



CHILD DEVELOPMENT CENTER
MITCHELL TECHNICAL INSTITUTE



WE BELIEVE

Each child is unique and holds tomorrow's future in the palm of their hand. The MTI Child Development Center takes pride in offering a quality child care program for infants, toddlers, preschoolers and school aged children. Child care is provided for full-time enrolled MTI students, child care center employees, school district employees and the community. In addition, the CDC is a lab site for the Mitchell Senior High School Occupational Child Care Class, providing hands-on training for individuals entering the child care profession. The CDC is fortunate to work with the Mitchell School District's Special Services Program to provide mainstreaming opportunities for the special needs child. South Central Child Development, Inc. (Head Start) also has a program within the CDC. It is possible for the child to be enrolled in more than one of the three programs located in the CDC. All of us have a common purpose – children.



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GOALS

The MTI Child Development Center strives to meet the following goals for your child(ren):

1. Providing all children with care that incorporates a curriculum which stresses social, emotional, physical and intellectual learning skills necessary for positive growth.
2. Contributing to the wholesome growth and development of the future citizens of the community, giving them exposure to a variety of experiences.
3. Providing opportunities for developing a sense of identity-through knowing themselves, their family and those around them.
4. Providing a comfortable, relaxed environment and a well-balanced program that enables the child to develop a positive self-concept.
5. Providing opportunities for the child to relate to other children, adults and to deal with his/her emotions in an appropriate manner.
6. Helping each child develop self-discipline and independence.
7. Providing a well-planned program that creates interest, curiosity and creativity.
8. Providing nutritious snacks and lunches that contribute to the growth and development of a happy and healthy individual.

The goals the MTI Child Development Center strives to meet for the parent include:

Providing an educational resource for parents to gain an understanding about the early years of their child's life and allowing them to be the primary teacher in their child's life.

- Providing a licensed program maintaining an atmosphere for optimal growth and development of their child.
- Providing opportunities for parent involvement and participation in the CDC and to provide interaction with people who share a common interest – children.

STAFF

The CDC is staffed with caring individuals who have a combination of education and experience in the field of early childhood. This enables us to provide the best child care possible. (See insert).

The information contained in this handbook is the most accurate available at the time of publication, but changes may become effective before the next handbook is printed. It is ultimately the parents' or guardians' responsibility to stay abreast of current policies and procedures of the CDC. Further, the Center reserves the right, as approved by the Board, to add to or make changes as deemed necessary. While reasonable efforts will be made to publicize such changes, the parent or guardian is encouraged to seek current information from the CDC Assistant Director.

ENROLLMENT

The Child Development Center (CDC) is a child care program that is administered by Mitchell Technical Institute. The CDC does not discriminate against children or parents from admissions, regardless of race, color, creed, sex or religion. Preference for admission is given in the order of full-time enrolled MTI students, CDC employees, school district employees and then the general community as vacancies occur.

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Before a child is admitted to the CDC the following must be accomplished, (1) a non-refundable fee of \$50 per child is required prior to the first day of enrollment; (2) parents must schedule an on-site meeting with the center Director to discuss the policies and procedures of the center and (3) the following information must be completed for each child.

- Application
- Health History
- Record of Immunization
- Emergency Authorization
- Parent Permission
- Verification of MTI Full-Time Enrollment
- Class and/or Work Schedule
- Payment Agreement (completed with CDC Director)
- Federal Food Program Form
- Policy Checklist (completed with CDC Director)
- CCA or AFDC verification, if applies

HOURS

The hours of operation of the CDC are 7:15 a.m. to 5:00 p.m. Monday through Friday. The facility will be in operation from August through May. Year-round operation may occur if the services are needed and are cost effective.

Tuition is charged at a rate of \$2.25 per hour per child. A minimum of 30 hours per week per child is charged, with the exception of 5 absences per school year.

TUITION

Tuition is due by the 5th of the month to ensure continued child care services. Weekly and bi-monthly payment is also acceptable. Any payment that is not current by the 5th of the month will be considered delinquent and child care services will be terminated. Delinquent bills will be turned over to the MTI Business Office and continued enrollment at MTI may be affected. If you are receiving financial assistance for child care through local, state or federal means, any delinquency will be reported to the necessary agency, which may result in termination of such monetary support. Re-enrollment will be considered if the account is brought up-to-date and an appropriate position is open.

Ultimately, the parents are responsible for paying any child care costs not covered under any local, state or federal program. Also, as a parent, it is your responsibility to keep your contract up-to-date with the funding agency and provide the necessary information to the CDC Assistant Director.

EARLY/LATE FEES

If a parent drops their child off before 7:15 a.m. or fails to pick up their child by 5:00 p.m., an additional fee of \$5.00 for every 15 minutes or portion of, will be collected at that time or added to your next bill.

ATTENDANCE

SCHEDULING

Parents will be required to fill out an attendance schedule by Wednesday of the preceding week in which the care is requested. Care can only be guaranteed to children whose parents have previously signed up for the care. Our program and licensing requirements mandate us to provide certain staff: child ratios for various age levels. Thus, attendance scheduling is of the utmost importance in order to provide quality child care.

ARRIVAL/DEPARTURE

To ensure the safe arrival and departure of your child, parents or authorized persons must enter the CDC building with the child. It is important that you inform a staff person that your child is in the Center's care before you leave. A child will be released only to those persons authorized to pick up the child. For the protection of your child, written or oral permission must be received to the CDC Assistant Director or the child's teacher if someone other than the persons listed on the parent permission form is picking up the child. If someone other than the parent/guardian is picking-up/dropping-off the child(ren), he/she must report to the office upon entering the building.

We are using a computer software program to identify arrival/departure of your child(ren). The person responsible for dropping-off and/or picking-up the child(ren) need to go into the office and scan in/out. Visit with the Assistant Director if you have any questions.

HOLIDAY SCHEDULE

The CDC will be closed for the following holidays. Changes may occur based on the current MTI calendar. Reminders will be posted prior to each holiday.

- Labor Day
- MTI Christmas/New Year's Break
- Veterans Day
- MTI Semester Break
- Thanksgiving Day and Friday
- MTI Spring Break
- President's Day
- Memorial Day

ABSENCES

Our goal is to provide quality child care for your child. Quality child care is directly related to having trained staff working in the CDC on a regular basis. To meet this goal, it is necessary that we require payment of child care services whether or not your child is here, guaranteeing care on a regular basis. Allowances to this regulation are:

MTI students, CDC employees, school district and community parents will not be charged for the days in which classes are not in session as specified in the Holiday Schedule, or up to five days of their child's absence due to sickness, vacation, etc. Your account will be credited as the absence occurs. Any time missed beyond the five-day grace will be subject to payment.

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EMERGENCY CLOSING PROCEDURE

In the event that the CDC should have to close due to weather or any other emergency, the announcement will be made on radio stations KORN, KMIT and television station KDLT.

The announcement will specifically say "MTI Child Development Center".

CANCELLATION OF CARE

In the event that you find it necessary to cancel your child care, you must give a written and dated notice of cancellation to the CDC Director during office hours two weeks prior to such termination of services. Under these circumstances:

MTI students, school district and community parents will be required to bring their accounts up-to-date.

CURRICULUM

LESSON PLANS

The quality of care a child receives before the age of 5 can influence all learning later in life. The CDC provides a physical environment and a learning program that fosters a child's natural desire to explore the world. The curriculum is developmentally age-appropriate and meets your child's physical, emotional, cognitive and social needs. As a parent, you can enhance this program by becoming actively involved in your child's development.

NUTRITION

The CDC will serve breakfast, hot lunch and an afternoon snack to all children enrolled during these times of the day. The menu is nutritious and well-balanced. The hot lunch is prepared by the Mitchell Public Schools and served at the CDC. The parents are responsible for notifying your child's teacher by 8:30 a.m. if your child will not be attending the CDC on a day scheduled. Failure to do so will result in a minimum of \$3.00 per day to cover nutrition costs.

Meals are served family-style with the staff joining the children at the tables. Children are encouraged to serve themselves and to try new foods. Table manners are taught by example and ample time is allowed for socialization.

Children learn about nutrition as they help set tables and prepare snacks and special treats. Nutritional concepts are integrated in the lesson plans. The cook works with the teaching staff to correlate meals with these learning experiences.

Menus are posted weekly for parents to view. The menus are reviewed by the Child and Adult Nutrition Program to ensure that we are meeting the USDA Food Program guidelines.

SPECIAL DIETS

We will make every effort possible to meet the nutritional requirements of the child with special diets and/or food restrictions. Parents should communicate their child's restrictions on the application/admission form and provide a statement from the physician that denotes the dietary needs on your child(ren).

OUTDOOR PLAY

The CDC program provides for outdoor play on a daily basis to aid in the child's health and physical development. Thus, you can expect your child to participate in the outdoor activities every day except during severe weather conditions. Please provide your child with the appropriate clothing for the existing weather conditions. A child will not be allowed to remain indoors during the outdoor program unless a signed slip from the child's doctor indicates that the child should remain indoors. Under such conditions,

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the CDC reserves the right to encourage your child to remain at home if the staff: child ratio is out of compliance.

PARENTS OF INFANTS

Please remember to:

- Bring a daily supply of baby food and formula or breast milk and plastic bottles labeled with the child's name.
- Bring a daily supply of disposable diapers, (there is a \$.50 cent charge per diaper if diapers are not provided by parent) non-alcohol baby wipes, baby powder, diaper rash ointment, etc.
- Bring an extra set of clothing with the child's name on the label in case of spills or accidents.
- Bring a diaper bag to avoid mix-ups of the infant's belongings.
- Shoes, if the child is walking.
- Dress your child in clothes that allow him/her to participate in all aspects of the daily program.

INFANT FEEDINGS

The formula and/or baby food will be stored in the refrigerator in your child's room. The Health Department requires that the baby food must be brought to the Center in unopened jars. When the unopened jars of food are brought to the Center, we place the recommended amount of food in a bowl to avoid contamination of the unused portion. The unused portions are placed in the refrigerator labeled with the child's name and the date.

This jar of food may be used two consecutive days before being discarded. Infants who are bottle-feed will be held during their feeding times rather than propping the bottle.

A report will be filled out by the staff to record the child's eating, sleeping and changing schedule for that day.

PARENTS OF TODDLERS

Please remember to:

- Bring a daily supply of diapers and/or training pants (there is a \$.50 cent charge per diaper in diapers are not provided by parents) and as needed non-alcohol baby wipes, baby powder, diaper rash ointment, etc.
- Bring an extra set of clothing to be left at the Center in case of spills or accidents (please put your child's name on the pants, shirt, socks, disposable diapers and/or training pants.)
- Bring a small pillow and/or blanket to make naptime more comfortable, if needed a mat will be provided.
- Have your child wear shoes which are required at all times.
- Dress your child in clothes that allow him/her to participate in all aspects of the daily program.

TOILET TRAINING

A daily report will be filled out by the staff to record the child's progress while toilet training. Please remember to pick up the progress report on a daily basis.

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PARENTS OF PRESCHOOLER

Please remember to:

- Bring an extra set of clothing to be kept at the Center in case of spills or accidents (please mark your child's name on the pants, shirt, underwear and socks.)
- Bring a small pillow and/or blanket to make naptime more comfortable.
- Have your child wear shoes which are required at all times.
- Dress your child in clothes that allow him/her to participate in all aspects of the daily program.

DISCIPLINE/BEHAVIOR MANAGEMENT

The CDC staff will be guided by principles appropriate to the child's age and development when determining the type of disciplinary action that should take place. The following principles are recognized as important to the well-being of the child.

- The child's self-esteem is of great importance.
- All children need limits which are consistently enforced.
- Children need opportunities to learn to accept responsibility for the consequences of their actions.
- Positive behavior should be reinforced in order to redirect inappropriate behavior.
- Children need opportunities to learn how to make appropriate choices.
- Physical punishment is inappropriate and will not be used under any circumstances.
- Punishment will not be used in connection with rest, food or toilet training.
- Time-out, removal from a situation, loss of a privilege and planned ignoring are some methods the CDC staff will use for disciplinary purposes as the situation dictates.
- Discipline will not be carried out by peers.

When a specific behavioral problem has been identified by the CDC staff, the Assistant Director and the child's teacher will bring this to the attention of the child's parent(s) or guardian(s).

ITEMS FROM HOME

We encourage your child to bring items that can be enjoyed by all children. Please refrain from letting your child bring toys, coloring books, candy, money, etc. These items cannot be shared by all and have a tendency to disappear or become destroyed. The parent may be asked to take the item home or it will be taken away from the child until the child is picked up by the parent. Under whatever circumstances, the CDC will not be held responsible for the lost/misplaced item(s).

IMMUNIZATIONS

As stated in the Department of Social Services state regulations, before a child may be enrolled in a center, the center must require a child's parent or guardian to submit a written statement signed by a licensed physician's assistant or department of health representative showing the immunization status of the child. If the child is exempt from meeting the minimum age-specific immunizations levels, written certification from a licensed physician must be documented in the child's file. If exemption is due to religious doctrine, a written statement to this effect must be placed in the file along with written permission

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for emergency medical care. Under either of the previous exemptions, the center reserves the right to ask the child to be removed from the CDC in the event of an outbreak of a disease.

MEDICATION

The Center will administer medication supplied by the parents when:

- There is written and signed instructions from the parent/guardian – ask the teacher about the form that needs to be completed.
- Over the counter medication meets the following requirements: the medication must be in its original container with its original label, legible directions for use, expiration date, child's name and the dosage amount must be identified for your child's weight and/or age (otherwise you must follow item #3).
- Physician prescribed medication meets the following requirements: the medication must be in its original container with its original label, legible directions for use, expiration date, child's name and child's physician.
- The medication is prescribed specifically for your child. The prescription will not be administered to siblings.

The parent is asked to take medication home daily because the CDC cannot be responsible for medications left at the Center.

ILLNESS

The spread of infectious diseases runs higher when a large group of children are in contact with one another. To aid in the limited spread of these health concerns, the CDC must follow strict guidelines to protect all the children cared for. If a child develops any of (or a combination of) the following symptoms upon arrival or while attending the CDC, the child will be isolated from the other children and the parent will be called to pick up the child within the hour.

- Vomiting or diarrhea (watery stools) occurring twice within a two-hour period or if the vomiting or diarrhea occur more often in a shorter period of time. Exception: if the diarrhea is not contained within the diaper/clothing, the child must be picked-up within the hour.
- Undiagnosed sore or rash.
- Temperature of 100F or higher (101F if teething or recently immunized).
- Low-grade temperature (less than 100F) and known exposure to a communicable disease.
- Sore throat.
- Red, swollen, matter eye(s).
- Serve upper respiratory infection (cough plus nasal discharge yellow or green in color and accompanied by a fever).
- The final decision is made at the discretion of the teacher and the Assistant Director.

INFECTIOUS DISEASE RETURN POLICIES

The following list identifies when your child may return to the CDC after contacting any of the following infectious diseases.

- **Chicken Pox** After all blisters have scabbed over.

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- **Croup** After the cough has subsided.
- **Ear Infection** After three doses of medication or after 24 hrs.
- **Fever** After the fever has returned to normal without the aid of fever reducing medication.
- **Head Lice** After one complete treatment and removal of all nits.
- **Impetigo** After 24 hours on medication.
- **Pink Eye** After the child has been on medication for 24 hours and has no matter in their eyes.
- **Ringworm** After medical treatment with a fungicidal ointment.
- **Roto Virus** After the child has had one formed stool.
- **RSV** After the wheezing and coughing have subsided.
- **Shingles** After all blisters have scabbed over (treated the same as chicken pox).
- **Strep Throat** After the child has been on medication for 24 hours.
- **Thrush** After 24 hours on medication.

INFECTIOUS (COMMUNICABLE) DISEASE

If your child contracts any communicable disease, please inform the CDC. If your child is exposed to a communicable disease while at the CDC, a notice will be posted. The South Dakota Department of Health will also receive notification. Some common communicable diseases include pink eye, (conjunctivitis), ringworm, impetigo, measles, rubella, mumps, chicken pox and strep throat. If you have any questions in regard to sign/symptoms, communicability and incubation periods, please contact the CDC Assistant Director.

CHILD ABUSE

The Center has legal obligation to report any suspected or observed incident of child abuse or neglect to law enforcement officials or to the Department of Social Services. This will be handled immediately by the Assistant Director upon learning of the incident.

If an incident should occur at our Center involving a staff member, the Assistant Director will take steps to ensure that the incident could not re-occur while awaiting the outcome of the investigation. This may result in a suspension without pay for the staff member. After the investigation is completed, an evaluation of the employee's continued employment will be conducted.

MEDICAL

- To obtain emergency medical care, the Assistant Director will take whatever steps that are necessary. These steps may include, but are not limited to, the following:
- Attempt to contact a parent or guardian.
- Attempt to contact the child's physician.
- Attempt to contact the parent or guardian through any of the other persons listed on the parent permission form you completed upon admission.

If we cannot contact you or your child's physician, we will do any or all of the following:

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- Call another physician.
- Call an ambulance.
- Have the child taken to the nearest community hospital in the company of a staff member.

Any of the expenses incurred will be the responsibility of the child's parent or guardian.

EVACUATIONS

Should it be necessary to evacuate for fire, the staff has been instructed in procedures for exiting the building. The CDC conducts at least four fire drills per year and written emergency evacuation plans are posted. In the case of a severe storm, the children will be gathered in the restrooms away from the windows. At least one tornado drill is conducted each year.

TERMINATION OF CARE

Care for a family may be terminated by the Assistant Director for any of the following:

Failure to pay for child care services as specified under the section entitled Payment and the Payment Agreement.

Refusal to pick up a sick child after notification from the CDC.

Failure to provide a notification of updated immunizations within one month of immunization due date.

A time may arise when the CDC doesn't meet your child's needs, be it at the beginning of enrollment or later. If, after a joint effort is made by parent/staff, it is evident that the child would benefit from a program other than ours, the child may be withdrawn from the program.

PARENT-TEACHER PARTNERSHIP

You are the prime teacher of your child, thus communication between you and the CDC staff is vital for the fullest development of your child. Your home has been the center of interest in your child's life, and as the CDC enters into a partnership with you, we ask for your help and support in order that we may have the most successful program possible.

LICENSURE

The Child Development Center is licensed by the South Dakota Department of Social Services and meets the requirements set forth by the agency.

SMOKE FREE POLICY

In accordance with the policies set forth by Mitchell Technical Institute and the Mitchell School District, there is no smoking allowed in the building or grounds of the CDC. Disciplinary action may result for persons who do not follow this policy.