's transition a bit smoother:

Under 12 months

A favorite blanket
2 or more changes of clothes
Diapers and wipes
Breast milk or formula and food
Bottles and a pacifier

12 months to 24 months

A favorite blanket
A change of clothes
Diapers and wipes
Food for lunch

Two Years

A favorite blanket
A change of clothes
Pull-ups and wipes
Food for lunch

3 years to 4 years

A favorite blanket
A change of clothes
Food for lunch

5 years to 12 years

Food for lunch
A change of clothes

Please bring these items with you or leave them at the Center each day. If your child is given breast milk, please bring the breast milk in pre-filled bottles. All breast milk and pre-made formula must be labeled with your child's first and last name, time, and date the bottle and milk entered the facility.

CLOTHING

Please dress your child simply and comfortably. We recommend washable play clothes and tennis shoes that the children can put on and take off themselves. Please expect your child to come home with soiled clothing. It just means he or she was allowed to play and explore!

All children need to have a change of clothing to keep at the school in case of accidents. Mark the clothing and place it in a Ziploc bag with the child's full name written on the outside. Your child's clothes need to be appropriate for the weather that is expected that day. We will go outside everyday unless the weather is bad. All full-day children four years and under must have a small blanket to keep at school for naptime. Blankets should also be marked with your child's full name.

ITEMS FROM HOME

Please have your child keep *all toys* at home or in the car unless we have a special show and share day. Items that are brought from home need to be labeled with full name. Do not send violent toys, dangerous objects, or valuables. Remember that no matter what precautions are taken, items may still be lost or broken. *Teachers cannot be held responsible for items brought from home.*

Tuition Expectations

Being non-profit, we cannot stress the importance of tuition being paid on time. Our budget is tight and we have no corporate backing that can help us out if/when families miss their tuition due dates. It takes **each and every family** to pay on time to make our bottom line work. So, you can choose to be billed either monthly or bi-weekly, but please make sure you make note of when your tuition is due and turn it in on time.

TUITION POLICIES

1. A deduction from tuition will not be given for holidays or vacations.
2. A \$25.00 service fee will be charged for all returned checks.
3. Biweekly tuition is payable the Monday after you receive your invoice. Invoices are given on Thursdays, with tuition due by the following Monday. A late fee of \$25.00 will be assessed if the payment is not received by the Friday following the Monday. If payment is not received by the next Monday without arrangements with the Director, your child will not be allowed at the Center.

or

Monthly tuition is payable by the 1st of each month. A late fee of \$25.00 will be assessed if the payment is not received by the 10th of the month. If payment is not received by the 10th of the month without arrangements with the Director, your child will not be allowed to attend the Program.

LATE FEE

Children must be picked up **by 6:00 P.M.** A late fee of \$1.00 per child will be charged for every minute after 6:00 P.M. The late fee is payable to C Street Child Development Center and will be billed through your tuition. The Center will then pay the teacher for his or her extra time. Please be considerate of the teachers' time. They have schedules and appointments they need to keep after work, and they plan on leaving at 6:00 P.M. Continued late pickups will result in your possible expulsion from the program.

A late fee will also be charged if a child is here more than 10 hours a day or 5 hours if the child is scheduled to come for half the day. You will be charged by the hour while we are still open. Please contact us if you are going to be late.

COLLECTIONS

A reasonable attempt will be made to collect the tuition from you. If you still do not pay the tuition, then your bill will be sent to collections. If the tuition is sent to collections, then you will be responsible for paying the costs of collections, including reasonable attorney's fees, and 1% interest daily on the unpaid balance for each day that the tuition is late and in collection. Once your account is submitted to a collections agency, we are no longer able to collect on your behalf.

WITHDRAWAL

In all cases of withdrawal, a *written* two-week notice is required. The notice needs to be given to the Director or the Associate Director in writing. If a two-week notice is not given, you will be required to pay the tuition for the full two weeks.

READMITTANCE

If you withdraw your child for any reason, you may not be able to secure another space for your child. All spots are based upon availability and priority status.

Attendance

ARRIVAL AND DEPARTURE

C Street practices an open door policy. All currently enrolled families are welcome to visit anytime! We hope if you find a few spare minutes in your day, you will come by and visit your child's classroom, program staff, or administration!

To keep a child safe, an adult must accompany the child into the Center each day and remain with him or her until he or she is accepted. At this time, the adult must clock the child in/out on the computer. Please inform staff before you leave of any change in your normal location and a phone number where you may be reached. Be sure the teacher is aware of this information.

If your child is between the ages of 1 year and 4 years old, please refrain from bringing your child during naptime, which is from 1:00 P.M. to 3:00 P.M., if at all possible. This helps to not interfere with the routines of other children enrolled.

Please include information on any doctor appointments that occur during the day so teachers can plan around them if necessary. It is important to verbally tell the teacher of any unusual changes in you or your child's schedule.

Please note: In case of an emergency or unusual plans, parents needing a different adult to pick up their child must furnish the teacher with written authorization. A parent may also leave a message with a staff person about who is going to pick up their child. If this is done, then the staff person will call the parent back using a phone number from emergency information that was given to us previously by the parent to verify the person on the phone is the parent.

DAYS OF OPERATION

The Center is open Monday through Friday from 6:30 A.M. to 6:00 P.M., 12 months of the year, except for the following days:

- New Year's Day
- Human Rights Day
- President's Day
- Staff Work Day (in March)
- Memorial Day
- Independence Day
- Pioneer Day
- Professional Development Day (the second or third Friday in August)
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day and the day after

All Center closures will be given to parents on a calendar before the New Year begins so they may plan accordingly. Please use this calendar and plan ahead for all closures. A reminder notice with the exact date of closure will be posted two weeks in advance for all parents to see.

If a holiday falls on a Saturday or Sunday, we will be closed on the Friday before or the Monday after the holiday. We may close early on Christmas Eve day. A notice for the days that we are closed will be posted approximately two weeks before the actual holiday.

Note: C Street Administration reserves the right to make changes and/or additions to the Center calendar as needed.

SNOW DAYS

Snow days will be determined if the director feels it is not safe for the staff to come to the Center or if the Salt Lake School District is closed. If we have a snow day, then you will be called. We will call you in the approximate order of your normal arrival to the Center.

SPECIAL DAYS

Special days and parties in class are welcome. If you would like us to celebrate your child's birthday, please inform the teacher one-week in advance and make arrangements with him or her to be sure they are fully aware of what you are planning. You will be responsible for bringing any/all items for the party or special activity. We ask that if any of those items are food that you make healthy choices in what you bring. We do meet Utah State health codes regarding food served to the children. *Food must be either whole fruits or commercially prepared packaged foods in factory sealed containers.* Please label the food with the child's first name, last name, and the date. Also, due to the choking hazards of latex balloons, they will not be allowed either blown up or deflated.

ABSENCES

Full tuition will be required anytime a space is to be held for your child. To make special arrangements, please discuss your situation with the Directors.

Your tuition is based on a yearly fee. This fee is broken down into biweekly or monthly payments for your convenience. We staff the Center full-time regardless of attendance. Therefore, there is no credit given for program closures, holidays, or days that your child is absent.

MOVE-UPS

Move ups are done right before or after a child's birthdate unless special circumstances prevent it. Classes are divided by 12 months of age, so upon every birthday they need to progress to the next age group. The teaching staff of that next class will make sure you get a welcome packet to acquaint you with their classroom and practices. Your child's current teachers will help prepare them for the change by having them visit the classroom, play with the children of that class, have them spend time talking with the staff of the next class, and any other practice they believe will help your child's transition.

Basic Needs

NAP AND REST

Infants nap on their own schedule, so they are put to sleep when they are tired. In an effort to prevent SIDS, infants are always placed on their backs to sleep. They will be removed from their crib when they are awake. Awake babies will only be left in their crib up to 15 minutes to give them time to go to sleep or go back to sleep.

1-4 year olds have a period of time from 1:00-3:00 P.M. to take a nap. All of the children two and under have to lie down and nap or rest for at least one hour. Three and four year-olds have the choice of taking a nap or working on a quiet activity on their cot.

If you have a child who is between the ages of 1 year and 4 years old, please refrain from bringing your child to the Center from 1:00-3:00 P.M. to avoid disturbing the children who are sleeping.

CLASS STRUCTURE

<u>Class</u>		<u>Teacher to Student Ratio</u>
Infant Classroom (6 weeks- 12 months)		1:4 (Class size 2:8)
Toddlers (12 months to 24 months)	Eating solid foods.	1:4 (Class size 2:8)
Two Year Olds	Potty training initiated & completed.	1:6 (Class size 2:12)
Three Year Olds	Child is required to be Potty Trained. Fine-tuning social skills.	1:10 (Class size 1:10)
Four Year Olds	Learns pre-reading skills.	1:10 (Class size 1:10)
Kindergarten	Must know upper & lower case letters to enter before the age of five.	1:12 (Class size 1:12)
First-Sixth Grade		1:15 (Class size 2:30)

(C Street is licensed to serve 101 children; NAEYC ratios allow for 90.)

TOILET TRAINING

When you and the teachers agree to begin toilet training, your child shall be taken to the toilet at frequent intervals. Your child will be allowed to sit as long as he/she is willing. At any sign of distress the process is stopped. If the child has soiled or wet clothing, normal diapering procedures are used.

We recommend that your child bring disposable pull-ups while being toilet trained. Your child needs to wear either disposable pull-ups or diapers at the facility until he or she is completely toilet trained. Full toilet training is required to maintain enrollment beyond the two year old classroom.

Health

FOOD AND NUTRITION POLICY

We are required to provide a meal or snack to all children ages toddlers through Kindergarten no more than three hours apart. Please plan on your child eating a morning snack at 9:00, lunch at 12:00, and afternoon snack at 3:00. Infants eat on their own schedules and at least once every three hours. If you are breast feeding, please let us know your approximate schedule and we will do our best to maintain that same schedule. You are welcome to breast feed your child either in his or her classroom or in the story nook located in the back hallway.

C Street requires all families to send a lunch with their child everyday. **This lunch needs to be in a lunch box with an ice pack, placed in their cubby, and clearly marked with the child's first and last name and also with today's date.**

We would like to explain why we have parents provide their child's lunch each day. We believe that parents know and are best aware of what they would like their child(ren) to eat. Some are culture/ethnic reasons; others are simply nutritional preferences (like organic or unprocessed foods) or medical reasons (allergies or sensitivities). Since lunch is an actual meal, not a snack, we really prefer you have control over it. Also, if you are in anyway unsure of a snack that is being provided, please feel free to send a replacement for that as well!

Sugary Items: there is one item that we are concerned with; it is sugary items! Please do not send your child with lunch items that contain lots of sugar. Nap time is much needed for their brain development and filling up on lots of sugar before a time of day deemed as "restful or quiet" does not promote this development. If we do find items with high sugar content, we will have to remove them from the lunch, not serve them, and save them for a later time/date when they may be more appropriate. However, we will provide a supplement if needed.

Each classroom has a microwave and access to hot water. Feel free to pack your child a cold or hot lunch. We can accommodate most anything you would like to send. We will have rare days where we cannot accommodate a hot lunch (field trips), but we will give you enough notice to plan ahead and send a cold sack lunch for that day.

Infants: If you have an infant joining the program, please send your infant with a clean bottle for each use (if they are given formula only). If your infant eats every two hours, and they are going to be in the program for 8 hours, please send at least 4 clean bottles, for example. If you are providing breast milk, please send all breast milk in clean pre-filled bottles labeled with your child's **first and last name and the date and time the milk entered the facility**. Please remove all unused breast milk from fridge in the afternoon when you pick up your child. We can only store breast milk for 24

hours in the refrigerator or 2 weeks in the freezer, so please help us abide by our rules and make yourself aware of what breast milk you have on site. If enough breast milk is not provided for your child each day to meet their needs, then you will be asked to provide formula as a back-up. As your child moves to food, you are responsible for bringing in baby food and later, solid food. Please be aware that your infant needs to be on table food before moving to the Toddler Classroom.

Snacks: C Street will provide a morning snack and afternoon snack to all children ages 1-12. You can find the menu with all snacks items posted in several locations throughout the facility, including: on the news board, kitchen, and in classrooms. If you would like a copy sent to you, please let us know!

NOTE: In the appendix of this parent's handbook, we have included the USDA's CACFP (Child and Adult Care Food Program) guidelines for you. Please read them and ensure any food you are sending into the facility complies with these guidelines.

ILLNESS

For the protection of your child and the other children, please keep your child home if there is *any* sign of illness. Children will be sent home from school if they have a temperature of 101° Fahrenheit, show signs of a contagious disease--vomiting, diarrhea, an unexplained rash, or conjunctivitis (pink eye)—or if they are inconsolable. Parents must pick up ill children immediately.

We ask that you inform us if your child has been exposed to or has any communicable disease. When your child is out due to such an illness, you must bring a signed clearance from your doctor before your child is readmitted to C Street Child Development Center. If your doctor provides antibiotics, your child must have taken the first dose *at least 24 hours prior* to returning to the Center.

The teacher will care for minor injuries. Soap, water, bandages, and ice will be used in most cases. The parent will be notified in cases of more severe bumps or cuts and asked to come to the Center. The parents will be responsible for any further medical care.

In case of any emergency, the parent will be called. The doctor on your information sheet will be called if we cannot reach you or another adult you have authorized to handle emergencies. Parents must sign a form authorizing C Street Child Development staff to secure emergency medical treatment in the event a parent cannot be reached. If there is any change in emergency medical information, please notify the director at once. It is important that we have correct phone numbers at all times so we always have a way to contact you. If you have not listed a preferred hospital, then your child will be taken either to Primary Children's Medical Center or LDS Hospital depending on the care needed.

Medication will only be administered with the written permission of a parent **and** doctor. Medication Recommendation Forms can be found on the buffet by the front door. This information must be written on the Medication Sheet at the time of sign-in. This includes

over-the-counter drugs such as cough syrup, Motrin, or baby Tylenol. Please give your child's medicine, in its original container, to a teacher so that it can be properly stored for the day. All medicine must be picked up at the end of the day unless special arrangements are made.

Please be certain that your child's teacher is aware of any allergies/sensitivities your child may have. If your child develops allergies while at the Center, please inform the director and the teacher immediately.

HEALTH SERVICES—EXCLUSION FROM CLASSROOM

These are the guidelines used in deciding whether to exclude a student from school. Communicable diseases are most contagious from the few days before symptoms appear and the first few days of the symptoms. The ill student may be sent home until they are well or until treatment is satisfactory.

Communicable Disease	When to bring your child back
Fever of 101° Fahrenheit or above	When fever is absent for 24 hours
Nausea, vomiting, or abdominal pain	24 hours after last vomiting episode
Diarrhea, unless on medication	24 hours after stool returns to normal
Unusual drowsiness	Until child can participate in normal activities.
Sore throat, acute colds, persistent cough, or runny nose (non allergenic)	24 hours after starting medication.
Red, inflamed, or discharging eyes (non allergenic)	Until eye drops are used, unless it is conjunctivitis—then 24 hours after eye drops were started.
Swollen glands around jaws, ears, or neck	When have permission from your child's doctor.
Suspected impetigo, head or body lice	After first treatment and no live lice or nits are seen.
Any skin sore oozing of fluid, yellow pus in blisters, or pus that has an odor	Until sores have dried into scabs.
Earache	Once on medication.
Any other symptoms that suggest acute illness, including not being able to participate in normal activities.	When child is better and able to participate in normal activities.

** Adapted from Salt Lake City-County School Health and Procedures Manual*

If your child has a communicable disease, please inform us as soon as you know the name of the disease. We must post a note informing other parents of the illness. The posting would include the name of the disease and the classroom or age group exposed; a child's name would never be used. If the illness is serious, we also have to contact the Salt Lake Valley Health Department. Any information that you can tell us about the disease is always helpful.

Safety

EMERGENCIES

In case of an emergency where we have to evacuate the building, we will take children to the Madeline Choir School (205 E. 1st Avenue) or IHC Child Development Center (259 S. 500 E.). If none of the buildings are safe, then we will go to the building designated by the fire department. If it is possible to call you, we will call as soon as we can. A note will be posted on our door and the C Street sign to provide you with directions to our new location.

We will close the Center if the power is out for 2 hours or if access to clean running water has failed. If power goes out, we no longer have access to the main phones. We will use cell phones to call you. Please list an out-of-state contact in case of a natural disaster. Once we start calling parents, it can take an hour or more to call everyone.

Accident and liability insurance coverage is maintained for children and adults. A certificate of insurance is available for review.

CONFIDENTIALITY AND SECURITY

Confidential information about your child and your family is kept in your child's file which is kept locked at all times and only the Director and Associate Director have a key to this filing cabinet. This information will be released to the appropriate staff on an as needed basis. The only other individuals who have access to this information are the child's parents or legal guardians and regulatory authorities upon request. Any records of your child's assessments are kept on site. Emergency information is taken on field trips or given to head teachers in case of an emergency Center closure that may be determined outside of Center hours such as a snow day. All staff is asked to keep child and family information confidential. Confidential information shall only be released to other schools or professionals with a signed release form from the parents.

Security of the building and children is taken very seriously. All classrooms, play areas-- indoor and out, and entrance to the facility is monitored via security cameras. The infant staff monitor who is coming to the door and whether or not they are a familiar people. If staff do not recognize the individual(s), they will not be buzzed in and a staff member will meet them at the door to learn of their reason(s) for being at the facility. Both stairwells located inside the First Presbyterian Church building, which can be accessed by level one and the basement, are also kept locked at all times.

All paperwork given during the registration process will ask for you to specify who can pick up your child other than the parent(s) or guardians. When they arrive, they will be asked for a government issued photo id and the file will be double checked for their name(s) as an authorized person to pick up your child.

Your child must be picked up and signed out by you or another authorized adult on the registration form. Names of other adults may be added any time—with written authorization from the parent. Authorized adults will be asked for picture identification until staff recognizes them by repetition before a child is allowed to leave the school.

VALUES IN SOCIETY

We are a Christian Ministry and do not allow any play or toys that would jeopardize Christ-like behavior that we encourage in the program every day. This would include toy guns, swords, weapons, or behavior that would suggest aggressiveness or violent behavior. If toy or real guns, swords, or weapons are brought to the Center, they will be confiscated by the directors. The directors will hold on to them for 24 hours. If they are not claimed within that time period, they will be thrown in the garbage.

We ask parents to be aware of the television, movies, and videos they select for their children. Media violence, whether in cartoon form or not, is inappropriate for young children. Children learn from what they see on television and they like to act it out with their friends.

C Street believes in gender equality. When we discuss various professions with the children, they are referred to without gender bias. Children are treated as individuals and expectations are based on ability and interests rather than stereotypical roles.

As a Christian Ministry, C Street also supports the right of free will. We believe each person has the right to make their own choices; this is taught within the program each day. C Street supports each family's dynamic and structure, including households which may possess same-sex parents. We do not allow discrimination or judgment to be passed by children, staff, or parents and we will not encourage nor discourage same-sex partnerships in relation to conversations that may come up within the classroom setting. Each child's family structure will be supported through the use of materials such as: child appropriate books, pictures, displays, etc. which feature same-sex couples with children. This policy supports C Street's Program Philosophy, Goals, Objectives, and NAEYC requirements.

If you have concerns about this policy, we welcome your feedback via a written letter which may be given to the Directors at anytime.

GUNS AND DRUGS

Our policy in the program is that guns and drugs of any kind are not allowed in or on Center premises. Please leave all guns either at home or in your car, if it is for occupational use, while you bring your child into the Center. No smoking or drinking alcohol is allowed on the Center premises.

If play or real weapons are brought to school by the children, they will be confiscated immediately. Only play guns or weapons will be returned to the parents, upon request. Real weapons will be turned over to the police. C Street does not take responsibility for any kind of weapons brought to school.

Classroom Practices

COMMUNICATION POLICY AND PRACTICES

Parents and staff must work together in a collaborative manner for a relationship to be successful; effective communication being a vital role. We encourage you to raise concerns about the program in its entirety at any time, give feedback to staff and administrators anytime, and let us know if any area of program/classroom operations needs improving. We encourage you to briefly touch base with your child's teacher each day to find out how their day went.

The manner of communication between staff and families must always be respectful, professional, and courteous. If staff feel at any point a family and/or parent is jeopardizing the well being of the facility, its staff or children, they will be expelled from the program immediately and without notice. This right will be held by program administration at all times. This rule also applies to families; if you feel communication is not respectful, professional, or courteous, you may terminate your enrollment in the program (two week notice is still required, but attendance and/or participation in the program is not necessary).

All parents are asked to inform staff of any change in home situations, family death, family catastrophe, etc., that may impact their child's day to day well being. We cannot fully meet a child's needs if we are unaware of the need, or cause and/or reason for the need. All information given to program staff will be kept confidential and will only be shared with persons who work directly with your child(ren) if we feel they must know. If you have a concern and wish to keep it private, please come meet with program administration and let us help. We can then work together to find a mutually satisfying solution and communicate only what's necessary to your child's teacher, who can then incorporate that into the classroom. The collaboration between C Street staff and you can only be done effectively if both sides are on board completely.

Program administration communicates primarily via e-mail where and when appropriate. In the admission paperwork, families are asked to provide e-mail addresses for each parent so that we may add you to our contact list. It is very important that you are checking this e-mail on a regular basis and that you inform administration of any change to your e-mail account.

Each classroom and office has a direct line that you can call whenever necessary. The Center phone is 801-328-3043, and extensions are as follows:

Infants: 230

Kindergarten: 235

One Year Olds: 231

School Age: 236

Two Year Olds: 232

Christine (Associate Director): 239

Three Year Olds: 233

Annie (Director): 240

Four Year Olds: 234

Nancy (Treasurer): 226

CURRICULUM

The C Street Curriculum is a compilation of the National Association for the Education of Young Children Curriculum Criteria and the Ages and Stages Child Monitoring System. Each family has received a copy of their child's curriculum during their intake appointment and upon any/all classroom changes (move ups). If you have misplaced your copy, please let our staff know and we'd be glad to get you another.

ASSESSMENTS

Regular ongoing assessments will be completed on your child. These assessments are used to monitor developmental progress and any potential concerns. The teachers also use these assessments to plan their lessons each week. This allows them to develop a curriculum that incorporates the interests and needs of each child in their classroom.

Our main assessment tool is the Ages and Stages Questionnaire (ASQ). You can find out more about this tool at: <http://www.agesandstages.com/asq/index.html>.

The ASQ is a simple tool that asks a variety of questions in several different developmental areas. These questions are to be answered "yes" the child does this on a regular, consistent basis; "sometimes" the child does this; and "no" the child does not do this. Each answer is assigned a point value. The scores are then added up and transferred to a score sheet.

At the end of each assessment is a simple score sheet. If your child's score falls in the clear area, then your child is progressing at a normal rate of development. If your child has a score that falls in the gray area, then we start to work with your child in that area. Sometimes this simply means that your child needs more time to pick up these skills and he or she may progress as we would like to see in the next month or so. Either way, we like to be aware. We have activities that you can use with your child to help them learn these skills, too.

If your child scores in the gray area, then we will monitor your child's progress over the next several months to see if there is any improvement. If we see a concern, then we will have you come and talk to us about the concern and help you with some options that may be beneficial to your child.

The children are assessed while they are going about their normal day. For some of the questions, the teacher will have to sit down with the child and ask questions. The teachers do this in a non-threatening manner by trying to make it fun and incorporating as much into the classroom activities as possible. The ASQ is completed once every 2-6 months depending on your child's age.

Each staff person is trained on how to score the assessments and how to interpret the results. We track the results of the assessments on a monthly basis so that we can follow your child's progress closely. A copy of your child's assessment will be sent home after it is completed.

Other forms of assessment include: records of language, developmental milestones, observations of your child, work sampling, samplings of artwork or building projects, pictures, checklists, rating scales, and general interactions with your child. Assessments of your child are on-going so that we are aware of your child's needs and interests. Combining the information gathered from you and your child, we are able to provide your child with an education that is challenging and stimulating without being overwhelming.

Individual children's assessments shall be kept in a confidential file in the appropriate classroom. Parents and directors shall have access to the assessment results at any time. As each child moves to the next class, their assessments shall move with them to track their ongoing progress in each area. When a child leaves the facility, their assessment file shall be kept in a locked filing cabinet with the rest of their personal information. The directors are the only ones with keys to the filing cabinet. Assessment information shall only be released to other schools or professionals with a signed release form from the parents. Parents have rights to access the files anytime upon request, and receive additional copies of assessments if needed.

PARENT TEACHER CONFERENCES

Twice a year your child's teacher(s) will hold a conference with you to let you know how your child is doing in all areas of his or her development. This is a chance for you to find out how your child is progressing and if there is any thing that you as a parent can be doing at home with your child. We find that children grow best if their parents and their teachers are working together to make them successful. Please plan on attending all PTC's when requested by staff. Pre-planned conferences take place every April and October. Sign up sheets will be posted at least two weeks in advance to conferences so you have ample time to prepare.

Conferences which are not pre-planned, but as needed, will take place anytime the parent and/or staff feel it is necessary. If a child is suspected to have a developmental delay or another special need, a conference will be scheduled to discuss the concern and review the documentation. We will provide options of steps to be taken and resources for further assessment. Our staff is here and always willing to meet with you anytime you have a concern, suggestion, or idea for classroom, curriculum, or overall program improvement.

SPECIAL NEEDS POLICY

Accommodations will be provided as necessary for students with disabilities and/or special needs. This includes Individualized Education Program (IEP)'s, Individualized Family Service Plans (IFSP)'s, or otherwise. Program staff will meet with all necessary family members and professionals to make every reasonable accommodation to help children with special needs. We will also review these plans at least annually, or as needed, to make sure practices, strategies, and/or information are current, progressive, and beneficial to the child. *C Street staff reserves the right to refuse service to children with special needs if we feel it is an unjust burden on the classroom and/or program as a whole.*

FIELD TRIPS AND WALKS

Children two years and older take several field trips throughout the year. They travel with their classes all over the valley and must be planned at least one week in advance by the teacher who is in charge of the field trip. Larger field trips which include most of the children enrolled in the program will be planned further in advance by the Field Trip Coordinator. Parent participation will be requested.

We have four modes of transportation we use to travel to destinations: walking, UTA bus, TRAX or Utah Trailways. At least two alternate times are scheduled when catching the UTA bus in the event we miss the bus. If a Utah Trailways bus is late or has become inoperable, a replacement bus will be sent. The teachers always take snacks and water on field trips for all of the children.

In case of an emergency, one or more of the teachers is required to carry a cell phone to call for the necessary help. At least one staff person who is certified in first aid and CPR carries a first aid backpack that contains first aid materials, materials for bodily fluid kits, and emergency phone numbers and medical release forms for all children.

C Street will pay for all enrolled children to attend field trips. Parents and siblings are welcome to join us on any field trip. We do ask that if you do attend you pay for yourself and any child who is not currently enrolled in the program. A week before each field trip you will need to sign a permission slip acknowledging that you are aware of where your child is going and when.

Children take walks through the neighborhood with their teacher(s) whenever possible or necessary. Walks are considered field trips; however, in order to save you from the excessive forms, we have included this permission on our program consent form (done with enrollment packet). Please plan on your child taking a walk every day at some point between 10:00 AM and 12:00 PM as long as the weather permits.

Please note: Parents reserve the right to choose whether or not they would like their child to participate in walks or field trips. If you decide not to have your child participate, you will need to make alternative arrangements for them. They are not allowed to attend or stay at the facility if their class is not present. (i.e.: cannot be left with another age group, stay behind with program staff, or be dropped off once their class has already left). If you arrive late on a field trip day and they have already left, you will be required to transport your child to the field trip destination and find your child's **current** teacher and **current** class.

PHOTOGRAPHS

We take love to take photographs of the children to document their growth and development. Each teacher has a different way of using these photographs whether it is for your child's assessment folder, posters, or numerous other methods. Part of the consent form allows us to use these pictures strictly for use at C Street.

We also have a separate photography release form in which you can decide how we use the pictures beyond Center use. We like the opportunity to publish the children's pictures (without any identifying information) on our website so that we can show a more accurate representation of what we do and offer at C Street. A couple of times a year we have advertising tables in the community where we display our brochures and may display pictures of the children (Ex: Avenues Street Festival). Throughout the year the children perform for their parents and the community. At these events we take pictures and video footage that we may use as a fundraiser and/or distribute to children involved in the events. We also add pictures to our "Chimes" articles, which is the First Presbyterian Church newsletter. Before we will use your child's picture or video footage for any of these uses we need your permission. Please fill out the photography release form in your child's application packet marking only those uses in which you would feel comfortable with your child's picture being shown. If you have any further questions about how we use pictures and video footage, please talk to one of the directors.

Behavioral Guidance Policy

Behavioral Expectations

The single best way to address challenging behaviors is to try and prevent them from happening. This is done in several ways here at C Street:

- ❖ Meet a Child's Basic Needs (Physiological and Biological)
 - A child's basic needs must be met or behavioral difficulties will definitely arise! These would be things like: eating, drinking, sleeping, shelter, temperature of environment, toileting, and health/safety.
- ❖ Offer Effective Classroom Environments
 - Effective classroom environments begin with a well organized and engaging classroom that includes developmentally appropriate practices (DAP), activities, and materials. When children in a classroom are engaged with interesting activities and materials that are appropriate for their developmental levels, they will be less likely to engage in challenging behaviors.
- ❖ Schedule Accordingly
 - Children like predictability! Creating and teaching the daily schedule helps communicate to the children the organization of daily activities and events. Providing a predictable daily schedule with basic needs and classroom environments in tact will help prevent the occurrence of challenging behaviors.
- ❖ Implement Rules, Rituals, and Routines Consistently
 - A critical component of the environment that decreases the likelihood of challenging behaviors is providing rules, rituals, and routines. These provide structure for everyone in the classroom, including the adults! A ritual may be a song, a rhyme, a game, kinesthetic movement, or any other activity/indicator used in a predictable pattern to communicate values, foster community in the classroom, or remind children of the expectations.

Creating a well designed classroom that is engaging and developmentally appropriate creates a positive classroom, communicating to children how to behave appropriately. When children understand what is expected and are provided the opportunity and support to engage in appropriate behaviors, they are more likely to choose this behavior, reducing the likelihood of challenging behaviors. When and if a challenging behavior occurs, and the above practices have proven ineffective by our staff, the following discipline will take place and in this order:

- 1: Redirection
- 2: Warning
- 3: "Time-Out" (For children 3 years and older)

Note to Parents: Early Intervention Meetings with Guardian(s), Teacher(s), and Director(s) may be necessary. Sometimes we must refer a family/child to another facility that may have the appropriate resources for a child with special behavioral needs that cannot be met by C Street Staff.

Discipline Policy

We believe that all discipline should be firm, fair, and consistent. Children tend to have a more positive reaction to the discipline when they know what to expect. We use several methods of discipline here at the Center. Below are a few of the methods that we use depending on the age of the child. The teachers also have their own methods that they use to supplement our policy.

1. Redirection—Redirection is used when a child is doing something that he/she is not supposed to be doing. We take the child and try to find a new, appropriate activity for the child.
2. Warnings—A child will be given three warnings if he/she is doing something that is not appropriate, unless the child is hurting someone.
3. Time-out—A child three years and older will be put in time-out if he/she has not heeded any of the three warnings or if the child is hurting someone. Time-out lasts one minute for every year of the child's age.

"Time-Out" or "Time Away"

The purpose of discipline for young children is to teach coping skills and discourage inappropriate behavior. "Time-out" is not a first choice, but a last resort technique for a child who is harming another or in danger of harming themselves. Used infrequently and for very brief periods (no longer than one minute per year based on their age), time-out may give a child the opportunity to calm down and cool off after a frustrating situation. Used often or inappropriately, time-out may not only be ineffectual—it may be damaging to the child.

The early years are a time for children to develop confidence and self-control. When adults create environments that respect each individual child, they set forth a message that the world is a warm, friendly learning place. Positive discipline techniques that combine caring and direction are a part of this healthy environment. Adults should look for meaningful ways to show children why harmful and aggressive acts are unacceptable.

Before time-outs are given, make sure of the following:

- ❖ Adults avoid using time-out for infants and toddlers. Very young children should not be isolated, nor should they be ignored or left without proper stimulation. Infants or toddlers who do not understand why their behavior is unacceptable should gently be directed to more acceptable behaviors or activities.
- ❖ Expectations of a child's behavior are realistic. A general knowledge of child development will help you identify when children are merely experimenting with their boundaries and when they are behaving inappropriately. When adults give

- children realistic goals, children feel good about themselves and are more likely to cope successfully with stressful situations.
- ❖ Consequences must immediately follow the child's behavior. When children experience immediate repercussions for harming others, they understand more clearly why we are disciplining them. Whenever possible, adults should offer children positive alternatives to their actions (asking a child to help rebuild a block structure she has knocked down is more productive than removing her from the block area entirely).
 - ❖ Time-out should not be humiliating, nor should it make children feel threatened or afraid. There should not be a special chair or area assigned for time-out -- this reinforces the idea that time-out is a punishment and may cause undue anxiety. Adults should never make a child feel ridiculed or isolated during time-out periods.
 - ❖ The child should not be left alone, unless he/she wants to be. Young children need adults' support to work out their feelings. If adults show children that their feelings count, they will be more likely to respect the feelings of others. A caregiver should always visually observe a child during a time-out period.
 - ❖ Time-out does not last longer than it takes for the child to calm down. After the child calms down, explain clearly what is appropriate and inappropriate behavior. There should be no ambiguity about why we have disciplined the child, otherwise the child is more likely to repeat the undesirable behavior.
 - ❖ The child feels safe with the knowledge that people care for her. Remember that children imitate adults' behavior. Screaming, hitting, or ridiculing a child for bad behavior is not an effective way to teach self-control.

Time-out is not used as a punishment, it is an opportunity for a child to clear his/her mind and rejoin the group or activity in a more productive state. Teach a child how to solve their own problems with love and support, and time-out may no longer be necessary...which is the long-term goal!

Biting or scratching—If biting or scratching occurs, the child is removed immediately from the group to time-out and told in a normal tone of voice, "no biting or scratching." Attention is given to the child who was hurt. If biting continues, additional help for the behavior may be needed, and the child may be asked to leave our program. For each incident, parents of the "biter/scratcher" will be notified as well as parents of the "bitten/scratched."

The teacher will talk with the director about any extreme behaviors with a child. When necessary, the parents may be asked to meet with directors for an intervention meeting about the behaviors and asked for any ideas on dealing with these behaviors.

If you are uncertain about anything that you have read in this policy, please call the Director or Associate Director of C Street at (801) 328-3043.

Staff and Training

STAFF AND TRAINING

Each staff member has been heavily considered and screened before being offered employment here at C Street. Each staff member possesses differing levels of education, tenure, and administrative or teaching credentials. If you would like to see a specific staff bio which lists their credits, please visit our website: www.learnatcstreet.org . If you would like to know more about required qualifications according to NAEYC accreditation, please visit <http://www.naeyc.org/academy/primary/faqs/educationalqualifications>

All staff are required to pass a background check, take CPR and First Aid Training, and receive a Food Handler Permit. Classroom observations and orientation training is offered to staff upon hire. In addition, staff meetings, workshops, and seminars are offered for continual teacher training.

Presence of at least one staff member successfully trained in pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, will be present with each group of children. C Street also requires all staff to complete and/or maintain current CPR certifications in accordance with our annual training.

Grievance Procedures

GRIEVANCE PROCEDURES

C Street encourages you at all times to raise concerns and work collaboratively with us to find mutually satisfying solutions that we can incorporate into classroom and program practices. We welcome conferences, meetings, third party mediation (pastor), and/or any other ideas you or we think would be helpful. The goal is to find some middle ground on an issue and work it out so both sides are satisfied. Please contact one of the Directors immediately if you feel like you're thoughts, ideas, concerns, or suggestions have not been heard or taken seriously. We will make all reasonable attempts to satisfy those requests.

If you have a grievance with the Program you should discuss it with the specific person/people involved. If you are not satisfied with the response to the grievance, you should notify the directors if you have not already done so. If you are not satisfied with the director's response, you should contact a parent representative from the Advisory Board or one of the Pastor(s) of First Presbyterian Church.

Appendix A

USDA's Child and Adult Care Food Program Guidelines



United States Department of Agriculture

MyPyramid.gov

OMB Number 0584-0535

[Home](#) | [About Us](#) | [News & Media](#) | [Site Help](#) | [Online Ordering](#) | [Contact Us](#) | [En Español](#)

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Food Safety Advice for Everyone

Clean: Wash Hands and Surfaces Often

Bacteria can be spread throughout the kitchen and get onto hands, cutting boards, utensils, counter tops, and food.

- ▶ Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom or changing diapers.
- ▶ Wash your hands after playing with pets or visiting petting zoos.
- ▶ Wash your cutting boards, dishes, utensils, and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- ▶ Consider using paper towels to clean up kitchen surfaces. If you use cloth towels wash them often in the hot cycle of your washing machine.
- ▶ Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- ▶ Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.
- ▶ Keep books, backpacks, or shopping bags off the kitchen table or counters where food is prepared or served.

Separate: Don't Cross Contaminate

Cross-contamination is how bacteria can be spread. When handling raw meat, poultry, seafood, and eggs, keep these foods and their juices away from ready-to-eat foods. Always start with a clean scene — wash hands with warm water and soap. Wash cutting boards, dishes, countertops, and utensils with hot soapy water.

- ▶ Separate raw meat, poultry, seafood, and eggs from other foods in your grocery shopping cart, grocery bags, and in your refrigerator.
- ▶ Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.
- ▶ Never place cooked food on a plate that previously held raw meat, poultry, seafood, or eggs.

Cook: Cook to Proper Temperatures

Food is safely cooked when it reaches a high enough internal temperature to kill the harmful bacteria that cause foodborne illness. Use a food thermometer to measure the internal temperature of cooked foods.

- ▶ Use a [food thermometer](#), which measures the internal temperature of cooked meat, poultry, and egg dishes, to make sure that the food is cooked to a [safe internal temperature](#).
- ▶ Cook beef roasts and steaks to a safe minimum internal temperature of 145°F. Cook pork to a minimum of 160°F. All poultry should reach a safe minimum internal temperature of 165°F throughout the bird, as measured with a food thermometer.
- ▶ Cook ground meat to 160°F. Information from the Centers for Disease Control and Prevention (CDC) links eating undercooked ground beef with a higher risk of illness. Remember, color is not a reliable indicator of doneness. Use a food thermometer to check the internal temperature of your burgers.
- ▶ Cook eggs until the yolk and white are firm, not runny. Don't use recipes in which eggs remain raw or only partially cooked. Casseroles and other dishes containing eggs should be cooked to 160°F.
- ▶ Cook fish to 145°F or until the flesh is opaque and separates easily with a fork.
- ▶ Make sure there are no cold spots in food (where bacteria can survive) when cooking in a microwave oven. For best results, cover food, stir and rotate for even cooking. If there is no turntable, rotate the dish by hand once or twice during cooking.
- ▶ Bring sauces, soups and gravy to a boil when reheating. Heat other leftovers thoroughly to 165°F.
- ▶ Use microwave-safe cookware and plastic wrap when cooking foods in a microwave oven.

Chill: Refrigerate Promptly!

Refrigerate foods quickly because cold temperatures slow the growth of harmful bacteria. Do not over-stuff the refrigerator. Cold air must circulate to help keep food safe. Keeping a constant refrigerator temperature of 40°F or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40°F or below. The freezer temperature should be 0°F or below.

- ▶ Refrigerate or freeze meat, poultry, eggs, and other perishables as soon as you get them home from the store.
- ▶ Never let raw meat, poultry, eggs, cooked food, or cut fresh fruits or vegetables sit at room temperature more than two hours before putting them in the refrigerator or freezer (one hour when the temperature is above 90°F).
- ▶ Never defrost food at room temperature. Food must be kept at a safe temperature during thawing. There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave using the defrost setting. Food thawed in cold water or in the microwave should be cooked immediately.
- ▶ Always marinate food in the refrigerator.
- ▶ Divide large amounts of leftovers into shallow containers for quicker cooling in the refrigerator.
- ▶ Use or discard refrigerated food on a regular basis.

Keeping Cold Lunches Cold

Prepare cooked food, such as turkey, ham, chicken, and vegetable or pasta salads, ahead of time to allow for thorough chilling in the refrigerator. Divide large amounts of food into shallow containers for fast chilling and easier use. Keep cooked food refrigerated until time to leave home.

To keep lunches cold away from home, include a small frozen gel pack or frozen juice box. Of course, if there's a refrigerator available, store perishable items there upon arrival. Insulated, soft-sided lunch boxes or bags are best for keeping food cold, but metal or plastic lunch boxes and paper bags can also be used. If using paper lunch bags, create layers by double bagging to help insulate the food.

Some food is safe without a cold source. Items that don't require refrigeration include whole fruits and vegetables, hard cheese, unopened canned meat and fish, chips, breads, crackers, peanut butter, jelly, mustard, and pickles.

Keeping Hot Lunches Hot

Use an insulated container to keep food like soup, chili, and stew hot. Fill the container with boiling water, let stand for a few minutes, empty, and then put in the piping hot food. Keep the insulated container closed until lunchtime to keep the food hot — 140°F or above.

Infant Meal Pattern Breakfast

Birth through 3 Months	4 through 7 Months	8 through 11 Months
4-6 fluid ounces of formula ¹ or breastmilk ^{2,3}	4-8 fluid ounces of formula ¹ or breastmilk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4}	6-8 fluid ounces of formula ¹ or breastmilk ^{2,3} ; and 2-4 tablespoons of infant cereal ¹ ; and 1-4 tablespoons of fruit or vegetable or both

- ¹ Infant formula and dry infant cereal must be iron-fortified.
² Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.
³ For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered if the infant is still hungry.
⁴ A serving of this component is required when the infant is developmentally ready to accept it.

Infant Meal Pattern Lunch or Supper

Birth through 3 Months	4 through 7 Months	8 through 11 Months
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4} ; and 0-3 tablespoons of fruit or vegetable or both ⁴	6-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; 2-4 tablespoons of infant cereal ¹ ; and/or 1-4 tablespoons of meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½-2 ounces of cheese; or 1-4 ounces (volume) of cottage cheese; or 1-4 ounces (weight) of cheese food or cheese spread; and 1-4 tablespoons of fruit or vegetable or both

- ¹ Infant formula and dry infant cereal must be iron-fortified.
² Breastmilk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.
³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.
⁴ A serving of this component is required when the infant is developmentally ready to accept it.

Infant Meal Pattern Snack

Birth through 3 Months	4 through 7 Months	8 through 11 Months
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	2-4 fluid ounces of formula ¹ or breast milk ^{2,3} , or fruit juice ⁵ ; and 0-½ bread ^{4, 6} or 0-2 crackers ^{4, 6}

- ¹ Infant formula and dry infant cereal must be iron-fortified.
- ² Breastmilk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.
- ³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.
- ⁴ A serving of this component is required when the infant is developmentally ready to accept it.
- ⁵ Fruit juice must be full-strength.
- ⁶ A serving of this component must be made from whole-grain or enriched meal or flour.

Child Meal Pattern Breakfast

Select All Three Components for a Reimbursable Meal

Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	1/2 cup	3/4 cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup

- ¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
- ² Fruit or vegetable juice must be full-strength.
- ³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Child Meal Pattern Lunch or Supper

Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	1/2 cup	3/4 cup	1 cup
2 fruits/vegetables juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds ⁵ or yogurt ⁶	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1/2 ounce 4 ounces	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 egg 3/8 cup 3 Tbsp. 3/4 ounce 6 ounces	2 ounces 2 ounces 2 ounces 1 egg 1/2 cup 4 Tbsp. 1 ounce 8 ounces

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² Fruit or vegetable juice must be full-strength.

³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁵ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

⁶ Yogurt may be plain or flavored, unsweetened or sweetened.

Child Meal Pattern Snack

Select Two of the Four Components for a Reimbursable Snack

Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	1/2 cup	1/2 cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg ⁵ or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt ⁶	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1 ounce 4 ounces

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁵ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

⁶ Yogurt may be plain or flavored, unsweetened or sweetened.

RESPONDING WITH A REINFORCER; FIVE THINGS TO REMEMBER:

I FEED

REINFORCE	I	IMMEDIATELY
REINFORCE	F	FREQUENTLY
REINFORCE	E	ENTHUSIASTICALLY
REINFORCE	E	EYE CONTACT
REINFORCE	D	DESCRIPTIVELY

RATION 4:1

REINFORCE POSITIVELY FOUR TIMES TO EVERY ONE NEGATIVE.

1. **REINFORCE—IMMEDIATELY**
This means that you must reinforce *right after* the behavior you like occurs. Delays weaken the effectiveness of the reward.
2. **REINFORCE—FREQUENTLY**
Whenever you see your child performing a behavior you like, deliver a reinforcer. Let your child know you *like* what he is doing! For a new behavior, reinforce *every time* it occurs. Later on, you can reinforce every few times.
3. **BE ENTHUSIASTIC**
Listen to your tone of voice. It can make your words a positive reinforcer or a meaningless statement.
4. **MAKE EYE CONTACT**
This lets your child know that you really mean it!
5. **DESCRIBE THE BEHAVIOR YOU LIKE**
When you simply say, "Good girl!" or "Good boy!" instead of "You did a great job washing those dishes!" you have missed a chance to teach your child exactly what he did that pleased you. Let your child know precisely what about his behavior deserved your praise...that way he will not be confused, and will be more likely to perform the desired behavior you praised in the future.

101 Ways to Praise Your Child

Wow • Way to Go • Super • You're Special • Outstanding • Excellent • Great • Good • Neat • Well Done • Remarkable • I Knew You Could Do It • I'm Proud of You • Fantastic • Super Star • Nice Work • Looking Good • You're On Top of It • Beautiful • Now You're Flying • You're Catching On • Now You've Got It • You're Incredible • Bravo • You're Fantastic • Hurray for You • You're On Target • You're On Your Way • How Nice • How Smart • Good Job • That's Incredible • Hot Dog • Dynamite • You're Beautiful • You're Unique • Nothing Can Stop You Now • Good for You • I Like You • You're a Winner • Remarkable Job • Beautiful Work • Spectacular • You're Spectacular • You're Darling • You're Precious • Great Discovery • You've Discovered the Secret • You Figured It Out • Fantastic Job • Hip, Hip Hurray • Bingo • Magnificent • Marvelous • Terrific • You're Important • Phenomenal • You're Sensational • Super Work • Creative Job • Super Job • Terrific Job • Exceptional Performance • You're a Real Trooper • You Are Responsible • You Are Exciting • You Learned It Right • What an Imagination • What a Good Listener • You Are Fun • You're Growing Up • You Tried Hard • You Care • Beautiful Sharing • Outstanding Performance • You're a Good Friend • I Trust You • You're Important • You Mean A Lot To Me • You Make Me Happy • You Belong • You've Got a Friend • You Make Me Laugh • You Brighten My Day • I Respect You • You Mean The World to Me • That's Correct • You're A Joy • You're A Treasure • You're Wonderful • You're Perfect • Awesome • A+ Job • You're A-OK • My Buddy • You Made My Day • That's The Best • A Big Hug • A Big Kiss • I Love You •

p.s. REMEMBER, A SMILE IS WORTH 1000 WORDS