

Gateway Christian Education Center

“Providing bright beginnings for your child’s future”



Parent Handbook

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MISSION STATEMENT

The mission of The Gateway Christian Education Center is to provide safe affordable childcare and education for children of all denominations ages 6 weeks through 12 years. The faith-centered program incorporates morals and values that remain with the child throughout life. Our mission is to help each child develop to their maximum potential in their social, emotional, physical, and cognitive development by:

- Appreciating each child as a unique individual capable of learning and contributing to the community.
- Respecting the dignity, worth, and uniqueness of each individual (child, family member, and colleagues).
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive interactions.

We are a licensed center with the Kanawha County DHHR. Our maximum capacity is 16 children 6 weeks through 24 months and 170 children 25 months through 12 years of age.

PHILOSOPHY ON EDUCATION

We believe that children learn through play. All children have the right to developmentally appropriate curriculum to support their learning style and ability. We believe that staff must support the social, emotional, cognitive, physical, and spiritual needs of the children in our care. We believe that children learn best when they have quality trusting relationships with their caregivers. We believe that there must be an open line of communication with parents about children's development and needs.

The Gateway Christian Education Center curriculum is a relationship based program. We believe that healthy brain development depends on secure, trusting relationships with caring adults. We believe that children learn best by caregivers being role models for appropriate behavior rather than telling children what they should do. We firmly believe that positive guidance helps children to gain control of their behaviors, build good self-esteem and promotes a good atmosphere for trust and conflict resolution. These are the key components of healthy group living and sharing.

ADMISSION POLICY AND PROCEDURE

Prior to admission to Gateway Christian Education Center, parent(s) or guardian(s) of the child(ren) is/are required to have a personal interview with the director. This allows potential parent(s) / guardian(s) and the child(ren) to have an on-site tour of our facility as well as, to meet and become familiar with the Child Care Providers who will be working with the children. This meeting also allows an exchange of information about the child(ren)'s needs and the Center's regulations.

Parent(s) / guardian(s) are required to complete and submit the following forms prior to the first day of attendance at the center. The only exception is the Immunization form that must be submitted within 30 days of enrollment.

- Registration form
- Childhood history
- Emergency card
- Immunization Record
- Physical signed by Physician
- Permission Form
- Signature Form for receiving Handbook and understanding all policies included.

Prior to admission, parents and children must visit Gateway in order to:

- Emotionally prepare the child for the for child care and what to expect
- Discuss the child's developmental history, personal characteristics, and special needs
- Relay information about the center to the parents
- Agree in fees, expectations, programs and policies and procedures of the center
- Complete Enrollment Packet forms and discuss other required documents

The following items are to be provided by parents/guardians:

- Diapers or Pull-ups
- Wet wipes (if you wish your child to use a specific type)
- A change of clothes (weather appropriate)
- A small blanket and a small pillow for nap time if your child is 5 or younger.
- Sunscreen or bug spray (please label)
- Medication, if applicable (all medication must have a written order from a physician or other licensed health care provider and completed Medication Form from the parents for dispensation of medication by child care providers.

Until the child or children become adjusted to the routine it is better that parents leave without lingering farewells, which are not conducive to a happy environment and routine.

HOURS OF OPERATION

Our center is open Monday through Friday from 7:00 a.m. to 6:00 p.m. Parents/guardians/ may not drop off children prior to 7:00. The official time is determined by the staff time clock. See Severe Weather Guidelines for bad weather instructions.

ARRIVAL AND DEPARTURE PROCEDURES

All children must arrive at the Center by 10:00am. After 10:00 am, all sign-ins must be done in the Administrative Office. This is crucial to the flow of the day and lunch count. Every parent should have an approximate schedule of hours child care is needed weekly on file in the office.

- Upon arrival all children are to be brought to the classroom by an adult.
- State law requires that all children attending a daycare center must be signed in and out daily. A ticket from the check-in station must be given to the teacher/caregiver at drop off and pick up. Teacher/caregiver will not release a child until they have the ticket and make sure the date and time is accurate.
- Infant's parents must complete a daily schedule at registration.
- Medication form must be completed for medications to be administered.
- If someone other than the parent/guardian or contact person is will be picking up or visiting your child(ren), this person must be listed on the child's emergency card on file. In order to provide for the safety of your child(ren), the said person(s) must provide the center with photo identification.
- Your child(ren) will not be released or allowed to have a visit with anyone not listed on your emergency contact list unless the parent/guardian provides the center with written permission. An exception to this is Child Protective Services or Department of Health and Human Resources.
- Children rest between 12:30pm – 2:30pm. This time SHOULD be avoided for dropping off or picking up children.

LATE PICK-UP POLICY

- The center closes promptly at 6:00. We request that parents arrive in time to exit the building by 6:00.
- A late fee of \$10 is due at pickup if you are late by 10 minutes or less. A late fee of \$20 is due if you are more than 10 minutes late. **Fees are due at pick up!** Three late pick-ups in a 3 month period will result in termination of service for the child(ren).
- State licensing requires that we have two emergency contact persons. Contact persons must have transportation and be able to pick your child up in case of an emergency or if you cannot be reached for illness or late pick up.
- A picture identification will be required of any person who picks up your child(ren) in the absence of you or your designated contact person. Your child(ren) WILL NOT be released to anyone without proper written authorization from you (the parents/guardians).
- We realize that emergencies do arise from time to time; so please provide us with as many names and phone numbers as possible.
- Please remember that children become anxious when other children are picked up and they are left waiting for your arrival.

HOLIDAYS AND CLOSINGS

Our center will be in operation twelve (12) months of the year, with the exception of the following holidays:

- Labor Day
- Good Friday
- Independence Day
- Thanksgiving (Thursday and Friday)
- Memorial Day
- Christmas Eve and Christmas Day
- New Year's Day

Gateway Christian Education Center reserves the right to assign holiday hours when necessary.

TUITION PAYMENT POLICY

- Payment is due in full on BEFORE care starts on Monday.
- If your child (ren) is/are absent for any reason other than the one week vacation, your tuition is still due on time. You may pay in advance.
- Payments may be made in cash, check, money order, credit card, or ACH withdrawal.
- There is a \$25 fee for all returned checks. This fee is due with the next week's tuition.
- There is a \$25 late fee for late payments that are beyond 2 weeks of age. This fee is due with the next week's tuition.
- There will be no tuition fee reduction if your child misses a day at our center, unless it is to be counted as vacation (5 Days). The day care office should be notified in advance if you plan to use your vacation week.
- Your receipts are your record for tax credit. There will be a \$25 fee for duplicating receipts.

TUITION RATES

6 Weeks-2 Years.....	\$170 per week
3-5 Years.....	\$145 per week
School Age/ Shut Down Program.....	\$30 per day
After School.....	\$65 per week
Pre-K Before/After Care.....	\$95 per week
Pre-K/School Age All Week Care.....	\$120 per week

All children using third party payment (Connect /Link) MUST be in the center for a minimum of 14 days a month for four or more hours a day. Failure to comply will result in dismissal. Connect/Link families are to pay for a minimum of 20 days at the BEGINNING of each month, no exceptions.

Private Pay families will receive the following discount:

- regular price for the youngest child
 - 10% off the second child
 - 20% off the third child
- **NO ACCOUNT WILL BE ALLOWED TO BE UNPAID MORE THAN TWO DAYS.** For each day you are late, a \$5 late fee will be applied. After two days of late fees, you will be dismissed.
 - Parents/guardians will be given in writing 30 days' notice for any rate changes.
 - When a child's age places them in a new rate schedule the rate change will occur the first full week after a child's birthday when moving to a different age/tuition group.

VISITATION

Gateway Christian Education Center has an open-door policy. Parents/guardians and persons designated by the parent/guardian are welcome to come to the center at any time.

Parents and Grandparents are encouraged to volunteer on special occasions, daily projects and fundraisers. We also appreciate parents sharing toys, costumes and ideas with our center and children. We are constantly looking for ways to share information about cultural differences, traditions and customs through native dress, foods, or other interesting means for our children.

If you have special celebrations, holidays or other interesting customs, please speak with the teacher or director so that we can incorporate it into the curriculum.

If you have other ideas that would enhance our program, we welcome your comments and suggestions. Please feel free to speak to any of the teachers or the director at any time.

CONFLICT OF INTEREST

The Gateway Christian Education Center neither discourages nor encourages the practice of watching children enrolled in any of The Gateway Christian Education Center's programs or other children not related to programs at The Gateway Christian Education Center when the employee is not scheduled for hours in the center.

The practice of caring for children outside of hours scheduled to work at The Gateway Christian Education Center, is covered under the Code of Conduct, Outside Employment, and Conflict of Interest.

Employees are cautioned that such practice must not interfere with the job requirements, duties, and/or relationship with child/children watched and other children enrolled in The Gateway Christian Education Center. No employee shall benefit directly from the parent-caregiver relationship as a result of being an employee of The Gateway Christian Education Center in a way that would cause the parent to reduce the number of hours or causes such child/children to leave enrollment at The Gateway Christian Education Center.

All care of children outside of The Gateway Christian Education Center is in no way related to the services, practices, or responsibilities of the center. Care given by employees for parents of enrolled children must not reflect negatively upon The Gateway Christian Education Center. Parents and employees are required to sign a waiver releasing the responsibility of G.C.E.C. of the child while in their personal care.

Employees may not utilize The Gateway Christian Education Center's equipment, facilities, client lists or other proprietary information or procedures for private business use.

FOOD POLICIES

- Breakfast is served at 8:00am - 9:00 am and lunch from 11:00am- 12:00pm, based on the class schedule.
- Children **CANNOT bring food into the center.**
- Children should arrive early enough to be served. If you are coming after 10:00 a.m., please call the Center so that your child will be included in the lunch count.
- Breakfast, lunch, and afternoon snack are provided by Gateway Christian Education Center.
- Menus will be posted monthly and all meals meet USDA/CACFP standards for nutrition.
- Allergies and special diets must be accompanied by medical documentation. Allergies and special diets must be posted in the classroom.
- Gateway Christian Education Center will substitute a drink for milk allergies.
- **Parents may only bring snack foods that have been purchased from an approved vendor such as a bakery, grocery store, deli, etc. No homemade foods may be served in the center.**

CLOTHING

- All children must have an extra change of clothes at the center at all times.
- **Clothing and bedding must be labeled with the child's name, not initials.**
- Dress your child(ren) for comfort and play.
- Make sure clothes are washable as some activities can become messy. All supplies used in the center are washable; however, they have been known to stain some fabrics.
- All children are required to wear shoes.
- Weather permitting (**temp. 40 degrees or above**) children 1 year old or older go outside daily for large muscle development.
- Please check your child's cubby daily for dirty clothes.
- During the winter, be sure that your child has the following items: Coat, hat, mittens or gloves, and boots.
- If your child is ready to be (or is already in the process of being) potty trained, bring several pairs of training pants or underwear and at least 2 extra changes of clothes.
- If your child is not potty trained, you should provide enough disposable diapers for one (1) week. The rule of thumb is one diaper for every 2 hours your child is in the center.

REST TIME/BEDDING

- Be sure to label all items.
- Bedding is to be brought in clean on Monday and taken home on Friday.
- State licensing requires that all children have one (1) hour of rest time.
- Nap time for the children less than 5 years is between 12:00 pm to 2:00 pm. Time varies, give or take a few minutes, depending on activities planned for the day.
- After children have rested for one hour and have not gone to sleep they will be provided with quiet activities while others sleep.
- Children should not be dropped off or picked up during nap time unless arrangements have been made with one of the directors.

DAILY HEALTH INSPECTION

Each morning the staff will check each child for signs of illness or injury. Observations will be recorded in the child's file.

CHILD OBSERVATION AND ASSESSMENT

At Gateway Christian Education Center we use the Early Childhood Direction Center's Developmental Checklist for ages Birth-Five. The main purpose of the assessments are to support learning and development for both individual children and classrooms of children, to identify children who may need additional services, and to aid in effectively communicating progress or concerns with parents. Assessments are conducted once a child is enrolled at Gateway CEC, as well as when they reach the milestone for their age. Each child will have a folder that travels with them from class to class until they go to Elementary School, or un-enroll from Gateway. These folders will have copies of their assessments, as well as any other important information for the child's teacher. Assessments will be done for each child. All children are treated as equals.

Assessments will be conducted at:

- 1-3 months
- 4-7 months
- 8-12 months
- 12-24 months
- 24-36 months
- 3-4 years
- 4-5 years

The assessments are confidential. Any information about a child's development is only to be shared with the child's teacher, a director, and the parents/guardian. Any recommendation for referral with require parental permission.

SUPERVISION OF CHILDREN

Teachers, Assistant Teachers and/or Aides supervise children at all times including following DHHR Licensing Regulations and Manuals:

- During daily lesson plans and activities
- At rest and/or nap times
- While on field trips outside of the center
- While on the playground, gym or other area outside of the classroom
- When children are using art and craft supplies and other daycare equipment (sand table, water tables, outdoor toys, etc)
- Children are accompanied to the bathroom, especially when the bathroom is not located in the classroom for safety and supervise children while washing and drying hands
- During meal times

ACCIDENTS AND INJURY

- State law requires that at least one staff person on duty be trained in first aid and CPR at all times.
- All precautions are taken to insure the safety of the children in our care.
- Should an accident or injury occur during the day the caregiver will fill out an accident or injury report on the parent information sheet. A copy of this sheet must be signed by the parent to be added to the child's file.
- You must have UP TO DATE emergency information on file with the director at all times. It is the parent/guardian's responsibility to make sure that new information is on file.
- Every effort will be made to contact the parent/guardian in the event of an emergency.
- In the unlikely event that your child becomes injured while in our center beyond the everyday scratches and minor injuries incurred during routine play, we will follow the procedures listed in this handbook under Emergency Procedure.
- Should a child have to be transported by ambulance for medical treatment, you or your emergency contact person will be notified and a staff person will remain with your child until you arrive.
- Our policy is to use the closest medical facility in the event of an emergency.
- Parent/guardian must sign a permission slip at enrollment giving staff the authority to use the following: sun block lotion, insect repellent, and diaper rash ointment.

HEALTH AND PHYSICALS

- State licensing requires that all children have current immunizations on file at all times.
- Immunizations must be submitted to the director within 30 days of enrollment. Failure to provide immunizations will result in suspension or termination of service.
- Immunizations must be updated every 6 months and documentation given to the director for children under the age of two years old. Immunizations must be signed by a health care provider.
- Immunizations must be kept updated every two (2) years for children older than two years old.
- Failure to provide updates on immunizations will result in suspension or termination of services.
- When a parent objects to medical treatment on the grounds that it conflicts with convictions of his or her religion or conscience, the center shall have on file a statement of the objection to treatment signed by the child's parent.

ILLNESS POLICY

January 11, 2011

From DHHR

Child Care Center

Licensing Regulations

2011

A center shall ensure that staff members observe a child daily and watch for changes that may indicate injury, infestation or illness, and record any observed changes in the child's file. Changes include the following:

- Behavior or appearance that is unusual for a child
- A skin rash, itchy skin, or itchy scalp; or
- A complaint of pain or not feeling well.

When staff members observe changes in a child that may indicate illness or when a child is ill, staff members shall:

- Remove the child to a designated quiet area to rest comfortably under supervision;
- Take the child's temperature and record it in the child's file;
- Use universal precautions, as required; and
- Contact the child's parent or other individual authorized by the parent to assume responsibility for the child.

When taking a child's temperature, staff members shall not use a mercury thermometer or the rectal method for any child.

A center shall inform the parent and suggest that the parent consult a licensed health care provider for a child who has a fever.

A center shall exclude a sick child from the center:

- Immediately when a child has a serious communicable illness;
- When the illness prevents a child from participating in routine activities;
- When a child's illness results in a greater need for care than staff members can provide without compromising the health and safety of the other children
- When a child has a fever of 101 or higher.

OR

When a child appears to have any of the following symptoms, unless a licensed health care provider determines that they do not indicate a communicable disease:

- Fever of 101 degrees and/or with stiff neck, lethargy, irritability, or persistent crying;
- Diarrhea in addition to signs of dehydration, such as a decrease in urination as indicated by a reduction in the number of wet diapers, no tears when crying or a decrease in activity, or blood or mucus in the stool.
- Vomiting three (3) or more times, or with signs of dehydration;
- Diarrhea that cannot be contained in the diaper or a potty trained child who cannot make it to the bathroom.
- Undiagnosed rash that is accompanied by a behavior change, difficulty in breathing or joint pain, or that is characterized by open sores, blood, red or purple pin-head spots, or bruises not associated with an injury, or last more than one (1) day;
- Mouth sores with drooling
- Infestation, such as scabies or head lice;
- Abdominal pain that is persistent, or intermittent with other signs such as a fever;
- Difficulty in breathing; or
- Lethargy such that the child does not play;

When a child has any of the following diagnosed conditions:

The child may not return until they are symptom free with no medication for twenty four (24) hours

- Diarrhea and blood or mucus in the stool;
- Contagious signs of pertussis, measles, mumps, chicken pox, rubella or diphtheria;
- Streptococcal infection until treated with antibiotics for twenty-four hours;
- Pinkeye with yellow or white discharge;
- Untreated tuberculosis; or
- Other conditions as determined by a licensed health care provider.

Gateway's Policy on returning to school

Children with symptoms of any illness that are seen by a licensed healthcare provider, must present the center with a return to school slip that states the child poses no health risk to the other children in the center and that the child may remain at the center.

Gateway Christian Education Center reserves the right to refuse any child readmission to the center the day after being sent home if the 24 hour symptom free with no medication policy is not followed.

These health policies help to reduce the spread of disease and illness for other children and staff. If your child has any of the above symptoms the night prior to coming to the center, please do not bring your child to the center.

If you know that your child has been exposed to any contagious disease, please notify the staff so that they can watch for symptoms in other children

Gateway's policy for picking up Ill children

When staff contacts a parent or designated emergency contact person, arrangements are to be made to pick the child up within one hour.

MEDICATION

- All requests for medication to be administered must be accompanied by a "Medication to Be Administered Form" signed by the parent/guardian and a healthcare provider's instructions. (Prescription medication label is sufficient).
- All "Medication to Be Administered Forms" must be filled out for each sickness. No blanket forms will be accepted.
- All medicine must be in the original container with current expiration date.
- Prescription medicine must have the pharmacy label with the child's name, amount to be given, and times medicine is to be given.
- No medication will be given to any child that has an expired expiration date.
- All medication must be labeled with the child's name.
- Medication needing refrigeration will be kept in the medicine drawer in the refrigerator in the kitchen.
- All medicine will be kept in a locked container in the Director's office.
- Parent/guardian must provide a medicine spoon, dropper, or medicine cup for the medication to be given.
- No medication may remain in the center over the weekend. If left on last day of the week medicine will be properly disposed of.
- Over the counter medication must be accompanied by a healthcare provider's instruction.

Licensing Regulation Interpretation:

1) 15.4.h.6 A center shall ensure that prescription medication is only administered when the prescriptive medicine bottle or package has the original pharmacy label showing the prescription number, name of the medication, day the prescription was filled, license health care providers name, child's first and last name, specific legible directions for administration and storage, and the expiration date.

2) Over-the-counter diaper cream is not listed as a medication anywhere in the licensing regulations. Therefore, it will be treated like sunscreen, which can be administered with written permission from the parent. See 15.4.h.3. Of licensing regulations.

TOYS/ELECTRONICS/ CELL PHONES

- Children MAY NOT bring toys to the center.
- Toys brought to the center will be kept in the office and returned to the parent at pick up.

- All videos must be approved by the director and will be provided by the Center.
- Cell phone usage is not permitted at the center and are a violation of our privacy policy. Parents may call the office to speak with their child.

TERMINATION OF SERVICE

- We require a written two week notification when withdrawing a child from the center.
- **Failure to give a two week notification will result in the parent/guardian being charged the full tuition rate for the two weeks after withdrawing a child.**
- In the event that Gateway Christian Education Center must terminate services for reasons other than, late payments, 3 late pick ups in a 3 month period, unacceptable behavior by either parent or child or third party certificate payment expiration, we will give the parent/guardian a 2 week notice to make other arrangements. More serious behaviors will be determined by the director and administrator and require no prior notice for dismissal.

VACATIONS/ILLNESS

- Children that have been in the center for 6 months will receive five (5) vacation days to use, and once enrolled another 6 months, an additional five (5) days will be given. Vacation days run each year January-December.
- Vacation request may **NOT** be used for last two weeks tuition payment when withdrawing a child from the center
- Vacation time **CANNOT** be used as a credit. Vacation can only be used when children are **NOT** present at the day care

DISCIPLINE POLICY

The purpose of discipline is to help guide children to develop self-control. When children begin to learn self-control they become responsible for their own actions which in turn improves self-esteem, self-sufficiencies, and sets the pattern of positive social interactions for life. It is our goal to assist all children in developing problem solving skills so that the need for teacher intervention for discipline is kept to a minimum.

Discipline is considered an aspect of moral guidance to help each child to be successful in a group setting. Discipline, for the child, is the practice of the virtue of obedience to authority, self-denial, and of charity and thoughtfulness of others.

The challenge of our world is to help children to recognize and accept all of their feelings and to channel those feelings into empowered behavioral choices. While children cannot control the flow of feelings, they can learn to manage behaviors. Helping young children resolve angry feelings in a healthy way will help their emotional development at this formative age.

In order to provide a quality learning environment for all children, no student will be permitted to excessively disrupt the classroom, harm another person, or damage property.

Gateway operates under the following policies:

- No physical punishment of any kind, including but not limited to shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spitting, biting, hair pulling, yanking, slamming, excessive exercise or any cruel treatment that may cause pain.
- No putting anything in or on a child's mouth as punishment.
- Restraining a child by any means other than a firm grasp around a child's arms or legs and then for only as long as is necessary for the child to regain control.
- No subjecting a child to psychological punishment of any kind, including but not limited to, verbal abuse such as, ridicule, shaming, frightening, humiliating, intimidating, or negative remarks about race, gender religion or cultural background.
- No use of harsh or profane language, or actual or implied threats of physical punishment or verbal punishment.
- No yelling or screaming.
- No punishment or threatening a child in association with food, rest or toileting.
- No permitting a child to discipline other children.
- No parent is permitted to discipline another parent's child.
- No punishing an entire group for the actions of a few children.
- No seeking or accepting parental permission to use physical punishment or other actions prohibited by state licensing.

The following discipline practice shall be used by our staff:

- Unwanted behaviors will be redirected to an area or activity where the child can use acceptable behaviors.
- When redirecting children's behaviors to a different area or activity, the caregiver will stay with the child until the child becomes interested in the activity, assuring a positive outcome.
- Staff will model acceptable behaviors.
- Children will be spoken to in a positive manner at all times and especially when disciplined.

- Children will be asked to do the desired behavior. An example is, if the child is climbing the caregiver will ask the child to keep his or her feet on the floor.
- Staff will help children to develop language skills to express themselves in a positive manner.
- Confidentiality will be maintained at all times regarding information about a child and the family.
- All suspected abuse and neglect must be reported to the director immediately. All staff are mandated to report all suspected abuse and neglect to the Department of Health and Human Resources.

Discipline shall be in a constructive positive nature by redirecting unwanted behaviors. Children develop good social skills when the caregivers tell children what the desired behavior is and praises all efforts to achieve it. Additionally, we believe that staff serve as role models for pro-social behaviors therefore setting the example.

We believe in a limited use of time out for out of control behaviors only. Should a child become angry to the point of harming him/herself or others, staff will place the child in an area away from others but within sight of a staff person to allow the child to regain control of their behavior. The appropriate use of time out is one minute for each year old a child is.

In the event that a child’s behavior becomes a concern to the Childcare providers, the director will schedule a conference with the parents/guardians to develop a plan of action to help the child bring unwanted behaviors to an expectable level.

We recognize that children are curious beings that seek to discover. Boundaries must be taught in many of the areas of life since children do not usually possess the cognitive intellect to have boundaries on their own. GCEC, through training and education, takes an active approach when children act out in a sexual manner. Parents will be included in reports of any issues as well as the plan of action if a child should act out in a sexual way. Aggressive sexual behavior or repeated actions may result in a review from our Board of Directors and/or dismissal.

The discretion of the director will be the ultimate decision on all behavior and its severity. Behavior that is sever and physically or emotionally harm to others is not taken lightly. If all attempts to redirect harmful behaviors fail, the child will be dismissed from the program.

ABUSE AND NEGLECT

West Virginia law mandates that all suspicion of child abuse or neglect must be reported immediately to the Department of Human Health and Resources.

The definition of Child Abuse and Neglect as defined by Federal and State Law is listed below:

“Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm.”

CHILD ABUSE HOTLINE 1-800-352-6513

§49-6A-2. Persons mandated to report suspected abuse and neglect.

When any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the Division of

Juvenile Services or magistrate has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately, and not more than forty-eight hours after suspecting this abuse, report the circumstances or cause a report to be made to the Department of Health and Human Resources: *Provided*, That in any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made, to the State Police and any law-enforcement agency having jurisdiction to investigate the complaint: *Provided, however*, That any person required to report under this article who is a member of the staff of a public or private institution, school, facility or agency shall immediately notify the person in charge of such institution, school, facility or agency, or a designated agent thereof, who shall report or cause a report to be made. However, nothing in this article is intended to prevent individuals from reporting on their own behalf. In addition to those persons and officials specifically required to report situations involving suspected abuse or neglect of children, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

CIVIL RIGHTS

Gateway Christian Education Center accepts all children ages 6 weeks through 12 years old without discrimination based on race, national origin, ancestry, sex, age (40 or above), blindness, or handicap.

If you feel that your civil rights have been discriminated against, you may file a formal complaint.

CIVIL RIGHTS

In accordance with federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington, DC, 20250-9410, or call toll free 866.632.9992 (voice). TDD users can contact the USDA through local relay or the Federal Relay at 800.877.8339 (TDD) or 866.377.8642 (relay voice users). USDA is an equal opportunity provider and employer.

SEVERE WEATHER GUIDELINE

- If Kanawha County Schools are on a delay due to severe weather, we will open at regular time.
- If Kanawha County Schools are canceled due to severe weather, we will be open at 7:30 am.
- ***If we are closed for the day, you will receive a recorded message on the main phone numbers you listed on your child's emergency card.***
- For holidays in which we are closed, please refer to the school year calendar.

EMERGENCY PLANS

Pertinent Information for Any and All Emergencies

Please refer to specific type of emergency for more specific procedure information.

Policy Statement:

Gateway Christian Church along with the Education Center seeks to provide a safe, loving, and hazard free environment for her families, staff, and visitors. Toward that end, we plan for, practice how to react to, and pre-empt whenever possible, emergencies. When emergencies arise we will endeavor to react in the best interest of those at risk and maintain the safety of all people at the center until the emergency is dealt with successfully, diffused, and/or period of risk has expired.

Emergency responses have been categorized into four (4) main types, which are:

- Emergencies that require lock-down and staying indoors away from windows, such as: violent weather (tornado), chemical release, and weapon fire.
- Emergencies that require lock- down and staying in the classroom, such as: earthquake, blizzard, violent or suspicious intruder.
- Emergencies that require building evacuation and re-entry when situation is rectified, such as: fire, bomb treat
- Emergencies that require building evacuation with no re-entry, such as: long term utility failure, earthquake.

Should any of the above occur, the parent/guardian will be notified by phone with a recorded message stating the situation and the emergency plan that is in place. If we have to leave the site one of the following will occur.

Emergencies that allow us to remain in the area, but leave the premises: Children will be transported to Saint Albans High School.

Emergencies that require us to leave the area completely: children will be transported to Hurricane High School

Remember in all of the above cases you will be called by priority numbers listed in your child's emergency records.

SECURITY CAMERAS

GCEC has cameras recording throughout the building in video with audio. The purpose of the cameras are for monitoring for various reasons. These cameras are not accessible to outside sources or entities. Camera footage is stored for 7 days. Do to the nature of our business and the privacy and protection of children and families, this footage cannot be shared without court order.

DAYCARE MASTER SCHEDULE

One Year Old through Four Year Olds

7:00-9:00	Arrival/Breakfast (All) Diaper Changing/Hand Washing, Floor play (One's) Diaper Changing/Hand Washing (Two's) Bathroom/Hand washing/Free Play (Three's, Combo's & Four's)
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9:00-10:00	Floor play (One's) Exercise/Pledge/Bible Story/Center Play (All)
10:00-11:00	Small Group – Teacher directed learning experiences/Art/Manipulatives/Circle Time Small Group – Gym or Outdoor Play
11:00-12:30	Lunch/Diaper Changing/Hand Washing/Book Time (One's, Two's) Lunch/Bathroom Time/Diaper Changing/Hand Washing/Teeth Brushing (Three's, Combo's & Four's)
12:30-2:30	Nap (All)
2:30-3:30	Diaper Changing/Hand Washing/Snack/Center Play/Floor Play (One's, Two's) Bathroom Time/Diaper Changing/Hand Washing/Snack/Center Play (Combo's, Three's & Four's)
3:30-4:15	Outdoor Play (Weather Permitting) (All)
4:15-5:30	Free Play (All)
5:30-6:00	Table toys/Manipulatives/Prepare for Departure

TRANSPORTATION REGULATIONS

As stated in the DHHR licensing manual, when providing transportation a center must ensure the vehicle used is currently licensed, inspected and insured as required by West Virginia Code 17C-12-7a

- The driver must have an attendant when transporting children age two and under.
- All drivers must be age 18 or older.
- Drivers must have the appropriate licenses to operate the vehicle.
- The vehicle should not be left unattended while children are onboard
- Children are to remain seated at all times unless entering or exiting the vehicle and doors are to be locked.
- A responsible person is to accompany children while not in the vehicle.
- The driver is to be CPR/FA trained and certified or shall have an attendant who is trained and certified in CPR/FA.
- The vehicle is to be in safe running condition at all times.
- The driver shall conform to state laws and regulations while operating a vehicle.
- The children are to be protected by age-appropriate safety equipment (booster seats, safety belts, etc).
- Evacuation drills are to be conducted and documented twice a month.
- In the event of an emergency that requires evacuation the driver and/or attendant shall:
 - Stop off the roadway in a safe place
 - Remain calm at all times and keep the children as calm as possible
 - Help the children exit the vehicle in an orderly fashion
 - Take emergency information and First Aid kits with you when exiting the vehicle
 - Check for injuries and give care if necessary
 - Check that all children are present and accounted for
 - Call the Director or person in charge at the center and other emergency contacts necessary
 - Document as soon as possible

DIAPER CHANGING AND TOILET TRAINING

Children shall be diapered or have soiled underwear changed in an established diaper changing area. The changing area shall not be located in food preparation areas. Staff shall change children diapers or soiled underwear on a clean, safe, impervious, nonabsorbent surface that is used for no other purpose.

- Staff shall clean the child’s perineal (urinary and anal) area with disposable wipes.
- After removing a soiled diaper and before putting a fresh diaper on a child, staff members shall wipe their own hands with a pre-moistened towelette or a damp paper towel.
- Both the child’s and the staff member’s hands shall be thoroughly washed after each diaper change. If disposable gloves are used, they must be discarded immediately and hands washed.
- Changing tables and surfaces shall be cleaned and disinfected after each use by cleaning to remove visible soil, followed by wiping with an approved disinfectant solution, whether or not disposable, nonabsorbent paper is used.
- If disposable paper is used, it shall be discarded immediately after each diapering.
- Soiled cloth diapers and/or soiled training pants shall be stored in a labeled container with a tight-fitting lid provided by a commercial diaper service or in a sealed plastic bag that is sent home with the child at the end of the day.
- Feces from soiled cloth diapers or training pants shall be disposed of by dumping in a toilet.
- Soiled disposable diapers shall be stored in conveniently located, washable, plastic-lined, tightly covered waste containers.
- Each container shall be labeled and kept clean and free of buildup of soil or odor.
- Toilet training chairs, if used, shall be of easily cleanable construction and after each use shall be emptied into a toilet, and thoroughly cleaned and sanitized in a utility sink.
- Hand washing sinks shall not be used for rinsing soiled diapers or clothing or for cleaning toilet training equipment.

CLASS TEACHER-RATIO

CLASSROOM	TEACHERS	# OF CHILDREN	AGES
Infants	2	8	6 weeks- 18 months
Toddler One Class	2	8	12 - 24 months
Toddler Two Class	2	11	24 - 36 months
Combo Class	2	11	28 - 41 months
Threes Class	2	11	3 ½ - 4 years
Fours Class	2	11	4 - 5 years
Pre-K Before Care	2	16	4 - 5 years
Pre-K After Care	2	20	4 - 5 years
After School Care	6	90	5 - 12 years

INSURANCE POLICY INFORMATION

Insurance Company: Church Mutual Insurance Co. 3000 Schuster Lane, P.O. Box 357, Merrill, WI 54452

Named Insurer: Gateway Christian Ed. Center 423 C St. St Albans, WV 25177

Agent: Nancy Franklin STE 104 2333 MacCorkle Ave. St. Albans, WV 25177-2094

GRIEVANCE PROCEDURES

It is the policy Gateway CEC that parents/guardians have a right to a timely resolution of Center-related problems.

a.) Definition of Grievance –

An alleged breach or violation of Gateway CEC policies and procedures or a dispute arising from interpretation of application of the same.

1. Procedure –

a.) The problem should be immediately presented to the Director/ Administrator who shall give the matter prompt attention. This can be verbal or in writing.

b.) After consultation with the Director/Administrator, if the parent/ guardian(s) issue is still unresolved, he/she should present the grievance in writing (naming the breach of policies and procedures in question) within 5 business days of the incident and request an appointment with the Director/Administrator, who will meet with the parent/guardian(s) and other involved parties within ten (10) business days and submit a written decision to the parent/guardian(s) who filed the grievance within 5 business days. A written decision of the problem will be given to the parties involved within ten (10) business days.

c.) The final recourse that a parent/guardian(s) may have is to submit all information in writing to the Board of Directors within five (5) days of the Director's/Administrator's written decision and request a review by such. The Board of Directors, at their discretion, will schedule a conference or give a written statement within ten (10) business days. The decision of the Board of Directors is considered final.

A list of contact information for the Board of Directors is available in the Gateway Christian Church's secretary's office for your convenience.

GCEC is a DHHR licensed facility with maximum capacity for 186 children.