



**GATEWAY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

CHILDREN'S LEARNING CENTER **PARENT HANDBOOK**



GateWay Children's Learning Center

108 North 40th Street, Phoenix, AZ 85034
(602) 286-8130 | clc@gatewaycc.edu

Monday - Friday: 7:00 a.m. to 5:00 p.m.
Closure at 2:00 p.m. every 3rd Friday

GATEWAYCC.EDU/CHILDCARE

WELCOME to GateWay's Children's Learning Center

Introduction and purpose

Our mission for the GateWay Children's Learning Center (GWCLC) is to provide a program where:

Children have a safe, healthy environment where they can learn through play while finding value in their individual abilities and characteristics.

Families are valued for their commitment to a partnership between home and educators. The program recognizes and celebrates family culture, traditions and diverse backgrounds and beliefs.

To make our mission a reality, the GWCLC provides high quality, developmentally appropriate care and education to the children of GateWay Community College students, employees, faculty and the community. The Children's Learning Center strives to meet the needs of our families by providing a program that is accessible, affordable and offers flexible hours.

Educational philosophy

The Children's Learning was established to care for young children of Gateway Community College students. We provide a safe, caring environment where the children can experience physical, mental, social and emotional growth. Parents can study and/or work knowing that their child is well cared for. CLC services are available to students enrolled at the other Maricopa Community Colleges, Maricopa Community Colleges Faculty and Staff, and to children within the surrounding community.

The Children's Learning Center maintains a Quality First Star Rating, holding the program to high standards.

Services offered

- Full Time schedule (6 hours or more per day)
- Part Time schedule (less than 6 hours per day)
- Preschool Program (potty trained children ages 3-5 years old).
- Summer and School Age Care (6-12 year olds)

Hours of operation

Fall Semester and Spring Semester

7:00am-5:00pm, Monday through Friday

Summer Semester:

CLC: 7:00am-5:00pm, Monday through Thursday, CLOSED on Friday

Camp Gecko: 6:30 AM – 6:00 PM, Monday through Friday

- *GateWay Children's Learning Center does not offer sick care or suspension/expulsion care.*

Our program closes at 2:00 PM on the **third Friday of every month** for faculty professional development.

We will be closed on all holidays and closure that MCCCCD is closed. Please see the calendar for closures.

Enrollment requirements and procedures

- Children must be ages 3 through 5 and fully potty trained.
- Children must be 3 years old at the beginning of the semester to be enrolled.
- Children enrolling in Camp Gecko or School Age Care must be 6-12 years old.

- An enrollment packet must be completed prior to the child’s first day of attendance and will include:
 - AZDHS Emergency, Information & Immunization Record
 - A copy of your child’s immunization record (must be current)
 - Signed attendance and payment agreement
 - CACFP income benefit eligibility form
 - CACFP additional documentation for special circumstances.
 - Best of Care Document
 - (school age program) – Health Insurance Card
 - (school age program) Assumption of Risk
 - (school age program) Signed Behavioral Contract

Children may attend when all records are complete.

GateWay Children’s Learning Center reserves the right to refuse enrollment at any time.

Fees

- \$10.00 non-refundable registration fee per semester per child

MCCCD Students:

- \$24.00 per half day (under 6 hours)
- \$40.00 per full day (6 hours or more)

MCCCD Employees and the Community:

- \$30.00 per half day (under 6 hours)
- \$50.00 per full day (6 hours or more)

Drop-In Care

- Call for pricing and availability

School Age Care (COVID-19)

- \$85 per week (No Pro-rating)

Fees are subject to change

Summer Camp

- \$175 per week (No Pro-rating)

Fees are subject to change

Drop In Policy

Eligibility and admission requirements must be met prior to drop-in. All drop-ins must call in advance to assure space availability. Please do not bring your child unless you have called first and have received permission to make a drop-in reservation. All policies and procedures in the handbook apply to drop-in children. Please call for pricing and availability.

Attendance, Fees, and Payments

Regular attendance is important for the continuity of the program and the children involved. If your child will be absent please call the center. Please refer to the billing section regarding our policy on absence billing. Notification will allow us to accept a child as a drop in that day to fill the spot. Voicemail is available 24 hours a day and messages are checked frequently. The center phone number is 602-286-8130.

A *non-refundable* registration fee of \$10.00 per child will be charged upon enrollment and at the beginning of each semester.

- All payments are due in advance on Friday the week prior to your child's attendance. To maintain enrollment at the center, all fees must be paid in full by Friday of each week.
- All payments must be made in person or over the phone to the GateWay Community College Cashier's office in the form of cash, money order, check, debit card or credit card or online using your MyMaricopa account. The Cashier's Office phone number is: 602-286-8277
- You will be billed for the time that you reserve on your child's attendance schedule.
- If you are late after closing, a \$10.00 fee will be added to your account for the first 10 minutes and an additional \$1.00 per minute for each minute thereafter.
- Parents on DES, Quality First or CCAMPIS are responsible for paying the difference between their weekly tuition and the amount that their agency subsidizes, plus their assigned co-payment.
- Accounts that are outstanding at the end of the semester will be flagged with the fiscal office and the parent will be unable to enroll in classes for the following semester. Families will also be referred to collections. In addition, per A.R.S § 42-133, MCCCCD reserves the right to offset State Tax refunds to pay the debt.
- 3 absent days are provided per semester. To use absent days, the center must be notified in advance of the child's absence. After 3 absent days are applied, the parent/guardian is responsible for the child's full tuition for the remainder of the semester.
- The Children's Learning Center will recognize the same holidays and school closures as the MCCCCD. In addition, the program will be closed early on the third Friday of every month for professional development. When the program is closed, tuition will continue to be charged at the standard rate. A calendar with intended closures is available at the front desk.
- Payment is required for all registered times whether your child is in attendance or not.
- If you withdraw from the center without giving notice, you will be charged for two weeks' tuition and the amount will be filed against your account.
- Each child may submit three schedule changes per semester. After the 3rd schedule change, no schedule changes will be accepted.
- In the event that the center experiences an un-expected closure for any reason, the MCCCCD will determine if tuition fees will be assessed and enrolled parents will be notified of the decision.

Withdrawal Procedures

You must request two week notice in writing if you intend to withdraw your child. You can do this by filling out a change of schedule request prior to the effective date.

When a child is absent from the Center for two weeks without notice or payment, your child will be withdrawn, and you will be billed for that period.

Pandemic Procedures

During Pandemics, drop off, pick up and attendance procedures are different. When a Pandemic is in existence, please follow the Pandemic guidelines.

Drop Off and Pick Up Procedures during Pandemic

Each family will be assigned a time from drop off and pick up to minimize vehicle wait times. At your assigned time, please pull your vehicle into the roundabout in front of the child care. If a member of the child care team is not present, please call the program at 602-286-8130 to notify our team that you have arrived. DO NOT exit your vehicle at any time.

- *At drop off, each child's temperature will be taken with an infrared forehead scanner while they are in their vehicle. Parents should roll down the window where the child is sitting for easier access. Any child whose temperature measures 99 degrees or higher, will not be accepted into the program.*
- *After the child's temperature check, the parent will be asked a series of questions to determine if the child has been exposed in any way to the current Pandemic.*
- *The person dropping off and picking up your child will be responsible for clocking your child in/out of the CLC attendance tracking system using an iPad that will be handed through the vehicle window by a member of the CLC team.*
- *The person dropping off and picking up your child will sign your child in/out of their designated sign in/out sheet handed through the vehicle window by a member of the CLC team.*
- *All iPads, pens, clipboards and other frequently touched, shared items will be sanitized in between each use.*
- *In the event that your child needs to drop off any medication, sunscreen or other personal care products, [please request the appropriate permission slip from the CLC team member who is managing drop off/pick up for the day.*
- *Children will not be released to any person who is not listed on their Emergency Information and Immunization Record. Please see our traditional Release of Children procedures for more information about alternative drop off and pick up.*

Pandemic Health Procedures

- *Children will not be permitted to attend child care when they display any signs of illness. During Pandemic, traditional illness policies will not apply. Children who show any sign of illness will be required to go home immediately. The child will be separated from the classroom and monitored in the designated sick child space, by a member of the CLC team until a parent/guardian or emergency contact person arrives to pick the child up. When a parent/guardian is contacted to pick up a sick child, they must arrive within 45 minutes. In the event that a parent or guardian cannot be reached, the Children's Learning Center will contact the emergency contact people listed on the child's Emergency Information and Immunization Card.*
- *Any child or adult who is sent home from our program sick, may not return without a Dr.'s note or until they have self-quarantined for 14 days after the onset of illness.*
- *Each child will be assigned a classroom where they will stay with the same classmates and teachers each day. To reduce Pandemic exposure, children do not mix with other classrooms and visitors are not permitted within the center.*
- *During a Pandemic, parents/guardians and other family members will not be permitted in the building unless there is a major emergency that requires parent/guardian assistance.*
- *While in attendance, each child will be required to wear a double layered cloth face covering. Face coverings will be provided by the Children's Learning Center.*
- *Face coverings will be changed every three hours and accompanied by an infrared forehead thermometer temperature check.*
- *The soles of children's shoes will be sanitized upon entry of the program.*
- *Appropriate handwashing procedures will take place multiple times throughout the day and upon entry and exit to/from the program.*
- *Hand sanitizer approved by AZDHS will be used for children and adults when needed, but will not replace appropriate handwashing.*

- *Children must have 3 changes of clothing that will be kept at the school. Changes of clothing should be weather appropriate and include 3 tops, 3 bottoms, 3 pairs of underwear, 3 pairs of socks and one additional pair of shoes. Children's clothing will be changed anytime they are spoiled with bodily fluids or other dirty materials within the program. Children's soiled clothes will be sent home at the end of each day and will not be laundered at the program. Any time your child changes clothes at school, please be sure to replace the clothing the following day.*
- *If a child or member of the CLC team attends our program and is later diagnosed with the current Pandemic Illness, the program will follow procedures set forth by the Arizona Department of Health Services and the Centers for Disease Control. This may include, but is not limited to reporting the names of all parties exposed, contact tracing, classroom or program closures, extreme sanitizing, etc.*
- *Information related to your child's day, exposure to illness etc., will be sent via e-mail, Class DoJo and by paper handout.*

Keypad Entry System (Not available during pandemic)

The Children's Learning Center is equipped with a key pad entry system to ensure the safety of the children enrolled in our program. At the time of enrollment, each parent/guardian will be assigned a 4 digit pin number that will allow them access to our program.

Parents or guardians of enrolled children shall have access to their enrolled child's classroom during all times that their child is in attendance.

Sign and Clock In and Out

Each parent/guardian will be assigned a 4 digit pin number to clock their child in and out of our computer based time management system. Children should be clocked in before entering the classroom and out after exiting. Time entered on the sign in/out sheets must match time in/out on the computer.

On arrival:

- Clock your child in (lobby) Sign your child in (lobby)
- Take your child into their classroom and help your child to wash their hands using the posted handwashing procedures
- Give teaching faculty any special instructions or information that pertains to the care of your child

Departure Time:

- Clock your child out (lobby)
- Sign your child out (lobby)
- Check your child's cubby for any work your child may have completed
- Ask your child's teacher about their day and request that they share any important information

Release of Children

Children will only be released to individuals designated on the emergency information card. If a child shall be released to any person not listed on the emergency information card, a parent or guardian must submit in writing the name and contact information of the individual. If an emergency arises and an alternate pick up person must be called in over the phone, a member of the Children's Learning Center Faculty will call the parent back to ensure that they are the person authorizing the release of their child. Release of a child to a parent or guardian can only be denied if court appointed custody papers are on file with center. Unfamiliar individuals will be asked to show a picture ID before they are allowed to remove a child from the facility.

Please notify the center's staff in writing if someone other than you will be picking up your child.

Arizona Licensing

The Children's Learning Center is licensed by the Arizona Department of Health Services, Office of Child Care Licensure, 150 N 18th Avenue, Ste. 400, Phoenix, AZ 85007-3244, (602) 364-2539. Inspection reports are on file with the Department of Health and in our center available for viewing.

Mandated Reporting

In accordance with Arizona State Law, the director and staff are legally mandated to report any or all suspicion of child abuse and neglect to the Arizona Department of Child Safety or the Phoenix Police Department. The program is not required to notify a family when a report has been made. All reports will remain confidential and information will not be shared between the program and family.

Liability Insurance

The Maricopa County Community College District holds liability insurance as required by the Arizona Department of Health Services. Documentation of the liability insurance coverage is available on-site.

Pesticide

Periodically pesticides are applied inside/outside the center as a preventative measure. 72 hours prior to application, notice will be posted at the entry way of the Children's Learning Center. Parents and family can access the pesticide Material Safety and Data Sheets (MSDS), name of the company, pesticide, name and license of the applicator at campus facilities office. Please contact Administration with any questions.

Emergency Procedures

In the case a child/staff member is injured or a medical/dental emergency occurs, 9-1-1 and campus security will be contacted immediately. You will be notified next. If you are unavailable, we will contact those who you have designated on your blue emergency information card. In the event you or your other contacts can't be reached and your child needs to go to the hospital by ambulance, a staff member will accompany your child and the Children's Learning Center will continue to attempt to contact you. The GWCLC is not responsible for incurred medical expenses or the cost of emergency transport. It is extremely important that we have up-to-date medical information.

CPR/AED/First Aid

The Children's Learning Center staff is certified in Child/Adult/CPR/AED/First Aid and maintains certification to ensure the safety of your child.

Teaching Staff

All Children's Learning Center employees are required by Arizona Child Care Licensing Regulations to maintain a minimum of 20 hours of training in Early Childhood Education or Child Development annually.

All Children's Learning Center employees, service learning students and volunteers who have direct contact with children in classrooms are required to provide documentation of a criminal history background check completed by the Department of Child Safety, level one fingerprint clearance card, and a negative TB test results before they are accepted in the classrooms.

Curriculum

We are committed to providing each child with a positive learning experience. Your child will have the opportunity to learn using books, language, math, science and sensory activities. Each classroom is equipped with educational materials to help stimulate each child's growth and development.

The curriculum allows staff to build a partnership with each family in which their beliefs, aspirations and concerns for their children are explored. The Children's Learning Center provides an environment that stimulates each child's curiosity and learning as well as reflects the rich diversity of the community.

The Children's Learning Center curriculum is emergent and is planned based on the interests and the curiosities of the children within each classroom. The curriculum is an outline to help develop each child's social/emotional skills, language and literacy, mathematics competency, understanding of science and the world around them and knowledge of inclusion and diversity. Outdoor play is provided for gross motor development and socialization.

The Lead Teachers in each classroom will create a weekly lesson plan to reflect the current topics that the classroom is studying in their curriculum. The current week's lesson plan is displayed on the parent board within the classroom, sent via e-mail and posted in our online platform Class DoJo for parent's to view. Parents may place a request with the Lead Teachers to obtain any lesson plan that they no longer have access to.

Information about Class DoJo is provided in the Communication section of the Parent Handbook.

Preschool

Children between the ages of 3 and 4 will be enrolled in the Preschool class. The room is equipped with learning centers (writing, music, science, books, manipulatives, art, math and sensory). Social skills are integrated in stories, activities, and discussions. Activities of small and large groups take place indoors and outdoors. Children must be toilet trained and will be coached in self-help skills. A daily schedule of activities is posted in the classroom and in Class DoJo for parents to review.

Pre-Kindergarten

Studies have demonstrated that high quality preschool and child care experiences can enhance a child's future educational success. The Children's Learning Center Pre-Kindergarten classroom is for children who are 4-5 years of age and will enter Kindergarten the following year. The Pre-Kindergarten classroom uses an emergent curriculum that is enhanced with the Arizona Early Learning Standards (AZELS) and the National Association for the Education of Young Children (NAEYC) Developmental Milestones. The AZELS were created to help preschool programs insure that they are offering age appropriate curriculum structures that prepare children for kindergarten. The Pre-Kindergarten classroom is equipped with learning centers that house educational materials where children can learn through play. Activities of small and large groups take place indoors and outdoors.

Camp Gecko

Children between the ages of 6 and 12 may be enrolled for our Summer Camp program called Camp Gecko. The camp is equipped with a variety of learning materials (writing, music, science, books, art and math). Each week of Camp Gecko is assigned a theme where the children will engage in learning experiences and field trips to enhance their understanding of the topic. Detailed information about summer camp is made available in February of every year. Please see summer camp enrollment packets or visit our website at: www.gatewaycc.edu/discover for more information.

Transitions

Children will transition into our program from their home or other care environments, between classrooms and finally off to their elementary school endeavors. Transition times can be a stressful time for children and their families. The Children's Learning Center has created a detailed process for all of the transitions that will occur with each child and their family.

Enrollment Transition: Once a family has returned their completed enrollment packet to the Children's Learning Center, an appointment will be made for the parent and child to meet the child's teacher at least two days prior to the child's start date. During the meeting, the teacher will introduce themselves and discuss the Best of Care Form that was completed during enrollment. On the first day of school, a member of the administrative team will escort the child and their family to the classroom. The teacher will show the child to their prepared cubby and help the family engage the child in activities to help ease first day discomforts. At the end of the first day, the Lead Teacher will create a document to let the family know how the day went. At the end of every day moving forward, children will receive a daily report that highlights the occurrences throughout the day.

Transition Between Classrooms: Our programs are divided by age group in order to accommodate the differing developmental levels of the children that we serve. When it is time for your child to transition into another classroom, you will receive a two week written notice. During the two weeks preceding the transition, your child's new Lead Teacher will contact you to schedule an appointment for you and your child to meet the teacher. During the meeting the Lead Teacher will discuss the most recent Best of Care Form and answer any questions you may have about their classroom. On the child's first day in their new classroom, the teacher will greet the child and show them to their prepared cubby where their belongings will be stored. The teacher will help the family engage the child in a classroom activity to help ease first day discomforts. At the end of the first day, the Lead Teacher will create a document to let the family know how the day went. At the end of every day moving forward, children will receive a daily report that highlights the occurrences throughout the day.

Transition Leading to Withdraw: Please refer to withdraw procedures prior to withdrawing your child from our program. Upon notice of withdraw, the child's Lead Teacher will contact the parent to schedule a final Parent Teacher Conference to occur within two days of the withdraw date. During the conference, the Lead Teacher will discuss the child's portfolio, the most recent ASQ and provide any information that the child may need for their future education program.

Severe Behavior/Discipline Policy

Positive guidance and discipline is a major part of the early childhood curriculum. Children develop self-control and internalize appropriate ways of behavior by watching and interacting with adults around them. Adults in a child's life have great influence in supporting the behavior and discipline of the child.

The classroom environment is designed to prevent challenging behaviors in the classroom. Our job as educators is to teach young children and encourage them to solve problems independently. We use the following methods:

- Allow children to explain their point of view
- Follow-up to ensure positive outcomes
- Modeling appropriate interactions/behavior
- Identifying emotions, words and possible solutions

In supplying stimulating and interesting educational activities, we firmly and consistently use positive techniques appropriate to the development of each child individually. Techniques include:

- Sitting and observing or talking to the child until self-control is regained.
- Redirect the child to a more appropriate activity

- Explaining positive ways of how the child should correct unwanted behavior

Under no circumstance is physical punishment, psychological abuse or coercion ever allowed in the Children's Learning Center by any person present (staff or family members). The following is a short list of unacceptable behaviors. Some of the listed behaviors require mandated reporting if they are witnessed in the children's learning center:

- **Examples of physical punishment:** *Shaking, hitting, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, nose, or ears; requiring a child to remain inactive for a long period of time.*
- **Examples of psychological abuse:** *shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child, ostracism, withholding affection.*
- **Examples of coercion:** *Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, physically forcing a child to perform an action (such as eating or cleaning up).*
- **Physical restraint is not allowed by any staff member without proper child restraint certification and only under appropriate circumstances.** *Restraint certification will be kept in the employee's file. Child restraint would only be used as directed in an IEP under appropriate circumstances by a staff member with appropriate restraint certification. It is not common to have a staff member on site with restraint certification. Therefore, child restraint is not a common practice in our program.*

When behavioral challenges arise and remain consistent, the Children's Learning Center will follow steps to support appropriate behavior modifications and encourage a positive behavioral change. Challenging behaviors are defined as (1) any behavior that interferes with children's learning, development and success at play, (2) is harmful to the child, other children, or adults, [or] (3) puts a child at risk for later social problems or school failure (*Kaiser & Raminsky, Challenging Behavior in Young Children (2nd ed.), Pearson Education Inc., 2007, p. 8*). Some examples of challenging behaviors are: physical aggression, relational aggression, verbal bullying, tantrums, whining, testing limits and refusal to follow directions or classroom rules. When consistent incidents occur, we will work toward a solution that is mutually beneficial to the child and our program using the DES Expulsion Prevention Policies. Information on DES Expulsion Prevention can be found in the front office Licensing Binder. The overarching goal is to reduce the use of suspension, expulsion and other exclusionary measures. Exclusion may occur when a child becomes a physical or emotional danger to themselves or other children in the classroom and/or when a child's family is not willing to participate in measures necessary to support their child's behavior. When consistent challenging behaviors are identified, the following steps will be used to support a positive change in the child's behavior:

1. The Lead Teacher will complete an ASQ Assessment and document times, dates and activities at the time of behavioral occurrences.
2. The Director and Lead Teacher will evaluate the assessment and documentation to determine if environmental changes and behavior modifications can be made to support a child's positive behavior.
3. Director will schedule a meeting with the family and Lead Teachers to discuss child's behavioral concerns.
4. Director, family and Lead Teacher will create an individualized plan to help support and adjust the child's behavior. The individualized plan will include positive behavior support strategies and methods to encourage positive behavioral changes. The program may do so by including third party agencies such as SMART Support and/or the First Things First Inclusion Program in which GWCLC maintains ongoing partnerships.

5. Certain cases may require an outside referral to the child's pediatrician, the local school district, or the Arizona Early Intervention Program. When outside referrals are suggested, written follow up by the provider must be submitted to the program within 30 days.
6. The Director will schedule a follow up meeting with the family and Lead Teachers no later than 3 weeks out. At that time, behavioral goals will be re-evaluated and further assessment may be required.
7. If behavioral challenges continue, the Director and Parents will agree to contact the Arizona Department of Economic Security Expulsion Prevention Program and engage in the practices that they suggest.
8. When all resources have been exhausted, the Director may determine in agreement with other providers that the program is not appropriate for the child. At that time, the Director will assist the family in finding an alternative, appropriate child care program. The Director will provide advanced notice of intent to withdraw when severe health and safety are of concern.

When addressing challenging behavior, GWCLC will comply with all federal and state civil rights laws.

Shared Goals for Children

At the beginning of each semester we will ask you to identify goals you have for your child's development and growth. Research shows, children learn and grow best in early childhood programs based on developmentally appropriate practice. Some of the goals are:

- Feel loved, have self-esteem, and confidence in their abilities
- Respect for the care and treatment of others
- Respect for the care and treatment for our Center
- Strengthen cognitive skills in problem solving and concept development
- Build social skills by making friends and enjoy learning with others
- Develop self-control over emotions and behavior
- Good health habits
- Freedom of self-expression in creative activities
- Be independent and secure

Family and Center Communication

If you have a concern, please address it immediately so that it can be resolved. Please tell us about any concerns/questions as they arise.

The Children's Learning Center uses multiple platforms to keep families informed. The most up to date information source is Class DoJo. Class DoJo is an online platform that can be used on any type of computer or electronic device that can download apps. Upon enrollment, your child will receive a Class DoJo code that is specific to them for the family to access the child's classroom portal. In Class DoJo, the child will have access to their own classroom and to information that pertains to the entire program. Class DoJo is very similar to other social media platforms in that each classroom and the program as a whole have a "wall" that information is posted to. In addition, each child has a portfolio and direct messaging where they can see information and send messages that are personal to them and not shared with anyone else. Your teacher will introduce you to Class DoJo and show you how to use the platform during your initial intake conference.

In addition, virtual meetings with program administration and CLC team members will be scheduled using Google Meets. Information about how to access Google Meets will be provided prior to each virtual meeting.

Please make sure that your e-mail address and phone numbers are always current with the CLC.

Communication is also sent via these sources. Emergency information will be communicated via telephone, text, e-mail and through the MCCCDC RAVE Alert System. Access to RAVE will be provided upon enrollment.

Parent Teacher Conferences

Parent teacher conferences will be conducted two times per year. Once in the fall semester and once in the spring semester. At conference time, a sign-up sheet will be posted. Please sign up for a conference at a time listed on the sign-up or work with the Administrative Team to schedule an alternative conference time. During Pandemics, conferences are held virtually using Google Meets. Teachers will share information about how to access your conference via e-mail. Parent Teacher conferences are an adult time for teachers and parents to communicate about children's successes and opportunities for growth within our program. We suggest that children do not attend parent teacher conferences. Most conference times are during our hours of operation so that children can stay in their classroom during the conference. If an alternative conference time is arranged, please make sure that you have arranged care for your child.

Please see the school year calendar for parent teacher conference dates. Dates are subject to change based on center needs.

Screening and Assessment

Prior to parent/teacher conferences, each child will receive an ASQ assessment. The ASQ is a professional assessment tool that documents a child's age appropriate developmental mile stones. Each family will be asked to complete an ASQ assessment of their own child. In addition, the child's teacher will conduct an ASQ assessment. When teachers conduct ASQ assessments they will document milestones that they have witnessed while a child was in their care. Sometimes children do not display the same milestones at school and at home. The ASQ assessment completed by a teacher may exclude some milestones. This does not mean that the child cannot do them or that they are underdeveloped, it simply means that the behavior was not witnessed while the child was at school.

When developmental concerns arise, the Teacher will notify the Director. At that time, the Director will contact the child's parent or guardian to develop a plan to address the child's development on an individual basis. Some solutions could include, referral to the child's pediatrician, recommendation for third party intervention, alternative programs and resources that will best accommodate for child's needs.

Personal Belongings

GateWay Children's Learning Center is fully equipped with toys and materials for children to use and play with while they are in our care. Please do not bring any toys, books or other learning materials from home.

The CLC requires that each child have three full changes of clothes available to them at all times. Your child's changes of clothes should be weather appropriate and include 3 tops, 3 bottoms, 3 pairs of underwear, 3 pairs of socks and 1 pair of shoes that can be kept in their cubby. Each set of clothing should be placed in a gallon sized Ziploc bag that is labeled with your child's first and last name. When your child's clothes are changed at school, the soiled clothing will be sent home at the end of the day to be laundered at your home. Please make sure to replace clothing any time your child is changed at school.

At naptime, the CLC will provide each child with a fitted sheet and top blanket for their assigned cot. All items are laundered daily using appropriate sanitizing procedures at our program. Please do not bring any naptime materials from home.

Leaving personal belongings at home helps us to reduce the risk of exposure to illness and prevents the child from losing any belongings that are very important to them.

Medications

The Children's Learning Center will only dispense medications that are required for chronic illness or in the event of severe allergy. All other medications must be administered at home. When a child must receive medication at school, the medication must be accompanied by a prescription label with the prescription number. In addition, a medication consent form must be completed by the child's parent or guardian with a beginning and an end date.

Keeping Children Healthy and Safe

*****See Pandemic Policies during times of expressed Pandemic.**

Young children have immature immune systems, and often put items in their mouths. When in group settings, especially if they are new to group care, they can become ill rather easily. The Children's Learning Center makes every effort to reduce exposure to illness by proper handwashing and disinfecting of toys and materials.

If a child becomes ill at the Center, their parent/guardian will be contacted and they must be picked up immediately. It is highly recommended to have a backup plan.

Children exhibiting the following symptoms may not return to school until they are symptom free without fever reducing medication for 24 hours.

- Fever of 100° or more
- Fresh cold with sneezing, coughing, watery eyes or runny nose.
- Red sore throat, or swollen glands
- Fever, Listlessness, and not well enough to play or participate
- Red eyes with matted material and inflamed conjunctive tissue
- Upset stomach, vomiting one time, or diarrhea two times within a 12 hour period
- Undiagnosed rashes
- Lice, scabies, or pinworm

Notice will be posted in the event of exposure to contagious illnesses. Please contact the Center in the event that your child has been diagnosed with a contagious illness.

Pandemic Health and Safety Addendum:

During a Pandemic, children showing any signs of illness will not be permitted.

- *In the event a child becomes ill while they are in the care of the Children's Learning Center, the program will call the child's emergency contacts and the child must be removed from the program within 45 minutes.*
- *Children sent home with illness may not return without a Doctor's note, or within 14 days calendar of the onset of illness.*

Toilet Training

When children are fully toilet trained, they are able to toilet independently and recognize signals of needing to toilet during active play, with occasional accidents occurring when transitioning into a new environment. However, GateWay Community College Children's Learning Center is not licensed to enroll children that are not completely toilet trained (per AZDHS Licensing Regulations). If toileting accidents persist, a meeting with your child's Lead Teacher or the Director will be scheduled to discuss a plan to address suggestions about toilet

training and related behavior concerns, children displaying concerns will be assessed on a case by case basis.

Meal Times

The Children's Learning Center participates in the Child and Adult Care Food Program (CACFP), which provides meal and snacks. Breakfast, lunch and two snacks will be served each day. CACFP rules and regulations prohibit any food not served by the program. If your child has special dietary needs, please address them with the Director upon enrollment of your child.

Drinking water is accessible to the children and they are encouraged to drink water throughout the day.

Please alert us to your child's special dietary needs or allergies!

Nap time Requirements

AZDHS Childcare Licensing and the Quality First Program requires that preschool programs offer a resting period for children under the age of 5. The Children's Learning Center offers a two hour naptime daily, right after lunch that may mildly fluctuate with the classroom schedule. Children who choose not to nap, will be allowed to participate in a quiet activity after resting their bodies for a short period of time.

Sheets and blankets will be provided by the CLC. Please do not bring any personal naptime belongings to help reduce the transmission of illness.

Environmental Protection

The Children's Learning Center encourages a child oriented environment with active, explorative, and messy play. Dress your child in washable and comfortable clothes he/she can easily manage for toileting and play.

Sunscreen

The playground has shade that provides children the opportunity to play both in sunny and shady areas as the temperature rises. It is recommended that you supply sunscreen of 15 SPF or higher to be applied to your child before afternoon outdoor play. All sunscreen must be accompanied by a sunscreen application permission slip. Please make this request at the front office. Please apply sunscreen to your child prior to drop off in the morning. Please label your child's sunscreen with your child's first and last name. Sunscreen is kept in a locked cabinet in the child's classroom.

Insect Repellent

Insect repellent approved for use on children can be applied to children once a day with parental permission on file and recommendation from public health authority. Please label your child's insect repellent with their first and last name. Insect repellent will be kept in a locked cabinet in the child's classroom.

Shoes

For safety while running and climbing all children must have closed toe shoes that tie or close securely. Sandals and flip flops are not safe for active play.

Extra Clothing

Children must have 3 changes of clothing that will be kept at the school. Changes of clothing should be weather appropriate and include 3 tops, 3 bottoms, 3 pairs of underwear, 3 pairs of socks and one additional pair of shoes. Children's clothing will be changed anytime they are spoiled with bodily fluids or other dirty materials within the program. Children's soiled clothes will be sent home at the end of each day and will not be laundered at the program. Any time your child changes clothes at school, please be sure to replace the clothing the following day.

Field Trips, Special Guests and Transportation

Throughout the year, the Children’s Learning Center located on the GateWay Community College campus will take walking field trips on campus. A signed permission form will be required at the time of each field trip. Motor vehicle transportation and field trips are not conducted with preschool aged children. Children who participate in summer camp and other programs for school aged children will be provided with an alternative handbook that will outline field trips for those programs.

Children’s Birthdays

We will honor your child’s birthday at the Children’s Learning Center. Please speak with your child’s teacher if you would like to bring something to share in class.

It is our goal to limit sugary snacks and foods at the Center. If you would like to bring something to eat, please make sure that it is low in sugar and prepackaged from a grocery store. Homemade baked goods or other prepared food will not be served.

Some birthday celebration suggestions are listed below:

- Fresh fruit
- Yogurt tubes (when frozen, they are similar to a popsicle)
- Cheese cubes
- Whole grain crackers
- Goody bags with non-edible items (pencils, erasers, stickers, etc.)

Departure

The home-to-school transition can be a difficult time as young children learn to adjust to a new routine, place and people. Some children will cling to their parent and cry or scream, this is common. It is important to keep a consistent drop off and pick up routine so that your child is able to predict what will happen next. Talk to your child about drop off and pick up so that they are prepared for the transition. When you leave, we will comfort and help your child through the transition.

Please remember you are always welcome to visit the Center or call to check on your child at any time. During a Pandemic, access to the facility may be limited.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT BOARD APPROVED STAFF

Leia Wilson, Director.....	602-286-8135
Caris Hall, Assistant Director.....	602-286-8130

Disclaimer Statement

GateWay Community College Children’s Learning Center reserves the right to change, modify, or alter without notice all fees, charges, and policies of any kind. For specific information on GWCC policies, programs, and services see the GWCC catalog.

GateWay Children’s Learning Center reserves the right to refuse enrollment at any time.

The Maricopa County Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities.

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