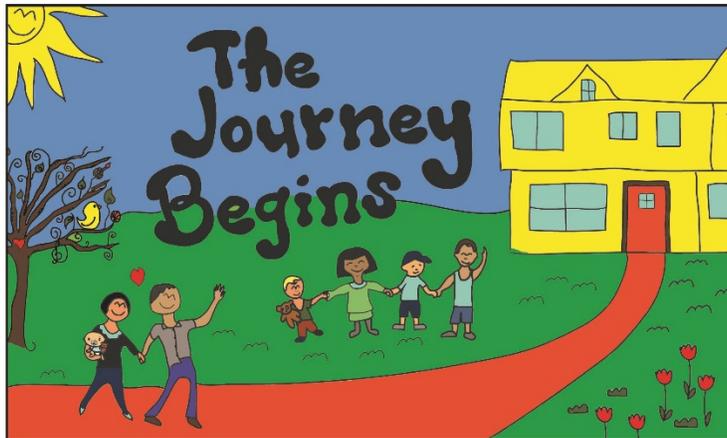


The Journey Begins Parent Handbook



6438 York Blvd., Los Angeles, CA 90042

PHILOSOPHY

The Journey Begins (TJB) knows that each child is an individual and needs to be treated as such. Children begin care at all stages of development and we will guide them through these stages and build upon them.

Our vision incorporates a safe and stimulating environment that enriches the children through these important first years. We incorporate open communication between staff and parents. Parents are always welcome to visit their child, come for feedings or nursing, or as their schedules allows.

Flexibility of the program is important, as the needs of infants are constantly changing and developing. A positive and happy staff, a trusting relationship between care-giver and the child, clean and well-organized environment, room to play, indoors and outside, in a safe and stimulating environment.

We will provide a daily activity report for your child. Besides the daily report we strive to build strong partnerships with our parents; we encourage you to ask questions regarding your child's activity, nutrition, growth and development.

TJB provides a nurturing environment where children can grow and develop physically, mentally, emotionally and socially. Children learn through their play and age-appropriate activities, toys, and developmental milestones.

We will be looking for large and small motor development, coordination, interaction with peers and communicating in the physical domain and assisting with language and cognitive development.

Our goal is to provide all the children in our care, a clean, safe, comfortable, loving environment where they can play and grow.

PHILOSOPHY IN ACTION

We provide a safe and stimulating environment that enriches the children through these important first years. We incorporate open communication between staff and parents. Parents are always welcome to visit their child, come for feedings or nursing, or as their schedules allows.

Flexibility of the program is important, as the needs of infants are constantly changing and developing. We provide credentialed staff who are happy to be here. Your child will form trusting relationships with their teachers in a clean and well-organized environment. Happy staff and happy families are what we are all about!

TJB provides a nurturing environment where children can grow and develop physically, mentally, emotionally, and socially. Children learn through their play and age-appropriate activities, toys, and developmental milestones.

We will be looking for large and small motor development, coordination, interaction with peers and communicating in the physical domain and assisting with language and cognitive development.

The Journey Begins addresses the needs of the whole child by providing opportunities in the interrelated areas of physical, social, emotional and cognitive growth. We encourage children to explore experiment, ask questions, initiate activities and solve problems in a way appropriate to their age and stage.

It is always our goal to meet the needs of every child and family, however, in some cases group care may not be in the best interest of certain children. In these specific instances TJB reserves the right to cancel care.

Play is valued and encouraged. We believe that children learn best when they are motivated by their own curiosity and innate desire to discover, know and understand. We provide children with a variety of concrete, hands-on opportunities for learning. We stress a cooperative approach and nurture creativity.

While we allow for a wide range of experiences to encourage exploration of the environment, we make sure the child feels stimulated but not threatened by excessive expectations. We help children to feel at ease, comfortable and secure in a nurturing setting. We provide a positive learning environment which is inclusive of all ethnic and racial backgrounds. The program is gender-neutral in that children can participate in a variety of experiences which do not limit their interests and competencies based on gender. Special-needs children are welcome as long as the environment is judged to be beneficial to the optimum development of such children.

TJB encourages the participation of parents in program activities and decision making. Such participation helps to foster a better understanding of the goals and objectives of TJB by the parents and promotes the development of a productive relationship between children, parents and teachers. TJB assists its families in whatever ways are appropriate, from offering information on child development, learning theories and health issues to helping parents locate needed community resources. Parents are encouraged to volunteer in the classroom, help with driving or put in time at the various parent and fund-raising events throughout the year.

PRACTICE STATEMENT

The core values from NAEYC* Ethical Conduct Standards of Professional Practice in Early Childhood Programs also define The Journey Begins commitment to child care.

These core values provide the foundation of The Journey Begins daily curriculum and individual classroom programs.

- Appreciate childhood as a unique and valuable stage of the human life cycle (and value the quality of children's lives in the present, not just as preparation for the future);

- Base work with children on knowledge of child development (and learning);
- Appreciate and support the close ties between the child and family.
- Recognize that children are best understood in the context of family, culture and society;
- Respect the dignity, worth and uniqueness of each individual (child, family member and colleague); and
- Help children and adults achieve their full potential in the context of relationships that are based on trust, respect and positive regard.

*National Association for the Education of Young Children

CLASSROOM DESCRIPTIONS

Infants: This program is designed for children ages 3-9 months. We offer a teacher child ratio of one teacher for every four children with a capacity of 7 children. Our primary focus is meeting the daily needs of each child. Our curriculum includes social & emotional skills, language & communication, and motor skills to help meet developmental milestones needed for growth and development.

Wobblers: This program is for designed for children who are beginning to be mobile. Usually between 10-18 months old. We offer a teacher child ratio of one teacher for every four children with a capacity of 9 children. Play, social & emotional skills, language development and providing comfort are the main components of this program.

Toddlers: This program is designed for children ages 18-30 months. We offer a teacher child ratio of one teacher for every six children with a capacity of twenty-four children. This is a transition program for children to learn the basics of self-sufficiency. By providing a small teacher to child ratio we can help with toilet training when ready and provide a secure and nurturing environment for this crucial time. Play, language and social skills is also an integral part of this classroom.

DAYS AND HOURS OF OPERATION

The center is open Monday through Friday from 7:00 a.m. – 6:00 p.m. Children will not be accepted before 7:00 a.m. and must be picked up by 6:00 p.m. The center will be closed on all holidays. A list of these holidays will be provided to you at the beginning of the school year and is always available by parent request.

ADMINISTRATION

Michele Masjedi started her career in early childhood education for over twenty-five years. She attended CSUN for her bachelor's degree in child development. She found her calling as a Director early in her career. Much to her surprise, she enjoyed the administrative aspect of operating a childcare program. Michele was the co-owner of both *Celebration Kids (CK)* and *The Journey Begins* with Sara Gurley for 16 years, until January 2020 when they parted ways. They still collaborate and work with each other daily. Children at TJB are still guaranteed a space at CK when they outgrow the Toddler program. Michele has had the pleasure of seeing many children graduate through her programs, most importantly her own 3 children. She knows first-hand the importance of a quality early childcare program and has worked extremely hard to earn a stellar reputation in the early childcare community.

STAFF

The Journey Begins hires individuals that have a minimum of 12 units in Early Childhood Education and an additional 3 units in infant care. In addition, all staff members have completed an FBI Criminal Background Check, Child Abuse Check and have been fingerprinted by the Department of Justice. Employment at TJB is at-will; however, we encourage teachers to stay a minimum of one school year as consistency and continuity are important to the success of our program.

TUITION PAYMENTS

Tuition will be payable by automatic deduction from a checking account monthly beginning the day your child begins in the program, unless other arrangements have been made in advance. The same fee will be paid regardless of center closings or number of days in the month. No credit will be given for absences or illness days. If for any reason the electronic payment is denied a \$25.00 fee will be assessed. If tuition payment is more than one month delinquent, the Center retains the right to terminate childcare.

SIBLING DISCOUNT

The Journey Begins offers a 10% monthly discount off the lowest tuition for families who have siblings enrolled in the Center. The 10% discount is allowed for only the lowest tuition in cases where more than two children are enrolled at the center.

CREATING PARENT PARTNERSHIPS

Parents play an enormous role in helping our staff maximize children's optimal development. Parents are encouraged to discuss any child or center concern with their child's Teachers. We welcome all your concerns or feedback. If you feel your discussions have not resulted in a satisfactory response or action, or you believe you need more information, you are encouraged to discuss your concern with the Director. As professionals, our staff are here to listen to your ideas, suggestions and concerns. We view parent/teacher relationships as a crucial part of your child's growth and development. As with any partnership, we hope to work closely with parents to create a learning-rich and positive environment for everybody.

Parent participation is vital. We not only encourage parent participation, but we also welcome it! Participation helps parents foster a better understanding of the program's goals; objectives and needs in addition to helping the center maintain a quality program. All parents are encouraged to participate and attend all the following:

- Center Events
- Classroom and Center Parent Meetings
- Fundraising Events
- Parent Workshops
- Maybe just stop by to read a story

SIGN IN/OUT PROCEDURES

Parents are required to sign in their child in upon arrival in the book provide in the sign-in/out area. This process requires the time of arrival and departure as well as a full signature. Initials will not be accepted. These are State licensing regulations that parents and the center **must** follow, the center may be fined by the State in cases where this regulation is not followed. To ensure that all parents comply with this State mandate, please be aware that parents will be fined \$5.00 for every missed signature.

ATTENDANCE

Rarely, part-time families may arrange with the Director(s) to have their child attend the center during non-contracted days. Arrangements must be made in advance and will depend on availability of space. Same day drop offs will not be accepted. Please contact the office for extra day fees.

If your child will not be attending school, please try to notify us by 9:00AM. This will allow us move staff around as needed throughout the center. We appreciate your efforts on keeping us informed of your child's absence.

Parents should try to inform the Director(s) of any scheduled vacations. Parent Communication Forms are available in the sign-in/out area **?????** This will allow us to staff the rooms appropriately and make extra day care available for families in need.

There are no tuition adjustments for vacations and/or absences.

LATE PICK-UP POLICY

A \$1.00 per minute late fee will apply to parents who pick-up their child after 6:00PM. The late fee needs to be paid upon pick-up or to the main office by the following business day.

Repeated late pick-ups (more than three times) may result in terminating your child's enrollment.

HOLIDAYS

The Center will be open Monday-Friday with the exception of the following holidays:

New Year's Day
President's Day
MLK Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day & The Friday After
The Week Between Christmas and New Year

TRANSITIONING CHILDREN TO THE NEXT ROOM

Transitions will not be based solely on age. Children will be moved up to the next classroom based on the following criteria:

- Director and staff assesment.
- The child's stage of development/needs/readiness.
- Availability in the next classroom and/or Center enrollment.
- Parent Agreement to move to Toddler Classroom.

We work together with the families to ensure a smooth and easy transition for each child. The Director will make the final decision after considering all of the above. Children are generally transitioned during a two-week period before their official start date in the next classroom.

CUSTODY DISPUTES

As required by law and State Regulations, The Journey Begins must have on file copies of all legal documentation in the event a custody dispute. This will allow the center to act in a rational and legal manner if intervention is necessary with a non-custodial parent. Only the custodial parent may authorize (in writing) another person, including the non-custodial parent, to pick up the child.

LEAVING THE PROGRAM/SCHEDULE CHANGES

We require a minimum of 30 days written notification of your child's withdrawal from the program as well as schedule changes (from full time to part time) in order to be able to change the tuition rate you will be charged for the upcoming month. This policy allows your child to leave program with the least disruption to the family and the center. In addition, the teachers prepare both your child and the remaining children for the changes without feelings of abandonment and desertion. Our teachers are trained to help children handle transitions constructively and will help all the children adjust gradually to changes in the group.

NEEDS AND SERVICES PLAN

The day before enrollment, you will meet with your child's teacher. The Needs and Services plan will be filled out and given to the teacher at this time. Each time your child transitions to another classroom, parents are required to meet with teachers to discuss their child's development and fill out a new Needs and Services plan. This includes but is not limited to:

- Feeding/Sleeping Information
- Personal and Social Competence
- Effective Learning
- Physical and Motor Skills
- Health and Safety

Staff will always discuss a child's development as it pertains to overall development in the areas mentioned above. Staff will discuss your child's areas of strength and areas needing attention. A plan of approach to build on strengths and focus on areas needing attention will be discussed with parents to help provide a consistent home and school learning environment. Consistency between home and school is the key to success!

DISCIPLINE IN THE CLASSROOM:

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. At no time will a child be physically or verbally addressed in an abusive manner. Neither corporal punishment nor punitive discipline (hitting, spanking, isolation, shaming and verbal put-down) will ever be used with a child or group of children in an attempt to change behavior. Respect for each individual child will always be implemented. Problematic behavior will generally be redirected to promote positive conflict resolution, positive interactions with peers and positive negotiation skills in the classroom in order to increase children's self esteem.

A child may occasionally need to sit quietly in order to calm down and regain self-control. Parents will also be asked to share their ways of dealing with difficult situations.

COMFORTING CHILDREN

Children will always be comforted by staff in a loving and positive manner after any accident/incident. Staff will give every child the time needed to address their feelings in a manner that fosters positive self-esteem. Every incident offers a "window of learning" that immediately follows any incident/accident where staff will encourage self-esteem building, language development to express feelings and positive conflict resolution skills. This will help children gain effective social competencies needed to succeed in a social environment while giving them the self-esteem needed to continue learning. Parents will also be encouraged to use this approach at home with their children.

BITING

It is important for parents to understand why children bite. Children bite for many different reasons which may include: teething, experimenting with new abilities, frustration and more. Although we do not encourage biting, it may be a developmentally realistic reaction for children under the age of 3, especially for pre-verbal children. The following are general steps that will be taken in the event of biting in the classroom:

- If a child is bitten parents will receive an accident report explaining the situation.
- The bitten child will be immediately comforted, and the skin washed and Aquaphor applied to soothe the skin.
- If the skin is broken, the parents will also receive a phone call notification
- Staff will meet with the parents of repeated biters to discuss how parents can help eliminate the biting process. Further, if a child is a repeated biter, he/she will be "shadowed" (within arm's reach of any given teacher) and reminded to always use their teething necklace until the stage of biting has subsided. *Unfortunately,*

biting happens so quickly that biting may occur when a child is being shadowed, but the behavior can be defused more quickly.

- All Children are encouraged to have a teething necklace at school daily to help with general teething and oral fixation. If/when biting occurs teachers will communicate to parents that the necklace is now required daily and parents are responsible to have a teething necklace of some kind here at TJB every day.
- Staff will distribute information to parents in their classrooms regarding biting when a child is in the stage of biting. The biting stage in a classroom may last for a period of days or weeks.

As Child Development Professionals, we know that biting, especially in the pre-verbal stage of development, is not unusual behavior. Please be assured that the steps above will be taken to mitigate and re-establish an environment where children can focus on play and learning. Children in our program will not generally be asked to leave due to biting alone if all the steps in our discipline policy as described above have been followed thoroughly and parents are active participant in helping change their child's behavior.

ACCIDENT REPORTS

Parents will receive an "Accident Report" for accidents/incidents that happen at school. The accident report will state the time, date, type of accident/incident (bump, bruise etc.) the teacher that addressed the accident/incident and the type of treatment given (ice, soap and water, etc.) The accident report will also include a short description of the event that lead to the accident/incident and a photo, so that parents have details regarding the event. Please note: At times accident reports are done at nap time for accidents/incidents that happen in the morning or at the end of the day because this is a more effective time for staff to fill out accident reports. If you pick up your child during this time please note that you may not receive your accident report until the next day your child attends. Parents should generally expect to receive their accident report that same day, upon picking up their child. Parents may also request more information about the accident/incident if they desire.

HEALTH PROGRAM -EMPHASIS ON PREVENTIVE HEALTH SERVICES

The Journey Begins provides a healthy and safe environment for children, parents and staff. Emphasis is placed on preventive health services and early intervention. The exclusion guidelines for TJB's Infection Control are outlined by the American Public Health Association, the American Academy of Pediatrics and the California Educational Code Sections 49423 and 49480. Our policy states that no child will be accepted at the Center exhibiting symptoms of an illness. The Journey Begins works with Infection Control policies and procedures that safeguard the health of the children in its care. We also

reserve the right to determine whether or not a child in our care is not well enough to actively participate in our program, regardless of any such symptoms as outlined in the guidelines.

REQUIREMENTS PRIOR TO ENROLLMENT

Prior to enrollment, you will receive an enrollment packet. These forms will need to be filled out by you and returned to TJB:

Admission Agreement

Tuition Express

Identification & Emergency Information

Nebulizer Consent

Physician's Report & Immunizations (pediatrician will need to fill this out for you)

Tuberculosis Record as well.

Preadmission Health History

Receipt of Important Health Notice

Consent for Emergency Treatment

Notification of Parents Rights *parents keep bottom portion*

Personal Rights *parents keep bottom portion*

Permission for Use of Images

Receipt of Parent Handbook

Covid-19 Parent Contract (until no longer necessary per CDC)

Hold Harmless Agreement

Needs and Services

Sunscreen & Insect Repellant Permission

*Sleep Assessment (infants only)

Parent reference materials are also sent with the packet and they are to be kept by you:

Lead Information

Things to Know and Bring

Guidelines to Discipline

Health Notice

Covid-19 Exclusion Notice

Guide to Immunization

Calendar

Any child who has not received all of the vaccine doses required for his/her age may be admitted on the condition that s/he receives the next medically due dose within 10 working days after admission and the remaining required doses at appropriate times. The immunization records of all children will be reviewed periodically by office staff to ensure they are updated. Children who have been exposed to a communicable disease for which

they have not been immunized will be withdrawn from the program until they have received the proper immunization(s) and have been cleared to return by a physician.

MEDICATION

Medication will be administered at school only when the following guidelines are followed:

1. Prescription medication must be made out for the child in question, dated pertinent to the current illness, and the dosage clearly marked. Prescriptions for siblings or other family members will not be given, nor will medication in “sample” bottles or bottles other than the prescription container.
2. Over-the-counter medication will be given **ONLY** if the medication has a prescription label stating the child’s name, dosage, and dates pertinent to illness. Pharmacist will type a label to clarify dosage etc., without doctor’s prescription.
3. Aspirin and aspirin substitutes will **NOT** be given to children at school except with a doctor’s prescription, which states a pertinent reason for administering the drug.
4. Parents are responsible for providing the medication spoon/dispenser. Medicine will not be given without a spoon/dispenser which measures the dosage as it is written on the prescription.

For all situations involving medications, the medication sign-in information must be filled out completely and signed daily by the parent for each medication to be given to a child. This form is located on the refrigerator in the outside kitchen area.

All medications are to be kept locked in the refrigerator/or on the designated shelf. At no time is medication to be left lying within reach of the children.

Medication will be dispensed by authorized teachers only. Please remember to notify your child’s teacher that medication is required for your child.

If there are ever any questions regarding medication, its dispersal, or anything else related to medication or Infection Control, please let your teacher know.

MEDICAL EMERGENCIES

Your child must have an updated Emergency Care and Release Form on file. This form provides vital information in case of illness, injury, accident or disaster about contacting you or an authorized adult. In addition, this form authorizes the center to release your child to specific adults of your choice. It is important to have a minimum of three adults on the list in case of an emergency; all adults will be asked for identification by the center staff. Parents or legal guardian must also have a “Medical Consent Form” authorizing the Director to call a rescue squad in case of an accident or life-endangering emergency that

cannot be treated at the center. The Director or a teacher will accompany your child to the hospital. The person accompanying your child will stay with your child until a parent or authorized adult arrives.

These forms are to be reviewed and updated by parents or legal guardian whenever there is a change in the information. In addition, new forms are to be filled out annually.

ADMINISTRATION of MEDICATION and INCIDENTAL MEDICAL SERVICES

To ensure safe and accurate administration and Incidental Medical Services TJB will enroll children that may need:

- EpiPen Jr. and EpiPen

Medication and Incidental Medical Services Administration Policy:

- Written authorization from the child's physician and a valid prescription.
- Written authorization from the parent or authorized representative. Parents must complete the Parent Consent for Administration Medical Forms.
- Medication and supplies must be in the original labeled container with the child's name on it and must not be expired.
- TJB will maintain documentation of Medication and Incidental Medical Services on a log after medication or services is administered.
- Proper safety precaution will be in place. Staff must wear gloves, wash their hands and properly dispose of instruments in an approved container.
- TJB will have designated trained staff that will be appointed by the child's physician and properly trained on the various Incidental Medical Devices.

The child's parents are responsible for providing all medications and supplies to TJB. In most situations, children should not transport medications to and from the facility. This includes medication placed in a diaper bag or backpack. Special arrangements must be considered regarding the safe transport of medications. Facility employees may not deviate from the written authorization from the child's physician. Medications that have expired or are no longer being used at the facility should be returned to the child's authorized representative.

Incidental Medical Service Supplies and medication in the facility should be stored in a secure, inaccessible, clean location and under conditions as directed by the physician or pharmacist. Medications that require refrigeration will be separated from food and will be inaccessible to children.

Once all requirements are met, the designated trained staff will administer Medication or Incidental Medical Services by utilizing the following requirements:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

Any medication or services routinely administered must be documented on a log by a staff member who administered.

If a child is administered any emergency Incidental Medical Services procedure the child's authorized representative and 911 must be called immediately. Also an unusual incident report must be sent to the Department of Social Services.

CONFIDENTIALITY

All of your child's records and information are strictly confidential and will not be released to anyone without parent consent. Parents may have a copy of their child's file at any time upon request.

NUTRITION

Nutrition is related to healthy growth, alertness, intellect and physical strength. Eating times are pleasant and happy with children and staff sitting together.

Infants and Wobblers classrooms will require parents to provide all breast milk, formula and food for their child unless participating in the optional snack program for an additional fee.

If participating, The Journey Begins will provide a morning, afternoon and late day snack for the children in the Wobbler & Toddler Program. The center will also provide whole milk with each snack/lunch. Snack menus will be posted on the lesson plans posted in each classroom. Parents are responsible for providing lunch for their children for each day their child attends school. We encourage parents to provide a healthy and nutritious lunch.

BIRTHDAY CELEBRATIONS

Knowing that birthdays are a special day for each child and they contribute to your child's uniqueness we feel it is important to celebrate it in an appropriate way.

Celebrations at school should be kept simple. Please discuss and make arrangements with your child's classroom teacher so that it can be included on the lesson plan allowing other parents to be aware of the festivities.

TOYS

Toys are differentiated from comforters and transitional objects such as blankets or soft things, which are usually used at naptime and kept in the child's cubbies. Most children do not bring toys to school. If they do, it is to show their group at circle time or for some other occasion like a vacation souvenir. Only one toy can be brought to school, and it will need to be put in the child's cubbies at the teacher's discretion. The Center can only assume reasonable responsibility for toys. Parents need to know and talk to their children about the risks and rules before bringing a toy to school.

Books and children's musical tapes/CD's are always welcome and will be kept in a safe place and included in the day's program.

CLOTHING

Children need to attend school in comfortable play clothes so they can fully participate in the program. The program includes creative play as well as climbing, painting, gardening, cooking, sand and water play. Although every effort will be made to protect your child's clothing, please plan for your child's clothing to get paint, water, food coloring, food and other messy materials on them. Therefore, dress your child and provide extra clothing that you do not mind if it gets dirty. Shoes are also extremely important. Tennis shoes are encouraged and best for your child's busy day which will involve climbing and running. Sandals are permitted but must include a strap around the heel. Dress shoes are not recommended, and **flip flops are never permitted** as they are a safety hazard and cause difficulty climbing, running and riding bikes.

An extra change of clothing, weather appropriate, is also required for your child; please replace any clothing that has been sent home immediately.

Please be sure to label with your child's name and always have the following in your child's cubby:

- 1 Long pants/1 Pair of shorts
- 1 T-shirts/1 sweatshirt
- 2 Pair of underpants
- 2 Pair of socks
- 1 pair of shoes
- 1 jacket (optional)

Although the staff work very hard to keep track of your child's belongings, there may be times your child or other children may misplace or move items around. All items that are brought to the center need to be labeled with your child's name and come entirely at the parent's risk of being lost or damaged.

DIAPERING & TOILET PROCEDURES

The following diaper changing procedure should be posted in the changing area, should be followed for all diaper changes, and should be used as part of staff evaluation of caregivers/teachers who diaper. All employees who will diaper will undergo training and periodic assessment of diapering practices. Caregivers/teachers will never leave a child unattended on a table or countertop, even for an instant. A safety strap or harness should not be used on the diaper changing table. If an emergency arises, caregivers/teachers should bring any child on an elevated surface to the floor or take the child with them.

An EPA-registered disinfectant suitable for the surface material that is being disinfected should be used. If an EPA-registered product is not available, then household bleach diluted with water is a practical alternative. All cleaning and disinfecting solutions should be stored to be accessible to the caregiver/teacher but out of reach of any child.

Step 1: Get organized. Before bringing the child to the diaper changing area, perform hand hygiene, gather and bring supplies to the diaper changing area:

- a. Non-absorbent paper liner large enough to cover the changing surface from the child's shoulders to beyond the child's feet;
- b. Unused diaper, clean clothes (if you need them);
- c. Wipes, dampened cloths or wet paper towels for cleaning the child's genitalia and buttocks readily available;
- d. A plastic bag for any soiled clothes or cloth diapers;
- e. Disposable gloves, if you plan to use them (put gloves on before handling soiled clothing or diapers) and remove them before handling clean diapers and clothing;
- f. A thick application of any diaper cream (e.g., zinc oxide ointment), when appropriate, removed from the container to a piece of disposable material such as facial or toilet tissue.

Step 2: Carry the child to the changing table, keeping soiled clothing away from you and any surfaces you cannot easily clean and sanitize after the change.

- a. Always keep a hand on the child;
- b. If the child's feet cannot be kept out of the diaper or from contact with soiled skin during the changing process, remove the child's shoes and socks so the child does not contaminate these surfaces with stool or urine during the diaper changing.

Step 3: Clean the child's diaper area.

- a. Place the child on the diaper change surface and unfasten the diaper, but leave the soiled diaper under the child;
- b. If safety pins are used, close each pin immediately once it is removed and keep pins out of the child's reach (never hold pins in your mouth);
- c. Lift the child's legs as needed to use disposable wipes, or a dampened cloth or wet paper towel to clean the skin on the child's genitalia and buttocks and prevent recontamination from a soiled diaper. Remove stool and urine from front to back and use a fresh wipe, or a dampened cloth or wet paper towel each time you swipe. Put the soiled wipes or paper towels into the soiled diaper or directly into a plastic-lined, hands-free covered can. Reusable cloths should be stored in a washable, plastic-lined, tightly covered receptacle (within arm's reach of diaper changing tables) until they can be laundered. The cover should not require touching with contaminated hands or objects.

Step 4: Remove the soiled diaper and clothing without contaminating any surface not already in contact with stool or urine.

- a. Fold the soiled surface of the diaper inward;
- b. Put soiled disposable diapers in a covered, plastic-lined, hands-free covered can. If reusable cloth diapers are used, put the soiled cloth diaper and its contents (without emptying or rinsing) in a plastic bag or into a plastic-lined, hands-free covered can to give to parents/guardians or laundry service;
- c. Put soiled clothes in a plastic-lined, hands-free plastic bag;
- d. Check for spills under the child. If there are any, use the corner of the paper to fold the paper that extends under the child's feet over the soiled area so a fresh, unsoiled paper surface is now under the child's buttocks;
- e. If gloves were used, remove them using the proper technique (see Appendix D) and put them into a plastic-lined, hands-free covered can;
- f. Whether or not gloves were used, use a fresh wipe to wipe the hands of the caregiver/teacher and another fresh wipe to wipe the child's hands. Put the wipes into the plastic-lined, hands-free covered can.

Step 5: Put on a clean diaper and dress the child.

- a. Slide a fresh diaper under the child;
- b. Use a facial or toilet tissue or wear clean disposable glove to apply any necessary diaper creams, discarding the tissue or glove in a covered, plastic-lined, hands-free covered can;
- c. Note and plan to report any skin problems such as redness, skin cracks, or bleeding;
- d. Fasten the diaper; if pins are used, place your hand between the child and the diaper when inserting the pin.

Step 6: Wash the child's hands and return the child to a supervised area.

- a. Use soap and warm water, between 60°F and 120°F, at a sink to wash the child's hands, if you can.

Step 7: Clean and disinfect the diaper-changing surface.

- a. Dispose of the disposable paper liner used on the diaper changing surface in a plastic-lined, hands-free covered can;
- b. If clothing was soiled, securely tie the plastic bag used to store the clothing and send home;
- c. Remove any visible soil from the changing surface with a disposable paper towel saturated with water and detergent, rinse;
- d. Wet the entire changing surface with a disinfectant that is appropriate for the surface material you are treating. Follow the manufacturer's instructions for use;
- e. Put away the disinfectant. Some types of disinfectants may require rinsing the change table surface with fresh water afterwards.

Step 8: Perform hand hygiene according to the procedure in Standard 3.2.2.2 and record the diaper change in the child's daily log.

- a. In the daily log, record what was in the diaper and any problems (such as a loose stool, an unusual odor, blood in the stool, or any skin irritation), and report as necessary (2).

If parents use the diaper changing area, they should be required to follow the same diaper changing procedure to minimize contamination of the diaper changing area and childcare.

Potty Training Guidelines at TJB

Potty training is often a great source of stress for both the parent and the toddler. Many parents feel a pressure to have their children out of diapers by a socially approved age.

Toilet training is a skill to be developed, and your little one must be ready to tackle this challenge. If her body has not matured to the point where she has the muscle control and a cognitive understanding for this task, you will be asking something of her that she simply is unable to deliver. In this way thinking in terms of toddler development milestones becomes more of a burden than a help.

Although you may feel that potty training is a reflection on your discipline and parenting abilities, psychologist Penelope Leach states, "Toilet training is not a question of making your child do something *for you*. It is a matter of helping him do something *for himself*" (taken from *Steps & Stages: From 1 to 3*, page 50).

When it is worth it to him, he will do it. Until then, relax, put your thoughts of

'proper' toddler milestones and achievements on the shelf and enjoy your child for what he is right now!

We will not begin potty training at TJB until a child is at least 2.5 years old. Although some children show signs earlier, statistics show that being physically, cognitively and emotionally older provides more success.

The teachers and I will happily discuss each child's individual potty-training plan in an individualized Needs and Services meeting at your request when your child turns a minimum of 2.5 and you believe both your child and family are ready to begin this process. At that meeting we will discuss the following:

1. TJB Potty Training Checklist
2. Potty training is a skill to be developed. Children are not ready based on age or parent's eagerness. Once your child shows **visible signs of readiness** then we can make a potty-training plan with you that begins at home for several days and then tried at school.
3. Once a child has had 4-5 **successful** days at home we can TRY to duplicate your process as closely as possible.
4. Please remember that the staff have 23 other children to care for so we must have some room for potty frequency, language used, and we will not threaten, take away toys/activities or punish in any manner.
5. TJB will use positive reinforcement and encouragement for toilet learning.
6. We will not force a child to sit on the potty. Again, we will strongly encourage, but not force.
7. We discourage the use of pull ups at any time except naptime.
8. Children must have multiple changes of clothing and shoes at all times. Crocs truly work best and are highly recommended as they can be washed and dried in moments.
9. Sometimes potty training must be postponed as a child is not physically, emotionally or developmentally ready to begin this challenging process. This will be discussed with parents and postponed while at school.

We absolutely support potty training; however, it is very difficult to do here at school and your child must be completely ready not just at home but here at school as well. We understand accidents and children being focused on other things that lead to accidents. We also have 24 children in our care and cannot have one teacher step away with each accident (especially if it is happening multiple times a day with multiple children) as it presents many issues for the entire program.

We look forward to discussing this wonderful milestone and helping you and your family know when the best time is to begin for your child.

PARENT AND EARLY CHILDHOOD OBSERVERS

Our center has an “Open Door” policy for all parents who have their children enrolled.

Students from various universities, community colleges and other educational institutions may choose to use our program for their studies and will, at times, interact with the children. Students will be asked to present to the Director(s) an ID, negative TB test along with an official letter from their educational institution detailing the purpose and goals of the student observers. All of the student observers will, at all times, be under direct supervision of a qualified teacher and will not be left alone with children at any time.

In addition, there may also be volunteers, social workers, special educational teachers and other professionals from the Early Childhood Education field doing observations and working together with our staff. All guests will be required to meet with the Director and will be given an opportunity to be a part of the program at the Director’s discretion.

CHILDCARE OUTSIDE OF TJB

Due to liability issues, TJB does not endorse or insure our teachers for childcare outside of the workplace. TJB will not serve as a liaison for parents inquiring about after-hours childcare or teachers open to working outside of TJB. Parents and teachers assume all liability for any business transactions they are a party to outside of TJB. As with any outside business deals in a teacher’s personal life, these should be done outside of school hours and on their own personal time. Upon employment of a teacher or enrollment of a child, *Hold Harmless Agreements* will need to be signed.