



Early Care and Education Center

**Novak Elementary**  
319-560-3558

**Wilkins Elementary**  
319-560-3191

**Linn Grove Elementary**  
319-558-7966

**Westfield Elementary**  
319-775-1713

**Bowman Woods Elementary**  
319-531-6055

**Indian Creek Elementary**  
319-531-0858

**Echo Hill Elementary**  
319-775-2154

## **PARENT HANDBOOK**

**Billing Office**  
319-200-4840

[klittle@handinhandinc.com](mailto:klittle@handinhandinc.com)  
[www.handinhandinc.com](http://www.handinhandinc.com)

## **Hand In Hand Early Care and Education Center Parent Handbook**

### **WELCOME**

Welcome to Hand In Hand Early Care and Education Center (HIH). Choosing a childcare center is a difficult task for any parent and we thank you for putting your trust in us. It is our goal to provide every child the love, nurturing and education s/he deserves.

For your child to have the best experience at Hand In Hand Early Care and Education Center, your input is important. We must work as a team to enhance your child's growth and sense of well-being. Your questions and comments are always welcome, and in fact, are necessary for your child to receive the maximum benefit from our program. Your concerns will always be addressed with the utmost respect and your opinions will be valued. We look forward to your participation.

This handbook was designed to let you know about our basic policies and procedures. If you have any questions regarding this handbook, please do not hesitate to speak to the director or supervisor.

Once again, thank you for choosing Hand In Hand Early Care and Education Center. We look forward to getting to know you and your child(ren).

### **PHILOSOPHY**

For today's busy parents, finding a safe, enriching environment where children can spend time before or after school is a significant concern. Hand In Hand Early Care & Education Center offers before and after school care, back-up care for in-service days and school closings, late starts, early outs, and a summer program for children through 4th grade. Parent's can count on reliable transportation to and from schools, breakfast, and a nutritious after-school snack. School-age children need a place to feel safe, spend time with peers, and have fun. At Hand In Hand, we understand your needs and your child's needs, and offer convenient options through our center. Hand In Hand will go way beyond "after school needs". We will follow a daily curriculum of exciting, challenging activities for your child. We plan projects for each day with a major event for the end of the month. Not only will we provide "down time" for your child, but our program offers a variety of activities that promote life skills such as teamwork, sportsmanship, creativity, and leadership. These life skills will be learned through a daily curriculum of exciting, challenging activities for your child. We plan projects for each day using a theme-based curriculum, filled with fun activities for your child. In addition, our program will work to fine tune critical literary skills with activities like reading aloud and writing stories.

### **NON-DISCRIMINATION**

Hand In Hand Early Care and Education Center enrolls children of any race, religion, disability, color, national and ethnic origin to all rights, privileges, programs and activities made available to children at the center. We do not discriminate. A multi-cultural, anti-biased curriculum is offered.

### **OPEN DOOR POLICY**

Hand In Hand Early Care and Education Center maintains an open-door policy. You are welcome to observe our program for as long as you wish. We will continue with our normal schedule while you are present. If for any reason parental contact is forbidden with a child, Hand In Hand, Inc. must have a court order stating the same. Without this legal document, the Center has no alternative but to allow either parent to see or take the child.

## **HOURS OF OPERATION/FLEXIBLE SCHEDULING**

Our hours of operation are 6:30 AM to 5:30 PM, Monday through Friday. There will be an additional charge when your child is picked up after closing.

**You must sign IN and OUT** on the sign in/out document located at your child's designated school. This helps keep an accurate record of the times your child is attending and attendance in an emergency.

The billing office hours are from 8:30 AM to 4:30 PM, Monday through Friday. If you would like to meet with a supervisor outside of office hours, please contact them directly.

## **ADMISSION AND ENROLLMENT**

We welcome children of ages 5-11 years of age.

Enrollment is based upon a first-come, first-serve basis. We attempt to be flexible in our enrollment policies to suit the needs of individual families. Pre-placement observations and tours are scheduled during business hours only.

The Iowa State Licensing Standards mandate that parents must provide Hand In Hand with the following forms prior to the first day of attendance:

1. School-Age Assessment & Health Form
2. Immunization Declaration
3. Iowa Department of Public Health Immunization record. Signed by parent and physician.
4. Medical consent form
5. Enrollment/registration form
6. Field trip authorization/Travel and Authorization
7. Photo release form
8. Permission to pick up form
9. Summation from parent handbook
10. Permission to apply sunscreen (summer only)
10. Signed fee and payment agreement
11. Scheduling requirements for childcare.

Annually thereafter all paperwork must be reviewed and dated. If changes have occurred, all paperwork must be completed again with updates.

### **Registration/Enrollment Fee**

At the time of enrollment for our before and after school programs, a non-refundable family registration of \$10 is due. If other arrangements for care are made and you choose not to use our services, your registration will not be refunded to you. IF RECEIVED AFTER AUGUST 13<sup>TH</sup> (for the 2021-2022 school year), REGISTRATION FEE WILL BE \$50 PER FAMILY, AND WILL REQUIRE A 2 DAY HOLD TO ENSURE STAFFING AND OPENINGS.

You must register your child(ren) each school year and each summer.

### **Tuition**

For our before and after school program, tuition is due on the 1<sup>st</sup> of each month. Tuition will be charged on a monthly basis, having payments due on the 1<sup>st</sup> of each month (or first business day of the month if applicable). All fees are due regardless of attendance. There will be no reimbursement for unused childcare due to illness, vacation, or other absenteeism (emergency closings). The expenses of providing a developmentally appropriate program continues daily, whether a particular child is in attendance or not. Daily late fees of \$10 will be applied to any account that is not at a \$0 balance by the 5<sup>th</sup> of each month. These late fees will continue to accrue until the account is paid in full.

The fee schedule for the school year is as follows:

**Before AND After School Care:**

**Monthly rate = \$250.00**

**In-Service/Full Day = \$15.00**

**Before School ONLY:**

**Monthly rate = \$220.00**

**In-Service/Full Day = \$15.00**

**After School ONLY:**

**Monthly rate = \$220.00**

**In-Service/Full Day = \$15.00**

**Drop-In Care ONLY (limited to 4 occurrences per month):**

**Drop-In = \$10.00 per occurrence (\$10 per before school, \$10 per after school)**

**In-Service/Full Day = \$25.00**

**Benefits**

A 10% discount will be given to oldest child's tuition for families who enroll three (3) or more children on a full-time basis. A 5% discount will be given to the oldest child's tuition for families who enroll two (2) children on a full-time basis. Sibling discount will not be applied to any prorated tuition or part-time enrollment.

**Late Fees**

A late payment fee of \$10 **per day** will be assessed for payments received **after the 5<sup>th</sup> of each month**. Failure to keep your account current could result in termination of care. In addition, your account will be turned into our collection agency. All accounts turned into collections will be assessed a 30% fee of the remaining balance on the account.

**Late Pick Up Charges**

There will be an initial charge of ten dollars (\$10.00) for pick-ups after 5:30 p.m. For pick-ups after 5:32 p.m., a charge of five dollars (\$5) **per minute**, up to (15) minutes will be assessed. After (15) minutes, the charge will be increased to ten dollars (\$10) per minute will be assessed, up to one (1) hour. After one (1) hour, if attempts to reach the parent and/or emergency contact by telephone fails, and there is no notification to Hand In Hand Early Care and Education Center by the parent concerning lateness, local authorities will be called. If a late charge is assessed more than six (6) times during a 12-month period, or if there is one instance of extreme lateness, services provided by Hand In Hand Early Care and Education Center and the family will be considered for termination.

**Returned Payments**

A charge of thirty-six dollars (\$36) will be assessed for any returned payments. This includes payments by check, and reoccurring payments made by credit card, debit card, checking account, or savings account payments. If a good faith effort is not made to restore your account to "current" status within 1 week, an additional ten dollars (\$10) per day late fee will be charged until payment is made. Please maintain communication between yourself and administrative staff at Hand In Hand Early Care and Education Center if payment schedules become difficult to maintain. This in no way absolves anyone from any part of payment, but perhaps further action can be avoided.

Please also note that there is a 3.5% card processing fee associated with any payment made by a credit or debit card. To avoid the fee, families may pay by check, cash, or directly from a checking/savings account.

**Childcare State Assistance**

Hand In Hand, Inc. does accept childcare assistance (CCA) from the Department of Human Services. Hand In Hand MUST receive an approval letter from the state prior to beginning care. At this time, your child will be placed on our provider portal with the Department of Human Services. Your child MUST be located under the correct Hand In Hand location at this time. Care will NOT begin until this has been accepted. Parents receiving CCA will also be required to sign a fee agreement, agreeing to be personally responsible for the payment of co-pays and FULL tuition, in the event they become ineligible to receive childcare assistance. All CCA attendance forms MUST be signed by the parent no later than the 4<sup>th</sup> of every month. All co-pays are due no later than 7 days after the statement is received. In addition, your child may not miss more than 4 days of attendance with Hand In Hand, per month. If your child has more than 4 absents per month, your child may be terminated from our program immediately.

## COMMUNICATION

Communication is very important to Hand In Hand Early Care and Education Center. When a new child is accepted into Hand In Hand Early Care & Education Center, Inc, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private either by telephone or conference. We ask that all parents refrain from contacting staff, supervisors, or directors through social media to discuss issues or concerns. Hand In Hand Early Care and Education Center publishes a monthly newsletter that will explain events that will be happening during that month and any other pertinent or fun information that may be of interest to you. If you call a billing office during the day, please be aware that we are busy with the children and may not be able to answer the phone. If you would leave a voicemail, we will call you back as soon as possible. We are looking forward to a terrific relationship with you and your child.

Other forms of communication you will find throughout Hand In Hand-

- Website at [www.handinhandinc.com](http://www.handinhandinc.com)
- E-mail (please make sure we have an updated address for your family) [hih@handinhandinc.com](mailto:hih@handinhandinc.com)
- Flyers on the parent boards
- Facebook page <https://www.facebook.com/HandInHandInc/>

## ABSENTEEISM AND HOLIDAYS

As staff must be compensated, emergency closures **will** be counted as absenteeism days. Families are responsible for payment even if we are closed or delay opening, as it is a paid workday for staff members.

### **Inclement Weather/The importance of "Plan B"**

There are occasions when, due to circumstances beyond our control (weather conditions, loss of power, building emergency), we will have to close early, delay opening, or close altogether. There are also times during the day when your child becomes ill at school and will need to be sent home. It is important for families to have a "Plan B" when those occasions arise. We realize that it is difficult for working families to juggle work schedules and childcare conflicts. However, we also recognize that the safety, well-being and health of many children and families rest in our hands. Due to Linn-Mar scheduling, there will be NO care offered on weather-related/emergency closure school cancellation days. In the event there is no school due to weather or an emergency, the entire Linn-Mar district will be closed, as well as the elementary Hand In Hand sites.

### **Holidays**

As full-time employees are paid for the holidays listed below, parents are responsible for payment of such holidays. The following are paid holidays at Hand In Hand Early Care and Education Center.

<i>New Year's Day</i>	<i>Labor Day</i>	<i>Christmas Eve Day</i>	<i>Fourth of July</i>
<i>Christmas Day</i>	<i>Thanksgiving and day after</i>		
<i>Memorial Day</i>			
<i>New Year's Eve Day</i>			

When a holiday (listed above) falls on a Saturday, Hand In Hand Early Care and Education Center will be closed the preceding Friday with pay. When a holiday falls on a Sunday, Hand In Hand Early Care and Education Center will be closed the following Monday with pay. In the event that the Christmas holiday and New Year's holidays are on a Saturday and Sunday we will be closed the Friday prior to and the Monday following the holiday.

### **Holiday Celebrations**

If any family objects to the celebration or recognition of religious or other holidays, please communicate this to the supervisor prior to the holiday (preferably at registration). We will work with you to the best of our ability to establish proper arrangements out of respect to you and your family's wishes.

## **STAFFING**

We maintain an excellent staff with an up-beat positive attitude in our facility. We meet and exceed all requirements held by the Department of Human Services. We also meet and exceed all the staff to child ratios required by the state. Our staff members will undergo a thorough training to prepare them for their respected positions. Applicants are carefully screened through a complete background and criminal records check. Only the most talented, energetic, enthusiastic, and patient applicants are chosen as a part of the Hand In Hand staff.

### **DIRECTOR/OWNER, CO-DIRECTOR, AND SCHOOL-AGE COORDINATOR**

**Owner/Director: Kathy Pruitt**

**Co-Director: Sara Swestka**

**School-Age Coordinator: Katie Little**

Kathy holds her degree in Early Childhood Education and Business Management. Along with this she has achieved the National Administrators Credential; also known as NAC and completed several courses in Small Business Management. Kathy is also a very active member of the childcare community. She is a member of the NAEYC (National Association for the Education of Young Children) and of the CRAEYC (Cedar Rapids chapter for the Association of the Education of Young Children).

Sara Swestka holds her BA in Elementary Education and Early Childhood Education. She also has achieved the NAC credential. Sara's responsibilities include parent services, curriculum, and taking over as Director in the event the director is unavailable.

Katie Little holds her AA in Marketing Management and her bachelor's degree of science in nursing (BSN). Katie has been with Hand In Hand for a total of 6 years. In those 6 years, Katie worked as the assistant in the 4-year-old classroom, acted as the center supervisor at our Barrington Parkway location, and most recently, for the last 4 years, acted as the School Age Coordinator. Katie is responsible for parent services (school-age), overseeing the day-to-day operations of the before and after school program, as well as the summer school-age program.

### **STAFF TRAINING/CERTIFICATIONS**

All Hand In Hand staff will meet and exceed the Department of Human Service guidelines for employment. Continuing education and training are the key to Hand In Hand's successful program and employees.

All staff working directly with children in a childcare center, including the Director and Co-Director, shall complete the required training per calendar year as mandated by The Department of Human Services. The training shall be in areas relevant to the care of young children. It may consist of workshop/seminars conducted by recognized professionals in the field, professional conferences, and/or courses at an approved accredited institution of higher education.

Documentation of the individual training plan and completion of the required training shall be kept in the individual staff records and be available for review by The Department of Human Services during licensing and/or monitoring visits.

Prior to employment all staff members are required to have a background check performed by Hand In Hand.

## **RAINBOW READING**

Rainbow reading is our incentive program to encourage your child to read, read, read! At this time, we will encourage your child to read a book brought from home, or a center book. We will provide help with literacy skills as needed. There will be incentives provided to the kids for participating in Rainbow Reading. We will track the progress and completion of Rainbow Reading using some form of measurement (i.e. filling a rainbow, filling a tree with apples, filling a gumball machine with gumballs, etc.). Once their "graph" is full, then the kids will help decide on how they would like to celebrate!

## **RESTROOM POLICY**

All children that attend that Hand In Hand School age program must be able to use the restroom without the assistance of a teacher. If your child needs to be reminded to use the restroom, please speak with the supervisor. We ask that, if

needed, you keep an extra set of clothes in your child's bag. Hand In Hand does not keep extra clothes on hand. In the event your child has an accident and has no extras we will call the parents/guardians to pick up your child. Hand In Hand is unable to take children that are not potty trained as we do not have access to diaper changing stations.

## **BEHAVIOR/DISCIPLINE**

When a child is facing challenges in the classroom or play area setting, including, but not limited to, treating others or equipment with respect, or following direction, developmentally appropriate guidance techniques are used. These techniques are as follows:

\*Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

\*Redirection: The child is redirected to another activity and given the opportunity to try again at another, more suitable time.

\*"If ..... then statements: A statement in which the child is encouraged to accomplish one task before moving on to something else.

\*Hand In Hand works very closely with each of the elementary school and staff. Each HIH program will adopt the PBIS rules and language that is being used during the school day.

\*Take a Break: The child is separated from the group for a child regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting themselves, staff, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

If a child does not respond to these methods and is a danger or major disruption to the program; himself/herself; other children; staff or property, HIH reserves the right to send the child home for the day or to terminate services.

In the event behavior continues, HIH will work with the parents to come up with a plan. This plan may include asking the parents to utilize outside resources. Through these resources, teamwork between teachers and parents, and open communication it is our goal to eliminate the negative behavior.

In the event that the behavior results in hurting themselves, others, or harming property an incident report will be filled out. This form will be signed by the parents, teachers, and supervisor.

### **Steps for Addressing Problem Behaviors**

1. The behaviors of children shall be addressed by the classroom staff as outlined by our Behavior/Discipline Policy. This could include positive reinforcement for any appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment, or the teacher may respectfully help the child gain control when necessary. Classroom staff shall observe all children and document these behaviors to help ascertain any patterns or precipitating factors of the problem behavior. At no time shall the staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a problem on a continual basis that is not resolved through the appropriate behavior management strategies, the classroom staff will meet with the center supervisor to document the problem behavior and ask for further guidance.
3. If the behavior problem is still not resolved, the supervisor will request a meeting with the child's parent(s), to discuss the problem behavior. The Director and/or Supervisor, Parent(s), and Teaching staff will collaborate on the development of strategies to resolve the problem behavior. During this process, the teaching staff will keep the Director/Supervisor and Parent(s) informed of the progress in resolving the problem. Observations will be documented, and a copy will be given to the Parent(s) as well as placed in the child's file. If a child's behavior results in the injury of another child or staff member, that child's parent(s) will be notified as soon as possible, and written documentation will be given and placed in the child's file.
4. If the center staff feel that they need further assistance in resolving the behavior problem, the program may,

with parental permission, request the assistance of an outside agency. If the center staff feels the behavior may result in a special need, the program may, with parental permission, refer the child for an evaluation. If the parental permission is refused, and the problem behavior continues, the continued enrollment of the child will be reconsidered with the provisions of #6 listed below.

5. If the results of an outside evaluation suggest the need for accommodations of special needs, the program will provide these or other appropriate accommodations as long as they are not an undue hardship on the program as outlined by the Americans with Disabilities Act (ADA). In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.
6. If behavior problems continue, it may be necessary to place your child on an "Action Plan" due to the safety of the other children and staff within the classrooms and themselves. An Action Plan will consist of 3 opportunities for your child's behavior to improve.

During the 1<sup>st</sup> Incident after being placed on the action plan- The parents will be notified, and the child will be sent home for the rest of the day.

2<sup>nd</sup> Incident- The parents will be called and the child will be sent home for the day and will not be able to attend for an additional day.

3<sup>rd</sup> Incident- The parents will be notified and the child will be asked to leave the program at Hand In Hand permanently.

Our goal is to make Hand In Hand a safe environment for all children and staff to be in, it is not our goal for any child to leave the Hand In Hand program.

7. If at any time Hand In Hand deems it necessary, a child may be asked to leave the Hand In Hand program immediately if the child is a severe threat towards themselves or others. Written documentation of all the steps above will be provided to the parent(s) and placed in the child's file.

### **Biting Policy**

The center's biting policy addresses the actions the staff will take if a biting incident occurs. A child biting other children is one of the most common and most difficult behaviors in group child care. It can occur without warning, it is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. For many toddlers, the biting stage is just a passing problem. Toddlers bite for many different reasons. Some may bite due to the inability to communicate with their peers. Some may bite for peer or adult attention. Some toddlers are just impulsive and do not have a lot of self control. They may also discover that biting is a way to cause the other child to drop what they are holding so the biter can pick it up. However, the toddler will experience disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons such as: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

At all times Hand In Hand will encourage the children to "use their words" if they become angry or frustrated. All Hand In Hand staff members will maintain close and constant supervision of the biting children at all times.

The following steps will be taken when a bite occurs:

For the Biter:

- Staff will stay calm and will not overreact.
- The biting will be interrupted with a firm "No bite!" "Biting hurts our friends."



- Staff will avoid an immediate response and the child will be removed with no emotion. All caring attentions should be focused on the victim.
- The biter should not be allowed to return to immediate play.
- The biter should be talked to on a level in which the child can understand. " I can see that you wanted to play with the ball, but I cannot let you hurt my friends. We do not bite our friends."
- Redirect the child to a different play area.
- An incident report must be written to notify the parents of the biter.
- Confidentiality of all children involved will be maintained.

For the victim:

- Separate the victim from the biter
- Comfort the child
- Wash the bite out with soap and water
- Write an accident report to notify the parents of the bite
- Confidentiality of all children involved will be maintained.

If the biting continues with the same children:

- The staff and the director/supervisor will meet on a day to day basis for advice, support, and further planning.
- The staff shall complete a chart of every occurrence, including attempts and successes. The chart must indicate the location, time, participants, behavior, circumstances, and staff who are present.
- The staff will let the parents know that there is a problem and what we are doing to deal with the problem.
- All staff must keep a constant eye on the children who tend to bite. This will help to stop the biting before it occurs.
- At the time of an attempted bite the staff member shall teach non-biting responses to reinforce positive behaviors.
- The staff shall shadow the children who tend to be bitten.
- The staff shall teach responses to potential victims "no, don't bite me"

The staff at Hand In Hand will work together as partners with the parents of both the biter and the victim. If needed Hand In Hand will meet with the parents of the biter to develop a written plan of action. At any time, Hand In Hand may consider an "early transition" to the next room for a change in environment. If necessary Hand In Hand will prepare the parents of the biter of the possibility of being removed from the center. If it is deemed necessary and in the best interest of the child, center, and/or other children, Hand In Hand may terminate the child for the duration of the biting stage. Written warnings will be given to notify the parents before this action will be taken. This action will be deemed as the last possible solution to the biting problem.

## **MEALS AND SNACKS (School year)**

Hand In Hand Early Care and Education Center will provide a nutritious snack in the afternoon. These snack menus will be posted monthly. In the event the children are in a full day attendance a morning snack will be offered. On a full day with Hand In Hand, we ask that your child bring in a nutritious sack lunch with a drink (we are a nut-free center at all locations).

## **(Summer)**

### **Breakfast**

Hand In Hand does NOT offer breakfast. If you would like to send breakfast with your child daily you may do so. If you choose to send breakfast with your child, please notify your child's teacher daily. An AM snack WILL be provided. Please be conscious of food allergens. We are a peanut free center.

### **What's for lunch?**

Lunch **WILL** be provided 1 day per week. 4 days you will be asked to provide a sack lunch for your child. Please send a lunch that does not require refrigeration. Occasionally we may order in pizza, subs, or spaghetti. If your child chooses to participate in this, you *may* be asked to provide an extra fee for lunch on these days. Please do **NOT** send caffeinated beverages or any soda of any kind and limit sugary snacks.

### **Special Diets**

If a child has a particular dietary need, substantiated by a medical evaluation, Hand In Hand Early Care and Education Center must be so informed in writing and given a Dietary Modification form to be completed by your child's physician. Substitute meals or snacks may need to be brought from home. Food allergies must be disclosed to Hand In Hand. Inc on the enrollment/registration form and/or verbally if the allergy suddenly appears in the child's diet after enrollment. At the time of enrollment or any time during care, if your child has or develops a food allergy, you will be asked to complete an "Food Allergy Plan" completed by your child's physician. If your child is bringing in food from home due to dietary needs or religion we ask that it still follow the guidelines set in place by the Department of Human Services by bringing in healthy foods from each food group.

## **AUTHORIZED PICK UP**

If at any time it is apparent that the parent/guardian is clearly under the influence of drugs or alcohol, the authorities will be notified immediately during your child's departure from Hand In Hand.

No child will be released to anyone unauthorized on the child's enrollment/registration form to pick up the child from Hand In Hand Early Care and Education Center.

In the event staff does not know or recognize the adult picking up the child, picture identification **will be required before the child is released to anyone**. We apologize for any inconvenience this may cause, however, in the interest of safety, this policy will be enforced every time. No child will be released to anyone under the age of 16.

### **Legal Custody**

Hand In Hand cannot refuse to release a child to a child's parent or legal guardian who has or shares legal custody of the child. If you are experiencing custody difficulties, we strongly urge you to keep the center director fully advised of circumstances that affect your child and their drop-off and pick-up routines at the center. Divorced or legally separated parents are required to provide copy of custody documentation. Parent records will be kept confidential, in the child's file.

### **Access Policy**

If a non-registered person will be picking up for the day, we ask that they bring a valid photo id.

1. Any person who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare **shall not** have "**unrestricted access**" to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

**"Unrestricted access" means that a person has contact with a child alone or is directly responsible for childcare.**

2. Persons who do not have unrestricted access will be under the direct "**supervision**" and "**monitoring**" of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

**"Supervision"** means to oversee an individual engaged with children in an activity or task and ensure that they

perform it correctly.

**"Monitoring"** means to oversee ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact their Site Supervisor or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

## **HEALTH & SAFETY**

**\*\*Please refer to the COVID Policy Addendum for pandemic/COVID procedures currently being implemented. (8/25/20)**

**\*\*Please note that Hand In Hand Early Care and Education Center is a smoke free zone. This is including the outside premises of Hand In Hand.**

### **First Aid**

Minor bumps and scratches are inevitable. Our staff makes every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid immediately. However, HIH is legally limited in the scope of first aid that can be provided. For example, staff are limited to the use of soap, water, and Band-Aids and are not permitted to use any non-prescription medications.

### **Accident Report**

An accident report will be completed including a detailed explanation of the accident and injury and signed by teacher, supervisor and parent. A copy will then be kept on file.

### **Immunizations**

State Regulations require that each child have a health statement, which includes a record of up to date immunization with a signature from the child's medical care giver. Your child's health care summary must be complete at the time of enrollment and on file with the school office.

### **Communicable Disease**

In the event a child contracts a communicable disease and exposes the other children, notices of such exposure will be posted for parent's awareness. If your child becomes sick, or is diagnosed while at home we ask that you notify us immediately so we can post the illness. Your child's name will be kept private. Examples would be: Strep throat, measles, mumps, chicken pox, diarrhea, scarlet fever, pinworms, viral infections, impetigo, hand foot and mouth, RSV, etc.

### **Emergency Care**

Our program is well stocked with the proper first aid materials and minor first aid treatment. In the event of outdoor play an outside first aid kit will be taken out with them. In the event of a medical emergency, Hand In Hand Early Care and Education Center will immediately secure the necessary care by phoning emergency medical personnel and then the parent or emergency contact will be notified as soon as possible. If it is determined by emergency medical personnel that ambulance/hospitalization is required, emergency personnel will transport the child to the hospital and the child's parent will immediately be notified of such action. The child will be accompanied by a Hand In Hand Early Care and Education Center staff member until the child's parent and/or emergency contact arrives at the hospital. Parents/Guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

### **Illness Policy**

To prevent illness within Hand In Hand Early Care and Education Center, we ask that all children wash their hands upon arrival to the program. If you are intending that you will be staying with your child when dropping off and/or picking up, we ask that you also wash your hands upon entering your child's classroom. As with all the children, all staff are required to wash their hands upon entering a classroom. This policy is enforced in hopes of keeping our illness rate at a minimum.

A child who is not feeling well cannot participate in our day together in a meaningful way, needs the T.L.C. of home.

Although not true in every circumstance, we have discovered that in most cases, a child who complains of a “tummy ache” in the morning really is not well. Often this marks the beginning of an illness. We will do our part to help prevent the spread of illness through careful sanitation procedures. We expect families to do their part as well.

Hand In Hand Early Care and Education Center 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 course of the day. This is to ensure the continued good health of everyone at the center.

Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion from the program until remedied. If so, it is expected that the child return home **immediately**. If other alternative arrangements need to be made for the child for the day, it is expected that the parent of the child make those arrangements. The child will not be allowed to stay at the program when ill.

We understand the complexities of managing work schedules and the difficulties of getting off of work to arrange for care for your child. Please know that we are empathetic to families’ situations and we do not make the decision to exclude a child lightly. However, if your child is ill, we do not have the proper facilities to care for him or her and s/he needs to be sent home. As inconvenient as that can be, we are acting on the best interests of the child and the program at large. We thank you in advance for your cooperation.

Your child will not be allowed to attend Hand In Hand Early Care and Education Center if he or she has an illness that is contagious (common cold excluded) or exhibits symptoms of illness within a **seventy-two (72) hour period** prior to child’s admittance back to the program. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home. Your child must be fever free (without fever reducing medications) before returning to Hand In Hand.

### **Symptoms of Illness (include but not limited to):**

1. Fever of 100 degrees F (taken externally) or higher **or**
2. Diarrhea (three or more watery stools within 24 hours) **or**
3. Vomiting on one or more occasions during the past 24 hours **or**
4. A draining rash **or**
5. Eye discharge or conjunctivitis or pinkeye **or**
6. Lice or Nits **or**
7. Too tired or ill to participate in normal activities **or**
8. Displays difficulty breathing (wheezing) or rapid respirations **or**
9. Continuous complaints of pain **or**
10. Persistent, thick green/yellow discharge from the nose

In the event your child vomits or develops (at least two instances of) loose stool during the day, your child will not be allowed to attend the following day, so we can be reasonably assured that the child is free of illness.

### **Illness Reports**

In the event symptoms of illness become apparent during the course of the day, appropriate action will be taken. The child’s parent will be notified and, in all circumstances, an Illness Report will be completed. In the event that your child becomes ill during the day you will be expected to have your child picked up within **1 hour**.

### **Medication**

Any and all medications administered to children will be documented on the Medication Log for childcare form and retained in the center’s files. There may not be any medications (fever reducers, creams, lotions, sunscreen, etc.) kept in your child’s backpack or cubby at any time. All medications must be given to the staff and will be properly stored. All medications forms must be updated every 30 days.

### **Over-The-Counter Medication**

Over-the-counter medications must be in their **original container** with the manufacturer’s label and directions for administration. Rescue medications such as in-haler’s, or epi-pens should be kept with the Hand In Hand program at all times. It is not sufficient for rescue medications to be held in the school nurse’s office for use with Hand In Hand in the event the office is locked for the day. The unused portion of the medication will be returned to the child’s parent. Hand In Hand is not able to use ‘homemade’ medications or remedies for children per Department of Human Services.

Medication will be administered on an **infrequent, non-routine** basis with **written** permission and instruction by the parent, provided the instructions do not conflict with the directions on the manufacturer's label or physician's directions. Topical ointments (for sun for example) will be applied as needed under written parental instruction **only**.

The following is a list of acceptable non-prescription medication:

1. Antihistamines
2. Non-aspirin fever reducers/pain relievers
3. Decongestants
4. Anti-itching ointments or lotions, intended specifically to relieve itching
5. Sunscreen
6. Insect Repellent
7. Lotions
8. Chapstick

### **Prescription Medication**

Prescription medication must be in the **original container and labeled from the USA** with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and the prescriber's name and license number. Any unused portion will be returned to the parent when no longer needed, or if needed overnight.

This medication will be administered **ONLY** upon **written** authorization of a parent/guardian stating that Hand In Hand Early Care and Education Center may administer such medication, according to the prescribed directions. Any and all side effects to any medications **must be disclosed** to Hand In Hand Early Care and Education Center prior to administration of such medication, whether or not symptoms of such side effects are present.

### **Hand Washing**

Hands will be washed when entering the program, before and after meals, before and after bathroom use, after nose blowing or wiping, after handling an ill/injured child, and after outdoor play. In addition to this, staff will wash their hands upon entering the program and before and after food preparation.

### **Fire Drills/Tornado Drills**

Practice drills will be conducted a minimum of once monthly and recorded on sheets required by the State of Iowa. Evacuation diagrams will be posted on each wall near each exit.

### **First Aid Training**

We require our staff members to maintain a current CPR certificate, basic First Aid Training, and infectious disease control.

### **Reporting Child Abuse/Maltreatment**

In compliance with the Iowa Department of Human Services, regulations for operating a child day care, Hand In Hand Early Care and Education Center is required to report IMMEDIATELY any reason to suspect child abuse/maltreatment. The center is also required to protect a child from any person/persons suspected of abuse/maltreatment while in care at the facility. (There is a copy of Iowa Dept. of Human Services regulations in the office that you are free to read at any time.)

### **Sign In & Out**

An attendance record will be kept in your child's classroom by the teacher. Please check **your child in and out at the information center**. This will keep a record of your child's time of arrival and departure. In order to maintain open communication and in the interest of safety, we request that you physically walk your child into the building and pick them up from the building each day. If your child is in the gym or on the playground you must physically go to those locations to get your child. All staff must maintain ratios at all times. Please refrain from any cell phone usage during drop off and pick up times.

### **What Not To Bring To School**

Hand In Hand Early Care & Education Center cannot assume responsibility for loss or damage to any personal possessions or clothing children bring to the center. We ask that all toys, dolls, purses, jewelry, balloons, games, money, valuables, sweets, soda and such **be left at home**. We engage in peaceful play (without toy weapons) and encourage sharing, therefore, objects from home are not welcome as they often create the kind of behavior we try to discourage.

On days when there is no school children may bring in limited toys from home. On these days, we still do not allow toy guns or toys representing violence of any kind. AT NO TIME may Pokémon cards, or trading cards, be brought into the program. PLEASE NOTE: Hand In Hand is not responsible for lost or stolen items.

## **CONFIDENTIALITY AGREEMENT**

All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the program. Employees of Hand In Hand, Inc. are strictly prohibited from discussing anything about another child with you.

Within Hand In Hand, Inc., confidential and sensitive information will only be shared with employees of Hand In Hand on a "need to know" basis, in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as we strive to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with Hand In Hand. Outside of the center, confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the center, persons with whom the information will be shared, and the reason(s) for sharing the information.

## **PARENT CODE OF CONDUCT**

Hand In Hand Inc., requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Hand In Hand is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Hand In Hand Inc., but is the responsibility of every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

### **Cursing/Profanity**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### **Threatening of employees, children other parents or adults associated with Hand In Hand, Inc.**

Threats of any kind will not be tolerated. In today's society, Hand In Hand, Inc. cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

### **Physical/verbal punishment of your child or other children at Hand In Hand, Inc.**

While Hand In Hand does not support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Supervisor.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or supervisor's attention. At that point, the teacher and/or Supervisor will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **Violations Of The Safety Policy**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Hand In Hand. Please be particularly mindful of our entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Supervisor.

### **Confrontational Interactions With Employees, Other Parents Or Associates Of Hand In Hand, Inc.**

While it is understood that parents will not always agree with the employees of Hand In Hand or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### **Violations Of The Confidentiality Policy**

Hand In Hand, Inc. takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Hand In Hand, Inc. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the policy.

## **TERMINATION OF CONTRACT**

At least two (2) weeks advanced **written** notice is required when you wish to terminate services. Payment for the child care services is due for the **FULL 2-week** notice period and is owed when notice is given, whether or not the child attends. **There will be no refund for early withdrawal.** Your account must be in good standing at these times. Earlier notice, if known, is always appreciated.

### **Termination of Contract by Center**

We reserve the right to terminate services any time, for any reason, without notice. It is the sole discretion of the owner/operator and director at Hand In Hand Early Care and Education Center as to the termination of a family's services. We will give two (2) weeks written notice prior to any policy or fee changes. Hand In Hand Early Care and Education Center reserves the right to amend or change services, agreements, fees, schedules and handbooks at any time. Hand In Hand Early Care and Education Center reserves the right to reevaluate any child's continued participation in the program at any time, for any reason, particularly if the child has needs that cannot best be met by the center, or that may be detrimental to the health or progress of other children. We also reserve the right to terminate services to any family whose parents/guardians are uncooperative in adherence to all policies, procedures, fee schedules, program requirements and amounts due. Any parent who avoids cooperation and positive communication with staff/administration may jeopardize their child's participation/enrollment status. We value and encourage positive communications with families. We will not tolerate yelling, threats or "making a scene" in front of the children for any reason. It is unfair to other children and families and is grounds for termination of services. This decision is at the sole discretion of the owner.

## **ACKNOWLEDGMENT & CONSENT**

All children enrolled at Hand In Hand Early Care and Education Center are treated with love and respect and provided with the opportunity to engage in a wide variety of activities in a warm, safe and clean environment. Our most fundamental objective is to tend to the needs/desires of your child first and foremost in a developmentally appropriate way in an environment where each child feels valued, loved and supported.

I have read and I understand the above to be the policies and procedures of Hand In Hand Early Care and Education Center. I agree, that by virtue of signing this copy, I have accepted these policies and procedures as a condition of my child's enrollment, registration and attendance at Hand In Hand Early Care and Education Center. I realize that failure to abide by any of the above policies and procedures may result in a reevaluation/renegotiation of my child's (or children's) arrangements with Hand In Hand Early Care and Education Center, including, but not limited to, termination of such arrangements by Hand In Hand Early Care and Education Center. I also understand and agree to recognize and abide by any future amendments to this handbook. Hand In Hand Early Care and Education Center, Inc. reserves the right to add,

delete or alter policies at any time for any reason. This signed copy will be kept in my file at Hand In Hand Early Care and Education Center, and I will have a copy at home for reference.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner and/or Director: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name(s): \_\_\_\_\_

Last Revised 8/26/20



## **ADDENDUM:**

### **COVID-19 Policies**

As parents, we understand the difficult choice of choosing a childcare center for your child, now you have to decide if you should put your child in the setting with the presence of COVID-19 in our community. Since 2001, we have been known for our clean, organized center and our commitment to supporting our students through their own developmental journey. Hand In Hand, Inc.'s high standards and the hard work of our team will be no different during these times. Your child and our employees are very important to us, and we will do everything we can to provide the tools, process, and support to promote a healthy environment.

Our plan has been developed using the guidelines set forth by Federal, State, and local resources. We will adhere to all policies. We also reserve the right to change the policy, with minimal notice, if we feel the Hand In Hand has been compromised or to work harder towards ensuring it is not. We welcome feedback and are looking forward to a respectful, partnership with all families and employees.

Our goals for all of us are to:

- Keep your child home when they are sick
- Increase our handwashing frequency
- Facemasks are welcome, but not required – unless in the schools, then facemasks will be required for those students.
- Maintain the 6-foot Social distancing from others, when able
- Increase cleaning and disinfecting protocol
- Limit the number of individuals that engage with one another
- Support your child with social emotional development during this time
- Support our team as they take this new journey in childcare

We will continue to partner with our local Department of Health, Department of Human Services, Linn Mar Community School District, and any State or Federal direction.

The enclosed are updated policies, that are in addition to the policies you have already been provided upon enrollment and updated throughout your time with Hand In Hand Inc. Please sign one copy and return to your center supervisor. As you know, we have always taken health and safety seriously, and this time is no different.

Respectfully,

Kathy Pruitt Owner/Director

## **Begin Your Day**

Each day, you need to self-screen your child at home prior to arriving at Hand In Hand, Inc. You should check for any symptoms:

- Fever, 100 degrees or greater
- Shortness of breath or difficulty breathing
- Cough
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Prior to allowing your child to stay with Hand In Hand for the day, we will again, take your child's temperature before allowing the child into the building. We will then walk your child to their classroom, wash hands, and they will join the class. This procedure will replace you signing in and out on the touch screen pad to eliminate unnecessary transfer of germs. In addition, a health care questionnaire and temperatures will be required by all staff upon entering Hand In Hand, Inc. as well.

## **Social Distancing**

At this this time, no one other than employees, students, disinfecting refill team, and food order team are allowed inside the center. This is a noticeably big change for you, and one that we know is hard. On the bright side, this may ease drop off and pick up for you and your child.

All persons, including employees, customers and vendors should remain at least six feet apart to the great extent possible, both inside and outside workplaces. We will refrain from any contact, as much as possible, including no hugging, high five's, or have physical contact. This is a vastly different direction than we have learned as Teachers. It will not be easy, and it will not always work with the students, but we will support one another, and the students as we work through this.

## **Face Masks, Face Coverings, Shields**

Face masks, covering, or shields are required for all children while in the care of Hand In Hand. They are also required for staff, parents, pick up and drop off persons. Face masks are readily available to all employees working with Hand In Hand, Inc.

## **Pick Up Procedures**

- Pick up time is at your specific time
- Notify the center within 10 minutes of arriving to pick up your child.
- Please wait outdoors or within the vestibule (1 person in vestibule at a time) until your child is brought to you.
- Practice social distancing while waiting for your child/ren.
- Wash your child's hands when you get home

Social distancing is the opposite of what we are taught as teachers. We understand this is quite different, and some students and families will struggle with this, as we learn how to work through this please continue to reach out to us. Let us know ideas you have to abide by the policies and ensure your child, and you, feel comfortable.

## Hygiene Protocols

We are increasing our hygiene frequency. Besides adding the morning health/temperature checks, and afternoon health/temperature checks, we are also increasing hand washing and eliminating certain toys and activities that could spread illness.

The protocols relayed below are in addition to the health and safety policies and procedures at Hand In Hand, Inc.

## Onsite Illness Event

Not only will our employees go through a health check screening, so will our students. During the day if we notice any of the above symptoms from your child, we will notify you immediately. Students will be separated immediately. We have designated the supervisor's office as the safe sick place where they can be isolated from others and supervised at the same time.

We realize these symptoms can come up at any time, immediately when your child begins showing any of these symptoms please reach out to your designated center supervisors. It is urgent during these times that we know so we can begin working on a safe plan for all children. Please let us know if you need any assistance during this time, we are here to support you.

## Enhanced Cleaning and Disinfecting

We have always been committed to a promoting a clean environment. We have a great relationship with our cleaning vendor, we are confident that between our policies and procedures we will be able to abide by all rules to promote a healthy environment. We are removing soft toys, and items children tend to mouth, sensory items, etc.

## Communication

We will continue our strong communication system we had in place prior to this and will work towards evaluating it to meet your needs during these new procedures. Please continue to communicate what is working and what is not so we can provide a communication system that eases your mind. We will continue to:

- Monitor email messages very regularly, this is how you will communicate anything you would normally tell us at drop off. While the phones are still operating, it will be difficult for us to respond to all phone calls while we are doing these enhanced drop off procedures.
- Want to tell the Teacher something? Just ask! Teachers are still available for face to face communication.
- Hand In Hand Facebook and Instagram page.
- Consistent email communication from the Center

Although you are not entering the physical building, this does not mean we do not communicate with you as we normally do. Now more than ever, our communication is a critical piece to your child's success. If you are having any issues with communicating with us please let the office know immediately, it is very important to us that while you cannot come inside, you feel communication continues to meet your expectation and ours.

- **Medical Records:** All children enrolled must have evidence of a physical and certification that they have been successfully immunized in according with DPH recommended schedules.
- **Student Records:** We will continue to update the student records; any change of contact information should be communicated immediately.
- **Training:** Our team is receiving training and support in working with these new procedures, and anytime they are updated we will continue to support them.

## Hours of Operation

Due to the effects of the Coronavirus on the Center, the following changes are being made to our hours of operation:

- Ours hours of operation will now be 6:30 am- 5:30 pm. Hours may be shortened at heightened times of the pandemic.

As we have been discussing since this virus has entered our community, we are here for you and your child. We will do what we can to help your child adjust to this norm and support them in their development. We appreciate your continued support of our Center and know we are here to partner with you in your child's success.

**Positive COVID-19 Case**

If a staff member or child has been diagnosed with COVID-19, children and staff who have been in close contact with the child will be notified and consistent with IDPH guidelines, will remain in self-isolation in accordance with public health guidance. Our staff works closely with the Linn County Public Health and Department of Human Services to protect the health of all children and staff.

With the recommendation from IPHD, classrooms that were exposed would be closed for 14 days. During this time, the staff will be in quarantine and the room will be heavily disinfected. Due to the circumstances, we would ask that you are responsible for ½ tuition over the 14 days. If you choose to continue your regular tuition payments, this is always appreciated during this time.

Please note, that at any time this policy can change or be altered. Hand In Hand will continue to be transparent through all of the updates, and changes.

**ACKNOWLEDGMENT & CONSENT**

I have read and I understand the above to be the policies and procedures of Hand In Hand Early Care and Education Center. I agree, that by virtue of signing this copy, I have accepted these policies and procedures as a condition of my child's enrollment, registration, and attendance at Hand In Hand Early Care and Education Center. I realize that failure to abide by any of the above policies and procedures may result in a reevaluation/renegotiation of my child's (or children's) arrangements with Hand In Hand Early Care and Education Center, including, but not limited to, termination of such arrangements by Hand In Hand Early Care and Education Center. I also understand and agree to recognize and abide by any future amendments to this handbook. Hand In Hand Early Care and Education Center, Inc. reserves the right to add, delete or alter policies at any time for any reason. This signed copy will be kept in my file at Hand In Hand Early Care and Education Center, and I will have a copy at home for reference.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Child(ren): \_\_\_\_\_