

Nevada Community Resource Center
Summer Program 2017
Parent Handbook

Summer Program located at Central Elementary School

925 H Avenue
Nevada, Iowa 50201
Office: (515)382-1600
Cell: (515)460-3358
Chris Burling, NCRC Director
cburling@nevada.k12.ia.us
Whitney Anderson, Assistant Director
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Nevada Community Resource Center

The Nevada Community Resource Center (NCRC) is committed to serving families in our community by providing a summer program available for children who have completed preschool through 6th grade. **This year, our program will run from Monday, June 19th, through Friday, August 11th.** Reminder, we are CLOSED Tuesday, July 4th (holiday). Our doors will open at 6:30 a.m. and will close at 6:00 p.m. The NCRC does not discriminate in our admission based on race, sex, religion, color, sexual orientation, place of national origin, marital status or ability.

The NCRC staff will provide a safe, nurturing, and structured environment that will ensure quality care for your child. Our activities will continue to promote positive life skills development in the areas of academics and socialization as well as enhancing their emotional and physical well-being.

Through the combined efforts and support of the families, staff, and community, the NCRC will continue to be an excellent resource for all involved. Thank you for entrusting your child in our care.

Mission Statement

To enhance child and family well-being

NCRC Vision

“Through innovation, collaboration, and cooperation, we will promote services that provide the tools needed to enhance family well-being and community partnerships.”

Goals

- To provide a safe, nurturing, stimulating, and structured environment for children grades preschool through 6th grade.
- To provide programming that meets the scheduling needs of parents/guardians.
- To provide quality staff who have a vested interest in the healthy development of children.
- To promote the development of socialization skills through positive interactions with peers and staff.
- To be committed to our community and its families.
- To provide opportunities deemed essential in producing successful adults, and laying the foundation for a safer, healthier future for our youth.

****The NCRC is a tobacco-free environment****

Licensing

The NCRC is licensed by the Iowa Department of Human Services (DHS) to serve 100 children. A copy of the licensing rules and regulations is available in the office as well as at <http://www.dhs.state.ia.us> .

The NCRC has routine visits to insure we comply with all requirements of the State of Iowa.

Cheryl Hickle
DHS Licensing Agent
515-725-2663
chickle@dhs.state.ia.us

Registration

To register at the NCRC, you may contact Chris Burling or Whitney Anderson at (515) 382-1600 or email Chris at cburling@nevada.k12.ia.us or Whitney at wanderson@nevada.k12.ia.us. You will be required to fill out the forms listed below before your child will officially be enrolled. A \$10 nonrefundable per child fee will be charged to register.

Required Forms for Registration:

- Summer Contract
- Emergency Consent Form
- NCRC Consent Form
- Sunscreen Permission Form
- Assessment & Health Form – PreK and up (updated yearly)
- Proof of Physical Exam – Preschool
- Medication Permission Form (if necessary)

Summer 2017 – Weekly Rates & Fees

Full Time Rate (4-5 days)

	Regular Rate	Reduced Rate
First Child	\$130	\$78
Additional Child(ren)	\$111	\$66

Part Time Rate (1-3 days)

	Regular Rate	Reduced Rate
First Child	\$91	\$55
Additional Child(ren)	\$77	\$47

Billing

Billing occurs monthly. Bills will go out on the 1st of every month. Payments are due by the 15th of each month. A late fee of \$5.00 will be charged if you have not made prior arrangements with the Director. All returned checks will be charged a \$33.00 NSF fee as well as any other fees that might accrue. If tuition bills are not paid, your child will be removed from the program.

Bills can be paid by check (made out to NCRC), cash, or on RevTrak. If you would like to sign up to pay with RevTrak, go to the Nevada Community School District website at this web address to register:

www.nevadacubs.org

Note: You will **NOT** be credited for sick or vacation days. You **will NOT** be charged for the days the NCRC is closed (July 4th)

Scholarships

If you are in need of financial assistance, please contact the NCRC Office regarding qualifications and possible scholarship availability.

Contact Information

NCRC Office Phone: (515) 382-1600

Chris: cburling@nevada.k12.ia.us

NCRC Cell Phone: (515) 460-3358

Whitney: wanderson@nevada.k12.ia.us

Daily Activities

The children will be separated into three different classrooms. Staff members will be assigned to these rooms according to child/staff ratios. To ensure a structured environment for the children, we will incorporate the following programming into

our schedule. However, there will be times when staff will need to be flexible in activities and improvise when necessary due to inclement weather or any other unforeseen circumstances. If your child is involved in an activity not provided by the NCRC that needs accommodating within the NCRC schedule please contact the NCRC office to determine the feasibility of necessary arrangements. Parents will be required to provide a detailed note with signature consenting to these arrangements if agreed upon by NCRC staff.

Centers

Staff members will set up "centers" where children can play games or activities within their assigned room. These can include but are not limited to:

- Legos
- Puzzles
- Board Games
- Arts & Crafts
- Fine motor play
- Books
- Dolls
- Blocks
- Cars
- Dramatic play
- Small manipulatives (magnets, tinker toys, playstix, etc.)
- Computers

Snack Time

A nutritious, peanut & tree nut free snack and milk or juice will be provided to your child mid-morning and mid-afternoon. The snack menu is posted monthly in the provided snack areas as well as by the sign in/out sheet. **Please keep the staff aware of any food allergies your child has or special diet preferences.** The NCRC follows CACFP guidelines. The NCRC does not withhold food or beverages as a punishment. Staff will not threaten to withhold food as a form of punishment.

If you would like to provide a snack for a special occasion it must be store bought and peanut & tree nut free. Please notify the NCRC office if you plan to bring a special snack. If the provided snack does not meet CACFP guidelines, an additional snack will be supplemented.

Lunch

The NCRC will once again be participating in the Food For Thought lunch program. Your child will have the opportunity to have a free, nutritious lunch Monday, June 19th through Thursday, August 3rd. If your child chooses not to be a part of this program, you will need to send a sack lunch (**NO pop**).

Everyone must bring a sack lunch on Fridays and EVERY day after August 3rd. Please do not send food that needs to be heated up or refrigerated, as we do not provide this service.

Outside Play

Weather permitting, outside play will be incorporated into the daily schedule where the children will have the opportunity to use the Central Elementary playground or community parks. This will encourage gross motor play, exercise, and socialization skills while promoting their growth and development. **Please send tennis shoes** with your child **every day**. They may carry flip flops and sandals, but will need to wear tennis shoes when walking to the pool or playing on the outside playground equipment. This is for your child's safety as well as allowing them to participate in the provided activities.

Quiet Time

The summer program runs from 6:30 a.m. – 6:00 p.m. each day. This is a long time to be "on the go". Depending on the schedule of the day, we will incorporate a time of quiet or rest in the schedule. Keeping in mind the age of the child, this might mean listening to soft music, doing a quiet activity, reading a book or in some instances, watching a movie.

Reading/Academic Time

In keeping with the concept of helping the children retain skills that they have learned throughout the school year, a scheduled reading and academic time will be incorporated in each classroom. This will include reading, writing and math activities. The children are welcome to bring books from home to read (or be read to) during this time (NO Kindles).

Extra-Curricular Activities

Swimming

Every Monday, Wednesday, and Friday afternoons (unless the schedule notes otherwise) from 1:00 p.m. to 3:00 p.m., we will be at the Fawcett Family Aquatic Center to swim, weather permitting. **We stress the importance of wearing tennis shoes (no flip flops) as all ages will be expected to walk to the pool.** Families **must** pay admission for these trips. The easiest and most cost efficient way for children attending NCRC full-time is to purchase a pool pass through Nevada Parks & Rec. **You will also be responsible for providing each of your children with a towel.** Do **NOT** send any spending money with your child(ren) as they are not allowed in the concession area. All children will be

expected to be a part of this activity either by playing in the water or in the sand area. **Please provide the NCRC office with your pool pass number** as soon as you purchase your pass from the Fawcett Family Aquatic Center.

Sunscreen: During the summer months, sunscreen will be applied to all children prior to going outside. Sunscreen will be reapplied every two hours and every hour while at the swimming pool. **Parents MUST fill out the Sunscreen Permission Form** prior to the start of the summer program. The NCRC will provide sunscreen for a fee of \$16 per child for the summer, unless otherwise specified on form. This fee will be added to your first summer bill. **Please be sure to indicate any allergies to sunscreen lotions and send an alternative.**

Swimming Lessons

The NCRC provides transportation to and from swimming lessons for children enrolled in the first session (June 12th-23rd) at the Fawcett Family Aquatic Center. The NCRC will only transport June 19th-23rd since the NCRC will be closed June 12th-16th. Please indicate if your child will need this service on the Field Trip Permission Form with their swim lesson time.

Library

We will walk to the Nevada Public Library on Thursdays. We will participate in a special group story time and activity specifically for the NCRC children. While at the library, the children will also have the opportunity to check out books. **These books will be checked out in your child's name and it will be your responsibility to return them or pay any outstanding fees if the book is late or lost.**

Field Trips

Field trips are a great way to learn about other cultures, people and places. Tuesdays are designated as our field trip days unless schedule notes otherwise. Please have your children wear good walking shoes on these days. Do **NOT** send any spending money with your child for field trips.

Field Trip Fees

Payment for all trips will be added to your monthly bill. Transportation costs are included in all field trip fees.

Date	Field Trip	Cost
June 20 th	Movies 12 (Cars 3)	\$10
June 27 th	Threshold Learning Center	\$8
July 11 th	Science Center & IMAX	\$16
July 18 th	Blank Park Zoo w/ Animal Program	\$14
July 25 th	Story County Fair	\$3
August 1 st	Story City Carousel & Fairview Lodge (craft/snack)	\$8
August 8 th	Sports Bowl	\$8

Field Trip Expectations

When NCRC children are away on a scheduled field trip, or away from the building, they are expected to demonstrate good character and positive behavior. If they are rude, disrespectful, or misbehaving, they will not be allowed on the next trip. This will be at the discretion of the program staff.

It is required that you fill out the “Field Trip Permission Form” which gives consent for all field trips. All children will be expected to attend these events if they are in attendance these days. **ALL** staff members will be on the field trips for optimum supervision. Each staff member will be assigned a specific group of children to better supervise with a ratio of 1:10 or less. A first aid kit, emergency contact information and emergency consent forms for the children will be taken on all trips.

Transportation

The NCRC children walk to the library, pool and any other field trips/activities within walking distance. In the event of lightning, NCRC staff will accompany the children on a provided district bus to transport the children safely (if available). A district bus and van will be used for field trips if not within walking distance. Children must follow basic rules of conduct while on the bus/van: fighting, swearing, or abusive behavior is prohibited; children must remain seated at all times and keep all body parts inside the vehicle; eating or drinking is prohibited as well as throwing objects out the window. Staff will be monitoring behavior and enforcing rules.

Summer 2017 – Daily Schedule

Monday, Wednesday & Friday

6:30-7:30 arrival (free play)
7:30-8:30 outside play/split into classrooms (games, crafts)
8:30-9:00 morning snack
9:00-11:15 classroom (educational time/reading time)
11:15-11:45 classrooms (get ready for pool/sunscreen)
11:45-12:00 restroom and wash hands
12:00-12:30 eat lunch (feeding program/sack lunches)
12:30-1:00 get into pool groups & walk to pool
1:00-3:00 swimming at Fawcett Family Aquatic Center
3:00-3:15 regrouping at pool & walking back
3:15-3:45 afternoon snack
3:45-6:00 choice time

Tuesday

6:30-7:30 arrival (free play)
7:30-8:30 outside play/classrooms (games, crafts)
8:30-9:00 morning snack
9:00-11:45 classroom (educational time/reading time)
11:45-12:00 restroom and wash hands
12:00-12:30 eat lunch (feeding program/sack lunches)
12:30-3:00 field trip (times will vary depending on each field trip)
3:00-3:30 afternoon snack
3:30-6:00 choice time

Thursday

6:30-7:30 arrival (free play)
7:30-8:30 outside play/classrooms (games, crafts)
8:30-9:00 morning snack
9:00-10:15 **Group 1** – restroom breaks & walk to library/**Group 2** – craft (in commons)
10:15-11:30 classrooms
11:30-11:45 restrooms & wash hands
11:45-12:15 eat lunch (feeding program/sack lunches)
12:15-1:30 **Group 1** - restrooms & walk to library/**Group 2** – craft (in commons)
1:30-3:30 classrooms/outside play
3:00-3:30 afternoon snack
3:30-6:00 choice time

NCRC Conduct Policy

It is our intent that each child enjoys his/her experience at NCRC. To make this possible, we have implemented basic rules of conduct to ensure the safety of all participants. At any given time, if your child is acting inappropriately, you could be called and asked to come and get your child. We must allow every child to have a positive experience at the NCRC. Please review the NCRC expectations with your child.

Just as in school, your child is responsible for his/her actions. Because we are here to help your child succeed, we will provide all the basic information about rules of safety and good conduct expectations. Positive guidance techniques will be used to reinforce this policy (see program manual for details).

The following conduct policies apply directly to each child and will be used in determining eligibility to continue as a participant in the program. Age and stage of development will be taken into consideration when determining consequences. In accordance with the severity of the behavior, your child may either: lose a privilege during a specific activity, be suspended from the program, or be terminated from the program all together.

Rules & Expectations

The NCRC's 3 main rules are: Be Safe, Be Kind, Be Respectful. The following expectations fall under these rules:

- Children must stay with assigned group within authorized areas of the facility and playground
- Children must use appropriate language while also being kind and respectful to staff and peers
- The NCRC does not tolerate the defacing or stealing of property
- Children are not allowed to engage in fighting or demonstrate aggressive behavior
- The NCRC, like the school, is substance free which includes, but is not limited to, cigarettes, chewing tobacco, alcohol or non-prescribed drugs
- Children must follow all basic rules of safety in **all** NCRC settings, including field trips, pool, library and any other NCRC activities.

If a child does not follow these policies, every effort will be made to contact the parent and meet in conference. Depending on the severity and location of the infraction, the parent will possibly be expected to:

- Pick up the child immediately from the NCRC or field trip site

- Meet with the Director and Assistant Director for a conference concerning the infraction, during which time suspension or termination from the program may be a consideration

Positive System

Each classroom has a positive behavior management system for the children that coincides with the child's age. As stated in our conduct policy, we want your child to enjoy the activities and opportunities offered through NCRC. Just as in school, he/she is responsible for his/her actions. Because we are here to help your child succeed the following system is in place. Positive behavior will receive privileges or rewards such as, but not limited to, small prizes, words of praise, positive notes home. If a negative behavior occurs, after an initial warning and redirection, children will receive a time away/break from friends (offered a quiet activity to complete alone), loss of privilege or other consequences based on the behavior. The child will then spend time with a staff member to discuss how the situation could have had a more positive outcome by following the NCRC rules. If you have any questions regarding the behavior management system, please talk with your child's classroom staff or refer to the NCRC Program Manual for more detailed information on behavior guidance.

According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]

- Corporal punishment including spanking, shaking, and slapping will not be used.
- Punishment which is humiliating or frightening or which causes pain or discomfort to the child will not be used.
- Punishment or threat of punishment will not be administered because of a child's illness or lack of progress in toilet training, or in connection with food or rest.
- No child will be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.
- The NCRC will have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well-defined limits. The written policy can be found in all NCRC handbooks.

Weapons

Per Nevada Community School District #502.6, participants in the NCRC program shall not possess weapons of any kind, including gun look-alikes, while under the supervision of NCRC staff. **If a child is found with a weapon, parents will**

be notified immediately as well as law enforcement and school officials as necessary. The NCRC conduct policy will be enforced. In all cases the parents/guardians will be notified through a phone call and a written incident report.

Biting Policy

In cases where a mark is left on another child as a result of biting, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. At pick up time, the parents of the children involved will be asked to sign a copy of the incident report that will be placed in the child's file for documentation. In situations where biting occurs, the following first aid procedure will be followed:

- For a surface bite, ice will be applied to reduce any swelling or bruising
- For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

Parent Responsibilities

Absences

If your child is going to be absent, please contact us as soon as possible. Knowing who will be in attendance helps us better plan our group times and staff/child ratios.

NCRC Office Phone: (515)382-1600

NCRC Cell Phone: (515)460-3358

Chris' Email: cburling@nevada.k12.ia.us

Whitney's Email: wanderson@nevada.k12.ia.us

Arrivals and Pick Ups

You may accompany your child into the building starting at 6:30AM at Central Elementary. **It is very important to keep our records accurate, so you MUST sign your child in on the provided attendance sheet and make contact with the classroom staff.** Please be aware of our daily schedule so you know where we are. Be sure your child is in the building in plenty of time for the field trips. There will **NOT** be a staff member who stays back since your child will be expected to be a part of these activities. We also encourage you to pick your child up from the elementary school rather than the field trips or the pool

unless you have made prior arrangements with the staff. **You must pick your child up no later than 6:00 pm.** If you pick up your child after 6:00 p.m. you may be charged a late fee of \$10.00 for every 15-minute increment. **Please remember to check your mailbox before signing your child out.** If a parent/guardian is intoxicated or substance-impaired, the NCRC staff will contact the other parent/guardian or emergency contact to provide transportation for the child.

On your emergency consent form, you need to write the names of others who can pick up your child. For safety purposes, it is under the staff's discretion to ask for that person's identification before we let them take the child. If they refuse to show identification, staff will keep the child and contact a parent/guardian. There may be extenuating circumstances when another person, not on your list, needs to pick up your child. You must call the NCRC office with this information.

Being Prepared

Children should come to NCRC appropriately dressed for **ALL** NCRC activities.

This includes:

- Tennis shoes (preferred), but our goal is to avoid flip-flops and high-heels.
- Swimsuit & towel (on pool days)
- Water bottle
- A sweatshirt is important to have in the summer. While it may be quite warm during the day, it can be chilly in the morning and inside with the air conditioning.
- It is a good idea to send an extra set of clothing. There are several ways in which your child can become wet or messy enough to need a change of clothes.
- To minimize any mix-up or lost clothing, label all of your child's clothes.

Belongings

Children will put their belongings in their assigned locker at Central Elementary. The NCRC will not be responsible for lost, stolen or broken items so please have your child keep their valuable items at home. It is also helpful to have your child's name on their belongings. **We do not allow gum, candy, toys, electronic devices (including E-readers), or sports equipment from home.**

Cell Phone Policy: NCRC children are discouraged from bringing cell phones to the NCRC. Telephones are available and staff will assist in making all necessary calls. The NCRC is not responsible for lost, damaged, or stolen cell phones. Cell

phone use during NCRC may result in confiscation of the phone, in which the cell phone will be returned to the child when the parent picks them up.

Parent Disclosure

In the best interest of your child, please inform the staff of any special needs or limitations. We want to provide each child with the best possible care and need to know if your child requires medications (Medication Permission Form required) or other special considerations. Such situations must be discussed with the NCRC Director or Assistant Director who may also consult with school staff. The American's with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program. Please be aware that there are limitations of the NCRC accommodations, we may not be able to care for all needs as we cannot provide one-on-one care.

Parent/Guardian Involvement

We believe in a strong partnership between parents and staff. The NCRC recognizes that each family system is different and we strive to work with each family on a continual basis. The NCRC has the following avenues of parental/guardian involvement to encourage input in decision making, planning and to facilitate communication among parents and staff.

- Parents may request a conference with the Director or Assistant Director at any time to discuss their own child or the program in general. You may set up an appointment if necessary.
- We always like to know what you think. If you have a question, concern or suggestion, please email, talk to the staff or call the NCRC office at any time.
- We send out evaluations annually to get feedback on how we're doing.
- Information regarding upcoming NCRC events will be distributed as necessary.

Parents will be granted unlimited access to their children during NCRC hours, unless parental contact is prohibited by court order. If parent contact is prohibited by court order, the parent must provide a copy of the applicable portions of the court order. That copy will be placed in the child's file.

Staff Qualifications

Mandatory Reporting

By law, the State of Iowa and the Department of Human Services require we inform you: We are required to report any suspicion of child abuse or neglect. It is not our job to determine the validity of such suspicion, but simply to report it.

Hiring Procedure

NCRC has policies set in place that defines the roles and responsibilities, qualifications and special training needed to be employed by the center. Hiring procedure include completion of the following checks:

- Criminal record check
- Free from history of substantiated child abuse or neglect check
- Education credentials
- Verification of age
- Completion of high school or GED
- Personal references
- Current health assessment

Orientation

Employees must know their roles and duties while working with the children at the NCRC. After meeting with the NCRC Director and Assistant Director upon hiring regarding expectations documented in the NCRC Program Manual they will receive on-the-job training. The training of new employees is monitored by the NCRC staff.

Staff Development

NCRC Staff are required to take classes/training throughout the course of the year. The resources currently used by the NCRC staff include Child Care Resources & Referral, Heartland AEA and Iowa Child Care Training Registry. NCRC Staff are expected to complete all trainings which are focused on topics relevant to the NCRC programming.

Staff Evaluations

The NCRC Director completes formal staff evaluations annually. If there is a concern with an employee's performance the director will address this as necessary.

Health and Safety Policies

General Health and Safety Guidelines

- All staff must be alerted to the health of each child, known allergies or special medical conditions.
- When a child is under the supervision of NCRC, all staff must be alerted to the whereabouts of all the children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are familiar with evacuation routes and procedures.
- All staff are to follow proper procedure for hand washing, using disinfectant and follow universal precautions to prevent infections.
- All NCRC staff completes "Bloodborne Pathogens" annually.
- All NCRC staff will complete CPR & First Aid training, including managing blocked airway and providing rescue breathing for infants and children, if they are not already certified

Emergency Medical Consent Forms

Your complete registration forms should have your home, work and cell contacts, as well as at least two emergency contacts. This is the information we will use when we need to reach you, including in the case of illness or a medical emergency. You will also be required to list your child's doctor, dentist and hospital preference. **If any of this information changes, please inform the NCRC office immediately.**

Illness Policy

Upon arriving at NCRC, each child is observed by staff for signs of illness or injury that could affect the child's ability to participate comfortably in daily activities. If a child requires more care than the staff is able to provide, the parent will be contacted. If your child becomes ill during the day, you will be notified and your child will need to be picked up immediately. If you are unable to be reached, an emergency contact person will be notified. Until the child is picked up the NCRC will provide a quiet area for the ill or injured child to rest.

Children must be free of fever, and other illness symptoms like vomiting and diarrhea, for 24 hours before returning to NCRC. If you feel your child is too sick to participate in outside play or other planned activities, your child should be staying home. The NCRC does not have enough staff to provide supervision to one child who needs to stay inside.

Communicable Disease

Parents need to notify NCRC staff of any communicable diseases. When a communicable disease has been reported, all parents will be notified by email, and a notice will be posted on site. This notice will include details of symptoms, mode of transmission, period of communicability and the control measures NCRC takes when this event occurs.

Medical Emergencies

In the event of a medical emergency or accident, NCRC staff will administer first aid. If it is determined that medical help is advised, every attempt will be made to contact the parent/guardian. If this is not possible, we will contact the emergency contact persons listed on your registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will call 911. **Under no circumstances will staff transport children themselves to receive medical treatment.**

Medication Administration

All medication to be administered during NCRC hours will be kept and administered by NCRC staff certified in medication administration. No medication will be administered without specific guidelines and directions from the parent/guardian. All medication to be administered at the NCRC must be accompanied with a medication permission form, giving specific directions, along with the signature of the parent/guardian. Medication will not be given without a completed form. All "over the counter" medications require a completed form. Prescription medication administered at the NCRC needs to be in the original prescription container labeled with: name of the child, name of the medication, directions, physician's name and date of prescription.

For the safety of all children in the program, medications will be stored in a locked, secure place. Any unused medication or empty containers will be returned to the parent/guardian for proper disposal.

After giving medication staff will observe the child to make sure there are no adverse reactions. In case of a possible reaction to any medication the parents/guardians and prescribing or local physician will be contacted immediately.

Hand-washing

The NCRC will ensure that staff assist children in personal hygiene sufficient to prevent or minimize the transmission of illness or disease. Hand-washing procedures are posted at all sinks.

Children's hands shall be washed at the following times:

- Immediately before eating or participating in any food service activity
- After using the restroom
- After handling animals
- After outside play/swimming

Child Injury/Incident Reports

If a child is hurt, an accident/incident report will be filled out. The parent/guardian will be asked to read and sign the report. A copy of this report will be given to you (if requested) as well as placed in your child's file.

If your child is involved in a behavior-related incident, the same report procedure will be followed.

Lice

If not monitored closely, head lice can be a problem. To keep this situation under control the staff will do periodic head checks. If it is discovered that a child has nits or lice, the child will be sent home to be treated. **Children may not return to the program until they are nit and lice free.**

Toilet Training

All children in the NCRC programs are required to be toilet trained. If a child has an accident, staff will clean the child and put on extra clothes. **It is important that the children have an extra set of clothing from home.**

If a child has frequent accidents, the Director will contact the parent to discuss the situation.

Emergency Procedures

General Procedures

Next to the telephones is a listing of the facility's exact location including address and directions to assist emergency personnel in finding our location as to assure the staff's ability to properly guide the authorities to our facility.

It is the responsibility of the NCRC Director to keep all staff members informed of their individual duties and responsibilities in the event of an emergency.

Staff will be provided with:

- An emergency evacuation diagram
- A complete detailed procedure, in writing, outlining staff responsibilities in the event of an emergency
- A synopsis of the written procedures, including the exact directions to the center, posted near the telephone

Fire Emergency

- Fire drills will be held monthly. All fire drills will be documented in the fire drill log, which will be kept available at the center.
- Immediately upon discovery of any kind of fire in the building, or to initiate a fire drill, the fire alarm will be sounded, which will contact local authorities and emergency personnel.
- Upon hearing the fire alarm, staff members will immediately react as follows:
 - NCRC staff will instruct the children to line up at the closest/safest exit door in a single file line.
 - An NCRC staff member will immediately take the children along with the attendance sheet out through the closest/safest exit door.
 - Once in the designated meeting place (depending on location of fire), the NCRC staff will have the children sit down quietly and take roll using the daily attendance sheet.
 - If any child is unaccounted for, the fire department will be advised immediately.
 - The staff will not leave the children for any reason, re-entering a burning building must be the responsibility of the emergency personnel.

The NCRC staff will reassure the children and make every effort to maintain good composure at all times. Children will be released to their parent/guardians or persons on the emergency contact form.

If extreme weather conditions permit immediate shelter (i.e. rain, extreme cold or heat, etc) the NCRC children will be walked to the NCRC building for safety.

Tornado Emergency

Tornado drills are held monthly. These drills will be documented on the tornado drill log and kept available at the center.

Tornado Watch: Upon learning of a tornado watch in the area, NCRC will immediately and continuously monitor the weather until such time as the facility is closed and all children have left with their parent/guardians or the weather watch is cancelled.

Tornado Warning: Should weather conditions deteriorate and a tornado warning is issued, the NCRC will initiate the following tornado procedures:

- The NCRC staff will instruct all children to keep quiet and form a single file line at the door.
- The NCRC staff will take all of the children and the attendance sheet to a predetermined location (hallway) and close all doors. The children will sit quietly in front of the lockers while attendance is taken. If necessary, staff will instruct the children to sit in the turtle position (cover head with hands).
- The children will remain in the predetermined safe location (hallway) until the tornado warning has been cancelled.

Intruder within the NCRC

In the event of an intruder that poses a threat, the NCRC staff and children will follow ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training procedure.

Utility Failure

Staff members and children will remain in their classrooms if at all possible, proceed with activities as usual or may go outside to the playground until utilities are restored.

If utilities cannot be restored within a reasonable amount of time, the NCRC will go to the NCRC facility at 1037 8th Street to continue programming. If this location is also affected the NCRC will close and the parents will be contacted. NCRC staff will begin calling parents for immediate pickup.

Missing or Abducted Child

In the event that a child is missing or abducted, the following procedure will be carried out:

- The NCRC staff will search the premises for the child.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the NCRC Director will be notified that the child is missing.
- The staff will also confirm that the child was not picked up by a parent.

If the child has not been found, a lockdown begins. During a lock down, the procedures are:

- All exits are monitored by staff letting no one in or out of the facility
- 911 will be called by a staff member who has the best knowledge of what the child is wearing along with distinctive features

The following information will be written down and given to the police:

- child's name, age, height, weight, date of birth, and hair color
- child's clothing worn that day, identifying features
- time at which child was noticed missing
- if a child abduction is suspected, were there suspicious vehicles or persons located around the NCRC building (if so, descriptions written down as well)

While the police are in route, the NCRC will continue to look for the child. They will look in every cabinet, closet, cubby, and every other location a child could hide.

Once the police arrive at the NCRC (Central Elementary), all information will be given to them to help in locating the child.

The police will be asked to activate an Amber Alert by the NCRC Director.

Bomb Threats

As soon as a bomb threat is reported, Central Elementary will be cleared and law enforcement will be notified immediately. The appropriate District or law enforcement officials will make a thorough search of the building. NCRC staff and children will remain away from the building until it is determined that danger no longer exists.

Chemical Spills

In the event of an external chemical spill, the NCRC is prepared to shelter in place and keep children and staff inside the building.

- The NCRC staff will move the children away from immediate vicinity of danger and stay at this location until directed otherwise. Attendance will be taken to be sure all children are safe.
- All windows and doors will be sealed and the heating and/or air conditioning system will be turned off
- Local law enforcement will be notified of our intent to shelter in place

- The NCRC Director will determine whether the NCRC will be closed or remain open. Parents/guardians will be notified by phone if the NCRC is closing.
- An “all clear” will be given once the threat has passed and it is safe to leave the building

In the event of an internal chemical spill (i.e. natural gas leak, etc.), the NCRC will evacuate the building.

- NCRC staff will instruct the children to line up at the door in a single file line.
- An NCRC staff member will immediately take the children along with the attendance sheet out through the closest exit door.
- Once in the designated meeting place (playground area), the NCRC staff will have the children sit down quietly and take roll using the daily attendance sheet.
- All windows and doors will be sealed and the heating and/or air conditioning system will be turned off
- Local law enforcement will be notified of intent to evacuate the building
- The NCRC Director will determine whether the NCRC will be closed or remain open. Parents/guardians will be notified by phone if the NCRC is closing.
- An “all clear” will be given once the threat has passed and it is safe to re-enter the building

**For more detailed information regarding our programs please see the
NCRC Program Manual**