

## Welcome to Callahan Learning Center!

We are happy that you have chosen to be a part of our school family, and we know you will be pleased with the quality of care and education that your child receives while with us! We believe a quality early childhood education is the roadmap to academic success.

We strive to offer the highest quality learning experience for our students. We strive to form partnerships between parents and educators, and to provide each child with a holistic and personalized learning environment based on proven early education knowledge, created by students' interests and developmental needs, in a warm and caring school atmosphere.

Your child will be challenged and enriched in their emotional and social growth, literacy and language, spatial and relational reasoning, creative arts, dance with musical elements, and so much more, integrated into daily instruction, for your child's optimal learning experience!

We take pride in knowing that our students are not only receiving a strong academic foundation, but also cultivating core values, such as honesty, respect, and responsibility, when modeled and taught, to develop culture conscience individuals!

You are your child's first and most important teacher and we want to honor that by connecting, collaborating and partnering with our parents and guardians to provide the very best care and education possible and to ensure all students have the same opportunity to learn at the pace and level they need to succeed. We count on our parents and guardians to keep the dialogue open and always ready to participate and attend school functions that promote your child's accomplishments.

Because you know your child best, we encourage you to contact the school about any questions or concerns you might have. Please review the daily reports highlighting your child's activities. If there is anything we can do to make your child's experiences more meaningful, please let us know.

We are looking forward to working with you and your child and sharing in their growth and development. Thank you again for selecting our school.

Sincerely,

The Callahan Family

**Purpose of Family Handbook:**

This handbook is intended to serve as a guide for our school's operational regulations and practices. Please take the time to familiarize yourself with our policies and procedures, and please do not hesitate to ask any questions or bring forth any concerns you may have. Happy learning!

**Operational Information:**

Callahan Learning Center was established in 2017, fully licensed by the State of Virginia to serve our neighboring communities at our Early Care and Education Center. CLC has attained a Level 3 Virginia Quality Rating and has successfully and continually completed all State inspections including Department of Social Services, Health and Sanitation Department and the Office of Fire Marshall. CLC takes pride in the services we offer, and we thrive in remaining in compliance with all regulations and standards set forth by the State of Virginia.

**Line of Authority:**

Callahan Learning Center is locally owned by the Callahan Family, who have lived in Spotsylvania since early 2006. The School is overseen by an Operations Manager, General Manager, and a site dedicated Program Manager, who make up our management team. The teaching & auxiliary staff report to the management team at each site.

**Staff Qualifications:**

A large part of your child's success is centered on the person(s) caring for him/her. Our staff members meet all state mandated qualifications, and go through an intensive orientation process, to further educate, train and prepare them to enter each program as knowledgeable and able to successfully manage their classrooms. A few essential trainings covered include behavior guidance, daily health observations, playground safety, supervision, curriculum & implementation, and emergency preparedness. Ongoing professional development trainings are a state requirement for each staff member to be a part of the CLC team.

**Meals and Food Guidelines:**

Our center offers a healthy selection of meal options. We serve breakfast, lunch, afternoon snack, and evening snack daily. Our menus are planned according to the guidelines published by the Department of Agriculture Child and Adult Food Program. Families who wish to provide food from home may opt to do so. However, caution must be taken to minimize the risk of an allergic reaction. All foods brought into the center must be peanut/nut free, properly labeled with student name, date, and contents, also all food items must be pre-prepared and "ready-to-eat".

*Birthdays and Celebrations* – Many children look forward to celebrating birthdays and other special occasions. We understand you may want to bring food items to the center for the children to enjoy. We ask that all outside food be commercially packaged, with an ingredient label that specifies the product is "nut free".

**Student Records:**

Each child enrolled at CLC must have an updated school record with all state and CLC required forms. Student file should be completed two weeks prior to your child's first day of school. The file is confidential and will be shared with other staff members and/or certified state inspectors only as required to meet the needs of the child. The parent must review emergency contact information at least every 12 months for accuracy.

Immunization records are required to be updated every six months for children under two years of age, and annually for children two and over. Student records must also be updated whenever the child's immunization status changes.

**Attendance Policy:**

Parents/Guardians should notify CLC by 8:30 A.M. at (540) 750- 4331 or via email whenever a child will not be attending on a scheduled day. Teachers attempt to wait until 9:00 A.M. when everyone has arrived to start their learning activities, so timely notification is appreciated. Also, the Management Team should be notified within 24 hours if a child is ill. This enables our staff to keep track of any illnesses that may occur at the school.

**Parent/Guardian Access:**

Custodial parent(s) of a child in care shall be permitted free access, without prior notice, throughout the center whenever their child is in care. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to Callahan Learning Center. The orders of the court will be strictly followed unless the custodial parent(s) requests in writing a visitation schedule that is more liberal than the court order. Visitors are asked to schedule appointments and are allowed in the childcare areas only at the discretion of the Management Team. Callahan Learning Center reserves the right to have a staff member accompany visitors at all times. Please note that in the absence of other documentation properly submitted and verified, both parents on the child's certificate of birth will be provided full access to their child(ren) in accordance with local laws.

**Release of Children Policy:**

Callahan Learning Center maintains a strict policy regarding the release of children. The registration forms require parents to specify at least two local individuals, in addition to themselves, to whom the child may be released either on a regular or emergency basis. Advance written notice is required for a child to be released to an individual other than the parent. In the case of an emergency, the Management Team may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. The Management Team will then call the parent back to verify this authorization. Once this individual arrives at the school, a staff member will need to verify the individual's identity by reviewing a legal form of picture ID before the child will be released.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via phone call. If the Management Team is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of a child, the local police will be notified. Callahan Learning Center

will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person, and, if necessary, local law enforcement.

**Programs Weekly Tuition:**

CLC is one of the few centers that publicly publishes our pricing so that our customers can be assured they are treated fairly. We believe our prices are very competitive and continually research to make sure we are providing our families with the best valued learning focused education daycare and preschool in the area. For tuition and prices, please see our center or check out the prices anytime online at [www.CallahanCare.com](http://www.CallahanCare.com)

**Tuition Policy:**

Tuition is billed on Sundays. Payment is due no later than Tuesday, by close of business. On Wednesday, a late fee of \$25 will be charged to any accounts with a remaining balance.

**Delinquent Tuition Policy:**

We understand that an unforeseeable situation may arise, so please communicate any disruption(s) in payment, prior to your account becoming delinquent. If your account is past due (1) week in tuition payments, enrollment is suspended until account balance is paid in full. Students with a delinquent tuition, cannot attend until account balance is resolved. Services will be permanently terminated after two weeks of concurrent delinquent tuition.

**Late Pick-Up Policy:**

**After close of business at 8:00 PM late pick-up charges are assessed per our fee schedule and according to CLC Late Pick-up Policy.** Please understand excessive late pick-ups, exceeding (2) times per month, or (4) in any 3 month window, may result in disenrollment from our school. If no authorized person has arrived to pick up the child by 8:30 PM, the staff is instructed to call local Law Enforcement and Social Services. We recognize that there are many variables causing tardiness in picking-up students by 8:00 PM, but it is still necessary that arrangements are made to pick up your child before the school closes.

**Credit Card Policy:**

Callahan Learning Center has partnered with Child Care Seer to process payments you make via your Credit Card. By using a credit card to purchase services from CLC you consent that your provided card information will be charged as detailed by your approved enrollment and/or visit request, and your card information may be stored securely by a fully PCI compliant certified provider.

It is your responsibility to keep your registered card up to date and usable for the services you wish to use, and to notify us either in person, at one of our kiosks, by phone, or using the online Child Care Seer Parent Portal if changes are needed to your account.

You acknowledge that you are responsible for all charges you incur using our services, and should your payment not clear at any time for any reason you may be assessed a late payment fee and are responsible and obligated to satisfy your purchase from Callahan Learning Center.

**Waitlist Policy:**

1. Family submits Registration Packet, including one-time Registration Fee for *new families* (\$100 for one child or \$150 per family). The Registration Fee will be refunded if CLC is not able to offer a spot within three months.
2. Once registered, families are placed on the Wait List (waiting for a spot that matches their desired attendance), where they will have access to HiMama! HiMama is a full-scope parent engagement application that offers many fun features and communication opportunities. A one-time \$50 Waitlist Deposit is due upon registration (refunded if CLC is not able to offer a spot within three months.) This deposit will be added as a credit to your account once you are offered a spot and enroll. Those who wish to drop off the waitlist before an offer is extended will receive a \$25 refund of their Waitlist Deposit (considering three months of HiMama access.)
3. Your child is enrolled in our program when CLC offers you an available spot and you communicate acceptance within 24 hours.

When a space becomes available for your child, you will have an option as to whether to enroll your child at that time. We will contact you as soon as we become aware of the opening, and you will be informed of the available start date. If you choose to take the opening, tuition will begin accruing on the available start date. If you choose to pass on the opening or do not respond when contacted, your priority on the wait list will be moved to the end of the list, and forfeit any refund(s) due.

**Education Programs:**

CLC is a private preschool offering full-day, half-day, and hourly learning options. CLC Hours of Operation are Monday-Friday 5:00 AM-8:00 PM.

CLC offers the following education programs and schedules:

Emerging Learners: 16-24 mo. (Locust Grove Location)  
Preparatory Preschool: 2-3 y/o  
Preschool: 3-4 y/o  
Pre-Kindergarten: 4-5 y/o  
(TBD) School Age: Kindergarten – 6<sup>th</sup> Grade (Locust Grove Location)

Full-Day: 10 hrs./day maximum for 1, 3, or 5 days/week  
Half-Day: 4 hrs./day maximum for 3 or 5 days/week  
Hourly scheduled drop-in care

**Curriculum & Educational Promise:**

CLC has developed a research-based, evidence-proven curriculum, directly corresponding with the VA Milestones of Child Development, VA Standards of Learning, and VA Quality Initiative Program. Our curriculum and assessment tools are arranged along a continuum of development, a predictable but not rigid progression of achievements that are sequenced in the order in which they emerge in most children, according to current research. We know, however, that children are unique individuals who develop at different rates. Our teachers are trained to understand that the development of skills in one area is related to and influences development in other areas— therefore, daily routines and planned learning experiences integrating skill-building activities, motivating development across all domains, are essential to daily instructional practice. (*Domains include: social & emotional, language & literacy, mathematical & scientific concepts, social studies, creative arts, and health & physical wellness.*)

**Student Assessment & Conference Schedule for all programs:****Parents Responsibility:**

- **Complete** Assessment Checklist. Upon enrollment and again in November & March. Parent is provided student checklist per age guideline (1-page rubric) and submits it to program teacher.
- Attend CLC Parent-Teacher Conferences. These are held bi-annually in December & April, and parents are welcome to schedule additional conferences.

**Teacher Responsibility:**

- CLC Developmental Assessments are completed bi-annually in December & April
  - Kindergarten Readiness Assessment Tool completed Quarterly - Pre-Kindergarten **Only**
- Schedule and perform CLC Parent-Teacher Conferences bi-annually in December & April. (Parents are welcome to schedule additional conferences.)

**Behavior Guidance Philosophy (*portions adapted from VDOE, Guidelines for the Development of Managing Student Behaviors*)**

Each child is valued as a contribution in our education program and CLC ensures that children are treated with respect and dignity while the learning environment remains safe for all students and staff. When there is a need to manage aggressive or violent behavior of students, there is a balance between maintaining an effective and safe learning environment for children and school staff. When behaviors have been addressed, returning the student to the learning environment is paramount.

**Established Accountability & Collaboration:**

CLC focuses on parent-teacher collaboration for each child's personal success in their program, to help children learn appropriate emotional processing techniques and socially acceptable behaviors.

1. **Families** – Acknowledged as their child's first teacher and engage in two-way communication with program administrators and teachers to support children's learning and access comprehensive services, as needed to meet their children's needs

2. **Teachers** – Implement developmentally appropriate, research-informed curricula aligned with early learning standards, and use culturally and linguistically responsive practices that promote social-emotional learning and supportive teacher-child relationships
3. **Administrators** – Provide teachers with ongoing support and professional development on teaching practices that promote children’s social-emotional development, while sustaining fully engaged parent-teacher partnerships
4. **Families, Teachers & Administrators** – Implement strategies to address the individual needs of all children, and as applicable, the challenging behaviors of some children

### **Behavior Guidance Policy:**

In the event a child exhibits behavior that is deemed necessary for intervention and modification, we follow state mandated policy and procedures to maintain a safe learning environment. CLC practices behavior modification methods and techniques that are age appropriate, constructive, encourage problem solving, promote self-regulation, and respect.

- i. After (3) Behavior Incident Reports are collected for a child, a Behavior Intervention Plan is implemented.
  - a. Documents will include the plan details, a Daily Behavior Tracking Chart, and a Behavior Analysis Log with written observations and/or notes of all incidents/occurrences in reference to the students’ behavior.
  - b. The duration for implementing the plan cannot exceed a 4-week period. At any time, the Behavior Analysis Log may be used in addition with other supporting documents for provisional enrollment at CLC.
  - c. After the duration of observation has concluded, a conference will be held with the parents/guardians about the action plan moving forward, and a Behavior Analysis Report will be completed.

*All incident/occurrences that are deemed destructive, danger to self or others, disruptive, or poses other threats to the learning environment is cause for immediate discharge for the day from the Center, provisional enrollment and/or immediate dismissal at CLC.*

### **Mandated Reporting:**

All employees of Callahan Learning Center are required by law to report any suspected abuse or neglect. Staff are trained to identify the signs of physical abuse, physical neglect, sexual abuse, and emotional maltreatment. Those who fail to report may be held accountable under the law.

*\*\*In accordance with state regulations the following forms of discipline are prohibited: physical punishment, enclosure or isolation, punishment by another child, withholding food or rest, being verbally demeaning or belittling, applying harmful substances, and physical restraint (other than necessary to protect from harm).*

**Weapons or Firearms**

Weapons of any kind are strictly prohibited on center property. An exception will be made for uniformed law enforcement personnel. Any parent, family member, guardian, or guest found to be in violation of this policy will result in immediate termination from the program.

**Drug/Alcohol Free Environment**

The use, sale, distribution, manufacturing, possession of, or being under the influence of any controlled substance, such as drugs or alcohol, is strictly prohibited by anyone on company property. In an effort to promote healthy choices, smoking, vaping, and e-cigarettes are also prohibited on company property.

**Safety and Emergency Closures:**

CLC will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, or states of emergency, it may be necessary for the school to cancel classes or delay the opening time. CLC will send out an email and communicate to all families if the school's operating hours are changed for the day. Emergency exit plans have been developed and are posted for parent review. Should the building require emergency evacuation, the staff-child ratios will be maintained, and the children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information and class attendance records with them to the new site. Parents will be contacted by email or telephone as to the location of the children.

**Early Dismissal & Closing Schedule:**

See the published calendar for an up to date list of currently observed holidays.

Labor Day - Closed

Veteran's Day - Closed for Professional Development Day

Thanksgiving Day - Closed

Day after Thanksgiving - Closed

Christmas Eve - Early Dismissal at 3:00 PM

Christmas Day - Closed

New Year's Eve – Early Dismissal at 5:00 PM

Martin Luther King, Jr. Day - Closed

President's Day – Closed for Professional Development Day

Memorial Day – Closed

Independence Day - Closed



**Arrival & Departure:**

Upon arrival each morning, children are required to be checked in at the Kiosk. Children are to be escorted to their designated classroom or their assigned area of the building and dropped off with the supervising teacher. Children are required by law to be under adult supervision at all times. Do not drop your child off without acknowledgment of a teacher, receiving your child.

Parents must not hold the door open for other parents or visitors. Each parent or visitor will be admitted from the foyer into the School on an individual basis by the appropriate and authorized Management Team or designated staff members. Once inside the interior of the School, the parent or visitor must close the door behind them; this is the only way we can prevent unauthorized entry.

Parental involvement in helping a child get settled with their teacher will help your child adjust quickly into the morning routine. If there is anything that the staff can do to assist with the morning transition, parents should not hesitate to ask. Parents are not permitted to drop off their children during naptime periods; however, pick up is permitted. Please keep this in mind as you schedule doctor's appointments or other planned intra-day absences.

When picking up children at the end of the day, parents must check out their child(ren) at the Kiosk. Our attendance records are reviewed by the state licensing personnel, are a part of our daily record keeping procedures, and help to determine our staffing requirements. Once a child is removed from the supervising staff member, it becomes the responsibility of the person picking up the child to supervise him/her. Please escort your child through the building as you leave.

**Illness Policy:**

Every morning, staff will check each child to be sure they are well enough to participate in our programs. They will look for any signs of illness, including a fever, rash, discharge in the eyes, recurrent vomiting or diarrhea, and/or unusual behavior. Despite our best efforts, there will be times when children get sick.

If your child shows signs of illness, or of a communicable disease, you will be asked to plan to have them be picked up within one hour. Please refer to the chart on the next page for common childhood illnesses and guidelines for returning to school.

Any child sent home with a confirmed illness/communicable disease must have a written doctor's clearance to return to the center. If a child is sent home with a suspected illness/communicable disease, he/she must stay home and be symptom free for (1) business day, before returning to school. Additionally, it is required that parents/guardians notify the center within 24 hours if a child or immediate family member becomes ill with a communicable disease.

# Please Keep Me Home If...



## WHEN YOUR CHILD IS SICK:-

1. Have up to date plans in place for who we should contact if your child should become unwell whilst in our care.
2. Always keep us informed if your child is unwell, with the signs of illness, even if you keep your child at home, so that we are able to keep other parents informed of any excludable outbreaks.
3. Always advise us of any medication your child has been given up to 24 hours prior to their arrival, e.g an individual dose of the antibiotics/medication during a course of prescribed treatment, over-the-counter medications supplied by yourselves, such as pain and fever relief e.g. Capol.

### COMMUNICABLE DISEASE GUIDELINE CHART FOR CHILD CARE CENTERS

Disease & Incubation	Signs/ Symptoms	How Transmitted	When Communicable	Restrictions	Control Measures
<b>Cytomeglo-virus</b>	Fever, sore throat	Contact secretions with infected infant.	3 to 8 weeks after exposure	None	Strict hand washing procedures after diapering and toileting.
<b>Chicken Pox (Varicella)</b>	Fever, skin eruption with blister like lesions	Airborne or direct contact w/ vesicle fluid	1-2 days before outbreak, till blisters dry	Until all the blisters have dried	Vaccination and isolation of sick individuals.

<p><b>Diarrheal Diseases:</b> (Varies) <b>Salmellosis</b> <b>Shigellosis</b> <b>Giardiasis</b> <b>Rotaviral Enteritis</b> <b>E Coli</b> <b>O157:H7</b> <b>Cryptosporidiosis</b> <b>Campy-bacteriosis</b> Varies from 6-14 hrs</p>	<p>Abnormally loose or frequent stools, vomiting and sometimes fever. A physician should diagnose specific cause.</p>	<p>Fecal-oral route, through contaminated articles, food/beverages and hands.</p>	<p>Throughout acute infection and as long as organisms are in stool.</p>	<p>Exclude until diarrhea is gone for 24 hours or as advised by local health department and physicians.</p>	<p>Proper handwashing, sanitize all contaminated articles and equipment. Keep diapering and food service tasks and items <u>separate</u>. Notify parents. Check with health consultant for specifics. Notify local health department when clusters of cases occur.</p>
<p><b>Head Lice (Pediculosis)</b> Eggs hatch in 7 days/1 week (can multiply in 8-10 days, lives 20-30 days).</p>	<p>Severe itching; small lice eggs closer than ¼” to nits on hair. Bumpy rash on nape of neck, behind ears and/or crown of head may appear after persistent infestation.</p>	<p>Direct contact with infested individual or their clothing, article to article contact, i.e. coats, blankets and hats.</p>	<p>As long as live lice remain on an infested person, or until eggs are ¼” away from scalp</p>	<p>Until after child and household is treated.</p>	<p>Vacuum to get rid of lice in environment. Wash all clothing and bedding in hot soapy water for 20 minutes. Notify parents. Keep all children’s personal items and clothing separate.</p>
<p><b>Scabies</b> 2-6 weeks-initial exposure 1-4 days-Reexposure</p>	<p>Mite burrows under skin. Red, itchy rash tends to be in lines or burrows usually on wrists, elbow creases or between fingers.</p>	<p>Skin to skin contact. Shared clothing.</p>	<p>Until mites are destroyed</p>	<p>Exclude for 24 hours after treatment completed.</p>	<p>Notify parents. Wash all clothing and bedding in hot soapy water for 20 minutes. Keep all children’s personal items and clothing separate.</p>
<p><b>Impetigo</b> 4-10 days Staphylococci Streptococcus 1-3 days</p>	<p>Blisters, crusts, scabs on skin which are flat and yellow may be weeping.</p>	<p>Direct contact with infected area or with nasal discharges from infected child.</p>	<p>When weeping, crusted lesions are present.</p>	<p>Exclude until on antibiotic Rx for 24 hrs. and lesion no longer “weeping” and forming yellow crust.</p>	<p>Child and staff wash hands frequently throughout day. Notify parent. Wear disposable gloves when treating. Cover</p>

					draining lesions with dressing.
<b>Measles</b>	Fever, red eyes, cough, spots on tongue and mouth, blotchy rash 3 <sup>rd</sup> and 7 <sup>th</sup> day, usually lasting 4 to 7 days	Droplet and direct contact with nasal or throat secretions.	7-18 days from exposure	From time of initial fever till 4 days after rash appears.	Hand washing after contact with secretions and vaccination
<b>Pertussis</b>	Irritating cough can last 1-2 months-Often has a typical "whoop"	Direct contact with oral or nasal secretions	6-20 days	5 Full days after antibiotics	Hand washing after handling secretions. Covering mouth during coughing; then hand washing.
<b>Pinkeye (Conjunctivitis)</b> <i>Bacterial:</i> 24-72 hrs. <i>Viral:</i> Usually 12-72 hrs. (3 days)	Tearing, swollen eyelids, redness of eyes, purulent discharge from eyes.	Contact with discharges from eye, nose or mouth. Contaminated fingers and shared articles.	During active symptoms and while drainage persists. Dependent upon cause of the infection.	Exclude until drainage/secretion of eye is gone or on antibiotic Rx for full 24 hrs.	Notify parents. Wash all items used by child; good handwashing by staff and children. Check all children for symptoms for 3 days.
<b>Rubella</b>	Low grade fever, headache, mild redness of eyes, fine rash	Contact with nasal and throat secretions.	14-23 days	7 days from onset	Vaccination and strict hand washing procedures.
<b>Strep Throat/Scarlet Fever</b> 1-3 days (rarely longer)	Red, painful throat, fever. May develop rash (Scarlet Fever).	Sneezing & coughing on others, contact with mucus or saliva, contaminated articles.	2 days before symptoms until on antibiotic Rx for 24-48 hrs. Untreated cases 10-21 days.	Exclude until on antibiotic Rx for full 24 hrs. and no fever. (Must be treated for 10 days).	Notify parents. Sanitize all articles use by child. Proper handwashing. Notify local health department when cluster of cases of the symptoms, sore throat and fever occur.
<b>Ringworm</b> (Varies by site) Mainly: 4-10 days	Red Scaling, itchy, circular lesions and broken hairs from skin/head	Personal contact with infected humans or animals, skin to skin contact or with	As long as lesions/infection is active. Some lesions may not be seen with the human eye.	If on Rx, may return; otherwise exclude unless lesions	Wash all items used by infected child, cover lesions, proper handwashing; notify parents

		contaminated articles		are coverable	
<b>Fifth Disease</b> 4-20 days 4-14 days; up to 21 days	Mild or no fever, “slapped cheek” rash spreading throughout body, lacy rash on arms on legs; rash may recur with sunlight, warm bath or exercise.	Sneezing & coughing on others, contact with mucus or saliva, contaminated articles	Prior to onset of rash; Not communicable after onset of rash. During the week prior to the rash appearance.	None	Wash hands frequently; sanitize all articles used by children. Pregnant women should tell health care provider if they have been in contact with an infected person.
<b>Meningitis</b> Bacterial: 1-10 days (usually less than 4 days) Viral: Varies	Fever, headache, vomiting, chills, neck pain or stiffness, muscle spasm, irritability	Sneezing & coughing on others, contact with mucus or saliva, contaminated articles, or fecal-oral route depending upon organism involved	Bacterial- Noncommunicable 24 hrs. after starting antibiotic Rx. Viral Prolonged period	Exclude, return with Dr.’s permission after treatment.	Notify parents and local health department. Clean and sanitize all articles; proper handwashing
<b>Hepatitis A</b> 15-50 days. Average 25-30 days	Upset stomach, tired, dark colored urine, light colored stool, yellowish skin & eyes, fever, jaundice (often jaundice not present in children under 5 years), abdominal pain and diarrhea.	Fecal-oral route, through contaminated articles, food/beverages & hands.	Two weeks prior to jaundice until 1 week after jaundice (yellow) appears. If no jaundice one week prior until 2 weeks after symptoms	Exclude for 2 weeks or until 1 week after jaundice	Proper handwashing; sanitize all contaminated articles & equipment; notify parents and local health department. (Immune Globulin for the staff and child contacts should be considered)
<b>Hand, Foot &amp; Mouth (Coxsackie Virus)</b> Up to 6 days, usually 3-6 days.	Small blisters with reddened base primarily on hands, feet, mouth, tongue, buttocks or throat	Direct contact with nose & throat secretions and with feces	During acute stage of illness (virus may stay in stools for several weeks)	Self-limited, exclude during acute symptoms (serious in young infants). Lesions should	Proper handwashing, don’t share cups, glasses, etc., sanitize all contaminated articles, boil eating utensils for 20 minutes.

				not be weeping.	
<b>Rosella</b> 5-15 days	High sudden fever, runny nose, irritability, followed by rash on trunk	To susceptible person with direct contact, (children under 4 may be susceptible, usually on children under 2)	Uncertain	Exclude until fever down for 24 hrs.	Notify parents, proper handwashing
<b>RSV (Respiratory Syncytial Virus)</b> 1-10 days	Fever, runny nose, cough, and sometimes wheezing.	Virus spread from resp. secretion (sneezing, coughing) through close contact with infected persons or contaminated surfaces or objects.	Just prior to symptoms and when febrile	Exclude until child has no fever and can tolerate normal activities.	Frequent and proper handwashing, sanitize all contaminated articles. Do not share items such as cups, glasses and utensils. Proper disposal of tissue when used for nasal and respiratory secretions.

**Personal Belongings:**

We ask that toys from home be brought only on designated days, (*show & tell or other specified days*). Toys from home often create a distraction for the children and storage space is limited. Additionally, toy weapons of any kind (swords, knives, toy guns, water pistols) are not permitted. Callahan Learning Center will not assume responsibility for personal items that are lost or damaged.

**Student Supply List Per Program:**

All personal belongings must be labeled with child's name.

Emerging Learners: (16-24 months)

- At least 2 Extra Pairs of weather appropriate clothing including socks
- Twin-sized sheet and blanket
- Diapers (1-week supply Minimum)
- Wipes (1-week supply minimum)
- Sippy cup labeled with your child's name (*optional*)
- Sunscreen

Preparatory Preschool: (2-3 years old)

- At least 2 Extra Pairs of weather appropriate clothing including socks
- Napper (or) twin-sized sheet and blanket
- Diapers/Pull-Ups (1-week supply Minimum)
- Wipes (1-week supply minimum)
- 5 pairs of underwear for potty training students
- Crocs or rubber shoes that can be washed off for potty training students (*optional*)
- Water bottle labeled with your child's name (*optional*)
- Sunscreen

Preschool: (3-4 years old)

- 2 Extra Pairs of weather appropriate clothing including socks
- Napper (or) twin-sized sheet and blanket
- 2 pairs of underwear
- Water bottle labeled with your child's name (*optional*)
- Sunscreen

Pre-Kindergarten: (4-5 years old)

- 2 Extra Pairs of weather appropriate clothing including socks
- Napper (or) twin-sized sheet and blanket
- 2-pairs pairs of underwear
- Water bottle labeled with your child's name (*optional*)
- Sunscreen

School Age: (5-12)

- 1 pair of weather appropriate clothes for cubby for emergency
- Water bottle labeled with your child's name (*optional*)
- Sunscreen

**Rest/Quiet Time:**

Your child will be given the opportunity to rest for up to two hours every day. Although children are not required to sleep, they are required to remain on their mat/cot during this time. Children who do not fall asleep will be allowed to read a book, play with a puzzle, and/or other quiet activities. School age children are not required to participate in naptime; however, they are encouraged to rest midday to recharge for the afternoon learning activities.

**Toilet Training Procedures:**

CLC staff are ready and willing to support your child throughout the toilet training process. Our official potty-training age is between 2 and 3 years old. At this age our staff work patiently and diligently with the children to promote toileting. Our staff will work with your child to reinforce procedures that you are using at home.

Your child may be ready for toilet training if:

-He has a dry diaper for two or more hours/after naptime.

-He tells you when a diaper needs to be changed.

-She tells you when they are urinating or making a bowel movement in a diaper.

-He shows interest or curiosity in using the toilet.

As your child is beginning to potty train, we suggest pull-ups (*changed every 2-hours or as needed*). Underwear are most effective after the child has shown that they are dry most of the time and/or at bedtime. We will change the children after accidents. Please provide more than two sets of underwear and clothes. Please remind your child to go to the potty at home. When they are successful, use positive reinforcement. Talk about what kind of underpants they may want. It is not recommended that your child be allowed to wear underpants over diapers or pull-ups, as it removes the incentive for your child to wear underwear. Lastly, it is important to be consistent in whichever method you choose to use.

### **Medication Administration Procedures:**

In the event a child needs medication, Callahan Learning Center will only administer medication according to the guidelines set forth by state regulations. All medication must be in the original container. Prescribed medication must also have the prescription label attached with a doctor's note outlining specific dosage and administration instructions. Parents must complete a Written Medication Consent Form. Please do not store medication in diaper bags, backpacks, lunch bags, or any other personal belongings. State regulations require medications, including over the counter products, to be kept in a locked cabinet.

### **Topical Ointments/Diaper Creams:**

If a child requires over-the-counter topical skin products, such as sunscreen, diaper ointments, lotions, lip balm or the like, these must be labeled with their first and last name. The parent must complete an authorization form for each type of ointment and each child (ointments cannot be shared, even between siblings). These authorizations must be renewed every calendar year (January 1st). These ointments and lotions must be placed in a central location in the classroom and may remain at school overnight.

### **CLC Provisions:**

The Owners and Management Team reserve the right to deny, cancel, sever, or suspend a child's enrollment if deemed by us, in our sole discretion, to be in the best interest of the child or the school. In such cases, any unused tuition will be refunded.

CLC reserves the right to edit any of the information contained in this manual at any time, with or without notice, and the material contained herein should not be considered as sole determination of policy.

If, after reviewing this Parent's Handbook, there are any questions or comments regarding CLC and its policies, parents should feel free to speak with the Management Team or one of the Owners.

**Thank You for Partnering with CLC!**