



**EMBASSY ROW**  
CHILD DEVELOPMENT CENTER

# FAMILY HANDBOOK

SCHOOL YEAR 2020-2021

## Embassy Row Child Development Center Parent and Family Handbook

Dear Embassy Row Child Developmental Center Family,

Welcome to ERCDC! We are pleased to partner with you in your child's journey of learning and growth. ERCDC provides a safe and nurturing environment in order to create a developmentally appropriate learning experience for your child. We believe that creative early education will make a positive difference in your child's experience, especially in the most wonder-full part of their life when learning begins.

Our staff members are passionate, well-qualified, credentialed, and continuously undergo professional development to ensure we are giving high-quality experiences and up-to-date care to our children in a safe environment. ERCDC is here to meet your needs in offering full-time service to children six weeks to five years old.

Our Center uses the Creative Curriculum® that serves as the foundation for effective learning. The curriculum is:

- **Innovative:** delivering cutting-edge resources that are unique, effective, and based on the latest research.
- **Responsive:** including solutions that address educators' challenges and help create a responsive learning environment.
- **Supportive:** providing robust guidance to support each educator's professional journey.
- **Comprehensive:** aligning to all state early learning guidelines and the Head Start Early Learning Outcomes Framework
- **Developmentally Appropriate:** promoting learning experiences designed for each age-group and flexibly tailored to each child's needs with high-quality, research-based resources.

We are committed to creating a safe and fun environment that builds self-confidence, encourages discovery, and equips your child with the necessary tools for success.

Please read this handbook as it may answer most of your questions on the Center's policies and procedures.

We also encourage you to support and participate in our school activities and programs. If you have any questions or concerns, feel free to contact your child's teacher or the Center Director. We cannot wait for you to come and be a part of the ERCDC family!

Warm Regards,

ERCDC Admin and Staff

***"We want to know what the children think, feel, and wonder. We believe that the children will have things to tell each other and us that we have never heard before. We are always listening for a surprise and the birth of a new idea. This practice supports a mutual quest for understanding. It is a practice of searching together for new meaning. Together we become a community of seekers."***  
***- Louise Boyd Cadwell***

## **Embassy Row Child Development Center**

3855 Massachusetts Avenue N.W.,  
Washington, D.C. 20016

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Fax number: (202) 750-0422

Web address: [www.EmbassyRowChildren.com](http://www.EmbassyRowChildren.com)

General email: [info@embassyrowchildren.com](mailto:info@embassyrowchildren.com)

### **Center days and hours of operation**

**Monday through Friday, 7:30 am – 5:30 pm**

**Please refer to our calendar for holidays and other closures.** (These are the dates the Center is officially closed. On half days, pick up is at 12:30 p.m. Calendar is subject to change.)

## **Administrative Staff**

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## **Board Members**

To contact our Board of Director members, email [board@embassyrowchildren.com](mailto:board@embassyrowchildren.com)

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## Education & Developmental Philosophy

Embassy Row Child Development Center (ERCDC) provides a stimulating environment that guides children in the discovery of new information, skills, and concepts. ERCDC:

- Provides age and culturally appropriate learning activities aiming to stimulate, enrich, and reinforce learned skills.
- Uses a family-centric approach to deliver early education and supplemental services that meet the learning and safety needs of students with parental involvement.
- Respects each child as an individual possessing a unique personality, intelligence, and creativity.

The ERCDC team has established learning environments that meet District of Columbia's Office of State Superintendent of Education (OSSE) Common Core Early Learning Standards and are clean, fun, creative, and student-centered.

## Program Goals

As a vetted and licensed early education service provider, ERCDC uses the Creative Curriculum®, a program based on the children's expressed interests for young learners ages six weeks to five years. The program provides high-quality learning experiences that foster incredible and exponential growth in children through creativity, which keeps children actively engaged through play and learning. It is our goal to meet each child right where they are.

Core Goals:

1. **Creativity:** To create an atmosphere that is warm and welcoming to all who enter with a family feel that is inviting and comfortable.
2. **Engagement:** To engage students in creative learning through play in an environment that opens the world to children at every level.
3. **Provision:** To provide quality childcare for families.

Our program provides the necessary educational foundation by:

- Providing an atmosphere allowing children to freely and safely learn through exploration and experimentation.
- Educating the whole student by promoting the overall development of each child
- Providing a strong foundation for forming attitudes, establishing values, and discovering that they are persons of worth.
- Developing the ability to learn and solve problems (cognitive); interact with others, help themselves, and exhibit self-control (social and emotional).
- Understanding and using language (speech and language); using small (fine motor) and large (gross motor) muscles.
- Developing a sense of independence, self, family, and community.

## Program Mission

To provide the highest quality care and education for preschool children in an international and multicultural environment by professional educators who are inspired, guided, and enabled by Christian love. Our mission is achieved by our commitment to create a culture that is marked

by our values.

## **Values**

- **COMMUNICATION** - Ensuring open, honest, and constructive communication between directors, teachers, parents, and children. Constant communication is encouraged to parents regarding the progress and accomplishments of their child. For quality control purposes, parents can express their thoughts on Center improvements. Parents are also encouraged to actively participate in parent/child activities.
- **COMPASSION** - Compassion for one another is expressed not only through kindnesses and love, but also in celebrations of personal joys and successes, and prayers and support for illnesses and distresses.
- **CREATIVITY** - Our loving and affirming environment encourages the creative expression of students, parents, and teachers. Freedom of creativity is expressed in lessons, story-telling, artistry, and songs.
- **DEVELOPMENT** - Through an age-appropriate curriculum and many extra-curricular learning experiences in faith, art, music, language, and recreation, children are provided an early, enjoyable experience of academic and social development.
- **DIVERSITY** - With a unique international environment here on 'Embassy Row', children are provided exceptional opportunities to learn and interact in diverse nationalities, cultures, faiths, and languages.
- **SECURITY** - All practical attention is given to maintaining a secure and sanitary environment for the safety and well-being of all children.
- **UNITY** - Given our diversity, children are provided with the opportunity to enjoy what unites us as human beings.
- **SPIRITUAL PRINCIPLES** - One of our unique features is that children are provided age-appropriate opportunities to enjoy and be inspired by Bible stories, songs, and prayers.



## Enrollment

Every child has a right to quality early learning and development. ERCDC does not discriminate and invites children and their families from all ethnicities, races, cultures, religions, national origins, genders, and disabilities to apply.

ERCDC has rolling admissions and accepts full-time applications throughout the year. Enrollment and acceptance into our program is based on classroom availability and the completion of the application and enrollment process.

## Application and Enrollment Process

Pursuant to the District of Columbia's OSSE, Office of Early Education, and Child Care Licensing Unit, ERCDC is required to maintain complete student files. Complete student files are required for all students including those enrolled in the ERCDC summer camp. Each family is required to complete and submit the following forms and return to ERCDC:

- ERCDC Enrollment Agreement
- Registration Record
- Travel Activity Authorization
- Parent Handbook Authorization (attached to the end of this handbook)
- Covid-19 Parental Notice & Waiver
- Authorization for Child's Emergency Medical Treatment
- DC Universal Health Exam Certificate
- DC Oral Health Exam Certificate (3 years old and up)
- Medication Authorization Record (if applicable)

Additional Forms required by ERCDC:

- Parent Tuition Fees Agreement
- Start Date Agreement
- Topical Ointment Form (if applicable)
- Emergency Contact Form
- ERCDC Holiday Closure Schedule

Once complete, parents should return all documents to the ERCDC Office. The packet may be returned in person, emailed to administrative staff, or faxed to 202-750-0422. Each packet must include the **non-refundable** \$75 registration fee and the **deposit of an entire month's tuition** which can be either via ACH, money order, or personal check (Fees are explained further along in this handbook).

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. **Enrollment is complete when submission of all forms and fees are accepted and approved by ERCDC administrative staff.**

### **Continued Enrollment**

Continued ERCDC enrollment is contingent upon the parent's, alternate/emergency contact persons', and student's adherence to the policies and procedures of ERCDC as outlined in this handbook (i.e., timely payment of all fees and tuition). Parents are required to notify ERCDC immediately if any of the information collected at the time of enrollment changes. Failure to do so may result in the student(s) being dis-enrolled from the program and forfeiture of any registration fees.

### **Waiting List**

ERCDC follows the "First Come, First Served" policy when it comes to our waitlist. Having a child or children already enrolled in the center will not give you priority over an outside person who has asked earlier. The waitlist does not guarantee that you will receive care from us, but it is hopeful that down the road we can serve your child and family. This is so that you do not rely solely on us for care if we can not assure you of a set date. If a slot is available for your child's age when you are added to the waitlist, we will contact you for further enrollment steps.

### **Children with Special Needs**

ERCDC accepts children with special needs. ERCDC will make all reasonable efforts to accommodate such students. To accommodate children, parents must reveal the special needs of their child(ren). ERCDC will work with each family to assess needs and the best strategies for accommodations.

To aid in the accommodation, the District of Columbia's OSSE has implemented the Strong Start DC Early Intervention Program. This program is a state wide, comprehensive, coordinated, multidisciplinary system that provides early intervention, therapeutic and other services for infants and toddlers with disabilities. Provided services also include infants and toddlers with developmental delays. Services are designed to provide resources for both the children in this age range and their families. The Federal Individuals with Disabilities Education Act (IDEA), Part C, along with the District of Columbia Public Law 1-2-119 mandate that infants and toddlers with disabilities and their families receive coordinated services early enough to make a difference. These services must be flexible, culturally responsive, and most importantly, meet the needs of the child and the family. The Strong Start DC Early Intervention Program serves as the single point of entry for infants and toddlers in Washington DC whose families have concerns about their development. Families should contact Andres Alvarado at (202) 727-3665 for more information.

### **Tuition and Fees**

ERCDC families are responsible for remitting tuition payments for all months the Center is open.

ERCDC will bill each child's account one month in advance on the first of the month. Payments are due on the first of the billing month. A **\$25 late fee** is assessed to accounts when payment is not posted by the first of the billing month. If payment is not received by the last school day of the billing month, the student is terminated from ERCDC enrollment. Tuition payments do not include fees associated with field trips or other enrichment activities.

Once the tuition payment is rendered, and a parent/guardian decides to terminate the student's enrollment (regardless of reason), a refund will not be issued.

You must submit in writing your intentions to terminate enrollment. Please sufficiently notify us in writing before the last day of the previous month of your student's last month. Your deposit fee will be applied to the final month's tuition.

ERCDC accepts the following methods of payment:

- EFT/ACH transfer
- Certified checks or money orders
- Personal checks (\$35 fee applies when returned by the bank). Returned tuition checks are not redeposited. Parents are responsible for remitting a new check within 24 hours. If the second check is returned, ERCDC will require the family to remit tuition payments using an EFT/ACH transfer, certified check, or money order.

ERCDC **DOES NOT** accept cash payments.

### **Student Attendance\***

There is no tuition credit given for absences from scheduled school days, holidays, or unscheduled school closings. If the Center closes for more than ten consecutive days due to reasons or circumstances beyond normal control, the Center will issue a reduced tuition payment amount for the following month.

*\*Please note, if your family has decided to travel out of state, a negative COVID-19 test for your child will be required before returning to the center.*

### **Multiple Child Discount**

ERCDC provides a ten percent (10%) multiple child discount for enrolled siblings during the same school year. The discount is applied to the child whose tuition is the least. Discounts are only applicable when tuition payments are made on time.

### **Registration Fee**

There will be an annual registration fee (\$75) assessed to each student account on September 1st. Updated OSSE required enrollment forms, including medical records, for each enrolled child are also due on the same date.

## **Non-Payment of Tuition**

Timely payments are essential for continued enrollment at ERCDC. Non-payment of tuition is grounds for immediate dismissal from the ERCDC program. However, should a family anticipate difficulty paying on time, an appointment with the Director prior to the end of the grace period should be made.

## **Late Pick-Up Fees**

Parents are to pick-up their child(ren) promptly at their assigned pick-up time. The time is kept according to the electronic sign in/sign out kiosk located at the ERCDC entrance. Parents/Guardians arriving at 1 minute after their assigned pick-up time will be assessed a late fee. The late fees are as follows:

- \$20 for first ten minutes
- \$5 per additional minute thereafter

Unless a parent has contacted ERCDC, at 6:00pm Child Protective Services (CPS) is contacted. At this point, a CPS officer will arrive to pick up any children remaining after 6:30pm. At this point, parent(s)/guardian(s) must contact CPS at (202) 442-6100 to follow up.

The guidelines below are followed if a parent/guardian is late:

- Center staff will remain with the student(s) until the parent(s)/guardian(s) arrive(s) or until CPS arrives.
- Parent(s)/Guardian(s) will be called using home, work, and mobile phone numbers provided on the child's enrollment forms. In the event parent(s)/guardian(s) cannot be reached, all authorized alternate/emergency contact persons will be called.
- In the event no one can be reached by 6:00pm, center staff will contact CPS. CPS will secure the child and the parent(s) must contact CPS for the release of their child/children. ERCDC staff are required to adhere to this policy.
- In the event a child is picked up late three times, the child's enrollment will be terminated for the remainder of the school year and may not:
  - Participate
  - Re-enroll until the next school year beginning September 1<sup>st</sup>
- In the event participation is terminated, tuition payments previously made are non-refundable.

## **Attendance**

If the enrolled student will be absent from the center for any reason, parents are to follow the notification procedures outlined below:

Contact ERCDC administrative office no later than 9:30 am by:

- Phone: (202) 733-4152 -or- (202) 733-4359
- Email: [info@embassyrowchildren.com](mailto:info@embassyrowchildren.com)
- Other: Messaging via Procure

## **Health and Wellness**

Medical examinations and immunization records must be provided upon enrollment and kept current. ERCDC will not permit attendance unless all medical records including immunizations meet the regulations imposed by the District of Columbia, Department of Health and Office of the State Superintendent of Education (OSSE). Families requesting a religious, personal or medical exemption, must meet with the Center Director prior to enrollment.

## **Health Insurance**

All children must have healthcare coverage upon enrollment. Children cannot be enrolled if they are not covered under a family health insurance policy.

## **Immunization**

Prior to enrollment, children must have all age-appropriate immunizations and tests as required by the District of Columbia Department of Health and Immunization. After admission to the center, parents are responsible for regularly updating the student's health files to reflect new immunizations and up-to-date health records. When parents are not in compliance, the child will be subject to interruption of services until completed health/immunization documentation is provided. Immunization requirements are determined and enforced by the District of Columbia's Department of Health (DOH). DOH maintains an immunization database of all students enrolled in child development centers. Hence, this policy is strictly enforced.

If there is no proper documentation from your child's physician excusing your child from any required vaccination/immunization, your child's attendance will be excluded until updated records are provided.

## **Sick Policy/Illness**

The purpose of the ERCDC sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before returning to school. ERCDC depends on parents to assist in maintaining a safe and healthy environment for all children.

Please refer to our "ERCDC Protocol" Handout regarding Coronavirus.

Children should remain at home under the following conditions:

- Fever of 100 degrees Fahrenheit or higher
- Loose bowels or diarrhea

- Vomiting
- Lethargy
- Constant coughing, sneezing or running nose
- Symptoms that require a health care provider clearance

ERCDC reserves the right to send any child home demonstrating signs of illness at school. Any student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from ERCDC. A parent or alternate authorized person must pick up the ill child within an hour after notification. A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms listed below. Children must be free of all specified symptoms for at least 24 hours WITHOUT the assistance of medication before he/she can be returned to school. These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- Fussy, cranky behavior and generally not himself/herself
- A skin rash, excluding diaper rash
- Head lice
- Symptoms of a communicable disease

Following an illness, a child may return to school once he/she has either been seen by a clinician or it has been determined that the illness is not contagious. A doctor's clearance will be requested upon return to the center.

ERCDC reserves the right to refuse a child's re-entry if the center administrative staff believes the child is too ill to participate in the day's program. Children excluded from the program due to a fever may not return until they are fever-free, without fever reducing medication, for 24 hours.

### **Communicable Diseases/Illnesses**

In the event of a communicable disease outbreak, ERCDC will notify all families and staff. Student confidentiality will be maintained. In the event that a communicable outbreak occurs, ERCDC will temporarily exclude non-immunized students from the program. A list of communicable diseases requiring a health care provider clearance is found in Appendix A.

## Medications

The following rules apply in order for a trained ERCDC staff to administer medications to children:

- A Medication Authorization form signed by the parent/guardian and physician must accompany all medication. The form must specify the dosage to be administered, the time to be administered, the length of time the student is expected to be on the medication, and how the medication is to be stored
- ERCDC will maintain a log, on a form approved by ERCDC; the form shall record date and time of day, medication, medication dosage, method of administration, and the name of the person administering the medication, and each time any medication is administered to the student
- Written authorization from the parent or guardian is also required for application of any topical products. (i.e., lotions, diaper ointment, or sunscreen)
- All medication must be in the original container.
- Prescription medication must be clearly labeled with the full pharmacy label including:
  - The student's first and last name;
  - The date of the prescription;
  - The name of the medication;
  - The medication dosage;
  - The administration schedule;
  - The method of administration;
  - If applicable, special instructions, such as "take with food";
  - The duration of the prescription;
  - An expiration date that states when the medication is no longer useable; and
  - The name and telephone number of the child's licensed health care practitioner.
- Prescription medication shall be used only for the student named on the label
- A list of side effects must accompany medications
- Medication is not allowed in cubbies or book bags

- Medication cannot be mixed with food, formula, or juice. ERCDC will not dispense any medication in a bottle or cup
- Over-the-counter medications can be dispensed if a doctor's note detailing reasons and recommended dosage(s) have been included. Parents are required to supply an unopened bottle of the medication clearly labeled with their child's name.
- In the absence of a medical authorization form, ERCDC will not administer medicines or perform procedures requiring specific skills or prior medical training.

ERCDC encourages parents to administer medication prior to or after departure from school.

## **Allergies**

Parents are required to provide ERCDC a complete and specific list of their child's allergies. This information must be included on the appropriate enrollment forms. Allergies include but are not limited to food, medicines, over-the-counter products, animals, and environmental allergens.

**ERCDC is a nut-free zone.** In efforts to maintain a healthy environment for all children, ERCDC prohibits all foods containing nuts or uses nut flavorings. Any parent concerned about their child's exposure to nuts is to schedule an appointment with the Center Director for a discussion and plan to ensure that your child is not exposed to nut allergens.

If there is medication prescribed for your child in the event of exposure to an allergen, the parent is to follow the medication protocol as described previously in the medication section of this handbook.

## **Diapering and Toilet Training**

ERCDC has implemented a diapering procedure which allows children to feel well cared for, secure and respected. During the changing process, ERCDC adheres to all health and safety guidelines and procedures recommended by the District of Columbia, Department of Health and the National Association for the Education of Young Children (NAEYC). The ERCDC diapering procedure is posted near the changing area.

Parents are required to provide ERCDC a two-week supply of disposable diapers and wipes for a child in diapers or in the process of toilet learning. A parent may request that a diaper cream be applied to resolve rash or irritation problems. Parents are to follow the medication protocol. ERCDC requires parents to provide an extra set of underwear, pants/shorts, and a top to replace soiled garments.

While children are in the toilet training process, ERCDC requires parents to refrain from dressing children in overalls, tights and items with snaps or with belts, as well as pullups that do not have sides that snap easily. These items can hinder a successful independent bathroom learning experience. ERCDC encourages open dialog about toilet training with teachers to ensure a consistent regime and practice.

## **Confidentiality**



Within ERCDC, confidential and sensitive information will only be shared with employees of ERCDC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as ERCDC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with ERCDC.

Outside of ERCDC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of ERCDC, persons with whom the information will be shared, and the reason(s) for sharing the information. Any parent who violates the Confidentiality policy will not be permitted on the property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing the property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of ERCDC are strictly prohibited from discussing anything about another child with you.

## **Withdrawal Policy and Termination of Service**

### **Parent Withdrawal or Termination**

At the parent’s discretion, children may be withdrawn, or enrollment terminated from the ERCDC program any time during the academic school year. ERCDC requires parents to provide **sufficient written notice**. Please notify us in writing before the last day of the previous month of your child’s last month. Your deposit fee will be applied to the final month’s tuition.

- Example: If you anticipate leaving on October 17, you have to give written notice by September 29. Your deposit fee will then be applied to the whole month of October.  
Note: We do not prorate the last month of tuition.

This written notice must be submitted to the Center Director via email ([info@embassyrowchildren.com](mailto:info@embassyrowchildren.com)) or by formal letter (in person or by mail). When sufficient notice is provided, the initial deposit paid will be credited to the final month’s tuition.

When insufficient notice is provided, ERCDC will continue billing monthly regardless of the student’s attendance. ERCDC does not allow a temporary student withdrawal.

Closing or deactivating an online account, does not constitute withdrawal from the center or end of payment obligation. If a parent withdraws a child and wishes to re-enroll, the registration and/or other enrollment fees are applied.

### **ERCDC Termination/Dismissal**

On rare occasions, a student or family may not adjust to the Center's environment. In these cases, ERCDC teachers and administrators will make reasonable efforts to accommodate and work with each child and their family. In the event reasonable accommodations cannot be made, ERCDC may terminate the child's enrollment. ERCDC will notify the child's parents and provide a reasonable timeframe in which to locate and enroll into another early education program.

A child can be dismissed from the ERCDC program for the following reasons which include but are not limited to:

- Fighting
- Use of inappropriate language
- Inappropriate touching
- Bullying
- Disrespect of facility, staff, administrators, parents and/or peers

## **Discipline and Behavior Management**

### **Classroom Behavior**

ERCDC firmly believes that an active and engaged learning environment decreases the frequency of disruptive classroom behavior. ERCDC staff are trained in the use of positive alternatives to punishment and have attained expertise in the various techniques of prosocial behavior management. The ERCDC approach to student discipline and behavior management is to solve behavior concerns using modeling, redirection, verbal limit-setting, and positive reinforcement. ERCDC teachers set age appropriate classroom standards that will foster the student's ability to self-discipline.

ERCDC encourages students to openly communicate about a problem rather than engaging in a physical expression (hitting, biting, grabbing items, etc.). ERCDC provides students opportunities to calm down and time to think about what is frustrating or upsetting. ERCDC teaching staff helps students discern problems and determine reasonable resolutions using age and developmentally appropriate techniques. ERCDC students receive positive reinforcement for playing and solving problems cooperatively, negotiating with peers (sharing), and respectful communication. ERCDC does not:

- Use punitive actions to correct behavior
- Label children

### **Biting**

Biting is not uncommon among toddlers. There are situations that may occur that would provoke a toddler to bite. Examples include but are not limited to, fear, changes or transitions,

conflicts over a toy, or retaliation from getting hit or being bitten by another child. ERCDC does not encourage children to use biting as a means of communicating. ERCDC staff makes every attempt to support children by helping them to use words. If biting occurs, ERCDC staff will immediately comfort the child who was bitten, clean the area, notify all parents, and submit an incident report to the center administrative staff. The biting child will be immediately redirected to another activity. As developmentally appropriate, the teacher will speak with the biting child about communicating using words.

ERCDC staff cannot discuss the medical history of any child involved in a biting incident with the other parties. Seeking medical attention is left to the parent's discretion.

**Please Note:** If excessive biting occurs, the center reserves the right to request early pick up or possible removal from the program.

## Accidents

Ensuring child safety is a ERCDC core value. While ERCDC staff makes every effort to ensure the child's safety, accidents may occur. In the event of an accident, staff will notify the administrative staff. The administrative staff will notify the parents or direct a teacher to notify parents of the involved children of the accident and remedies taken. ERCDC staff is required to complete and submit an accident/incident form via Procare.

ERCDC staff members are trained and certified in infant/child CPR and First Aid and emergency procedures. When emergency medical attention is needed, ERCDC will call 911 for assistance and notify parents immediately. If parents cannot be reached, the person(s) listed and designated as emergency contacts will be called. The child's doctor may also be notified. An ERCDC staff member will accompany the student to the hospital and remain with him/her until parents or emergency contacts arrive.

If parents have any religious beliefs which may affect medical treatment, ERCDC must have instructions in writing at the time of enrollment.

## Unusual Incidents

Unusual incidents include anything occurring while on ERCDC campus or during field experiences that are outside of normal day-to-day occurrences.

### Reporting Unusual Incidents

ERCDC staff witnessing an incident will complete the Unusual Incidents Form and report to the Center Director or Assistant Director immediately. All parents of involved children will be notified by the Center Director. Unusual incidents include, but are not limited to, the following:

- Injury to, or illness of, any child, that occurs during the hour the child is enrolled in the

ERCDC program

- Injury to, or illness or any child that requires hospitalization or emergency medical treatment
- Damage to the facility, or to any facility vehicle or equipment, that interferes with the capability of the facility to protect the health, safety and well-being of the students and adults in the facility
- The presence of any individual in the facility who has, or is suspected of having, a communicable disease that must be reported to the District of Columbia Department of Health in accordance with Title 22 of the District of Columbia Municipal Regulations
- The elopement of an enrolled child or any circumstances under which a child is deemed missing or unaccounted for
- A traffic accident involving a vehicle owned, maintained, or contracted for or by the facility and in which children are being transported at the time of the accident
- Death of a person occurring within the facility
- Any other occurrence at the facility that involves a response by police, fire, ambulance, or any other emergency service.

## **Emergency Preparedness Plan**

A copy of the emergency plan is available upon request. Building evacuation plans are displayed in each classroom. In case of a real fire children will be taken to the emergency site and parents will be contacted immediately, if phone lines are operable.

## **Fire and Other Safety Drills**

As required by law, ERCDC will conduct regular fire and safety drills. It is expected that all children at the center at the time of such drills fully participate. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Parents are expected to fully comply with all procedures when on campus during such a drill. ERCDC encourages parents to review and discuss the importance of such drills with children for familiarity with emergency routines. Teachers will not accept nor release students during drills. Parents must stay with their children until re-entry into the school building is granted.

## **Contingency Location**

In the event, ERCDC must evacuate the school building and leave campus, children will be taken to the designated contingency location to await parent pickup. Parents must pick up students from this location. The same procedures apply for signing children out for the day.

Annunciation School

3825 Klingle Place, NW

Washington, DC 20016

202-362-1408

## **Holiday and Center Closures**

ERCDC follows the federal government's schedule for inclement weather delays and closures. If the federal government issues a liberal leave or telework option, the Center will be open with a possible delay.

### **Unscheduled closures**

ERCDC is required to provide a healthy and safe environment for children and staff. If, after opening, the Center must close due to unforeseen circumstances (i.e., loss of utility), the Center will contact parents using Procare for an early pick-up. If parents cannot be directly contacted, center staff will communicate with the identified alternate/emergency persons. It is expected that parents or alternative/emergency persons arrange for child pick up within a reasonable time frame.

### **Closing Schedule**

ERCDC has pre-designated closure dates. Refer to the holiday schedule sheet included in the enrollment packet.

ERCDC is required to provide on-going professional development for staff. The Center will be closed to children on professional development days. The specific dates are determined at the beginning of the calendar year, but will always be conducted in the spring and fall seasons of every year.

## **Student Arrival and Departure**

All adults must adhere to the Center's daily sign in/out procedures. All authorized adults delivering or picking up children must sign in and out using the electronic kiosk. When a child departs, the person signing out must also notify the teacher of the departure for the day.

No child will be released to anyone other than his/her parent/guardian or authorized alternate/emergency pick-up person(s) without prior written authorization from the parent/guardian. Only custodial parents have the right to make changes or additions to the enrollment application. The persons designated as alternate or emergency pick-up must present government issued photo identification. ERCDC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures.

Any authorized person appearing to be impaired by drugs including alcohol during children pick-up will not be allowed to remove the child from the ERCDC campus. Although ERCDC cannot deny the parent's right to immediate access to their child even while under the influence, the Center will delay the impaired person departing with the child from campus. The Center Director or Assistant Director will contact the other parent, or alternate/emergency persons as

indicated on the enrollment application. If contact cannot be made, the Center will contact the local police and Child Protective Services.

### **Drop-Offs and Pick-Ups during COVID-19**

Drop-offs and Pick-ups will be staggered. Parents will be able to walk up to the door, maintaining 6 feet apart from other parents. After screening, staff will receive the child, and all belongings. **We will not be able to store strollers.**

Greeter will conduct physical and verbal screening. Parents are encouraged to take temperature before leaving the home. Staff will retake temperature using proper protocol of maintaining proper distance using a temporal thermometer and dressed in PPE. Children with temperatures of 100.4 F and above will not be permitted inside the school.

Once cleared, the child will be escorted to wash hands, remove outside shoes, change into inside shoes, and escorted to assigned class. We will not combine groups in the morning or afternoon.

During pick-ups, an assigned staff member will bring your child out.

We recommend parents to use the same person for pick-ups and drop-offs.

### **Rules for Vehicles While at the Center**

Because the safety of our children is of paramount concern, all parents/guardians/alternate pick up persons are required to adhere to the following rules of the road while on school grounds/campus:

- There is a five (5) miles per hour speed limit at all times while on center property
- Park in designated parking spaces only
- While on school grounds, pedestrians always have the right of way
- Vehicle ignitions **MUST** be turned off, and the keys removed, while parked on center grounds
- Children may **NOT** be left unattended in a vehicle at any time or for any reason
- Violations of these rules may result in a warning. If a violation is serious, or if violations continue, school personnel are authorized to take a tag number for a report to the local police.

### **Custodial Orders**

ERCDC requires that parents create or modify parent pick up schedules when family dynamics change. Parents are to make modifications to the official enrollment documents. If custody orders have been issued by the courts, a copy of the order must be shared with ERCDC which will be placed in the child's file. ERCDC will follow the schedule as per the court issued custody order.

## Early Education Child Development Center Licensing

ERCDC has been carefully established and is licensed through the District of Columbia, Office of the State Superintendent of Education, Child Care Licensing Unit to provide early education and services to young learners. Governmental standards for licensed child development centers ensures that ERCDC meets Common Core Early Learning Standards, selects and implements an industry proven early education curriculum, correctly supervises children, implements industry acceptable discipline practices, maintains correct child/staff ratios, provides equipment, materials and other supplies that are in good use, provides a suitable indoor and outdoor environment, thoroughly vets all staff, and provides nutritious menus and food.

ERCDC is subject to both scheduled and unscheduled inspections by the District's Child Care Licensing Unit, Fire Marshall, Department of Health and other District offices to ensure compliance. ERCDC must maintain compliance with all regulations to remain licensed as a child development center.

### Child to Staff Ratios

Group	Ratio	Maximum Group Size
Infants (6 weeks- 12months)	4:1	8
Toddlers (12months- 24months)	4:1	8
Twos (24-30 months)	3:1	10
Preschool (30-48 months)	8:1	10
Pre-K (48-60 months)	10:1	10

### Non-Discrimination

ERCDC provides care for children and families with various backgrounds and beliefs. ERCDC is open to all students and their families and does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, military status, and other status protected by law.

### Babysitting

ERCDC staff is discouraged from providing babysitting and/or nanny services on their personal time to families enrolled in the ERCDC program. In the event babysitting or nanny services are provided by a ERCDC staff member, ERCDC is not responsible for the performance of care provided by a ERCDC staff member under these circumstances.

### Birthdays and Celebrations

ERCDC allows parents to celebrate their child's birthday in school. ERCDC requires that all foods be commercially prepared, nut-free, and brought in the original sealed container with all ingredients listed. ERCDC does not accept home-made food items. Parents are to party plan with the child's teacher(s) and ensure ample food and supplies are included for all students. (Note: Due to the COVID-19 pandemic, parents are not allowed inside the center).

## **Meals**

### **Infants**

ERCDC requires parents to provide food for infants six weeks to six months. Parents may supply bottled breast milk or formula. Bottles must be brought to the center each day previously prepared. Bottles must include the child's first and last name, current date, and contents. Teachers cannot add cereal, medication or solids to a bottle. Food and bottle contents will be discarded if left overnight. For the safety of all infants, glass bottles will not be permitted.

### **Toddlers and older**

ERCDC provides a nutritious breakfast, lunch and an afternoon snack for toddlers, preschool, and Pre-K children catered by Good Food Company. Breakfast is served 8:30am-9:30am, lunch 11:30am-12:00pm and afternoon snack 3:15-3:45pm.

ERCDC strictly prohibits foods containing nuts or nut products. If a child has any allergies or special dietary requirements or restrictions, parents are to include the information on the enrollment application and discuss it with the administrative staff. To accommodate those with food allergies, ERCDC may restrict food items served or food brought from outside the center.

## **Curriculum**

ERCDC uses the Creative Curriculum®. This 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. This curriculum applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations. While keeping the original environmentally-based approach the Creative Curriculum® clearly defines the teacher's vital role in connecting content, teaching, and learning for children. It features goals and objectives linked directly to our valid and reliable assessment instrument.

The Creative Curriculum® for Preschool translates new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a focus on interest areas.

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. ERCDC staff has access to publications and conferences on the latest developments available.



## **School Day Field Experiences**

Classes may walk to the park, or other local venues to explore education and enhance learning experiences. Classes will occasionally take walks around the neighborhood to explore the many educational and engaging activities and events that our community, which can include local businesses, has to offer. Parents are always welcome to join the children on their walks. There will not be a need for permission slips for neighborhood walks, as the Travel Authorization Form included in the enrollment packet provides center staff with blanket permission for such activities. Emergency backpacks are brought on every walk. Backpacks contain each child's emergency contact information and a first aid kit.

## **Assessments**

ERCDC uses a variety of research-proven methods and tools to monitor and support student progress and milestone achievement. ERCDC teachers maintain anecdotal notes and work samples. Evaluation records are kept for each student from infancy to Pre-Kindergarten (pre-K).

## **Conferences**

Upon enrollment, there will be an intake meeting with the teachers to discuss parent goals, needs, and concerns.

Quarterly, ERCDC schedules parent/teacher meetings that allow specified time to discuss children goals and progress, ask questions, and review portfolios and assessments.

Transition conferences are conducted when children are transitioning from one class to the next. These conferences are optional as some parents may not deem it necessary for moving the child. All conferences must be scheduled in advance so that the teacher's schedules may be adjusted to accommodate the family.

## **Mandated Reporting of Suspected Child Abuse and Neglect**

Under the Child Protective Services Act, ERCDC staff are considered a mandated reporter. Under this act, mandated reporters are required to report any suspicion of abuse and/or neglect to the appropriate authorities. If a child is suspected of being abused or neglected, it is the responsibility of ERCDC, as required by the District of Columbia Prevention of Child Abuse and Neglect Act of 1977, to report to the Child Protective Service Division of the Child and Family Service Agency or the Metropolitan Police Department.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, or season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)

- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a beverage for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

## **Security**

Keeping the children safe is one of the Center's core values. ERCDC has implemented security systems to maximize the center's safety. Upon drop off and pick up, authorization of the release of each child will be granted to those that are on the list. There is absolutely no "piggybacking" when entering the main entrance. ERCDC does not release children to anyone under the age of 18 years old. To make contact-tracing easier, OSSE mandates that parents are not allowed to enter the building due to the Covid-19 pandemic.

## **Clothing**

Play is an essential program component. Due to these activities, children are required to be seasonably appropriate and comfortably dressed.

ERCDC requires parents to provide appropriate seasonal clothing for their children. Coats, hats, gloves, scarves and winter boots must be provided in the winter months. During warmer months, parents are to provide lighter clothing, hats, and other sun protective garments.

It is not necessary for the child to wear their winter boots to school. Teachers will change/assist children into their winter boots upon outdoor play. Children are not permitted to wear open toe, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled sneakers/tennis shoes.

All children are required to have three (3) seasonably and size-appropriate complete change of clothing at the center at all times. Toddlers and preschoolers need outdoor and indoor shoes. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the seasons and weather changes. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots.

Children are not permitted to wear jewelry of any kind as this poses a student safety hazard. ERCDC is not responsible for damage to or loss of and articles of clothing.

## **Outdoor Play**

Outdoor play is an essential part of the student's daily activities. Outdoor play is scheduled at

least twice per day (two hours total). During inclement weather, alternate indoor activities will be substituted. During the summer months, students are required to wear sunscreen. See medical authorization form for application.

## **Nap Time**

ERCDC provides a daily nap schedule (12:30-3:00 pm). ERCDC provides safety approved cribs and toddler cots. Parents must provide five (5) sheets per week for infants. Linens for toddlers and older children are provided by the parent(s).

At times, there are children in the Pre-K class who do not nap during school hours. Teachers are to be notified by the parent(s) of students who do not nap. Students that do not typically nap are encouraged to quietly rest, read a book, play puzzles, or participate in an activity with the teachers. They are not required to nap.

Parental note:

- Infants will sleep according to their needs and individual plans provided by families
- Infants will never be placed on stomachs to sleep
- If your family requires a child to be swaddled, a written authorization is required
- Pacifiers are only permitted in the crib if it is in the child's mouth.

## **Transitions**

**Note: Due to Covid-19, transitions are currently suspended until further notice.**

Transitioning a child to a new classroom is determined by age, developmental readiness, space availability, and other factors. ERCDC aims to keep each child in his/her classroom placement for at least nine months to a year. Depending upon a student's age at entry, s/he may experience up to three transitions. While most classroom placements will be nine to 12 months, students who start at ERCDC under two may have at least one placement that is two years in length.

When a student is eligible for transition, the teacher will devise a plan and review with parents.

A typical transition schedule for a student between classrooms may include:

- Day 1 & 2: Visit new class for the first half of the day
- Day 3 & 4: Visit new class for the second half of the day
- Day 5: Visit new class for an entire day. Parent drop off in new class.

A typical transition for a new incoming child may include:

The teachers, as well as administrative staff, will work with the family on their child's transition to set up a schedule before the start date that works for the new student and makes the transition as smooth as possible.

## **Parent Involvement, Communication, and Training**

### **Parent Involvement**

**Note: To make contact-tracing easier, OSSE mandates that parents are not allowed to enter the building due to the Covid-19 pandemic.**

ERCDC has varying opportunities for participation, such as donating time or treats for parties, accompanying field trips, etc. ERCDC encourages parent participation and volunteering. Parents are welcomed to visit and observe our classrooms/activities in operation at any time. The visit does not have to be scheduled or announced as ERCDC maintains an open-door policy.

ERCDC may schedule a variety of events which may include Back to School Night, Fall Festival, Spring Flings, etc. Special events and reminders will be publicized by newsletters and other forms of communication ahead of time. Parents will also be asked to participate in parent teacher conferences throughout the year to discuss student progress. Continued parental support is essential in creating a positive learning atmosphere for students.

### **Parent Communication**

ERCDC encourages open channels of communication with parents or legal guardians. Parents not subject to a restriction (such as a court order) are able to interact with their child's teacher, and other staff members involved with their children, on a regular daily basis during normal business hours of operation.

### **Parent Participation / Volunteering**

Parents are invited to be involved in their child's school activities. There are many ways in which parents can participate and volunteer. Parents may volunteer to attend trips, read to children, assist teachers, and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items.

Teachers will have volunteer opportunities posted in the classrooms. Any parent who volunteers will be required to pay for and secure all criminal background checks, fingerprinting, and physical examinations as required by our licensing regulations.

Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips. Parents with court orders detailing custodial arrangements will be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. Parents with visitation only (sole/exclusive custody arrangements), will be permitted to volunteer with the express written permission of the custodial parent.



## APPENDIX A

### Symptoms Requiring Health Care Provider Clearance

- Chicken Pox
- Conjunctivitis (pink eye, discharge from the eyes)
- Coronavirus
- Diarrhea (Bloody Stool only)
- Diphtheria
- Hand-Foot-and-Mouth Disease
- Hepatitis A
- Hepatitis B
- Impetigo
- Influenza (Flu)
- Lyme Disease Measles Meningitis
- Mouth sores
- Mumps
- Pertussis
- Whooping Cough
- Rash (puss and blood present)
- Rubella
- Salmonella
- Scabies
- Shigella
- Strep Throat
- Tuberculosis
- Zika Virus

### **Symptoms requiring 24 hours' clearance** (Symptom free)

- Fever of 100 degrees Fahrenheit or greater

- Diarrhea (three times within 24 hours)
- Vomiting (twice within 24 hours)
- Abdominal Pain
- Nose Discharge (green or yellow)

**\*\*Please note: we will require a health clearance for other illnesses at our discretion.**