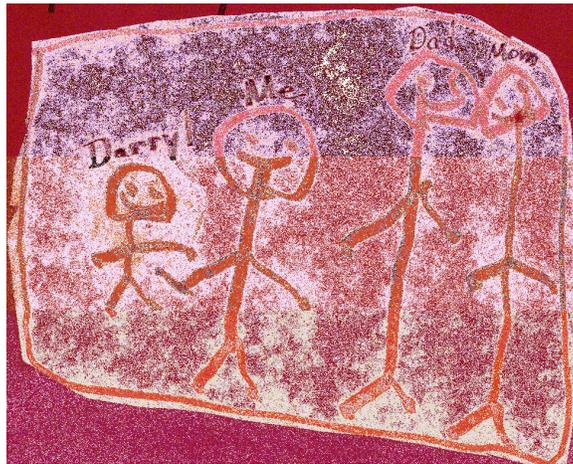


COAST GUARD HEADQUARTERS CHILD DEVELOPMENT CENTER

2100 2nd Street, S.W
Washington, DC 20593
(202) 372-4095



PARENT HANDBOOK

Coast Guard Headquarters Child Development Center

2100 2nd Street, SW, Washington, DC 20593

Phone: (202) 372-4090 * Fax: (202) 372-4909

Dear Parents:

Welcome to our family!

We hope this handbook answers most of your questions about the
Coast Guard Headquarters Child Development Center.

Please sign this page,
and return it to the Center as soon as possible.

Thank you!

I have received the *Coast Guard Headquarters Parent Handbook, February 2001 Edition*. I understand that my family is responsible for observing and following all of the USCG CDC policies it contains. If I have any questions, or need clarification, I can go to the Center Director.

Printed Name

Signature

Date

Director's Signature

Date

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PHILOSOPHY

The Coast Guard Headquarters Child Development Center (CDC) is designed to meet the emotional, social, physical and intellectual needs of children in a safe, home-like and loving environment. Activities are offered each day to help each child develop his potential in these areas. We believe that each child deserves a secure and stimulating environment, which includes stable and loving adults. The Coast Guard Headquarters CDC is also designed to meet the needs of U.S. Coast Guard employees and supervisors. Center hours are designed to meet the needs of the majority of the U.S. Coast Guard employees. Please note that "him" and "her" are used interchangeably throughout the handbook to reinforce our non-sexist philosophy.

GOALS

TO PROVIDE A SAFE, LOVING, AND STIMULATING ENVIRONMENT FOR CHILDREN TO GROW AND DEVELOP.

Children need to feel secure and cared for at all times. The Coast Guard CDC provides a nurturing environment that enables children to feel safe, thereby freeing them to explore their world as individuals.

TO HELP EACH FAMILY MAINTAIN THEIR CHILD'S GOOD HEALTH AND PROMOTE PHYSICAL DEVELOPMENT.

Nutritious snacks are served, our staff maintains strict hygiene practices, and activities designed to help develop large and small muscles are provided daily.

TO HELP EACH CHILD FUNCTION EFFECTIVELY WITH PEERS AND WITH ADULTS.

Children are placed in family groupings within the larger developmental stages: Infant, Pre-Toddler, Toddler, Preschool, and Pre-Kindergarten. This grouping style helps children learn from each other, and respects individual differences and rates of development. The caregivers will help your child develop her language skills to help resolve conflicts with peers, and will be alert to opportunities which arise for teaching social skills. In the early years, children must learn to trust their caregivers and must develop a strong positive self-concept. Our staff will work hard on helping your child develop trust and self-esteem.

TO HELP EACH CHILD DEVELOP HIS OR HER COGNITIVE ABILITIES TO THE FULLEST.

An enormous amount of learning takes place from birth to age five. To foster as much learning as possible, educational games and activities are planned to meet the child's individual level of development. A major goal of our teachers is to be alert for the "teachable moment" - the moment during the course of your child's play when it is most appropriate for your child to hear her teacher introduce a new concept or ask a leading question.

VISION

The USCG Child Development Center

Where children are valued for their ability to do meaningful work, their wonder and curiosity, their perspectives, and ability to play—

Where families are valued for their bonds and traditions, their ability to play, their commitment to work, home, and community, and their dreams for their children—

Where staff are valued for their vision, their delight in children, their skill, heart, and knowledge, a commitment to families, and an ability to play—

We cherish what we learn from each other.

LICENSING

Our center is a licensed child development center in the District of Columbia and must comply with extensive regulations in order to maintain its license. D.C. licensing regulations requires many of the procedures in this handbook. A copy of the licensing regulations is kept on file in the Director's office.

NON-DISCRIMINATORY POLICY

The US Coast Guard Child Development Center admits children and employs personnel without regard to race, color, creed, gender, religion or national origin. Laws and regulations that protect handicapped people against discrimination cover any center employees with life threatening illnesses or communicable diseases. Employees can work at our center as long as they meet acceptable performance and attendance standards and as long as all medical evidence indicates that their condition is not a threat to themselves or others in the workplace. Health conditions of all employees are personal and confidential. The decision to accept a

child with special needs will be made on a case-by-case basis. The child's right to privacy will be respected and personnel will be advised of the child's condition on a need to know basis.

CHAIN OF COMMAND

In the event you have a center concern, the below is the Chain of Command you should adhere to:

1. Center Director
2. HSC Comptroller
3. HSC Executive Officer
4. HSC Commanding Officer

ADMISSIONS, POLICIES AND PROCEDURES

ELIGIBILITY

The US Coast Guard Headquarters CDC accepts children from six weeks of age through pre-kindergarten on a space available basis. We are open to all members of the armed services, federal government employees, and the general public. There is a \$25 registration fee to be maintained on the waiting list. Priority for placement is as follows:

- a. Single parents, whether Active Duty Coast Guard, Civilian Coast Guard Employees
- b. Coast Guard Active duty or Civilian employees:
- c. DOD. Active Duty members;
- d. DOD civilian employees;
- e. DHS and other Federal Employees
- f. DHS Contractors
- g. Community Members

If the sponsor parent utilizing the CDC loses his/her employment affiliation with the Coast Guard, the child may continue to be enrolled in the CDC on a space available, month-to-month basis. If the child needs to be removed from the program because there are children of higher priority personnel on the CDC waiting list, a two-week notice and a list of alternative child care resources will be provided to the parent(s) by the CDC Director.

ENROLLMENT

Enrollment applications are available in the Center. Prior to acceptance into the program, all forms in the enrollment packet must be properly filled out, signed, and approved by the Director. Upon acceptance into the program, payment for the first tuition period must be paid and all enrollment forms must be completed before services commence. The first tuition payment is due when you accept the slot and before your child's first day of attendance at the Center. Checks should be made payable to USCG MWR. Payment is due year round irrespective of absences due to vacations, illness, or closings of our center due to federal holidays, inclement weather, national disasters or the like.

In the event of a change of address, home or work phone number, or emergency contact information, you should notify the Center without delay.

D.C. licensing standards require completion of enrollment package prior to the first time your child attends the Center. Therefore, you will need to complete the enrollment package containing a general information/release form, developmental history, registration form, emergency medical form (which must be notarized) a health certificate/immunization record, physical exam and allergy form, a field trip authorization form for your child to be taken on short excursions around the building and Fort McNair, and acknowledgement of Center policies.

The health form must be completed by a physician and must certify that your child has received a current physical examination and all age appropriate immunizations. Parents are responsible for updating all information contained in the enrollment package and submitting it by the due date. The health certificate and other health forms must be updated annually. The immunization records must be updated, as immunizations are required. A tuberculin skin test and lead exposure test are due at age 1 and are mandatory for enrollment and required by the DC Department of Health. Your child's enrollment maybe subject to termination if the health records are not kept current.

OPERATING POLICIES AND PROCEDURES

PART-TIME

The CDC offers only full-time slots except in the case of drop-ins. However, if a full-time slot is not being used we will consider patrons for Part-time slots.

Patrons wanting a full-time slot will always have priority over part-time patrons. In the event that more than one family wishes to share a full-time slot, exceptions can be made at the Director's discretion. (ie: One child attends M,W,F and another attends T,Th.) Patrons must pay full tuition for a 5-day per week slot, regardless of the child's attendance.

DROP-IN

Full day drop-in care may be available for pre-enrolled children in all rooms, as space permits. Drop-in candidates will follow full-time application, enrollment and orientation procedures. Your completed enrollment package is good for one year. Your child will join an existing group when attending the Center. There is a one time \$25.00 registration fee in addition to the daily fee. Children that come in for 5 days or more will receive a prorated fee. Parents should call at least 24 hours in advance to reserve a space and payment is due at the time of drop off. Please ask the Director for other specific information about Drop-In policies, procedures, and forms.

HOURS OF OPERATION

The Center will operate from 6:30 a.m. to 5:45 p.m., five days per week, Monday through Friday year round. The Center will be closed for federal holidays, Christmas Eve, inclement weather days (when the Federal Government is closed or on unscheduled/liberal leave), and staff in-service days (three days each year, normally during the summer).

In the event you are late picking your child up from the CDC (according to the clock in the Center's reception area), a late fee of \$15 for each 15-minute block or portion of will be assessed. Late fee charges must be included in the next regular tuition payment. At the actual time of pick-up, you will be required to fill out a late pick up form. Your child may not return to the center if the fees are not paid in full. In case of an emergency, which will cause you to be late, you should notify the Center as soon as possible. However, even in the case of an emergency, you are still required to pay late fees.

If your child has not been picked up within 45 minutes after the center closes and we are unable to contact the parent or the individual authorized for pick up, the local police will be contacted and will be authorized to take the child into their custody.

CHILDREN'S GROUPINGS

Our center has five major programs: The Infant program, the Pre-Toddler program, the Toddler program, the Preschool program, and the Pre-Kindergarten program. Your child will be moved to the next older program when she turns the appropriate age and/or is developmentally ready and space permits.

ADULT TO CHILD RATIOS

The center is responsible for maintaining the adult to child ratio throughout the day according to state regulations. It is extremely important for parents to notify the center when their child is going to be absent or late on any given day.

TUITION (revised 11/2007)

Tuition payments are due on the 1st calendar day (or the next business day) of each month. Patrons may opt to pay the full monthly amount or $\frac{1}{2}$ of the monthly fee with the balance due on the 15th calendar day (or the following business day). Parents will be given a 5 calendar day grace period. Tuition is due no later than the 5th and 20th calendar day of the month. If no payment has been received (to include late fees) before the close of business on the 6th day or 21st day if paying on the 15th of the month, the patron forfeits all claims to that slot in the CDC. A late fee of \$20.00 will be assessed for any payment not received by 1700 hours on the 5th day of the grace period.

In addition, interest will be charged at 18% on all outstanding balances. Should a patron decide to withdraw their child from the CDC, the 2-week paid notice remains in effect. The slot will be offered to 1) a child in another class waiting to advance or 2) the next family on the waiting list.

Should readmission be required, the patron will be required to pay a 2 week advance deposit and must complete a waiting list application and follow normal procedure for admission to the center.

Tuition shall be paid irrespective of vacations, illness, holidays, staff in-service days, or inclement weather days, national disasters or the like for as long as your child is enrolled in the Center. Partial payments will NOT be accepted without prior arrangements with the Director. The Coast Guard Headquarters Support

Command reserves the right to evaluate tuition at any time during the year, giving patrons 30 days' notice of any changes.

TUITION DISCOUNTS

We welcome children from families of all income levels. Tuition costs for Coast Guard employees and active duty members are rated on a sliding scale fee based on your income. Siblings will receive a 10% discount on tuition. Please contact the Director for information for discounted tuition.

METHOD OF PAYMENT

Tuition shall be paid by personal check, money order, or cashier's check. Cash is not accepted. The fee for a returned check is \$30.00. Payment by money order or cashier's check will be required there after if two checks should be returned within a one-year period.

INCLEMENT WEATHER POLICY (revised on 10/1/03)

When the Office of Personnel Management (OPM) announces the Federal Government is closed or on unscheduled/liberal leave for snow or other emergencies our center is closed and no reimbursements will be given. If OPM declares a delayed arrival policy to be in affect, our center will open at 8:00 a.m. and our staff will report on time to the best of their ability.

Please listen to your local radio station or news channel and call 202-372-4300 or 1-800-664-6245 ext 2-4300 for updated information regarding Coast Guard Personnel. The director and or assistant director will also leave updated information as they receive it on their voice mail. It is recommended that you call 202-372-4090 or 202-372-4095 to receive current information.

If the Federal Government closes early, as officially declared by OPM, you will need to promptly pick up your child immediately following your dismissal. Late fees will go into effect one hour after early dismissal or closure. Refer to the Office of Personnel Management web site (www.opm.gov). We will be able to release staff members as dictated by staff/child ratios, so your prompt pick-up is appreciated by everyone. In the case of other confirmed early closures, the general closing policy will apply. Please pick up your child promptly following your dismissal. If you plan not to use the Center on a delayed arrival day, please call the Director as early as possible and leave a message relating your plans. Our Director will need

this information to determine staff/child ratios, which may affect staff scheduling patterns.

It is highly recommended that parents have alternative child care arrangements in case of an emergency or inclement weather closings. Please see the director for a list of centers that may provide drop-in care.

No tuition reimbursement will be made for Center closings for any reason.

SIGN IN/OUT

As your and your child's "home away from home" we encourage you to visit the Center at any time. No advance notice is required. You may wish to join your child for lunch or take him out for a walk. When removing your child from the center during the day, you will need to let the teacher know and sign your child out at the reception area. Upon your return, please sign your child in and bring him back to his designated area. If you know you are going to take your child out during a particular day, please let the teacher know in advance. Your child **MUST** be escorted into her classroom and be presented to a staff member before you leave. Please do not leave your child at the center's front door unless a teacher is monitoring him (i.e.: the class is on the way to/from the playground).

PICK-UP

Main Authorization: Your child will only be released to authorized individuals. Initial authorization will be made on the enrollment agreement. No child will be released to someone not on file. In order to authorize any additional persons, you must submit authorization in writing. Telephone authorization is not sufficient. Anyone unknown by center staff will be subject to a photo ID check. If an unauthorized person should arrive at the Center to pick up your child, the Center staff will notify you immediately. All persons authorized to pick up your child must be at least sixteen years old.

Legal Custody: If you have sole custody of your child and the other parent is not authorized to pick up your child, you must instruct the Center of this fact, and provide the Director with a certified copy of the court order confirming the custody. The Center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child, and who presents photographic identification and is on file at the Center. In most cases, both parents have equal custody rights unless a court or valid written separation

agreement provides otherwise. Therefore, if you do not authorize your child's other parent or guardian to pick up your child, you must provide the Center with a certified copy of the court order or separation agreement awarding custody solely to you or denying custody to the other parent or guardian.

In the rare circumstance where the Center's senior staff member present determines, in his or her sole judgment, that the safety of the staff and/or children is threatened by an unauthorized person who is determined to remove a child from the Center, security will be notified if at all possible. The Center cannot guarantee that the child will not be released to that person. If you are experiencing custody difficulties, we strongly urge you to keep Center staff fully advised of circumstances which might affect the Center.

Release of a Child to an Intoxicated or Drugged Individual

If in the opinion of the senior staff member present at the Center, a parent or authorized person who arrives to transport the child home from the Center is in an intoxicated or drugged condition, the staff member will:

- a. Notify the other parent or guardian of the situation;
- b. Ask the person to leave his/her car at the Center and take the child home using another means of transportation;
- c. Offer to call a relative, friend, or taxi (at the parent's expense) to drive the person and child home.

If the parent or authorized person insists on driving the child home, the Center's senior staff member present will notify the local police department.

ILLNESS

We understand that children will occasionally get sick and that your child's illness is upsetting to both of you. However, if your child exhibits symptoms of illness (fever, vomiting, diarrhea, sore throat, frequent cough, heavy running nose, undiagnosed rash, frequent sneezing, etc.) during a 24 hour period prior to scheduled attendance at the Center, your child should be kept at home until the above mentioned symptoms of illness have disappeared. Please let us know if your child will not be attending the Center.

Washington, DC licensing regulations do not permit sick children to be brought to the center or to remain after it is discovered that they are ill. Emergency numbers need to be kept up to date, so please notify the center of any changes. When

parents are notified that their child is ill, they are expected to pick up their child within **one (1) hour**. Should your child develop obvious symptoms of illness or display what would be considered abnormal behavior (such as refusal to eat, unusual fatigue, excessive irritability) while at the Center, a decision will be made by the Director that she may not be permitted to remain at the Center for the duration of the day. When possible, your child will be removed from the program to relax in an isolated area until the parent arrives. Your child must be free of these symptoms for a minimum of 24 hours before being readmitted to the center. Children must be able to participate in the daily activities. Failure to pick up your child within one hour of notification will result in assessment of a late fee.

Below are the guidelines that CG CDC uses to determine if a child is to be sent home and how we will support the child upon returning to the center. Our goal is to establish a healthy environment for children and staff. These policies have been established for the health and safety of your child as well as the other children and staff in the center. These guidelines are enforced for everyone. Please do **not** ask staff to make exceptions.

1. If a child has a temperature of 100.3 degrees or greater, the parent will be called to pick up the child. The center will use an axillary temperature (under arm) that requires adding one degree to the reading. NOTE: Accommodations are made in certain situations such as teething and children with higher than usual normal body temperatures, when accompanied with a licensed *physician's note*.

2. When a child is sent home with a fever of 100.3 degrees or greater, s/he may not return to the center until 24 hours after the fever has broken without use of medications. For example: a child develops a fever on a Monday morning and is sent home; the parent gives the child medication (such as children's Tylenol) during the day on Monday; the child's fever breaks at 7:00 p.m. Monday night and the parent does not give the child anymore medication; if the fever does not return for 24 hours from 7:00 p.m. Monday night, the child can return to the center the following Wednesday.

3. Parents are encouraged to notify the Center if their child becomes acutely ill so that we can notify other families of the illness and take steps to try to limit the risk of further infection.

4. Parents are required to inform the Center if their child is infected with or has been exposed to a reportable communicable disease (for example, whooping cough [pertussis], rubella, hepatitis A, mumps, TB). The Center cannot admit a child who is infected with a communicable disease during the period of communicability as indicated by the DC Licensing Agency. Re-admission to the Center requires a written note by a licensed health practitioner such as the child's pediatrician.

5. When a child is diagnosed as having a contagious illness, such as strep throat, pink eye, etc., s/he is excluded from the Center for 24 hours after antibiotics have begun. In some cases, it may take longer for symptoms to clear up.

6. Other symptoms of illness which require exclusion from the Center include a change in bowel habits (i.e.: loose, watery stools that occur more than twice or with other symptoms), vomiting that occurs more than twice or with additional symptoms, undiagnosed rashes and cold symptoms that do not subside.

Any child with an undiagnosed or contagious skin condition cannot attend the Center. You must notify the Center in the event that your child is diagnosed as having any communicable disease/infection (e.g. strep throat, scarlet fever, head lice, chicken pox, measles, or any other undiagnosed rash). When available, notices will also be posted informing parents of any communicable disease to which their children may have been exposed which will describe the disease, infection period, and when an infected child will be allowed to return to the Center.

**THE ABOVE-DESCRIBED ILLNESS POLICIES WILL BE FIRMLY ENFORCED.
PLEASE DO NOT ASK FOR EXCEPTIONS.**

A child may be excluded from the program any time the director feels that an illness is potentially harmful to the other children.

MEDICINE

Non-prescription medication: We encourage you to visit the Center to administer over-the-counter medicines such as cough syrup, etc. However, our staff will administer some medications if a medicine form is completed with your child's name, name of medicine, doses and times to be administered, and the name and phone number of the your child's physician. These include sun block, lip balm,

moisturizing lotion, and diaper rash cream. The form will need to be filled out monthly; our staff cannot administer medication without the completed form. Once the form is completed, a staff member will administer the medication and mark the times of administration on the form.

Prescription medication: In order for our staff to administer prescription medications, you must fill out a medication form with your child's name, name of medicine, doses and times to be administered, physician's name and telephone number. The parent must sign the form authorizing the Center to give the medicine. A prescription medication must be given to the office staff in the original prescription bottle with pharmacist's label. The label must contain the following information:

1. Child's name
2. Start date
3. End date
4. Name of medication
5. Dosage
6. Physician's name and telephone number

Once the completed form is submitted, a staff member will administer the medication and mark the times of administration on the form.

Aspirin will not be given in any form, at any time. No medication will be administered via infant baby bottles.

PHYSICALS

In compliance with D.C licensing regulations, your child must have a physical examination by a licensed physician, prior to your child's first day of attendance at the Center. The completed health report is part of the enrollment package and must be submitted to the Center. The schedules for examinations prior to admission for different age groups are listed below:

- a. Within two months prior to admission for children six months of age and younger;
- b. Within three months prior to admission for children aged seven months through 18 months;
- c. Within six months prior to admission for children aged 19 months through 24 months;
- d. Within 12 months prior to admission for children two years of age through five years of age;

You will need to submit updated physical examination forms signed by a licensed physician annually.

IMMUNIZATIONS

Your child must obtain all age appropriate immunizations as required by the D.C. Department of Health Services. Please see the Director for a schedule of required immunizations. After admission to the Center, you are responsible for regularly updating your child's health files to reflect new immunizations to keep the records current. You have 30 days from the date the immunization is due to update your child's records at the CDC, after which time, services will be suspended until proof of immunization is made.

ABSENCE

Please notify the Center of any absences by 9:00 a.m. CG CDC will have an answering machine on during non-working hours for notification of unanticipated absences. Refunds will not be given for absences. In the event of a planned absence (vacation, doctor's appointment, etc.), please notify the Center in advance.

EMERGENCY PROCEDURES

In the event of a medical emergency, staff will immediately call 911 and you will be notified that the rescue squad has been called. In the event of a life threatening situation, staff will then notify the medical personnel in the Coast Guard Headquarters' Branch Health Unit. Coast Guard medical personnel are not authorized to do more than stabilize injured persons until the arrival of community emergency services. Upon the arrival of the rescue squad your child will be taken to the nearest hospital. The Emergency Medical Treatment Form allows the Center to have your child transported to a hospital emergency room and treated there. If an ambulance is called, you will be responsible for the cost of the ambulance.

For less serious injuries, at the discretion of the staff, you will be notified by phone call or by note at the end of the day, depending upon the degree of injury. Please note that parents may not use the Branch Health Unit for the routine treatment of ill children, whether dependents of military or civilian employees.

The Physical Exam Form and Emergency Medical Treatment Form must be filled out and kept up to date. Although we make every effort to keep your child safe,

children are most likely to accumulate some bumps, bruises and scratches during the early years.

CHILD ABUSE

Our center staff is required by law to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report abuse may be subject to fine or prosecution by the authorities. "Abuse" means the physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk of being significantly harmed. Procedures for reporting suspected child abuse or neglect is as follows:

- a. Notify the center director or the assistant director immediately.
- b. Call the Family Advocacy Specialist (FAS):

CG Yard, Baltimore: (410) 636-3159

CG Headquarters: (202) 372-4082

Pager: (888) 362-0887

1. The FAS will contact the appropriate Child Protective Service and Coast Guard Investigative Service.
2. If the victim's sponsor is active duty military, the sponsor's command will be notified of any allegations of abuse.

c. If the FAS is not available, contact the Work Life Supervisor, at (202) 372-4080 the Family Resource Specialist at (202) 372-4083 or the Family Advocacy Program Manager at (202) 475-5156.

PERSONAL ARTICLES

You are responsible for supplying all disposable diapers and wipes for your child. Children in diapers are required to keep at least two changes of clothing at the Center. Older children should have at least one. Toddlers, Preschoolers, and Pre-K children should have a small blanket and two crib sheets for use at naptime. Infants need three crib sheets and two blankets. Please refer to the list on the last page of this handbook for other items. All blankets and clothing should be

plainly marked with your child's name. Your child's bedding will be returned to you for washing each week or sooner if needed. Children may not bring toys, money, candy, gum, glass, or weapons from home. A special toy, such as a soft cuddle toy or blanket for naptime is fine.

Children love to interact with their environment whether it is the sand on the playground or the pudding they are eating. Therefore, your child's clothing should be easily washable. Your child should be dressed appropriately to go outside and have shoes that adequately protect the feet. No flip-flops are allowed. When appropriate, an extra sweater, hat and mittens should be kept in your child's cubby.

BIRTHDAYS

Your child may enjoy celebrating her birthday at the Center. You are encouraged to discuss your contribution for the celebration with your child's teacher. A special treat such as a cake, cupcakes, cookies, muffins or fresh fruit is permissible. Peanuts/nuts are not allowed. We prefer no chocolate because so many children are allergic to it. Rubber balloons are not permitted in the Center as they present a choking hazard. All treats for the children must be store bought and commercially packaged.

COMMUNICATION WITH PARENTS

Each month we distribute a newsletter describing the activities at our center. Daily notes go home with the children. Logs describing activities in your child's program will be posted. There will be a parent mailbox assigned to each family. All individual news items and announcements will be placed there. Parents should check their mailbox every day. In addition, the Director may notify patrons, via e-mail, of any pertinent information. Please ensure that the director has the e-mail address of both parents.

Parent-teacher conferences will be held twice a year and on an as-needed basis. We encourage you to talk with teachers on a regular basis. You should feel free to call the teachers and the Director at any time during the day; however nap time is usually the best time to contact the teachers, as it doesn't take the teacher's focus off the children. If a teacher is unavailable, your phone call will be returned at the earliest opportunity.

PARENT PARTICIPATION

We encourage you to make regular visits to the center. Come for lunch or stay for a while in the morning or afternoon when you bring your child, or spend part of a day off in the center. This will give you a chance to see how your child spends his time with the other children and with his teachers. *Your child will also be proud to have you there!*

The center staff is trained and experienced in early childhood education. They plan a daily program that will promote and stimulate maximum growth and development of each child. In order to better understand each child, they will need opportunities to talk with you about your child. Your child's teacher will contact you to schedule a formal parent-teacher conference during the year. Please feel free to contact teachers to discuss our program, any situations in the home, scheduled events, etc. which you feel the center would be aware of in order to help your child.

We encourage and welcome parent participation. Examples of participation include volunteering regularly or occasionally in your child's class, helping out with field trips or special events, or lending a hand with class or center projects.

OUTSIDE ACTIVITIES

Play is the essence of being a young child; not only is it lots of fun but is it also the way in which children learn and develop. We are fortunate to have a playground for running, jumping, climbing, and bike riding. Weather permitting; your child will be taken outside each day. Infants will also take walks around the building in strollers. Your child should have appropriate outdoor clothing (i.e. jacket and mittens) as dictated by the day's weather.

FIELD TRIPS

As special events, field trips may be planned. Permission slips for individual events will be provided for you to approve. Payment for particular field trips may be required and specific permission will be requested prior to the event.

FOOD SERVICE *(revised 6/27/06)*

Our center is committed to good nutrition. Junk foods will not be served. We offer a peanut/nut free environment. We do not serve peanuts/nuts nor do we

permit foods containing nuts in the center due to the high risk of the allergy and the danger it presents to children who are allergic to them.

Lunch and snack times will be used as educational opportunities and social occasions. Learning about different foods and enjoying the company of peers will be daily goals. Your child will be served a nutritious morning and afternoon snack each day. Weekly menus will be posted. It is your responsibility to notify our staff of any intolerance or allergies your child has to certain foods.

Parents are welcome to bring in snacks for special occasions to share with the children, however all snacks brought from home must meet the USDA's CACFP food guidelines. Food requiring refrigeration must stay cold until served. The center will provide additional food to supplement food brought from home. Food that is brought from home must be either whole fruits or commercially prepared & package foods in factory sealed containers.

Children in the Infant Room will be fed on demand. Please provide adequate supplies of bottles with pre-mixed formula and appropriate food as your child ages. ***Children will not be put down for a nap (either in a crib or on a cot) with a bottle.*** (Please do not ask for exceptions.) This has been shown to cause tooth decay and can present safety issues.

An adult sits at the table with the children to give assistance with lunch and snack as needed. Upon finishing the main course, the child may be allowed to clear her own trash from the table. You may want to pick up your child and take her out to lunch. You are also welcome to join your child for lunch in the classroom; however you are responsible for child while you are in the room.

Except for special occasions, **NO OTHER FOOD WILL BE SERVED.** Please do not include snacks or drinks in cubbies or bags. If you prefer your child be given meals from home or the cafeteria, please remove you child from the room (and the envy of his peers) until the meal is finished. Feel free to use the staff lounge between the hours of 6:30 & 12:00 and 2:30 & 5:30.

Please be reminded that lunch is over at 12:00 p.m. If your child arrives late, it is your responsibility to make other arrangements for their lunch.

DISCIPLINE

Most discipline problems are avoided by keeping children engaged in challenging and interesting activities. Our goal of discipline is to have children be responsible for their own behavior. At no time will physical punishment or punishment related to food, bathrooms, outside play or naps be allowed. Teachers will work with parents to resolve behavior problems and encourage developmentally appropriate behavior from all children. If your child's behavior should be consistently disruptive to the operation of the Center, the Center reserves the right to terminate enrollment.

WITHDRAWAL

A two-week (14 calendar days) written notice is required prior to withdrawal from the Center. You will be required to pay two full weeks' tuition from the date your withdrawal notice is received by the CDC.

DISMISSAL FROM THE CENTER

The Center reserves the right to terminate your child's enrollment in the Center, if any of the following conditions arise:

- o The Center judges that your child's behavior threatens the physical or mental health of other children in the Center.
- o If the program is unable to meet the developmental or special needs of your child.
- o If the terms of the enrollment agreement and parent handbook are not abided by.

WHO WILL CARE FOR YOUR CHILD?

Our center staff is caring, loving and respectful of children as individuals. Staff members have been selected on the basis of their intelligence, resourcefulness and their ability to stimulate creativity and foster development in four areas: social, emotional, physical and intellectual. Their understanding of the needs of working parents and their ability to work together with you for the benefit of your child is an essential part of their unique qualifications. Our staff will receive ongoing in-service training and will attend available workshops, courses, and consultations.

The staff at the US Coast Guard Headquarters Child Development Center is comprised of professional, hard working teachers from various cultures and walks of life. Each teacher has an individual style of teaching that enhances the learning environment for all the children in our care.

The Coast Guard requires that all staff be treated with respect and professionalism. Failure to comply with this requirement will result in termination your child's enrollment.

DEVELOPMENTALLY APPROPRIATE PRACTICE

How Children Learn

When Children Do this:	They Are Learning To:
Put blocks in trucks and dump them out	Understand size, weight and number concepts (math, science)
Argue about where to place the next big block	Express ideas and cooperate with others (language, social skills)
Balance large block on top of another	Control and coordinate muscles (physical coordination)
Put on dress-up clothes	use their small muscle skills (self-help, writing)
Pretend to be grown-ups	Understand the roles people play in society (life skills)
Separate cups and plates at clean-up time	Group objects in categories (math)
Put pegs in a pegboard	Coordinate the actions of their eyes and hands (reading and writing readiness)
Finish a puzzle	Complete a task (study habits, self-esteem)
Sort pictures that are the same	Match and classify (math)
Make playdough	Recognize how materials change (science)
Gather papers, scissors, and glue for a project	Plan and carry out a task (study habits, independence)
Draw a picture of a person	use symbols (reading and writing readiness)
Make boats sink	Recognize cause and effect (science, logical thinking)
Play beside other children	Get along with others (social skills)
Pour without spilling	Use the small muscles skills (physical coordination)
Turn pages of a book from beginning to end	Read a book from left to right (reading and writing readiness)
Listen to a story	Love books and develop a desire to read

	(reading readiness)
Talk about what happened in a story	Remember details and express ideas (language development)
Catch and throw balls	Coordinate eye and hand movements physical development, reading and writing readiness)
Talk about changes in plants, people, and things outside as seasons change	Sharpen observations skills (science)
Climb on outdoor equipment	Use their bodies in challenging tasks (self-esteem)

DAILY SCHEDULES

A schedule of children's daily activities is posted in each classroom. Daily schedules are designed to be flexible to accommodate children's interests, special activities, inclement weather, etc. To avoid disrupting the schedules of each child, we ask that you try to have your child arrive in his classroom by 9:00 a.m.

SAMPLE SCHEDULES

Sample Toddlers Schedule (12 - 30 months)

6:30 - 8:45	Individual time with teachers, free play, stories
8:45 - 9:00	Potty/Diapering time
9:00 - 9:30	Snack time
9:00 - 9:30	Learning activities and outside time
9:30 - 9:45	Quiet time/rest
9:45 - 11:00	Learning activities and outside time
11:00 - 11:30	Lunch preparation/Lunch
11:30 - 12:00	Diapering/ Potty time, cleaning up
12:00 - 1 2:30	Quite Time/ Stories
12:30 - 2:30	Nap time
2:30 - 3:00	Wake up and snack time
3:00 - 5:45	Outside time, learning activities, individual time

Sample Preschoolers Schedule (2.5 - 5 year olds)

6:30 - 8:45	Individual time with teachers, free play, stories
8:45 - 9:00	Potty/Diapering time
9:00 - 9:30	Snack time
9:00 - 9:30	Learning activities and outside time
9:30 - 9:45	Quiet time/rest
9:45 - 11:15	Learning activities and outside time
11:15 - 11:30	Prepare for lunch
11:30 - 12:30	Lunch, Diapering/ Potty time, cleaning up
12:30 - 2:30	Nap time
2:30 - 3:00	Wake up and snack time
3:00 - 5:45	Outside time, learning activities, individual time

WHAT TO BRING

INFANTS

Bibs (4)

Feeding spoon and dish

Prepared bottles (filled with pre-mixed formula/milk) and nipples

Covered cup, if desired

Pacifiers, if desired

Plush toy, if desired (may not be placed in the crib)

Changes of clothing (2)

Disposable diapers and wipes

Porta-crib sheets (3)

Blankets, small (2)

TODDLERS

Covered cup, if desired

Disposable diapers and wipes

Change of clothing (2)

Child's toy for nap (optional)

Crib sheets (2) (these fit cots)

Blanket, small

PRESCHOOL & PRE-K

Child's toy for nap (optional)

Crib sheets (2) (these fit cots)

Blanket, small

Change of clothing (1)

--GEOFF POWERS
COMMANDER
US COAST GUARD HEADQUARTERS
SUPPORT COMMAND