

On

TRAC

Learning Center

FAMILY

HANDBOOK

tracjamestown.com • 701-952-8723



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On TRAC Learning Centers Philosophy

Welcome to the On TRAC Learning Center!

Welcome to the On TRAC Learning Center! My name is Tammy Mewes and I am proud to be part of the TRAC team. I am excited to be a part of this great opportunity to provide an extraordinary experience for the youth of our community. I have been involved in youth education for the past 20 years and have a strong passion and focus to connect with each child. We will strive to help each child develop a love of learning that will grow and stay with them as they become the leaders of tomorrow. My goals for the On TRAC Learning Center are to help each child become the best they can be with focus and attention on the mental, emotional and physical wellness and overall wellbeing of your child. Thank you for sharing your children with us as we aim for excellence each day!

Tammy Mewes
On TRAC Learning Center Supervisor/Director
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Goals & Philosophy

The On TRAC Learning Center is dedicated to enhancing the spirit, mind and body of all persons in a positive environment through quality programs, services and facilities. Our integrated curriculum, consistent administrative policies, health and safety standards and positive guidance inspire and motivate children with a focus on developing leaders of tomorrow and overall wellness of the child.

Preschool activities are teacher planned and guided. We strive to challenge and stimulate each child at his/ her own developmental level and foster a positive self-image by accepting each child as an individual. Each day your child will be provided time for free play with a wide variety of materials and spaces.

Connecting with Families

The On TRAC Learning Center program is based on a concern for the developmental needs of each child. We are committed to nurturing individual differences and the growth of the whole child – physical, social, emotional and cognitive. We make every effort to keep families informed about what happens at the Center concerning their child and appreciate receiving information about the child's activities and progress while at home. Strong communication between home and Center yields a better experience for both the child and the families. Parents will meet with Tammy yearly to review your child's care and discuss any updates needed to your child's files. After receiving your initial handbook, all updates will be sent to you via email. We can provide a hard copy upon request.



Program Overview

Qualified Staff

We take pride in providing a safe, healthy learning environment for every child within our care. All staff in the On TRAC Learning Center will have early childhood education training. Lead Teachers have a two to four-year degree in Early Childhood Education (or a related field), or a Child Development Associate (CDA), or in pursuit of, and practical experience working with young children. All staff receives ongoing training and attends monthly team meetings. Basic child care training is required for all staff as well as continued education in early childhood care. The entire staff will be CPR and First Aid certified as well as completed a comprehensive background check.

The following staff/child ratios for each age group help to ensure a quality program:

Preschool	3 to 4 years	1:7
Preschool	4 to 5 years	1:10
Pre K and K	5 to 6 years	1:12
School Age	6 to 11 years	1:20

Hours of Operation

The Center is open Monday through Friday from 6:30 a.m. to 6:00 p.m. We will be closed on the following holidays, which are subject to change:

New Years Day • Good Friday • Memorial Day
Fourth of July • Labor Day • Thanksgiving Day
Friday after Thanksgiving • Christmas Day
Close early on Christmas Eve

Center hours may be adjusted for holidays dependent upon enrollment.

Classrooms may be combined around holiday times due to low enrollment.

Center may be closed for professional development.

Inclement Weather Closing

In the event of an early school closing due to poor weather conditions we will care for the children until our regular closing time or until the On TRAC Learning Center facility must close due to the weather. Our facility policy is that if the city of Jamestown is included in a No Travel Advisory we will close. If Jamestown Public Schools have a late start we are still open regular business hours unless there is a No Travel Advisory for Jamestown. If you are arriving late or not coming in please email or call to let us know ASAP.

Emergency Closing

If at any time we feel the safety of our staff and children is in jeopardy, we reserve the right to close the program. Families will be notified in a timely manner.

School-Age Drop Off and Pick Up Policy

- Staff will walk with children to bus transition spot. When the children are dropped off at TRAC/bus, they must go directly into the building/bus.
- Staff will watch them go into the bus.
- Please contact the Center if your child will not be attending the before or after school program.
- For afternoon pick up, the staff will meet children upon dismissal and take roll of each child (unless families have called before to report a child not riding/walking). If any children are missing the staff will notify the Learning Center Director. The Director will contact the emergency contacts listed in the child's file.
- If a child is left at the school, families or guardians will be responsible for picking up and transporting the child.

Non-School Day for School Aged Children

We will be offering special programming for school aged children on most days when school is not in session. You must pre-register for this non-refundable and non-transferable service. Pre-payment is also required for non-school days. We cannot add these days to your installment bill so payment must be made at the front desk in advance. Families are charged regular rates for any day their child does not attend, including days school is not in session. If non-school day care is needed, guardians are required to pre-register and pay an extra fee for the program. The deadline for non-school day care registration or cancellation of registration will be two days prior to the non-school day. If your child is signed up for the non-school day after the deadline, you will be charged for a full day whether your child attends the program or not. Children who are registered for the non-school day may attend their regularly scheduled after school hours at no additional cost. However, if your child attends the program any additional hours on non-school days, full day fees will apply. We cannot guarantee the ability to serve your child if pre-registration is not done in a timely manner.

If Your Child Will Be Gone for the Day

If your child will not be attending due to illness or other schedule changes please contact the Center by 8:00 am. We order hot lunch at 8:00 am, if your child regularly receives hot lunch and if we are unaware of your child's absence a lunch will be ordered and you will be charged. If your child has not come in on a scheduled care day and we have not previously been notified of their absence, we will call you to confirm they will not be attending that day.

Enrollment Eligibility

All children are welcome to enroll in our program. You do not need a TRAC membership nor do we deny enrollment on the basis of race, creed, color, national origin, gender, age or disability.

We are an equal opportunity employer and welcome you and your family to participate in our program.

Pre-Enrollment

To begin the application process an Inquiry Form must be submitted on our website www.tracjamestown.com/ontrac-inquiry/. Then a meeting will be set up with the Director to discuss your child's needs. This will give you an opportunity to meet the staff, tour the Center, and observe the activities.

If you chose to enroll you will be given several forms that will need to be completed before your child can officially enroll in the program. **You need to fill out a Child Information Sheet and Parent's Statement on Health of Child. A current immunization record and a statement of any disability or developmental delay that will impact the child's ability to learn will be requested.** We also ask for a copy of your child's birth certificate or passport, permission forms, childcare agreement and tuition agreement.

These forms need to be turned in and payment made before your child may start. We update the information annually. All the information is kept confidential and is disclosed only to pertinent staff. At the time of pre-enrollment, we also require you to pay the application fee.

If your child would need to withdraw from child care for any extended time with a re - enroll date, you will have to cancel and then pay another enrollment fee. Your name will be placed at the top of the waiting list. You are not guaranteed a spot, however, as openings are based on availability. A one month written notice is required, and

Withdrawal From Program

Families choosing to withdraw from the program must submit a one month written notice as well as fill out a cancellation form located at the TRAC front desk. If you wish to enter the program again at a later date, you must complete a new enrollment form, pay the enrollment fee again, and you will be placed on the waiting list. Re-admission will be on a space available basis.

your child's tuition needs to be paid in full.

Fees

Application Fee

A non-refundable application fee will be charged at the time of registration for both member and non-member enrollees. This fee should accompany your tuition agreement. If you have a child already enrolled and add another child you will not be billed an additional fee.

The application fee and first month of tuition are due before your child starts. Tuition is withdrawn from account on the first of every month. The first month will be prorated based on when the child begins care. Full tuition will be charged for each tuition period, including the major holidays the Center is closed, storm days, early closing days or any other days that we are closed. We also charge for sick days, storm days, and emergency closings. Any billing questions or changes should be directed to the Guest Service Supervisor or Guest Service Coordinator.

Please understand that we need to submit a new budget annually. Our rates may increase each year depending on the amount needed to meet financial obligations and increase staff wages. Please talk to your Director if you need to know the amount of the increase for a flex plan program.

On TRAC Learning Center Rates

Per Child

Member	\$600/month*
Non-Member	\$700/month*

*On TRAC Learning Center families receive 60 visits to the Adventure Space at no charge. Visits are only active while the child is enrolled in the program

Before and After School Care Per Child

Member Before School	\$100/month*
Member After School	\$200/month*
Member Both	\$260/month*
Non-Member Before	\$150/month*
Non-Member After	\$250/month*
Non-Member Both	\$300/month*

*\$50 application fee not included.

Child must be part of a family membership to receive the member rate.

Enrollment Eligibility

Fees

Meals

Daily meals are catered by the James River Senior Center and will be billed separately from Center tuition. Daily meal count must be taken by 8:00 am, if your child will not be attending the Learning Center the Director must be notified by 8:00 am. If we are not notified before 8:00 am of an absence and your child regularly receives hot lunches we will order one for them and you will be charged. If your child does not usually receive hot lunches and an arrangement hasn't been made in advance to have hot lunch and you arrive after we call in, you need to provide a cold sack lunch.

Meal menus are available monthly and can be found at the parent check in station. You can purchase meals on a daily basis or we will bill you at the end of the month for days hot lunch was provided for \$3.25/day. If your child prefers not to eat the hot lunch you are welcome to pack a cold, sack lunch. We will not warm up meals from home. Please ensure your child's meal is in an insulated bag with an ice pack.

Non Sufficient Funds

All NSF payments will be immediately directed toward the collections agency per financial institution policy. If payment has not been received within two weeks of the NSF your child's enrollment will be terminated.

Statements

Upon request we will email a monthly statement and we will provide a printed end of year statement for each family. Please notify your Director if you have any questions about your account. Copies of your payment record will be made available for your tax purposes. If you participate in a Flexible Benefit Program we will make every effort to accommodate your needs. Please talk with the Director to work out the best system for you.

Payment made by a Third Party

Upon enrollment in the On TRAC Learning Center, it is to be understood that all child care fees, tuition, and expenses are the responsibility of the guardian(s) enrolling in the program. All families enrolled in the program are subject to the same policies, including policies related to the payment of fees (i.e. one month tuition payment, late payment penalties, and withdrawal from the program, etc.)

In the event that a third party (i.e. Social Services, Child Care Assistance program, employer-sponsored flexible benefit account, non-custodial parent or extended family member, etc.) is responsible for all or part of the fees due,

the agreement is between the guardian enrolling the child and the third party only. On TRAC Learning Center enters into the child care and payment agreement with the enrolling guardian(s) only. Under no circumstances will any family be permitted to attend the child care program without payment of tuition. These circumstances will be handled on an individual basis. Please schedule a meeting with the Director to discuss your needs.

Late Pick-Up Policy

If you are picking up your child from the program and you are running late, please call to let the staff know. The first time you are late picking up your child you will be given a written warning.

Thereafter, you will be charged \$10.00 per minute past 6:00 p.m. After 6:00 p.m. the doors will lock, a late fee sign will be posted and late fee charges will be added to your next tuition statement. **After 30 minutes if we are not able to reach the guardians or an emergency contact person, the police will be called to pick up the child.**

We understand that unexpected events happen, however we must adhere to this policy to ensure we can maintain a quality program and respect the out of work time schedules of our staff. We ask you to make every effort to contact one of your other authorized pick up persons if you cannot make it.

Holding Your Child's Spot

Preschool Program

To have your child's name added to the wait list complete and submit application paperwork and the non-refundable fee.

When a spot is open, the next person on the waiting list has the opportunity to place their child in the preschool age program. If they choose to wait, they may pay for the spot or give the spot to the next person on the list. They will then go to the bottom of the waiting list. Upon notification of an opening you must submit the first months tuition fee.

Before or After School Program

The Before and After School Program has the same enrollment process as the Preschool Program. We do not charge the monthly rate during the summer months. If you are enrolled in the spring and would like to continue care in the fall we will need to collect a non-refundable \$50 fee to reserve your child's spot for the upcoming fall. The \$50 fee will be subtracted from the first months payment when the fall program starts back up.

Behavior Guidance

At the On TRAC Learning Center, we strive to use age-appropriate behavior guidance techniques that allow children to learn what is appropriate and what is not acceptable behavior. Our behavior guidance approach teaches lifelong skills. It is about teaching children how to acknowledge their emotions and control their reactions, rather than punishing children for their behavior. We look for everyday “teachable moments” to practice these skills.

On TRAC Learning Center Supports Conscious Discipline, Nurtured Heart Approach and all other steps of Positive Discipline.

We will take the following steps to support your child:

- **Create** a positive environment: We believe that many challenging behaviors can be prevented by setting up a proactive environment. The On TRAC Learning Center teachers provide children with stimulating choices, treat children with respect, reinforce positive behavior, set reasonable limits, provide a consistent schedule, and approach situations with flexibility.
- **Understand** the reasons for your child’s behavior: Many behaviors occur because a child has not yet developed a way to communicate their needs or feelings. For example, is your child tired, scared, curious, bored, shy, ill, over-stimulated, embarrassed, lonely, or in need of toileting? Once we know why a behavior is occurring, we will help your child meet their personal needs.
- **Provide** natural and logical consequences: For example, if a child is throwing blocks, the teacher will remind him/her that blocks are for building. If the action continues, the child will be done playing with blocks for a period of time.
- **Teachers will help** children to choose an alternate activity: We will redirect your child to an appropriate activity.
- **Support** your child by providing calming time: If your child becomes upset we will assist him/her in calming down. This is done by sitting with the child, often with a book or activity. Your child may rejoin the group as soon

as he/she is ready.

- **Protect** your child’s confidentiality: If a child in our program has a situation occur with another child, we will inform both families of the incident. However, because confidentiality is a keystone of our program, we will not disclose a child’s name or information to another family.
- **Work** with you to create win-win solutions for your child: If challenging behavior is on-going, we will set up a time to talk with you about what can be done to best meet your child’s needs and create a joint action plan for approaching specific behaviors. Sometimes a child may display a need that is beyond the scope of our expertise. Should this situation arise, we will talk with your family about the benefits from additional services available.



Behavior Guidance

Consequences

Helping children acknowledge their emotion and control their reactions is our goal when guiding behavior. We look for everyday “teachable moments” to practice these skills.

At the On TRAC Learning Center, we believe guidance should be positive and approached in a fair and caring manner, consistent with the developmental needs of individual children. Clear behavior limits are set and modeled and reasons for the guidelines are explained. We encourage children to develop self-control and to handle conflicts in peaceful, effective and acceptable ways that protect the safety of both children and staff. We use positive redirection toward constructive activity, as well as immediate and directly related consequences for a child’s unacceptable behavior as the situation warrants. We work hard to create a “yes” environment where children can be successful and the need for discipline is low. Learning self control and appropriate behavior is a lifelong process. As adults, we model this behavior and help children begin to understand the way the world works and their place within it.

3 Strike Policy

The Learning Center follows a “3 Strike Policy” for intentional acts of violence or intentional behavioral deviance. The policy is as follows:

1st Strike: Scheduled Guardian/Teacher conference within 72 hours.

2nd Strike: Director/Teacher/Guardian conference, as well as forming a communication notebook with the family, addressing school and home concerns.

3rd Strike: Child is suspended for two scheduled paid days of care. Probation period starts and any other violations will result in termination of care.

The following actions are not permitted

- Corporal punishment
- Emotional abuse
- Punishment for lapses in toilet habits
- Withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior
- Use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm.
- Use of mechanical restraints

All children and staff of TRAC and On TRAC Learning Center will follow the model of Character Development that focuses on the values of:

RESPECT CARING HONESTY RESPONSIBILITY

What you can expect:

1. Your child will be treated fairly and with respect.
2. We will inform you when behavioral concerns arise.
3. We will work with you to develop a consistent plan to help you.
4. We will do all that we can to provide a safe and happy Learning Center.

What we ask of families:

1. Your commitment to follow up on behavioral concerns.
2. Your help in developing a consistent plan to work through behavioral concerns.
3. Shared concern for the welfare of all the children.

Trial Period

The first 30 days of your child’s enrollment will be considered as a “trial-period.” If we feel we cannot meet the needs of your child/family we reserve the right to give notice for removal from the program. If after the probationary period or any time, we feel that we cannot meet the needs of the child, we may give notice to end care for your child.

Special Care Program

All children with diagnosed special health needs must have a current care plan signed by a health care provider and guardian as well as a release of information signed by the guardian. The care plan must be updated at least yearly. Emergency medication and/or equipment specified in the care plan must be available at the program at all times and when child is taken off site during Learning Center hours. If your child has an Individualized Education Program (IEP) or receives outside services, we will require a copy of the IEP and a pre-enrollment meeting between the Director and families/guardians to ensure your child's success in our program. Depending on your child's needs, our program may or may not be the best fit for your family. Communication is very important between families and staff so that care can be continued to the child's benefit. When care plans do not have adequate progress, guardians or staff can terminate care at any time.

If a child would like to be enrolled in our programs and has special needs, we ask that the following be completed:

1. The ASQ (Ages and Stages Questionnaire) be done prior to enrollment.
2. A developmental assessment completed by the school district and shared with program staff.

After these assessments are completed, a determination will be made by the Director and staff of the Center to determine if we are capable of caring for the child. These factors will include care needed, additional staff needed, skills of staff needed, number of special needs children already enrolled/etc.

If the child is enrolled, the following should be done on a regular basis:

1. Regular meetings with the classroom staff as needed.
2. Learning Center staff should be included in all IEP meetings.
3. Review of care plan developed for the child to assure that we are continuing to meet the child's needs.

If the items above are not followed through with, the access to our programs will be denied.



Parent Information

Guardian/Center Communication

We believe quality child care includes an open line of communication between family and Center. A newsletter describing Center activities and events, announcements, items of interest and parenting tips will be sent home regularly. A calendar is prepared on a monthly basis. Please read the newsletters and monthly calendars, along with any occasional letters and reminders you will receive. This will ensure that you are kept informed of all Center events and news. Please feel free to contact your child's teacher or leader with any questions or concerns you may have at any time. Each classroom has an email you can use to contact your child's teacher at any time:

create@jamestownparksandrec.com
encourage@jamestownparksandrec.com
dream@jamestownparksandrec.com
discover@jamestownparksandrec.com

Once enrolled in our Learning Center each family will receive 60 passes to the Adventure Space. These passes can be used on any child in the family and become void if you withdraw from the program.

Families Are Welcome at Any Time!

Guardians are welcome visitors to our programs at all times. We hope that guardians will attend family functions, help with classroom projects or attend field trips with us. We have a lot of opportunities for volunteering within our Learning Center, please ask for more information.

Pick-up Authorizations

All pick-up persons must be authorized. If someone other than yourself is picking up, you must inform us and the designated pick-up person must provide photo identification. All authorized pick up persons must register with Tammy and be set up in the Procure system. If a parent is not allowed to pick up a child, we will need a court order stating this. If any person under the age of 18 will be picking up your child, you will need to sign a release form authorizing that pick-up. If you are in the TRAC facility and would like to spend time with your child in the pool, turf or gym, please talk to your child's teacher and sign them out before you take them, even if it is for a brief time. Please be aware that you are responsible for your child when you sign them out.

You do get 60 free punches to the Adventure Space so if you want to use the TRAC facility close to closing time you are more than welcome to transfer your child to the Adventure Space so you don't have to rush your workout.

Photo Release/Information Forms

You will be asked to sign a permission form before we use your child's picture for public relations (see registration form). If you take personal pictures on field trips or at events, please refrain from posting on social media unless it's only your child or unless you have authorization from another child's parent/guardian. You will also be asked for your permission before your child participates in any research projects done by college students. You will be asked to sign a permission form to have your child participate in a university study or any other purpose. We are not able to release information about your child to any unauthorized person. We can only accept authorization from the legal guardian to release information.

Conferences

Conferences may be called upon by the request of Center staff or the guardians. They will also be offered two times per year in the Learning Center to go over your child's progress. Conferences for children attending school will be set up at your request. Each teacher wishes to visit with you as time allows. If the teacher is unavailable (working with children or gone for the day) when you come, please call them if you have a concern.

Grievance Procedure for Guardians

If you have a grievance concerning something regarding our program, you should follow the following procedure. If you do not feel that you have reached satisfaction, then you must continue through the process stopping when you feel you have satisfaction on the matter. Final decision lies with the TRAC Facility Manager.

1. Teacher or Room Leader of your child, if appropriate.
2. On TRAC Learning Center Director
3. TRAC Facility Manager

It is inappropriate for guardians to discipline another child in the Center if that child has done something inappropriate. Please refer the matter to the teacher in charge of the child at that time.

Family Bulletin Board

The Family Bulletin Board located outside the Director's office can offer you information regarding daily activities and menus. This is also where you will also find postings on new events or any changes in schedules.

Parent Information

Make Saying Good-bye Easier

Pick Up and Drop Off Time

We use the Procure system for your child's pick up and drop off. It is important that you are checking your child in and out using our Procure system as we are a secure facility. All authorized pick up and drop off persons listed on your form needs to be scanned in the system prior to pick up. This only takes a few minutes so please plan the additional time to complete this one time set up.

We also encourage during these times you refrain from being on your phone so that any needed communication with staff can happen and that your child can share the excitement of their day with you.

At drop off make sure your child goes to their classroom and puts their belongings away and changes into their indoor shoes. Make sure a teaching staff sees that you are dropping off your child. If the class is in the pool you will need to change your child and bring them to the pool deck to join the class. Teachers cannot leave the pool deck to do this.

Sometimes it's difficult to know what to do when your child cries or clings when it's time for you to leave. Such behavior is not unusual or unreasonable for young children. Even ones who have been to school before can fall apart at the last minute and it may continue for some time. Here are a few suggestions:

Arrive on time and greet the teacher like an old friend.

If you're among the first to arrive, the room will be quieter. Your child will have the chance to see you talking in a friendly way to the adult who will care for him. It's easier for a child to accept a new teacher as a caregiver (and human being!) if it's clear that you like him/her, too.

Bring along a comfort item to leave with your child.

It might be a picture of you, or something small your child can keep in their cubby. A wise person once described such security items as being like a "portable mom." They do help. In much the same way, a parent who leaves a scarf or other personal item with a child is also leaving a concrete message "A piece of me with you. I'll be back." (We will do

our best to keep your special belonging safe however On TRAC Learning Center is not responsible for misplaced or damage of any personal items sent with your child).

Don't slip away while your child is busy playing.

Doing so may cause her to mistrust you and will only lead to more determined clinging next time. Always let your child know that you're leaving. You'll be helping her learn that separation can be faced and managed.

Tell your child when you'll return.

Although your child can't tell time yet, he can understand ideas like, "I'll be back when you're playing outside after nap time." Be sure to return when you said you would.

Say good-bye quickly.

Say it cheerfully and confidently (even if you don't quite feel that way the first few times). Ever since he/she was a baby, your child has checked the expression on your face to find out how to react. When you look worried, he/she feels worried. Looking cheerful and confident says, "You can handle this!"

Call/Email the Center later if you're concerned.

Just as you might give a regretful sigh when seeing a loved one off at the airport, so might your child cry briefly when you say good-bye. Because she's sad when you leave doesn't mean she'll be sad all day. Give the Center a call or email later on. Knowing that she's settled in can help you feel better.

It's okay to take a while to learn to say good-bye to someone you love. It helps to keep in mind that saying good-bye gets easier with time and experience. Eventually, your child will understand fully that you'll always return, and will be able to let you go with trust and confidence.

Parent Information

Child's Attendance Schedules

On the Childcare agreement completed at enrollment, we ask that the parent/guardian fill in the approximate times your child will use our services. We request this so we can provide the best possible care for your child.

We need to know the times your child will be here for proper staffing and planning. We do a large variety of learning throughout the preschool day. Our classes go for walks, off site learning field trips, plus swim time and lessons, PE Class and other activities or games. If your child is dropped off when we are not planning for them they will miss out on that activity. Our activities bridge together learning throughout the lesson plan to target areas of development needed and can cause your child to struggle if they miss out so regular attendance is encouraged.

We are a secure facility and cannot guarantee someone will be able to let you in if your drop off and pick up times vary. That can be hard for a child to transition if you are rushed to drop off because you cannot get in or cannot find your child's class. We want you and your child to have a successful drop off and pick up times. Providing a routine and having set times will help with this.

Children thrive and have great growth both academically and socially when they have a consistent and regular routine. If your schedule is not the same Monday through Friday, we do request a calendar is submitted stating if there is a day they will not attend or what day they may be arriving late or be picked up early. If your schedule changes monthly you will need to submit a new calendar each month.

We do not allow drop off or pick up during rest times of 12:00 pm - 1:30 pm. This is disruptive for the children resting and hard for your child to come to school excited for the day and then have to rest quietly upon arrival.



General Information

Clothing

Play clothes are best for days spent at the Center. Comfortable, sturdy, washable clothing that will enable the children to participate freely in all activities without undue concern for spills, spots, and rips. Please mark all clothing and personal articles permanently with your child's name. Occasionally check the lost and found box for misplaced sweaters, jackets, etc. We are not responsible for lost items as they will be donated monthly with the TRAC lost and found items.

On TRAC Learning Center will be required to follow the facility policy of **no street shoes in the facility. Keep a pair of indoor shoes in your child's cubby. Your child will not be able to use any other area of TRAC if they do not have indoor shoes.** Sturdy, well fitting tennis shoes or non-skid shoes are essential for active play. Socks and indoor shoes are required so the children can play in the gym. Outdoor shoes such as sandals, flip flops and cowboy boots are fun, but difficult to run and play in. We recommend that you send other shoes when children want to wear these. When skirts are worn, we ask that your child wear pants or shorts underneath.

Please provide the following:

- Full change of clothing including socks and underwear to be left at the Center.
- Bathing suit, towel and comb or brush to be left at the Center in a small sling bag.
- Snow pants, hat, mittens and boots for winter play and other appropriate outdoor clothing for other seasons. (Please do not send your child in a scarf, as that is a strangulation hazard.)
- Toys from home are brought at your own risk and must stay in the child's cubby. On TRAC Learning Center does not assume responsibility for personal toys.

Blankets/Nap time items

We ask that you put nap items are **small** enough to fit in a 2 gallon storage bag. If your child has a nap time toy please send only quiet toys. We will wash blankets weekly.

Pets

Some Classrooms may have small pets or fish in their rooms. You will be notified if your child's room has a pet. Please inform your child's teacher if your child is allergic to any pet in particular. Children may not bring their own pets unless they can show their pet has the proper vaccinations and there are no allergies in the classroom. Please contact the Director for this possible show-and-tell opportunity.

Staff Babysitting Policy

As a client of the On TRAC Learning Center, you are notified that the On TRAC Learning Center supervises its employees and programs within the confines of the facilities under the policies of the On TRAC Learning Center and the programs approved and managed by the Jamestown Parks and Recreation Department. If you would like an employee to babysit for you know the On TRAC Learning Center is not supervising the staff. The employees of the On TRAC Learning Center are not supervised by the On TRAC Learning Center during their off-duty hours and are not acting within the scope of their employment.

Birthdays and Celebrations

Christmas, Kwanzaa, Winter celebrations, events of the world (such as the Olympics), Hanukkah, Halloween, July 4th, Valentine's Day, and Thanksgiving are times when we often have Center parties. Guardians are encouraged to help us celebrate these days and any other times that are important to your family. We are always looking for other cultural and ethnic celebrations that we could include in our program.

OnTRAC Learning Center will not celebrate children's birthday parties by bringing food items to share with the class. Rather alternative activities and rewards will be planned to allow each child to celebrate their special day. Classroom celebrations may include sweet treats occasionally but healthy food options will also be provided as a choice.

Since children have a difficult time when they are not invited to parties, we ask that you not bring invitations to the Center unless everyone in the class is invited.

General Information

Parking

Use east TRAC parking lot for pick up and drop off. Please refrain from parking in the round-about when dropping off children. We ask everyone drive extremely careful in our lots.

Field Trips

Field trips and outings are a part of the Center activities. Families will be given advance notice of upcoming field trips. Guardians are welcome to join us. Talk to your child's teacher if you are interested.

Swimming

We have planned swimming time on a regular basis. TRAC pools are staffed by trained lifeguards at all times. Your child must have a signed permission form before participation.

All pools are approved yearly by the local public health unit. The child-to-staff ratios will be maintained at all times. On TRAC Learning Center staff will not be involved in any activities other than directly supervising the children during water activities. Guardians must sign the permission form for child to use our aquatic facility.

The On TRAC Learning Center includes swim lessons within the program at no additional cost. Check with the Director to find out dates and times this is offered as the schedule changes periodically throughout the year.



Active Play

OnTRAC Learning Center strives to provide at least 120 minutes of active play every day. We provide opportunities for outdoor play 2 or more times per day as weather permits per the Child Care Cold/Warm Weather Guide. We strive to limit extended periods of seat time other than meals and naps. Preschool children should not remain seated for periods of more than 15 minutes and school aged children more than 30 minutes.

Child Care Cold/Warm Weather Guide

Children will go outside during if temperature falls within the Child Care Cold/Warm Weather Guidelines. Please provide appropriate clothing, such as warm coat, snow pants, boots, hat, mittens/gloves, sunglasses. Luckily, TRAC has great indoor play spaces available for the Learning Center to use!

Children are supervised at all times. For staffing reasons, all children must go outside if they are in attendance for the day (weather permitting). We will not keep your child inside due to illness or threat of illness, or if they did not bring proper clothes for outside play. If they are well enough to come to the Center, they are well enough to go outside. We will use extra clothing when we do go outside if your child needs it for comfort. Please dress your child appropriately for outside play.

Active Play Time and Behavior

Active play time will not be withheld for more than 5 minutes to manage any challenging behaviors. Children may be provided with additional active play time as a reward for positive behaviors.

Promoting Physical Activity

Staff encourage physical activity by participating, leading, and planning activities into lessons and daily routines. Your child will be encouraged to participate in all planned activities. Due to staffing, your child will stay with their group and join the planned activity.

Screen Time

We rarely show television shows, movies, or utilize other forms of screen time. There are special occasions where we will enjoy some screen time. If a television show or movie is shown, the programming is educational, commercial free, or is used to promote physical activity.

Classroom Curriculum

Daily Schedule

On TRAC Learning Center implements the Creative Curriculum® for Preschool Children. Here is a glimpse of our typical daily schedule (times/activities may vary):

6:30	Doors open, we are ready for a great day!
6:30 – 7:45	Table time, puzzles, reading (if a child needs breakfast it will be served during this time)
7:45 - 8:00	Attendance, meal count, bathroom breaks, hand washing
8:00 - 8:30	Morning stretches, group games, TRAC Time or outside recess*
8:30 - 9:00	Dismiss to classrooms - bathroom breaks, sign in/self directed activities
9:00	Morning circle time, Pledge of Allegiance
9:15 - 11:00	Free choice, centers, interest areas, small groups* story time/project time
11:00 - 11:30	Bathroom breaks, hand washing, lunch
11:30 – 12:00	Recess or TRAC Time
12:00 - 12:30	Bathroom breaks, preparing for quiet time (lights off)
12:30	Rest time
12:50 - 1:30	Non-sleepers optional white boards, books, quiet bags
1:30	Lights on
1:30 - 2:45	STEAM time (Science, Technology, Engineering, Art, Math)
2:45 - 3:15	Bathroom breaks, hand washing, snack
3:15 - 4:00	TRAC Time or outside recess*
4:00 - 5:00	Free choice
5:00 – 6:00	Combine groups for table time, group games, puzzles, independent or buddy reading
6:00	Doors closed, enjoy your evening!

* Children swim weekly. Swim time will depend on staffing and Aquatics schedule

Youth classes (PE, Yoga, Swim lessons, Music class, Art class) vary depending on availability and staffing

*Structure Preschool 8:30 - 11:30 am with more Preschool learning saturated throughout the day



Classroom Curriculum

Learning Center Classrooms

The On TRAC Learning Center is a licensed Preschool and childcare through the state of North Dakota.

Create Room (Age 3-4)

Children can start in the Create Room as they begin to show eagerness and a sense of wonder in their world. They will learn to set-up and follow through on plans and develop a variety of strategies to solve problems. Children will explore and engaging in pretend play while taking on various roles with real or imaginary objects.

As they reach the benchmarks to be challenged at their next level of development they will move to the Encourage Room.

Encourage Room (Age 4-5)

In the Encourage Room children show interest in discovering and learning new things. Staff will engage children in a variety of learning experiences and will encourage them to seek and/or accept help from others when encountering challenges. They will be able to explore and experiment with a wide variety of materials and activities.

When children can cooperate and are increasingly able to generate ideas, suggestions, and possible solutions for questions they can transition to the Dream Room.

Dream Room (Age 5/Pre-K)

In the Dream Room the possibilities are endless as they chose to participate in an increasing variety of experiences. Children will learn to apply appropriate coping skills and be able to differentiate between appropriate and inappropriate risk taking. They will explore and experiment with a wide variety of material and tools. Children will gain the skills to recall and remember, communicate ideas, suggestions, and possible solutions to others. They will develop confidence and a readiness for the next level of learning.

Discover Room (School Age)

The Discover Room welcomes students with endless opportunities to engage in hands on learning and experiences before and after school, out of school time as well as during summer programming. Bringing STEAM (Science, Technology, Engineering, Arts, Mathematics) into their world with a fun approach to learning. Children will work to discover their strengths, passions and will engage in self, others and community as they continue to develop into the best each can be. We strive to bring more leaders into our community.

Transitioning to a New Classroom

- Transitioning is based on development, available space, and your child's schedule.
- Each child progresses at his or her own rate.
- Readiness to handle the different demands of each group is the major factor in determining placement.
- When we feel that your child is developmentally and chronologically ready to transition to the next classroom, you will be notified.
- We usually do not consider transitioning children until they are at the chronological age for the classroom.
- Unfortunately, sometimes, we may want to transition your child sooner or later than you would like.
- Please talk to the Director about your concerns and they will try to help work with you to do what is best for your child.



Classroom Curriculum

Creative Curriculum for Preschool

The Creative Curriculum® for Preschool Children is a comprehensive curriculum that focuses on building relationships, the learning environment, how children learn and how teachers and families can work together to strengthen the child's growth and development, ensuring school readiness.

What makes Creative Curriculum so effective?

The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. The Creative Curriculum is one of the country's leading research-based preschool curriculum that applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations. The Creative Curriculum clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children. Children will participate in large and fine motor activities, creative art, sensory, social, emotional, and cognitive activities each day. Children will balance their time between teacher-directed activities and child-initiated activities. The outdoor environment is an extension of the classroom, where children have the opportunity to continue their learning outdoors at least twice daily.

Spark Curriculum

The Spark Curriculum is the foundation of the school aged program. It incorporates academic STEM (Science, Technology, Engineering, Mathematics) connections, character development and hundreds of activities to actively engage your child.

Our school aged program has a technology center available for children to use when applicable. The technology center will be a supervised area where students can get any needed computer based school work completed while in our care.

Life Skills

The following life skills will be taught and enforced within all Learning Center programs.

Following instructions: Look at the person, say, "Okay", do it right away.

Getting the Teacher's Attention: Look at the teacher, raise your hand, wait to be called on, ask your question, or give your answer using a pleasant voice.

Listening: Look at the person, remain quiet and listen, nod your head or say, "Okay".

Staying on Task: Look at the task, think about what you need to do, focus all of your attention on the task, ignore distractions, work until you are told to stop.

Reporting to the Teacher: Look at the teacher and stay cool, ask the teacher if he/she has time to talk to you alone, tell what you have to say and/or heard, answer the teacher's questions truthfully.

Disagreeing Appropriately: Look at the person, use a calm voice and tell why you feel differently, give reason, and listen to the other person.

Talking with Others/Appropriate Voice Tone: look at the person, use a pleasant voice, listen when others talk, match your voice to the setting.

Accepting "No" or a Consequence: Look at the person, listen, say, "Okay", and stay cool. If you disagree, ask later.

Sportsmanship: Appropriately request to be a part of an activity, cooperate with others in the group, take turns, and play by the rules of the game. Use a pleasant voice when talking to others and remember to accept losing or winning appropriately.

Alphabet Character Education Curriculum

The Character Education Curriculum is used throughout our Learning Center as well as in the school aged program. Each letter of the alphabet has a unit based on an aspect of character. Some examples of traits we cover are honesty, charity, self-esteem, citizenship, sharing, kindness and deployment.

Safety Information

Liability Insurance

The Center is covered under liability insurance in case of a major accident or incident involving your child. Your insurance would be required to cover injuries for your child, as the On TRAC Learning Center coverage is secondary. Your insurance coverage would include the calling of 911 and other emergency room care needed for your child.

Fire Procedures

In case of a fire during the program, we will ensure all children are out of the building safely. The Center has an evacuation plan posted by the exit at each location. Fire drills are done once per month at alternate times.

Release of Information

If you would like information to be released to another person, ask the Director for a Release of Information Authorization Form. This is appropriate for courts, schools, counselors or agencies.

Tornado Procedures

In case of a tornado warning, the children will be sheltered. We practice tornado drills in the months of April through September.

First Aid/Accident Procedures

All staff is certified in First Aid and CPR. We will provide basic first aid for your child in the event that it is necessary. We will not remove splinters, wood ticks, etc. We will apply ice, clean the injured area as best as possible and apply a Band-Aid if necessary. We are not able to put any creams, gels, or any type of antibiotic ointments on the injury, due to possible skin allergies and adverse reactions.

It is your responsibility to list any known allergies on the SFN 847. If an unknown allergy occurs we will follow emergency procedures below.

A form authorizing emergency medical care for your child is signed at the time of enrollment. In case of an emergency,

you will be called. If Center staff is not able to reach you, we will attempt to notify the emergency contact(s) indicated on your child's authorization form. If we feel the child needs medical attention and we are unable to reach the family or emergency contacts, we will take your child to receive such medical attention.

Incident Reports

An incident report will be filled out upon any accident or altercation involving your child. We will notify a guardian immediately if we feel necessary, otherwise we will inform the guardian(s) at time of pick-up. Incident reports will be kept on file for future reference.

Medications Prescribed

We are not able to administer medication to our Learning Center enrollees. If your child needs medication you will need to administer the medicine yourself.

Cough syrup, acetaminophen or other over the counter medications will not be administered at OnTRAC Learning Center. We will not allow cough drops because they pose a choking hazard.

Bug Repellent

If you wish to have your child use a bug repellent or sun screen please bring these items in with your child. These items must be a pump form, no aerosol sprays are allowed. We ask that you give it to a staff member.

Safety Information

Prevention of Sun Damage/Heat Illness

OnTRAC Learning Center will limit sun exposure between 11:00 am – 2:00 pm. We will schedule outdoor activities before and after whenever possible. We will seek shade and provide shade for children and staff whenever possible. Parents will be encouraged to provide wide-brimmed hats for their child(ren) and unbreakable sunglasses that offer UVA and UVB protection.

Parents will be required to provide sunscreen with an SPF of 15- 50 for their child at the child care facility. Sunscreen should offer protection from UVA and UVB rays and be water resistant. Sunscreen will be applied with written parental permission to all children.

If a child arrives during outdoor play, parents will be asked if sunscreen has been applied. If not, sunscreen will be applied and the child will be encouraged to play in a shaded location (if available) for 20 minutes to allow the sunscreen to become effective.

Water will be provided and offered frequently for children during outdoor activities. We recommend each child bring their own non-breakable water bottle to leave in their cubby.



Sunscreen Usage Guidelines

Gloves do not need to be worn to apply sunscreen. Our staff does not need to wash their hands between applications to each child unless a child has an allergy to a sunscreen or if a child has open wounds, cuts, blisters or rashes on skin.

Sunscreen will be applied 20-30 minutes before outdoor activities and will be re-applied every 2 hours. We will apply to all exposed skin, including the child's scalp if the child is bald and not wearing a hat. We will avoid getting sunscreen into the child's eyes or mouth.

Parents will be encouraged to bring sunscreen lotion instead of sprays. Spray sunscreens are not recommended due to the possibility of inhaling the sunscreen or spraying the sunscreen into the eyes.

Children who apply sunscreen to themselves will be closely supervised to ensure all exposed areas are covered. Children are recommended to wash their hands after applying sunscreen (hands can become slippery or can be rubbed into eyes).

If sunscreen and insect repellent both need to be applied, the sunscreen will be applied first. Combination products with DEET and sunscreen are not recommended. The sunscreen is not as effective when combined with DEET and sunscreen needs to be re-applied more often than the DEET can be.

Sunscreen will be stored out of the reach of children.

Expired sunscreen will not be used. Sunscreen should not be stored in extreme heat and should be discarded upon expiration or after 3 years if no date is printed on the product.

Promoting Sun Safety

OnTRAC Learning Center staff will incorporate sun safety awareness through activities, displays, and materials in their classrooms. They will act as role models for children and demonstrate sun safety practices by wearing appropriate hats, clothing, sunglasses, and sunscreen.

Health Information and Policies

Child Sickness Policy

Our goal is to provide a full day of activities for your child. If your child is not feeling well, they may take longer to feel better and they may have a very unpleasant day at the Center. We ask that you keep your child home until they are well enough to participate in all activities, including gym, outdoor play and swimming.

Children with any of the following symptoms will not be permitted to attend the Center, as these symptoms can compromise the health and safety of other children:

- **Fever** of 101°F oral (equivalent to 100°F axillary) or greater until the temperature is normal for 12 hours without the use of fever reducing medication.
- **Uncontrolled, persistent coughing**; wheezing; difficulty breathing.
- **Chicken pox** until no new poxes are developing and all pox are crusted over and dry (typically six days).
- **Impetigo** until treated for 24 hours.
- **Vomiting** of two or more episodes until 12 hours have passed from the last episode and the child can keep food down.
- **Strep throat** until the child has been on medication for 24 hours.
- **Rash or unusual skin conditions** until a physician documents that the child is not contagious.
- Evidence of **lice or nits** until all nits and lice have been removed and the home and clothing has been cleaned.
- Presence of **Ringworm** until 48 hours after treatment. Documentation from a physician is required to return to the learning center.
- **Diarrhea**; if it causes accidents for toilet-trained children; or if bowel movement frequency exceeds two or more stools above normal for the child; until the child has a normal stool or 24 hours have passed since the last episode.

Our health policies will not be superseded by a doctor's authorization for attendance. A child may be contagious and yet not be well enough to attend a full day of child care.

If a doctor diagnoses an infection and places your child on prescription medication, your child may not be brought back to the Center until he/she has taken the medication for at least 24 hours. Ear and urinary tract infections are excluded depending on the child's condition.

Your child must be able to participate in activities. There are no exceptions made regarding health and the child going outside or swimming. Our policy is that if the child is well enough to be at the Center they are well enough to go outside and go swimming.

If your child becomes ill while at the Center, we will call you immediately. If you can not be reached or an hour has passed, we will call the emergency person indicated on your child's authorization form. We will try to keep your child as comfortable as possible until you arrive.

Immunization Policy

All children are required to be up-to-date with their immunizations and guardians are expected to provide their child's immunization record.

According to North Dakota's Century Code, child care programs cannot refuse to provide care to in-immunized children who are otherwise eligible if they present a valid exemption from immunization requirements. If a vaccine-preventable disease to which children are susceptible occurs at the program, it is recommended for in-immunized children to be excluded for the duration of the possible exposure.

Infection Control & Disinfection

Children and staff will wash hands upon arrival to classroom, before and after all meals, before food preparation and setting tables. We also wash after toileting, sneezing, coughing, or wiping a runny nose. Washing will take place after coming in from outside or playing in gym and before and after using the sensory tables.

Health Information and Policies

Sanitizing and Disinfecting

All toys are washed each week or when dirty. All toys are sanitized after being mouthed. Toilets and sinks are cleaned and disinfected daily. Tables are sanitized before and after each meal, blankets and swim wear are washed weekly. Cots are disinfected each day and between use. Floors are swept and vacuumed daily. Bathrooms are disinfected daily.

Tobacco Use Policy

TRAC/ On TRAC Learning Center prohibits tobacco use at and on TRAC grounds. Staff are prohibited from using tobacco during work hours – if they smell of tobacco they will be asked to go home, shower and change clothes before returning to work.

Weapons Policy

The On TRAC Learning Center prohibits carrying concealed weapons and firearms of any kind in TRAC facilities and on TRAC grounds.

Child Abuse

State law considers Center staff mandated reporters. If we suspect any signs of abuse or neglect, we are required to report it to the proper authorities.

Sex Offenders

Sex offenders are not allowed into the Learning Center regardless if they are a guardian or relative.

Toileting

A child must be fully toilet trained and independent prior to enrollment.

- The child is able to retain bowel movements & urination.
- The child is able to use the toilet.
- The child understands what is expected of him/her.

Using the toilet is the child's job - not yours. Let them assume responsibility for this function themselves. They are, after all, the only one who can.

The staff will remind the children before going outside and before nap time to encourage the children to use the toilet by themselves; however, we do want them to become in tune with their own bodies and gain skill in using the restroom as needed.

We want the children to be independent in wiping their bottoms and other toileting needs. We will instruct the children how to wipe their bottoms but for health and sanitary reasons we will not do it for them. We will help the children clean themselves if they have soiled their pants, but we do require them to do most of the cleanup so they understand that toileting is their responsibility.

If soiled clothing is not taken home from the Center within 24 hours, it will be discarded. Please teach your child how to wipe properly at home as well. Encourage them to do it with your supervision. We do not allow pull-ups or diapers as we are not set up with changing stations this would be against licensing guidelines. We understand accidents happen however if we see this as an ongoing issue we will address it with the guardian.

Biting

Although biting is common in a group setting of young children, when it happens it is disturbing to both families and staff. The staff will work with families to understand why children bite and take measures to prevent potential bites from occurring. They do this by supervising children carefully, reacting quickly when children are in dispute (paying extra attention to children who have been known to bite), providing enough toys, activities and space to minimize frustration. If a bite should occur, staff will notify parents of both children.

If your child bites and breaks skin they may be sent home for the rest of the day and you may be required to pick them up. If a child establishes a pattern of biting, staff will work with families to develop an action plan that may result in dismissal of program if improvement is not noted.

Health Information and Policies

Nutrition

Food Quality

Our program follows the national standards set forth by the Child and Adult Care Food Program (CACFP), which requires that a variety of foods from all food groups be served every day. In addition to following these national standards, we also strive to serve whole grain-rich foods two times per day, serve whole fruits more often than fruit juice, serve a variety of dark green, orange, red, and deep yellow vegetables often, serve lean protein foods, and offer low-fat (1%) or skim milk to children over the age of 2 years. Families choosing to provide meals from home will be encouraged to follow the same guidelines as above. Please refer to the monthly menu sent home for portion sizes. IF your child's meal does not meet the proper food groups or portion size we will provide a substitution.

Beverages

Water breaks are taken during class times and will be accessible to children throughout the day and 100% fruit juice will be limited to no more than one, 4-6 oz serving per week. Sugary beverages, such as Kool-Aid, Hi-C, Capri Sun, pop, sports drinks, and sweet tea will not be offered. Children are encouraged to keep a non-breakable water bottle in their cubby.

Meal Time Environment

Staff often model eating healthy foods by eating meals with the children. Children will be encouraged to try all foods but will never be forced or bribed to eat anything. Food will not be offered as a reward or withheld as punishment.

Nutrition Education

In addition to offering children nutritious foods, our program will also strive to teach children about healthy foods through activities during story time and during a special unit every year (or month, week, quarter, etc.). Please check our monthly newsletter for frequent nutritional updates, facts and recipes.

Grace at Meals

A song or grace may be said every day before we eat meals. These songs are kept as non-denominational as possible, but an occasional reference to a deity may be included. Please share your ideas for new graces with us as we try to develop a spirit of thankfulness in the children for the bounty that is available to them.

Rest Time

Nap time and quiet time are regularly scheduled each afternoon for all children. Each child must bring his/her own small blanket that fits properly in a 2 gallon storage bag with his/her name clearly marked on it and may bring a quiet toy to rest with. A cot will be provided for each child. We do not require the children to sleep, but they should stay on their cot and lie quietly. Rest time for children in school age is handled on an individual basis as needed.



1st Day Checklist

Welcome to OnTRAC Learning Center! Below is a checklist of items to bring with on the first day as well as a list for yourself to make sure we have everything we need to get you enrolled in our Center.

For Your Child

- Indoor Gym Shoes
- Small Blanket
- 'Just in case' Change of Clothes
- Swim Gear in small sling bag or backpack
 - Swim Suit
 - Towel
 - Ponytails
 - Comb or Brush
- Sun Care Items
 - Sunscreen (non-aerosol)
 - Bug Spray (non-aerosol)
- Optional Items
 - Chapstick
 - Sunglasses
 - Hat
- Non-breakable Water Bottle
- Weather Appropriate Outside Gear

For The Parent/Guardian

- All Required Paperwork
 - Immunization Records
 - Birth Certificate
 - Child Information Sheet
 - Parent's Statement on Health of Child
 - Permission Form
 - Child Care Agreement
- Procure Setup
- Payment Set-up
 - Tuition Agreement
 - Lunches Reviewed