



EARLY CHILDHOOD CENTER

CHILDCARE PARENT HANDBOOK

2025-2026

corse.bcsds.org

@corseearlychildhoodcenter



CORSE EARLY CHILDHOOD CENTER

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MISSION STATEMENT

The mission of the Burlington Community School District is to inspire and challenge students through diverse opportunities. In order to achieve this, the staff of Corse Early Childhood Center will provide every child with a safe, developmentally appropriate environment to explore, encourage, and ignite a love of learning. We will maintain a welcoming environment for our families and community that encourages collaboration.

CORSE

EARLY CHILDHOOD CENTER

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Dear Corse Families,

Welcome to the Burlington Community School District's Grayhound Childcare Program! We are thrilled you have chosen our program as the foundation for your child's early learning adventure. Our state-of-the-art facility provides a high-quality, inclusive preschool experience that fosters academic readiness and social-emotional development.

Our team is dedicated to partnering with families to support every child's unique learning needs. Through research-based curriculum, differentiated instruction, and data-driven strategies, we strive to create an engaging and supportive learning environment.

This handbook serves as a guide to our program's policies, procedures, and expectations. We encourage open communication and collaboration to ensure the best possible experience for your child. Please reach out to our childcare staff or the office at Corse Early Childhood Center with any questions.

We look forward to a wonderful year ahead!

Sincerely,

The Grayhound Childcare Team

Attn Parents/Guardians:

Please review the handbook. Sign this bottom portion of the page and return to the principal, on-site supervisor, or secretary.

I, _____, have reviewed the handbook and acknowledge all policies and procedures.

Signature: _____ Date: _____

SECTION 1: WELCOME TO CORSE EARLY CHILDHOOD CENTER

OUR PROMISE TO YOU

We're thrilled to partner with your family! We believe every child, regardless of ability, deserves a fun and enriching learning experience. We create a safe, inclusive space where children can grow through play and engaging activities. We're guided by our core values:

- **Care:** We genuinely care for each child's well-being.
- **Integrity:** We're honest and committed to doing what's right.
- **Trust:** We build strong, trusting relationships with families.
- **Partnership:** We work together with you to support your child's development.
- **Excellence:** We strive for the highest quality in everything we do.

OUR LEARNING APPROACH

We use the Creative Curriculum, which is all about learning through play! Our activities help children develop in all areas: physically, mentally, emotionally, and socially. Lesson plans are prepared weekly and displayed in your child's classroom. They include a healthy balance of teacher-directed and child-initiated learning activities. Our daily schedules include large group, small group, free play, music/movement, and center activities. We want to help your child become independent, confident, creative, and responsible, preparing them for future learning.

CONSCIOUS DISCIPLINE

Conscious Discipline is an evidence-based, trauma-informed approach to working with children from birth to adulthood. Corse Early Childhood Center equips its teachers and staff to integrate social-emotional learning and a comprehensive approach that empowers adults with skills that create a safe, connected, problem-solving environment for our students.

The Conscious Discipline brain state model becomes a framework for us to understand the internal brain-body states that are most likely to produce certain behaviors in children and in ourselves. With this awareness, we learn to consciously manage our own thoughts and emotions so we can help children learn to do the same.

The goal of this model is to provide a simplified brain model as a means for increasing our self-awareness so we can respond consciously to the needs of the moment with the children we serve.

KEEPING IT SAFE AND SOUND

- Our centers are licensed by the State of Iowa, and we follow all their safety rules.

- We have regular inspections to make sure everything is safe and clean.
- We participate in IQ4K to provide the highest quality of care.

OUR AMAZING TEAM

The staff at Corse Early Childhood Center consists of a director, a supervisor, and child care professionals. The staff enjoys and understands how young children learn and grow. They respond with sensitivity to each child's individual needs, desires, and interests. All staff are screened by the Iowa Department of Health and Human Services and the Federal Government Division of Criminal Investigation, in addition to our own employment screening process.

STAFF TRAININGS

- | | |
|---|---|
| • Staff Orientation | • Pre-Service Essentials |
| • CPR | • Annual Professional Development Hours |
| • First Aid | • Conscious Discipline |
| • Universal Precautions | |
| • Mandatory Child Abuse Report Training | |

SECTION 2: GETTING STARTED (ENROLLMENT)

WHO WE WELCOME

We welcome children between the ages of 1 and 4 years old, including children with special health or developmental needs in compliance with the legal requirements of the Americans with Disabilities Act (ADA).

VISITS

Parents interested in enrolling their child(ren) should call the center and arrange for a visit. During this time, you will have the opportunity to discuss the program and we will answer any questions you may have. Please call if you are interested in visiting our center.

STATE LAW RATIO REQUIREMENTS

Age (in years)	No. of child care professionals	No. of children
1	1	4
2	1	7
3	1	10
4	1	12

HOW TO APPLY

- Please fill out all the enrollment forms.
- We'll keep a file for your child with important information like emergency contacts and immunization records.
- Please let us know right away if any of your contact or medical information changes.
- Emergency information is updated every 12 months.

PARENT/GUARDIAN HANDBOOK AGREEMENT

Upon enrollment, each family must sign the parent/center agreement to establish that they have read and understand all of Corse Early Childhood Center's policies. We will ask you to sign this form on a yearly basis to assure accuracy of information and communication.

FEES AND PAYMENTS

- **Registration Fee:** \$50 per child per year. This is non-refundable.
- **Tuition:** Paid weekly by Monday. Late fees apply.
- If payment is not received by Wednesday, your child will not be able to return until the balance has been paid in full. Full tuition for the days missed due to an unpaid balance will be expected.
- Late pickup fee is \$1.00 per child, per 1 minute increments after 5:00 p.m.
- Fees are reviewed annually and prices are adjusted July 1st of each year.
- We accept checks, cash, or payment through the Brightwheel payment system.
- A charge of \$35 will be added to your account for a returned check or insufficient funds. After having a returned check, you will be required to remit all following payments with cash, money order, or via the Brightwheel payment system.

VACATION AND ILLNESS CREDIT

A 50% reduction in fees will be granted for a maximum of 2 weeks per enrolled year based on the following criteria:

- If your child will be absent on an otherwise scheduled day, full charges will be assessed.

- If your child will be absent a full week due to vacation (Monday - Friday), there will be a 50% reduction in your normal charges if a three working day notice has been given in writing.
- If your child is absent for a full week (Monday - Friday) due to the child's illness, a death in the family, or other emergency situation, and we are notified immediately of the circumstance, you may be given a discount of one-half of your normal child care fees for that week.

ENROLLMENT PRIORITY

Priority enrollment system for child care is established as follows:

- (1) Siblings of currently enrolled children will have first priority.
- (2) Regular full- and part-time BCSD employees will have second priority.
- (3) All others, including those in the surrounding community, will have third priority.

DISENROLLMENT

A two-week written notice is required for a change in your child's schedule or for disenrollment from the center.

SECTION 3: OPERATIONAL GUIDELINES

FIRST DAY REQUIREMENTS

All completed paperwork, a current physical, and immunization records are due prior to or by the first day of attendance in the center. It is the parent's responsibility to update physicals annually and immunization records as required by law.

HEALTH REQUIREMENTS

Health records must include the following information:

- Current information about any health insurance coverage required for treatment in an emergency
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results for infectious diseases
- Current emergency contact information for each child, that is kept up to date by a specified method during the year
- Names of individuals authorized by the family to have access to health information about the child

- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes).

WHAT IF MY CHILD'S HEALTH SERVICES ARE OVERDUE?

When a child is overdue for any routine health services, parents, legal guardians, or both must provide evidence of an appointment for those services before the child's entry into the program as a condition of remaining enrolled in the program, except for exempted immunizations.

HOURS AND HOLIDAYS

- We're open Monday through Friday, 7:00 a.m. to 5:00 p.m.
- We're closed on major holidays (list provided each year), the week of Christmas, Spring Break and Family Week (last week in July).
- Tuition is not reduced for holidays or absences.

HOLIDAYS, CLOSINGS OR SHORTENED HOURS

No credit will be given for absences, holidays, center closings, or shortened hours. In the event of a closing, we will communicate our plans through Brightwheel as well as on our website, Facebook, and through local news outlets. Corse Early Childhood Center will typically follow the Burlington Community School District's decisions regarding weather closings. Please refer to our holidays observed regarding the other days we are closed.

DAILY COMMUNICATION

A daily record will be accessed using the parent portal of our communication app, Brightwheel. Within the app, parents will have the ability to see the amount of time their child has slept, any diaper changes or irregularities, advancement to any developmental milestones, and have access to pictures and videos taken in the classroom.

SIGN-IN/SIGN-OUT

At Corse Early Childhood Center, the safety and security of each child in our care are paramount. Our Sign-In/Out protocol is designed to ensure accurate and thorough documentation of each child's arrival and departure, while also providing comprehensive information on visitor activity within our facility.

BRIGHTWHEEL PROGRAM

Our center utilizes the Brightwheel program for efficient and secure sign-in/out procedures. Parents and authorized individuals are required to use the Brightwheel app to log each child's arrival and departure as well as communicate with staff.

AUTHORIZED PICK-UP LIST

The Brightwheel program allows us to maintain an up-to-date list of individuals authorized to pick up each child. Only those listed will be permitted to sign out the child.

TIME IN/OUT

Parents or authorized individuals are responsible for recording the exact time of a child's arrival and departure on the Brightwheel app. This digital timestamp provides an accurate and secure record of attendance.

DROP-OFF AND PICK-UP

- Please bring your child inside to the office where you will sign into the Brightwheel App.
- Only authorized adults (listed on your emergency contact form) can pick up your child.
- Photo ID is required for non-parents.
- Please call us by 7:00 a.m. if your child will be late or absent or message on the Brightwheel app.
- Court orders regarding custody must be provided to the center.

ARRIVAL AND DEPARTURE

The parking lot is always congested and extremely busy at the beginning and end of the day. In order to make our parking lot a safe place for everyone, please follow these guidelines:

→ When dropping off your child:

- Please accompany your child into the classroom and let a teacher know that you have arrived. This is the time to discuss with the teacher any relevant information that would help your child during the day (e.g. sleeping irregularities, medication needs, moods, changes in daily routine).
- You must sign-in your child daily.

→ When picking up your child:

- When picking up your child, notify a teacher that you are leaving. It is imperative that a parent makes the teacher aware they are picking up their child. Unless the teacher is engaged with a group of children, please inquire about the day your child has had.
- You must sign-out your child daily.
- Only those people authorized in writing by the parent or guardian may pick up a child from the center. The center must be notified in advance if someone other than a parent will be picking up the child, and this person will be asked to present identification. Under no circumstances will a child be released to anyone without prior written permission.

SPECIAL DAYS AND ITEMS

- You don't need to bring treats for birthdays, but if you do, please make sure they're peanut/tree nut-free and store bought.
- Please leave personal toys at home, except for special sharing days.

- We require a signed photo release before taking any pictures of a child.

RELIGIOUS ACTIVITIES

The Corse Early Childcare Center does not follow religious holidays, however, many activities may center on a holiday theme. Please let us know, in writing, if you do not want your child to participate in any activities.

BIRTHDAYS/FOOD

Birthdays are important days for young children and we share your desire to make your child's day a special one. However, birthday celebrations are often over-stimulating to young children, and we ask that some limitations be respected. We celebrate birthdays during regular afternoon snack times. Parents may provide a special snack for all the children, with advance notice and the approval of your child's teacher. Due to the fact that certain children have severe food allergies, please speak with your child's teacher ahead of time about the appropriateness of the snack.

CONSISTENT DAILY SCHEDULE

Your child's needs will be met by providing a daily schedule that includes established routines, yet is flexible enough to encourage spontaneity and take advantage of any new learning experiences. Daily schedules can be found on the parent board in each classroom.

MOVEMENT TO ROOMS

Children are moved to the next room with the knowledge and expertise of the educators. Educators will notify you in advance to discuss the transition. Most children will participate in the center-wide room change in August.

BABYSITTING

We will not authorize or allow any private babysitting arrangements between enrolled families and staff members at our center. Staff members may not be listed as an authorized pick-up or emergency contact person for children enrolled in our center.

WHAT TO BRING AND NOT TO BRING

Children in the 1's, 2's, 3's, and 4's rooms will need the following items that apply to your child:

- 2 light-weight blankets
- A bag or backpack with an extra change of clothing
- Diapers (if applicable)
- Wipes (if applicable)
- Sunscreen in lotion form-aerosol cans are not permitted

Our center has more than an adequate amount of toys and learning materials. Please do not send toys from home as they may be lost or broken. If your child's class has "sharing days," you will be notified. The center is not responsible for any personal property brought on the premises.

NUTRITIONAL INFORMATION

Corse Early Childhood Center will provide the children with a morning snack, lunch, and an afternoon snack. We will follow a menu as prepared by a partnership between Community Action of Southeast Iowa (Head Start) and the Burlington Community School District.

- The center will serve each child a full, nutritionally balanced meal or snack as defined by USDA Child and Adult Care Food Program (CACFP) guidelines.
- Staff provides supervision at the table during snacks and meals.
- We follow the meal patterns established by USDA.
- Breakfast consists of a serving of milk, fruits or vegetables, and grain or bread.
- Lunch requires milk, grains or bread, meat or meat alternate, and two servings of fruits or vegetables.
- Snacks include two of the following four components: milk, fruits/vegetables, grains/breads or meat/meat alternative.
- Food allergies: The most common food allergies are to milk, egg, soy, nuts, wheat and shellfish. Written instructions from the child's physician are required and a parent authorization of posting is necessary.
- We do not discriminate based on race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion.



**CHILD MEAL PATTERN**

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	½ cup	½ cup	½ cup
Grains (oz eq) ^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	½ cup	½ cup	¾ cup	¾ cup

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸ 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).

⁹ Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may

contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CHILD MEAL PATTERN

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	¾	1	1
Cooked dry beans or peas	¼ cup	⅓ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables⁶	½ cup	¾ cup	½ cup	½ cup
Fruits^{6,7}	½ cup	¾ cup	½ cup	½ cup
Grains (oz eq)^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁹ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

¹⁰ 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).

CHILD MEAL PATTERN

Snack				
(Select two of the five components for a reimbursable snack)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ⁴	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	½ cup	½ cup	¾ cup	¾ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables ⁶	½ cup	½ cup	¾ cup	¾ cup
Fruits ⁶	½ cup	½ cup	¾ cup	¾ cup
Grains (oz eq) ^{7,8}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	½ cup	½ cup	¾ cup	¾ cup

¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

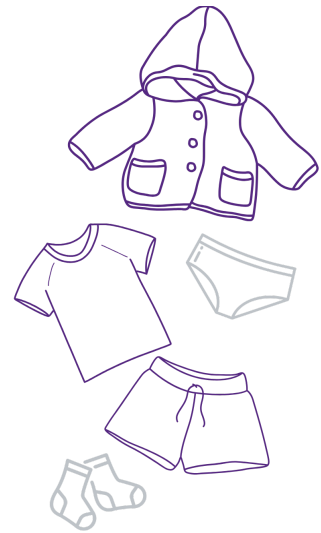
⁸Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁹Breakfast 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).

¹⁰Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ½ cup for children ages 6-12.

CLOTHING AND DIAPERING

- Please dress your child in comfortable, washable play clothes.
- No drawstrings around the neck, and no necklaces, bracelets, or dangling earrings.
- Please provide extra clothes and label everything.
- You'll need to provide diapers and wipes if applicable.



TOILET TRAINING

- We'll work with you to support your child's toilet training journey.
- Please provide extra clothing.
- Soiled clothing will be placed in a bag for parents to launder.

SECTION 4: KEEPING EVERYONE HEALTHY AND SAFE

STAYING HEALTHY TOGETHER

We want to keep our center a healthy place for everyone! To help prevent the spread of illness, we ask that you keep your child home if they have any of the following symptoms:

- A fever of 100 degrees Fahrenheit or higher
- Vomiting
- Diarrhea (2 times within a 3-hour period)
- A rash with no known cause
- Any other illness that could be contagious, until they've started treatment and are less likely to spread it. (We follow guidelines from the CDC and the Iowa Department of Health.)

Essentially, if your child is feeling too unwell to join in our regular activities, it's best for them to rest at home. If your child becomes ill while at the center, we'll give you a call and ask that you pick them up within an hour.

To come back to the center, your child needs to be:

- Fever-free for 24 hours without medication.
- Free from vomiting and diarrhea for 24 hours.
- Eating a normal diet.
- Recovered for the recommended amount of time for their specific illness.

Sometimes, we may ask for a note from your child's doctor to confirm they're well enough to return.

CONTAGIOUS DISEASES

If your child is diagnosed with a contagious disease, we need a note from their doctor saying they're no longer contagious and can participate in activities. Please let us know right away if your child has a contagious illness so we can inform other families, as recommended by the Iowa Department of Health and Human Services. We'll also post a notice in our lobby and report it to the local health authorities, as required.

CLEANING AND SANITATION

The following are daily cleaning practices to keep our center clean:

- Proper hand washing is taught and practiced throughout the day.
- DHS approved cleaning agent Oxivir is used to clean diaper changing tables.
- DHS approved cleaning agent Odobaun is used to clean toys, tables, etc.
- Bibs, rags, etc. are washed and cleaned daily.

The following are weekly cleaning practices to keep our center clean:

- Teachers deep clean the room at least once per week beyond the regular cleaning.
- All blankets, cot sheets, etc. are cleaned or sent home to be cleaned.

Additional cleaning practices to keep our center clean during outbreaks of illness:

- All rugs and carpets are deep cleaned at minimum once per month.
- Clorox 360 machine is used as needed throughout the center.
- Additional classroom and center cleanings as necessary.

KEEPING HANDS CLEAN

We take handwashing seriously! It's one of the best ways to keep germs away. We make sure everyone washes their hands:

- When they arrive at the center.
- Before meals and snacks.



- After using the bathroom.
- After playing outside.
- And any other time it's needed!

We're not just keeping things clean; we're also teaching your child important healthy habits.

IMMUNIZATIONS: PROTECTING OUR COMMUNITY

To keep everyone safe and healthy, the Iowa Department of Health requires all children to have certain immunizations. These protect against diseases like diphtheria, tetanus, pertussis, H. influenza type B, polio, measles, rubella, and chickenpox.

We need a current, signed immunization certificate for your child, and we'll keep it updated as needed. To make sure everyone is protected, we may need to ask children to stay home if their immunizations aren't up-to-date.

ALLERGIES: KEEPING YOUR CHILD SAFE

If your child has any allergies, please let our supervisor know right away. We'll work with you, our nurse, and your child's doctor to create an emergency health care plan. We'll update this plan as needed.

If your child has food allergies or needs a special diet, we'll need a note from their doctor with specific recommendations. We're happy to work with you and your child's doctor to make sure their needs are met.

PEANUT-FREE ZONE

We're a peanut-free center because peanut and tree nut allergies can be very serious. We're extra careful about the foods we serve to protect all our children.



MEDICATIONS

Giving Medication: Working Together for Your Child's Health

We understand that sometimes children need medication, and we want to make sure it's done safely. Here's how we handle it:

- **Parent Permission:** We can only give medication with your written permission on our medication form. Medical authorization forms must be updated once per month.
- **Trained Staff:** Only caregivers who have completed special medication training will administer medicine.
- **Home is Best:** Whenever possible, we encourage you to give medication at home. Especially medications given twice a day, as these are difficult to administer at the center.
- **Safe Storage:** All medications must be given directly to your child's teacher and kept in a locked cabinet.

- **Prescription Medications:** Please provide prescription medication in its original container, with the pharmacy label showing your child's name, the medication name, dosage, and schedule.
- **Over-the-Counter Medications:** Other than diaper cream and sunscreen, we need a medication authorization form for *any* over-the-counter medication. This can be filled out in the office. This note should include your child's name, the medication name, dosage, timing, and reason for the medication.
- **Taking Medication Home:** Please take all medications home at the end of the authorization period. Any medication left without a current permission slip will be disposed of.

We're committed to keeping your child safe and healthy, and these guidelines help us do just that.

OUTDOOR PLAY

- We have daily outdoor play, weather permitting. Please ensure your child has proper footwear and seasonal clothing for outdoor play.
- If your child needs to stay indoors due to health reasons, please provide a physician's recommendation.
- It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). During the cold weather months, the center has a few extra hats and mittens, but not enough for everyone.
- Parents must provide sunscreen in lotion form for their child. A sunscreen permission form must be completed. Sunscreen will be applied to children during the months of May-October. Sunscreen is applied between the times of 10 a.m. and 4 p.m. Sunscreen in an aerosol can or spray form is not allowed.

PLAYGROUND EQUIPMENT INSTALLATION

Playground equipment is installed according to the manufacturer's instructions including anchoring. Burlington Community School District employs a playground and grounds supervisor who supervises all playground installation according to the manufacturer's instructions, including anchoring.

FALL SURFACING

Loose-fill surfacing materials used to provide impact absorption beneath play equipment is checked frequently to ensure surfacing is of sufficient depth and has not shifted or displaced significantly, especially in the areas under swings and slide exits. Missing or displaced loose-fill surfacing is raked back into proper place or replaced so that a constant depth is maintained throughout the playground. Specifically, our rubber chips are inspected twice yearly, with additional chips added during the summer or as needed. Additionally, two of our playgrounds are equipped with a poured rubberized surface, installed in 2022.

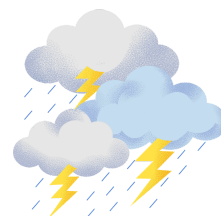
IDENTIFICATION OF HAZARDS

Monthly playground inspections are completed by the Director or on-site supervisor, with any identified issues immediately communicated to the school district playground supervisor through email.

Our proactive approach ensures a safe and secure play environment for all children. This includes a meticulous examination for missing or broken parts, protruding bolts, rust, sharp edges, cracks, lack of stability, wear and tear, and the appropriate depth of fall surfacing. Monthly inspections are completed by the principal or on-site supervisor, with any identified issues immediately communicated to the school district playground supervisor through email.

INCLEMENT WEATHER

When there is inclement weather and students are unable to go outside, the gym will be used for gross motor play. We will follow the Iowa Department of Health and Human Services guidelines for going outside.



REST TIME

For the health and well-being of every child, a rest time is provided every day. Your child may bring a favorite blanket or small sleep toy from home. Please label these items and take them home on Fridays to launder them.

Children are encouraged to sleep during the designated naptime. We recognize that children's nap routines vary and that some children require less sleep than others. We provide each child the opportunity to rest for a minimum of one hour on their mat.

PROTECTING CHILDREN

- All staff are mandatory reporters of child abuse.

Access Policy

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
***“Unrestricted access”** means that a person has contact with a child alone or is directly responsible for child care.
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
***“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
***“Monitoring”** means to be in charge of ensuring proper conduct of others.
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “intruder in the center” procedures. Non-agency persons who are on the

property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premises.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa Sex Offender Registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted, it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender's presence at the facility.
 3. The duration of the sex offender's presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

ACCIDENTS AND EMERGENCIES

Your child's safety is our top priority. We take every precaution to create a secure environment, including regular inspections and maintenance of our facilities, playgrounds, and equipment. Our staff participates in safety awareness programs, and we conduct monthly fire and tornado drills.

If your child is injured at the center you will receive an incident report. If the injury occurred to the face, head or neck, or if the injury is serious you will also receive a phone call. You will be asked to review and sign an incident report, and you will receive a copy when you pick up your child.

While we do our best to prevent injuries, we understand that children can be active and accidents may happen. If medical attention is needed, we will contact you or your designated emergency contact. In the case of a medical emergency, our staff will take the necessary steps to ensure your child receives the appropriate care, including calling emergency medical services if needed.

UNDERSTANDING BITING IN YOUNG CHILDREN

Biting is a common and natural part of early childhood development. While it can be upsetting for both children and parents, it is a typical behavior that many young children outgrow as they learn appropriate ways to express themselves. Even if your child does not bite at home, they may experience or witness this behavior in a social setting with other children. Fortunately, in most cases, biting does not pose a health risk.

At our center, we take a proactive approach to helping children develop positive social skills and reduce biting incidents. We carefully observe the environment and daily routines to identify any factors that may

contribute to this behavior and make adjustments as needed. We also work closely with parents to provide guidance and support, ensuring a consistent approach between home and school.

In most cases, occasional biting does not require outside intervention or alternative childcare arrangements. However, if necessary, we may implement strategies such as adjusting group dynamics to help a child learn more appropriate ways to interact. To protect everyone's privacy, we cannot share the identity of a child who bites or is bitten, except in cases where a court order requires it.



Our goal is to support all children as they develop important social and communication skills in a safe and nurturing environment.

LICENSING STANDARDS AND GUIDANCE

The Corse Early Childhood Center is licensed by the Iowa Department of Human Services. A copy of the license is posted at the reception area.

TAX STATEMENT

A copy of each parent's account will be available to be picked up at your center at the end of each calendar year.

SECTION 5: DISCHARGE POLICY

SUSPENSION POLICY

A child may be suspended from our program for the following reasons:

- **Failure to comply with policies:** Repeated violations of the center's policies and procedures.
- **Financial non-compliance:** Failure to adhere to the center's financial agreement.
- **Adjustment difficulties:** Persistent inability to adapt to a group learning environment.
- **Safety concerns:** If a child or parent poses a threat to other children, staff, or themselves.

AGGRESSIVE BEHAVIOR POLICY

Aggressive behaviors will not be tolerated. If a child's behavior becomes unmanageable for educators, parents may be required to attend a conference, and the child may face suspension for one or more days. Parents may also be called to pick up their child if their behavior is deemed to be unsafe and unmanageable.

Examples of aggressive behaviors include, but are not limited to:

- Wrestling
- Hitting
- Kicking
- Inappropriate or foul language

SECTION 6: BUILDING A STRONG FAMILY PARTNERSHIP

PARTNERING WITH CORSE EARLY CHILDHOOD CENTER

At Corse Early Childhood Childcare, we share a common goal with parents and guardians: ensuring the health, safety, and well-being of every child in our care. Building a strong partnership requires open communication and collaboration to best support your child's needs.

Together, we are committed to:

- Treating each other with dignity and respect.
- Sharing important information to better understand and meet your child's needs.
- Working as a team to develop a plan of care that supports your child's growth and well-being.
- Keeping each other informed of any changes in your child's health or circumstances that may impact their care.
- Notifying one another in advance of any scheduling changes.
- Meeting at least once a year to update and adjust your child's care plan as needed.
- Addressing concerns in a way that strengthens our partnership and fosters a positive environment.

By working together, we can create the best possible experience for your child and support their development in a nurturing and caring setting.

SHARING YOUR THOUGHTS WITH US

We value your input! There are many ways to share your thoughts with us:

- Our team members are available during drop-off and pick-up times to chat in person.
- Feel free to reach out to any Supervisor, Service Manager, or administrator anytime.
- We may call occasionally just to check in and hear how things are going.
- Look for our annual family satisfaction survey—a great opportunity to share what's working well and suggest improvements.



PROTECTING YOUR PRIVACY

We take your family's privacy seriously. All information in your child's records is kept confidential and private.

GUIDING YOUR CHILD'S BEHAVIOR

We focus on positive guidance to help children develop self-control and a healthy self-image. Our teachers use supportive strategies like:

- Offering appropriate alternative activities
- Using positive statements that focus on desired behaviors
- Giving attention first to children who are hurt
- Celebrating good choices and positive behavior
- Using "cool-down" time to help children calm themselves
- Working with you to create consistent approaches at home and school

If we notice specific developmental or behavioral concerns, we'll partner with you to identify your child's needs and connect you with helpful resources.

THE FOLLOWING ARE PROHIBITED:

- Corporal punishment, including spanking;
- Verbal or physical abuse, humiliation, neglect, or abusive treatment;
- Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning or threatening;
- Withholding food, drink or sleep;
- Force feeding children;
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or forcing the child to remain on the toilet, or using any other unusual or excessive practices for toileting.

MANDATORY REPORTING

As professionals in contact with young children and their families, we at Corse Early Childhood Center are required by law to help the DHS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child care workers, are mandated reporters. Thus, it is policy of the Corse Early Childhood Center preschool program to report any and all suspected cases of child abuse and/or neglect to DHS immediately by telephone and to follow up in writing within 24 hours the same information as reported by telephone. Our school will offer full cooperation of DHS staff during the investigation of the reported incident.

SMOKING

At all times, tobacco, nicotine, electronic cigarettes, and vaping are prohibited inside of the program, on the grounds, within employee's vehicles while on clock, and in any vehicles used to transport children. Teachers and support staff are prohibited from wearing clothing that smells of smoke when working.

SAFETY PRACTICES

Fire, tornado, and ALICE drills are practiced and documented monthly.

WORKING THROUGH CHALLENGING BEHAVIORS

We use Conscious Discipline throughout our center to build strong relationships between staff and children. Our goal is to understand each child individually and help them make positive choices.

When challenging behaviors occur:

1. We'll document the behavior and our supportive responses, then share this information with you the same day
2. We'll review strategies and provide guidance to our staff
3. For severe behaviors (like those that might harm others or severely disrupt the classroom), we may need to have your child take a break from the group or, in some cases, call you to pick them up
4. For ongoing concerns, we'll meet with you to create a behavior support plan
5. We'll follow up regularly to discuss progress and update the plan as needed

Our aim is always to support your child's growth and development in a positive, nurturing environment. By working together, we can help your child develop the social and emotional skills they need to thrive.

IT'S GOING TO BE A GREAT YEAR!

We look forward to serving your child at Corse Early Childhood Center. Welcome to our Grayhound family! Feel free to reach out with any questions or concerns. Our staff looks forward to partnering with your family.