



CARDINAL KIDS
LEARNING CENTER

Parent Handbook

Cardinal Kids Learning Center

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Visit our website at: <https://cardinalkidslearningcenter.com/>

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Parent Handbook Acknowledgement

Cardinal Kid's parent handbook is used to outline the center's expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at Cardinal Kids Learning Center. After reviewing this document, the consent form on the last page must be completed and handed back to the Director/office. This consent form states that you understand and adhere to all expectations, policies, and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. We are happy that you have chosen to send your child(ren) to our center and look forward to getting to know you and your child. Thank you for being a part of the Cardinal Kid's Learning Center Family.

Mission Statement

Our Mission is to provide a safe, affordable, high-quality, and reliable childcare learning center for all young children in Randolph and the surrounding area.

At Cardinal Kids Learning Center, we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our students' development and growth occur every day. Our mission is to provide a safe, nurturing, exciting, and quality learning environment for all. Our love for children is why the center first opened and why we remain open to this day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers each day. Children deserve to feel special, loved, adored, and cherished. They deserve to participate in experiences that will change their lives forever and Cardinal Kids Learning Center seeks to provide the environment to make this come true!

Nondiscrimination:

CKLC's services are available without discrimination based on sex, race, color, or disability.

Our Philosophy & Values

Our philosophy at the Cardinal Kids Learning Center is that all children will be given the opportunity to participate in a wide range of experiences from which to grow. It is our belief that such experiences must be provided in a supportive and nurturing environment, be child oriented, and have a hands-on approach. This provides the opportunity for optimal growth in all areas of development including cognitive, cultural, social, emotional, and physical development of the children in our care.

Our vision is to provide a community where all students feel respected, loved, confident, and encouraged to become the best person they can be. Our vision is the backbone of our program, supporting children to develop into their fullest and greatest potential.

Hours of Operation

Cardinal Kids Learning Center provides services for children ages 6 weeks to 12 years old. The center is open Monday through Friday from 7:00 am to 6:00 pm. Staff may be at the center earlier preparing the center for daily activities. However, children are **not allowed** to be brought into the center prior to 7:00 am. Children must be picked up by 6:00 pm or a late fee of \$5.00 per child will be assessed for every 5 minutes late. This fee must be paid in full the following week. No care will be given on Saturdays or Sundays.

Holidays

Cardinal Kids Learning Center will not be open on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving & The Day After Thanksgiving
Christmas Eve
Christmas Day

A Look into our Classrooms

Infants

This age group begins at 6 weeks to 12 months old.

In the infant classroom, we follow a wonderful daily flow. No matter what your baby's sleeping and eating schedules are, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle time, sensory exploration, and creative art. We also enjoy our days learning songs, reading stories, and interacting with our friends and teachers. We love discovering different textures, sizes, and shapes. We love learning about our weekly themes like shapes, colors, animals, and people. Our little ones are always nurtured, cuddled, loved, and adored, and whenever they need something, we are there!

Wobblers

This age group begins at 12 months to 24 months old.

In the wobbler classroom, we explore anything and everything we possibly can. Our little one's love wandering around the classroom and learning using their senses. Our wobblers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime, and the most important and fun time of the day, learning through PLAYTIME! We read books about feelings, family, and kindness during our group time, among many other subjects. We talk about our day, how we feel, and what it means to be together in our bright and warm classrooms. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes include exploring our homes, families, pets, and animals. Singing, dancing, and playing our days away is what makes our room so special!

Toddlers

Ages 2 to 3 years old

Our older toddlers love to dance, sing, and play. We inspire them to explore the world around them and learn something from everything they see. Socialization is very important to our older toddlers as they begin to share, use manners, and learn to take turns. In this age group, we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the days of the week, the month, and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We love to play in the gym and work on our large motor skills and going outside to the playground is part of our everyday schedule. We also enjoy walks around the neighborhood and putting a smile on our neighbors' faces!

Preschool 3 & PreK 4

These classrooms start at 3 years old and prepare the students for kindergarten.

In these age groups, we focus on our social-emotional growth and explore who we are as confident, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy writing our names, learning our numbers and letters, and exploring phonics. We enjoy science projects that make us say, "WOW!" We dive into our sensory bin, which helps enhance the learning theme we are studying that week. We love exploring the community to supplement our learning by going to the library and other community businesses. We get outside daily to move our bodies and strengthen our fine and gross motor muscles. This age group helps to prepare our students for the next learning phase, which is kindergarten. Our little ones are well on their way to a successful journey into the older ages!

Transitions:

As your child grows and matures, he or she will transition from one classroom to another. Here at the center, we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. The lead teachers of both classrooms will work together to provide your child with visits to the new classroom to get them comfortable before their transition date. A transition plan will be put in place and discussed between the teachers and parents prior to them transitioning.

Developmentally Appropriate Curriculum

At CKLC we provide our students with a developmentally appropriate curriculum based on Nebraska state standards. NAEYC, the National Association for the Education of Young Children, which defines the developmentally appropriate curriculum as follows:

“Developmentally appropriate practices” are defined as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning.” We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our students' interests and what grabs their attention. We use Creative Curriculum that align with Nebraska Early Learning Guidelines. We love to study themes that get them excited, interested, and progress their natural cognitive development. We try our best to meet every child’s individual cognitive and development level and encourage and inspire them to continue to advance this growth.

Policies & Procedures

Enrollment Policy

Before enrolling your child at the CKLC, there are several things you must do. These include:

1. Read through and become familiar with the policies in this handbook. You will be required to sign a form that indicates you have read, understand, and agree to all policies as outlined.
2. All appropriate forms must be filled out, signed and on file prior to admission. All necessary forms/consents will be given to you in your admission packet.
3. You will need to pay the enrollment fee to hold your child’s spot.
4. All required supplies must be brought on or prior to the first day of care begins.
5. Come visit the center at least once before your child begins.
6. Contract your childcare hours monthly via the childcare monthly calendar.

Infant Care

Parents of infants are required to fill out a plan of care form for their infant. The form will include times of feedings, type of feeding (breastmilk, formula, etc.), use of pacifier, etc. It is the parent's responsibility to ensure that the form is continually updated to meet the infant's needs.

Brightwheel App

Brightwheel is the #1 software for childcare and preschool programs. Parents will engage in your child's day with a real-time feed of photos, videos, reminders, and activities. Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app you will be able to communicate with your child's teachers and director via messaging, as well as pay tuition online and receive daily reports.

Items To Bring on the First Day of Childcare

Closed-toed indoor shoes

Extra set of clothes brought in a labeled Ziplock bag

Comfort items for nap time

Proper outdoor wear; sunscreen, hats, etc

Diaper and wipes

Cardinal Kids Learning Center Weekly Rates:

	Infant & Wobbler Rooms	Toddler Room
Tier 1 (1-4 days)	\$200/week	\$190/week
Tier 2 (5 days)	\$240/week	\$230/week
Holding Fee (weekly)	\$50/week	\$50/week

**If your child will not be in attendance for an entire week, a holding fee will be charged in place of the weekly tuition to hold the spot. If payments are not made, the spot will be filled.*

Elem. School Age (non-school day)	\$30/Day
After School	\$6/Day
Before School	\$3/Day
Drop In (1-11hrs) *all ages*	\$60/Day
Enrollment Fee	\$50 per family

School Year Preschool Rates-

3-year-old pre-k (Tuesday-Friday)	\$100/week
4-year-old pre-k (Tuesday-Friday)	\$100/week
After School (4:00-close)	\$6/day
Before School (7 am-7:30 am)	\$3/day
Non-Preschool day (Monday)	\$37/day

Payment Policy

Rates are billed as a weekly tier, based on the number of days your child will be in care. A tuition invoice will be automatically sent via Brightwheel at the beginning of each week, and payment will be due by Friday. You can choose to pay weekly, prepay biweekly, or prepay monthly. The director needs to know what frequency your family will be choosing to pay. Cash, check, or online payments made with a credit card via Brightwheel are accepted. A late payment fee of \$10/day will be added to your account if payment is not received on time. If tuition is not paid for 2 consecutive weeks without notification made to the director, your child will be unable to return to Cardinal Kids Learning Center until the account is paid in full. Weekly tuition is still due regardless of illness, inclement weather, or any absences. Tuition is not based on daily attendance, it is to hold your spot in the program. If your child will not be in attendance for an entire week and with notice; they will be charged a \$50 holding fee. If there is no notice and the week was marked as attending on their calendar; you will be charged Tier 1 rate.

Absentee Policy

In the event your child is ill or will be gone for any reason, please call the center or message on Brightwheel by 7:00 am. **Parents will still be responsible for that day's tuition.** You are paying for a spot not attendance. Please inform the director two weeks prior for vacations or long periods of time away from the center. If two weeks' notice is not given, you will be responsible for full payment whether or not your child attends during that time. Parents agree to give two weeks' notice before removing their child from the program. If notice is not given, you will be billed and responsible for two week's tuition. If a child would need to be hospitalized or a there is a family emergency, parents would not be billed based on the Director's discretion.

Monthly calendars will be sent home each month for parents/guardians to fill in. It is very vital that you stick to your schedules so our ratios for children/staff are always met. We can't guarantee a spot for your child if they were not on the calendar to attend for that day. Parents will be billed according to the tier marked on their calendar or the next tier if attendance records exceeded tiered hours. If a monthly calendar was not handed, tuition will be billed at the highest tier until a calendar is received.

Pick-up and Drop-off Procedures

Parents are responsible for bringing their child to the building each morning. When doing so, staff will clock in your child via Brightwheel and take them to the appropriate classroom. The toddlers will hang up their belongings in the lobby. Infants need to be taken out of their car seat by the parent, then handed to a staff member. Preschool children will place their items in their classrooms. Parents must come to the building when picking up their child and staff will clock their child out on Brightwheel. Cardinal Kids Learning Center is a secured, locked facility. Parents or authorized pick-up or drop off persons will need to ring the doorbell before entry. If a staff does not recognize the person picking up your child, they will ask for identification. Your child cannot be picked up by someone else unless they are written as an authorized pick-up person in your family records. We understand that things come up and you may need someone not listed to pick up or drop off; in that event we will need written documentation via Brightwheel messaging, signed note, or a phone call. If you are picking up your child early during naptime hours, we ask you not to ring the doorbell; either message on Brightwheel or call the center to let staff know that you are here.

Late Pickups:

If you are running late and will not be able to pick up your child as scheduled, we ask that you message your child's room to let staff know you will be late. Staff may be messaging/calling to check in if we have no notification. If possible, please let us know at least an hour in advance if you will be late. This aids in maintaining ratios and compliance. If your child is not picked up by 6pm, there will be a late fee charge of \$50 + \$1 for every minute after 6:05.

Early Drop-offs:

Please let us know at least an hour in advance if your child is getting dropped off earlier than scheduled. This will allow plenty of time for extra staff to come in early if needed. Our center does not open until 7:00 am. Our teachers need time to clock in, turn on lights, and get their rooms ready for the day. They will not answer the door until 7:00 am.

Children's Belongings Policy

You must label all of your children's belongings that come into the center. All infants, wobblers, and toddlers **NEED** to have extra clothes always left at the center for accidents and spills. A labeled water bottle needs to be brought for all wobblers, toddlers, and preschool children (on no preschool days). If supplies are not brought, they will be purchased and charged to your tuition. Diapers will be billed at \$.50 each if your child runs out. Notice will be sent home when your child's supplies are low. We ask that you not bring any personal items from home (toys, anything breakable, etc.) Cardinal Kids Learning center is not responsible for any lost, stolen, or broken items.

Health, Illness, and Exclusion Policy

As children are busy playing and learning in our center, we want to make sure that we always keep illness to a minimum. We understand that it can throw off work schedules when children are sick, but CKLC reserves the right to temporarily deny any child admittance to the center for reasons of obvious illness, or to request early departure should symptoms become apparent during the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the health and well-being of the children in our care and staff is the utmost priority. We ask that parents assist us by keeping sick children at home. A child cannot return to the center until he or she has been fever, vomit, and diarrhea free for at least 24 hours. Fever-free means 24 hours **without medication** and would mean a full day home, not 24 hours from when they were sent home. Please do not administer a fever-free suppressant and then bring your child to the center. This is unfair to not only your child, but all the other children in our care and staff. Signs of possible illness include unusual lethargy, irritability, persistent crying, and difficult breathing.

Listed below are criteria for excluding ill or infected children from the center. Again, this list is not exhaustive, if it is felt that your child needs to be sent home we reserve the right to do so. Please do not bring your child to the center if any of the following are in evidence:

- **Fever- 100.4 or higher; regardless of sickness**
- Uncontrolled diarrhea. A child will be sent home after 3 loose stools that cannot be contained to the diaper. 24 hours free before returning.
- Vomiting in the previous 24 hours. Must be vomit free for 24 hours.
- Rash: with fever or behavioral change; excluded until a physician determines the illness not to be communicable
- Purulent Conjunctivitis (pink eye): may return 24 hours after treatment was begun.
- Infestation (scabies, head lice): may return 24 hours after treatment was begun. They must be nit-free.
- Impetigo: may return 24 hours after treatment was begun
- Streptococcal Pharyngitis (Strep Throat): may return 24 hours after treatment was initiated **ONLY** if the child has been fever free for 24 hours. Child must also be able to engage in activities.
- Ring worm or pinworm: may return 24 hours after treatment was begun. Area must be covered.
- Hand-Foot-Mouth Disease: minimum of 48 hours fever free with **NO** open sores. Fever free must be without medication. Rash needs to be blister free and no oozing sores.
- Influenzas: minimum of 48 hours home after testing positive. Fever free for 24 hours without medication before returning.
- Croup- minimum of 24 hours home. Cannot return until 24 hours fever free without medication. If cough is excessive and disrupts daily activity and child is fussy, they will be asked to not return until cough is more manageable.

- RSV- minimum of 48-72 hours from diagnosis. Fever free without medication for minimum of 48 hours. Cough must significantly decrease in frequency.

It is the parents' responsibility to inform the director or teacher if their child has been diagnosed with a contagious illness, so proper notifications can be made. Notice will be posted, and information sent out to parents about the illness/disease so they can be aware and watch for symptoms. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

Common cold and allergies should not (unless causing your child to feel or act uncomfortable) prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children. **Parents will still be responsible for tuition when child is ill.**

Medication Policy

Cardinal Kids Learning Center shall give or apply medication, both prescription or non-prescription, only with prior written permission and written instructions from a parent/doctor. Parents must fill out a Permission to Administer Medication statement prior to administering medication. Medication must be in the original container, stored according to the instructions, clearly labeled for the name of the child, and returned to the parent daily. The dosage will not exceed what is printed on the label.

Termination Policy

Cardinal Kids Learning Center reserves the right to immediately end care for nonpayment; failure to respect staff, teachers, directors, the building, its grounds; behavior of the child, which is harmful to the physical or emotional well-being of other children and staff; and failure to abide by Cardinal Kids Learning Center Policies.

Positive Guidance Policy

Cardinal Kids Learning Center believes children must have a safe, orderly environment, to have a positive and successful learning experience.

Goals for Staff:

1. Help children develop conflict resolution.
2. Promote positive social interactions between children and adults.
3. Help children learn self-control.
4. Develop a healthy self-image within children.
5. Communicate clear expectations, limits, and rules.
6. Empower children to be independent.
7. Partner with families and other caregivers to meet these goals.

Our top priority is to make each child feel safe. To be successful in this practice, we have an **ABSOLUTE ZERO TOLERANCE** toward any adult using inappropriate discipline.

We encourage positive guidance. It teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of a conflict.

We encourage children to empathize with one another's feelings and see the results of their actions. We will promote "Be Safe, Be Responsible, and Be Respectful" to all that enter our center including children, staff, parents, and visitors.

The following is a list of rules that we expect children and staff to follow at Cardinal Kids Learning Center. We have a right to add or change this list at any time. The Director and Staff have the right to decide on the urgency of each situation.

- Your child must respect themselves, other children, and staff.
- No verbal abuse or threats; including profanity, or disrespectful words.
- No inappropriate touching or speaking of inappropriate acts.
- No irrational or unreasonable behavior

We will NOT tolerate the following:

- No hitting
- No spitting
- No throwing toys/objects to intentionally hurt others.
- No biting
- No kicking
- No pushing/shoving
- No weapons; including play weapons such as toy guns, etc.
- Absolutely no stealing or intentional destruction of property

FIRST INCIDENT- Your child will be told that his or her behavior is not appropriate at our facility. An incident report will be written with a copy going to the parent/guardian and original kept in child's file.

SECOND INCIDENT- The parent/ guardian will be telephoned to discuss the problem. An incident report will be written with a copy going to the parent/guardian and original kept in child's file.

THIRD INCIDENT- The parent/ guardian will be telephoned and asked to come immediately to remove their child from the Center, the number of days depending on the situation. A conference will be held with the parents, child, staff member, and Director. An incident report will be written with a copy going to the parent/ guardian and original kept in child's file.

FOURTH INCIDENT- You will be instructed to come immediately to remove your child permanently from the center. The incident will be documented with a copy going to the parent/guardian and the original kept in child's file.

Child Abuse/Neglect

In compliance with Nebraska Statute 28-711 Reporting Law, when any person has reasonable cause to believe that a person is being subjected to conditions that would result in neglect or abuse, he/she is required by law to report such incidents to the Child Protective Service or proper law enforcement agency (local police/sheriff department).

It is the primary goal of the program to provide and ensure a safe environment for all children.

Child abuse exists in every level of society. There are four recognized and defined forms of child abuse:

- **Physical Abuse:** Non-accidental injury, which may include severe beatings, burns, strangulation, or human bites.
- **Neglect:** The failure to provide a child with the necessities of life-food, clothing, shelter, or medical care.
- **Sexual Molestation:** The exploitation of a child for the sexual gratification of an adult, as in rape, incest, fondling of genitals, or exhibitionism.
- **Emotional Abuse:** A behavior that places unreasonable demands on a child to perform above his or her capabilities and does so in an excessive or aggressive manner. Examples include constant teasing, belittling, verbal attacks, and a lack of love, support, or guidance.

It is important that parents know that it is against Nebraska law and is considered child neglect to, leave a child, six years of age or younger, alone in a vehicle. Please let staff know if you require assistance with other siblings. Staff are required, by law, to report to the authorities if children are not properly restrained in a car seat.

***Staff can neither confirm or deny any child abuse or neglect cases reported by our program.**

Meals and Menu Policy

Cardinal Kids Learning Center provides nutritionally balanced meals and snacks for your child each day. Breakfast is served from 8:30-8:50am followed by a morning snack at 10am. Lunch is served from 11:45am-12:30pm, followed by an afternoon snack served from 3:00-3:30pm. Please do not send any food or drink from home without prior approval through the director. Infants that are eating solids and not eating table foods will be provided with 2nd and 3rd stages baby food as well as rice, mixed grain, and oatmeal cereals. Baby led weaning will also be provided if parents choose that route of infant feeding. We provide Sensitive formula to infants that need it. If you would prefer to supply your own baby food, you are allowed to do so. Parents are required to supply formulas if different from what is offered. If your child has any special diets or allergies, please inform the director. A lunch menu will be sent via Brightwheel each month.

Emergency Policy/Preparedness

Staff are prepared to deal with a variety of emergency situations. During all circumstances,

teachers will remain calm and stay with the children. In the case of a weather-related emergency, such as a tornado warning, children will be evacuated to the designated shelter in the building, a storm shelter directly behind our gym. In case of Fire, the children and staff will be evacuated to the south sidewalk for toddlers/preschool and west sidewalk for infants and will wait for fire responders' instructions. Accommodations will be made for children with special needs. Parents will be notified once the safety of the children is established by the phone number listed in our most recent contact information. Parents will be asked to pick up their child in person as soon as it is safely possible from the daycare or designated safety area.

A complete first-aid kit, Procedures for Health Emergencies, CPR Procedure, and First-Aid Procedures for Health Emergencies are in each classroom as well as evacuation plans.

Inclement Weather Policy

Cardinal Kids Learning Center may close due to harsh weather conditions. No discounts will be given. The director will monitor local news and Nebraska's 511 site to address when the center must close early or cancel operations for that day. Parents will be notified through Brightwheel.

Outside Play

All children will go outside every day, weather permitting. Please send your child in appropriate clothing and shoes. During the snowy months, if the day is decent, we may play outside so please send boots, hats, gloves, and layers of warm clothes. During the summer, we will have lots of water play. On days of inclement weather, we will take advantage of our gymnasium and enjoy indoor play. On summer days, sunblock is used on the children. Parents may be asked to donate a bottle of sunblock during the summer months to share. If your child has sunblock allergies, please let the director know at time of application, and you will need to provide sunblock that works for your child.

Accident Report Forms

If your child is involved in a mishap that requires any attention or first aid, an accident report will be filled out via Brightwheel, and if needed a phone call to the parent will be made. You will be advised of what happened, where it happened, and what action was taken. Should an accident require emergency medical treatment, the child will be taken to Faith Regional Hospital Emergency Room. The parents will be notified immediately to meet the staff member and child at the Emergency Room. If neither parent can be reached, we will call the emergency contact

person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan above.

Social Media Policy

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps. Upon enrolling a child into the center, all parents and guardians must complete the social media consent form. This form is used as approval for allowing a parent's or guardian's child to be seen on our social media platforms.

Biting Policy

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve it immediately. We will encourage the children to "use their words" if they become angry or frustrated. The staff members will always maintain close and constant supervision of the children.

For every biting incident- Parents of the child who bit as well as the child who was bitten will be contacted via an accident report on Brightwheel. Names of the children are not shared with either parent. If the biting becomes excessive and the center's techniques have been exhausted, Cardinal Kids Learning Center will put a biting procedure in place. Please see the director for more in-depth Biting policy that will be followed.

Potty Training

Stages of Potty Training

Cardinal Kids Learning Center believes there are three steps to potty training or toilet learning. These stages are:

First Stage: Interested in the Potty!

This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!

Second Stage: Toilet Trained with Adult Support

This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur in this stage. This stage focuses on getting the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it correctly!

Third Stage: Potty Training

The student can use the toilet, mostly independently, and express the need to go potty on the toilet. They are communicating interest and acting. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

The following notes are important to remember while potty training your child:

1. Make potty training a POSITIVE EXPERIENCE for everyone!
2. Never make the child feel bad for having an accident. Remember, it is a process!
3. Positive reinforcements are beyond helpful in training.
4. Make sure to pay attention to the child's signs of readiness and be ready yourself!
5. Remember that all children potty train at their own speed.

The Potty-Training Process at Home and School

Cardinal Kids Learning Center requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated, and there are not many changes in the child's life.

The Process at Home:

1. Notify the teacher of a scheduled weekend you plan to start the process. Ensure that the teacher is aware and can start working with your child at school around the same time.
2. We recommend your child stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poop, and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child wear comfortable, easy-to-remove clothing during this process.
5. Take your child to the bathroom every two hours and reward them with cheering or other positive reinforcement techniques even if they are just sitting on the toilet.
6. Read books throughout the process and watch clips to support this new and exciting milestone.
7. Staying consistent with the procedure at home is the most important step in this process.

The Process at School:

A successful weekend at home is defined by the child having three or fewer accidents and remaining excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success!

1. Notify the teacher that it was a successful weekend through a note in the app or face-to-face conversation.
2. Bring extra clothes and underwear in case of accidents.
3. Talk with the child about how excited you are for them to use the potty at school.
4. The teachers will bring the student to the bathroom every 1.5 to two hours.
5. Notes on the potty-training process at school will be provided to the parents.

The following Guidelines must be followed when children are potty training at school/wearing underwear:

- No Overalls, pants with a belt, pants that snap. or any clothing that is hard to get out of quickly.
- If possible, bring an extra pair of shoes as they can get wet too.
- ALWAYS have extra clothes and underwear onsite at the school.
- Inform the teacher if your child prefers to sit or stand when using the toilet.
- Keep a small supply of pull-ups for nap time at the school.
- Your responsibility is to take home any soiled clothes to be cleaned and sanitized.

Attire for Children

Your child must wear clothing that is easy to manage and safe for the activities they will be participating in while at childcare. Dressing your child in simple, comfortable clothing that is washable. Please remember in choosing their clothing that children paint, glue, and participate in large movements daily. Children must also be dressed appropriately for the weather. Children must wear comfortable, closed-toed shoes. No flip-flops are allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's cubby in case of emergency. All clothing items must be labeled with the child's name and in a Ziplock bag, labeled with your child's name. CKLC is not responsible for any lost or damaged clothing items.

Parent Involvement & Communication

While enrolled at Cardinal Kids Learning Center, we desire to develop a partnership between the center and home, which benefits the development and growth of your child. We strive to be in

constant communication about your child's daily routines and activities. Via Brightwheel you will receive a live report about your child's day. Communication is essential to aid us in meeting the needs of your child. Please call, message, email, or speak with your child's teacher or the Director if you have any questions or concerns. Any child that requires an IFSP or IEP, we staff will be honored to attend and help support your child/children in reaching their goals. We take pride in having open communication and good relationships built on trust with our Cardinal Kids families.

Family Educational Opportunities

Parents will be provided with many opportunities throughout the school year to:

- Share your child's health information.
- Identify family strengths and skills.
- Review developmental screenings.
- Review child's attendance.
- Review child's education progress.

Parent Grievance/Questions

If there are complaints/suggestions, parents are encouraged to either write it down and put it in the drop box or they can directly come to the Director. The director's contact information is on the front page.

Below is also information that can be used to contact the State of Nebraska Child Care Licensing if you have a question about a state regulation or feel the need to make a complaint to the department.

Office of Children's Services Licensing
Nebraska State Office Building
301 Centennial Mall South-Third Floor
P.O. Box 94986
Lincoln, NE 68509-4986
402-417-3121

Acknowledgement on Receipt of CKLC Parent Handbook

Today's Date:

We _____ the parents of
_____ have received a copy of the Cardinal
Kids Learning Center Parent Handbook.

- I agree and understand the policies and procedures listed in this handbook and comply with the school's rules and regulations.
- I understand that the policies and procedures listed in this handbook are subject to change to reflect the program's needs.
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date