Del E. Webb Family Enrichment Center
AT YAVAPAI COLLEGE

Del E. Webb Family Enrichment Center

Early Childhood Education and Lab School

Family Handbook



"This is my family. We like to hold hands." - *3-year-old from the FEC*

Yavapai College
1100 E. Sheldon Street, Prescott, Arizona 86301
928-776-2111 | fec@yc.edu | http://www.yc.edu/fec

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ABOUT

Welcome to the Del E. Webb Family Enrichment Center (FEC) on the Yavapai College (YC) Prescott campus! **The mission of the FEC is to be a safe, nurturing, child-centered program that focuses on promoting children's lifelong learning.** The FEC serves children 3 months through 5 years of age (not yet eligible for kindergarten) and is a laboratory school for students at YC. The FEC offers a quality program aligned with research-based practices, promotes parent involvement, and serves as a model for the broader community.

This family handbook includes our policies and procedures related to your enrollment here at the FEC. For any topics not covered in this handbook, we adhere to State licensing regulations and state and/or national early childhood quality standards.

PHILOSOPHY

We believe that children learn best when they actively explore and engage with their world in the context of trusting and respectful relationships. Our goal is to build on children's natural inquisitiveness and to cultivate a lifelong passion for learning.

PROGRAM GOALS

- Value the individuality and learning style of each child
- Provide children with daily challenges and opportunities for success
- Stimulate children's thinking and problem-solving skills
- Provide daily opportunities for creative expression
- Build a sense of community in each classroom based on respect for others
- Support the development of social skills like cooperation, generosity and empathy
- Promote safe and healthy habits
- Facilitate pre-literacy, math and science skills through hands-on activities
- Create partnerships with families
- Serve as a lab school, providing mentoring and guidance to YC students pursuing a career in early education

LICENSING, ACCREDITATION, &STATE RATING SYSTEM

The FEC maintains a license with Arizona Department of Health Services (DHS), located at 150 North 18th Avenue, Phoenix, AZ 85007 (602-364-2539). All records of inspection are available for viewing in the director's office. The FEC maintains liability insurance as required by DHS and the Arizona Department of Economic Security (DES).

The FEC maintains accreditation National Accreditation Commission (NAC) for Early Care and Education Programs and participates in Quality First, Arizona's statewide quality rating system.

PROGRAM DAYS & HOURS OF OPERATION

The FEC is a full-day program, open Monday through Friday, from 7:45 a.m. to 5:15 p.m., on a modified year-round schedule. The FEC does not offer part-day or drop-in care. During our operating hours, enrolled parents can have access to the areas on facility premises where their child is receiving child care services.

Scheduling options:

- Full-week Monday through Friday
- Part-week Monday, Wednesday, and Friday
- Part-week Tuesday and Thursday

ANNUAL CALENDAR & CLOSURES

An annual FEC calendar is available on the FEC website with specific closure dates. The FEC closes for all YC holidays including Memorial Day, Independence Day, Labor Day, Veteran's Day, and Thanksgiving.

The FEC is also closed for a two-week winter break which includes Christmas Eve/Day and New Year's Day, a one-week spring break, and a one-week late summer break.

The FEC closes for teacher in-service days for the professional development of our staff. By supporting the ongoing training of our staff, we ensure continuous quality improvements to benefit our entire learning community.

GROUP SIZES & RATIOS

The FEC has five classrooms and offers small group sizes and low teacher-to-child ratios that enable personalized teaching with each child

Classroom (Age Group)	Teacher-to-Child Ratio	Max. Group Size
Infants (3-12 months or up to 18 months if not walking)	2:8	8
Toddler A (1-3 years)	2:13	13
Toddler B (1-3 years)	2:13	13
Preschool B (3-5 years)	2:18	18
Preschool A (3-5 years)	2:18	18

STAFFING

Each classroom typically includes 2-3 staff during most of the day:

1. Full-Time Mentor Teacher
2. Full-Time Teacher Technician
3. Part-Time Teacher Assistant (Student Workers)

Mentor Teachers have extensive experience working with young children and families and hold a degree, such as an associate, bachelor, or master degree in early childhood education or a related field. The Mentor Teacher is responsible for planning and implementing the curriculum, assuring that the program meets the needs of each child, leading the teaching team, and mentoring assistants.

Teachers have experience working with young children and have a minimum of an associate degree in early childhood education or in progress. Teachers are responsible for implementing the curriculum, establishing positive relationships with parents and children, planning developmentally appropriate activities, and guiding assistants in the absence of the Mentor Teacher.

The additional teacher in the room is a student worker, substitute, or practicum student, who works under the guidance of the Mentor Teacher. The student workers and practicum students are often enrolled in an early childhood certificate or associate degree program. Substitutes have experience and education in the field.

Each person who works at the FEC goes through a centralized background check and holds a valid Arizona fingerprint clearance card. In addition, we check each prospective employee's references and educational background.

ADMISSION & ENROLLMENT

The FEC serves Yavapai College faculty, staff, students, and the greater Yavapai County community. Priority enrollment is given to the following categories:

1. CCAMPIS student parents
2. YC employees
3. YC full-time students
4. Public employees and officials, including local, municipal, county, regional, state, and federal employees and officers (e.g., active military members, law enforcement, firefighters, public school or public charter K-12 teachers)
5. Community members

A child is placed on our waitlist once an application is received. Applications can be found on the FEC website. When a slot becomes available, families will be contacted based on priority categories and application date.

The FEC follows an internal process that is confidential and fair regarding each child's enrollment. The FEC welcomes the enrollment of all children regardless of race, ethnicity, religion, gender, disability, or national origin.

SCHEDULE CHANGES

An enrolled family can request a schedule change by completing a Schedule Change Request form. Parents are encouraged to complete the request as far in advance as possible. We may or may not be able to accommodate changes, including requests to move from full-week to part-week status.

DISENROLLMENT

Families must complete a Disenrollment Form a minimum of two weeks in advance of their child's departure from the FEC. Failure in giving the FEC two weeks' notice will result in forfeiting the enrollment deposit. If a family has a credit on their account, YC will issue a refund.

It is our goal to work with families to maintain their child's enrollment. Yet, there may be times when it is necessary for us to withdraw a child from our program such as:

- Chronic delinquent payments
- Failure to follow through on an agreed upon payment plan
- Failure to update records (such as immunizations and emergency cards) when requested
- Failure to follow through on agreed upon action plans
- Repeated late drop-offs or pick-ups
- Dangerous behavior on the part of a child or family member, which poses a threat to themselves or to the safety of others
- Failure to comply with the center's rules outlined in the handbook or disregard for the policies set forth in this handbook or by YC
- Other reasons as deemed reasonably necessary by the director

TUITION & BILLING

Tuition schedules are listed below. The FEC reviews the tuition schedule annually by July 1 and will provide sufficient notice for families of any revisions. Where applicable, tuition includes diapers, wipes, and supplies.

Classrooms	**FY27 Monthly Tuition Rates**		
	Monday-Friday	Monday/ Wednesday/ Friday	Tuesday/ Thursday
Infants (3-12 months)	$1222	$827	$602
Toddler A & B (1-3 years)	$1152	$792	$578

Preschool B & A (3-5 years)	$1042	$721	$524
We accept DES child care assistance and may have other scholarships available based on family income. A monthly co-pay rate may be required.			

Within 24 hours of signing the enrollment contract, families must pay a one-time administrative fee equal to half of one month's tuition rate, 50% of which is returned upon disenrollment if two weeks' notice is given. For families using DES child care assistance or another income-based scholarship, the deposit is $150 and is non-refundable, within 24 hours of signing the enrollment contract. For families using CCAMPIS, the deposit is $50 and is non-refundable within 24 hours of signing the enrollment contract.

Tuition is due on the 5th day of each month. The FEC charges a $20 late fee if tuition is not paid in full by the 5th day of the month. The FEC may waive the late fee if there are extenuating circumstances. If there is still an outstanding balance, the family must complete a payment plan with the director for a child's continued enrollment.

The FEC calculates tuition rates so parents pay a consistent monthly rate, regardless of the number of days the FEC is open. Tuition is not prorated in any month except for December, at which time tuition is charged at ¾ of the monthly tuition rate.

Your child's tuition remains the same regardless of absences due to any reason, including sickness, vacations, or other FEC closures.

The FEC is contracted with the DES to accept families receiving DES childcare subsidies. Families receiving DES are responsible for paying any difference between the FEC monthly tuition and the DES reimbursement rate, and full day rate for absences in excess of five per month, as well as any applicable fees or charges for late payments and late pick-ups.

Scholarship funding and emergency tuition assistance may be available for families who qualify. YC students with financial need are also encouraged to complete the Free Application for Federal Student Aid (FAFSA) and meet with a financial aid advisor. Pell eligible students are able to utilize CCAMPIS funding to offset the cost of child care (on a sliding scale).

Tuition does not cover the total cost of operating our program. Because we are a lab school providing fieldwork opportunities for YC students, YC financially supports our program. In addition, the YC Foundation works with FEC on fundraising efforts each year to help generate additional revenue to help cover expenses and support families who would not be able to enroll their child at the

FEC without a scholarship.

ENROLLMENT & ORIENTATION

We make every effort to ensure smooth, successful transitions into our program, between classrooms, and when leaving. To that end, we have established the following transition plans:

- All parents must complete an enrollment packet before their child can attend, including an Emergency Card listing contacts and important health information, and supply us with a copy of their child's current immunizations. Parents must also turn in a Physician's Statement of Health for their child stating their child is healthy enough to attend childcare in a group setting.
- During the orientation process, families will also meet with the teaching staff to share important information about their child. The teacher provides information about the classroom including schedule of the day, curriculum, policies, and opportunities for you to participate in the program.

TRANSITIONS BETWEEN CLASSROOMS

As your child grows, they will transition to new classrooms based on their developmental level and needs in alignment with licensing requirements. Although physical age can serve as a general guideline, the teachers also consider your child's emotional, social, cognitive, and physical development. The Teachers in both classrooms work together to plan and support the transition specifically designed for your child.

Three to four weeks prior to the transition, you will have the opportunity to meet with your child's current classroom teacher to discuss the transition. The Mentor Teacher will write a plan to include dates of classroom visits and the anticipated start date in the new classroom.

One to two weeks before the transition, you will have an opportunity to meet with the new teacher(s) and provide updated family information, ask questions, and get to know the teachers. All of our teachers are committed to creating continuity between classrooms.

TRANSITIONING OUT OF THE CENTER

We ask for a 2-week written notice to not only allow us to fill the slot, but also to make sure the children and teachers can prepare for the child's departure. Before the child leaves, you will receive your child's portfolio containing photos, anecdotal notes, developmental checklists, and work samples.

ATTENDANCE & ABSENCES

Please notify the FEC by 8 a.m. if your child will be absent or late. This allows us

to prepare properly for meals and activities and finalize the daily attendance. Please notify us if your child is sick so we can record the illness and keep families informed about communicable illnesses. The FEC may call you if we do not hear from you.

ARRIVAL & DEPARTURE

All children should arrive by 8:45 a.m., which will enable your child to participate fully in the daily activities If you have special circumstances that require you to bring your child in later, we require prior notification to your child's teacher or FEC administrative staff.

All families should plan their pickup so they arrive no later than 5:05 p.m. so all families can exit the building by 5:15 p.m. The FEC charges a late pick-up fee of $1 per minute for every minute you arrive after 5:15 p.m. Please plan for enough time to communicate with the teacher about your child's day and check your child's cubby for artwork, notes, or other information before closing.

The administrative staff will perform a morning wellness screening of your child upon arrival. This may include temperature checks and observation of visible signs of illness. If your child is found to have a fever or is exhibiting signs of illness, your child will not be able to attend for the day.

Parents are responsible for supervising their children when dropping off and picking up. Please make sure the teacher knows your child is present before leaving and make sure that the teacher is aware that you are picking up your child. Under no circumstances should a child leave out the front door ahead of families. Other family members and children should not enter the infant room to maintain cleanliness and safety.

SIGN IN & SIGN OUT

Parents must sign their child in and out using an electronic signature because the FEC is required to track attendance electronically. Each individual approved to drop off and pick up will be provided and must use their own unique code.

RELEASE OF CHILDREN & SECURITY MEASURES

The FEC will only release children to parents, legal guardians and/or persons authorized by the child's parent/guardian on the Emergency Card. We will not release children to anyone not listed on the form. If you have relatives or friends visiting from out of town who are going to pick up your child, please add them to the emergency card beforehand.

We also ask that you remind the individuals that they will need to show their ID when they arrive at the FEC. In an emergency or last-minute needed

arrangement, you can notify the FEC to arrange for another person to pick up your child. In these instances, we may ask you to prove your identity by asking an identifying question.

CHILD CUSTODY
We must have legal documentation on file, such as a restraining order or court-ordered custody decree, in order to prevent a parent from picking up a child. In addition, the FEC cannot legally restrict the non-custodial parents from visiting the child unless the FEC receives current court orders.

PROHIBITION OF DRUGS, SMOKING, AND FIREARMS
YC and the FEC are drug-free environments. Drugs, smoking, and firearms are prohibited on all YC property and at the FEC.

CURRICULUM
Our curriculum is FEC-developed and builds upon the importance of the learning environment, developing trusting relationships between children and teachers, and supporting children's physical, social, emotional, and cognitive growth. We encourage teachers to use a variety of strategies and an emergent approach rather than following just one teaching methodology.

Teachers post weekly lesson plans for parents to view daily activities, learning goals, and other events. This plan often evolves and changes based on the needs and interests of the children and individual and group learning objectives. Teachers take time to reflect on the week's experiences prior to developing their lesson plan. Teachers develop lesson plans based on their own expertise and strengths and the children's interests and needs. All plans and learning objectives are aligned with the *Arizona Infant Toddler Developmental Guidelines* and the *Arizona Early Learning Standards* as applicable to the classroom.

Tenets of our curriculum include:

- Play is foundational for learning. Play challenges and extends developing skills and knowledge, stimulates thinking, increases ability to formulate and carry out plans, and helps regulate emotions. During play, children learn how to work together, learn to listen to other's ideas, and negotiate to reach common goals. Children who engage in physical play also are learning how to master their own bodies and develop self-regulation.
- Teachers use a variety of methods to share information about curriculum with families, including posted weekly lesson plans, conversations at drop-off and pick-up, daily logs for infants and toddlers, e-news, bulletin boards, parent nights, bi-annual conferences, and other meetings.
- The classroom environment is carefully prepared and includes different learning areas (e.g., dramatic play, art, blocks, science and discovery,

library, and sensory toys). These areas provide children opportunities for choice, discovery, and skill development.

- The daily schedule includes predictable routines, time for extended free play, indoor and outdoor activities, small and large group times, and both child and teacher directed activities.
- Creating a sense of community within each classroom and throughout the program fosters a sense of belonging for children and families. Teachers model empathy and respect for others and encourage children to value each other's differences. Cultural diversity, collaboration, and conflict resolution are valued in every aspect of our program. We encourage parents to participate in the program in whatever capacity they are able.

TECHNOLOGY

Technology is only utilized by teachers as a learning tool for specific curriculum activities, in alignment with the National Association for the Education of Young Children (NAEYC) Position Statement on Technology and Interactive Media. We promote active play and exploration while at the FEC. The FEC may use adaptive/assistive technology when needed for children who may need accommodations. Non-interactive media, such as passive use of screens or "screen time" are prohibited at the FEC.

OUTDOOR ENVIRONMENTS

Regular outdoor play is a very important part of a child's growth and development. In addition to providing opportunities for physical activity, it gives children rich opportunities to explore, discover, and learn. All age groups will play outdoors daily if weather and air quality conditions allow the children to do so safely. Staff may shorten or avoid outside play periods as may be necessary to protect the health and safety of all children. Drinking water is made available to children outdoors.

FIELD TRIPS & TRANSPORTATION

We take advantage of the beautiful YC campus by taking walking "field trips" to various sites around campus whenever possible. We do not take field trips off campus or use motor vehicles to transport children on field trips. The FEC requires you to sign a permission slip for on-campus trips or special on-site visitors to the FEC.

PHOTOS & VIDEOS

The FEC takes many pictures of the children enrolled in the program as a valuable part of the curriculum. When enrolling your child in our lab school, you can opt-in on a photo/video release form to give us permission to use images of your child for instructional and educational purposes. Photos will also be displayed on bulletin boards at the FEC, in FEC newsletters, during FEC family

events, on the FEC website, in media presentations featuring the FEC, and other YC educational, social media, or marketing purposes. The FEC does not use children's names publicly without specific written permission from the parents or legal guardian.

ARTWORK

The FEC displays children's artwork within the classrooms and hallways at the FEC to showcase what children are learning. We ask parents to sign a permission form allowing us to display their child's artwork and to use their child's artwork for additional purposes, including fundraising events and marketing.

ASSESSMENT

The teaching staff assess each child's developmental progress on an ongoing basis using our Developmental Checklist, which aligns with the *Arizona Early Learning Standards* and the *Arizona Infant Toddler Developmental Guidelines* as applicable to each child.

The teachers also enter quarterly anecdotal notes, photographs, and work samples into your child's classroom portfolio, which are shared at bi-annual parent-teacher conferences. Family input, including intake information and goal sharing during conferences, is included in each student's portfolio. Teacher use information from the assessment portfolios to inform lesson planning not only for the individual children but also for small groups and the overall classroom.

SCREENING & REFERRALS

During the course of a teacher's ongoing observations and assessment of children, a teacher may have a concern related to a child's development. When there is a concern, the Mentor Teacher schedules a meeting with the family within 5 days to gather more information to determine if a referral is appropriate.

The FEC refers families with children ages 3 months through 2 years 10 months to Arizona Early Intervention Program (AzEIP), and children ages 3-5 to Child Find, a service offered through the local school district. The FEC may also refer a family to our Early Childhood Mental Health Consultant who can help families and teachers address specific concerns.

The FEC follows up with the family as necessary and within 2 weeks after the child receives a formal screening or assessment. Teachers may participate in Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) meetings to provide input and to support the attainment of the identified goals for the child. The teachers incorporate individualized goals into the weekly lesson plan.

The FEC has information for families about resources available from community agencies and family support services.

It is our goal to meet the needs of all children enrolled in our program. However, if we determine with the parents that a child has needs beyond our expertise, we may ask the family to find another placement.

ACCOMMODATIONS

The FEC staff is committed to making reasonable accommodations for children with a disability or special healthcare need. A parent may discuss accommodation options by contacting the FEC Director. The director and teacher will work with the parent to complete an individualized plan form together. If applicable, parents should supply the FEC with the current disability plan. The director will notify parents in writing of any denied accommodation. Parents may appeal the denial.

Teachers receive training and written instructions regarding a child's individual service or medical needs and accommodations. The FEC keeps medical information confidential and shares information only on a need-to-know basis. Records are stored in the child's file.

SUN SAFETY & PROTECTION

The FEC playgrounds get a lot of sun exposure, and we want to ensure proper sun protection. Parents are therefore encouraged, as part of the morning routine, to apply sunscreen to their child before arriving. The FEC provides sunscreen, which the FEC will apply with a completed sunscreen form. Parents who prefer to bring in their own sunscreen may do so. The child's first and last name must be on the container, and the parents must provide us with written authorization to apply it. Sunscreen is applied several times a day throughout the year since protection is needed even on cloudy days in the winter months.

For sun safety, we encourage you to consider sending your child in lightweight, long sleeve, long pant clothing, and with a hat throughout the year.

While outdoors in warmer temperatures, we encourage children to drink water often, to rest or lower their activity level as needed, and to play or rest in the shade.

CLOTHING

With varying temperatures throughout the year, please make sure your child has clothing available that is appropriate for the day's weather. For example, parents should send their child with layers such as a warm jacket, hat, and mittens in

winter; lighter clothing in spring and summer; and light jackets or additional layers in fall. Water play is available during warm weather, and teachers will notify parents when to bring swimsuits, towels, and water shoes.

Please provide at least one extra change of weather appropriate clothing including underwear, socks and shirts. Please label your child's clothing with their name.

Make sure your child is dressed in comfortable clothes that are appropriate for a play environment including messy and dirty activities (e.g., water, sand, mud, and art play). The FEC may provide smocks for messier activities, but they may not always protect clothing completely. Please make sure your child is wearing clothes that can get dirty because teachers will not exclude a child from participating in messy activities based on their clothing.

Clothing should be easy for children to take off and put on (sweatpants, shorts, loose dresses), especially as children are beginning to use the toilet. Please avoid belts, suspenders, overalls or tights as they are difficult for a child to manage when toileting.

Footwear should be sturdy and comfortable, and allow for walking, running, and climbing. We suggest all children wear closed-toe athletic shoes. Please do not send your child in flip-flops or sandals without back straps. These make it difficult for children to engage safely in active play. We recommend soft shoes for an infant learning to walk.

Please do not bring clothing with cords or strings because they can catch in equipment and pose a strangulation hazard.

DIAPERING & TOILETING

The FEC views diaper changing as an opportunity for positive caregiver-child interactions. The teachers follow proper diapering procedures to ensure cleanliness and sanitation. Diapers are changed regularly and promptly when soiled.

The FEC views toilet learning as a process designed around a child's readiness. When a child is ready, a teacher will discuss toilet learning with the child's family and develop a plan tailored to the individual child. This process typically starts in the Toddler B classroom. Children in the process of toilet training should have at least two changes of clothing each day.

Children must be able to consistently use the toilet before they transition to the preschool rooms as required by Arizona state licensing regulations. The FEC

cannot allow children to wear pull-ups or diapers in the preschool classrooms unless there is a documented special need. Occasional accidents are expected, and we support the children and families with their toileting efforts. Preschool children are encouraged to be independent while using the bathroom; however, bathroom doors always remain open for supervision. Parents must take home soiled clothing the same day.

NAPTIME

The toddler and preschool nap times typically occur between 12 and 3 p.m. The FEC provides a cot or a mat and fitted sheet. Your child may bring a blanket from home as well as a small comfort item, such as a small stuffed animal. Children are not obligated to sleep, yet teachers encourage the children to quietly rest. Teachers set up quiet activities for children when they do not fall asleep.

The teachers create a restful environment by turning off the lights, shading windows, and providing a comfortable temperature. If necessary, teachers give individual attention to children who need support at nap time. This includes appropriate touching such as rubbing or gently patting a child's back, arms or legs. It may also be appropriate to rock some toddlers to help them relax enough to go to sleep. There is enough light in the rooms to allow for visual supervision.

The FEC practices safe sleep practices for infants. Teachers place infants on their back to sleep with no other objects in the crib other than a pacifier if needed.

POSITIVE GUIDANCE METHODS

The FEC helps each child develop a sense of self-control and autonomy. In a positive manner, teachers establish clear and consistent limits for children. We help children understand that there are consequences to their actions and give them opportunities to practice making appropriate choices. We believe that with guidance from adults, children can learn to solve conflicts. Children who feel confident and capable of solving problems in a fair and meaningful manner will internalize rules of cooperative behavior and are more likely to follow these rules.

Teachers use positive guidance strategies to help children develop self-regulation and build self-esteem:

Limits and expectations are clearly stated in positive terms

- Children are provided with acceptable choices
- Children are encouraged to use words to solve problems with others
- Teachers help children reflect on their behavior and consider the perspective of others
- Children are redirected to acceptable activities and behaviors

Under no circumstance do staff use physical punishment or consequences related to napping, food, or toileting. We also do not use emotional punishment, such as shame or ridicule or any other method to hurt, frighten or humiliate a child.

DISCIPLINE

Our approach to discipline is strengths-based and focused on finding collaborative, responsive solutions to challenging behaviors. Teachers make every effort to understand a child's needs when a child repeatedly exhibits challenging behaviors, so the teacher can make reasonable modifications to the environment, the routine, or the interactions so that the child will be successful in the classroom. Teachers will work closely with families to set goals and develop strategies for the child. Teachers work to anticipate problems ahead of time and intercede before they escalate so they can help a child choose appropriate behaviors.

Teachers stop children immediately when needed for their safety or the safety of others. We may also have to remove a child from a situation while maintaining staff supervision. Teachers allow children to rejoin the group as soon as the child is able to regain control and the teacher can ensure the safety of all of the children.

Staff notify parents immediately if there is a behavior concern that risks the safety of the child or others. The teachers work with the child and family to support the child to allow the child to safely participate while protecting the health and safety of the other children and staff.

SUSPENSION & EXPULSION PREVENTION

The FEC works to ensure all enrolled children and their families are supported through proactive practices, nurturing relationships, predictable routines, and intentional instruction that helps children develop emotional regulation and positive social skills. If there are circumstances in which a child's behaviors are severe and pervasive, the FEC will partner with parents to:

- Understand and reasonably meet the underlying needs that cause challenging behaviors
- Consult with and connect families to program resources and community partners such as the Arizona Statewide Training and Technical Assistance for Expulsion Prevention program (AZ STEPS)
- Develop a plan of action among the parents, teachers, and community partners to prevent suspension and expulsion, in alignment with the FEC's Guidance Methods and Challenging Behaviors policies

We expect all parties involved to work cooperatively and with community

resources, if deemed necessary, to support the child. The FEC reserves the right to dis-enroll a child if a parent fails to work cooperatively with the FEC and the child's placement in the classroom continues to compromise the safety of the other children or staff.

MEALS & SNACKS

At the FEC, you will provide your child with their own meals each day, or you can choose to pay a monthly fee for your child to receive meals provided by the FEC's third-party vendor.

Meals provided by parents must be packed in a lunchbox or bag labeled with the child's first and last name. Containers/packages must be labeled as breakfast, lunch, and snack. The FEC will refrigerate meals until meal service and serve meals cold in the containers/packages from home. Additional guidance for packing healthy, safe meals is available on the FEC website.

The monthly food service fee may be waived for children from families receiving child care assistance or scholarships. The FEC has contracted with a third party to deliver breakfast, lunch, and snacks to the FEC aligned with federal meal patterns and regulations.

- Breakfast is 8:00-8:30 a.m.
- Lunch is 11:45 am-12:15 p.m.
- Snack is 3:00-3:30 p.m.

Mealtimes may vary based on the ages of the children. Families who bring their child's breakfast or opt into the third-party meal vendor must drop off no later than 8:30 a.m. to participate in the breakfast service. Families arriving after 8:30 a.m. should plan to feed their child breakfast before arriving.

For infants, families shall provide breast milk or their own formula, purée/baby food, and solid foods (when ready). Infants receiving child care assistance or scholarships can opt-in to formula and purées/baby food provided by the FEC. Once the child is 12 months and eating solids safely, families can provide their child with their own meals each day or opt-in to a third-party vendor for meal service, even if still enrolled in the infant classroom.

We practice family style meals with children and adults all sitting at the table together. We do not serve fruit juice and use PBA-free plastics. Teachers model and encourage children's social and language development as well as their self-help skills, model healthy eating habits, and talk with the children about the importance of healthy foods. Children are encouraged to taste all foods served but are not required to eat any particular food item. Food is never used as a reward.

If a child does not have their meal during the designated mealtime, the FEC will contact parents to bring their child a meal. If needed, the FEC will provide children who are missing meals with the appropriate components on a case-by-case basis aligned with licensing requirements.

The FEC posts the current month's third-party vendor meal menu in each classroom and at the kitchen.

The foods children eat influence their growth, development, capacity to learn and overall behavior. As such, we encourage parents who send meals to include fruits and vegetables, whole grains, proteins, and milk aligned with the meal pattern table below. Meals provided by parents must be free from choking hazards.

Infant Meal Patterns		
Meal components and food items		
Breakfast & Lunch	**Birth-5 months**	**6-11 months** *(in order for the FEC to serve children who are ready for purees or solids, the child must:* *Be sitting up unassisted* *Have eaten the food at home at least 3 times with a sign off from the parent*
	4-6 fluid oz. breast milk or formula	6-8 fluid oz. breast milk or formula; AND 0-½ oz. equivalent infant cereal; or 0-4 tbsp. meat, fish, poultry, whole egg, cooked dry beans, peas, or lentils; or 0-2 oz. cheese; or 0-4 oz. (volume) cottage cheese; or 0-4 oz. or ½ c. yogurt; or a combination of the above; AND 0-2 tbsp. vegetable or fruit, or a combination of both.
Snack	**Birth-5 months**	**6-11 months**
	4-6 fluid oz. breast milk or formula	2-4 fluid oz. breast milk or formula 0-½ oz. equivalent bread; or 0-¼ oz. equivalent crackers; or 0-½ oz. equivalent infant cereal; or 0-¼ oz. equivalent ready-to-eat breakfast cereal

		0-2 tbsp. vegetable or fruit, or a combination of both

Toddler & Preschool Meal Patterns		
Meal components and food items		
Breakfast (all 3 components)	**Ages 1-2**	**Ages 3-5**
Fluid milk *(whole milk for 1-year-olds, 1% milk for 2-5 year olds, or alternative milks)*	4 oz.	6 oz.
Vegetables, fruits, or portions of both	¼ c.	½ c.
Grains	½ oz. equivalent	½ oz. equivalent
Lunch (all 5 components)	**Ages 1-2**	**Ages 3-5**
Fluid milk *(whole milk for 1-year-olds, 1% milk for 2-5-year-olds, or alternative milks)*	4 oz.	6 oz.
Meats/meat alternatives	1 oz. equivalent	1 ½ oz. equivalent
Vegetables	1/8 c.	¼ c.
Fruits	1/8 c.	¼ c.
Grains	½ oz. equivalent	½ oz. equivalent
Afternoon Snack (any 2 of the 5 components)	**Ages 1-2**	**Ages 3-5**
Fluid milk *(whole milk for 1-year-olds, 1% milk for 2-5 year olds, or alternative milks)*	4 oz.	4 oz.
Meat/meat alternatives	½ oz. equivalent	½ oz. equivalent
Vegetables	½ c.	½ c.
Fruits	½ c.	½ c.
Grains	½ oz. equivalent	½ oz. equivalent

If your child is eating and arrives past breakfast time, please either discard the food item or have them finish eating outside of the classroom.

BREASTFEEDING

The FEC is a breast-feeding friendly setting. We encourage parents of children in our infant room to come in during the day to breastfeed their child if they choose. We have multiple glider chairs with privacy to nurse in the infant room, or the parent is welcome to sit in the lobby.

ALLERGIES

For food or other allergies, you must complete a form with and get it signed by your child's physician or healthcare provider with information about the allergy,

substitute foods, and reactions that could result from ingestion or exposure. The information provided should be as specific as possible, including any guidance to responses to reactions.

The FEC is a peanut-free environment which means that no peanut products are allowed in the building (e.g., no peanut butter, no items cooked in peanut oil, etc.).

HOLIDAYS

Our goal is to celebrate holidays in ways that are appropriate and meaningful to a young child. This means that celebrations make sense to the children at their level of development. Every classroom will handle any holiday in an age-appropriate and respectful manner.

Please share with the FEC any celebrations that are important to your family, so we can respectfully honor your family's culture and traditions. We feel that recognition of families' differing traditions can enrich children's lives, foster appreciation for diversity and build a stronger sense of community.

The FEC does not allow outside food besides individual child meals, gum, or candy from home into the center due to special dietary restrictions and allergies. However, we acknowledge special days with our food preparation (e.g., special cooking projects). If you are interested in sharing something special with the class, please consider alternatives to food such as books. For additional ideas, please speak with your child's teacher.

BIRTHDAYS

If you would like to celebrate your child's birthday at the FEC, we ask that you coordinate with your child's teacher. Each classroom has its own way of acknowledging birthdays, which may include bringing in a personal birthday book or singing a special song. Please do not bring in balloons, as they are a choking hazard for young children. Families may distribute birthday invitations at the FEC only when all children in the class are invited.

FAMILY PARTICIPATION

We believe that families are children's first and most important teachers, and we respect the important job you have. It is our goal to support you as a family and to establish open lines of communication that will help us better support your child's development. Positive relationships between families and teachers facilitate easier transitions from home to school.

We hope to provide you with many opportunities to participate in our program. From volunteering in the classroom, participating in workshops and workdays, to

bringing in needed supplies, your involvement is encouraged and appreciated. Talk to your child's teachers for more information about ways you can participate and support both your child's classroom and the FEC.

Additionally, you are encouraged to talk to the Mentor Teacher or the Director when you have questions or concerns.

The FEC encourages families to join the Friends of the Family Enrichment Center (FoFEC). FoFEC offers additional volunteer opportunities to help support the FEC with fundraising efforts and family participation activities.

The FEC also offers bi-monthly parent support meetings. Reach out to the Director for more information.

FORMAL CONFERENCES

Teachers offer parent-teacher conferences twice a year, typically in the spring and fall, and upon request. Conferences are a time when both teachers and parents share information about the child's development and discuss the Developmental Checklist, anecdotal notes, work samples, and shared goals. The FEC also encourages parents to schedule a meeting with their child's teacher whenever they feel the need.

COMPLAINTS & RESOLUTION PROCESS

The FEC will make every effort to answer your questions and resolve any complaints or concerns you may have. Please direct any questions or concerns regarding the FEC policies and procedures to the Mentor Teacher. Please direct any unresolved concerns to the FEC Director.

If you have a question, concern or complaint that needs additional support after discussing it with the Director, please call or email YC Dr. Clint Ewell, Chief Operating Officer and Vice President of Finance & Administrative Services, clint.ewell@yc.edu or (928) 776 2166.

STUDENT OBSERVATIONS

In addition to the YC students who are working regularly at the FEC, you will see students observing and/or implementing activities with children. Our lab school collaborates with YC to provide fieldwork opportunities for a variety of degree programs. We limit the number of adults in a classroom in order to maintain the integrity of the learning environment for our young children. YC student observer visitors will be supervised by FEC staff when in the facility.

HEALTH & ILLNESS

The FEC staff maintains the highest standards of cleanliness and sanitation.

Teachers clean and sanitize toys, surfaces, and toileting and diapering areas regularly and according to licensing standards. Teachers and children follow proper handwashing procedures. Please help your child wash their hands upon arriving in the morning.

Please arrange for a back-up person to care for your child when your child is sick. Teachers conduct a daily health check upon arrival and will not admit a child if symptoms of illness are present.

We ask that families not give fever-reducing or pain medication to their child in the morning before bringing them. Generally, the medicine wears off and the child becomes uncomfortable during the day. This may also put other children and staff at risk of getting sick.

Please do not bring your child if they have any of the following symptoms. When symptoms appear while your child is at the FEC, parents must pick up their child within one hour of notification; we may temporarily separate your child from other children to avoid the spread of a contagious illness.

- Fever of 100.4 degrees or more: Your child must be fever free without the aid of medication for 24 hours before returning. Your child may not return the next day.
- Severe and persistent cough wheezing, or difficult or rapid breathing: Your child must be symptom-free prior to returning. A physician's statement may be required for return.
- Severe and persistent runny nose with discoloration: Your child must have reduced symptoms or a physician's statement to return.
- Vomiting: Your child must be symptom-free for at least 24 hours without the aid of medication to return. Your child may not return the next day.
- Diarrhea: We will send a child home who has two or more diarrheas in one day. Your child must be symptom-free for 24 hours without the aid of medication to return. Your child may not return the next day.
- Rash: The FEC will exclude your child with any unexplained rash, especially if there are open sores. A child may return when symptom-free or there is a physician's statement that the condition is not contagious.
- Eye discharge (or pink eye): Your child may return when symptoms subside, or 24 hours after first antibacterial treatment has begun.
- Head lice, scabies or other infestations: Your child may return 24 hours after treatment with a pediculicide has begun.
- Strep throat: Your child may return 24 hours after antibiotic treatment has begun.
- Chicken pox: Your child may return after being fever free for 24 hours without the aid of medication and all sores have dried up and healed over.

- Impetigo: Your child may return 24 hours after treatment has begun and if sores can be covered.
- Hand, foot, and mouth: Your child may return after being fever free for 24 hours without the aid of medication and all sores have dried up and healed over or are no longer contagious.
- Excessive fatigue or other behavioral changes (tired, lethargic, inconsolable): Your child may return when your child is feeling well enough to participate in the daily routine including outdoor play and walks in all types of weather.

The FEC follows guidance and recommendations from DHS, Yavapai County Community Health Services, and/or American Academy of Pediatrics as applicable. The FEC makes the final decision to exclude a child. We exercise the right to exclude a child despite a physician's statement, if that statement contradicts FEC or State policies and regulations. The FEC posts notice of each incident of communicable diseases in our front entry and each classroom affected as we are required to do by State law.

EXTENDED ILLNESS / ABSENCE POLICY

Typically, tuition does not change even if a child has been absent due to illness. However, if a child is not able to attend for an extended period of time, the absence may fall under the FEC's extended absence policy. To be eligible, the absence must be the result of either an illness or an injury and must be documented by a doctor. If the absence meets these criteria, the family will be responsible for paying the prorated tuition for the first two weeks of the absence. After that, the Center will hold the child's spot for up to four additional weeks at no cost to the family if the family provides documentation that the continued absence is medically necessary for the child's well-being.

MEDICATIONS

When it is necessary for a child to receive prescription medication during the day, parents must give the prescription medication to the front desk personnel and complete a Medication Consent Form. Parents may not give prescription medications to the teachers or leave prescription medications in cubbies or backpacks. The FEC locks and properly stores prescription medications according to licensing. Trained FEC full-time staff administer medication, including epi-pens and breathing treatments. Trained staff will document the name of the child, medication, dosage, route, time and date, and the name of the person administering it.

Medication Guidelines:

- Prescription medication must be in original container, with a prescription label to include child's first and last name, date, directions, dosage, and

physician's name.

- Non-prescription medication (e.g., teething gel, gas drops, diaper cream) must be in its original container prepackaged and labeled for use by the manufacturer, Food and Drug Administration (FDA) approved if applicable, and labeled by the parent with the child's first and last name. The FEC can only administer non-prescription medication consistent with the instructions on the medication's label. The FEC will not administer Tylenol, Motrin, Benadryl or their generic equivalents without a physician's note that specifies the dosage.
- Parent must complete a Medication Consent Form with instructions that match physician's instructions ("as needed" is not enough information). Instructions must include route, time and date to be given, special instructions for monitoring.
- Parents must bring in medication cup, spoon, or dropper for liquid medications.
- The FEC will not administer the first dose of any medication (parents must monitor potential reaction) except with a licensed health care professionals' written permission for life-threatening situations.
- The FEC will not administer prescription medication prescribed twice a day, unless the physician specifically instructs a dosage time during the hours the child typically attends.
- The FEC will not administer allergy and cough suppressant medications. Parents may come to the FEC to administer allergy and cough suppressant medications.
- The FEC will not administer expired medication.
- Parents must also complete a Consent Form for any medicated topical creams or ointments.
- Parents are responsible for picking up medication at the end of the day if they need to administer the medication at home.
- Parents are responsible for picking up expired medication or the FEC will dispose of it.
- Epi-pens must be in original prescription container and include both in the pair.
- Children are closely monitored for a reaction after each dose and parents will be notified immediately of any potential reaction.

<u>Medications delivered by a device</u>:

- Parents, legal guardians or a licensed health care professional must provide written instructions on indications for use that include signs and symptoms.
- Parents, legal guardians or a licensed health care professional must

demonstrate use of the device and any special care after use to all staff administering.
- Documentation of training is made on the medication form including date, staff trained and employees in attendance.
- Medication is given only be staff trained on use of the device.
- Training on use and care of the device is annually or as needed with staff or device changes.

PERSONAL PRODUCTS

Parents must complete a consent form for non-medicated personal products (e.g., diaper cream, lip balm). Label the product with the first and last name of the child. The FEC locks up (or keeps inaccessible) all products labeled "keep out of reach" of children. Parents must give personal products directly to the front desk personnel. The FEC supplies a specific brand of lotion for children; parents must sign a permission slip form for application.

ACCIDENTS

Minor accidents requiring first aid, such as scrapes, bumps, and scratches will be communicated to families on Procare on the day the injury occurred. Please know that we always do our best to ensure your child's safety, yet accidents may happen from time to time.

There may be minor incidents that go unnoticed despite our best efforts to supervise children closely. If your child comes home with a bump, scratch or bite, and you did not receive an "Ouch" report on Procare, please discuss the incident with your child's teacher.

MEDICAL EMERGENCIES

If we believe that a child needs medical care beyond basic first aid or needs a medical evaluation, we will contact the parent/guardian immediately. In this case, we would ask you to come to the FEC to evaluate the situation. If we cannot reach the parent, we will call the emergency contact numbers in an effort to track down the parent's whereabouts. If we are unable to locate the parent, we will ask that one of your emergency contacts pick your child up.

When responding to a medical emergency, we will take the following steps:
- Call 9-1-1 (YC Campus Police will automatically be notified and respond to the call)
- Call the parent or guardian
- Call the emergency numbers provided when we cannot reach the parent or guardian
- Call the child's physician when we cannot reach the parent or

guardian

A trained staff member will provide first aid and/or CPR if needed. All full-time staff have current Infant/Child CPR and First Aid training. A staff member will accompany your child in the event your child needs transportation by ambulance. The parent or guardian is responsible for any costs incurred for emergency care. Please keep your emergency contact information current on your Emergency Card.

EMERGENCY ALERT SYSTEM

YC has a system in place called alert YC to notify the YC community in the event of an incident or emergency on campus including closures, delayed starts, and early releases due to weather, or if there is an unsafe situation (e.g. gas leak, police chase, fire, wild animal sighting). Families can choose to receive alerts either via email or via text. There is no cost for the service; however, your mobile phone provider may charge you to receive text messages.

EVACUATION & EMERGENCY PREPAREDNESS

The FEC posts primary and alternate evacuation routes in each classroom and next to emergency exits. The FEC staff receives annual emergency training and practices monthly fire drills and quarterly lock down drills.

During an evacuation, the staff will relocate children to a safe place on campus. The first choice will be the grass area in front of Building 1 (west of the FEC, or the lobby of Building 1). We will assemble in front of Building 19 if Building 1 is unsuitable. YC could assign other locations depending on the nature of the emergency. YC has an Emergency Preparedness Plan and conducts periodic training with campus personnel.

CHILD ABUSE & NEGLECT

The State of Arizona requires mandated reporters who suspect child abuse and neglect to report it to the proper authorities. As such, all FEC employees and volunteers are mandated reporters. The FEC trains staff to identify potential signs and symptoms of abuse and neglect, and documents and reports incidents to the Arizona Department of Child Safety (DCS). The FEC cooperates, as required by law, with any investigation of child abuse and neglect.

CAR SEATS & UNATTENDED CHILDREN IN CARS

Drivers must properly secure children in a passenger restraint system when traveling in a motor vehicle according to Arizona Law. The FEC does not have car seat loaners. Parents are responsible for making sure that whoever picks up their child has a car seat. FEC staff may call Campus Security if they see a child under the age of five transported without the appropriate car or booster

seat. Please talk to the director about community resources available to help families obtain car seats if needed.

The FEC has very limited room to store car seats. We ask that parents make other arrangements for the transfer of car seats rather than leaving them at the FEC if possible. Parents must bring all of their children into the FEC when picking up or dropping off their child to avoid leaving any child unattended in their vehicle. The FEC may call Campus Security if staff observe an unattended child.

PARKING

The FEC recommends parents use the 10-minute loading and unloading zone in front of the FEC or the nearby 30-minute parking spaces. For families staying on campus, you may want to arrive before 8 a.m. to secure a spot in the parking lot (Parking Lot C in front of the FEC). Please be aware campus police monitors both the 10-minute zone and the 30-minute spaces. Please do not leave your car idling while unloading and loading children at the beginning and end of the day. Doing so may result in poor air quality in the center.

BABYSITTING

The FEC does not provide babysitting services. Parents must make private child care arrangements outside of the FEC, and no such arrangements may interfere with the operation of the FEC or the individual staff member's job schedule. The FEC does not accept responsibility or liability for child care arrangements made between FEC employees at any other location. FEC staff and student workers may not transport children who are not their own from the FEC.

PARENT CODE OF CONDUCT

We expect parents to observe a certain standard of conduct as a part of our school community. The following are not acceptable while on our campus. Any violation of this policy will result in the immediate withdrawal of the family.

- Physical or verbal punishment of their own children or any other children
- Threatening, harassing or otherwise disrespecting staff, other parents, or children
- Swearing, cursing, or foul language
- Threatening or obscene gestures
- Quarreling with other parents or staff
- Using contact information of FEC families for commercial or any other improper purpose
- Not following policies designated to protect the safety and security of everyone at the school



PARENT HANDBOOK ACKNOWLEDGEMENT

We welcome you to the Del E. Webb Family Enrichment Center. We hope your family's participation in our program will be an enriching and rewarding experience for both you and your child!

In order to ensure that all families have access to and have read the Parent Handbook, please complete the form below, remove this page from the Handbook and return it to the office as soon as possible. We want families to be informed and familiar with FEC policies right from the start.

I have received the Del E. Webb Family Enrichment Center (FEC) Family Handbook. I agree to abide by these policies while my children are enrolled at the FEC.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Child's Name_____