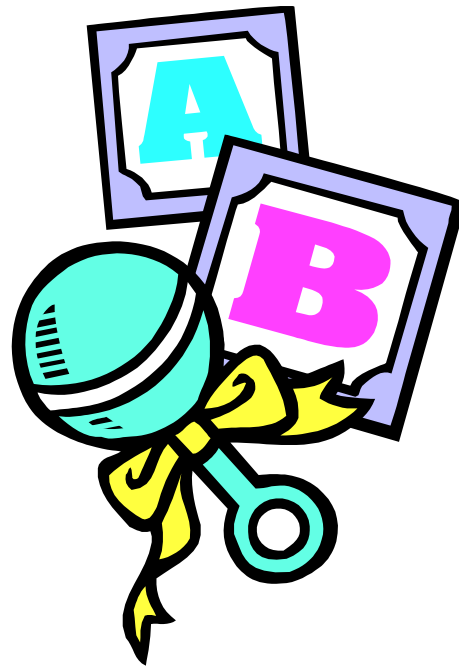


*Bentonville Public Schools Childcare Enrichment Services  
Building Bridges Child Development Centers*

# Infant/Toddler Parent Handbook

Approved by the Board of Education  
February 2011



Building Bridges Main Office  
400 NW 2<sup>nd</sup> Street  
Bentonville, AR 72712  
(479)254-5040

Building Bridges @ Bentonville High School  
1901 S.E. J Street  
Bentonville, AR 72712  
Phone :( 479) 254-5128

Building Bridges @ Wildcat Way  
1525 N.E. Wildcat Way  
Bentonville, AR 72712  
Phone :( 479) 254-5277

## **Building Bridges Infant/Toddler Parent Handbook Table of Contents**

<u>Philosophy</u>	<u>3</u>
<u>General Information</u>	<u>3</u>
<u>Arrival</u>	<u>4</u>
<u>Signing In and Out</u>	<u>4</u>
<u>Non-Discrimination Policy</u>	<u>4</u>
<u>Special Needs</u>	<u>4</u>
<u>Tuition Requirements</u>	<u>4</u>
<u>Late Charges</u>	<u>5</u>
<u>Dismissals</u>	<u>5</u>
<u>Withdrawals</u>	<u>5</u>
<u>Late Afternoon Routine</u>	<u>6</u>
<u>Absences</u>	<u>6</u>
<u>Inclement Weather Policy</u>	<u>6</u>
<u>Daily Schedule</u>	<u>6</u>
<u>Health Policies</u>	<u>6</u>
<u>In Case of Injury</u>	<u>9</u>
<u>Information Forms</u>	<u>9</u>
<u>Raptor ID System</u>	<u>9</u>
<u>Child's Personal Supplies</u>	<u>9</u>
<u>Items Brought From Home</u>	<u>9</u>
<u>Outdoor Play Policy</u>	<u>10</u>
<u>Food Service Policies</u>	<u>10</u>
<u>Discipline/Guidance Policy</u>	<u>11</u>
<u>Biting Policy</u>	<u>11</u>
<u>Special Events</u>	<u>12</u>
<u>Parent Communication</u>	<u>12</u>
<u>Utilization Policy</u>	<u>12</u>
<u>Parking</u>	<u>12</u>
<u>Suspected Child Abuse and Neglect</u>	<u>12</u>
<u>ARKids First</u>	<u>12</u>
<u>Medical Home</u>	<u>13</u>

### **MISSION STATEMENT:**

To inspire creativity and achievement.  
To foster integrity, compassion, and respect.  
To promote lifelong learning in a safe and caring environment.

### **PHILOSOPHY OF BUILDING BRIDGES:**

We believe...  
In the dignity and worth of each individual.  
In encouraging children to make choices.  
In a warm and caring atmosphere.  
In high standards and a motivated staff.  
In the whole child learning: social, emotional, physical, and cognitive.

We strive to meet the needs of all children. Children are encouraged to explore their environment and think creatively. Teachers guide and enhance this process through materials and activities. Lesson plans are developed by staff denoting weekly themes and units of study that correlate with the Arkansas Frameworks for Infants/Toddlers. We are committed to providing a stimulating child-oriented environment, which is clean, healthy, and safe. Discovery or interest centers are arranged to offer challenging play, exploration, and success at a range of developmental levels.

We are committed to supporting our teachers with specific and appropriate training experiences. We provide opportunities for staff to share ideas and grow professionally through continuing education. Staff is required to have a minimum of 25 hours of training annually. Most of the staff are CPR and First Aid certified. All staff are required to attend Child Care Orientation Training. Building Bridges is participating in the state program, Better Beginnings ([www.arbetterbeginnings.com](http://www.arbetterbeginnings.com)) to continue to maintain the highest quality of care for our children and families.

We are committed to developing and maintaining an atmosphere of mutual respect and trust between parents and staff. The Program Coordinator, Assistant Program Coordinator and Site Supervisor are available for parents to discuss any aspect of the Building Bridges program.

The Bentonville Public Schools Board of Education is the governing body of Building Bridges. The center serves student families, district employees, and the community. Building Bridges at Bentonville High School and Wildcat Way are open 7:00 a.m. until 5:30 p.m., Monday–Friday. Parents should limit their child's hours at the center to nine hours or less per day. A child may not be left at the center before 7 a.m. or after 5:30 p.m.

Children are cared for and given developmentally appropriate opportunities to learn on an individual basis. Creative activities are available on a daily basis. The Building Bridges staff strive to maintain a safe, healthy, and interesting environment. Breakfast, lunch, and an afternoon snack are provided for infants and toddlers. Children whose birthday falls during the school year will be moved to a preschool classroom when they are developmentally ready and as space becomes available.

The Building Bridges Program was created to meet the needs of children in several different categories and in the following priority order:

1. The children of teenage parents who reside in the district and attend the Bentonville Schools. By attending to the child care needs of the infant, toddler, or pre-schooler, the teenage parent can better focus on being successful in school and complete the requirements for a Bentonville High School diploma.
2. The children of staff members. Whether they are a Bentonville School District resident or non-resident, the staff members of the District may opt to enroll their children in the program.
3. Pending available space, other Bentonville School District residents may enroll their children in the program.

4. Pending available space, out-of-district residents may enroll their children in the program. Continuation would depend on in-district waiting lists.

Under no circumstances will out-of-state residents be allowed to enroll in Building Bridges. The Bentonville School District programs exist solely to benefit district residents and in-state staff members. Building Bridges is State of Arkansas licensed and ADA compliant. The Parent Handbook, which is distributed to all participants, shall serve as procedure to implement this policy.

**Arrival:** Children should arrive at the center appropriately dressed and ready to participate in the day's events. To determine what the daily schedule is and what activities are planned for the week, parent's need to check with their child's classroom teacher. Parents must notify the center if the child will arrive **after 8:00 a.m.** so that the center may include them in the lunch count.

**Signing In and Out:** You are required by Arkansas State Licensing to sign your child in and out each day. The person who brings or picks up a child is required to sign the child in and out of the center with signature. **Signature must be a legible, full name** and indicate the time of arrival/departure as dictated by the clock in the facility. We only honor the time indicated by the facility clock due to the many variations of each individual person's watch/clock. You may also be asked to present photo identification. If anyone other than the parent is picking up the child, they will need your door code. They are also required to check in with the site supervisor and show photo identification. The parent must notify the site if someone who has never been to Building Bridges before will be picking up the child. No one other than a parent will be allowed to pick up a child unless that person's name is also included on the child's personal data sheet. If another person frequently has this responsibility, that person should read this handbook and understand all aspects of the pick-up procedure. Children may not leave with any unauthorized adult or anyone under the age of 18 unless it is the parent. **We cannot withhold a child from his/her parent unless a court order is issued and is on file at the center. We will follow the guidelines indicated by the courts regarding visitation.**

**Non-Discrimination Policy:** No person shall, on the basis of discrimination, be denied the benefits of or the activities of Building Bridges. The facility cannot and will not discriminate for reasons of race, color, national origin, sex, or disability. There is to be no discrimination in admission policy, meal service, or use of facility.

**Special Needs:** Building Bridges will accept any child whose needs can be met in the childcare setting provided that space is available in the program. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to himself/herself or to the other children and this must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden.

**Tuition Requirements:** **All tuition fees are due on Monday morning of each week prior to services rendered.** Cash payment must be made at the Building Bridges main office Monday thru Friday, 8 am – 5 pm only. **No cash will be accepted at the sites.** If a written receipt is needed for a check payment, payment must be made at the main office. Receipts will not be mailed. In the event that tuition is not received upon arrival Monday morning, your child will not be authorized to attend. Parents may pay tuition in advance for the following week or by the month; however, in the event that tuition falls behind, you will be asked to clear your account or you will have to take your child with you. Building Bridges will not accept any child who has a balance on their account. In the event that your child is absent on Monday, tuition is due the morning of his/her first day back. For your convenience, a tuition drop box is on the west side of the main office building. Please do not put cash in the drop box. Payment is required for all days that the center is open. Fees are as follows:

**Non-refundable Registration Fee: \$100**

**Tuition: 6 weeks – 18 months \$155      18 months – 3 years \$145      3 years – 4 years \$135**

Please write your child's full name, parent's full name, driver's license number, street address, and phone number on all checks that are written to Building Bridges. Non Sufficient Funds Check: A fee will be charged by CHECKredi for collection of your NSF check. After two NSF checks are returned, your account will be placed on a cash or money order only basis for payment. Building Bridges reserves the right to raise fees should it become necessary to do so. Building Bridges accepts payments by voucher through the Department of Human Services. Parents are responsible for applying for vouchers through DHS and following all requirements to maintain their arrangement with DHS. Parents who use DHS vouchers are responsible for that portion of tuition incurred before they are accepted into the DHS program and for any payments that are due if their arrangement is terminated by DHS. The registration and activity fee is not covered by vouchers and must be paid in full within 6 months of enrollment. If DHS does not cover your child's tuition in full, your percentage payment is required on Monday morning of each week, or your child will not be authorized to attend. DHS will only pay for 7 days of absence in any given month. If your child misses more than 7 days, Building Bridges reserves the right to drop the child from the program. In the event that a parent who attends college withdraws a child(ren) from the program due to a break in the college schedule, the child(ren) must be re-enrolled and another registration fee paid in order to attend again. Examples of this would be Christmas and Spring Break as well as the summer.

Building Bridges is open year round; however we are closed for New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas Day. In the event the holiday falls on a Saturday, we will close on the Friday before, and if it falls on a Sunday, we will close on the Monday after. Parents will not be charged for any day the center is closed. We will close at 4 p.m. on Christmas Eve and New Year's Eve. We will be closed on the day after Thanksgiving. After one calendar year, parents are eligible for a vacation credit of 5 days. These days must be taken in the same week. Children may not attend during the vacation week. After the first vacation credit is used, you must wait one year from that date to use another week. The accounts manager will provide information for any questions regarding your child's available vacation credit. If you do not use your vacation credit during your first year, it is not cumulative and will not carry over to the next year. It will be voluntarily forfeited.

**Late Charges:** A \$10.00 late fee will be added to accounts if payment is not made on Monday morning. A late pick up fee of \$1 per minute will be charged to parents of children who are picked up after **5:30 p.m.** regardless of the reason for late pick-up. At 6:00 pm, if a parent or emergency contact has not been found, the Bentonville Police Department may be contacted for assistance. The charge will be noted on a Late Pick-Up Form and will be expected in full upon arrival. We do not take children at our center prior to 7:00 a.m. If a child is brought early, they will not be accepted into Building Bridges. The classroom teachers are only scheduled to be at the center until 5:30 pm; therefore in the event that a child is repeatedly picked up after 5:30 pm, it is grounds for dismissal from the program. The center clock is the time that is logged at arrival and departure and the staff will document on the sign in and out sheet if the written time differs from the facility clock.

**Dismissals:** Building Bridges reserves the right to terminate a child's enrollment if the Administrative Team decides it is not in the best interest of the child and/or Building Bridges to continue enrollment. Childcare may be terminated when the following occurs:

1. At the end of the semester when the child's third birthday falls in the following semester (for teen parents).
  2. Change in teen parent's school or employment status which causes the teen's child to no longer meet requirements under which child was enrolled.
  3. Parent gives false or incomplete information about enrollment requirements or fails to notify the site supervisor of changes in student or employment status.
4. Continued enrollment of the child becomes hazardous to the health or safety of the other children.
5. Parent fails to pay fees prior to that week of service.
6. Parent fails to have child immunized according to Building Bridges regulations.
7. Parental abuse of the policies and procedures.

8. Parents displaying unacceptable behavior such as using offensive language or harassing staff.

**Withdrawals:** The account must be current and paid in full at the time of withdrawal. Should a parent decide to withdraw a child voluntarily, a two-week written notice is required. Fees will be paid for a period of two weeks following notification of withdrawal or until the child is no longer attending. In the event that a 2 week notice is not given, parents will still be charged and required to pay for 2 weeks of tuition. If a child is voluntarily withdrawn and the parent decides to re-enroll the child, the child will be put at the bottom of the waiting list and a new enrollment fee must be paid. Spaces will not be held for children who are dropped for the summer and wish to enroll in the fall. If you have withdrawn your child or your child has been dropped from the program, all prior balances must be paid in full before you can be enrolled again.

**Late Afternoon Routine:** Parents are expected to arrive in time to gather all of their child's possessions that will be going home with them and leave the center by **5:30 p.m.** If parents wish to stay and observe, chat with other parents, etc., they should allow extra time before closing time. This policy allows caregivers to prepare the room for the next day and leave the center on time. Any arrangements other than those stated above must be authorized by the Building Bridges Site Supervisor with only emergencies and extreme hardship taken into consideration.

**Absences:** Any time a child will be absent, parents are asked to please notify the center as soon as possible. Notify the Site Supervisor when the child has an illness so that other parents can be notified if necessary. Advance notice when your child is absent allows the staff to better plan for the day. The full amount of weekly fees will be charged regardless of absence. If your child's tuition is paid by DHS vouchers, absences must be kept to 7 days or less.

**Inclement Weather Policy:** In the event of bad weather and possible school closing, please listen to TV 40/29 or TV5 or go to [www.bentonvillek12.org](http://www.bentonvillek12.org). All infants and toddlers will report to BB @ Wildcat Way on snow days. **Snow day hours are 7 a.m. to 5 p.m.** If driving conditions should become hazardous during center hours, parents are urged to pick up children as soon as possible. We also reserve the right to consolidate classrooms or sites at times during the year when attendance is low, for example Christmas and Spring Break, Summer and other days when Bentonville Public Schools are closed.

**Daily Schedule:** The curriculum for both infants and toddlers is composed of everything that happens during the day. Activities are conducted at scheduled times or informally throughout the day as time permits. Activities are individualized according to the infant's developmental level. Naps and feedings are administered on an individual basis with each child's needs in mind. Older infants & toddlers are fed at scheduled times. If a child is sleeping, the meal or snack is refrigerated until the child wakes.

Developmentally appropriate toys are always available for free play. Each week a new curriculum plan is posted so you know what your child is experiencing at Building Bridges. A general schedule is posted for the infant group, but each child's schedule will be based on individual needs. A regular routine provides security for the toddlers and helps them develop self discipline. Also posted will be the daily schedule of activities. Slight variations may be made due to the weather, special activities (such as parties, special visitors, etc.), and the mood of the children.

### **Health Policies:**

**Immunizations:** Because we are in the public school system, state licensing requires that all children upon their fourth birthday receive their kindergarten immunizations. Up-to-date immunizations are required by Arkansas Law and by the Arkansas Department of Health for all children who attend a childcare facility. Immunizations not only protect your child, but also protect younger children in the center (who are not old enough for certain immunizations) from being exposed to a disease that your child could carry. A child will not be allowed to enter Building Bridges without an immunization record that shows the child to be up-to-date or to be currently in the process of receiving immunizations due. After enrollment, when a child receives an immunization, the parent must bring the immunization record to the

site supervisor so that a copy can be made. Failure to obtain required immunizations as they are due is grounds for dismissal from the program.

**Recommended Immunization Schedule**

Age	Polio	Diphtheria, Tetanus, Pertussis (DTP)	Mumps, Measles, Rubella (MMR)	Hemophilus, Influenza B, (HIB)	Varicella (Chicken Pox)	Hepatitis B (HEP)
At Birth						X
2 Months	X	X		X		
4 Months	X	X		X		X
6 Months		X		X		X or
15 Months	X	X	X	X	X or	X
4-6 Years	X				X	

**Daily Health Check:** A health check will be made daily by the caregiver in charge upon the child's arrival. Questions may be asked of the parent concerning any unusual observations of the child in general. If bruises or injuries are present, it will be documented by the staff. The child will not be allowed to stay if fever or a possible contagious rash or diarrhea is present.

When an antibiotic is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. Building Bridges will follow that recommendation unless the parent brings a statement from the physician stating that the child can return sooner. Such a statement will be accepted only when no signs of illness exist. If antibiotic is needed three times per day, all doses should be administered at home, one before school, one upon arrival, and one at night. Allergies should be noted on the medical form by the physician. Teachers will be alert throughout the day for possible signs of illness.

**Medication Chart:** Parents are required to supply the requested information each day that the child is to receive any medication while at the center. Prescription medicine will be given only with written permission of the parent on the medication chart. In order for Building Bridges staff to administer non-prescription medication, we require a blanket approval for its use by the child's physician. All instructions for medications must be written each day that medication is to be administered. If someone other than the parent brings medicine for a child, that person's name must be included on the Parent Permission Form in the child's file or that person must bring a signed statement from the parent that states all information required on the medication chart. Also, the parent should tell the teacher in charge about the child's medication, and note on the child's daily chart that the child is taking medication. No medication, including diaper or teething medication, will be administered without written authorization from the child's physician. Medication that is brought to the center mixed with food or milk cannot be given. Medicine will remain in a locked area at all times. When medication is given to the child, the date, time, dosage, and the staff members' signature are recorded on the medication form. All medication must remain in the original container indicating the child's name, type and date of prescribed medication, amount and times of dosage. Over the counter medication may not be given unless it is in an unopened container accompanied by a doctor's note. Please do not leave any medication in a child's cubby.

Advance arrangements should be made for the care of a child when the child is sick if the parent will be unable to stay home with the child. Parents should call the site supervisor early in the day to report an absence or to ask about symptoms of illness if uncertain about bringing the child. A call may prevent an unnecessary trip to Building Bridges because sick children will not be allowed to stay.

If a parent is contacted to pick up an ill child, promptness is expected. The child's data sheet must always have up-to-date information so that the staff will be able to find the parent in the event that the child becomes ill. Please keep us informed of any changes including class schedules, employment information, change of address, change of phone number, etc.

Parents should keep a child home if any of the following conditions exist:

1. **Fever:** (at present or within the last 24 hours) A child cannot be at Building Bridges while taking Tylenol or another fever reducing medication in order to maintain a normal temperature. The following guidelines are used for infants and toddlers:  
Axillary Temperature (taken under the arm) Add 1 degree for body temp.  
Children 6 months or under: 100 degrees F or above  
Children over 6 months: 101 degrees F or above  
If other symptoms exist, a child may be sent home with a lower temperature than those stated above. Fever strips used on the forehead are not considered accurate. If fever is suspected at the time of arrival, the parent will be asked to wait for a thermometer reading before leaving the child.
2. **Diarrhea:** Three (3) or more watery stools in a 24 hour period.
3. **Vomiting:** Vomiting on two or more occasions within the past 24 hour period.
4. **Rash:** Body rashes not obviously associated with diapering, heat, or allergic reaction.
5. **Sore Throat:** If associated with fever or swollen glands in the neck.
6. **Severe Coughing:** Episodes which may lead to gagging, vomiting or difficulty breathing.
7. **Pink Eye:** Pink or red eye(s) which may be swollen with white or yellowish discharge, until on antibiotics for 24 hours.
8. **Untreated Scabies, Head Lice or the presence of nits:** May return after treatment and removal of nits.
9. **Multiple Sores inside mouth with drooling:** Unless health department provider determines the condition is non-infectious.
10. **Ring Worm:** A fungal infection of the scalp or skin. Child may return after treatment by a health care provider has begun.
11. **Impetigo:** May return 24 hours after treatment is initiated.
12. **Other:** Any contagious disease, illness or health condition. May return based on doctor's recommendation.

Please understand these policies are in place to protect your child, rather than to create a hardship on anyone. A child sent home with any illness will not be able to return to the center for 24 hours unless they are free of symptoms for 24 hours or have a doctor's note stating that the child may return to school and is not contagious. This means that if a child is sent home during the day, he/she may not return the next morning, but must wait until the 24 hour period has passed or has a doctor's note stating that the child may return to school and is not contagious. If the above illnesses occur at Building Bridges, parents will be called to pick up their child. The child must be picked up within 1 hour of being notified. The child will be isolated to protect the well children from contamination. If your child has a contagious disease, please let us know so that other parents will know that their child has been exposed. A child with a communicable disease should have a doctor's release before returning to Building Bridges. For any illness that a doctor's note is required, please make sure your doctor includes the following: child's name, date child may return, statement that the child is no longer contagious, and if a rash is not contagious but still visible, have the doctor notate the expected length of time it will be present. We desire conditions that encourage cleanliness and good health practices among both staff and children. Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. If your child is well enough to come to Building Bridges and the weather permits, all children will go outside. Please dress your child appropriately for the weather. A child should be kept at home if he/she is ill enough for any reason to need one-to-one care or too ill to go outside.

**Head Lice Policy:** If head lice or nits are found on your child, you will be called to pick up your child and given information on treatment. The child will be checked upon their return to Building Bridges and may stay if you show proof of treatment (empty lice treatment container) and the child is “nit free”.

**In Case of Injury:** Simple injuries will be cared for by the staff. A written accident report will be completed for the parent to sign explaining what happened. In the event that a serious injury is involved, parents will be notified at once, and if necessary, the physician they have designated or emergency service will be called. We must have the names and telephone numbers of other persons listed on file to contact in case the parent(s) cannot be reached. An unreported injury found by a teacher after the parent leaves will be recorded on an accident/incident form. The parent will be asked to sign the form at the end of the day. **Parents are responsible for any expenses incurred due to an injury.**

**Information Forms:** Several types of forms are necessary at the center to provide both parents and staff with information that is vital in providing continuity and quality care. The personal data sheet is filled out by the parent(s) at enrollment and updated by the parent as needed or as requested by the staff. This form will be attached to your child's emergency file. The daily information chart provides the parent and caregivers with information about what the child has done each day. Parents are required to fill out a daily chart upon arrival, giving specific instructions for the day. This information is crucial for quality care. Caregivers will fill out the bottom half of the chart during the day. Parents should check the chart when they pick up the child, ask any questions concerning the day, and take the chart with them to see how the child slept, ate, etc. The foods recorded for meals and snacks are the foods actually eaten by the child. All children are served all foods from our menu. Additional notes may also be written on the daily chart (supplies needed, notes from teacher or Site Supervisor, etc.). The chart also gives staff crucial information about who to contact in an emergency each day and any information about where parents can be found each day. Please take time to fill out the chart daily and read information daily. In the infant room, the charts are attached to each child's clipboard. In the toddler room, parents give them to a caregiver as the child is signed in. During the day, the charts are kept on a clipboard hanging in the toddler room.

**Raptor ID System:** Upon initial entry into the center, it is required that all adults provide a driver's license or approved identification to be scanned into the Raptor ID system. This system identifies anyone who is a registered sex offender.

**Child's Personal Supplies:** The following items should be supplied by the parent for each child:  
Diapers or Pull Ups and for toddlers in training, extra training pants should be at the center.  
One or more complete seasonal changes of clothing including socks, replaced as needed.  
Outer garments suitable for outdoor play (seasonal)  
Toothbrush, one box of wipes and one box of Kleenex per month

These supplies should be labeled with the child's name and placed in the child's cubby. Parents should check the child's cubby each day. The center does have some extra clothing, which the children can wear if their extra clothing supply is depleted. If Building Bridges clothing is worn home by your child, please launder the clothing and return it. If there is no Building Bridges clothing available, you will be called to bring an extra set immediately. PLEASE LABEL EVERYTHING! Notify the center immediately of any lost items.

**Items Brought From Home:** Parents are asked not to allow their child to bring toys or other items from home, as this causes confusion for the other children and also because home toys become mixed up with center toys and may be damaged. Outside food may not be brought into the center. Breakfast, lunch and snack are provided daily through our food program. Please do not bring diaper bags into the center. Please do not allow your child to bring coins/small items or balloons to the center, as they are easily swallowed by young children and can be potential choking hazards. If your child has a security item, please **DO** allow your child to bring it to Building Bridges. Security items are age appropriate for infants and toddlers. We do not force the items on the children, but we do allow the children to give us direction on their needs for security blankets, etc.

**Outdoor Play Policy:** The children will go outside every day unless rain or extreme cold prevents their doing so. In cold weather, the time spent outside is adjusted to the temperature, but both infants and toddlers will be taken out if at all possible. Please do not request that your child stay inside. Building Bridges does not have extra staff available to stay in with one child. Cold weather does not cause disease and outdoor play is an important aspect of the Building Bridges program. Please think of the child's comfort and possible daily weather changes when you dress your child and in planning outer garments to wear or bring to the center daily. **It is a licensing policy that children be taken outside for a period of time every day, unless prevented by weather.** It is also a policy that if a child is unable to participate in the day's activities such as outside play, the child should not attend that day.

**Food Service Policies:** The Child Nutrition Program Infant Meal Pattern is followed at Building Bridges. Guidelines are set for breakfast, lunch, and snack. Infants are allowed to set their own feeding schedule. Infants will not be forced to wait for a scheduled feeding time – we will feed them when they are hungry but can encourage a requested schedule. Menus are posted each week at the Building Bridges entrance.

Children are not to bring outside food to the center except for a sack lunch on designated sack lunch days or for special occasions approved by the Program Coordinators. We encourage parents to feed children prior to arrival at the center, or allow your child to eat breakfast with the group at the scheduled breakfast time.

**Infants (under 12 months):** Building Bridges will begin feeding solids on notification by the parents, since infant readiness is not based on age but on individual readiness. Some infants may not be ready for solids until they are six months old. Parents are urged to follow a physician's recommendations and their infant's signals since feeding solids before the infant is ready may contribute to obesity, food allergies, choking, and deprivation of nutrients needed from formula or breast milk. The following practices **WILL NOT** be followed at Building Bridges even if requested by a parent:

- Children will not be made to wait for a timed feeding if they are hungry.
- Bottles will not be propped.
- Bottles of sugar water, soda, or other sweetened drinks will not be given.
- Solids will not be fed from a bottle.
- Infants will not be force-fed.

The parent may supplement the foods provided by Building Bridges if desired. We will consult with the parent when offering foods so that the foods offered at Building Bridges are consistent with what the parent is offering at home. If there is a large discrepancy between what is required and the parent's request, a physician's statement may be required. If your child has a food or milk allergy, we must have a doctor's note on file. Please have the doctor list a substitute item that can be served instead. **Breakfast is served to children no later than 8:00 a.m. If you arrive after 8:00, you will need to serve breakfast at home.**

**Infant Meal Pattern Requirements:**

<u>Birth through 3 months:</u>	Iron fortified formula or Breast milk
<u>4 through 7 months:</u>	Iron fortified formula or Breast milk, Iron fortified infant cereal (optional), and Fruit and/or Vegetable (optional)
<u>8 through 12 months:</u>	Iron fortified formula or Breast milk, Iron fortified infant cereal, fruit and/or vegetable, meat, fish, poultry, egg yolk, beans, cheese food or spread, or bread or crackers (optional), fruit juice

**Toddlers:** The toddlers sit in chairs at a low table during meal and snack times. A caregiver eats at each table with the toddlers, providing a role model for the children. Children are never forced to eat or drink. They are required to keep food at the table. Every child who can drink whole milk and eat solid foods will be offered all foods on our menu. If there is a religious reason that a child cannot have a food, the matter should be discussed with the site supervisor. Since we do participate in the USDA Food Program, each parent must complete a Food Program Form. These forms are kept on file and must be updated yearly.

The number of children qualifying for free, reduced price, or paid meals determines the amount that Building Bridges is reimbursed. All children enrolled in Building Bridges must participate in the USDA Child and Adult Care Food Program.

**Discipline/Guidance Policy:** Discipline at Building Bridges is appropriate to the developmental level of infants and toddlers. Positive guidance is used by staff for verbal direction and guidance that is in positive terms. Guidance is positive yet firm. Children are not offered a choice if indeed there is no choice. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc.

When children are not in danger of hurting or being hurt, we allow them time to work out their differences. Adults step in as guides, putting the situation into simple language the children can understand. Children are asked for input into the solutions. In this way, children learn how to get along with others.

Redirection is also used with infants and toddlers. A child is guided into an acceptable activity and offered appropriate choices. Prevention is the most important technique used at Building Bridges. Teachers and aides are alert to situations that could precipitate a child's frustration or a dispute between two or more children. When a potential problem becomes evident, children can be redirected through a transition activity by offering children an appropriate substitute activity.

Children are not punished; they are taught by positive guidance. Discipline is never associated with food or toileting. Children are never labeled as "bad" or "naughty." Children are never required to participate in group activities. An adequate number of materials, equipment, and activities are used as preventative measures. Duplicate materials are used whenever possible.

All staff is aware that infants and toddlers cannot be expected to share or take turns. Activities requiring such social competence are used sparingly and only when alternative activities are available. We know that children cannot learn to share until they have learned to own, and that is why we teach children to share by sharing with them. When we "catch" children sharing or taking turns, we praise them.

**Biting Policy:** Because biting is a common occurrence in programs serving children under three years of age, and because biting is a common concern of parents of infants and toddlers, Building Bridges has carefully researched its policy concerning biting. The following procedures are followed at Building Bridges: The victim receives the first attention and any necessary first aid is immediately available. The biting child is dealt with firmly but kindly and briefly. The child is told that biting hurts and that biting cannot be allowed at Building Bridges. Further response or action would depend on the reason for the biting incident.

- a. If the biter is an infant, usually the child is biting just as the child would bite a toy. The child gets response, so he/she bites again. Careful supervision is used to prevent bites, and many chewable toys are provided.
- b. Some children begin to bite because they imitate the kisses or playful bites of adults. Parents are warned that such "biting" play may very well encourage their child to bite in the future.
- c. If the biter is biting things, as well as people, and seems to have a need to bite, a substitute object such as a teething item is provided, and the child is told to bite the object anytime he/she wants.
- d. If the biter is verbal and communicating by biting rather than using language to get results, the biter is encouraged to use words instead. Appropriate words should be given to the child who needs them. The teacher can say, "Joe, use your words; say, 'No, that is mine.'"
- e. If a certain child seems to be chosen often as the victim, that child is encouraged to be more assertive.
- f. If the child seems to be biting for attention, teachers focus on other times during the day that this child can be given extra attention to meet that need.

- g. If the child is old enough to understand, a calm time is chosen later (such as diaper changing time) to tell the child why we do not want anyone to bite.
- h. Never will a biter be "bitten back." This only provides the child with an inappropriate role model.

The staff at Building Bridges supervise very closely at all times. Everything possible is done to keep all of the children at Building Bridges safe and secure. However, just as all toddler falls cannot be prevented, all bites cannot be prevented. Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified. If a child is biting repeatedly, the site supervisor will discuss the matter with the parents of the biter to assure that the child is being dealt with in a consistent way. However, the name of the biter is not given to other parents. The child must be protected from any negative reactions from others. Biting is a normal behavior for toddlers, but some people may look at a biter in a negative way. Toddler bites and infant bites are not intentional. Parents who have further questions about biting are invited to discuss the matter with the site supervisor. Specific questions can be answered and written information is available.

**Special Events:** Few holiday parties are held during the year. Children thrive on routine. Parties can be disruptive to children; therefore we work to make any party as low key as possible. Parents are invited to all special events. Information will be sent home as these events occur.

**Parent Communication:** Please check for signs near the entrance door for general information which might be posted. Newsletters are printed monthly and should be read by all parents. Feel free to let the site supervisor know if you are dissatisfied with any aspect of your relationship with Building Bridges or if you have suggestions for improvement. Parents are welcome to come visit their child at the center. A parent will not be allowed to go into any classroom in which their child is not actively participating, or to visit children other than their own as this creates a distraction in the learning environment.

**Utilization Policy:** Bentonville High School Building Bridges is a laboratory school administered by the Bentonville School District. All children enrolled in this center play a part in the teaching and research program in the Family and Consumer Sciences area of the school district. All children and activities can be observed, photographed, videotaped, or audio taped for educational or training purposes. Parents will be informed in advance. Parent permission will be collected before a child becomes a subject in any approved research study. Parents may also be asked to participate in research activities. Such participation is encouraged.

**Parking:** Parents may park in front of the entrance to the Building Bridges doorway long enough to drop off and pick up their child. Please do not park in this zone for an extended period of time because it is a fire zone. At BHS, parents may pull in front of the entrance to the center in the yellow painted area. Please be aware that during school start and end times busses may be parked for loading and unloading.

**Suspected Child Abuse and Neglect:** Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that may result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Building Bridges and its staff will cooperate fully with investigators. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent.

**ARKids First:**

ARKids First health insurance provides coverage for more than 70,000 Arkansas children who otherwise might have gone without. The information that families provide on the simple application form determines the level of coverage for which their children are eligible.

ARKids First information is available by calling toll-free at 1-888-474-8275 and from the ARKids First website at <http://www.arkidsfirst.com>.

**Medical Home:**

It may sound like a building, but a medical home isn't an actual place. It's a doctor you or your child go to for check-ups or when you get sick. This doctor is called a "primary care physician," or PCP. It may seem easier to see any doctor you can when you or your child is sick. But having a medical home – one doctor or clinic you call every time – means you are more likely to get the best care possible. If you see the same doctor every time, that doctor will know what sicknesses and health care you have had. You and the doctor get to know each other.

**Related Resources:**

*The Family Connection*, by Dot Brown and Beverly Wright. Available from the Division of Child Care and Early Childhood Education, 501-682-9699, or online, <http://www.arkansas.gov/childcare/services/printedmats.html>

*Infant and Toddler Family Connection*, by Dot Brown, Beverly Wright, and Dianne Finzer. Available from the Division of Child Care and Early Childhood Education, 501-682-9699, or online, <http://www.arkansas.gov/childcare/services/printedmats.html>

*Picture This: A Framework for Quality Care for Infants and Toddlers*, by Dot Brown and Beverly Wright. Available from the Division of Child Care and Early Childhood Education, 501-682-9699, or online, <http://www.arkansas.gov/childcare/services/printedmats.html>

Ideas for physical activities: <http://pecentral.org>, click on "Lessons" and select a grade level

"Healthy School Snacks", [http://www.cspinet.org/nutritionpolicy/healthy\\_school\\_snacks.pdf](http://www.cspinet.org/nutritionpolicy/healthy_school_snacks.pdf)

Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC), <http://www.napsacc.org>