ASISU EARLY LEARNING CENTER
Pocatello: 921 S. 8TH, Stop 8316, 83209-8316
Idaho Falls: 1784 Science Center Drive, 83402

HOURS
7:30 a.m. - 5:30 p.m. Fall/Spring Semesters
7:00 a.m. - 5:00 p.m. Summer Session

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WEB SITE: www.isu.edu/elc
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TAX ID NUMBER
82-6000924

*PLEASE BE AWARE THAT THIS HANDBOOK MAY BE UPDATED AT ANY TIME*
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>10</td>
</tr>
<tr>
<td>After-School Care</td>
<td>9</td>
</tr>
<tr>
<td>Biting</td>
<td>19</td>
</tr>
<tr>
<td>Chain of Command for Your Concerns</td>
<td>19</td>
</tr>
<tr>
<td>Child Abuse and Neglect</td>
<td>15</td>
</tr>
<tr>
<td>Child Guidance</td>
<td>18</td>
</tr>
<tr>
<td>Child-to-Staff Ratios</td>
<td>6</td>
</tr>
<tr>
<td>Clothing</td>
<td>18</td>
</tr>
<tr>
<td>Contract Options</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum and Assessment</td>
<td>17</td>
</tr>
<tr>
<td>Disenrollment Policy</td>
<td>12</td>
</tr>
<tr>
<td>Drop-In Care</td>
<td>10</td>
</tr>
<tr>
<td>ELC has a Comprehensive Program</td>
<td>4</td>
</tr>
<tr>
<td>Eligibility/Center Hours</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Situations</td>
<td>14</td>
</tr>
<tr>
<td>Enrollment</td>
<td>7</td>
</tr>
<tr>
<td>Failure to Provide Bus Notification</td>
<td>9</td>
</tr>
<tr>
<td>Field Trips</td>
<td>17</td>
</tr>
<tr>
<td>Financial Policies</td>
<td>11</td>
</tr>
<tr>
<td>Financial Services Provided by the Office</td>
<td>11</td>
</tr>
<tr>
<td>Fund Raising</td>
<td>19</td>
</tr>
<tr>
<td>Health and Illness Policies</td>
<td>13</td>
</tr>
<tr>
<td>Immunizations</td>
<td>14</td>
</tr>
<tr>
<td>Infant Food Program</td>
<td>16</td>
</tr>
<tr>
<td>Late Arrivals and Late Departures</td>
<td>9</td>
</tr>
<tr>
<td>Legal Custody</td>
<td>8</td>
</tr>
<tr>
<td>Meals Provided by USDA</td>
<td>15</td>
</tr>
<tr>
<td>Medications</td>
<td>13</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Nap/Rest Time</td>
<td>15</td>
</tr>
</tbody>
</table>
Welcome to the Associated Students of Idaho State University’s Early Learning Center

Program Description
The Early Learning Center started as a co-op, created and staffed by student parents, in the 1970s. The first Director was hired in the late ‘70s. After being housed in various places on campus, the students voted to build and help fund a center, and it opened at its present location in August of 1996. It is licensed by the City of Pocatello for 400 children. A second site, licensed for 42 by the City of Idaho Falls, was opened in 2000 in the Bennion Student Union Building on the Idaho Falls campus. The ELC is funded by child care fees, student fees, USDA food program reimbursements and fund-raising activities. Both sites participate in the IdahoSTARS Steps to Quality program. We offer a child-centered program that promotes the well-being of children through environments that support the social-emotional, cognitive, speech-language and physical development of children. We welcome children of all abilities and will work with parents to support services that might be needed to enrich children’s development.

Mission Statement
The ELC seeks to support students in their pursuit of higher education at ISU by providing quality child care for their children as well as for those of faculty/staff/alumni and community members.

Our Objectives
The programs and policies of the Early Learning Center have been designed to accomplish the following objectives:

- To provide a safe and nurturing environment for all children in our care
- To provide a stimulating, play-based program with activities that enhance each child’s development
- To provide a multi-cultural learning environment which reflects a respect for individual differences
- To create positive and mutually supportive working relationships with families
- To encourage and promote a self-directed, cohesive staff who work well together and continually develop their skills and knowledge

The ELC has a Comprehensive Program
Because the ELC is located on the campus of Idaho State University, we are in a unique situation that has many advantages for our families. The campus organizations and departments are very generous to our children. We consider ourselves fortunate to have such a wealth of resources available to our families.

A few of the services that have been offered include:

The Counseling Department provides services, such as play therapy, as requested and
according to the availability of graduate students. This service is offered exclusively to our
children at no additional charge.

When needed, with parental approval, we enlist the aid of the Psychology Department where
experts in the field of behavior modification can assist us.

Campus Recreation permits us to use facilities at Reed gym.

The Craft Center provides activities for our children, such as painting and tie-dying shirts

The Dental Hygiene Department teaches the children how to care for their teeth and
provides them with toothbrushes.

The Department of Communication Science and Disorders will administer speech and
hearing screens.

The Department of Physical/Occupational Therapy does developmental screening to
evaluate children experiencing problems. They are most helpful for children experiencing
physical delays.

The Outdoor Adventure Center provides horseback riding experiences for our older children.

Eligibility/Center Hours
The Early Learning Center offers full-time care as well as any combination of full days that
meet your child care needs. Part-time undergraduate students must be registered for at
least six credits, graduate students for at least four credits in order to qualify for the
student rates. Additionally, at least one legal parent/guardian must be a student fee-paying
ISU student, and that legal parent/guardian must be the one to enroll the child.

Documentation of legal status may be requested. Anyone who receives a tuition reduction
benefit due to faculty/staff status, senior citizen status, or dual-enrollment status does not
qualify for the student rates. Alumni must have completed at least 24 credits and provide a
diploma or alumni card to document status.

The Pocatello site, which is open 12 months/year, offers care for children who are between
the ages of 6 weeks and 11 years (through fifth grade). The I.F. site, which is open from the
first day of fall semester through the first week in June, cares for children between the ages
of two and six (through Kindergarten). Fall and spring semester hours are from 7:30 am -
5:30 pm. Summer hours are from 7:00 a.m. - 5:00 p.m. During finals week, our morning
hours are expanded to accommodate the needs of our parents.

If ISU is closed due to severe weather or some other emergency, then the ELC is closed as
well. This rarely happens, but it is possible. No tuition adjustments will be made if the
closure lasts one day or less. If the closure extends beyond one day, credit may be given
for the days beyond one day. Closures are broadcast on local television, radio stations, the
ISU Emergency Notification System, and social media. You can also call university
information at 282-3936 to hear about closures.

The Center operates year-round, observing the following holidays:

New Year’s Day   Memorial Day   Thanksgiving Day &
Martin Luther King Jr. Day Independence Day   the next day
Presidents’ Day   Labor Day   Winter Break (12/24-31)
Child-to-Staff Ratios
The Early Learning Center prefers to maintain the child-to-adult ratios recommended by the National Association for the Education of Young Children (an adult is defined as anyone eighteen or older.) For details on these ratios, please see the rate sheet or contact the Center. While we try to avoid having staff members work alone with children, due to staff illness, low number of children in a room, etc., licensed staff members may sometimes work alone, but they will not exceed the legal child-to-adult ratio for the age group.

Staff
Lead providers at the Pocatello site have certificates/degrees in Child Development, Early Childhood Education, or Elementary Education. Classroom aides may be education students or others interested in working with children. All staff have a fingerprint-based, criminal background check. All daytime staff are licensed by the City. Child care staff must be currently certified in CPR/First Aid, must complete 12 hours of initial training as specified by the Idaho Child Care Program, and must get a minimum of 12 continuing education hours per year in categories of appropriate practice approved by the City/State. All lead providers are enrolled in the IdahoSTARS Professional Development System.

Parent Involvement
The relationship between the parents and the Center is very important to us. We welcome parent participation and encourage you to become involved! It is important that you become acquainted with the classroom curriculum and schedules. We encourage you to bring your child to visit her/his assigned room several days prior to your start date to get acquainted with the environment and teacher. Each lead provider will have a list of items you may bring from home to make your child’s experience more pleasant. The staff is here to assist you in any way possible, especially during the initial transition period. We welcome your participation in classroom projects, during special events, or during any open hours. Your child’s providers will be glad to discuss these opportunities with you. If you need to hold a conference with your child’s provider, we suggest setting up an appointment during our quiet time, which is from 1:00 to 3:00 p.m. in Pocatello, when staff may better focus on adult conversations and be able to meet with you alone, if you so desire.

All families have mail slots or parent folders located in their child’s classroom. We expect you to check them each day for communication from the care providers or administration and to preserve the marvelous art work your child so proudly created.

Parent Notices and reminders, discussing Center-wide issues or activities, will be placed in your parent folder or child’s mailbox as needed and posted on the bulletin boards near the front desk. Our Parent Handbook and current news can be viewed on our web site at www.isu.edu/elc

Confidentiality
We value and respect the privacy of our children, families, and staff members; therefore,
information about children, families, and staff at the ELC will be maintained in a confidential manner. We will not disclose information to unauthorized persons unless we have written permission from the parent/guardian/staff member.

**Special Occasions/Holidays**
Parents are welcome to bring special snacks in celebration of their child’s birthday. We ask that they be commercially made and packaged (or things like fruit, etc. that can be washed), as we have many children with allergies and other dietary exceptions. You can coordinate with your child’s provider to establish the date and time. We honor all cultures and try not to miss an opportunity to enjoy each country’s holidays by celebrating with them. Please do share your family traditions with the children. By participating, we believe the children will learn to appreciate and understand diversity by experiencing the differences and by creating positive childhood memories that will carry forward into their adult lives.

**Enrollment**
These are the forms we will need to enroll your child:
- Confidential Form
- Contract
- Completed CACFP Meal Benefit Form
- Copy of child’s immunization record
- Transportation Agreement (if applicable)
- Copy of your class schedule (students)
- Copy of your faculty/staff card

These forms provide us with important information about your child’s background, special needs, and health as well as how to contact you in case of an illness or emergency. Completion of the forms, along with payment of the enrollment fee, completes enrollment. **Please note:** only a legal parent/guardian may enroll a child at the ELC. Feel free to make an appointment for a tour and instructions regarding this transition for your child as well as any questions or concerns you may have. We expect parents to be a little apprehensive about leaving their loved ones and would like to help your family feel comfortable with this change.

Children are placed into age-appropriate classrooms, based on age as of September 1, to the best of our ability. If children continue with the ELC, they will advance to the next age group in August. Parents have an opportunity to express their preferences, and we try to accommodate requests. Should the Lead Provider, Director, and/or parent agree that it is in the child’s best interest to be transferred to another classroom setting, requests will be taken under advisement and granted if space is available in another suitable classroom. On the first floor (ages six weeks through two years) at the Pocatello site, we practice looping in most of our rooms. This means that your child’s teacher will move with them from an infant room to a toddler room and then to a two-year-old room if they stay with us for the full three years. Second floor teachers don’t loop but children move together.
Legal Custody
The ELC strives to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child, which is our priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in her/his life. We ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about, the child’s other parent in front of the children. If there are concerns of which we need to be aware, please arrange to meet privately with the Director. Please note: It is illegal for us to deny a parent/legal guardian access to their child unless we have a copy of a court order.

Pick-Up and Drop-Off
There is a drop-off parking zone along the front of the building. DO NOT LEAVE YOUR CAR RUNNING while parked in this zone. This area is made available to you at no charge while you are inside our building. Because parking is at a premium, if your car is left there while you are not in our building, you may find a parking ticket on your car when you return. Public Safety does not ticket after 4 p.m. in Pocatello. You can park in any spaces near the ELC without charge after 4 p.m.

Swipe-Card System
You will need an active Bengal Card (student/faculty/staff card) that has been entered into our system to access the main entrance at either of our sites. If you are an alumni or community parent and do not have an active ISU card, contact the front desk, and we will give you a guest card. We only provide one guest card per family, and if it is lost, you will have to purchase a new one. It’s very important that you remember to bring your card with you! Although we can talk with and buzz people in if cards are forgotten or people don’t have one, this system allows our staff to step away from the desk for short periods of time. We will not always be available to open the door right away. Save yourself some frustration and keep that card handy.

Sign-In
When you arrive at the Center, you must sign your child into the classroom with your signature and time of your arrival. When you return to pick up your child, you must also sign your child out with your signature and time of departure. It’s required that you sign your child in and out with your name, not “mom” or “dad.” Only an authorized person may sign out your child; therefore, be sure to periodically update the list of people authorized to pick up your child. It is sometimes necessary for us to staff rooms with substitutes. We require the staff to ask for identification from anyone unfamiliar to them. Be prepared to present a photo I.D., and inform the people on your pick-up list of our procedures.

Time to Say Good-Bye
To make saying good-by a little easier, we offer the following hints:
• Follow the same routine each time you leave your child. A cheerful good-bye kiss and a reassurance about your return are all you need to do.
• Please do not sneak out when your child is not looking. Disappearing will foster children’s fears that mom or dad may go away and not come back.
• Keep good-byes short. Long good-byes are harder for the child and you.
• It is important to reassure your child and thereby foster trust.

Late Arrivals and Late Departures
Please notify the Center by 9:00 a.m. if your child will be late or absent. By notifying us of a late arrival or absence, you help with the following:
• The teacher might be able to make arrangements so that your child will not be excluded from a special activity, or they will know to leave instructions at the front desk about where they are going so your child and the class can be reunited.
• It helps us to monitor our food program, as we order meals for the number of enrolled children expected.
• We may be able to reduce additional staffing, which helps to keep costs down.
• We are able to accept another child if someone has a need for care.
If a child is left beyond our operating hours, parents will be billed $10 for any portion of each five minutes after closing time. Three late pickups in one semester will result in an additional $25 fine and may be grounds for termination of child care. If you know that you will be late, it is in your best interest to notify your designated alternate to pick up your child. Your child will remain safe under the care of ELC staff members until someone arrives. If we cannot reach you, we will call the authorized alternates on your confidential sheet. If we cannot reach anyone and have not heard from you by 30 minutes after the Center is closed, we will call Public Safety for help. If they are unsuccessful in locating you or someone on your list, Child Protective Services will be contacted. It is important for your child to be picked up on time, because they may fear you are not coming. It’s a stressful experience for them.

After-School Care
After school care, care during public school holidays and summer care (only through the end of school in June for District 91 in Idaho Falls) are available at both sites within the age ranges specified for the sites. On days when there is no school, billing is for the full-day rate (no matter how much time is used). Half-day school will also result in additional charges for first-fifth graders.

Failure to Provide Bus Notification (Pocatello)
After-kindergarten parents must notify the Center of bus absences by 10 a.m. each day to prevent delays at the schools and confusion for the drivers. All other after-school parents must notify the Center of an absence by 1:30 p.m. A $10 charge will be imposed for each Failure to Notify to cancel a bus pick-up due to absence. A $25 penalty will be assessed after three failures to notify during each semester, and you may be required to transport your child.
Drop-In Care
The Early Learning Center allows drop-in care outside of existing contract days. The parent must call the office to check for an opening prior to bringing the child. Charges for drop-in care are the current one-day rate for the child’s age group and status, and they must be paid on the day of the drop-in (unless the child is already regularly enrolled on another contract). We require an annual registration fee and all enrollment forms on file before you may exercise your privilege for drop-in care. Be aware that if you arrange for drop-in care, unless you cancel at least 24 hours in advance, you will be charged for the day regardless of whether or not the child actually attends.

Absences
The ELC operates on an annual budget with expenses that occur whether or not an individual child is present; therefore, no credit is given for absences that occur on a child’s contracted day(s).

Contract Options
The Early Learning Center offers five contract options:

- **Academic Contract:** Starts the first day of fall semester (8/19/19). Follows ISU’s calendar. You are not charged for university breaks and are not scheduled to receive care during those times. Academic Contracts expire the last day of finals week of spring semester (5/8/20).

- **12-Month Contract:** Starts the first day of fall semester (8/19/19). It includes ISU breaks and *summer care. 12-month contracts expire at the end of summer session (8/14/20). *May not include summer care in Idaho Falls if there are not enough children registered for summer to keep the Center open.

- **One-Semester Contract:** Starts the first day of each semester (8/19/19, 1/13/20). This contract is for those who only want one or two days/week during the fall or spring semesters, does not guarantee a space for the next semester and does not include ISU breaks or the summer. If someone wants a three-five-day schedule for the next semester, those who have fewer than three days/week will lose their space so that we can accommodate those who need more days. Expires at end of semester.

- **Summer Contract:** Starts 5/11/20. Bridges other contracts or provides summer-only care. Children must be enrolled for at least two days/week for this contract. Expires at end of summer session (8/14/20).

- **Drop-In Contract:** For those who occasionally need child care. Provides care on a space-available basis only. If you already have one of the other contracts, you do not need to have a drop-in contract. Expires at end of summer session (8/14/20).

Academic and 12-Month contracts require that children be enrolled for at least 3 days/week. If enrollment drops below three days/week, these contracts become null and void, and children must be re-enrolled under a One-Semester contract. Addendums are available to extend the Academic Contracts until the end of public school.
Schedule Changes
Once you have selected a contract, you may choose which days you need. Be sure to think about the schedule you really need, and choose your days carefully. If your needs change, you may make changes to the existing contract through the first five days of the semester or summer session (May 11-15/20) without penalty. After the first five days, a fee will be charged to make a schedule change, and **ANY REDUCTION IN SCHEDULE WILL NOT TAKE EFFECT UNTIL THE FIRST OF THE FOLLOWING MONTH.** Tuition will be charged at the rate of the original schedule until then. Any increase in schedule will be granted based on space availability. A Change Form is available at the front desk and must be completed and submitted to the office prior to receiving approval for any schedule change.

New Classroom Schedule, Address, Phone Number, Etc.
For safety reasons, we require that you notify us in writing of any changes in the information you have supplied concerning yourself, your child, or your spouse (if applicable). It is equally important for us to have accurate information for any person you authorize to pick up your child. It is helpful for us, and convenient for your alternate pick-up person, to make us a copy of their photo ID in case they forget to bring one.

Financial Services Provided by the Office
- Monthly bills will be available on or before the first business day of each month and are due by the 10th of each month.
- ICCP forms will be completed and e-mailed to the ICCP. Other forms concerning child care expenses will be completed and held at the front desk. Ask for assistance, and allow at least two days for processing.
- Our Tax ID number is 82-6000924. Please note this number for future reference. Starting in January of each year, the Center can print a statement of the previous year’s charges for you. Stop by or contact the front desk and ask for a statement.

Financial Policies
- **Tuition:** Tuition is charged according to the number of days per week for which you contract. For example, if you contract for M/W/F, you will be charged for every M/W/F of the month at the three-day rate. We do not charge for any days that the ELC is closed for 1) major holidays, or 2) the week between Christmas and New Year’s Day. Payment in full is due on or before the 10th of the month for the present month. If the balance due is not paid in full by the close of business on the due date, services will be terminated and the vacancy filled. If no child is available to fill the vacancy, you will be permitted to re-enroll your child at the current registration fee. If your bill becomes delinquent again within the contract year, services will be terminated for the remainder of the contract year. Tuition rate increases will take effect with the new contract period in August, and notification will be given by April of that year. Daily rates for non-students are higher than those for students, as our student rates are supplemented by student fees.
• **Registration Fee:** A non-refundable registration fee is required for each child.

• **Waiting List Fee:** If no room exists at the time of your inquiry, you may place your child’s name on our waiting list for a non-refundable fee. This fee does not apply to any other charges. The waiting list entitles you to the first available spot, so if you know you will need child care in the near future (especially for an infant), it is advisable to get on the waiting list as soon as possible. You may call as often as you wish for updates. If your contact information has changed, it is very important that you keep us informed.

How does the waiting list work? Children who have enrolled siblings have priority. Children of ELC employees are considered next. After that, children of full-time students are admitted first, followed by those of part-time students, faculty/staff/alumni, then community members. We give preference for enrollment to those who request five days/week, then four days, then three days. If you only want one-two days/week, we will contact you after the other requests have been accommodated and if we still have space. *Only those who want fewer than three days/week may utilize the One-Semester Contract.*

• **Resource Fees:** At the start of each semester and the summer session, each account will be charged a non-refundable resource fee, which will be used to help cover the cost of field trips and other activities/special supplies that incur expenses. The only exception is the Summer Adventure Program in Pocatello for school-age children. A monthly resource fee is charged to support their level of activity, which will be assessed when the program starts.

• **Refunds:** If a refund is due on an account, it will be issued to the enrolling parent.

• **Idaho Child Care Program:** The ELC does accept ICCP. ICCP recipients must adhere to the same financial policies as every other ELC customer. If we have received written notification from the ICCP that you have been approved, then you will only be liable for the portion of the bill the ICCP states is the family portion. *If we have not received notification, even though you have applied, YOU are liable for the full amount until we hear from the ICCP.* Go to [http://www.healthandwelfare.idaho.gov](http://www.healthandwelfare.idaho.gov) for more information.

**Withdrawal**

After the first five days of the beginning of the semester or summer session, withdrawal from the Center requires a 15-day advance written notice. Tuition will be charged at the rate of the original schedule during this 15-day period, regardless of the child’s attendance. In special circumstances, such as serious long-term illness or withdrawal from ISU, you may request an exemption from the notice.

**Disenrollment Policy**

The Early Learning Center reserves the right to dis-enroll a child whose behavior is causing substantial disruption if, after appropriate interventions and/or accommodations are implemented, it is determined that substantial disruption of the ELC environment is likely to continue. As much notice and collaboration with parents as possible will be utilized as is
consistent with a safe and productive environment for all of the ELC’s clients. The Center also reserves the right to dis-enroll a child and family for reasons of non-cooperation, delinquency in payment of fees, or if/when a parent or guardian is deemed verbally or physically hostile or abusive to ELC staff or children. The Director of ELC shall have the final authority to dis-enroll a child.

Health and Illness Policy
If you receive a call because your child is ill, you will be required to come and get her/him. You need to have a backup plan for child care in the event your child becomes ill. The ELC reserves the right to make the final decision about whether a child is too ill to be cared for at the Center. One or more of the following symptoms will make this necessary:

**Illness** which prevents the child from participating comfortably in activities or which results in a need for care that is greater than the staff can provide without compromising the care of other children.

**Diarrhea:** Characterized by watery, frequent stools that cannot be contained by the diaper or by the child’s ability to use the toilet. Regardless of cause, after two incidents of diarrhea, children may not be in the Center. Your child may be readmitted following a firm bowel movement.

**Fever:** When a child appears to be ill or uncomfortable and registers a temperature exceeding 101 degrees orally or 100 degrees taken axillary or equivalent. Child must be fever-free for 24 hours, **without the aid of medication**, before returning to the Center.

**Head Lice:** Lice only live on human beings and can spread quickly, despite good health habits. Child may be readmitted after first treatment (when all lice and nits are gone) and will be checked upon re-admittance.

**Mouth Sores:** Those accompanied by drooling, unless a health care provider determines that the child is noninfectious.

**Pink Eye:** Pink or red eye with white or yellow discharge, often matted eyelids after sleep, and including eye pain or redness of the eyelids or skin surrounding eye. Consult health care provider for treatment. Child will be excluded if health care provider or health department recommends exclusion.

**Rash:** With fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease. Those with impetigo may return after treatment has been initiated. Ringworm requires that a child be excluded until treatment begins. Those with scabies may return after treatment has been completed. Those with Hand, Foot, and Mouth disease may return 24 hours after fever is gone and mouth sores are no longer present.

**Strep:** Any streptococcal infection until 48 hours after initial antibiotic treatment.

**Vomiting:** Two or more episodes of vomiting in the previous 24 hours. Regardless of cause, child may not be in the Center. Child may be readmitted after vomiting ceases.

Medications
Center staff may administer prescribed medication according to a permission form signed by the parent. Medicine must be in original containers and clearly labeled with the child’s
name, expiration date, and instructions for use. All medication must be kept in the refrigerator, NOT in diaper bags or children's cubbies. Staff may not administer any over-the-counter medications unless they are accompanied by a prescription from your doctor. No medication (i.e., vitamins, cough drops) is to be left with your child in her/his pocket, mouth, etc. To help a child through teething, and with your written permission, staff may apply gel made for this specific use. Medication forms are available at the front desk.

### Immunizations

We are required to have 100% compliance with Idaho’s immunization laws (see Attachments). This means that not only must we have an immunization record on site for every child, but those records must show that the children are current in their immunizations. Here are four things that do count as compliance:

1. The child is behind on immunizations, but we have a copy of an appointment card or a note from the doctor saying the child is scheduled for an appointment.
2. The child is behind on immunizations, but we have a letter from the doctor explaining why the child is not being immunized on the schedule set forth by Idaho law.
3. Child is on the Catch-Up Immunization Schedule.
4. There is an exemption on file for the child. We only accept exemptions for medical reasons. These must be documented in writing by a medical professional and submitted to the front desk. This is because our facility includes infants and young children who aren’t fully immunized yet due to their ages.

### Sun screen

Certain medications may make your child particularly sensitive to sunlight. Ask your doctor or pharmacist if your child is taking a medication in this category. Surfaces such as sand, concrete, water and snow reflect the sun’s rays. Because we encourage our children to be outside at every opportunity, we ask that you supply us with the appropriate type of sun screen for your child. Again, remember to label everything, including your sun screen.

### Emergency Situations

The Early Learning Center in Pocatello is one of the few buildings in southeastern Idaho that is specifically designed to house children and has several built-in safety features. For any disaster, if we are able to reach the stairwells, the children will be protected from fire for one hour. The walls are a combination of nonflammable surfaces, and the carpet is fire retardant. The building was constructed with metal rather than wood beams and studs. The windows were selected for their safety features and, according to the Pocatello Fire Department, are unlikely to blow out in the event of a fire. We are inspected on at least an annual basis by the fire department, health department, and the City’s child care licensing enforcement officer. ISU is concerned for the safety of your children as well and takes extra precautions to keep them safe. In the event of any emergency, the following procedures will be used:

- **First aid:** The staff will administer first aid for minor injuries. You will be notified of any injury, and the staff will have you read and sign the Incident Report.
• **Life-Threatening:** If the child is in a life-threatening situation, ISU’s Public Safety will be called. They will dispatch trained officers to ELC and call for an ambulance. While waiting for an ambulance, your child will be cared for by qualified adults.

• **Locate Parent:** Contact with the parent, or another adult specified by the information provided with your child’s registration, will be made or attempted.

• **Failure to Locate Parent:** If contact with the parent is unsuccessful, Public Safety will be enlisted in an effort to locate the parent.

• **Fire, Bomb Threats:** Evacuation is practiced each month. The children evacuate into the back of the Centers’ play yards (and then to Davis Field, if necessary, in Pocatello). Parents will need to show proper ID to pick up their children, as usual.

• **Lock-Down:** In the event of a lock-down, neither parents nor news personnel will be permitted to enter the building. With the use of cell phone communication, your child will be escorted by an ELC staff member to you outside the building. The rationale in this policy is for the benefit of the other children. When emotions are heightened, it is in the best interest of the children to remain in a calm environment. Our staff is trained to continue with the daily routine to limit the stress. Well-intended, concerned parents may interfere with our ability to restore harmony.

You can sign up for ISU’s emergency notification system through BengalWeb if you are an ISU student or employee. If you are a non-ISU parent, you have to text the word pocatello or the words idaho falls, depending on your campus, to 67283. You will receive a confirmation email when your text is received.

**Child Abuse and Neglect**
The Director and staff have training and review child abuse and neglect prevention, including sexual abuse, at least annually. In compliance with Idaho Code, Section 16-1619, the Director and staff will report any conditions or circumstances which would reasonably result in physical injury to a child within 24 hours. The ELC reserves the right to report incidents of suspected neglect or abuse to Child Protection Services without consulting parents or guardians. It is the responsibility of CPS to investigate.

**Nap/Rest Time:** All of our children under kindergarten-age will be offered a nap/rest time from 1 to 3 p.m. on a daily basis. Those who do not nap will be offered alternate activities. We will not keep a sleepy or tired child from napping, so please do not ask us to do that. Infants do not have a set nap time; they follow their own schedule and nap as needed.

**Meals Provided by USDA**
The Early Learning Center participates in the Department of Agriculture’s Child and Adult Care Food Program (CACFP) and follows the USDA Food Program guidelines to provide a nutritionally balanced breakfast, lunch, and afternoon snack. Our food is prepared by Chartwell’s Food Service and is brought to the Center each day. We post the current weekly menu in each classroom and near the front desk. Food substitutions for required meal components may be made for medical or dietary reasons when supported by a Medical Statement for Food Substitutions or a Special Diet Statement for Infants. These forms can
be acquired at the front desk and must be completed, signed by a recognized medical authority licensed to practice in Idaho (other than yourself), and on file in order for us to honor an exception to the menu. Meal times are:

- Breakfast Served 8 - 8:45 a.m.
- Lunch Served 11:30 a.m. to 12:30 p.m.
- Snack Served 3 - 3:30 p.m.

We offer these components at meals:

<table>
<thead>
<tr>
<th>Breakfast: All three</th>
<th>Lunch: All five</th>
<th>Snack: Any two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>Milk</td>
<td>Milk</td>
</tr>
<tr>
<td>Fruit or vegetable</td>
<td>Fruit</td>
<td>Fruit or vegetable</td>
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<tr>
<td>Grain</td>
<td>Vegetable</td>
<td>Meat/alternative</td>
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<tr>
<td></td>
<td>Meat/alternative</td>
<td>Grain</td>
</tr>
</tbody>
</table>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil rights, 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; 2) FAX: (202) 690-7442; or 3) Email: program.intake@usda.gov. This Institution is an equal opportunity provider.

**Infant Food Program**
The ELC provides iron-fortified formula, baby cereal, and other food as is age-appropriate. If the formula provided by the ELC is different than the formula recommended by the health care provider, parents or guardians may elect to decline the house formula and supply another. Breastfed babies are welcome at the ELC. Mothers are welcome to breastfeed at the ELC or to provide breastmilk for bottle feeding. If your child is breastfed (or you provide
food for your child) and you forget to bring milk or food, your child will be fed our formula/food. We will try to contact you first, but if we are unable to reach you, we will feed your child our formula/food.

**Transportation Service**
Limited transportation is provided for children in kindergarten through fifth grade. Bus service to individual schools varies from year to year based on need and dismissal times. Once the Summer Adventure Program starts in May or June, transportation from any schools to the ELC will not be available. It is important that parents notify the Center by 9 a.m. if the child is absent from school. Accounts will be assessed a penalty for failure to notify. Our policy is that the bus driver does not go to the next school until all scheduled children are accounted for. A delay at one school causes problems for the children waiting at the next school. If the ELC driver cannot locate your child, the following steps will be taken:
- The school will be contacted to see if they know where the child is.
- If the school doesn't know, we will contact parents and/or other people on the pick-up list.
- If the parents and/or child are not located, the police will be called and a search for the child will ensue.

**Curriculum and Assessment:** We use “Creative Curriculum” for all age groups at the ELC. We use “The Ounce Scale” for developmental assessment through age two and “The Work Sampling System” for three- and four-year-olds. Your classroom teachers will arrange at least two conferences per year with you to go over the results of the assessments, get your feedback, and to develop goals with you for your child.

**Sample Daily Schedule**
7:30 - 8 a.m.     Arrive/wash hands/children’s choice
8 - 8:45          Breakfast/children’s choice
8:45 - 11:15      Clean-up/circle time/ singing time/activities/centers/outdoor play
11:30 - 12:30    Lunch/children’s choice
12:30 - 1         Stories/music/get ready for rest time
1 - 3             Nap/rest time
3 - 3:30          Snack/children’s choice
3:30 - 5:30       Clean-up/outdoor play/activities/table toys/closing time

This is a general schedule, so check with your child’s teacher for their specific classroom schedule. The infant classrooms follow a schedule that is more individualized.

**Field Trips**
Field trips are an integral part of the program at the ELC, and we schedule developmentally appropriate trips to augment our program. These are often within walking distance; occasionally, a Center vehicle or public transportation is used. We will inform parents in advance of any trips we take away from the Center (other than walks around campus).
The Center cannot guarantee availability of care for your child in any room other than the one in which he/she is enrolled. If you choose to not have your child participate in a field trip, it will be your responsibility to make other arrangements for care during that time.

Playthings and Food From Home
Children are asked not to bring gum, candy, games, toys, swords or other weapons to the Center. These cherished items may become lost or broken. Please help us prevent your child from being disappointed by leaving these special possessions at home or in the car. The only exception will be scheduled “Show and Tell” day, about which the care provider will inform you. We do, however, recommend you allow your child to bring a comforting blanket or stuffed animal that may offer security and can be kept safely in her/his cubby. If you bring your child with partially eaten food, we ask that he/she finish eating outside the classroom. We offer a nutritious food program and hope that you arrive in time to take advantage of it.

Clothing
Your child’s day at the Center is filled with opportunities to run, jump, and explore, so send them in sturdy, simple clothing that may get dirty. Discovering and creating are messy jobs! We encourage you to send children in closed-toe, low-heeled, non-skid shoes that are safe for running and climbing so that children won’t be hindered in their daily activities. Rubber soled tennis shoes are most appropriate. Flips-flops and open-toe sandals are not allowed. In the winter, boots, gloves, and hats are a must. Please provide an extra set of clothing to the Center. It will be placed in your child’s cubby for those times when we do jump in puddles, spill, or fail to make it to the bathroom in time. For those who are being toilet trained, please dress them in easily removable clothing to encourage independence. Remember to replenish clothing as needed and to label all clothing with your child’s name.

Child Guidance
The ELC’s guidance/discipline approach employs positive guidance techniques that help children to develop self-control. They include:

- Setting firm limits in positive terms
- Redirection
- Problem solving
- Ignoring minor misbehavior
- Encouragement of desirable behavior
- Modeling of appropriate behavior by adults
- Natural/logical consequences

Sometimes, despite our best efforts, prolonged unacceptable behavior will continue. When that happens, we will:

- Insist upon an end to the misbehavior, remind child of limits, indicate appropriate behavior
- If necessary, calmly remove child from the situation and sit with her or him. Describe child’s feelings in an understanding way but firmly and clearly restate the
rule and reason for it. Let child decide when he/she can get back in control in order to return to the activity or choose another activity.

If attempts to redirect behavior have not been effective, we may call parents for a conference so that the Center and the parents can work together on a plan that will be consistent for the child.

**Biting**
Biting is a natural stage through which many children progress. It happens for many reasons, including frustration. When biting does occur, our response is to determine the cause and implement change rather than dis-enroll a child. Rarely, we will encounter a child who continues to bite frequently and aggressively despite our best efforts to curb the behavior. If this happens, we may ask that the child withdraw in order to protect the other children. Biting is one behavior that becomes deeply personal for both parties. We try to be sensitive to all concerned, and it is important to act in unison to avert this behavior. If you have any questions, please speak with your Lead Provider or the Director.

**Chain of Command for Your Concerns**
- If your concern is about your child, please address the situation with your child’s Lead Provider first. If you are still dissatisfied, contact the Supervisor or Director.
- If you have a concern about the Center’s policies and procedures, or wish to discuss any other aspect of the Center, please schedule an appointment with the Supervisor or the Director.

**Fund Raising**
We occasionally have fund raising events, and we welcome your participation!

**Conclusion**
There is no greater task that parents or care providers can undertake than nurturing children to maturity. We take our responsibilities very seriously at the ELC and strive to provide the best care possible. We, like the children, are constantly growing and changing; therefore, we value your input. We have an open-door policy and invite parents to visit at any time. Come have lunch, play on the playground, go on a hike, visit the museum with us, or cuddle in the reading area with a child and a good book. We guarantee you will enjoy yourself!
2018 GUIDE TO THE IDAHO IMMUNIZATION REQUIREMENTS FOR
Parents of Children Attending Licensed Childcare Facilities

Why Your Child Needs Shots

Children must meet immunization requirements as stated in Idaho law to attend licensed childcare facilities. To meet legal requirements, a record with evidence that children are up-to-date on immunizations (shots) or a valid immunization exemption must be provided and kept on file. When children are in group settings, there is the potential for the spread of infectious diseases. Diseases like chickenpox, measles, and whooping cough spread quickly, so children need to be protected before they enter childcare.

What You Need to Provide

You will need to present immunization documentation to the childcare facility operator within 14 days of initial attendance. This may include your child’s immunization record, an exemption, or both. The immunization record must show the date (month, day, and year) your child was given each required shot. If you do not have an immunization record, or your child has not received all required shots, call your doctor or local health department now for an appointment.

Required Shots for Childcare

Review your child’s immunization record to make sure you have a date for each shot required for childcare. Please note most children need booster shots before starting kindergarten.

### SUMMARY OF CHILDCARE IMMUNIZATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Age-Deadline to Obtain Required Doses</th>
<th>DTap¹</th>
<th>Polio²</th>
<th>MMR</th>
<th>Hep B</th>
<th>Haemophilus influenza type b (Hib)³</th>
<th>Varicella</th>
<th>Hep A</th>
<th>Pneumococcal¹</th>
<th>Rotavirus¹</th>
<th>Rotarix (RV1)</th>
<th>Rotarix (RV5)</th>
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<tbody>
<tr>
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<tr>
<td>7 months</td>
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<tr>
<td>7 years</td>
<td>5</td>
<td>4</td>
<td>2</td>
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</tbody>
</table>

1. DTap: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older.
2. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose. At least one dose of polio should be given at age 4 years or older.
3. Hib: Generally not recommended for children aged 5 years or older.
4. Pneumococcal: Generally not recommended for children aged 5 years or older. Children aged 14 through 19 months who received a completed 4-dose or other age-appropriate series of PCV7, must also receive a supplemental dose of PCV13.
5. Rotavirus: Vaccination should not be initiated for infants aged 13 weeks 0 days or older. The maximum age for the final dose is 8 months.

If your child recently received immunizations and needs an immunization later in the year to meet requirements, they may attend, provided you complete the Schedule of Intended Immunizations Form and get the remaining doses when they become due. If you would like to exempt your child from immunization requirements for medical, religious, or other reasons, you may complete a form provided by the childcare facility or provide a signed written statement that includes the name of the child, birthdate, and type of exemption being claimed (religious or other). For a medical exemption, you must...
Safe Sleep Policies

At the Early Learning Center, a Steps to Quality child care facility, we educate parents about Sudden Infant Death Syndrome (SIDS), which is the unexplained death of seemingly healthy babies 12 months or younger. We also educate parents about Sudden Unexplained Infant Death (SUIDS), which is the sudden and unexpected death in infancy. Most SUIDs occur during sleep, from suffocation, strangulation or entrapment. This category also includes undetermined SIDS.

Only ASTM and CPSC approved cribs and other approved sleep equipment are used for infants. Only approved mattresses designed for the specific bassinet, portable crib or play yard that fit tightly and without gaps are used. Cribs are completely free of all toys, blankets, quilts, soft bedding, pillows, bumper pads, sheep skins and any other additional equipment attached to or placed above the crib.

- Bottles and Sippy cups are never used unless an infant or toddler is held or sitting upright at a table or in a high chair.
- Pacifiers may be used when breastfeeding is well established, with parental permission, and with bottle-feeding infants until the infant falls asleep. Once the infant is asleep, remove the pacifier and wash it for future use. Pacifiers may not be clipped to infant’s clothing or tied around infant’s neck.
- One-piece blanket sleepers may be used for warmth. Swaddling is not recommended.
- Room temperature is comfortable for a lightly clothed adult

Infants (through 12 months of developmental age and including babies of any age who cannot turn from stomach to back and back to stomach) are placed for sleep fully FLAT on their backs EVERY time they are put to sleep.

- If an infant arrives in or falls asleep in equipment other than approved sleep equipment, the infant is promptly placed flat on her/his back on approved sleep equipment.
- The crib is placed away from windows, blinds, and drapes.

Rooms have enough light for staff to easily monitor infant breathing, skin color, and signs of overheating (warm, red face and/or perspiration at the hairline or on the face). Our policy for supervision is:

- At least one alert adult is within sight and sound of each sleeping infant. Lighting and sound should allow appropriate supervision. (BIRTH THROUGH 12 MONTHS)
- At least one alert adult present in the room where children are sleeping. Lighting and sound should allow appropriate supervision (13 MONTHS AND UP)

We educate staff and parents about the risk factors for SIDS and SUIDS. The risk factors are posted in the infant room and reviewed when any parent enrolls an infant. Parents are notified that there is an increase in the incidence of SIDS when infants are positioned on their backs in one setting and on their tummies or sides in another setting. The risk factors include:

- Infants exposed to second and third hand smoke
- Premature infants
- Low birth weight infants
- Infants exposed to drugs and/or alcohol during pregnancy
- Infants who are not breastfed exclusively for the first four to six months. This means breast milk is neither the first food fed nor the primary food for the next six to eight months.
- Infants during the first month they are new to the childcare facility
- Infants not current with immunizations or unimmunized
- Infants who are not always placed fully FLAT on their backs EVERY time at the childcare facility and at home. Switching from back to stomach for sleep at different times significantly increases the risk of SIDS

Healthy Sleeping Policies

For healthy sleeping, every child sleeps on cots, sleeping bags, mats, or pads.

- Individual children’s bedding is stored separately - without contact with the floor or bedding of others.
- Sleeping equipment is stored separately (ex. the floor side of one mat does not touch the sleeping surface of another mat).
- Bedding is washed at least weekly and as needed.
- Three feet (36") of spacing is maintained between mats, cots, and cribs. If there isn’t enough room, children are placed as far apart as possible and/or alternated head to feet.
Child Abuse and Neglect Prevention

Child care workers are in a unique position to recognize victimized children. Because of this, we are legally mandated reporters of child abuse and neglect. Steps to Quality child care employees must fully understand their legal obligation to report suspicions of child abuse and review the guidelines upon hire and annually thereafter. The training will also cover how to respond if a child discloses. It may seem easier not to get involved and believe that someone else will eventually make the report, but this “wait and see” approach can be very dangerous, even deadly, for a child who is being mistreated.

If you suspect abuse or neglect, notify the Director or Supervisor immediately. The incident will be documented immediately, and the Director/Supervisor will support you while you report. If the Director or Supervisor is not available, make the report directly to the Department of Health and Welfare, and notify the Director/Supervisor by phone, email, or a written note that you have done so.

All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter, or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

To prevent child abuse and neglect, this program:

1. *Trains staff to avoid one-staff-one-child situations if at all possible.
2. *Designed our classrooms to avoid hidden and secluded areas.
3. *Makes sure interactions between children and staff can be observed and interrupted.
4. *Uses proper names for body parts.
5. *Never forces children to give affection.
6. *Tells children that if they have questions about someone’s behavior, the best thing they can do is ask about it.
7. *Explains that secrets can be harmful.
8. Trains staff in the Strengthening Families Protective Factor Framework.
9. Develops positive, non-judgmental relationships with parents.
10. Is alert to signs of stress in parents and struggles in the parent-child interaction.
11. Communicates regularly with parents concerning a child’s progress
12. Provides education including offering tips for specific challenges.
13. Provides opportunities for parents to become involved in their child’s care.
14. Provides information about community resources.

*These strategies are part of our sexual abuse prevention plan.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination.
Is Your Child Ready to be Toilet Trained?

**Signs of Readiness:** Check those that apply to your child

- Follows simple directions
- Remains dry for at least two hours at a time during the day
- Dry after nap time
- Regular and predictable bowel movements (may have BM every day or less frequently)
- Walks to and from the bathroom; pulls down own pants and pulls them up again
- Seems uncomfortable in soiled or wet diapers
- Seems interested in the toilet
- Has asked to wear grown-up underwear

If the child has most of the skills marked, you can assume he/she is ready to start toilet training. Toilet training may best be accomplished by starting at home first, then at the Center. If the child does not have most of the skills marked, then wait a few weeks or months and refer to the checklist again. Toilet training is much easier if the child is truly ready to master this skill.

The following are some helpful hints for toilet training your child:

- A calm, easygoing approach works best.
- Toilet training involves many steps: discussing, undressing, going, wiping, dressing, flushing, hand washing. Reinforce the child’s success at each step.
- Help children recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before then can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained or discussing and practicing each step without actually using the toilet (i.e., have child sit on toilet dressed and flush it).
- Include toilet training into the daily routine, such as reading books, singing songs, or playing games that reinforce the skills needed to toilet train.
- Dress children in easy-to-remove clothing to help children be successful in undressing and dressing. No overalls, tights, shirts with snaps in the crotch, etc. Pants with elastic waists are preferred.
- When a child gives the signs of having to use the toilet or tells you they need to use the toilet, take her/him in and help them undress and get onto the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or any success they had.
- Try to encourage going to the toilet after meals or snacks. This is a time when they may actually need to go.
• Never force a child to sit on the toilet against their will or for long periods of time. This could set up a power struggle and negative feelings toward toilet training.

• Never punish for accidents; occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may actually delay it.

Toilet training is a big skill to learn. Be patient. Let the child decide when he/she is ready. If you do, the child will most likely be trained in a very short period of time. Be aware that nighttime dryness may take an additional six months to a year. Setbacks are common and should be expected; this does not necessarily mean failure. The child may be taking a temporary step back to a more comfortable place, which helps support later progress. Please remember to send plenty of spare clothes with your child to the Center when in the process of toilet training, including an extra pair of shoes.

Good luck!