



TFI Community Child Care, Inc.
Creating Brighter Futures for Children

USD 475 Child Development Center

1803 Elmdale Road
Junction City, KS 66441
785-717-4900

Regina Jackson, Program Director

Parent Handbook

WELCOME!

Dear Parents,

It is my pleasure to welcome you and your family to USD 475 Child Development Center. Thank you for allowing my staff and I to be an intricate part of your family during these important years of child development and growth.

We extend to you an open door policy for any questions or concerns you may have at any time. We also extend to you a pledge of high quality care for your children.

Once again, thank you for entrusting your child's hands in ours.

*Regina Jackson,
Program Director*

***TFI Community Child Care, Inc.
Mission Statement***

Nurturing children to reach their fullest potential through early education and mentoring.

Equal Opportunity Statement

TFI Community Child Care, Inc. is an equal opportunity employer providing quality child care. The center provides nurturing care, education enrichment services, and attention to all children regardless of age, gender, race, ethnicity, religion or economic status. We invite you to share with our Director and Teachers your family's background, traditions and beliefs so we can incorporate that into our diverse curriculum.

TFI Community Child Care, Inc.
Administrative Office
618 Commercial
P.O. Box 2224
Emporia, KS 66801
(620)342-2239



About TFI Community Child Care, Inc.

USD 475 Child Development Center is operated by TFI Community Child Care, Inc (TFI CCC).

TFI CCC was founded in 2007 as a member of the TFI Family of Companies to meet the growing need of Kansas families and children for child care. When TFI CCC opened their first child care facility in Junction City, they were reaching out to meet a need in a military community. Since that time, TFI CCC has grown with two additional Montessori Schools, Sunshine Acres in Lawrence, KS and Tots and Tales in Kansas City, KS.

In March, 2009, the USD 475 Child Development Center was born out of the collaborative effort from USD 475, Fort Riley Military Base, and TFI CCC to offer quality child care in the community. TFI CCC is responsible for the daily operation, the school district maintains the building and grounds, and the military provides funding to ensure quality care for military families residing in the community.

TFI CCC is a not-for-profit agency dedicated to creating brighter futures for Children.

Hours of Operation

USD 475 Child Development Center provides care from Monday through Friday starting at 5:30 a.m. through 6:00 p.m.

TFI CCC is closed for the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Day after Thanksgiving, and Winter Holiday (December 25th). There are an additional 4 days during the year the center will close to provide valuable and needed training for teachers. A July to June annual calendar is available so you know these dates well in advance.

The Center will reserve the right to close additional days due to severe weather conditions. The Center will notify parents in case of closure. The center may also choose to give one additional day off during the winter holiday season for staff to enjoy their family; any changes in the holiday schedule will be given at least one month in advance.

Communication

TFI CCC requires parents to notify the Center by 9:00 a.m. if their child(ren) will be late. This is necessary for accurate meal count. Teachers in the infant and toddler rooms will provide parents with a daily note that will give parents information about the child's day.

TFI Community Child Care, Inc. has a parent committee that meets regularly to provide input and suggestions. The Center also provides regular communication about community and center events and activities.

The Center believes half of our job is providing quality care. The second half of our job is being an extended family member to the parents of the children for which we care. Throughout the year, we will schedule child-staff-parent interactive events.

Parents are welcome at USD 475 Child Development Center any time during the day to observe the interaction between staff and their child. We ask parents to observe these activities through the classroom window so it will not interrupt the classroom interaction.

We ask parents to provide any changes to your personal information (i.e., changes in job or address/phone numbers or family situation) to the Program Director. It is very important for parents to keep an updated list of the individuals allowed to pick up their children. We will ask for identification when extended family members that are not familiar to us pick up children. Individuals coming to pick up children who have not been authorized to do so will not be allowed to pick up children from the Center.



Communication (continued)

We also encourage parents to share any questions or concerns they might have. We ask parents to address questions or concerns with the teacher. If parents still have concerns, we ask them to visit with the Program Director.

Parents also have the opportunity to contact TFI's Concern Line. The Program Director or Child Care Administrator will get back with the parents within 5-7 days once the concern is made known. To contact the Concern Line, parents may call (877) 942-2239 or e-mail concernline@the-farm.org

Staffing

All staff meets Kansas Department of Health and Environment (KDH&E) regulations as well as the National Association for the Education of Young Children (NAEYC) Standards in regard to required education and/or experience to provide care. We attempt when possible to exceed these standards and provide staff who have more qualifications than the minimum requirements. The staff to child ratios also meet KDH&E requirements to ensure appropriate supervision of children and the ability to provide a learning opportunity for the children.

Curriculum

USD 475 Child Development Center uses Creative Curriculum, a proven early child development curriculum for all ages (infant, toddlers, and two's). Curiosity Corner is used with the preschoolers (3-5 year olds). Both curriculums provide teachers with ideas and suggestions to enhance children's physical, emotional, and educational development.

Each classroom will offer a structured curriculum of activities each day. The Center will provide children a daily opportunity to experience stimulus in the following areas: small motor skills, large motor skills, creative expression, social interaction, self esteem, positive self image and intellectual growth.

Our goal is to help children learn in their own time and ability. To assist the teachers, each child has their own portfolio that includes developmental assessments and examples of the child's work. Developmental screenings are conducted within 30 days of enrollment. Classroom teachers make ongoing informal screenings and observations, and they conduct formal assessments four times per year. The teachers have parent conferences twice a year to review progress with parents. In addition, the newly formed parent committee meets quarterly.

Field Trips

Any time children leave the Center property, parents will be requested to complete a field trip permission slip. The Center will provide as much notice as possible regarding the field trip. Children will stay at the center if parents do not provide permission. Field trips are typically for the older children and the permission slip will indicate the means of travel (walking or bus transportation), location and approximate length of time. Some field trips may have a small activity fee associated with it. Activity fees must be paid in advance of the activity for the child to attend.

Services

USD 475 Child Development Center provides care for children 0 - 12 years of age.

Meals

The Center provides nutritious and planned meals on site for children. Menus are posted in the classroom for parents to observe. The Center prepares breakfast, lunch and an afternoon snack. Meals are served in the classroom. We use family style dining for children, as meal time is used as a social skill learning opportunity. The Center is enrolled in the Child & Adult Care Food Program. Parents must complete the enrollment form and income eligibility form every July to meet Child and Adult Care Food Program requirements.

Child's Needs

The Center provides for most all of the children's needs during the day.

Parents should bring the following items for infants and toddlers:

- Diapers/pull-ups
- Wipes
- Two changes of clothes
- Blanket (infants may not have blanket in crib)
- Any comfort toy (infants may not have toys in crib)
- Baby food/formula is at the parent's discretion as Center will also provide.

Children 3—5 years old need:

- Two changes of clothes
- Crib Sheet
- Blanket
- Any comfort toy



We ask that children keep their personal toys and items at home. We cannot be responsible for lost or broken items.

We have fun outside activities so children should be dressed appropriately. For safety purposes we ask that children wear tennis shoe and socks at all times. We will go outside during the hot summer days so please provide sunscreen for your child. We also go out in the winter so make sure your child is dressed warmly with gloves and a hat. Depending on the season, we may also ask parent's to provide insect repellent to prevent insect-borne diseases.

Rates and Fees

The Board of Directors has set the rates for care. Rates are subject to change but can only be changed once approved by the Board of Directors. If rates are changed, a minimum of two weeks notice will be given to parents. Please call the Center for specific rates.

Fees are to be paid regardless if the child is in attendance or not. The one exception, children enrolled **full time** are eligible for one week of unpaid 'vacation' from the Center. The week is available after 3 months of continual full-time. This annual week cannot be carried over to the next year.

Dropping Off and Picking Up Children

Transitions from parents to teachers are very important for children. We want to work with parents to make this transition as easy as possible. We ask that parents please take children to the classroom daily to begin their routine.

It is important to the child that he or she is picked up timely. We understand emergencies do exist and if you are running later than usual to pick up your child, we ask you to call the Center. If parents cannot pick up children by the time of close, a \$1/minute/child fee is charged. This fee is required to be paid within 5 days of when the child(ren) are picked up late.

The Center requires a minimum of two weeks notice if parents want to discontinue care. This allow us time to help the children transition and say good-bye. The notice should be given in writing to the Program Director. Parents who do not give at least two weeks notice will be charged for care.

Report of Accidents

In situations where children may be injured, scraped or bruised, the teacher will complete an accident report. The accident report is given to parents and kept in the child's file. Incidents of communicable diseases, deaths or hospitalization must also be reported to Kansas Health Department by law. The center will post all communicable disease (i.e. lice, pink eye, chicken pox etc.) that your child may have been exposed to while in care.

Enrollment Information

Effective July 1, 2010, there is an enrollment fee of \$45.

State regulations require us to have the following information when children are enrolled at the Center. It does not matter if your children are enrolled full time, temporarily or part time, the Center must have this up to date information. We provide parents with a complete packet of needed forms.

Current Immunization Records: Immunizations may be put on the medical form or a copy of the records attached to the medical form. We **must** have immunization records on your child's first day of care.

Emergency Medical Consent Form: The consent form must be completed on the approved KDH&E form and given to the Center on your child's first day of day care. The consent must be notarized.

Physical Form: Parents must use the approved KDH&E form and have a physician or licensed nurse practitioner sign the form indicating your child is in good health. KDH & E allows for physical forms to be completed within 30 days of the child's first day at the Center.

Food Subsidy Program Form: TFI is enrolled in the Adult and Child Food Program. We are required to obtain food subsidy forms for each family enrolled. This information will remain confidential and only the director will have access to the information.

Application: Please complete this application fully to include but not limited to at least two emergency contact persons besides the primary and secondary care provided. We also need for parents to list all possible persons able to pick up children.

Enrollment Agreement: This is the agreement stating the financial responsibilities of the parent for the care the child receives from USD 457 Child Development Center.

TFI Community Child Care, Inc. may give a parent notice that the child is no longer able to attend the Center. The reasons for requesting a child leave the center are one of the following:

- Parent has not submitted required paperwork.
- Payment is late or unpaid.
- Child is determined to be dangerous (physically, sexually or verbally aggressive or threatening) to other children or staff.
- A medical, developmental or emotional problem exists that is beyond the scope of the Center's licensed ability to care for the need of the child.

Notice will be given based on the above at the discretion of the Director. The Director will typically give the parent two weeks notice with the exception of reason #2 where immediate dismissal can occur. Asking a child to leave is a last resort.

Additional Charges

TFI Community Child Care, Inc. accepts personal check, money order, VISA, MasterCard, Debit Card, or EBT card for payment. Payment for child care must be paid in advance of care.

If checks are returned for insufficient funds, TFI Community Child Care, Inc. will charge a \$35.00 return check this amount plus the amount of child care owed is due immediately. We will not accept a personal check for 6 months. If NFS occurs twice within a year, personal check will not be taken for a one year period.

All payments are to be made by close of business on Monday for care. Payments not made in full by Monday at close of business will be charged a \$15 late fee. If payment in full is not made by Wednesday at the close of business, children may not return on Thursday.





*When I approach a child,
he inspires in me two sentiments;
tenderness for what he is,
and respect for what he may
become.*
~ Louis Pasteur

USD 475 Child Development Center is licensed by the
State of Kansas Department of Health and Environment
as a Child Care Center. License No. 0064393

www.tficcc.org

USD 475 Child Development Center is a part of

TFI Community Child Care, Inc.
Creating Brighter Futures for Children

