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MISSION STATEMENT

of

PLAYMATES PRESCHOOLS AND CHILD DEVELOPMENT CENTERS, INC

**Playmates Preschool and Child Development Centers, Inc.
will be the leading provider of high quality care and
education services for all children and their families.**

**Playmates Preschool and Child Development Centers, Inc.
will show they CARE enough to make a difference by
demonstrating the following VALUES in all we do:**

Customer Service

All-Inclusive

Respect

Education

Safe and Secure

We care enough to make a difference!

PHILOSOPHY STATEMENT

The philosophy of Playmates Preschools and Child Development Centers, Inc. (Playmates) is to develop and deliver a curriculum that promotes the physical and emotional well being of children from cradle to college. We are committed to providing services to families that enhance children's abilities to reach their true potential and to offer a healthy and nurturing educational environment for all children. In such an environment, children are accepted for what they are, not for what they are able to do and those with special needs develop and excel along with their peers. Each of our classrooms utilize the Creative Curriculum Framework to set up an environment of learning by doing which requires active thinking and experimenting to find out how things work and to learn firsthand.

Our teams provide guidance and support to our children and families through service, consultation, meetings, and workshops. These efforts increase community awareness and commitment to addressing the educational, social, and emotional needs of all children in our early education programs. This same philosophy will be utilized at any center established and operated by Playmates.

PLAYMATES PROFILE

Playmates is an equal-opportunity child-development center serving the community on a non-discriminatory basis. Whether your child is new to the childcare or preschool experience or a seasoned veteran, Playmates offers programs that are age-appropriate and developmentally-appropriate. All programs offered by Playmates are designed to help children and families with transitions, growth, school readiness, and continuous learning.

Playmates is a non-profit, state-licensed child development entity covered by liability insurance. Our agency has been serving the community for more than 26 years.

Playmates has an “open- door policy” in which parental visits, conferences, and observations are encouraged. Playmates follows all rules and regulations of the West Virginia Department of Health, the West Virginia Department of Human Resources, the Office of the West Virginia Fire Marshall, and the West Virginia Department of Education.

GOALS AND OBJECTIVES OF PLAYMATES

We believe that an early childhood program, at its best, is one which:

- promotes and supports social/emotional development; and
- promotes and encourages a child to become a creative problem solver.

We hope that all the children will develop the skills to become self-confident, self-motivated, and self-disciplined. We support our children to have the opportunity to grow at their own pace and develop a respect for others in a non-sexist environment. Since learning comes through activities that children enjoy, a positive attitude toward school will be established as a basis for on-going long term education.

Playmates reserves the right to exclude a child from the center when the emotional and physical well being of the staff and other children is in danger and all other positive methods and resources have been exhausted. This notice can come without warning if the situation warrants.

PROGRAM HIGHLIGHTS

Playmates shall afford all clients a program to promote the individual child's physical, emotional, social, and intellectual growth and well being by providing the following:

- Playmates utilizes Creative Curriculum as the framework for each classroom's learning environment. The philosophy behind our curriculum is that young children learn best by doing. Learning requires active thinking and experimenting to find out how things work and learn firsthand about the world we live in.
- Early intervention testing and on-going support are provided by trained early intervention staff.

- Playmates uses assessments to support children’s learning, using a variety of methods such as: observations, checklists, rating scales, and individually administered tests. All staff is trained on understanding assessment, the purpose, use, and the value of assessment and can articulate through lesson planning and oral communication to families and others of our community. Each site has timelines and dates for developmental screenings and environmental assessments.
- Program and environment assessment will be done through self assessment and outside evaluators using different tools: ECERS, ITERS, SACERS, ELLCO, Creative Curriculum check lists and assessments, and NAEYC check lists.
- A reasonable routine for meals, snacks, sleep, and indoor/outdoor play is provided daily.
- Meals are served family style in each classroom. Health, nutrition, and safety policies are followed at all times. The cook will monitor temperatures of all food and liquids brought into the classroom. No liquids and/or foods hotter than 110 degrees will be in reach of the children. Infants/toddlers food preparation will be pre-cut according to child’s chewing and swallowing capacity.
- Indoor and outdoor activities are provided daily to allow for large and small muscle development.
- Experiences and equipment appropriate to the age and stage of development of the individual child are available daily.
- A balance of quiet and active play as well as group and individual activities are available daily.
- Children have opportunities for self-expression in conversation, imaginative play, and creativity.
- Children are respected as individuals and are allowed to choose activities of interest daily.
- A variety of social activities are provided taking into account the child’s level of maturity for grouping of children.

- Children have opportunities available for mixed-age experiences as well as for interactions with the child's own age group.
- Nutritional meals and snacks are provided knowing that good nutrition improves both physical and mental performance. Our childcare facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving child care. Our childcare facility follows meal requirements established by the USDA. Children are encouraged to eat the meals provided by the center rather than bringing foods from home in order to ensure they are receiving a nutritionally balanced meal.
- If a child brings food from home, our staff work with families to ensure that foods brought from home meet the USDA's food guidelines and that all foods and beverages are labeled with the child's name and the date. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers.
- Playmates staff will not feed cow's milk to infants less than 12 months of age.
- Field trips for preschool and summer camp programs are available and transportation is provided.
- After school services are available with transportation provided.
- Special needs assistance is available either on site or through referral agencies.
- Public Pre-k is provided in partnership with Wayne and Cabell County's Boards of Education at no charge.
- 21st Century Community Learning Centers (for school age students during out of school times) West Virginia State Department of Education is coordinated in partnership with Wayne County Board of Education.
- Playmates encourages keeping infants and toddlers/two's together with their teaching staff for nine months or longer.

- Playmates provide written transition plans including activities to support family transitions, transitions from class or age group within the program, transitions to Kindergarten, and transitions between other programs (early childhood and Head Start programs).

FAMILY POLICIES

- All payments must be rendered on a weekly basis.
- Four weeks past due will result in termination of services until balance is paid.
- Any additional cost of routine care will be the responsibility of parents: diapers, wipes, special supplies or equipment needed. (Please check your child's cubbies daily to assure that we have an adequate supply of these products for the next day).
- Parents are required to bring child in to the center or class and sign them IN and OUT.
- Due to health regulations, we can no longer accept standard bed size pillows for rest time. You must send a small pillow and blanket that will fit in cubbies.
- Children's belongings must have their name or initials on all items (pillows, blankets, sheets, coats, extra clothes, shoes etc.)
- Pillows and blankets must be taken home on your last day of the week to be washed and brought back for the next week.
- We ask that children do not bring toys to daycare except for show and tell day. This will help avoid any conflicts that may occur. (A small stuffed animal for rest time is ok.)
- No chewing gum is allowed.
- Notify staff of any changes of address, phones #'s, employment, or any changes to alternate emergency list.
- All children are required to have an updated medical form every year until immunizations are completed and every two years thereafter.
- Parents of toddlers are responsible for providing any pull-ups, baby wipes, diapers for nap time, or any other items needed.

Please check your child's cubbies daily to assure that we have an adequate supply of these products for the next day.

- As recommended by the American Academy of Pediatrics, Playmates staff will place all infants on their backs to sleep to reduce the risk of SIDS.
- Pillows, quilts, comforters, stuffed toys and other soft items are not allowed in cribs or rest equipment for Infants younger than eight months.
- Teaching staff must ensure infant's heads remain uncovered while they sleep.
- To protect against cold, heat, sun injury, and insect-borne disease, the program requires families to provide children with clothing that is dry and layered for warmth in cold weather and cool in the hot weather as well as sunscreen that is **SPF 15 or higher** with a signed instruction/permission slip.
- Staff will ensure children are protected from inclement weather including sun, rain, and heat. Children will have the opportunity to play in a covered and/or shaded area.
- Handwashing is required by all staff, volunteers, and children to reduce the risk of transmission of infectious diseases to themselves and to others. Note: The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer's instructions.
- Parents are responsible for providing health insurance for their child or children to cover any accident your child may incur.
- Program staff protects children and adults from hazards, including electrical shock, burns or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping. Our program excludes infant walkers.

SUPERVISION OF CHILDREN

- Supervised rest and/or nap periods are provided daily.
- Teaching staff supervises infants and toddler/two's by sight and sound at all times; monitors may not be used in lieu of direct visual and auditory supervision.
- Infants always sleep alone, on his/her back and in his/her crib. (See Safe Sleep Policy at end of Handbook)
- Teaching staff supervise preschool children primarily by sight. Supervision for short intervals by sound is permissible [children using the toilet independently, children who are in a library area or napping] as long as teachers check frequently on children who are out of sight.
- Kindergarten/school age children who are doing a task in a safe environment are allowed to be out of the teacher's sight and sound supervision for a short period of time (e.g., taking notes to the office). Teachers must have a communication plan in place with the office receiving the note to confirm child's arrival by intercom, walkie/talkie, or video sight.

ADMISSION REQUIREMENTS

- Infant must be at least 3 months old to attend our program. Children must be at least two (2) years old to attend our toddler program. Child must be (4) years by Aug. 31 to attend Pre-K.
- Parents must agree to provide diapers, wet wipes, or any other needs of your child.
- Children with communicable diseases will not be admitted.
- Initial visits by children shall be accompanied by parent(s).
- Children on medication must have a written order from a physician or other licensed health care provider and written permission from the child's parent(s) for dispensation of medication by child-care personnel.

Prior to admission, parents and children must visit Playmates in order to:

- Emotionally prepare the child for the child-care experience.
- Discuss the child's developmental history, personal characteristics, and special needs.
- Relay pertinent information affecting the child's health, safety, and well being.
- Agree to fees, expectations, programs, and policies.
- Complete admission data forms.
- Complete a health and information form.
- Sign an emergency medical release.
- Child's vaccinations must be up-to-date upon enrollment.
- Parents are required to accompany their children to the center for at least one hour on a day prior to enrollment. This will make the transition to group care in a new situation easier for all concerned. It also affords the parents an opportunity to observe the center on a first hand basis.
- On the first day of attendance, we suggest that the parents stay for a few minutes and talk with their children about when they will return for them. Then the parents should leave without further ado.
- *Lingering farewells are not conducive to a happy environment.*
- In the event a parent must remove their child from child care, the parent is required to give a two (2) week notice of withdrawal.

ITEMS TO BRING TO THE CENTER

Each child should bring to the center the following items:

- A lightweight blanket for rest times. (Please take home weekly for cleaning).
- A special stuffed animal, if needed, to sleep with. (However, no other toys should be brought to the center, due to possession problems).

- An extra set of weather appropriate clothing, including underpants and socks. (These items should have the child's name on them and should be left at the center).
- Toothbrush and toothpaste. (Infants gums/teeth are wiped with a disposable tissue).
- Sunscreen, SPF 15 or higher.
- Gloves and headwear during cold weather.
- *All items should have the child's name on them.*

HOURS OF OPERATION

Our hours of operation are from 6:00 a.m. to 6:00 p.m. Monday through Friday. The Kenova Center has extended hours until 12 midnight Monday through Friday. Parents wishing to leave their child any time after 6:00 p.m. must notify the center before 3:00 p.m. on the day the services are needed depending on availability.

PreK programs offered in public school programs will be 8:00 a.m. - 2:00p.m.

Playmates will be closed on the following holidays: New Year's Eve at 6:00 p.m., New Year's Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve at 12 noon, Christmas Day, and Memorial Day. PreK programs follow county school schedule.

ROUTINE SCHEDULE

Daily Routine

Arrival, Center Play

Breakfast

Circle Time

Gross Motor -Indoors/Outdoors

Center Play – Children’s Choice Time

Lunch

Quiet time/Nap

Snack time

Gross Motor -Indoors/Outdoors

Center Play - Children’s Choice Time

Story time

Center Play, Departing

Daily schedules are posted in each classroom and will vary based on age of the children and scheduled gross motor activities which is scheduled for each classroom.

Circle Play includes activities to develop cognitive, language and fine motor skills, Pledge of Allegiance, songs, alphabet recognition, calendar, counting and finger plays.

Center Play includes children’s choice activities: art, music, science, math, library, sand/water play, dramatic play, blocks, fine motor and manipulatives.

Evening Routine

Dinner

Indoor/outdoor play

Center Time

Snack

Rest time

Children are in multi-age groups during evening care hours.

As a service to our clients, Playmates offers evening hours at the Kenova Center for children enrolled in our program. Lavalette, Westmoreland, and Bison Centers offer limited transportation to Kenova Center for evening care.

You may use the evening service at any time as your regularly scheduled service or as an extra service for special occasions, parents' evenings out, school classes, or for social development of your child or children.

Evening services must be scheduled in advance. Please contact the Kenova Center at the beginning of each week to inform us of your child care needs. In the case of unscheduled plans, you must inform the appropriate center before 3:00 p.m. of the day the service is required.

SICK POLICY

For comfort and protection of your child/children, no child is admitted to class if he/she shows definite signs of illness. Symptoms may include, but are not limited to: fever, rash, headache, sore throat, chronic croup cough, nausea, vomiting, diarrhea, eye or ear infection, and communicable diseases.

Communicable diseases such as chicken pox, head lice, measles, etc. will require a doctor's note stating that the child

has been examined and is free of symptoms, is no longer contagious, and may return to school.

If your child exhibits any of the above symptoms, please be responsible and find alternate care. Children cannot be left with a temperature above 100.5 and may not return to facility for 24 hours after fever breaks.

If your child becomes ill at school, you will be contacted and expected to make arrangements to have your child moved to a suitable environment for his/her care and comfort.

Playmates provide space, supervision, and comfort while waiting for pick up because of illness.

MEDICATION POLICY

If the child is currently on medication, the parent must sign a form requesting that this medicine be given and stating the times it should be administered each day. Center personnel will not be allowed to administer medication without this written permission. In addition to this requirement, the medication must also be for that child or it cannot be administered by center personnel. If at all possible, the parent should administer medication at home. If scheduling dictates giving the medicine during center hours, the amount of times should be minimized and can only be given with a written order from a physician.

Medication is only administered when:

1. The prescriptive medicine bottle or package has the original pharmacy label showing the prescription number, name of the medication, date the prescription was filled, the physician's name, the child's first and last names, specific, legible directions for administration and storage, and the expiration date.
2. The original non prescriptive medicine bottle or package also has a label with the child's first and last names,

- specific, legible directions for administration and storage.
3. All medications are to be stored in a locked cabinet at all times.
 4. Staff are trained on Medication Administration. See Policy PPG-2 Dispensing Medication.

PARENT INVOLVEMENT

Parents are encouraged to become as involved in the center's operation as their schedule will permit. Suggestions for involvement are:

- Reading your child's daily activity sheet and taking time to discuss your child's day with their teacher.
- Showing interest in your child's activities and continuing related activities/conversations at home.
- Attending special family functions provided by the center (parties, picnics, conferences, etc).
- Helping with fund raisers.
- Sharing family cultural resources and interests.
- Assisting your child with bringing items/pictures from home that relates to the weekly topic and are meaningful to your child.
- Participate with staff in community cultural events, concerts, storytelling activities, or other events and performances designed for children and their families.
- Participating on parent planning committees; 1) Quality Improvement Committee, 2) Pre-K Committee, 3) Collaborative Committee or 4) the Board of Directors.

Program staff asks adults to translate or interpret communications as needed. If you are interested in sharing your talents, culture, or knowledge let the staff know. Playmates maintains an open door policy for parents. You are welcome to visit and share time and talents at any time.

PARENT ADVISORY COUNCIL

The Parent Advisory Council is a group of volunteer parents and community members who promote the goals of Playmates Preschools & Child Development Centers, Inc. The Council advises Playmates Leadership on a variety of issues affecting parents of young children, including policy, fees, programming, finances, and what events are important to families. The Council acts as the voice for parents and serves as a conduit for all parent involvement and support activities.

BEHAVIOR GUIDANCE

The goal of discipline is to maintain a safe and fair environment that encourages growth and development of the child's self-esteem. That environment also encourages the building of interpersonal confidence and fosters self-discipline. Classroom and center rules shall be clear, understandable to the child, explained before and at the time of disciplinary action, and consistently applied to support children to be able to be future problem solvers.

Discipline shall include positive guidance, redirection, modeling of constructive handling of feelings and the resolution of interpersonal conflict, setting of clear-cut limits, and use of logical non-punitive consequences.

Discipline may include non-punitive restraint to insure safety and to prevent destruction of property. It may include brief, supervised separation from the group and withdrawal of special privileges.

Playmates will tolerate no corporal punishment of children on premises, even by parents or guardians.

Each staff and child at Playmates is special and will be treated with respect at all times. Any type of behavior intended to physically or emotionally hurt someone will not be tolerated at the Center. Playmates uses positive guidance as a learning tool to provide children with the guidance and security necessary for emotional and social growth.

Positive guidance methods used in this learning process include the following: redirection, ignoring the behavior, positive reinforcement, alternatives and choices, problem solving techniques, modeling, limit setting, and as a last resort, time out away from the situation and group to calm down for a period of time geared to the age of the child. Parents will be notified if frequent “time out” is needed. (Individual behavior plans will be developed for children who have persistent behavior problems). Each of the teachers at Playmates is trained to implement each of these procedures.

GRIEVANCE PROCEDURE

We hope that you and your child or children will enjoy their experience at Playmates Preschool and Child Development Centers, Inc. and that no problems will emerge. However, if you should experience a negative situation for which you believe filing a grievance is the right step to take, the following procedure has been set up so your concern(s) may be properly addressed.

Definition: A grievance is defined as a statement alleging a violation of your or your child’s civil rights under law or under the published policies or principles of the Playmates organization. *Neither Playmates leadership nor staff will discriminate or retaliate against customers who file a grievance.*

Step 1 – Informal Resolution: An aggrieved person should first attempt to resolve the grievance in an informal manner by

making a good faith effort to discuss the situation with his/her teacher or the Center Director.

Step 2 – Formal Resolution: If the informal process does not resolve the situation to the satisfaction of the complainant, the grievance must then be put into written form and submitted to the Center Director and the Executive Director within five days of the disputed action. The Director will respond to the grievant and the Executive Director in writing within five working days of receipt.

Step 3 – Action by Board of Directors: If the complainant is still not satisfied with the resolution of the grievance, within five working days from the receipt of the director's written response, he/she should submit a copy of the grievance and all correspondence to date to the Board of Directors. The Board of Directors will then investigate the grievance and respond in fifteen days to the complainant the final resolution of the complaint.

DISASTER PLAN

Our "Crisis/Disaster Response Handbook" is located in the Parent Resource Area. With the implementation of this handbook you can rest assured we will do everything we can to protect your child in the event of a crisis or disaster.

This childcare center has taken these steps to prepare the children, staff, and parents for disasters:

- The childcare center conducts fire drills at least two (2) times a month and records the dates as required by licensing.
- Fire alarm is loud and may be scary to children. It will be helpful to talk with your child to help prepare them. In time they will know just what to do.

- The childcare center checks its emergency kits and emergency medication expiration dates on a regular basis.
- We have at least one land phone to use if there is no electricity and we have access to numerous cell phones.
- With any disaster or crisis, your cooperation is necessary for the following: Encourage and explain to your child why the best place for them is at the childcare center.
- Explain that if you are unable to pick them up quickly, we will care for them until you or your emergency contact comes to get them.
- Listen to your local radio/TV stations for updates.

We will care for your child until you or your designee is able to reach them. Be sure to keep your child's emergency release card updated. Children will only be released to those specified by you on their card. We will also utilize the phone numbers on the emergency release card should we need to re-locate to our alternate site.

CONFIDENTIALITY POLICY

It is the policy of Playmates Pre-School and Child Development Centers, Inc. that student and parent information and/or records are confidential. Such information shall not be made available to any agency of state, federal, or local government or any individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

TRANSPORTATION POLICY

TRANSPORTATION POLICY IS TO FOLLOW CHILD CARE TRANSPORTATION LICENSING REQUIREMENTS FOR CHILD CARE CENTERS LICENSED IN THE STATE OF WEST VIRGINIA.

- The driver shall be accompanied by an attendant when transporting children under two years of age.
- The driver shall be at least 18 years of age. (Playmates policy is that all drivers must be a minimum of 21 years of age).
- All drivers shall hold appropriate licenses to drive vehicle.
- The driver shall not leave the vehicle unattended while children are onboard.
- Doors will remain locked and all children will remain seated at all times vehicle is underway.
- Good order will be maintained at all times to ensure the safety of the children.
- A responsible person will deliver the child or children to the vehicle and meet the child or children when returning. No child is to be left unattended.
- The driver shall have knowledge of first aid and CPR or shall have an aide trained in first aid. There shall be an equipped first aid kit on the vehicle.
- The drivers/staff shall maintain the vehicle in safe running condition at all times.
- The driver shall conform to state vehicular laws, rules and regulations.
- The driver shall operate a vehicle only if the vehicle used in transporting children is insured against liability.
- The driver shall insure that all children are protected by an age-appropriate safety apparatus.
- The driver shall conduct and document evacuation drills twice a month.
- The driver shall follow the following evacuation plan if the need arises.

Transportation Emergency Evacuation Plan

- Stop in a safe place, off the roadway;
- Calm the children;
- Help the children exit the van in an orderly fashion to a safe area, taking with you the emergency file & first aid supplies;
- Assess the situation: check for injuries and give necessary care;
- Take roll; ensure that all children are present and accounted for;
- Call the appropriate center and other emergency contacts listed as necessary; and
- Document on log as soon as time permits.

CHILD ABUSE AND NEGLECT

THIS CENTER REPORTS SUSPECTED CHILD ABUSE AND NEGLECT TO CHILD PROTECTIVE SERVICES AS REQUIRED BY WEST VIRGINIA LAW.

Child Abuse Hotline

1-800-352-6513

49-6A-2. Persons mandated to report suspected abuse and neglect.

When any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law enforcement official, member of the clergy, circuit court judge, family law master or magistrate has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately, and not more than forty-eight hours after suspecting this abuse, report the circumstances or cause a report to be made to the state department of human services: Provided, That in any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made to the division

of public safety and any law-enforcement agency having jurisdiction to investigate the complaint: Provided, however, That any person required to report under this article who is a member of the staff of a public or private institution, school, facility or agency shall immediately notify the person in charge of such institution, school, facility or agency or a designated agent thereof, who shall report or cause a report to be made. However, nothing in this article is intended to prevent individuals from reporting on their own behalf.

In addition to those persons and officials specifically required to report situations involving suspected abuse or neglect of children, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

FOOD PROGRAM

Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- Child Care Centers: Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- Family Day Care Homes: Licensed or approved private homes.
- After-school Care Programs: Centers in low-income areas provide free snacks to school-age children and youth.
- Homeless Shelters: Emergency shelters provide food services to homeless children.

Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through age 18 in after-school care programs in needy areas.

Contact Information

If you have questions about CACFP, please contact one of the following:

<u>Sponsoring Organization/Center</u>	<u>State Agency</u>
Playmates Child Care Jeanette Perdue-Barker 725 Chestnut Street Kenova, WV 25530 304-453-4858 Wayne	West Virginia State Director Office of Child Nutrition Department of Education 1900 Kanawha Boulevard Building 6, Room 248 East Charleston, WV 25305-0330 Phone: 304-558-2708

USDA is an equal opportunity provider and employer

Safe Sleep Policy

All staff, parents/guardians, volunteers and others who care for infants in the child care setting should follow these required safe sleep practices as recommended by the American Academy of Pediatrics (AAP)

- a. Infants up to twelve months of age should be placed for sleep in a supine position (wholly on their back) for every nap or sleep time unless the infant's primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position;
- b. Infants should be placed for sleep in safe sleep environments; which includes: a firm crib mattress covered by a tight-fitting sheet in a safety-approved crib (the crib should meet the standards and guidelines reviewed/approved by the U.S. Consumer Product Safety Commission [CPSC] and ASTM International [ASTM]), no monitors or positioning devices should be used unless required by the child's primary care provider, and no other items should be in a crib occupied by an infant except for a pacifier;
- c. Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen or play yard, highchair, chair, futon, or any other type of furniture/equipment that is not a safety-approved crib (that is in compliance with the CPSC and ASTM safety standards) (4);
- d. If an infant arrives at the facility asleep in a car safety seat, the parent/guardian or caregiver/teacher should immediately remove the sleeping infant from this seat and place them in the supine position in a safe sleep environment (i.e., the infant's assigned crib);
- e. If an infant falls asleep in any place that is not a safe sleep environment, staff should immediately move the infant and place them in the supine position in their crib;
- f. Only one infant should be placed in each crib (stackable cribs are not recommended);
- g. Soft or loose bedding should be kept away from sleeping infants and out of safe sleep environments. These include, but are not limited to: bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs, etc. Also, blankets/items should not be

hung on the sides of cribs. Swaddling infants when they are in a crib is not necessary or recommended, but rather one-piece sleepers should be used (see Standard 3.1.4.2 for more detail information on swaddling);

- h. Toys, including mobiles and other types of play equipment that are designed to be attached to any part of the crib should be kept away from sleeping infants and out of safe sleep environments;
- i. When caregivers/teachers place infants in their crib for sleep, they should check to ensure that the temperature in the room is comfortable for a lightly clothed adult, check the infants to ensure that they are comfortably clothed (not overheated or sweaty), and that bibs, necklaces, and garments with ties or hoods are removed (clothing sacks or other clothing designed for sleep can be used in lieu of blankets);
- j. Infants should be directly observed by sight and sound at all times, including when they are going to sleep, are sleeping, or are in the process of waking up;
- k. Bedding should be changed between children, and if mats are used, they should be cleaned between uses.

The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).

A caregiver/teacher trained in safe sleep practices and approved to care for infants should be present in each room at all times where there is an infant. This caregiver/teacher should remain alert and should actively supervise sleeping infants in an ongoing manner. Also, the caregiver/teacher should check to ensure that the infant's head remains uncovered and re-adjust clothing as needed.

Infant sleeping areas included within the regular classroom area of each age group.