



Parent Handbook

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Our Mission:

is to provide a safe and stable learning environment that nurtures a foundation for lifelong success through developmentally appropriate curriculum that stimulates the social, emotional, cognitive, and physical growth of each individual child.

Our Vision:

Marquette Learning Center will uphold its mission through the following objectives:

- ❖ To provide quality childcare for all families in our community and surrounding areas in a nurturing, loving and educational environment.
- ❖ To provide an environment where children will develop positive social skills while learning about their world through age-appropriate play, projects, and activities.
- ❖ To provide opportunities for families to be involved with their children's education and have access to parenting support and education resources.

Welcome!

We are delighted you have chosen Marquette Learning Center to fulfill your childcare needs. Caring for your child is a responsibility we take very seriously. It is our goal to provide a nurturing atmosphere that emphasizes the development of the child's whole being. We are so honored to open this center for the community of Marquette and the

surrounding areas. We have qualified teachers and staff who are dedicated to providing quality childcare and education for the children in our center.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as a working parent/guardian. We encourage you to become an active participant in our center's activities and programs we offer. If you have any questions, concerns, or problems, feel free to talk to your child's teacher or the center's director. We want the best for you and your child.

Philosophy:

We believe that the care of your child is the single most important consideration when you work outside the home. You should feel at ease and confident about the place where your child spends their day. Daily interaction with the loving, caring people who work at Marquette Learning Center can positively influence your child's future. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

Non-Discrimination Policy

Marquette Learning Center, Inc. prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the director at Marquette Learning Center, Inc., P.O. Box 204, Marquette, Kansas 67464. To file a complaint of discrimination, write to Susan J Whitfield Harding, PO Box 363, Lindsborg, Kansas 67456-0363. MARQUETTE LEARNING CENTER, INC. is an equal opportunity provider and employer.

ADAPTED FROM USDA'S POLICY STATEMENT

Enrollment

Enrollment at Marquette Learning Center is open to children from two weeks to age sixteen. Enrollment shall be granted without regard to a child's race, color, creed, religion, religion, national origin, gender, or disability, and without regard to a parent or

guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Marquette Learning Center by calling 785-546-4246 or by email- marquettelearningcenter@gmail.com . By contacting the center, parents will receive an enrollment packet. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Marquette Learning Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you can be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional to attend Marquette Learning Center. Each child's physical examination must be completed by a licensed healthcare professional and returned to the Center Director.

Immunization records and health assessments must be received before the child's start date to attend the center. The enrollment packet and child care agreements are not meant to serve as contracts guaranteeing service for any duration. Marquette Learning Center reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at Marquette Learning Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Marquette Learning Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify Marquette Learning Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the children/family's contracts being terminated.

Notice of Withdrawal

A notice is required for withdrawal of care, at least two weeks before the last planned attendance. This allows time to find a replacement for the child's spot and make necessary arrangements. Should a family pull their child unexpectedly, a decision

will be made by the Board of Directors as to whether two weeks tuition will need to be paid for the unexpected withdrawal of care. Marquette Learning Center reserves the right to terminate child care services at any time, with or without cause.

Waitlist

Wait list policy- Our wait list goes in order of emails and/or phone calls received. Should a spot open sooner than you need it, a \$100/week reserve fee will be necessary to hold the spot for you OR you can pass on the spot while still being kept on the list and be contacted at a later date. Passing on the spot means that the next person on the list will be contacted. We will continue to contact through the list until it rotates back to the top.

Tuition & Center Hours

Birth to One Year: \$205/Weekly

Two to Five Years: \$175/Weekly

School-Age:

Before School Care: \$30/Weekly

After School Care: \$45/Weekly

Before/After Combo: \$55/Weekly

Full Day of Care: \$40 Daily

Summer care \$125/Weekly

Operation Hours: 7am to 5:30pm, Monday thru Friday with the exception of the following days; New Year's Day, Memorial Day, All School Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and the week of Christmas.

Emergency & Inclement Weather Closings

Marquette Learning Center will notify parents by Brightwheel and on the Center's Facebook page about inclement weather closings and delays. Should the weather prove to make the commute unsafe for staff to get to work, MLC may choose to close.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the people listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of where the pickup location will be, should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Payments

All parents/legal guardians are required to sign a childcare agreement prior to enrollment of their child to Marquette Learning Center. Parents are required to designate to whom all billing information and communications are to be addressed.

All Tuition payments will be automatically withdrawn every Monday. If payment is not received by Thursday of the current week, the child will not be able to attend care until payment is made.

There is no credit given for scheduled center holidays, child illness/absents, vacation, or for closing due to emergency situations, or inclement weather.

Non-payment of tuition by the second week is grounds for immediate dismissal from the center. Timely payments are essential for continued enrollment at Marquette Learning Center.

Confidentiality

Information regarding children, parents, staff or volunteers shall be respected and handled confidentially. All information concerning children, parents, staff or volunteers shall be confidential and shall not be disclosed to or discussed with anyone other than those authorized to receive such information, unless disclosure is authorized by law.

Drop-Off & Pick-Up

To assure the safety of your child, we ask that you make communication clear with your child's teacher at drop off and pick up. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone. Parents who have school age children attending the after-school

program will need to sign a consent form to allow a staff member to assist those who are to be brought in from the bus drop-off. It is important for the center to know if a school-age child will not be attending the afterschool program due to illness or any other reason.

Children will not be allowed to go with any adult that is not on the authorized pick-up list. If an unauthorized adult is picking up the child in care, the parent is required to call and let the center know. Any adult unknown to the employees will be asked to show an ID for the child to be released to them. As stated by the Department of Children and Family, we are not able to release children to any adult who displays behaviors of someone who appears to be under the influence of any substance.

Difficulty with separation is not uncommon for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity. If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call at any time to check on your child. Some parents find it beneficial to gradually phase their child into the Center. This process may include several visits prior to the first day of attendance and perhaps staying only through lunch or nap time on the first day. Phasing-in assists not only the child's adjustment to a new schedule and new program but also the parent's.

Please check your child's cubby or mail box each day for messages, billings, art work, or other take-home items.

Late Pick-up

Marquette Learning Center closes at 5:30pm each day. There is a late pick-up fee of \$1 per minute after 5:30pm and will be billed to your child's account.

Curriculum & Daily Activities

Each teacher will adapt the activities to be age appropriate for the children they are caring for. These are guidelines that will be followed throughout the day. The times given are a minimum time limit for each activity, and may be implemented through various activities throughout the day.

Time	Activity
30 Minutes	Music and Rhythm
Time	Activity
30 Minutes	Social Emotional Development
1 Hour	Gross Motor Development
30 Minutes	Fine Motor Development
30 Minutes	Cognitive Development
30 Minutes	Language Development
Every Two Hours	Bathroom/Diaper Changes

Breakfast, Lunch, and snack will be served daily. Children who attend the center more than 10 Hours will be offered an additional snack. Children will wash their hands several times a day. Times children will wash their hands include: arriving at the center, after diaper changes/ using the bathroom, before meals and snacks, and when coming back inside after playing outside.

Curriculum Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We use the early learning standards found on ksde.org in our curriculum development. We use the Creative Curriculum along with other resources for classroom activity ideas.

We value your child's experiences. When your child starts at Marquette Learning Center, observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

Children are assigned to classrooms typical by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being

an active participate in the child's transition into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. At your written request we will transfer your child's records.

Naptime

All children are encouraged to nap between 1:00pm and 3:00pm. The pre-k classroom typically has children who do not nap. If your child does not nap, quiet time with quiet activities will be made available to the child. Infants nap according to their own schedule.

Extra Items & Medication Form

All children need to bring a couple changes of clothes, diaper cream, sunscreen or any other ointment/medication the parent would like to have administered to the child.

Parents are required to complete a Medication Form for each medication that is to be dispensed. This includes but not limited to sunscreen, diaper cream, breathing treatments, and Tylenol. Medication Forms can be obtained from your center director. Medication Forms, doctor's notes and medication are to be turned into the center director.

Infants need to bring 2 bottles, pacifiers, 2 sets of extra clothing, diapers and wipes.

Birthdays

We allow parents to bring in cupcakes or other special treats to the center to celebrate a child's birthday during snack time.

Discipline & Guidance

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control. Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide

the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of dealing with difficult situations.

Incident & Accident Reports

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's cubby.

Field Trips

Marquette Learning Center frequently supplements the in-class curriculum with off premise field trips. The Center is required to have a parent's written permission for their child to attend field trips. Field trips include walking over to the Sports complex, the city park, or the city swimming pool. The field trip permission slip must be filled out completely and accurately.

Tornado & Fire Drills

Marquette Learning Center conducts fire and tornado drills as required by KDHE and KSFM. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and tornado evacuation plans.

Sick Policy

Parents will be notified anytime a child has a fever. Reasons a child might be sent home from the Marquette Learning Center could include but are not limited to.

- 1) The illness prevents the child from participating comfortably in facility activities.
- 2) The illness results in greater care than the childcare staff can provide without compromising the health and safety of the other children
- 3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others:

A. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.

B. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by a person with specific health training. To return to care, a child must be fever free for 24 hours, without the help of medication.

C. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.

D. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration.

E. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

F. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.

G. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.

H. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated. I. Untreated scabies, head lice, or other infestation.

J. Untreated Tuberculosis, until a health care provider or health official states that the child can attend childcare.

K. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).

Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the center director.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Marquette Learning Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Marquette Learning Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Child Care Center Safety

Marquette Learning Center is committed to providing a safe environment for the children who are enrolled as well as the staff members. This policy establishes security guidelines for all children and staff of Marquette Learning Center.

Parents and guardians are to use the access code to enter the center. Parents who cannot recall the access code must knock to gain entrance. Access codes should not be shared with others. Additionally, when entering or exiting the center, parents should not hold the door open for others to enter the center, especially if the other person looks unfamiliar to the parent.

The parent or guardian will sign the child in and out each day. After signing in, the parent will accompany the child to the classroom and make verbal contact with a teacher to communicate that the child has arrived. Children must not enter the building or classroom alone. When picking up a child, the parent must make verbal contact with a teacher to communicate that the child is leaving.

Parent Code of Conduct

Marquette Learning Center requires the parents/guardians of enrolled children, to behave in a way consistent with decency, courtesy, and respect. One of the goals of Marquette Learning Center 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 Marquette Learning Center but is the responsibility of each and 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 the centers property thereafter.

No parent or adult is permitted to curse or use other inappropriate language on the center's 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.

Threats of any kind will not be tolerated. In today's society, Marquette Learning Center 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.**

While Marquette Learning Center does not necessarily 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 Director. Furthermore, it is absolutely 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 director's attention. At that point, the teacher and/or director 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.

For the health of all Marquette Learning Center's employees, children and associates, smoking is prohibited anywhere on the center's property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Marquette Learning Center.

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 Marquette Learning Center. Please be particularly mindful of Marquette Learning Center's 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 Director.

While it is understood that parents will not always agree with the employees of Marquette Learning Center 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. Marquette Learning Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. 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 Marquette Learning Center. 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 in violation of the Confidentiality Policy.

Parents Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Marquette Learning Center, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Marquette Learning Center must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with Marquette Learning Center, both parents shall be afforded equal access to their child as stipulated by law. Marquette Learning Center cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Marquette Learning Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Marquette Learning Centers' staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director and are allowed in the child care facility only at the discretion of the Center Director. An employee of Marquette Learning Center will accompany visitors at all times, throughout the center.

Marquette Learning Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Marquette Learning Center cannot have a child at the in care when the child's parent is prohibited access. Marquette Learning Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Termination of Child Care Services

Marquette Learning Center reserves the right to terminate child care services at any time, with or without cause. Any past due balances must be paid within 30 days of the termination. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of dismissal from care. Any balances remaining after the 30 day period will be referred to the centers legal counsel for

collection. The Center Director or staff will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave center's property in a calm and respectful manner, immediately. Marquette Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal. A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to center's property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Marquette Learning Center.

Mandated Reporters

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Marquette Learning Center are mandated reporters, under this law. The employees of Marquette Learning Center are trained in recognizing the signs of childhood abuse and neglect. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Marquette Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Marquette Learning Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ☐ Unusual bruising, marks, or cuts on the child's body.
- ☐ Severe physical/verbal reprimands.
- ☐ Dropping-off/picking-up a child while under the influence of illegal drugs or alcohol.
- ☐ Leaving a child unattended for any amount of time.
- ☐ Children whose behavior signs consistent with an abusive situation.

Staff Employment by Client's

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

Center Contact Information

Address : 310 Swedonia St. P.O. box 204 Marquette Ks, 67464

Phone Number: 785-546-4246

Email: marquettelearningcenter@gmail.com

Website: www.marquettelearningcenter.com