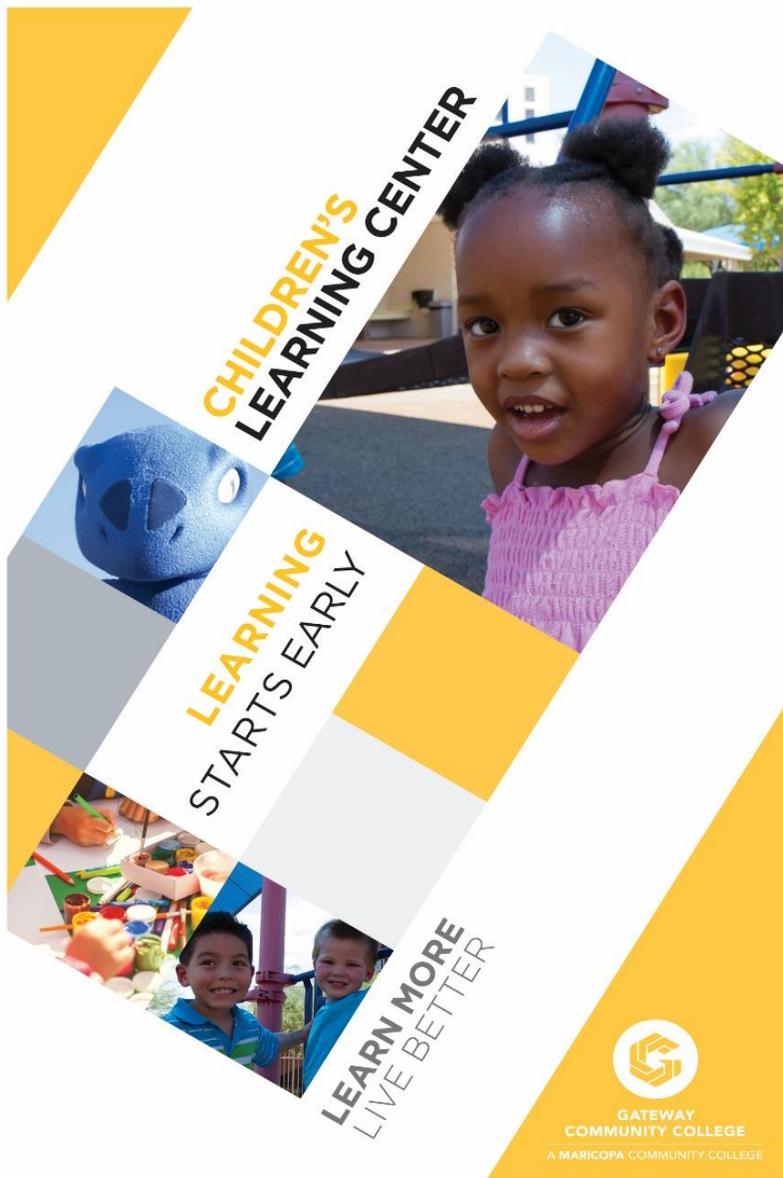




**GATEWAY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Children's Learning Center Parent Handbook



GateWay Washington Campus
108 N 40th Street
Phoenix, AZ 85034
602-286-8130
M – F 6:30 AM – 6:00 PM
clc@gatewaycc.edu

<https://www.gatewaycc.edu/childcare>

Montecito Campus
715 E Montecito Ave.
Phoenix AZ 85014
602-286-8131
M – F 6:30 AM – 6:00 PM

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WELCOME to GateWay's Children's Learning Center

Introduction and purpose

Our mission for the GateWay Community College (GWCC) Children's Learning Center (CLC) is to provide a program where:

Children are valued for individuality, ability to create friendships, wonder and curiosity and ability to play.

Families are valued for their commitment to family, home and education, their dreams and traditions and cultural values for their children.

To make our mission a reality, the GWCC Children's Learning Center provides high quality, developmentally appropriate care and education to the children of GateWay Community College students, employees, faculty and the community. The Children's Learning Center strives to meet the needs of our families by providing a program that is accessible, affordable and offers flexible hours.

Educational philosophy

The Children's Learning was established to care for young children of Gateway Community College students. We provide a safe, caring environment where the children can experience physical, mental, social and emotional growth. Parents can study and/or work knowing that their child is well cared for. CLC services are available to students enrolled at the other Maricopa County Community Colleges (MCCCD), Maricopa Community Community Colleges Faculty and Staff, and to children within the communities we serve.

The Children's Learning Center maintains a Quality First Star Rating, holding the program to high standards.

Services offered

- Full Time schedule
- Part Time schedule
- Preschool Program (ages 3-5 at our main campus) (potty trained 2-5 at our Montecito campus)
- School Age Program (ages 6-12 at our Montecito campus)

Hours of operation

6:30 AM – 6:00 PM, Monday through Friday

After School Care

2:30 PM to 6:00 PM

All of our programs close at 2:00 PM on the third Friday of every month for faculty professional development.

We will be closed on all holidays. Please see the calendar for closures.

Enrollment requirements and procedures

- Children must be ages 2 through 12, fully potty trained.
- Children must be 2 years old at the beginning of the semester to be enrolled.
- An enrollment packet must be completed prior to the child's first day of attendance and will include:
 - AZDHS Blue Emergency, Information & Immunization Record
 - A copy of your child's immunization record (must be current)
 - Signed attendance and payment agreement
 - CACFP income benefit eligibility form
 - CACFP additional documentation for special circumstances.
 - Best of Care Document
 - (school age program) – Health Insurance Card
 - (school age program) Assumption of Risk
 - (school age program) Signed Behavioral Contract

Children may attend when all records are complete.

GateWay Children's learning Center reserves the right to refuse enrollment at any time.

Fees

- \$10.00 non-refundable registration fee per semester
- \$2.00 per hour for MCCCCD students
- \$3.00 per hour for MCCCCD employees

Community care

- \$15.00 per day less than 6 hours of care
- \$30.00 per day more than 6 hours of care or more
- Drop-in care – call for pricing and availability

Fees are subject to change

Drop In Policy

Eligibility and admission requirements must be met prior to drop-ins. All drop-ins must call in advance to assure space availability. Please do not bring your child unless you have called first and have received permission to make a drop-in reservation. All policies and procedures in the handbook apply to drop-in children. Please call for pricing and availability.

Attendance, Fees, and Payments

Regular attendance is important for the continuity of the program and the children involved. If you child will be absent please call the center. Please refer to the billing section regarding our policy on absence billing. Notification will allow us to accept a child as a drop in that day to fill the spot. Voicemail is available 24 hours a day and messages are checked frequently. The

center phone numbers at both campuses, Washington, 602-286-8130 and Montecito, 602-238-8131.

A non-refundable registration fee of \$10.00 per child will be charged. The registration fee is charged prior to each semester.

- All payments are due in advance on Thursday the week prior to your child's attendance. To maintain enrollment at the center, all fees must be paid in full by Friday of each week.
- All payments must be made to the GateWay Community College Cashier's office in the form of cash, money order, check, debit card or credit card or online using your MyMaricopa account
- You will be billed hourly for the time that you reserve on your child's attendance schedule. Partial hours will be billed at the hourly rate.
- If you are late after closing, a \$10.00 fee will be added to your account for the first 10 minutes and an additional \$1.00 per minute for each minute thereafter.
- Parents on DES are responsible for paying the difference between their weekly tuition and the amount DES subsidizes, their assigned DES co-payment, Semester registration fees and any activities fees.
- Accounts that are outstanding at the end of the semester will be flagged with the fiscal office and the parent will be unable to enroll in classes for the following semester. Families will also be referred to collections.
- 3 vacation/sick days are provided per semester. To use vacation/sick days, the center must be notified in advance of the child's absence. After 3 vacation/sick days are applied, the parent/guardian is responsible for the child's full tuition for the remainder of the semester.
- The Children's Learning Center will recognize the same holiday's and school closures as MCCCDC. In addition, the program will close early on the third Friday of every month for professional development. When the program is closed, tuition will continue to be charged at the standard rate. A calendar with intended closures is available at the front desk.
- Payment is required for all registered times whether your child is in attendance or not.
- If you withdraw from the center without giving notice, you will be charged for two weeks' tuition and the amount will be filed against your account.
- Each child may submit one schedule change before the 45th day of the semester. After the 45th day, no schedule changes will be accepted.

Withdrawal Procedures

You must request one week notice in writing if you need to withdraw your child. You can do this by filling out a change of schedule request prior to the effective date.

When a child is absent from the Center for two weeks without notice or payment, your child will be withdrawn, and you will be billed for that period.

Keypad Entry System

The Children's Learning Center located on GateWay Community College Washington campus is

equipped with a key pad entry system to ensure the safety of the children enrolled in our program. At the time of enrollment, each parent/guardian will be assigned a 4 digit pin number that will allow them access to our program.

Parents or guardians of enrolled children in both of our programs shall have access to their enrolled child's classroom during all times that their child is in attendance.

Sign and Clock In and Out

Each parent/guardian will be assigned a 4 digit pin number to clock their child in and out of our computer based time management system. Children should be clocked in before entering the classroom and out after exiting. Time entered on the sign in/out sheets must match time in/out on the computer.

On arrival:

- Clock your child in (lobby) Sign your child in (classroom)
- Take your child into their classroom and help your child to wash their hands using the posted handwashing procedures
- Give teaching faculty any special instructions or information that pertains to the care of your child

Departure Time:

- Clock your child out (lobby)
- Sign your child out (classroom)
- Check your child's cubby for any work your child may have completed
- Ask your child's teacher about their day and request that they share any important information

Release of Children

Children will only be released to individuals designated on the blue emergency information card. If a child shall be released to any person not listed on the blue emergency information card, a parent or guardian must submit in writing the name and contact information of the individual. If an emergency arises and an alternate pick up person must be called in over the phone, a member of the Children's Learning Center Faculty will call the parent back to ensure that they are the person authorizing the release of their child. Release of a child to a parent or guardian can only be denied if court appointed custody papers are on file with center. Unfamiliar individuals will be asked to show a picture ID before they are allowed to remove a child from the facility.

Please notify the center's staff in writing if someone other than you will be picking up your child.

Arizona Licensing

The Children's Learning Center is licensed by the Arizona Department of Health Services, Office of Child Care Licensure, 150 N 18th Avenue, Ste. 400, Phoenix, AZ 85007-3244, (602) 364-2539. Inspection reports are on file with the Department of Health and in our center available for viewing.

Mandated Reporting

According with Arizona State Law, the director and staff are legally mandated to report any or all suspicion of child abuse and neglect to the Arizona Department of Child Safety or the Phoenix Police Department.

Liability Insurance

The Maricopa County Community College District holds liability insurance as required by the Arizona Department of Health Services. Documentation of the liability insurance coverage is available on-site.

Pesticide

Periodically pesticides are applied inside/outside the center as a preventative measure. 72 hours prior to application, notice will be posted at the entry way of the Children's Learning Center. Parents and family can access the pesticide Material Safety and Data Sheets (MSDS), name of the company, pesticide, name and license of the applicator at the front office. Please contact Administration with any questions.

Emergency Procedures

In the case a child/staff member is injured or a medical/dental emergency occurs, 9-1-1 and campus security will be contacted immediately. You will be notified next and if unable to reach you we will contact who you have designated on your blue emergency information card. In the event you or your other contacts can't be reached and your child needs to go to the hospital by ambulance, a staff member will accompany your child and the Children's Learning Center will continue to attempt to contact you. The GWCC Children's Learning Center is not responsible for incurred medical expenses or the cost of emergency transport. It is extremely important that we have up-to-date information.

CPR/AED/First Aid

The Children's Learning Center staff is certified in Child/Adult/CPR/AED/First Aid and maintains certification to ensure the safety of your child.

Teaching Staff

All Children's Learning Center employees are required by Arizona Child Care Licensing Regulations to maintain a minimum of 18 hours of training in Early Childhood Education or Child Development annually.

All Children's Learning Center employees, service learning students and volunteers who have direct contact with children in classrooms are required to provide documentation of a criminal history background check, level one fingerprint clearance card, and a negative TB test before they are accepted in the classrooms.

Curriculum

We are committed to providing each child with a positive learning experience. Your child will have the opportunity to learn using books, language, math, science and sensory activities. Each classroom is equipped with educational materials to help stimulate each child's growth and development.

The curriculum allows staff to build a partnership with each family in which their beliefs, aspirations and concerns for their children are explored. The Children's Learning Center provides an environment that stimulates each child's curiosity and learning as well as reflects the rich diversity of the community.

The Children's Learning Center curriculum is emergent and is planned based on the interests and the curiosities of the children within each classroom. The curriculum is an outline to help develop each child's social/emotional skills, language and literacy, mathematics competency, understanding of science and the world around them and knowledge of inclusion and diversity. Outdoor play is provided for gross motor development and socialization.

Formal parent teacher conferences are held twice a year; during the fall and spring semester. Your child's teacher will discuss your child's development as well as answer any questions you may need addressed. All information shared during the conferences will be documented in your child's portfolio. Conferences will be scheduled via sign-up sheet, one week prior to the conference dates.

Preschool Class

Children between the ages of 3 and 4 will be enrolled in the preschool class. The room is equipped with Early Childhood Education Learning Center (writing, music, science, books, manipulatives, art, math and sensory). Social Studies is integrated in stories, activities, and discussions. Activities of small and large groups take place indoors and outdoors. Children must be toilet trained and will be coached in self-help skills. A daily schedule of activities is posted for parents to review.

Kindergarten Transition

Studies have demonstrated that high quality preschool and child care experiences can enhance a child's future educational success. The Children's Learning Center Kindergarten Transition classroom is for children who are 4-5 years of age and will enter Kindergarten the following year. The Kindergarten Transition classroom uses an emergent curriculum that is enhanced with the Arizona Early Learning Standards (AZELS). The AZELS were created to help preschool programs insure that they are offering age appropriate curriculum structures that prepare children for kindergarten. The Kindergarten Transition classroom is equipped with Early Childhood Education centers that house educational materials where children can learn through play. Activities of small and large groups take place indoors and outdoors.

Before/After School

Children between the ages of 6 and 12 may be enrolled from the time their elementary school program ends until 6:00 pm, Monday through Friday. The classroom is set up with a variety of learning areas (writing, music, science, books, art and math). Time is available for children to complete homework from school with the assistance of a teacher. A daily schedule is posted for indoor and outdoor activities for parent's to review.

We are aware that public schools have scheduled breaks during the semester for conferences and teacher development days. If your child is already enrolled, please call ahead if you need care during the scheduled breaks and submit a schedule change form. If your child is not enrolled,

you may do so providing space is available and enrollment paperwork is complete.

Severe Behavior/Discipline Policy

Behavior of young children is a major part of the early childhood curriculum. Children develop self-control and internalize appropriate ways of behavior by watching and interacting with adults around them. Adults in a child's life have a great power to support the behavior and discipline of the child.

The classroom environment is designed to prevent challenging behaviors between children. Our job as educators is to teach young children and encourage them to solve problems independently. We use the following methods:

- Allow children to explain their point of view
- Follow-up to ensure positive outcomes
- Modeling appropriate interactions/behavior
- Identifying emotions, words and possible solutions

In supplying stimulating and interesting educational activities, we firmly and consistently use positive techniques appropriate to the development of each child individually. Techniques include:

- Sitting and observing or talking to the child until self-control is regained.
- Redirect the child to a more appropriate activity
- Explaining positive ways of how the child should correct unwanted behavior

When behavioral challenges arise and remain consistent in the Children's Learning Center will schedule a meeting with the child's parent/guardian. We will work toward a solution that is mutually beneficial to the child and our program. Possible solutions are decrease the amount of time the child attends, enlisting professional intervention, community resources or find care in a more suitable setting for the child. Under no circumstance is physical or verbal punishment ever allowed in the Children's Learning Center.

Shared Goals for Children

At the beginning of each semester we will ask you to identify goals you have for your child's development and growth. Research shows, children learn and grow best in early childhood programs based on developmentally appropriate practice. Some of the goals are:

- Feel loved, have self-esteem, and confidence in their abilities
- Respect for the care and treatment of others
- Respect for the care and treatment for our Center
- Strengthen cognitive skills in problem solving and concept development
- Build social skills by making friends and enjoy learning with others
- Develop self-control over emotions and behavior
- Good health habits

- Freedom of self-expression in creative activities
- Be independent and secure

Family and Center Communication

If you have a concern, please address it immediately so that it can be resolved. Please tell us about any concerns/questions as they arise.

Screening and Assessment

Prior to parent/teacher conferences, each child will receive an ASQ assessment. The ASQ is a professional assessment tool that documents a child's age appropriate developmental milestones. Each family will be asked to complete an ASQ assessment of their own child. In addition, the child's teacher will conduct an ASQ assessment. When teachers conduct ASQ assessments they will document milestones that they have witnessed while a child was in their care. Sometimes children do not display the same milestones at school and at home. The ASQ assessment completed by a teacher may exclude some milestones. This does not mean that the child cannot do them or that they are underdeveloped, it simply means that the behavior was not witnessed while the child was at school. When developmental concerns arise, the Teacher will notify the Director. At that time the Director will contact the child's parent or guardian to develop a plan to address the child's development on an individual basis. Some solutions could include, referral to the child's pediatrician, recommendation for third party intervention, alternative programs and resources that will best accommodate for child's needs.

Personal Belongings

GateWay Children's Learning Center is fully equipped with toys and materials for children to use and play with while they are in our care. We discourage children from bringing toys to school unless it was requested for a special occasion. There will be days set aside for show and tell to share something special from home. On scheduled days children will be encouraged to keep their special item in their cubby until sharing time. Please label all items for sharing with your child's first and last name.

Medications

The Children's Learning Center will only dispense medications that are required for chronic illness or in the event of severe allergy. All other medications must be administered at home. When a child must receive medication at school, the medication must be accompanied by a prescription label with the prescription number. In addition, a medication consent form must be completed by the child's parent or guardian with a beginning and an end date.

Keeping Children Healthy and Safe

Young children have immature immune systems, and often put items in their mouths. When in group settings, especially if they are new to group care, they can become ill rather easily. The Children's Learning Center makes every effort to reduce exposure to illness by proper handwashing and disinfecting of toys and materials.

If a child becomes ill at the Center, their parent/guardian will be contacted and they must be picked up immediately. It is highly recommended to have a backup plan.

Children exhibiting the following symptoms may not return to school until they are symptom free without fever reducing medication for 24 hours).

- Fever of 100° or more
- Fresh cold with sneezing, coughing, watery eyes or runny nose.
- Red sore throat, or swollen glands
- Fever, Listlessness, and not well enough to play or participate
- Red eyes with matted material and inflamed conjunctive tissue
- Upset stomach, vomiting, or diarrhea
- Undiagnosed rashes
- Lice, scabies, or pinworm

Notice will be posted in the event of exposure to contagious illnesses. Please contact the Center in the event that your child has been diagnosed with a contagious illness.

Toilet Training

When children are fully toilet trained, they are able to toilet independently and recognize signals of needing to toilet during active play, with occasional accidents occurring when transitioning into a new environment. However, GateWay Community College Children's Learning Center is not licensed to enroll children that are that are not completely toilet trained (per AZDHS Licensing Regulations). If toileting accidents persist, a meeting with your child's lead teacher or the director will be scheduled to discuss a plan to address suggestions about toilet training and related behavior concerns, all children will be assessed on a case by case basis.

Meal Times

The Children's Learning Center participates in the Child and Adult Care Food Program (CACFP), which provides meal and snacks. Breakfast, lunch and two snacks will be served each day. CACFP rules and regulations prohibit any food not served by the program. If your child has special dietary needs, please address them with the Director upon enrollment of your child.

1% Milk is provided with Breakfast and Lunch.

Drinking fountains are easily accessible to the children and they are encouraged to drink from them throughout the day.

Please alert us to your child's special dietary needs or allergies!

Nap time Requirements

AZDHS Childcare Licensing and the Quality First Program requires that preschool programs offer a resting period for children under the age of 5. The Children's Learning Center offers a naptime from 12:00PM – 2:00PM daily that may mildly fluctuate with the classroom schedule. Children who choose not to nap, will be allowed to participate in a quiet activity after resting their bodies for a short period of time.

Please feel free to send your child's favorite blanket, pillow, or nap toy (label with your child's first and last name) to make nap time for your child as comfortable as possible. All personal

belongings must appropriately fit in your child's cubby. Comforters, full sized pillows and oversized stuffed animals are not appropriate for naptime.

Environmental Protection

The Children's Learning Center encourages a child oriented environment with active, explorative, and messy play. Dress your child in washable and comfortable clothes he/she can easily manage for toileting and play.

Sunscreen

The playground has shade that provides children the opportunity to play both in sunny and shady areas as the temperature rises. It is recommended that you supply sunscreen of 15 SPF or higher to be applied to your child before afternoon outdoor play. All sunscreen must be accompanied by a sunscreen application permission slip. Please make this request at the front office. Please apply sunscreen to your child prior to drop off in the morning. Please label your child's sunscreen with your child's first and last name. Sunscreen is kept in a locked cabinet in the child's classroom.

Insect Repellent

Insect repellent that contains DEET can be applied to children once a day with parental permission on file and recommendation from public health authority. Please label your child's insect repellent with their first and last name. Insect repellent will be kept in a locked cabinet in the child's classroom.

Shoes

For safety while running and climbing all children must have closed toe shoes that tie or close securely. Sandals and flip flops are not safe for active play.

Extra Clothing

Each child is required to have a weather appropriate change of clothing available in their classroom cubby. It is encouraged that socks, shoes and underwear are included in the child's change of clothes. Please label all of the clothing articles with your child's first and last name. When a child's clothes are soiled at school, they will be placed in a sealed plastic bag and must be removed from the facility at the time of pick up. At that time, please replace the child's change of clothes the following day. When a child soils their laundry and does not have a change of clothes, the child's parent or guardian will be contacted and are responsible for providing appropriate clothing immediately.

Field Trips, Special Guests and Transportation

Throughout the year, the Children's Learning Center located on the GateWay Community College campus will take walking field trips on campus. A signed permission form will be required by the parent and at the time of each field trip. MCCC Employees are prohibited from transporting preschool aged children. Transportation from elementary schools and off campus field trips for school age children will be pre-planned and appropriate authorization forms will be completed in advance. Children who participate in summer camp and other programs for school aged children will be provided with an alternative handbook that will outline field trips for those programs.

Children’s Birthdays

We will honor your child’s birthday at the Children’s Learning Center. Please speak with your child’s teacher if you would like to bring something to share in class.

It is our goal to limit sugary snacks and foods at the Center. If you would like to bring something to eat, please make sure that it is low in sugar and prepackaged from a grocery store. Homemade baked goods or other prepared food will not be served.

Some birthday celebration suggestions are listed below:

- Fresh fruit
- Yogurt tubes (when frozen, they are similar to a popsicle)
- Cheese cubes
- Whole grain crackers
- Goody bags with non-edible items (pencils, erasers, stickers, etc.)

Departure

The home-to-school transition can be a difficult time as young children learn to adjust to a new routine, place and people. Some children will cling to their parent and cry or scream, this is common. It is important to keep a consistent drop off and pick up routine so that your child is able to predict what will happen next. Talk to your child about drop off and pick up so that they are prepared for the transition. When you are ready to leave, we will comfort and help your child through the transition.

Please remember you are always welcome to visit the Center or call to check on your child at any time.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT BOARD APPROVED STAFF

Leia Wilson, Director.....	602-286-.8135
Caris Hall, Assistant Director.....	602-286-8130
Dolores Rodriquez, Administrative Secretary III.....	602-286-8130
Donna Herndon, Supervisor Montecito Campus.....	602-286-8131

Disclaimer Statement

GateWay Community College Children’s Learning Center reserves the right to change, modify, or alter without notice all fees, charges, and policies of any kind. For specific information on GWCC policies, programs, and services see the GWCC catalog.

GateWay Community College Children’s Learning Center reserves the right to refuse enrollment at anytime.

Revised January 2018