

C Street Family Handbook 2020

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



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Dear Parents,

The C Street Community would like to welcome you to our program! Our goal is to offer your child and family a loving, supportive environment and a high-quality early education. We hope that you have been welcomed into the program as a family member would welcome you into their home. We maintain an open-door policy; please feel free to stop by and visit your child and their classroom anytime.

The Family Handbook is a guideline for you to know what to expect from the program. The program's Policies and Procedures contained within this handbook coincide with Licensing and NAEYC standards as well as Christian Practices. We follow these standards on a daily basis to help make the overall program run smoothly and ensure all families and staff benefit equally from its objective.

Please take the time to read the entire Family Handbook and acquaint yourself with our policies. If you have any questions or comments, please feel free to stop by anytime. In addition, all of our head teachers have e-mails and a classroom telephone if you prefer to communicate with them in that way.

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

In Christ,

Annie Haile

Lorie Johnson

Annie Haile
Director

Lorie Johnson
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.

إذا كنت بحاجة إلى مواد باللغة العربية، يرجى إعلامنا. (Arabic)

要在中国材料请让我们知道。(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)

אם אתה זקוק חומרים בעברית, נא לנו (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, beåaga 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

The mission of First Presbyterian Church is to
LOVE GOD, LOVE NEIGHBOR, and MAKE DISCIPLES.

The vision of First Presbyterian Church is to
REACH OUR COMMUNITY FOR CHRIST and
DO MINISTRY THROUGHOUT SALT LAKE CITY.

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 year around from six weeks until they go to Kindergarten. Admittance for any child into C Street is decided when the Directors, teachers, 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.

READMITTANCE

If you withdraw your child for any reason, you must begin the admissions process from Step 1, meaning eligibility criteria in regards to current birthdate openings must be met.

ADMISSIONS STEPS

The required admission steps are below. Until all steps are completed, C Street is neither legally bound to provide care for your child nor must C Street hold a space for the enrollment of your child.

1. A tour of the facility and classrooms is completed by parent(s):
 - Birthdate criterion was originally met, and
 - Waiting List Form was submitted.
2. Clearing the Waiting List:
 - Offered a space with terms and conditions
 - Accepted the terms and conditions.
3. Completing an Intake Appointment (new family orientation).
4. The Program Application is submitted in the time allotted by Administration and the registration and school materials fees are paid.
5. Your child starts on his/her scheduled first day in the program (as planned and documented by Director).

ADMISSIONS POLICY

C Street will hold spaces for newborns for up to 3 months < 90 days at no cost. Upon 90 days, full tuition will be due or the space will be forfeit. The Director will provide this date to you once your child is born. All other spaces for children 3 months to 5 years of age are required to pay for the space after 30 days from when the space was offered.

Transitions: all children birth through 2 years old will be required to fulfill a transitional period in the program. This consists of attending the hours of 9 A.M. to 1 P.M. during your first 5 days. Transitions for children 3 and up are optional, but encouraged.

ENROLLMENT PRIORITIES

Due to class sizes and ratios, birthdate criteria must be maintained for progression through classes.

1. Currently enrolled children moving up from the previous age group.
2. Siblings of any currently enrolled child. (Subject to meeting birthdate criteria. Waiting list forms for newborns must be submitted within the first trimester of pregnancy to be given priority status.)
3. Members of First Presbyterian Church.
4. Children from the Waiting List*.

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

REGISTRATION

Access to the Registration Forms will be given to parents at least one week before their Intake Appointment. The completed Registration Forms must be brought to the Intake Appointment. At this time, the \$135.00 Registration Fee, \$175.00 School Materials Fee, and Program Application must be turned in to hold the space. Once that is done, the family is then responsible for the space and all policies and procedures apply. All forms and paperwork, including the Health Assessment, Immunizations, and Physical Exam Form, are required before the child will be completely registered and can begin participation in the program.

REQUIRED PAPERWORK

Before a child can be enrolled in the program, an application must be completed and turned in with the non-refundable \$135.00 registration fee and the non-refundable \$175 school materials fee. **(This paperwork must be fully completed and turned in one week prior to enrollment.)** The enrollment packet with required paperwork contains:

Program Application: Must be filled out before the Intake Appointment. The non-refundable \$135.00 registration fee and the \$175.00 non-refundable school materials fee is paid at this time.

Emergency Information Form: 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). Exemption Forms will not be accepted for incoming students

Unified Health Appraisal Form: Filled out by your child's doctor after a physical exam has been completed in Utah. The physical can be completed 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 the 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 the care of C Street employees. Enrollment cannot be accepted without your signature.

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 for 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. Forms that are not completed 100% by the deadlines given are subjected to additional paperwork collection fees.

IMMUNIZATIONS

Your child will be required to have all of his or her immunizations at the intervals 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. ***Religious, medical or personal exemption forms will not be accepted for any incoming families.*** Any child who is under immunized according to the schedule below will be excluded from the program until the immunizations are received. This is done to protect the health of the rest of the children in the program.

IMMUNIZATION SCHEDULE

Age →	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				

* Given no sooner than a child's 1st birthday. Otherwise, the immunization may need to be repeated in order to be effective.

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

2 or more changes of clothes
Diapers and wipes
Breast milk or formula and food--Labeled
A clean bottle for each feeding
A pacifier--If your child takes it

Two Years

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

12 months to 24 months

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

3 years to 5 years

A favorite blanket
A change of clothes
Food for lunch
A water bottle

Please bring these items with you or leave them at the facility 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/milk entered the facility.

CLOTHING

Please dress your child simply and comfortably. We recommend washable play clothes and running shoes that the children can put on and take off themselves. Please expect your child to come home with soiled clothing, as they were allowed to play and explore throughout the day. In the spring time, the rubber chips tend to be messier than the rest of the year. Spray 'n' Wash and Oxiclean will help to take the black out of your child's clothes. Bon Ami can be safely scrubbed into the pores of your bathtub to remove the black ring around the tub, be sure to rinse your tub well after use. We keep rubber chips on the playground to provide adequate cushioning as a fall zone and a place for the children to dig and play. With a small playground, we have to make good use of every inch of space for learning and play to occur.

All children need to have a change of clothing to keep at the school. Mark the clothing and place it in a **Ziploc** bag with the child's full name written on the outside. Please put the extra clothes in your child's cubby in the gym; plastic bags cannot be left in the classroom. Your child's clothes need to be appropriate for the weather that is expected for the day. We will go outside every day unless the weather is bad or ozone/particulate matter levels prohibit it. All full-day children 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 your child's 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.***

If you bring a stroller or a bike it needs to be locked up to our bike rack outside. The bike rack is located on the walkway to the playground by the recycle bins. ***The Center cannot be held responsible for any stroller or bike that is not locked up to the bike rack.*** While we do our best to monitor the front part of the walkway, there is not surveillance in the area around the bike rack.

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 component. We encourage you to raise concerns about the program when they arise and give feedback to staff and administrators when you feel it is necessary. Communication must be done appropriately, respectfully, professionally and courteously at all times. The community of C Street will thrive if we show love and compassion towards one another in all scenarios.

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, 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 helpful practices and/or solutions into the classroom. The collaboration between C Street staff and you can be done effectively for the best interest of your child.

Program administration and staff communicate via e-mail where and when possible. A program newsletter will be sent out on the weekends when there is important Center communication that applies to all or most families. During the admissions process and in your paperwork, parents 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 and reading the newsletters on a regular basis and that you inform administration of any change to your e-mail account. Please note: If an email requires an in-depth response it may take time for director and teachers to talk to each other, fully process the situation, and to form a plan. Once staff have processed the situation and formed a plan you will be sent a response or called so that we can inform you of as much of the process as necessary. An immediate response will not be given as it may result in premature decisions that will later have to be changed due to more information being provided. We will try to respond within 24 hours, but it may be 2-3 business days depending on availability of staff, how complex the situation is, and how many people it involves to determine the full scope of the concern. All concerns are taken seriously.

Each classroom and office has a direct line that you can call whenever necessary. *For the easiest access, please dial the extension as soon as you hear the first automated message.* The program phone is 801-328-3043, and extensions are as follows:

Infants: 230	Gym: 236
One Year Olds: 231	Admissions Office: 239
Two Year Olds: 232	Annie (Director): 240
Preschool: 235	Lorie (Associate Director): 239
PreKindergarten: 233 & 234	Nancy (Treasurer): 226

If a family and/or parent is jeopardizing the well-being of the program or has behaved in a manner that has been interpreted as inappropriate, unprofessional, or otherwise unkind, the family will be expelled from the program. The expulsion will be immediate and without notice. This right will be held by program administration at all times and tuition credits will not be given.

Tuition and Fees

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. 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 paying the full tuition and fees. Tuition for the first two weeks or first month (depending on your billing preference below) must be paid by the morning of the child's first day. This tuition is nonrefundable even if the child is withdrawn before the 30 days have ended.

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. Tuition for the first month or first two weeks, depending on billing preference, is due on the first day your child is scheduled to begin.
4. 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 \$30.00 per child will be assessed if the payment is not received in full 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 to attend the program.

or

Monthly tuition is payable by the 1st of each month. A late fee of \$30.00 per child will be assessed if the payment is not received in full 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.

WAITING LIST FEE

A Waiting List Fee of \$50 is required to join the waiting list. The waiting list form and the full fee must be paid within 48 hours of taking a tour in order to guarantee the same place on the waiting list as was available at the time of the tour. Any waiting lists or waiting list fees that are turned in later will be added to the waiting list by the date which they were received. Any tours that were taken between the time of your tour and you turning in the waiting list and fee could place you further back on the waiting list.

REGISTRATION FEE

A non-refundable Registration Fee of \$135 is required to enroll a child in the Infant through Prekindergarten programs. A Registration Fee of \$30 is required for short-term care. This fee is required to reserve a space for a child. See *Admissions Steps* on page 7 for the steps to register a child at C Street.

SCHOOL MATERIALS FEE

A non-refundable School Materials Fee of \$175.00 will be required for each child upon registration and as they move up to each class. This fee covers things such as: art supplies, equipment, class furniture, replacement of toys, cost of charting and assessments, etc.

DIAPERS AND WIPES FEES

A Diapers or Wipes Fee will be charged any time a child runs completely out of diapers or wipes and the Center has to purchase diapers or wipes for your child. A Diapers Fee is \$20 and covers one package of diapers. A Wipes Fee is \$10 and covers one package of wipes.

SURPLUS HOURS FEE

A Surplus Hours Fee will be charged if a child is here more than 10 hours a day or 50 hours per week. You will be charged by the hour while we are still open (hourly rates found on rate sheet). Please contact us if you are going to be late.

PAPERWORK COLLECTIONS FEES

Paperwork must be updated once a year. The forms will be emailed to all families and paper copies will be placed on the buffet. A two week period will be given for the forms to be 100% completed and turned in. Any families who do not return all forms by the stated deadline with all lines filled out or acknowledged with a dash, N/A, or some other comment will be charge a \$25.00 Paperwork Collections Fee per child. This fee will be rebilled on the first of each month that the forms are not turned in 100% complete. This fee will also apply to any children who are just entering the program if the following forms are not 100% complete (all lines filled out or acknowledged) upon enrollment: Program Application, Emergency Information Form, Health Assessment Form (to be completed by the parent/guardian), and Consent Form.

AFTER HOURS LATE FEE

Children must be picked up *by Closing each day*. An After Hours Late Fee of \$2.50 per family will be charged for every minute after closing. The After Hours 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 PM. If a child is in the building at 6:00 PM, then upon arriving, a parent has 5 minutes to clock the child out, pick up the child, collect the child's belongings, and exit the building or the After Hours Late Fee will be charged per minute until the family exits the building. Continued late pickups will result in your possible expulsion from the program.

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 30-day *written* notice is required. The notice needs to be given to the Director in writing. Emails are considered written notice as long as they contain the date of the child's last day. If a 30-day notice is not given, you will be required to pay the tuition for the full thirty days.

Attendance

ARRIVAL AND DEPARTURE

C Street offers off street parking. If you plan on staying and visiting for a while, please use First Presbyterian Church's parking lot located on First Avenue—just north of the playground. **Do not park in the neighbor's driveway (next to our concrete walkway)!** It is a private driveway and the neighbor becomes highly agitated when we do not observe his property.

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 and/or program staff!

To keep a child safe, an adult must accompany the child into the facility 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/or a phone number where you would need to be reached.

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 PM to 3:00 PM. This prevents interference with the routines of other children enrolled. We ask that you inform your child's teacher if you are going to arrive or depart at an "out of normal routine" time. This helps us plan accordingly with staffing and program activities. This would include information about doctor appointments, vacations, illnesses, etc., that occur during a time they would normally be attending the program.

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 call the teacher and/or 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 the phone number on record to verify the person on the phone is actually the parent.

DAYS OF OPERATION

The facility is open Monday through Friday from 7:00 AM to 6:00 PM, 12 months of the year, except for the following days:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Staff Work Day (in March)
- Parent Teacher Conferences (program closes early 2x's a year in April and October)
- Memorial Day
- Professional Development Day (in August)
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Break: 3 days TBD each year.

All program closures will be given to parents on a calendar before the New Year begins. Please use this calendar and plan ahead for all closures. A reminder notice with the exact date of closure will be posted in advance for all parents to see. *Note: C Street Administration reserves the right to make changes and/or additions to the program calendar as needed.*

SNOW DAYS

Snow days will be determined if the director feels it is not safe for the families and staff to come to the Center or if the University of Utah is closed. The directors also reserve the right to open the center late or close the Center early if it is predicted to be dangerous to travel. When this happens the Center usually opens at 10 AM and closes at 4 PM. If we have a snow day, then you will be called, emailed and/or sent a text. We will call/text you in the approximate order of your normal arrival to the Center. If the weather is predicted to be bad, then we will monitor the weather conditions into the late evening/early morning and will send out an email. We will warn you the day before if we anticipate the possibility of having to open late or close for a snow day. Snow Days are strictly determined based off of the safety of traveling to and from 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. Please keep birthday parties simple and limited to lunch, snack time, or a simple activity. More elaborate birthday parties must be planned off-site and not require the participation of C Street staff during Center hours. Staff are happy to forward Evites to all the children in your child's class for birthday parties. **Also, due to the choking hazards of latex balloons, they will not be allowed either blown up or deflated.** Mylar balloons are fine to bring.

ABSENCES

Full tuition will be required anytime a space is to be held for your child.

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

MOVE-UPS

Move ups are generally done right before or after a child's birthdate. The teaching staff of each class will make sure you receive a welcome packet which explains their classroom, practices, and curriculum. Your child's current teachers will help prepare them for the change by sending them to visit the classroom, play with the children of that class, and have them spend time talking with the staff of the next class.

Basic Needs

FOOD AND NUTRITION POLICY

We are required to provide a meal or snack to all children ages toddlers and older 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 every day. **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.**

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 medical reasons (allergies or sensitivities); others are nutritional preferences (like organic or unprocessed foods) or cultural/ethnic reasons. Since lunch is an actual meal, not a snack, we really prefer you have control over it. This belief applies to snacks as well, please feel free to send replacement snacks anytime! If we feel your child needs more food, then we will provide a supplement and let you know so you can bring more food in the future.

Please do not send your child with lunch items containing 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 find an item with high sugar content, we will remove it from your child's lunch and save it for a later time/date when it may be more appropriate.

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 occasions 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. For example: 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. 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 the fridge in the afternoon when you pick up your child. We can only store breast milk for 24 hours in the refrigerator or 3 months 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 and a Sippy cup before moving to the Toddler Classroom.

Snacks: C Street will provide a morning and afternoon snack to all children who are Toddlers and older. You can find the menu with all snack items posted in several locations throughout the facility,

including: on the news board, in the kitchen, and in the classrooms. Extra copies of the menu can be found on the buffet.

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.

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. Infants can only be left in their crib up to 15 minutes to give them time to fall asleep sleep or go back to sleep.

Toddlers through Prekindergarten have a period of time from 1:00-3:00 PM 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. The prekindergarten teacher will work on weaning the older children completely off naps by the end of the summer in preparation for Kindergarten.

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 PM to avoid disturbing the children who are sleeping.

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.

Beginning with the preschool program (3's), your child must be fully potty trained. We staff only one teacher full time with the allotted ratio which does not allow our preschool teacher the adequate time or necessary supervision to potty train. For this reason, full toilet training is required to maintain enrollment beyond the two year old classroom.

Fully toilet trained by definition at C Street would be that your child can identify the need to go potty, can verbally communicate that need, can venture to the bathroom on their own without the need to be coaxed, can dress and undress himself/herself, and does not have more than 2 accidents per week.

All children in our two year old program have been given extensive time and mentoring in potty training and are adequately prepared to move up and meet these expectations. However, if a child experiences physiological and/or cognitive special needs that do not allow them to meet this expectation; we will make all reasonable attempts to keep that child enrolled in the program. However, programmatic issues, such as the number of teachers in a classroom, may not allow for a child's continued enrollment as it could be detrimental to the group as a whole if the child needs excessive help in the bathroom on a regular basis. If you feel your child cannot meet this expectation, please schedule a meeting with the Directors immediately.

CLASS STRUCTURE

<u>Class</u>	<u>Teacher to Student Ratio</u>
Infant	1:4 (Class size 2:8)
Toddlers	1:4 (Class size 2:8)
Two Year Olds	1:6 (Class size 2:12)
Preschool	1:10 (Class size 1:10)
Prekindergarten	1:10 (Class size 1:10)

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

Health

*In an effort to maintain a healthy environment,
we ask that you please wash your child's hands upon arrival.*

ILLNESS AND EXCLUSION POLICIES

For the protection of your child and the other children, please keep your child home if they show/display **any** sign of illness. Children will be sent home from school if they have a temperature of 100.4° 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. We must post a note informing other parents of the confirmed illness. If the illness is serious, we also have to contact the Salt Lake Valley Health Department. 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.

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 he/she is well or until treatment is satisfactory. The following guidelines are used in deciding whether to exclude a student from school:

Communicable Disease	When to bring your child back**
Fever of 101° Fahrenheit or above	When fever is absent for 24 hours, 72 with COVID-19 (100.4° F fever)
Nausea, vomiting, or abdominal pain	24 hours after last vomiting episode
Diarrhea, unless on medication that causes diarrhea	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 antibiotics.
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*

***Exclusions times that are listed are before the 48 hour exclusion policy is started. Please see the 48 hour exclusion policy below for details on the practice.*

48 HOUR EXCLUSION FROM PROGRAM POLICY

In the event your child is sent home and returns after the 24 hour period, but still displays symptoms of the illness, we will then require that you keep him/her out for 48 hours. Please keep your child home until all signs and symptoms of the illness are gone. This 48 hour policy will apply for all subsequent exclusions for the illness within a 10 day period. This practice is to prevent further spread of the illness.

COVID-19 POLICY AND PRACTICES

We have put together many new policies and practices to help prevent the spread of COVID-19. They are outlined here along with our expectations for your role in helping us to prevent the spread of COVID-19. We have hand sanitizing stations set up outside of the building. Please sanitize your hands as you enter the gate and feel free to sanitize them again as you leave. In nice weather we will have a table on the front porch with a form to clock children in and out. A staff member will greet you at the door, conduct a health assessment, and take your child into the building. If it rains, the table will be set up under a large umbrella. If there is a downpour, parents are welcome to step inside the front door to wait while we gather the child(ren) and their belongings from the classroom. When we have cold weather, then we will have families bring their children inside, wash their hands, complete a health check and clock them in and out at the computer. Please wash or sanitize your hands before touching anything inside, including the computer. Whether you are inside or outside, we ask that you please wear a mask and social distance from other families.

Anyone who enters the building is given a health check and screened for signs of COVID-19. This includes having temperature taken, asking about symptoms which include: cough, shortness of breath, sore throat, muscle aches and pain, lack of taste or smell or lack of appetite in toddlers and younger. Due to COVID-19, any child or staff with a fever of 100.4°F or any of the symptoms listed above will be sent home. Children and staff will have their fever checked again after naptime or any time they display signs of illness or lack of energy.

Anyone who passes the health check may enter the building. Upon entry, each person must go to the sink by the gym and wash their hands before touching anything. Adults are asked to wear a mask when they are in the same room or hallway with someone else. Children three and older will be asked to wear a mask if it is required by Licensing. The Center will provide one mask for the child to keep at the Center in their cubby and it will be washed frequently and as needed. Staff in the infant and toddler rooms are provided masks that are clear so that they can wear them at times when they interact with the children to help them learn facial expressions.

A record of who interacts with who, children and staff, is kept each day. We also keep a record of any health symptoms that are reported for children and staff each day. These records will be shared with the health department upon request and will be used only to contact families who have been in contact with someone who has COVID-19 as determined by the health department.

All commonly touched surfaces such as doorknobs, faucets, hand soap dispensers, light switches and phones are cleaned and sanitized at least twice a day. All toys that are played with are cleaned and sanitized at least once a day or more often if needed. Toys that a child puts in his or her mouth are removed until they can be cleaned and sanitized. The equipment and toys in the gym and the playground are cleaned and sanitized between groups of children. Gym and playground times have been scheduled to give time for the cleaning and sanitizing and to allow only one group of children

in the hall at a time. Smaller than normal class sizes will be determined by Licensing and will be based off of the color code system put together by the State of Utah and which color Salt Lake City/Salt Lake County is in at any given time.

We ask that if anyone in your family is sick, is being tested for COVID-19, or has COVID-19 that you keep your child(ren) home until your family has either received negative test results, is through COVID-19, or you have determined what the illness is, followed proper illness procedures and the director has approved to you bringing your child. We do realize that there are many more illnesses besides COVID-19 and not all of them require extended exclusion from care and not all symptoms mean a child is ill. We also realize that infant, toddlers, and some twos are teething at any given time. As such, we vigilantly analyze each symptom and make the best decision we are able airing on the side of caution. This may mean that your teething child or child with allergies will be sent home for a day or two until we can determine that it is teething or allergies for sure. We ask that you please don't mask or hide your child's symptoms with medicine as we are making this determination. By working together, we can keep everyone safe and healthy.

If a child or staff member gets COVID-19, then we will follow all policies and recommendations determined by the CDC. Please let one of the directors know immediately if your child or someone in your family is being tested for COVID-19. We have been blessed with the gift of an electrostatic sprayer that we use to spray an ionized, non-toxic spray throughout the whole Center anytime someone is tested for COVID-19 or has another highly contagious illness. The sooner we can spray the Center, the better chance we have of minimizing spread of the illness and it provides the option for us to be able to stay open more days. This is the same spray that has been approved to kill COVID-19 and is used by cleaning companies when they are called in to clean a building after exposure to COVID-19.

Once you receive your test results back, please let the directors know so we can report it to the health department if needed. Anyone who has COVID-19 must quarantine for a minimum of 10 days after showing symptoms. They need to be fever free for at least 72 hours without the aide of medicine. This time period may extend up to 14 days or longer if a fever still exists or if it has spread within the family. Please let us know if you need us to work with the health department on contact tracing and please give the health department the authorization needed for them to talk to us regarding your case so that we can work more effectively together.

Once we contact the health department, they will determine whether we can stay open or whether we need to close one classroom or the whole Center. We will follow their recommendations as to closure, cleaning procedures, reopening procedures, and the length of time we are closed. We have put many measures in place to try to prevent and minimize the length of time we need to be closed.

We do still charge full tuition if we are closed or if your family is quarantined because we need to be able to pay staff so that we can retain them and they can pay their bills. If this is a hardship for your family for any reason, please talk to the director to see if an agreement can be made for the time your family is in quarantine. If this is not a hardship, please know that we truly appreciate your support in paying full tuition so that we are able to continue to pay our staff.

Any changes to these policies will be determined by Licensing and the Center Directors and are subject to change at any time. It takes a team of staff and families to prevent COVID-19 from

entering our building. Thank you for all that you do to help prevent the spread of COVID-19 here and in the community.

MEDICATION POLICY AND PRACTICES

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 and must be filled out 100% prior to giving the medicine. 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 (**must be in its original container**) to a teacher so that it can be properly stored for the day. We lock up all medications, including those that need refrigeration. All medicine must be picked up at the end of the day unless special arrangements are made. If medicine, such as an EpiPen, is left for your child, then you are responsible to replace the EpiPen before it expires. We cannot give expired medicine of any kind to a child for any reason.

We are happy to keep a doctor's note on file which allows the use of over-the-counter medications. Please fax it to us at 801-363-1344 and include a cover sheet. This form must be updated each year or more often if needed and must specify which over-the-counter medication it is for. All medications, whether store bought or prescribed, must be in its original container with dosing recommendations clearly printed. We can only administer recommended or prescribed dosing instructions; never an excess of those recommendations.

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 facility, please inform the director and the teacher immediately!

INJURIES

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.

AIR QUALITY AND OZONE RESTRICTIONS

Young children tend to be very sensitive to poor air quality and high ozone levels found outdoors during the winter and summer months. C Street has policies regarding when to keep children indoors due to poor air quality and high ozone levels. Below are our cutoff readings; if/when these cutoff levels are reached, we restrict children from playing outdoors.

Particulate Matter (PM 2.5): **35.5 ug/m or higher in the winter months.**
Ozone Level: **0.06 or higher during the summer months.**

C Street staff checks the Utah Department of Health website (air.utah.gov) or the Environmental Protection Agency website (www.airnow.gov) just before heading outside each day when the air quality or ozone level is questionable. The websites give up-to-date readings which allow us to determine whether or not it is safe to take children out.

If you have questions or concerns about the practice, please let one of the Directors know.

Safety

EMERGENCIES

In case of an emergency where we have to evacuate the building, we will take children to The Children's Center (350 S. 400 E.) 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 business 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 the event 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 and/or Center closure. 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. The elevator and 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 clocked 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.

CHILD ABUSE AND NEGLECT

Staff and families are mandated reporters and are obligated by law to report any suspected abuse to child protection services. Including all suspected incidents of physical abuse, sexual abuse, emotional abuse, and neglect to a child, both by families, staff, volunteers, or others.

PLEASE call the Child Abuse Intake Hotline at 855-323-3231 for in-state calls or for emergencies call 911 or text 898-211 with your zip code for reporting all child abuse or neglect suspicions.

The rights of both the accused staff member and the children will be protected while an investigation is being conducted. The accused staff member will be suspended with pay during this process.

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 discarded.

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

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 believes 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 blended families, adoptive family, single parent families, same-sex families, multi-racial families, etc. We do not allow discrimination or judgment to be passed by children, staff, or parent(s)/guardian(s). We will not encourage nor discourage various family structures 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. 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 any time.

GUNS AND DRUGS

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.

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 while you bring your child into the program, unless required by law for occupational use.

No smoking or drinking alcohol is allowed on the Center premises. Please stand at least 25 feet away from the building if smoking.

Classroom Practices

CURRICULUM

For children two and under 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. For children three and older we have adapted the Utah's School Readiness Standards to fit our program. 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.

Each of the classrooms is set-up into several different learning centers. Each learning center and the materials in it have the specific purpose of teaching your child. Children at this age learn best through play and experiencing their world. We purchase each of our materials with this in mind and incorporate them into the classrooms to provide a balance of activities that are stimulating, engaging, and challenging across all areas of development.

ASSESSMENTS

Regular ongoing assessments will be completed by the lead teacher to show your child's developmental progress. These assessments are used to determine the needs of each child and to detect any potential delays. 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.

We use the Teaching Strategies Gold Assessment tool to determine where each child is at developmentally. The TS Gold is an ongoing assessment tool. The teachers are constantly collecting information on the children's progress and noting it in an individual assessment portfolio. They use this tool to help them determine what to teach the children each week whether on an individual basis or as a class. It also helps them to scaffold each child's learning, so it is meaningful to each child. The assessment information is summarized and sent to parents in March and September. You can find out more about this tool at: <https://teachingstrategies.com/solutions/assess/gold/>.

We use the Ages and Stages Questionnaire (ASQ) for our developmental and social-emotional screening tool. These screening are done by the Lead Teacher. You can find out more about this tool at: <https://agesandstages.com/about-asq/>. 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 light 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 dark 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 or twice a year.

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 anything 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 the 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 the program won't be beneficial to the child or is an unjust burden on the classroom and/or program as a whole.*

FIELD TRIPS AND WALKS

Children one year 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.

C Street uses mass transit methods for field trips such as: walking, UTA bus, TRAX or Frontrunner. At least two alternate times are scheduled when catching mass transit in the event we miss the transportation. Occasionally a charter bus company may transport for field trips. If a charter 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 in advance 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. The permission slips can be found on the bulletin board to the right of the director's office.

In addition, parents are responsible for the following on the day of the field trip: take your child and your child's sack lunch to his/her classroom, bring your child in weather appropriate clothes and anything else that is required for the field trip. For parents who are going on the field trip, you will: receive any instructions about the field trip when you drop off your child, be assigned 1-3 children who you will be responsible for on the field trip, you will need to wear a Center nametag, which must be returned at the end of the field trip. All children are required to wear Center t-shirts on a field trip. These must also be returned at the end of the field trip.

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 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 for multiple uses. Mostly we use the pictures for in house purposes. If we use the pictures for advertising or other such purposes, please know that we will use them cautiously and never with a child's name associated with the pictures. We ask that families please be respectful and refrain from using pictures of other children in the program on the internet. Please note that we cannot guarantee how other families use pictures they receive or take of the children. We also cannot guarantee that when we are outside of the program that someone won't take a picture of the children and use it as they choose. We do ask people not to take pictures of the children if we see them. If you have any further questions about how we use pictures and video footage, please talk to one of the directors.

STAFF BABYSITTING POLICY

As of June 1, 2020, C Street staff are no longer allowed to babysit for families offsite. Staff are able to rent space to provide care for children during scheduled Parent Night's Out as long as they are following all licensing regulations. This is a service that is provided by C Street staff, but not provided by C Street Child Development. Families can also find care for their children through www.care.com. We do recommend that families interview the caregivers to find a good fit for their family. If a family finds C Street staff through another program such as care.com, they are still not allowed to use the services of the staff member.

Child Behavioral Guidance Policy

SCHOOL RULES

We have three school rules that we teach the children on an on-going basis at a level that is appropriate for their age. The rules are as follows:

- We are first responders—This means that we do what an adult asks the first time.
- We are kind friends—This means that we treat our friends nicely and with respect.
- We are respectful of our toys and classroom—This means that we try to keep our toys nice, treat our books carefully, and use the classroom the way it was meant to be used.

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 and is set up to prevent problems. 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. Periodically, the learning environment may need to be changed or have materials changed to provide a more enriching environment for the children.
- ❖ 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. Simple and reasonable rules should be set for the children and be applied consistently by all staff members. Staff members should be able to set appropriate limits for the children.
- ❖ Communicate with the children and teach them how to communicate
 - Children need to learn how to communicate with each other and how to work through their problems and come up with solutions to solve them. Staff should be teaching children the words they need to communicate with each other and help them to solve their conflicts. They should be listening to the children and respecting their needs, desires, and feelings. They can talk through alternatives with the child, help them make decisions, and develop their problem-solving skills. Children should be given opportunities to make

- choices and solve their problems. Staff can teach, model and encourage the appropriate behaviors in children. At times, staff may need to redirect the children to an acceptable activity.
- Staff should be communicating with children using positive statements. They should be talking to them in a calm quiet manner and at their level. If an unacceptable behavior occurs, then staff should explain what is acceptable for the children to be doing. Staff should be giving attention to children for positive behaviors and praise and encourage them.

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, we evaluate the emotional needs of the child. We try to figure out why the child is upset or acting out so that we can address the root of what is happening. If we can address the root of what is happening, then we can usually help the child to calm down pretty quickly. If we are unable to figure out the root of what is happening, then we will use the following steps to help the child calm down.

- 1: Redirection
- 2: Warning
- 3: Use of a safe space in the classroom or Time Away
- 4: "Time-Out" (For children 3 years and older)

The teachers work with the children throughout each day to learn how to recognize their feelings and emotions. They also teach them what to do with those emotions and how to handle them in an appropriate manner. We have several ways to teach the children to take a deep breath such as breathing in deeply when smelling a flower and then exhaling out the breath slowly. We also incorporate mindful moments with the class as a whole. During circle time, the children will learn about their emotions through songs or role play.

BEHAVIOR GUIDANCE POLICY

We believe that all behavior guidance should be firm, fair, and consistent. Children tend to have a more positive reaction to the guidance when they know what to expect. We use several methods of behavior guidance here at the Center. Below are a few of the methods that we use depending on the age of the child. The teachers also use their own methods 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. Use of a safe space in the classroom—Each classroom has a safe space for the child to go and calm down. The safe space is an area that is comfortable and has calming activities for the child to do on his or her own until the child decides he or she is ready to rejoin the class.

4. Time Away—A child three years and older will sometimes be asked to take time away from the group. If a child is overstimulated by the group, it may become difficult for the child to behave appropriately when with the group. A child who is asked to take a time away will be asked to go to another area of the room like the cozy area to spend time reading books or working on another quiet activity. The child can stay in this area for as long as he or she chooses and until he or she is ready to return to the group. This time can last for as little as ten seconds if that is all the longer the child needs. This option is available to give the child a chance to reset their emotions and to be able to have some alone time. It also helps them to learn how to manage their emotions when they are upset and gives them tools to calm themselves down.
5. 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, if the child is hurting someone, or if the Time Away was not effective. Time-out lasts one minute for every year of the child's age. The time-out may happen with a director if the child does better calming down away from his or her peers.

"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.
- ❖ Logical 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, threatening, using derogatory remarks or ridiculing a child for bad behavior is not an effective way to teach self-control.
 - ❖ Food should never be used as a form of discipline. Children should be allowed to eat at meal or snack times without the threat of their food being withheld and without it actually being withheld. If the child chooses not to eat, then it is a logical consequence to miss the meal. A child choosing not to eat is not the same as an adult threatening to or actually withholding food.

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!

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 program that may have the appropriate resources for a child with special behavioral needs that cannot be met by C Street Staff.

Staff are not allowed to inflict corporal punishment in any manner upon a child. Corporal punishment is defined as the use of physical force to the body as a disciplinary measure. Physical force to the body includes, but is not limited to: shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hair, or ears; or requiring a child to remain inactive for a long period of time. Psychological abuse or coercion is also not allowed when disciplining a child. Psychological abuse includes: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, frightening a child, ostracism, or withholding affection. Coercion includes: rough handling such as shoving, pulling, pushing, grasping any body part; forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action such as eating or cleaning up.

The goal of the above techniques and policy is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. Below are a couple of reasons why a child may be suspended or asked to leave if, after the stated steps have taken place and the child is still unable to correct his or her behavior. In situations such as these, it generally takes a team of directors, teachers, parents, and sometimes outside resources to change the behavior in the child. A child will not be asked to leave the program until all other possible interventions have been exhausted and there is agreement that exclusion is in the best interest of the child. In the rare case that

exclusionary measures are taken, We will offer assistance to the family in accessing services and finding an alternative placement. We comply with all state and federal civil rights laws.

Biting or scratching—Biting or scratching is a form of communication for young children who do not have enough language skills to effectively communicate. We work with each child to teach them how to use their words instead of their actions to communicate to prevent frustration. We also ask that parents do not allow their infants to gnaw or mouth on them or others as this can lead to biting once they have teeth. If biting or scratching occurs, the child is removed immediately from the group to time-out or a different learning center and told in a firm tone of voice, "We don't bite/scratch. Biting/Scratching hurts." Attention is given to the child who was hurt. If biting continues, additional help for the behavior may be needed. Observations are noted each time a child bites to try to determine why the child bit. Children who repeatedly bite will be shadowed by a teacher to attempt to prevent further biting and to teach the child a more appropriate behavior. If a child excessively bites, then the child may, on a rare occasion, 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." We ask that staff and parents please not talk about the incidents in front of the child as that can encourage the child to bite or scratch more for the adult attention they receive.

Bullying or Harassment—There is a no tolerance policy for bullying or harassing other children. If bullying or harassment occurs, the child will be immediately removed from the group to time-out. A yellow behavioral form will be filled out, discussed with the child's parents, and be signed and sent home. If a child receives three behavioral forms in one day and the behaviors are determined to be bullying or harassment, then the child's parents will be called. If the behaviors continue to occur 3 times in a month time span or less, then the child will be sent home for the remainder of the day and an early intervention meeting will be scheduled. If the behaviors continue without notable progress, then the child may be asked to leave our program.

Bullying is determined by the intent (the harm caused is deliberate, not accidental), the imbalance of power (real or perceived), and repetition over a period of time (more than once with the potential to occur multiple times). As a general rule, children in early childhood may display behaviors that mimic a bullying behavior, however, they do not yet understand bullying and the effect it has, thus the behaviors are not intentional. Based off the reactions children receive when they display these behaviors the beginning understanding of becoming a bully can start to occur. We take a firm stance to teach children which behaviors are acceptable and which are not to prevent a child from becoming a bully. We are also very careful about how we handle a situation in which a child displays bullying behaviors because 99% of the time it is simply a child trying to learn appropriate behaviors by testing what works and what does not work based off previous experiences and personal motivators. We take each child's behavior and look at it on an individual case and work with the child and the child's parents to try to teach correct behaviors with a united front.

In the event a child's behavior or needs have or will become disruptive to the classroom or a burden on the program, C Street reserves the right to terminate a child's enrollment in the program. This decision will be made by C Street Administration. Notice to the family is not required, but will be considered and given if/when possible.

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 know more about required qualifications according to NAEYC accreditation, please visit <https://www.naeyc.org/our-work/families/10-naeyc-program-standards#6>

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. Orientation includes learning C Street's policies and procedures, training on our curriculum, learning how to assess the children properly and to interpret the data, how to plan and run a field trip, NAEYC criteria, NAEYC's code of ethical conduct, how to guide children's behavior in a way that is positive and teaches the child how to behave appropriately in similar situations in the future. The orientation training and ongoing annual training include learning about child abuse and neglect, shaken baby syndrome, how to cope with crying babies, SIDS, brain development in young children, homelessness, any special needs of the children they work with, current licensing regulations, etc. 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 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, and/or third party mediation (pastor) at any time. The goal of mediation is to try and find some middle ground on an issue and work it out so both sides are satisfied.

Notify the Director immediately if you feel like your thoughts, ideas, concerns, or suggestions have not been heard or taken seriously after a meeting. We will make all reasonable attempts to satisfy those requests and communicate more clearly our position. Please note that professional practices will prohibit us from sharing any delicate matter with you; please take this into consideration when meeting.

As a general practice, if you have a grievance with someone we recommend discussing it with the specific person/people involved, teaching staff included. If you are not satisfied with the person's response to the grievance, you should notify the directors. If you are not satisfied with the director's response, you should contact one of the Pastor(s) of First Presbyterian Church.

C Street Administration and First Presbyterian Church Administration operate a top-down system. This means the Directors of C Street have final say in all matters concerning program operation. This belief is upheld at all times. If middle ground cannot be found on an issue and you believe the program cannot meet your needs and/or expectations, we will request your withdrawal and/or resignation from the program.

Please see our Communication Policies and Practices section for more clarification on our expectations for all behavior and communication.

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

Appendix A

USDA's Child and Adult Care Food Program Guidelines



United States Department of Agriculture
Food Safety and Inspection Service

Food Safety Information



Basics for Handling Food Safely

Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four steps of the Food Safe Families campaign to keep food safe:

- Clean - Wash hands and surfaces often.
- Separate - Don't cross-contaminate.
- Cook - Cook to the right temperature.
- Chill - Refrigerate promptly.

Shopping

- Purchase refrigerated or frozen items after selecting your non-perishables.
- Never choose meat or poultry in packaging that is torn or leaking.
- Do not buy food past "Sell-By," "Use-By," or other expiration dates.

Storage

- Always refrigerate perishable food within 2 hours--1 hour when the temperature is above 90 °F (32.2 °C).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F (4.4 °C) or below and the freezer at 0 °F (-17.7 °C) or below.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.
- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.
- Canned foods are safe indefinitely as long as they are not exposed to freezing temperatures, or temperatures above 90 °F. (32.2 °C) If the cans look ok, they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned food (tomatoes, fruits) will keep their best quality for 12 to 18 months; low-acid canned food (meats, vegetables) for 2 to 5 years.

Preparation

- Always wash hands before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash hands, cutting board, knife, and counter tops with hot, soapy water.
- Marinate meat and poultry in a covered dish in the refrigerator.
- Sanitize cutting boards by using a solution of 1 teaspoon chlorine bleach in 1 quart of water.

Thawing

- **Refrigerator:** The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- **Cold Water:** For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- **Microwave:** Cook meat and poultry immediately after microwave thawing.

Cooking

- Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F (62.8 °C) as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.
- **Ground meat:** Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F (71.1 °C) as measured with a food thermometer.
- **Poultry:** Cook all poultry to an internal temperature of 165 °F (73.9 °C) as measured with a food thermometer.

The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged.

USDA Meat & Poultry Hotline
1-888-MPHotline
(1-888-674-6854)

Basics for Safe Food Handling

Serving

- Hot food should be held at 140 °F (60 °C) or warmer.
- Cold food should be held at 40 °F (4.4 °C) or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Perishable food should not be left out more than 2 hours at room temperature--1 hour when the temperature is above 90 °F (32.2 °C).

Leftovers

- Discard any food left out at room temperature for more than 2 hours--1 hour if the temperature was above 90 °F (32.2 °C).
- Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Reheat leftovers to 165 °F (73.9 °C).

Refreezing

Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing.

COLD STORAGE CHART

These short, but safe, time limits will help keep refrigerated food from spoiling or becoming dangerous to eat. Because freezing keeps food safe indefinitely, recommended storage times are for quality only.

Product	Refrigerator 40 °F (4.4 °C)	Freezer 0 °F(-17.7 °C)
EGGS		
Fresh, in shell	3 to 5 weeks	Do not freeze
Raw yolks & whites	2 to 4 days	1 year
Hard cooked	1 week	Does not freeze well
LIQUID PASTEURIZED EGGS, EGG SUBSTITUTES		
opened	3 days	Does not freeze well
unopened	10 days	1 year
Mayonnaise Commercial, refrigerate after opening	2 months	Do not freeze
FROZEN DINNERS & ENTREES		
Keep frozen until ready to heat	—	3 to 4 months
DELI & VACUUM-PACKED PRODUCTS		
Store-prepared (or homemade) egg, chicken, ham, tuna, & macaroni salads	3 to 5 days	Does not freeze well
HOT DOGS & LUNCHEON MEATS		
Hot dogs		
opened package	1 week	1 to 2 months
unopened package	2 weeks	1 to 2 months

Product	Refrigerator 40 °F (4.4 °C)	Freezer 0 °F(-17.7 °C)
Luncheon meat		
opened package	3 to 5 days	1 to 2 months
unopened package	2 weeks	1 to 2 months
BACON & SAUSAGE		
Bacon	7 days	1 month
Sausage, raw — from chicken, turkey, pork, beef	1 to 2 days	1 to 2 months
Smoked breakfast links, patties	7 days	1 to 2 months
Hard sausage — pepperoni, jerky sticks	2 to 3 weeks	1 to 2 months
SUMMER SAUSAGE labeled "Keep Refrigerated"		
Opened	3 weeks	1 to 2 months
Unopened	3 months	1 to 2 months
HAM, CORNED BEEF		
Corned beef, in pouch with pickling juices	5 to 7 days	Drained, 1 month
Ham, canned labeled "Keep Refrigerated"		
Opened	3 to 5 days	1 to 2 months
Unopened	6 to 9 months	Do not freeze

Basics for Safe Food Handling

Product	Refrigerator 40 °F (4.4 °C)	Freezer 0 °F (-17.7 °C)
HAM, FULLY COOKED		
Vacuum sealed at plant, undated, unopened	2 weeks	1 to 2 months
Vacuum sealed at plant, dated, unopened	"Use-By" date on package	
Whole Half Slices	7 days 3 to 5 days 3 to 4 days	
HAMBURGER, GROUND & STEW MEAT		
Hamburger & stew meat	1 to 2 days	3 to 4 months
Ground turkey, veal, pork, lamb, & mixtures of them		
FRESH BEEF, VEAL, LAMB, PORK		
Steaks	3 to 5 days	6 to 12 months
Chops	3 to 5 days	4 to 6 months
Roasts	3 to 5 days	4 to 12 months
Variety meats — tongue, liver, heart, kidneys, chitterlings	1 to 2 days	3 to 4 months
Pre-stuffed, uncooked pork chops, lamb chops, or chicken breasts stuffed with dressing	1 day	Does not freeze well
SOUPS & STEWS		
Vegetable or meat added Cooked meat & meat casseroles	3 to 4 days	2 to 3 months

Product	Refrigerator 40 °F (4.4 °C)	Freezer 0 °F (-17.7 °C)
COOKED MEAT LEFTOVERS		
Gravy & meat broth	3 to 4 days	2 to 3 months
	3 to 4 days	
FRESH POULTRY		
Chicken or turkey, whole	1 to 2 days	1 year
Chicken or turkey, pieces	1 to 2 days	9 months
Giblets	1 to 2 days	3 to 4 months
COOKED POULTRY LEFTOVERS		
Fried chicken	3 to 4 days	4 months
Cooked poultry casseroles	3 to 4 days	4 to 6 months
Pieces, plain	3 to 4 days	4 months
Pieces covered with broth, gravy	3 to 4 days	6 months
Chicken nuggets, patties	3 to 4 days	1 to 3 months
OTHER COOKED LEFTOVERS		
Pizza, cooked	3 to 4 days	1 to 2 months
Stuffing, cooked	3 to 4 days	1 month

Food Safety Questions?

Call the USDA Meat & Poultry Hotline

If you have a question about meat, poultry, or egg products, call the USDA Meat and Poultry Hotline toll free at **1-888-MPHotline (1-888-674-6854)**. The hotline is open year-round.



Monday through Friday from 10 a.m. to 4 p.m. ET (English or Spanish).

Recorded food safety messages are available 24 hours a day. Check out the FSIS Web site at

www.fsis.usda.gov.

Send E-mail questions to MPHotline.fsis@usda.gov.

AskKaren.gov

FSIS' automated response system can provide food safety information 24/7 and a live chat during Hotline hours.



Mobile phone users
m.askkaren.gov
PregunteleKaren.gov

FSIS encourages the reprint and distribution of this publication for food safety education purposes. However, USDA symbols or logos may not be used separately to imply endorsement of a commercial product or service.

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STORAGE AND PREPARATION OF BREAST MILK

BEFORE EXPRESSING/PUMPING MILK

Wash your hands well with soap and water.



Inspect the pump kit and tubing to make sure it is clean.

Replace moldy tubing immediately.



Clean pump dials and countertop.



STORING EXPRESSED MILK



Use breast milk storage bags or clean food-grade containers with tight fitting lids.



Avoid plastics containing bisphenol A (BPA) (recycle symbol #7).

HUMAN MILK STORAGE GUIDELINES

TYPE OF BREAST MILK	STORAGE LOCATIONS AND TEMPERATURES		
	Countertop 77°F (25°C) or colder <i>(room temperature)</i>	Refrigerator 40 °F (4°C)	Freezer 0 °F (-18°C) or colder
Freshly Expressed or Pumped	Up to 4 Hours	Up to 4 Days	Within 6 months is best Up to 12 months is acceptable
Thawed, Previously Frozen	1–2 Hours	Up to 1 Day <i>(24 hours)</i>	NEVER refreeze human milk after it has been thawed
Leftover from a Feeding <i>(baby did not finish the bottle)</i>	Use within 2 hours after the baby is finished feeding		

STORE

Label milk with the date it was expressed and the child's name if delivering to childcare.

Store milk in the back of the freezer or refrigerator, not the door.

Freeze milk in **small amounts of 2 to 4 ounces** to avoid wasting any.



When freezing leave an inch of space at the top of the container; breast milk expands as it freezes.

Milk can be stored in an insulated cooler bag with frozen ice packs for **up to 24 hours** when you are traveling.

If you don't plan to use freshly expressed milk **within 4 days**, freeze it right away.

THAW

Always thaw the oldest milk first.

Thaw milk under lukewarm running water, in a container of lukewarm water, or overnight in the refrigerator.

Never thaw or heat milk in a microwave. Microwaving destroys nutrients and creates hot spots, which can burn a baby's mouth.

Use milk **within 24 hours** of thawing in the refrigerator (*from the time it is completely thawed, not from the time when you took it out of the freezer*).

Use thawed milk **within 2 hours** of bringing to room temperature or warming.

Never refreeze thawed milk.



FEED

Milk can be **served cold, room temperature, or warm.**

To heat milk, place the sealed container into a bowl of warm water or hold under warm running water.

Do not heat milk directly on the stove or in the microwave.



Test the temperature before feeding it to your baby by putting a few drops on your wrist. It should feel warm, **not hot.**

Swirl the milk to mix the fat, which may have separated.

If your baby did not finish the bottle, leftover milk should be used **within 2 hours.**

CLEAN

Wash disassembled pump and feeding parts in a clean basin with soap and water. **Do not wash directly** in the sink because the germs in the sink could contaminate items.

Rinse thoroughly under running water. Air-dry items on a clean dishtowel or paper towel.

Using clean hands, store dry items in a clean, protected area.

For extra germ removal, sanitize feeding items daily using one of these methods:

- clean in the dishwasher using hot water and heated drying cycle (*or sanitize setting*).
- boil in water for 5 minutes (*after cleaning*).
- steam in a microwave or plug-in steam system according to the manufacturer's directions (*after cleaning*).



June 2019



Centers for Disease
Control and Prevention
National Center for Chronic
Disease Prevention and
Health Promotion

FOR MORE INFORMATION, VISIT:

<https://bit.ly/2dxVYLU>

296657-B

Infant Meal Patterns

Adapted from the USDA Child and Adult Care Food Program: *Infant Meal Patterns*

	Birth-5 Months	6-11 Months
Breakfast	4-6 fluid oz. Breastmilk or Formula	6-8 fluid oz. Breastmilk or Formula; and
		0-4 Tablespoons infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt; or a combination of the above, and
		0-2 Tablespoons vegetable or fruit or a combination of both
Lunch/Supper	4-6 fluid oz. Breastmilk or Formula	6-8 fluid oz. Breastmilk or Formula; and
		0-4 Tablespoons infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½ cup of yogurt; or a combination of the above, and
		0-2 Tablespoons vegetable or fruit or a combination of both
Snack	4-6 fluid oz. Breastmilk or Formula	2-4 fluid oz. Breastmilk or Formula; and
		0-1/2 slice bread; or 0-2 crackers; or 0-4 Tablespoons infant cereal or ready-to-eat breakfast cereal; and
		0-2 Tablespoons vegetable or fruit or a combination of both

- Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. 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 at a later time in the infant will consume more.
- Infant formula and dry infant cereal must be iron-fortified.
- Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- A serving of grains must be whole grain-rich, enriched meal, or enriched flour.
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).
- A serving of ready-to-eat breakfast cereal, vegetables, or fruit is required when the infant is developmentally ready to accept it.
- Fruit and vegetable juices must not be served.

Child Meal Patterns

Breakfast Meals

Adapted from the USDA Child and Adult Care Food Program: Child Meal Patterns

	1-2 Years	3-5 Years	6-12 Years
Fruits/Vegetables	¼ Cup	½ Cup	½ Cup
Grains	½ oz. equivalent	½ oz. equivalent	1 oz. equivalent
Milk	½ Cup	¾ Cup	1 Cup

Lunch and Supper Meals

Adapted from the USDA Meal Patterns

	1-2 Years	3-5 Years	6-12 Years
Fruits	1/8 Cup	¼ Cup	¼ Cup
Vegetables	1/8 Cup	¼ Cup	½ Cup
Grains	½ oz. equivalent	½ oz. equivalent	1 oz. equivalent
Meat/Meat Alternatives	1 oz. equivalent	1 ½ oz. equivalent	2 oz. equivalent
Milk	½ Cup	¾ Cup	1 Cup

Snacks Meals

Adapted from the USDA Meal Patterns—Pick two different food groups

	1-2 Years	3-5 Years	6-12 Years
Fruits	½ Cup	½ Cup	¾ Cup
Vegetables	½ Cup	½ Cup	¾ Cup
Grains	½ Serving	½ oz. equivalent	1 oz. equivalent
Meat/Meat Alternatives	½ oz. equivalent	½ oz. equivalent	1 oz. equivalent
Milk	½ Cup	½ Cup	1 Cup



Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 1-2



What is in a Breakfast?

Milk (4 fl. oz. or ½ cup)
Vegetables, Fruits, or Both (¼ cup)
Grains (½ oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

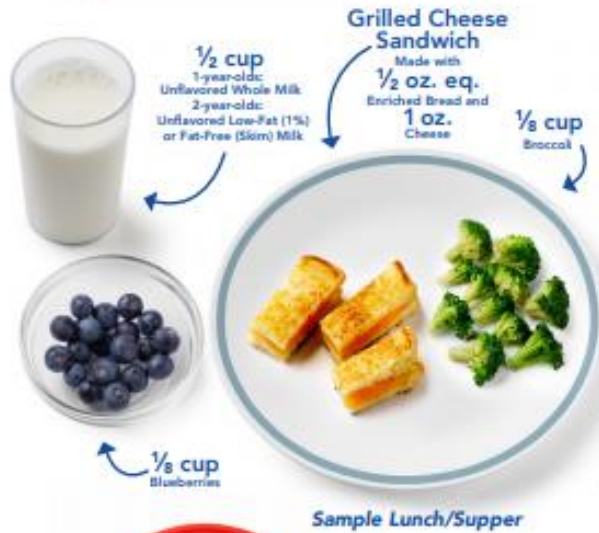


¼ cup Diced Peaches

¼ cup Oatmeal

½ cup 1-year-old: Unflavored Whole Milk
2-year-old: Unflavored Low-Fat (1%) or Fat-Free (Skim) Milk

Sample Breakfast



½ cup 1-year-old: Unflavored Whole Milk
2-year-old: Unflavored Low-Fat (1%) or Fat-Free (Skim) Milk

Grilled Cheese Sandwich
Made with ½ oz. eq. Enriched Bread and 1 oz. Cheese

⅛ cup Broccoli

⅛ cup Blueberries

Sample Lunch/Supper



What is in a Lunch or Supper?

Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables (½ cup)
Fruits (¼ cup)
Grains (½ oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.



What is in a Snack?

Pick 2:
Milk (4 fl. oz. or ½ cup)
Meats/Meat Alternates (½ oz. eq.)
Vegetables (½ cup)
Fruits (½ cup)
Grains (½ oz. eq.)

Offer and make water available all day.



Yogurt Dip
Made with ¼ cup (2 oz.) Yogurt
Yogurt must not contain more than 23 grams of sugar per 6 oz.

½ cup Bell Pepper Strips

Sample Snack

Note: Serving sizes are minimums. Learn more about the CACFP meal patterns at <https://teamenutrition.usda.gov>





United States Department of Agriculture

Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 3-5



What is in a Breakfast?

Milk (6 fl. oz. or $\frac{3}{4}$ cup)
Vegetables, Fruits, or Both ($\frac{1}{2}$ cup)
Grains ($\frac{1}{2}$ oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.

$\frac{1}{2}$ oz. eq.
Whole Grain-Rich
Mini Pancakes



Sample Breakfast



$\frac{3}{4}$ cup
Unflavored,
Low-Fat (1%)
or Fat-Free
(Skim) Milk

$\frac{1}{2}$ cup
Sliced
Strawberries



$\frac{3}{4}$ cup
Unflavored Low-Fat (1%)
or Fat-Free (Skim) milk

1 Taco
Made with
 $1\frac{1}{2}$ oz.
Lean Ground Beef,
 $\frac{1}{4}$ cup
Lettuce*, and
 $\frac{1}{8}$ cup
Chopped Tomatoes

$\frac{1}{2}$ oz. eq.
Enriched Flour Tortilla



Sample Lunch/Supper

A second, different vegetable may be served in place of fruit at lunch and supper. In this meal, the $\frac{1}{4}$ cup of lettuce and $\frac{1}{8}$ cup of tomatoes in the taco meets the vegetables component, and the $\frac{1}{4}$ cup of sweet potatoes is used to meet the fruits component.

*Raw leafy greens, such as lettuce, credit for half the amount served. The $\frac{1}{4}$ cup of lettuce in the taco counts as $\frac{1}{8}$ cup of vegetables in this meal.

$\frac{1}{4}$ cup
Roasted Sweet
Potatoes

What is in a Lunch or Supper?

Milk (6 fl. oz. or $\frac{3}{4}$ cup)
Meats/Meat Alternates ($1\frac{1}{2}$ oz. eq.)
Vegetables ($\frac{1}{4}$ cup)
Fruits ($\frac{1}{4}$ cup)
Grains ($\frac{1}{2}$ oz. eq.)



All grains served must be whole grain-rich or enriched.
Breakfast cereals may also be fortified.
At least one grain served each day must be whole grain-rich.



Offer and make water available all day.

What is in a Snack?

Pick 2:
Milk (4 fl. oz. or $\frac{1}{2}$ cup)
Meats/Meat Alternates ($\frac{1}{2}$ oz. eq.)
Vegetables ($\frac{1}{2}$ cup)
Fruits ($\frac{1}{2}$ cup)
Grains ($\frac{1}{2}$ oz. eq.)



$\frac{1}{2}$ oz.
Cheddar Cheese

Sample Snack

$\frac{1}{2}$ cup
Apple Slices

Note: Serving sizes are minimums.

Learn more about the CACFP meal patterns at <https://teammnutrition.usda.gov>



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Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)

Sample Meals for Children Ages 6-12 and 13-18



What is in a Breakfast?

Milk (8 fl. oz. or 1 cup)
Vegetables, Fruits, or Both (1/2 cup)
Grains (1 oz. eq.)

Optional: Meats/meat alternates may be served in place of the entire grains component up to 3 times per week at breakfast.




1 cup Low-Fat (1%) or Fat-Free (Skim) Milk (Unflavored or Flavored)

1 Banana

1 oz. eq. Whole Grain-Rich Cereal
Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Sample Breakfast



1 cup Low-Fat (1%) or Fat-Free (Skim) Milk (Unflavored or Flavored)

1/4 cup Watermelon Chunks

1/2 cup Brown Rice

Chicken Stir-Fry
Made with 2 oz. Chicken Breast and 1/2 cup Mixed Vegetables

Sample Lunch/Supper



What is in a Lunch or Supper?

Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (2 oz. eq.)
Vegetables (1/2 cup)
Fruits (1/4 cup)
Grains (1 oz. eq.)

All grains served must be whole grain-rich or enriched. Breakfast cereals may also be fortified. At least one grain served each day must be whole grain-rich.



Offer and make water available all day.



What is in a Snack?

Pick 2:
Milk (8 fl. oz. or 1 cup)
Meats/Meat Alternates (1 oz. eq.)
Vegetables (1/4 cup)
Fruits (1/4 cup)
Grains (1 oz. eq.)



1 oz. eq. Crackers

3/4 cup Mandarin Oranges

Sample Snack

Note: Serving sizes are minimums. Learn more about the CACFP meal patterns at <https://teammnutrition.usda.gov>



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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