



**Child  
Development  
Center**

**Welcome to Cummins Child Development Center**  
[www.cumminscdc.com](http://www.cumminscdc.com)

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# Parent Handbook

**Revised: January 2013**

***Beginning the Journey of  
Lifelong Learning at  
Cummins Child Development Center***



The journey to lifelong learning begins when a child discovers concepts of sharing and taking turns. At Cummins Child Development Center, we consider it our privilege to accompany each child as he/she embarks on a path of growth and exploration. Through play and language, a loving faculty, and friendships that begin in infancy, children at our center build a strong foundation for a lifetime of learning.

We recognize that a child doesn't come to us alone, rather as a member of a family. We encourage dialogue with parents about curriculum, care giving practice, guidance, and cultural events. We welcome the participation of families in the center and invite families to become involved in whatever ways they would like or are able. We also work with the family to ease the child's transition into the day. Through a variety of activities, games, and rituals, our faculty helps ensure that the bridge from home to school is a positive one. When you leave your child at Cummins Child Development Center, you can be assured that well-trained, caring, and responsive childcare professionals are caring for him.

Children are active learners, who learn best from activities they plan and carry out themselves. They are little scientists, builders, acrobats and artisans, who need active experiences with the world of people and things. They need opportunities to set goals, plan, and take responsibility. They are communicators who need a world filled with books and language. The Bright Horizons Family Solutions' *World at Your Fingertips* program for learning, offers each child a world rich with discovery opportunities. Skilled and sensitive caregivers, who recognize each child's individual strengths, guide these opportunities. Our program creates developmentally appropriate learning environments that empower children to become confident, successful, lifelong learners and secure caring people. Our curriculum incorporates the key elements that contribute to a child's readiness for school and academic success. All of our programming adapts to the changing needs, interests, and abilities of the children in our care.



# INTRODUCTION

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## **History, Services and Programs**

Cummins Child Development Center has provided a high quality program to Cummins parents since June 2001. The center is licensed by the State of Indiana Bureau of Child Care and provides services to children ages 6 weeks to 6 years of age.

## **Nurturing a Partnership**

As a working parent, you face the difficult challenge of balancing the demands of work with the needs of your family. Finding high quality child care that is flexible to your work schedule is one of the most difficult tasks you face.

Cummins Child Development Center was established with one goal in mind -- to support employees by providing high quality, convenient child care services. You and your child will benefit from the peace of mind that comes from having an excellent facility with well-trained staff.

When you bring your child to Cummins Child Development Center, you will have the reassuring knowledge that a competently trained staff will take care of your child during the hours that you are working. Your child will share experiences with new friends of the same age group in surroundings planned and equipped to serve children's needs.

Together, Cummins and Bright Horizons Family Solutions are committed to giving you the security of knowing you have made a good choice for the care of your child. Our goal is to develop a partnership with you, and to positively contribute to your child's development. Cummins Child Development Center provides a nurturing, friendly environment that creates opportunities for cognitive, physical, emotional, and social development.

As we begin this partnership, we know you have many questions about Cummins Child Development Center. This Parent Handbook has been designed to help answer these questions, as well as give details about enrollment, program, curriculum, and policies. We all have the same goal in mind -- for your child to be happy and well adjusted in his/her new environment. Please feel free to call or visit with us if you need further information.

Family members are welcomed visitors in the program at all times. We encourage parents and other family members to be involved in our program.

## **Curriculum Guidelines for Developmentally Appropriate Practice**

The curriculum at Cummins Child Development Center provides for all areas of a child's development including physical, social, emotional, and cognitive. Curriculum planning is based on teacher's observations and recordings of each child's special needs, interests, and developmental abilities. Classroom environments are designated for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills.

Multicultural and nonsexist experiences, materials, activities, and equipment are provided for children of all ages.

## ENROLLMENT

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### **Eligibility:**

We specialize in Early Childhood Education for children ages 6 weeks through 6 years in age and development.

**Infants:** 6 weeks – 15 months (full time care only)

**Toddlers:** 15 months – 30 months (full time care only)

**Early Preschool:** 30 months – 36 months

**Preschool:** 36 months – 48 months

**Pre-K:** 48 months – 60 months

**Kindergarten:** 60 months – 72 months

**Part time care** is available for Early Preschool through PreK. Part time care is available based on enrollment and an equal match. (For an example: an equal match could be one child attends Mondays and Wednesdays and the other child attends Tuesdays, Thursdays, and Fridays. This equal match means the two children hold one full time spot in the classroom and attend on different days.)

**Cummins Child Development Center is open to active Cummins Employees as well as Community Families** as long as space is available. The parents of these children embrace our developmental approach to learning. No child shall, on the basis of race, color, religious belief, national origin, or gender, be excluded from participation, be denied the benefits of, or be subjected to discrimination during any program or activity. As a general rule, when a space becomes available in a specific age grouping, the first child on the waiting list of the appropriate age will be enrolled. However, the Center administration reserves the right to assign the available space and give special consideration to extenuating circumstances (i.e., siblings).

**An enrollment form needs to be completed upon enrollment with an associated fee of one hundred dollars (\$100.00) per child.** Completing the enrollment clarifies your intent to enroll your child at the Center, updates your child's records, and provides information to the Center for classroom planning purposes. The enrollment fee is a onetime fee of \$100.00 that will not have to be paid again unless your child is dis-enrolled. The enrollment fee will have to be paid again if your child is dis-enrolled and then needs to reregister. If you have questions about disenrollment or the potential that you may have pay the registration fee again, please talk with the center management. Other optional activities with varying timing may be offered at the Center for an additional fee.

**A plan is in place for children who enroll at CCDC with special needs.** CCDC implements an Inclusive setting into the program where all children those with and without disabilities, have an opportunity to play and learn together; a setting also in which the special needs and interests of each child, including those with disabilities are addressed. Cummins Child Development Center will work with families and designated agencies such as First Steps, BCSC Speech Therapy, and A STEP AHEAD to help with the development of each child who needs their services based on observations made by the teachers, parents and therapists from the designated agency.

# Several Factors are Used to Determine How Children Are Assigned to a Group

The Director will assign each child to a primary teaching team. The assignments are based on a number of factors: *your child's age and developmental stage, teachers' schedules, current assignments teachers have, which teacher's skills would best meet your child's needs, etc.* Each primary teacher is responsible for a particular group of children within a classroom. The teacher will work closely with you and your child. The teacher observes and records information about each child in the primary group; then, individual plans, as well as group plans, are formulated.

## 1. Group Setting Decision Making

A group setting helps ensure that children benefit from the choices that are made at the center. The needs of the individuals are inputs, not deciding factors, for the decisions that impact a group setting / environment. Decisions are the result of many inputs such as individual needs, business needs, regulations (i.e. State Regulations, NECPA requirements, Paths to Quality, Cummins policies, CCDC policies, Bright Horizon policies) resources, budget, safety requirements, etc. When considering the needs of a group setting / environment, strong efforts are made to eliminate risks altogether (if possible). For example, some children have severe allergic reactions to nuts, so the center is peanut safe. Additional safeguards to keep the center peanut safe are to not allow homemade food or store bought food containing any nuts / nut contamination.

## 2. Pre-Enrollment Observation Session

Parents and child intending to enroll at CCDC will be **required** to attend a mandatory enrollment observation session. The child will visit the age appropriate classroom for a developmental observation and placement.

## 3. Enrollment Forms

Prior to enrollment, we will ask you to complete a number of forms. The enrollment packet is available online at [www.cumminscdc.com](http://www.cumminscdc.com) under the parent information tab. Some of these forms, like the Child's Enrollment Record and the Health and Immunization Records, are required by the state agency that monitors and licenses child care centers. Other forms are specifically designed for our use. These forms will help the primary teacher gather needed information to help your child adjust to out-of-home care. We have computerized enrollment records to ensure that the information we have about your family is up-to-date and accurate.

**If any of the following information should change at any time, please notify us so that we can update your records:**

1. Phone numbers where you can be reached during the day
2. Addresses at home and at work
3. Email Address
4. Names of authorized persons who may be contacted in case of your child's illness or injury
5. Any change in your child's schedule
6. Names of persons authorized to pick up your child in the event you cannot

#### **4. Intake Interview**

In addition, we require parents interested in enrolling their children in our program take part in an intake interview. This intake interview will help you make sure that our program is the type of program that you want for your child. It also gives us an opportunity to gather the information we feel is necessary to truly provide a developmentally appropriate program for your child.

#### **What Happens During the Intake Interview?**

No one knows more about the children we care for than the parent. In order for our teachers to provide the very best care; we make every effort to obtain important information from you about caring for your child. The Intake Interview is the best way to gather this data. We will arrange time for you to spend with your child's primary teaching team. Generally, the younger the child, the longer the interview period can take. It is important that you schedule the interview with us so that we can be sure that the teachers are free to visit with you.

Before the interview, we will ask you to fill out a Developmental Information Form. All information will be confidential and for the teacher's use only. The interview itself will be held in the classroom so that you can observe your child's learning environment. The teaching team will answer your questions and will explain procedures to you.

This is an excellent opportunity to inform the teaching team of your expectations. We are committed to providing your child the kind of care that you desire. Your input is an important part of that process.

#### **Activity/Education Fee (due annually each May)**

Infants \$50.00  
Toddlers \$50.00  
Early Preschool \$50.00  
Preschool \$50.00  
Pre-Kindergarten \$50.00  
Kindergarten \$50.00

#### **Breakfast**

Breakfast is optional. \$10.00 weekly/\$2.00 per day. Breakfast is served for children who arrive at the center before 7:45am

**NOTES:**

# POLICIES AND PROCEDURES

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## Regulations

Cummins Child Care Center is an accredited child care center. In order to have achieved and continue to maintain accreditation, the center must comply with regulations on the local, state, and federal levels in addition to maintaining requirements for NECPA, Paths to Quality, Bright Horizons, and Cummins. The requirements impact our decision making process and drive procedures and policy formation. There are many requirements for the center to understand and meet. You may view any of the requirements for the above listed regulations by referring to the following sites and or manuals located at the center front desk:

### Useful links to informational resources:

Cummins Child Development Center: [www.cumminscdc.com](http://www.cumminscdc.com)

Bright Horizons Family Solutions: [www.brighthorizons.com](http://www.brighthorizons.com)

NECPA: [www.necpa.net](http://www.necpa.net)

Paths to Quality: [www.in.gov/fssa/2554.htm](http://www.in.gov/fssa/2554.htm)

State of Indiana: Indiana Family and Social Services Administration: Indiana Child Care Center / Licensing Regulations: [www.in.gov/fssa/carefinder](http://www.in.gov/fssa/carefinder)

## When Is The Center Opened and Closed?

The center is open year round except for the holidays as observed by Cummins Inc in Southern Indiana. Refer to [www.cumminscdc.com](http://www.cumminscdc.com) to see the holiday schedule.

## Multicultural and Gender Free Environment

Cummins Child Development Center encourages diversity within our program. We offer an anti-bias, gender-free curriculum and encourage families to share their cultures with the children. Books, dolls, posters, and pictures provide the children with a chance to experience different cultures. The teachers include Multicultural Materials and activities naturally with the curriculum so it does not appear to be “different.”

## What Is the Ratio of Teachers to Children?

Implementation of developmentally appropriate early childhood practices requires limiting the size of the groups and providing sufficient numbers of adults to ensure individualized, age-appropriate experience for the children. The teacher to child ratio may vary from state-to-state, but will meet the standards of the National Early Childhood Program Accreditation (NECPA). The ratios at Cummins Child Development Center are:

Infants	1:4
Toddlers/Transition Twos	1:5
Early Preschool through Kindergarten	1:10

## **What Is the Dress Code for Children?**

Busy, creative, learning play can be messy play regardless of the age of your child. We use smocks or shirts to cover clothing during art projects and we use washable paints, but we cannot guarantee that spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of soiling an outfit. If you have a special appointment directly after the picking up your child, your child's teacher will be happy to see that your child's clothing is changed prior to pick-up.

Shoes must be worn in school. We encourage sturdy shoes, including tennis shoes, which will protect your child from injury.

## **What Should I Bring With My Child To The Center?**

### **Clothing**

There are a number of things you should bring with your child to the center. The first thing is a complete change of seasonal clothing. **BE SURE TO LABEL EACH ARTICLE OF CLOTHING THAT IS BROUGHT TO THE CENTER WITH A PERMANENT MARKER** per the center's requirement to ensure clothing is identifiable.

### **Diapers / Pull-ups**

Parents of infants, toddlers and twos are asked to bring in an unopened supply of disposable diapers per state regulation 470 IAC 3-4.7-94 (d). We change children often, so plan on 8-10 diapers for an infant and at least 6 for toddlers and twos. If your child is toilet training, your child may be using Pull-ups instead of diapers. Plan to bring a supply of Pull-ups for your child to the Center. Due to a lack of storage space, please refrain from bringing diapers by the case.

### **Food / Bottles**

All Infant parents must provide a daily supply of prepared bottles for their child each day per state regulation 470 IAC 3-4.7-135 (g). The bottles should be 41 degrees (F) or colder per the Safe Transportation of Food Responsibility [www.in.gov/fssa/carefinder.htm](http://www.in.gov/fssa/carefinder.htm).

### **Parents Must Supply Filled Bottles as Follows:**

1. The bottles must be sterilized prior to filling
2. The nipple must be covered with a cap
3. The bottle shall be labeled with the child's name, number of ounces, labeled as breast milk (fresh or frozen), (breast milk must include date and time expressed), date and time bottle was prepared.
4. The bottles must be brought to the center in a clean, insulated container that keeps the formula at forty-one (41) degrees Fahrenheit or below.
5. Staff shall return all unused (unopened) bottles daily.
6. The parent shall provide one (1) container / can of ready-to-feed formula for back up purposes labeled with the child's name and in addition, nursing mothers should provide one bag of frozen breast milk.



## **Children on Table Food: Toddlers – Kindergarten Age Children**

For children who are on table food, two nutritious snacks are served, one in the mid-morning and one in the mid-afternoon. Each snack consists of at least 6 oz. of fruit juice or milk and either one serving of fruit, vegetables, and/or bread or cereal.

**Per the Indiana Family and Social Services Administration: Indiana Child Care Center laws, rules, and policies, in centers that offer a full food service program, it is not permissible to bring food for children who are on table food.** A good example of why this rule exists is illustrated by the curious and exploratory nature of the toddler age. Toddlers often will grab items from another child's plate during a snack or meal. Even with close teacher supervision, this action can happen very quickly and could result in a serious issue if the child has an allergy to any of the food items. A good example is a peanut allergy reaction. Many foods are prepared with peanuts or peanut oils. Some children have severe reactions to peanuts. To reduce the risk of any potential issues, food from home after the infant age is not permitted without a signed and valid doctor's note. Infants are not considered to be on table food thus not included in this regulation.

**Our menus adhere to the minimum daily single serving size 470 IAC 3-4-75/78 Food Program in accordance with the division guidelines [www.in.gov/fssa/carefinder.htm](http://www.in.gov/fssa/carefinder.htm).** We have limited sweets and sweetened foods on our menus. One hundred percent (100%) fruit juices are served and diluted with water to ensure your child receives the benefit of the fruit and vitamins while reducing the amount of sugar. If your child has dietary restrictions or allergies, the center must have written notification on your child's file that is signed by your physician. Documentation of the allergy will be kept on file at the center. Should an allergy update or new allergy arise, it is the responsibility of the parent to notify the center in writing and determine an appropriate course of altered food plan to meet your child's requirements. If you wish to bring treats for a special occasion, we ask that you adhere to our healthy food policy (refer to Food Serving Sizes Child Care Health Section: State Form #49956.) and that you use your creativity to provide children with nutritious food and drink that are store purchased.

### **Items to Leave at Home**

We do ask that children leave toys, food, gum, pets, toy guns or other toy weapons, and money at home. Children share learning materials at the center as part of the learning experience. When children are not concerned about their own toys being lost or broken, they are able to participate more fully in our educational environment. A comfort item for naptime for all age groups is permissible (see Nap Time Items section).

### **Toys Brought From Home**

Cummins Child Development Center asks that all children's toys be kept at home unless otherwise advised by your child's teacher. The center cannot be responsible for lost or broken toys. We do not allow toy guns, knives, swords, or any toys of destruction which encourage violence or aggressive play.

## **What Do I Do When We Arrive At The Center?**

Admission Criteria: Our responsibility begins when you place your child in the care of a center employee. Parents **must** clock their child in and out of the center using the computer located inside the main entrance for correct attendance into the center. Parents must also accompany the child inside their classroom. A child should never be dropped off at the front door and/or ever left out of parental sight and sound. A classroom teacher will greet your child and help him/her make the transition from home to school. This provides for a smooth, safe transition for you and your child and it also provides an opportunity for you to communicate with the center staff.

If a parent has more than one child to drop off, the older child(ren) must be dropped off first while the younger child(ren) are controlled by the parent. This may be done by holding the infant or

toddler while the older child(ren) is dropped off in the classroom. This eliminates any older child(ren) being left unattended in the hallways. Should you have a school age child with you, the staff at the CCDC front desk will be able to watch the child in the front CCDC waiting area while you pick up your younger child(ren). Please make the CCDC staff at the front desk aware that you are leaving your school age child in the waiting area.

Your child is required by the State of Indiana to be at all times in the sight and sound of an adult while in the Center.

When you arrive at the center, you will pass through a security access system. If you have your ID card with you, the doors will unlock as you pass the reader. **Allow each family to use their badge to scan into the secured access doors. It is common to be polite and hold doors, but to prevent potential unintended access to the center, please allow each family to use their own badge to access the center.** Then you will precede to the sign-in computer where you will enter your child's assigned code number to access his/her file. Center Management will provide this assigned code to you. To log out at the end of the day, you will repeat the same process. Any message to families will be relayed in writing from Center Management.

**An important part of the security system process is parents who are entering the front door must be aware of those adults who do not have a Cummins / CCDC badge.** Please do not allow other adults to enter the CCDC facility who do not have a badge. If you are ready to enter the facility and other adults are beside you without a badge, allow them to ring the doorbell just outside of the CCDC front doors for assistance from the CCDC management staff. The CCDC staff will be happy to re-direct them or meet their needs. Under no circumstances should CCDC parents allow another adult to enter into the CCDC facility without a badge. This is violating the security measures that we have in place to keep CCDC children and staff safe. Anyone violating this procedure will be reported to Cummins Inc which could lead to immediate dis-enrollment.

**Parents that are Cummins employees can use their Cummins I.D. badge to access the center once center management has input their information into the security system. Parents that are not Cummins employees have the option to purchase an I.D. badge for access to the center. The cost per badge is \$10.00, and any replacements for loss badges will be assessed a charge of \$15.00.**

## **What Is Your Policy Regarding Discipline of Children?**

During the early childhood years, children are learning to be in charge of themselves. We believe in establishing consistent, understandable limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for them. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

At Cummins Child Development Center, we work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Teachers establish predictable limits and help the children understand the consequences of their actions. For example, a child must learn that throwing a toy in anger may lead to injuries and that such a behavior is not acceptable. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors.

Parents and caregivers are interested in promoting self-control and appropriate social behavior in children. We use positive methods and guidance to encourage the development of these social behaviors. Our goal is to teach children to respect themselves and others and to show that respect.

The need for disciplinary action seldom occurs in an environment where expectations are reasonable and children are focused on activities that they find challenging and enjoyable. However, occasional problems requiring the use of discipline do arise. In these instances, the staff at Cummins Child Development Center is trained to use the following techniques:

- 1- **Natural Consequences:** Natural and logical consequences require children to be responsible for their own behavior. The purpose of using natural and logical consequences is to motivate children to make responsible decisions, not to force their submission. Consequences are effective only if you avoid having hidden motives of winning and controlling.
- 2- **Distracting the child:** The caregiver will turn the child's attention from the unacceptable behavior to a more acceptable one without directly confronting the child.
- 3- **Redirecting the child:** The caregiver will verbalize with the child what he/she has done and how it affects the other children in the homebase. Then, together, they find a more appropriate activity.
- 4- **Ignoring the child:** The caregiver will ignore the unacceptable behavior if it is not doing any harm to the child, other children, or the environment.
- 5- **Time apart from the group:** If the above methods are not effective, it may be necessary to separate the child from the group for a few short moments. He/she may rejoin the group as soon as he/she is able to behave appropriately.

In every case, we view discipline as a positive, solution-oriented process in which children learn appropriate behavior without damage to their physical or psychological well-being. Our center does not permit, nor will it tolerate, under any circumstance, the use of abusive disciplinary methods. Violation of this policy by a staff member will be grounds for immediate termination of employment.

## **Developmental Delay or Special Needs**

If we suspect that a child has a developmental delay or other special needs, teachers will:

- A. Observe and document child's behavior
- B. Meet with the parent to communicate the documentations they gathered.
- C. Discuss suggested next steps
- D. Offer resources and referrals such as First Steps, A Step Ahead, Bartholomew County School Corporation

This information is communicated with families in a sensitive, supportive and confidential manner, because it is crucial and in the best interests for all children that parents and teachers work closely together. When parents and teachers work together, both responsible parties have a better understanding of how a young child learns, how he responds to stimulus, and what the child's capabilities are.

It is the responsibility of the teachers and the parents to observe the child to find out everything they can about the child's development and then come together as a team to determine if the child requires further review from outside professional resources, such as Speech Therapy, Physical Therapy, Occupational Therapy, and/or Behavior Modification. If the parents and the teachers disagree that the child requires further review from the outside professional resources, Cummins Child Development Center then deems the right to require that the child obtain a baseline screening in the area of concern, with center support on helping parents to find resources available

in the community. Because it is the Center's sole responsibility to allow a child to reach his utmost highest potential, CCDC must exhaust all resources to allow a child to do just that.

## **What Is Our Policy Regarding Biting?**

### **Biting Policy**

Biting is common and unfortunately, not unexpected. In even the best childcare programs, a periodic outbreak of biting occurs among infants and toddlers, and sometimes even among two's and preschoolers. This is an unavoidable consequence of young children in-group care. When it happens, it's pretty scary, very frustrating and stressful for children, parents and teachers. However unfortunate, it is a natural phenomenon, not something to blame on children, parents or teachers, and there are no quick and easy solutions.

### **Why do children bite?**

Biting derives its significance from the group childcare setting. It sounds obvious, but if the child were not around other children very much, he probably wouldn't bite because neither the cause nor the opportunity would be present. A bite is powerful and primal, quick and effective, usually inspiring immediate and dramatic reactions. Some of the likely causes of biting also suggest ways of handling the biting:

*Socialization:* Often times children who bite are actually showing affection. They lack the appropriate social skills that say "will you play with me?"

*Teething:* When teeth are coming through, applying pressure to the gums is comforting, and babies will use anything available to bite. A teething ring or objects to bite will lessen the infant's need to bite other people.

*Impulsiveness and lack of self-control:* Babies sometimes bite because there is always something available to bite. This biting is not intentional in any way, just a way of exploring the world.

*Making an impact:* Young children like to make things happen. The reactions when they bite someone are usually pretty dramatic.

*Excitement and over stimulation:* When someone very young becomes very excited, even happily so, they may behave in an out-of-control fashion.

*Frustration:* Too many challenges, too many demands, too many wants, too little space, too many obstacles may lead a child to bite, especially before he or she has the capability to express frustration by other means, particularly through using language.

## **First Aid for Biting**

The most important thing to do is to comfort the child who has been bitten and then wash the bite with soap and water. Ice may also be applied if the skin is broken. In the event that a bite breaks the skin, both parents of the biter and bitee will be called. If the area is washed with soap and water, there is no threat to the child as all children enrolled must be updated on their immunizations upon enrollment and when immunizations are due. If the child does not meet the state regulations, they cannot attend the center. Once they have been appropriately immunized, they may once again attend the center.

# When Biting or Other Aggressive or Disruptive Behavior Happens

When behaviors occur, our first response will be to care for and help the child who was hurt or injured. We then help the child who did the aggression to learn more appropriate behavior. We work with the child who was aggressive, and examine our program so that the aggression will decrease and eventually stop. It is our job to provide a safe setting where no child needs to hurt another to achieve his or her needs. Our focus will not be on punishment, but on effective techniques that address the specific reason for aggressive or disruptive behaviors. Neither delayed punishment at home (which the child will not understand), nor punishment at the center, (which may make the situation worse) helps. **We do not use any strategies, which harm a child or are known to be ineffective.** What helps are immediate, logical consequences. The following are the steps we will take to try to extinguish the behaviors:

1. When a child exhibits hurtful actions including biting, we avoid any immediate response that reinforces the aggression, including negative attention. The biter is immediately removed with no show of emotion and caring attention is focused on the victim. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.
2. We look intensively at the context of each aggressive incident for patterns. Was there crowding, over stimulation, too few toys, too much waiting, and other frustration? Is the child getting enough attention, care, and appropriate positive reinforcement for good behaviors? Does the child need help becoming engaged in play or to make friends?
3. We work with each child on resolving conflict or frustration in an appropriate manner.
4. We try to adapt the environment and work with parents to reduce any child stress.
5. We make special efforts to protect potential victims.

## **On-Going Biting or Aggressive, Disruptive Behavior:**

When behaviors change from a relatively unusual home base occurrence (a couple times a week) to a frequent and expected occurrence, we start to provide the following intervention strategies.

1. Director or designated leadership staff reviews all the information available about behavior patterns, occurrences, etc.
2. Homebase caregivers and center leadership faculty meet to share observations and establish action plan with environmental and child routine adaptations.
3. Information is shared with the families of the children involved.
4. Caregivers touch bases daily with Director or designated leadership staff for direction, advice, and support and to maintain a perspective devoid of blame towards children, parents or other staff.
5. Caregivers chart every occurrence of aggressive behavior by children, and or any attempted behaviors.
6. Caregivers continue to chart, analyze, and profile behavior patterns and environmental

concerns of frequent biters or aggressors and victims.

7. Caregivers analyze and evaluate homebase response to each behavioral event to ensure consistent, appropriate intervention.
8. Caregivers adapt homebase environment and routines based on analysis to reduce stress, crowding, promote children's sense of security and stability, engage children more effectively in the environment, calm children after periods of excitement and avoid large groups.
9. Caregivers analyze child grouping to avoid combinations that may lead to conflict or biting.
10. Homebase caregivers or other staff designee may "shadow" children with behavior or aggressive tendencies.
11. Homebase caregivers or other staff designee may "shadow" children who are likely to be the victim.
12. Director or designated leadership staff communicates to all parents involved, the action that the center is taking and reports ongoing process.

#### **BEHAVIORS THAT CONTINUE AT THE SAME RATE OR INCREASES**

1. Develop and utilize the observation team from outside the center in combination with others on the centers' leadership team.
2. Adapt environment and routines as recommended. Revise and continue action plans.
3. Caregivers and Center Director along with parents, consider early transitions when possible.

#### **BEHAVIORS THAT CONTINUE AT THE SAME RATE FOR AN INDIVIDUAL CHILD AFTER 4-6 WEEKS.**

1. Caregivers and Center Director along with parents consider a homebase change, age group change for the child.
2. Parents are told alternative care options may be necessary for the child based on historical data, failure of interventions, and the inability of our program to make adaptations for an individual child.
3. Alternate care options are required.

#### **BALANCING PROGRAM COMMITMENTS TO ALL CHILDREN**

Some children become "stuck" for a while in a behavior pattern or syndrome and it is frustrating for the parents of victims that are unable to "fix" the child quickly or terminate enrollment. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting or aggressive child to that of other families, only after asking a family to choose other alternative care.

## Snacks and Meals

The center will offer lunch and two snacks a day as part of the stated fee structure. In addition, breakfast will be offered for an additional fee for those children arriving prior to 7:45 a.m. Please make the morning teacher aware if your child needs breakfast, remembering that it must be before 7:45am. Menus are posted on Friday on the Parent / Nutritional bulletin board outside the Kitchen area. The food served meets or exceeds the standards set by the United States Department of Agriculture, local and state health departments and licensing guidelines at Indiana Family and Social Services Administration [www.in.gov/fssa/carefinder.htm](http://www.in.gov/fssa/carefinder.htm). Children on special diets for medical reasons must provide a detailed and signed physician's statement to be kept on file at the center. A child with dietary restrictions (i.e., allergies, due to religious reasons, personal dietary preference, etc.) must have a written statement from parents indicating the food products that are restricted. Parents must notify the center in writing if modifications snacks and meals are needed due to health or other documented restrictions. The center will work collaboratively with parents to reach an agreement on the food modification while keeping in mind the group setting needs, regulations, and available resources.

For children on table food, no outside food is to be brought in, other than for special needs, such as allergies (proper paperwork provided). Parents may bring treats or other occasional food for their child and/or the class, after checking with the teacher, as long as the food is nutritious and store purchased. Homemade food is not allowed. Bringing in homemade food could present potentially dangerous situations if an allergen such as nuts is in or has contaminated the food. In order to reduce risks of allergic reactions and other sanitary reasons, homemade food should remain at home. Parents may take their child away from the center for lunch or may purchase the provided meal by notifying the teacher of their intent to join the class. Meal and snack times are provided on the classroom daily schedule, which is posted in each classroom and on the center website. Parents may list restrictions and the center will do its best to accommodate requests to restrict intake of foods or drinks that are not signed off by a doctor. The state childcare licensing agency and the Accreditation Academy require childcare centers to serve meals to children in order to meet their nutritional needs per Indiana Family and Social Services Administration [www.in.gov/fssa/carefinder.htm](http://www.in.gov/fssa/carefinder.htm). Children may show individual preferences for certain foods. However, research shows that children will meet their physiological needs if offered a wide variety of appealing foods over time. Please do not be concerned if your child doesn't eat at certain times, for with several serving times, they will eat enough food to prevent hunger.

If your child has a documented reason, signed by a doctor, for needing food prepared and brought in from home, then refer to the Safe Transport of Food Responsibility form that is signed when you enroll your child.

The menus are planned in consideration of the Accreditation Standards. The rotating menu is posted on the Parent / Nutritional bulletin board outside the Kitchen area and on the center website. Copies are also available upon request for parents to take home.

## Birthday Celebrations

While not required, we welcome the parent's choice to plan a special celebration for their child's birthday at the center. All aspects of the celebration must be approved in advance. If you plan to invite other family members to join you at the center on special days, please be sure and let your child's caregiver know. We hope you'll feel welcome to brainstorm ideas with our care giving staff as you plan. Consider these suggestions:

- 1- Bring afternoon snacks, such as muffins or bread, soft pretzels, fruit, juice bars, cake or cupcakes (food must be store bought and wrapped). **NO Peanut Butter Products or Peanuts Please! Cummins Child Development Center is a Peanut Safe Facility.**

- 2- Donate something to the homebase in your child's honor, such as a fish, book, audio CDs or puzzle.
- 3- Eat lunch or a snack with your child at the center.
- 4- Share a tradition by reading a story, sharing a family song or picture, or playing an instrument.

There are a small number of items we ask you not to bring to the center because of their impact on the safety of the children (choking): candy, marshmallows, popcorn, nuts and latex balloons, grapes, raisins, small toys, or toys with small parts.

## **Holiday and Other Events**

Every culture uses holidays and celebrations as important vehicles for communicating cultural and familial values and histories to its children. In addition, many holidays have important religious significance.

One might ask, "Should holidays be recognized at all in a childcare center that serves children so young?" At Cummins Child Development Center we feel there are many good reasons why families should share their customs with us:

- To help children understand the world around them by introducing the holiday ahead of time and then reflecting on their experience after the celebration or event.
- To create and implement fun and memorable days at the center for children, parents, and caregivers.
- To invite parent participation at the center to celebrate with their children and other families within the home-base.
- To reflect cultural diversity at the center by recognizing families as an extension of their family traditions that everyone can learn from and value, if they choose to do so.
- To create a home-school community for the children that helps them feel valued, esteemed and emotionally cared for while at the center.

Because holidays are so meaningful to many groups of people and because childcare centers serve more and more culturally diverse clientele, early childhood educators need to carefully and thoughtfully support holiday experiences for young children that:

- Value the various cultural identities of the children equally, as much as possible throughout the year on a continual basis not only during seasonal events.
- Satisfy the desires and expectations of many parent customers, as often as possible, throughout the year.
- Help children learn comfortably within a developmental framework appropriate for their age, respecting their social, emotional and cognitive skills.

This is truly a profound task! Virtually all schools and childcare centers struggle in their attempts at finding the most balanced approach to this topic in their programming. At the Cummins Child Development Center, we would like to recognize the special times in such a way that beliefs, customs, and traditions surrounding these special events are neither imposed nor ignored. In other words, we want to try to integrate the recognition of cultural events directly into our home-base environments and programming in a way those children may choose whether or not to participate.

Using the Jewish Holiday Hanukkah for example, to integrate recognition of this cultural events into our homebases, without imposing it on all of the children and families, a family might choose to come and share the story of the Menorah with a book or verbal account, bring a Menorah to show to the children, or count the candles and then leave a Menorah in the home-base housekeeping

center. The staff may enhance the experience by placing some books about Hanukkah in the language center, adding felt pieces of a Menorah with numbered candles to the flannel board center, and adding dreidels to the math or manipulative centers. In this way, children who recognize Hanukkah are affirmed because they see familiar items from their homes in their home-bases, thereby making a comfortable home-school community. Children who are not interested in these items do not have to play with them because they are simply additions to the existing environment. Furthermore, children who do want to play with these items have an opportunity then to learn from them as well. This approach is integrated into the general home-base, and is age-appropriate, child-directed, and respectful of all families.

Another example to explore might be a cookie decorating tradition shared by parents in with their child's home-base. Children would be involved with the measuring and pouring of ingredients, each child could choose the shape or shapes of their cookies as part of a snack prepared at the center. Children who participate in this activity are learning about math by measuring ingredients, colors and learning shapes as they choose decorations and cookie design. Staff can continue to enhance this learning by adding cookies cutters, rolling bins, etc. to the housekeeping center.

### **How do we recognize holidays at the Cummins Child Development Center?**

Understandably, many parents ask this question. For any celebration to be age-appropriate for children aged two-to five-years old, activities must be hands-on, discovery-oriented, and respectful of children's cognitive, social, emotional, and physical abilities. We should also consider that all of the children at the Cummins Child Development Center are celebrating holidays for the very FIRST time in their young lives. Therefore, celebrations need not be elaborate or similar to celebrations experienced in elementary school program. Simple is better. The goal is to keep the celebration fun and understandable, while avoiding over-stimulating the children.

At Cummins Child Development Center, we will plan a series of activities that can be implemented over the course of any year. These may include: a family breakfast, a staff pitch-in luncheon, cookie decorating or other ideas. We prefer this approach because it is age-appropriate and it allows our part-time families to participate in lots of activities related to the season when they may otherwise miss a single day's event. Homebases will focus on lots of seasonal related activities that children will enjoy-snow painting to develop creativity, experimentation with warm water and ice as a math or science activity, and seasonal clothing to try on in the housekeeping area.

We hope this overview answers some of the questions that parents and staff may have about holidays as well as about how Bright Horizons Family Solutions supports celebrations with families. Please speak with your child's teaching team about specific homebase plans.

## **Outdoor Play**

We believe that in order for children to be healthy, they need fresh air and exercise. The licensing agencies concur and they require us to provide outdoor time for children every day, weather permitting. Parents are advised to be aware of daily weather conditions so that appropriate outdoor wear is sent to the center with the child. If your child has frequent ear infections, please be sure to send adequate covering for his/her ears. Children will be taken outdoors except when the severity of the weather poses a safety hazard, for example when the temperature is below thirty-two (32) degrees Fahrenheit, or a heat advisory for Bartholomew County is in effect.

It is our policy that if a child is too sick to go outdoors, the child is too sick to be at the center. We cannot honor requests to keep a child inside while his/her class is outdoors. This request is unfair to the teachers in other classrooms who would have to care for your child in addition to their regular class. We must also be sure that we are not violating the teacher-child ratio in other rooms.

One example of an outdoor activity that the center utilizes is the outdoor water play. When temperatures warm up, we will hand out schedules for water play.

## **Television and Videos**

As a rule, television shows/videos are not considered appropriate to our educational philosophy because they are not hands-on experiences for children.

Center teaching staff may occasionally show television programs or videos that are developmentally appropriate and possess educational value. These forms of media will demonstrate the expansion of children's knowledge and the promotion of positive social values. All programs must be previewed and approved by authorized center management prior to use within the classroom. If you wish to share an educational video with your child's class, it must first pass these criteria...

1. All programs must be age appropriate.
2. All programs must be for educational purposes only and incorporated into lesson plans.
3. Caregivers should not require children to watch or sit in front of a television and should offer other choices of activities.
4. Caregivers shall maintain required room lighting.

## **Enrichment Programs**

Our enrichment programs can add even more to your child's development. They may include Tumble Bus, Dance, Gymnastics, Music Lessons, Tae Kwon Do, Art Lessons and Computer Lessons among others. Additional services may include speech, hearing and vision screening, portraits, etc. We welcome ideas from parents for services or programs that fit their needs and busy schedules. We will provide programs only if they can enrich the developmental curriculum we provide. Each provider is interviewed and references are required to ensure that the programs they provide fit our high standards. These services are optional for an additional fee. We take steps to assure that your child does not feel excluded if you decide that you do not wish to have him participate.

## **INFORMATION FOR PARENTS**

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### **Parking Lot Safety**

Please observe all posted signage and markings on the street closest to the center and in the parking lot areas. The entrance to the center is one way at the North entrance for safety purposes. Please do not delay parking to wait for a "closer spot." If you observe any person not following the posted signage, please report the information to the center management. Center management can be sure all parents and visitors are aware of the signage.

### **Closed Classrooms**

Teachers and staff close classrooms at the end of the day. If you need to enter a closed classroom, please pick up only your child's items and refrain from allowing your child to play with any items in the classroom or teacher's closet area. The teachers and staff take pride in closing the classrooms such that they are prepared for use first thing in the morning.

## **Transition Process**

Regulations state that there cannot be more than 13 month difference between the youngest and oldest child in the classroom per 470 IAC 3-4.7-50 state regulation. For grouping of children less than 30 months of age, in any group that has an infant or toddler, the maximum age range between the oldest and youngest child in the group shall be thirteen (13) months.

## **Diapering and Toileting**

Diapering and toileting are routine tasks that are incorporated into the program as a means of furthering children's learning while developing self-help and social skills. Personal care routines are established by each child's own bodily functions and rhythms. Staff members respond to children in ways that enhance their self-perceptions and sense of identity. These routine tasks are handled in a relaxed and positive manner on an individual basis. Vigorous attention is given to proper sanitizing of diapering and toileting areas, as well as consistent hand washing (for both staff and children) to prevent the spread of infection. Staff members in the Infant, Toddler, and Transition programs will document daily eliminations for parent's information.

Toilet training is an important part of your child's independence and self-awareness, as well as physical development. This training can only occur when there are definite signs of your child's interest and developmental ability, which is dependent on his/her developmental pace. Toilet training should be a cooperative and consistent effort between home and the center in order to provide maximum levels of success. Pull-up type diapers may be used as a transition from a diaper to regular underwear.

Children who are in the beginning stages of toilet training will be taken to the toilet regularly to assist in establishing the conceptual development of elimination into the toilet. More advanced children will be offered frequent opportunities for toileting, particularly after meals and before sleep periods. Feedback will be provided on toileting progress on a daily basis.

## **Reporting Absences**

Since teachers plan their day's activities based on children in attendance, parents are asked to notify the Center if their child is going to be absent or late for any reason, or if the child will be picked up early. The center number is 812-378-5833 to call to report absences due to any reason. If your child is ill, the center will need to understand if the illness is communicable, so other parents can be informed that a child in the suite has a communicable illness. The illness information is posted on the doors to the entrances of the impacted classrooms. The name of the child is not revealed.

The center does not allow any child to leave the center with anyone other than the child's parent or person(s) listed on the enrollment form. If in any case, someone other than yourself will be picking up your child, you must fill out a "Change in Schedule" form (located at the center front desk).

## **How Will We Communicate About My Child?**

When dropping off your child, personally bring him/her into the building, sign him/her in and have your child walk beside you until entering the classroom. Make contact with a teacher when dropping off your child and likewise make contact with a teacher when picking up your child. Please check your child's personal cubby and mailbox / folder every day. Information from teachers, the center director, newsletters, and children's work are placed in their personal cubby / folder / mailbox. Please take these items home daily.

# Child-Related Concerns

Communication between the center staff and parents is important. Parents will talk with the primary teaching team daily concerning their child's day during arrival or pick-up times. Parents can expect written communication on a regular basis. Infants and toddlers receive written daily report sheets noting the daily eating, sleeping, and toileting processes for the day. For older children, refer to posted lesson plans, communication notebooks in the classrooms, and the child's mailbox. Monthly center newsletters are emailed to parents and available at the front desk. The "Look at What We Did Today" happened today communications are also posted. Take advantage of talking directly with your child's teacher during drop off or pick-up or call the center and ask to talk directly with the teacher or make an appointment to meet with your child's teacher. Teachers will post daily notes to tell you what the class activities were for the day. Talking with your child each day about his experiences and feelings will bridge your child's day between the center and home. You may also wish to use the monthly parent letter as a springboard for discussion with your child. In addition, all teachers prepare lesson plans that you can review. These will be posted inside your child's room.

Conferences are held twice a year and at other times as needed with parents to discuss your child's progress, accomplishments, and difficulties at home or at the center. We encourage you to come to the center and visit at any time, as the center has an open door policy.

Parent surveys are distributed at least once a year in order for us to gather feedback. Should you have any questions or suggestions, please notify your child's primary teaching team, his/her supervisor or an administrative staff member. Open lines of communication will enable us to provide you with the service you expect and value.

The supervision of your child's growth and training is our joint responsibility. We want to know and understand your child; feel free to discuss with us any problem your child may have. Specific instructions concerning feedback, health, medicine, etc. must be in writing and signed by the parent. When you have questions or concerns, we ask that you communicate first with your child's primary teaching team. If the teacher's response is unsatisfactory, please contact the Center Director who is familiar with the activities of your child's area and with the policies and procedures of the company.

## ***Cummins Child Development Center: Chain of Command***

Refer to Attachment 2: Cummins Inc. Treatment of Each Other Policy

All center employees and all parents / guardians in the center or on center grounds property will adhere to the treatment policy.

1. Child's Primary Teaching Team and / or Team Leader
  - A parent with concerns regarding the classroom, should always talk with the classroom teacher first
2. Assistant Director/Office Manger
  - If unsatisfied with the response from the classroom teacher, talk with the assistant director / office manager
3. Center Director
  - If the first two steps do not resolve the issue, request a private meeting to discuss the concerns with the center director.

It should be noted that Cummins Code of Conduct applies to the CCDC. The Code of Conduct is attached in Attachment 3.

If you have covered the full management chain from teacher to Center Director and you feel that your concerns have still not been addressed, then the Center Director will provide you with the phone number and / or email address for the Bright Horizons Family Solutions Indiana Regional Manager and Cummins Inc.'s Corporate Liaison. A committee will be set up to make decisions and address concerns between Bright Horizons Family Solutions management team and Cummins Inc. this is the only official channel where your concerns will be heard, documented and evaluated.

It is usually best to take your concerns or questions to individuals in the center who can immediately respond. Be assured that no matter what your concerns are, our staff considers your feedback extremely important and would never let it reflect on the type of care your child receives. We know that your feedback is the only way we can be sure that we are meeting your needs.

## **Facility-Related Concerns**

Because the Cummins Child Development Center is owned by Cummins Inc. and is a part of the Corporate Center Campus, the Policy Review Committee must discuss all facility-related concerns. In addition, the Committee partners with Bright Horizons Family Solutions to ensure the center policies and practices are consistent with those at Cummins Inc. Any parent who has a concern about the facility or the partnership with Bright Horizons Family Solutions is encouraged to give their concern in writing to the Center Director for discussion by the Policy Committee.

In order to remain unbiased regarding any issues that are discussed, committee member names are confidential.

Cummins Inc. and Bright Horizons Family Solutions are committed to the satisfactory resolution of parent concerns. Good communication between staff and parents is vital to the smooth operation of the center and the care of your child.

## **Parents as Partners**

Parent involvement in the center activities is important for both you and the parents. It strengthens the continuity between a child's experiences at home and at the center. Our program offers a variety of ways parents can become involved.

- 1- Parent Partnership Representatives: Parents are an integral part when providing input for the purpose of an excellent curriculum. To bridge the gap between staff and parents, the parent partnership representatives meet with the teachers to coordinate and implement activities in the classroom, ultimately enhancing the curriculum. Some activities include diversity—such as shared cultural dances, food, and clothing. Other activities include special visitors to come to enhance the Bright Horizons curriculum already put into place. In addition to this partnership, all parents evaluate the program annually through a Bright Horizons parent survey, and results are delivered to center management. An action plan is then put into place through the corroboration of the Center Director and Bright Horizons Leadership.
- 2- Parent volunteers: A parent's participation in the home base is a special treat for the children and the caregivers. You are invited to "help out" whenever your schedule permits. You may wish to bring a special activity for the children, or simply participate in the activities underway. Please coordinate these activities in advance with your child's teaching team.
- 3- Parent meetings: Center activities and other topics of interest will be discussed periodically through newsletters and at informal meetings arranged by the Center Director. Monthly Parent meetings are open to all CCDC parents and are held at the CCDC.

- 4- Open door policy for all parents: You are welcome to visit the center at any time and are encouraged to do so. However, we understand that your availability to visit the center during working hours is a matter to be determined by you and your supervisor as you strive to balance your work and family responsibilities.
- 5- Parent Education: All parents are invited to attend the parent partnership meetings for updates on the program, as well as extended educational purposes directly related to personal needs of being a parent of young children. The meetings are held the first Wednesday of every month in the Conference room, and are designed to serve our diverse group of parents: those of all race, color, and cultural backgrounds. Parent Educational meetings can be held in different formats, such as, but not limited to: education curriculum nights, lunch-n-learn sessions, and special guest speakers that inform parents about parenting skills, childhood obesity, SIDS, Early Childhood Education, etc. Parent Education Meetings will be posted in the center newsletters.

## **Special Events Committees**

This group of parents will come together to support, coordinate, and organize ad hoc / special events such as creating a float for the holiday parade, graduations, fund raisers. Etc.

## **Pets at the Center**

Before adding a pet to our center, we inform the parents of what kind of animal it is and the safety procedures we will follow in caring for the pet. Some children may have allergy problems just being around a pet; others may react only after handling the animal. Parents will be part of the decision on whether or not their child will be in contact with the pet. Teachers and children **WILL** wash their hands after handling pets, pet foods, or pet wastes. Thorough hand washing with soap for at least 30 seconds using warm, running water has been effective in preventing disease transmission.

Read more: [What Pets Are Best for Child Care Centers? | eHow.com](http://www.ehow.com/info_7949808_pets-child-care-centers.html#ixzz1TFENmbNf)  
[http://www.ehow.com/info\\_7949808\\_pets-child-care-centers.html#ixzz1TFENmbNf](http://www.ehow.com/info_7949808_pets-child-care-centers.html#ixzz1TFENmbNf)

## **Safety and Security**

Our policies and procedures for dealing with emergencies and security are carefully drafted to ensure that your child will be safe with us. We conduct monthly emergency drills for evacuation and severe weather. Evacuation plans are posted in each classroom of the center. In the event of a sudden storm or emergency where parents are unable to reach the center, we are prepared to care for the children for extended periods. In the unlikely event that the center is severely damaged and declared unsafe, plans are made to evacuate children to safety where they will await your arrival. In the event of an emergency that prohibits access to the center, such as a chemical spill, etc. the center will be placed under a lock down situation to keep the safety of the children the priority. Parents must be assured that their children will be safe and returned to them at the first opportunity that is safe for the children. Should such an emergency occur, please make sure you are aware and informed of our Emergency Response Plan, developed by Cummins, Inc.

***It is the center's strict policy that no child is ever left alone.*** Children shall always be under adult supervision. Before moving to or from different areas within the facility, a headcount will be taken to account for all the children within that group. During the transition from room to room, a teacher will always leave the classroom first, as a leader, with the other teachers being the last out of the room to assure that all the children have safely left the room. Transitions involving the outdoors will follow the same procedure.

The center has an intercom system throughout the building so that staff can contact others for assistance, if necessary.

Children will remain under adult supervision at all times while at the center. We will do everything possible to minimize accidents through various safety programs, facility inspections, routine maintenance, and consistent policies and procedures. However, minor injuries sometimes occur; we request your understanding and cooperation. Staff will respond immediately to administer first aid and correct any deficiencies in the program.

Parents will be notified in the event of significant injuries; which may include:

- Insect stings that result in questionable swelling or other possible allergic reactions;
- Abrasions or minor cuts that cause concern; and
- Bites that result in bleeding.

Each injury will be considered on an individual basis to determine whether or not parents should (or would prefer to) be notified. If it appears that an accident is serious or may lead to complications, parents will be notified immediately. We carry student accident insurance to cover expenses your insurance company does not cover. We will provide you with written documentation of the incident. We review any incident to determine preventive measures that could reduce the possibility of a repeated incident.

Our center is protected by a security access system. We ask your cooperation in making the system work. When you enroll your child you will receive instructions concerning the use of the system to ensure that only authorized individuals enter the facility. Upon arrival each day, parents are required to do the computer check-in and accompany their children to the assigned classrooms. ***Teachers are required to record each child's arrival in order to maintain an accurate attendance log at all times.*** Even when children are away from their classrooms on brief excursions or outside on the playground, teachers maintain possession of their classroom attendance sheets.

***Teachers are required to log the child's attendance time and departure time, and parents are required to log their child(ren) in and out of the computer system.***

Consistent parent/teacher communication is vital in determining exactly who is in the center in the event the building should be evacuated. Communication also facilitates the teachers' abilities to identify where children are at all times.

Children will be released only to authorized adults who you identify in your enrollment papers and a "Change of Schedule" form must be completed at the front desk. It is for the safety of your child that:

1. All persons entering the center must show I.D. In addition, all visitors must sign in and out of the center. All visitors will be escorted through the building at all times.
2. Parent/guardian authorization may be checked by valid birth certificate / passport or record of legal guardianship.
3. Always notify the center if someone other than the parent/guardian is to pick up a child, or if a parent would like to revise the "Change of Schedule" form. Complete a "Change of Schedule" form at the Center front desk to state the adult's name, relationship to child, day and time he/she will pick-up your child, and the parent contact phone if it will be different than the phone number on file. In an emergency only, notification may be given by telephone, center staff

(Center Management: Cindy Reed, Becky Bunch, Taylor Baker) will call the parent back at their worksite for verification. If you are not at your regular work number, please give your social security number for verification.

4. All persons (other than parent or guardian) authorized to pick-up a child will be asked to check the child out at the reception desk before picking the child up. Here, his/her identity will be verified by viewing his/her driver's license. This information will be recorded. This procedure is necessary even though the individual may have a security access card. This person will receive a "permission slip" to take to the child's classroom to allow the child's release. Please notify the person picking up your child that he/she must show I.D. before the child will be released.
5. Please keep your child's records with up-to-date emergency information.
6. Any time an unauthorized person attempts to pick up a child, the parent is called before the child is released. If this person acts suspiciously, or is hostile, security will be called. No child will be released to an unauthorized person without parental or guardian consent.
7. In the case of separated or divorced parents, the law stipulates that we cannot determine which parent may pick up the child. We must release children to either parent regardless of which parent has enrolled the child ***unless the custodial, enrolling parent has a court order.*** In that case, we must retain a copy of the court order in our files. Parents should inform the center if there are any problems with custody of the child.

In the event a parent becomes confrontational with another parent or staff while on the CCDC property or does not comply with the Treatment of Each Other or Code of Conduct policy, the Cummins liaison and center staff reserve the right to remove the parent from the CCDC property until the issue is resolved. Badge access for the parent(s) in question will be temporarily suspended until the issue is resolved.

Children will not be released without an adult escort from the premises. Our parking lots are frequently busy and we want to ensure that the children are always safe.

## **Emergency Response Plan for Cummins Child Development Center: Parent Information**

**Primary Manager:** Cindy Reed  
**Coordinators:** Becky Bunch and Kathy Yeager  
**Cummins Child Development Center, Inc. Emergency Phone Line: Center Phone**  
**812-378-5833**

Please refer to the Emergency Plan. The RAVE text messaging and email communication system will be utilized in the event of an emergency to communicate with parents as well. If you need to sign up for the RAVE messaging, please refer to the Appendix 4 for documentation on how begin receiving RAVE communications.

**What you can expect in the event of an emergency:**

**A phone call from Cummins Child Development Center, Inc. faculty indicating:**

**1. WHAT HAS HAPPENED.**

- MEDICAL**
2. The condition of your child.
  3. Who's caring for your child

4. Information on where to meet your child (either at the hospital or at the Center)

**You can expect that we will care for your children at Cummins Child Development Center, Inc. unless building and/or playground safety become an issue.**

If fire, bomb threat, or toxic spill compromises Center safety, you can expect:

- FIRE** A phone call from Cummins Child Development Center, Inc. staff or our Cummins Liaison: Victoria Baker 378-5833
- BOMB THREAT** 1. What has happened  
2. ***The condition of your child(ren)***
- TOXIC SPILL** 3. Information on where to pick-up your child(ren) – possible safe sites:  
1. Cummins, Building 96 , Second Floor, Columbus, IN

**If a major tornado compromises Center safety, you can expect:**

- TORNADO** Phone systems may be down or marginally functional. If possible, you will receive a phone call from Cummins Child Development Center, Inc. staff or a designated parent indicating:
- Columbus, IN
- 1) The condition of your child(ren)
  - 2) Information on where to pick-up your child(ren) -  
**possible safe sites:** 1. Cummins, Building 96, Second Floor,
  - 3) If you have not been contacted, come directly to Cummins Child Development Center, Inc. where information will be posted as to the location of your child(ren). If necessary, we will prepare to remain on the Center campus for 24 hours.

**NOTE: In a center wide evacuation, it is important for our phone lines to stay clear for emergency information. We will make every effort to make contact with you.**

**An evacuation may occur due in part or in whole to the following circumstances:**

- Smoke or fire detection
- Full pull alarm
- Intrusion alarm
- Trouble or panic alarm
- Bomb threat
- Utility failure
- Disorderly adult
- Other issues that make the center inhabitable
- Chemical release
- Severe

**If and when an evacuation occurs, the first priority is to quickly and safely evacuate all children and staff.**

It is imperative in any emergency situation that parents remain calm and allow this Emergency Response Plan to function as it was created to protect and ensure the safety of all children. It is also equally important to remember that during evacuation or other type emergencies that telephone communication may be extremely limited or not available at all. Every reasonable effort will be made to establish appropriate communication with you during and after any emergency situation involving your child.

## **What Is Your Policy Regarding Sick Children?**

Parents will be notified if their child becomes ill at the center. Parents will be asked to remove children from the center immediately (not to exceed 30 minutes for parents working within Columbus and 1 hour for parent working outside Columbus). If your child is not in attendance due to a communicable illness or disease, your child may return only with a physician's note indicating that he or she is no longer contagious. Children must be symptom free for 24 hours. The amount of time a child must spend away from the center depends on the illness. Each illness has a specific incubation period and contagious period. The incubation period is the time between exposure to the illness and the onset of the symptoms. The contagious period is the period in which a child can spread the illness to others. Children should not be sent to the center during the contagious period.

State laws mandate that we are unable to care for children who are ill. Children who exhibit signs of illness listed below should remain at home. The following indications of illness necessitate removal.

### **Symptoms:**

- Children who develop a fever of 100.5 under the arm while at the center, we will notify you. Your child must be picked up within the time allotted above. Children with a 100.5 under the arm will not be readmitted to the center until they are symptom free for 24 hours, without fever suppressant.
- Fine blisters on the face, scalp, or body indicating the possibility of chicken pox.
- Defined as three or more loose stools within one day. Child must be free of diarrhea for 24 hours before returning. If the episodes develop an erratic, but recurring pattern, the child may attend the center if a doctor's written statement is presented verifying that there is no infectious cause and is determined non-contagious.
- Swollen glands at the back of the neck indicating the possibility of German Measles.
- Rashes that are not identified or that have not been diagnosed as non-communicable by a physician will need to be seen by a doctor. A doctor's statement will be required to return to the center.
- Swelling over the jaw or in front of the ear indicating the possibility of mumps.
- Discharge from the eyes or crusted eyelids indicating the possibility of infectious pink eye.
- A very sore throat as indicated by refusing food and drink suggesting the possibility of streptococcal infection.
- Listless, lethargic behavior, lack of appetite, refusal to eat or drink, extreme irritability, or clearly unusual behavior for the child which persists over time indicating the likelihood of

oncoming illness.

- Two or more episodes of vomiting (regurgitation in small infants excluded). Children must be free from vomiting for 24 hours before returning to the center.
- Severe colds with fever, sneezing and thick colored nose, eye, or ear drainage.
- Body or head lice. The child will be isolated until you can make arrangements to pick up the child.
- Any combination of the symptoms listed.

**Note:** *We will not administer acetaminophen to a child in order to reduce fever in excess of 100.5° so that he can remain at the center. Fever reducing drugs will be administered at the parent's request, but the child cannot remain at the center until the fever has been below 100° for at least 24 hours.*

Children who appear ill without obvious symptoms should be kept home from the center. Examples include children who are unusually pale, flushed or irritable unusually tired or lethargic.

An infant who receives an immunization may develop a fever but not be contagious. If the pediatrician has indicated this situation on the return to school form and authorized the administration of Tylenol or medication recommended your pediatrician, the child may remain in the center.

Remember that when children are ill, their immune responses may be lowered, leaving them vulnerable to other illnesses. Additionally, when children come to the center ill, other children and staff is exposed to illness, thus creating an unhealthy environment.

In the event that a child contracts a contagious illness, it is the parent's responsibility to inform the center immediately. When contagious illnesses are identified among children who attend the center, a notice will be posted indicating the type of illness, symptoms to look for, and other information that may be of interest to parents, such as the incubation period for various diseases. We do this, as much in advance as we can so that you can plan for alternative care for your child should he/she become ill. Names of ill children are not made public. Only the type of disease and related information is shared. The center will notify the local health department when specific communicable diseases have been diagnosed, as required by law.

Parents are requested to notify the center of exposure to a communicable disease outside the center. At the discretion of the center administrative team, children who have been exposed to a communicable disease may be excluded from the center for the period of time recommended by the child's physician or by the local health department.

In addition to following Indiana State Board of Health illness guidelines, the Cummins Child Development Center uses a consulting pediatrician to advise the center on the children's health and wellness issues.

## **Why is hand washing important?**

Hand washing, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Good hand washing technique is easy to learn and can significantly reduce the spread of infectious diseases among both children and adults. It is important to encourage and help children to wash hands before entering the classroom at the beginning of the day, before eating, after playing outdoors or playing with pets, after using the bathroom, and after blowing their noses. Even though hands may appear to be clean, they may carry germs or

microorganisms that are capable of causing disease. This is a practice that Cummins Child Development Center takes very serious.

## **What Do I Need To Know About Physical Examinations and Immunizations?**

Refer to the Immunization Information at Indiana Family and Social Services Administration: [www.in.gov/fssa/childcare.htm](http://www.in.gov/fssa/childcare.htm)

### **Medical Policies**

The Cummins Child Development Center will be operated in a matter to ensure a secure, healthy, safe environment for the children and staff at the center.

### **Medical Paperwork and Appointment Cards**

Per licensing requirements, all children enrolled at the Center must have up to date physical examination and immunization records signed by a physician.

Parents can ask the Center front desk for the necessary paperwork needed for the physician to complete. Parents should take the appropriate paperwork to the child's annual physical examination and return the completed paperwork to the Center for the child's file.

Please provide the Center front desk with an appointment card for your child's next physical exam, so a copy can be made and kept on file. This appointment card record shows potential auditing authorities that the child has his/her next appointment scheduled as most insurance companies will only pay for one physical exam per year thus appointments are typically over one (1) year apart. It is a requirement that your health forms need to be returned by the week of your child's scheduled appointment.

### **Physical Examinations**

All children enrolled in the center must present a physical examination prior to time of enrollment. An undated physical examination must be presented every year there-after on the child's 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> birthday. Infants must have a new physical every three months. This can be accomplished at their regular well baby check up visits.

### **Immunizations**

In order to be enrolled in the center, children must be immunized in accordance with state pediatric practice in the State of Indiana. All children must follow the American Academy of Pediatrics recommended immunization schedule and provide a written record to the center verifying each immunization so that the center's records are kept current. Pertussis vaccine is included in this requirement due to the large group of susceptible (one year and younger) children at the center.

Children whose immunizations are not kept current will be dis-enrolled. All children must be immunized against Hemophilus Influenza type B (HIB) and MMR. Children will receive 3 HIB vaccines with a booster at 12 and 15 months. The first HIB vaccine should be administered at 2 months. The American Academy of Pediatrics recommends the following schedule. Refer to 470 IAC 3-4-86 regulation. In addition, please see Indiana Family and Social Services Administration [www.in.gov/fssa/carefinder.htm](http://www.in.gov/fssa/carefinder.htm)

## Required Immunizations

Immunizations	Age(s) Given
DPT (diphtheria, tetanus, pertussis)	2, 4, 6, 15-18 months, 4-6 years
Polio (oral)	2, 4, 6-18 months, 4-6 years
Measles, Mumps, Rubella	12-15 months, 4-6 years
HIB	2, 4, 6, 12-15 months
Hepatitis-B	0-2, 1-4, 6-18 months
Varicella	12-18 months; 4-6 years
PVC/Prevnar	2, 4, 6, 15-18 months; 2-3 years
Physical	1, 2, 3, 4, 5 years of age

### Chronic Medical Conditions

Children with pre-existing medical conditions will be evaluated for admission on an individual basis. After admission, documentation of regular medical follow up will be required.

### Reportable Communicable/Infectious Diseases

We give serious consideration to all recommendations made by the public health agencies in order to ensure the health and safety of faculty members, children, and families we serve. We believe it is extremely important to notify families about the risk and exposure to communicable and infectious diseases so their children can receive preventive treatment if available. Included among the reportable illnesses/diseases are:

- Hep A
- CMV
- Chicken Pox
- Rubella
- Measles
- Pertussis
- Fifth Disease
- Flu
- TB
- Shigellosis
- Giardiasis
- Meningococcal Disease
- Strep
- Ringworm
- Scabies
- Lice
- Herpes
- Cryptosporidiosis
- Diarrhea caused by E. Coli
- Rotavirus
- Campylobacterium
- Salmonella
- Diarrhea
- Vomiting

## **Exposure to Injury and Non-Infectious Diseases**

We maintain stringent health and safety practices. Our health and safety policies and practices are based on the Model Health Care Policies developed by the American Academy of Pediatrics and the U.S. Public Health Department. The following are a list of exposures and non-infectious diseases our faculty, your child or family may come in contact with:

- Back Injury
- Bites
- Dermatitis
- Stress
- Environmental Exposures
  - Art Materials
  - Formaldehyde (indoor air pollution)
  - Noise
  - Disinfecting Solutions
  - Latex

## **Can My Child Be Given Medication While He/She Is At The Center?**

### **Medications**

According to the licensing agency, we are not allowed to administer any type of non prescription medications without a current Medication Order Form which is required upon enrollment and renewed annually signed and dated by your child's doctor. Prescription medications can also be administered however, parents must authorize CCDC leadership members to administer by first completing the Authorization for Administration of Medication Form which is available at the front desk.

Please Note that All medications must be dropped off at the front desk and will be delivered by a member of management to the correct classroom. Each classroom has a locked medication storage box.

1. **Medication Order Form:** Non-Prescription Medication such as diaper cream, acetaminophen etc..., must be in the original container and in an unopened package and not expired. It must be on the Medication Order Form required upon enrollment and renewed annually, signed and dated by the child's doctor. Additional non-prescription medications can be made to the Medication Order Form. Please ask a member of management at the front desk and they will retrieve your Medication Order Form from your child's medical file for you to make additions.
2. **Authorization for Administration of Medication:** Non Prescription and Prescription Medication except diaper cream and ointments require a current Authorization for Administration of Medication Form which is valid for 30 days. Please ask the front desk to review this form for additional information prior to bringing in any medication that is to be administered by CCDC Management. A doctor's signature must be on a current Medication Order Form in order to administer any medication; this includes non-prescription and prescription medications. Please refer to the Indiana Family and School Services and Administration [www.in.gov/fssa/carefinder.htm](http://www.in.gov/fssa/carefinder.htm).

3. When prescription medications are no longer needed, the center must return them to the child's parent. The center must dispose of medication when a child withdraws from the center or when the medication is out of date.
4. Parents must sign and date medication forms before any medication can be administered. Parent must specify date, time, and amount to be given. A method for dispensing the medication must be provided with the medication. (Dropper, medication, spoon, or other measuring device).
5. All medication is to be given directly to the management personal and not left in the child's bag or cubby. The management team **MUST** receive the medication at the front office before medication enters the classroom. At **No** time should medication be left unattended. Medications will be kept in a storage area inaccessible to children and in accordance with pharmacy instructions (i.e., "refrigeration required"). All medicine requiring refrigeration will be kept in the classroom refrigerator located within a locked box. Medicine for Infants requiring refrigeration will be stored in the Infant kitchenettes in a separate container.
6. Parents are requested to remember to take medication home with the child each day. This is especially important for those medications that require continued administration on a consistent basis, as with antibiotics.

Don't forget to mention to your pediatrician or family physician that your child is in a center based childcare. Often medication can be administered before you bring the child to the center and again in the evening, avoiding administering medication at the center completely. If this is not possible, you may wish to ask your pharmacist to provide you with two bottles for the medication so that one can be at the center and the other at home.

Parents are highly encouraged to send sunscreen to the center to help prevent sunburn. Sunscreen used for prevention needs to be listed on the "Sunscreen and Insect Repellent Permission Slip" and signed a parent. Sunscreen must be labeled with the child's first and last name.

Sunscreen cannot be in aerosol form due to the potential for a flammability hazard thus aerosol cans are not allowed per fire regulations.

## **What Happens If I Am Late Picking Up My Child?**

Center operating hours are posted at the center. The center opens at 6:30a.m., and closes at 6:00p.m. The center will open promptly so that you can get to work and will close promptly. Please make arrangements to pick your child up **before** closing time. If you are going to be later than your scheduled time due to unforeseen difficulties, please notify the center as soon as you realize you cannot make it by closing time. There will be an additional charge (indicated in the Intake Agreement) to cover the additional staffing and administrative expenses.

It is also recommended that you develop a back-up system for pick up. Having an alternative when you are going to be late will keep you from getting frantic when you discover you can't make it in time. Other parents, relative, neighbors, etc. are recommended as alternative pick up persons. If you plan to use back-ups, please be sure to list them as authorized persons to pick up your child as we will require identification from any unknown party. In addition, if you plan to use an alternate, please notify us by telephone so that we will be aware of the change in plans.

We are tolerant of occasional, unforeseen tardiness, but we cannot be tolerant when parents are late repeatedly. Excessive tardiness will result in substantial late fees and/or termination of

enrollment. This policy is necessary because we believe that our teachers need time to rest in order to be effective in the classroom. Many of our teachers have families that need them at home. We appreciate those teachers who agree to work the later shifts and we try to show our appreciation by letting them go home at the scheduled time.

Two staff members will be assigned to check the center to ensure that all children have been picked up each day. If closing time arrives and center staff has not heard from parents in regard to a delay in picking a child up, attempts will be made to locate parents at work, home, and/or school. If the staff is unable to locate the parents, attempts will be made to contact one of the "authorized" persons, as listed on the child's emergency card, to arrange transportation for the child. We will stay with your child as long as possible, but if after 30 minutes we have not been able to reach you or an emergency contact, we will call the local child protective services agency.

## **Tuition/Fees**

The weekly tuition fee is due by Monday of each week with no deduction for any absences or holidays. All Cummins Inc. employees are required to utilize the Cummins Payroll Deduction System. Center Management can assist you in arranging the proper deduction amount. If you have special circumstances, please make arrangements with the Center Director prior to enrollment. You will be notified of any changes in tuition within 15 business days of the change. Tuition changes generally occur in June of each program year.

Tuition is withdrawn two weeks in advance of care by payroll deduction. Any additional charges you incur are due to the center no later than Monday morning or as communicated by the center management staff. We cannot extend credit to any family enrolled at our center. Any additional charges assessed (i.e., enrichment programs, breakfast, etc.) must be paid in a timely manner. A returned check fee will be assessed.

Payment of tuition by payroll deduction will be evidenced by a signed "Payroll Deduction Authorization Form," and must be initiated at the beginning of a payroll period cycle. Parents may not alter the condition of payroll deduction unless a new form has been obtained from and approved by the Director.

**Sibling Discount:** Cummins exempt employees (who are paid bi-monthly) receive a 2 week sibling discount for every bi-monthly pay period. Since these specified Cummins employees are paid bi-monthly, the sibling discount for the year is 9.2% weekly.

All parents with siblings are receiving a 10% discount off of the weekly rate of their oldest child as this is how the policy has been calculated. Please note that the sibling discount is not calculated based on individual pay cycles but as a 10% discount off a weekly tuition rate on the whole. The reason why Bright Horizons handles this in this manner is because the parents who have their children enrolled comprise of Cummins employees, Columbus Regional Hospital employees and Community parents who are not Cummins employees. Therefore, there are different pay cycles involved here at the Cummins Child Development Center and Bright Horizons is trying to accommodate all discounts in the manner of supporting their various centers nationally and internationally on their accounting system.

A non-refundable initial enrollment fee of \$100.00 is payable at the time of enrollment and/or when requesting to be placed on the wait list. The enrollment fee is a one-time fee that will not have to be paid again unless your child is dis-enrolled. If you dis-enroll your child for any reason, you will have to pay the \$100.00 enrollment fee at the time of reenrollment.

Assessments are made annually to determine if a tuition increase will be made. Information on the tuition increase will be made available at least two months before implementation of the increase, so parents can make informed choices.

Optional activities such as music classes and tae kwon do are offered at the center for an additional fee. Information on these optional classes can be obtained from the center front desk.

Parents may voluntarily withdraw the child from the center by giving two week's written notice prior to withdrawing their child. If notification is not received, the two-week tuition fee will be deducted from the parent's paycheck.

Our tuition rates take leave time (i.e., vacations, holidays) into consideration. The payments you make should be thought of as installment payments toward an annual fee. Please note that tuition must be paid in full without deduction for absences. Children who miss a scheduled day due to illness or vacation may not attend on an unscheduled date without prior approval from the Director. When possible, we will accommodate children on unscheduled days as long as the classroom will be in ratio and additional staff is not required due to extra children. This is because our staffing and other operational expenses are arranged on the basis of fixed enrollment levels and must be met on a continuing basis. Few of the operating costs of the facility are eliminated when a particular child is absent. We are confident that you will understand our need for financial stability and we appreciate your cooperation. For rates, please refer to the current tuition schedule.

## **Parental Cooperation**

In order to support caregivers and programs for children, please cooperate with us in the following:

- NO smoking
- NO use of alcohol
- NO use or possession of firearms
- NO use or possession of illegal substances
- NO use or possession of potentially toxic substances

## **Termination of Care of Child**

### **Withdrawal and Disenrollment**

A parent's right to dis-enroll a child from the center is respected. You are required to provide a two-week written notice of intent to withdraw. We may request that you complete some additional disenrollment paperwork. Management will provide the necessary information to you.

If, in the judgment of the Center Director, the individual needs of a child cannot be met in group care, the director reserves the right to dis-enroll the child. When a situation is identified that could lead to disenrollment, the Center Director and caregiver will work with the parents to overcome the problem.

The center may require parents to withdraw children from the center when:

- A parent abuses the Policies and Procedures of the center.
- Upon the advice of a physician.
- When the parent is unwilling to cooperate with the center staff in the best interest of the child, as determined by the Director and administrative staff members.
- Violation of Code of Conduct or Treatment of Each Other Policy

## Licensing

Our center is operated within the requirements of city and state health, fire, and building regulations and meets all American Disabilities Act / ADA requirements for licensed child care facilities. We adhere to state and accreditation standards for room and playground space, staff to children ratios, and the type of program equipment and learning materials used. We are licensed by the state agency regulating child care facilities and we meet accreditation standards for early childhood programs as defined by the (NECPA) National Early Childhood Program Accreditation.

The objectives and program of the center, the enrollment and health information sheets, this parent handbook, and a copy of the rules regulating child care centers for this state, are available on the center website [cumminscdc.com](http://cumminscdc.com) for reference. The center has the following items available for review upon request:

- The current menu, including snack menus;
- The letter or compliance evaluation from the most recent licensing visit or investigation;
- The most recent fire inspection report;
- The most recent sanitation inspection report;
- The most recent gas leak test report (where gas is used);

The center will display the following in a prominent place where staff, parents, and others may review them:

- The license;
- Notice of requirement to report suspected child abuse;
- Emergency evacuation and relocation plans; and
- Notice regarding any planned field trip.

Licensing standards vary from state to state. A copy of the state standards is available for parents on the internet at [www.indianabureauofchilddevelopment.com](http://www.indianabureauofchilddevelopment.com)

## Reporting Of Child Abuse

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. Adults who work with children are legally required to identify signs of suspected abuse and responsibly react to potentially abusive situations so that children may be protected. In order to protect the safety and well-being of all children, it is the policy of the center to report any signs of suspected abuse to the appropriate authorities.

## Death at the Center

In the event of a death that affects the Center, such as a child or staff member, the management team of Cummins Child Development Center, will work side by side with Professional Grief Counselors and Bright Horizons Family Solution Officials to seek counseling and needed assistance for the children, families and staff of Cummins Child Development Center, Inc.

**Centerstone**  
2510 Sandcrest Blvd.  
Columbus, IN 47201.  
812-376-9371

## **Summary:**

Once a family has been offered a spot in the center, they must call to set an appointment with the Assistant Director to review the required enrollment packet and receive guidance on required documents. However, parents are encouraged to visit our center website [www.cumminscdc.com](http://www.cumminscdc.com) and download then print off the enrollment packet under the parent information tab. Parents may also complete all paperwork prior to the appointment with the Assistant Director, which will save time and allow the visit to be more productive.

### **On your child's first day, you must provide:**

1. A complete change of clothes, including underwear and socks.
2. Two crib-size blankets
3. Plastic bottles, diapers, wipes, food, etc., for infants.
4. Items listed on the Classroom Supply List (Listed on the Next Pages)

### **Every few months you must ensure that:**

1. Your child's enrollment form is current, including correct phone numbers and addresses, release authorizations
2. Your child has a clean and fresh set of seasonally appropriate clothing
3. Your child's record has an up-to-date immunization record listing any new shots
4. Your child had his/her yearly physical and that record is on file.

### **At the end of the year:**

An updated written health record, including a regular yearly health evaluation statement from a physician is required by all children enrolled at the center.

## **Amendment of Rules and Regulations**

The rules and regulations contained herein are not inclusive. Other rules and regulations may be posted in and about the facility and shall be binding as if set out herein in full. The center, from time to time, may adopt and/or amend the established rules and regulations or policies not herein covered, and all enrolled participants will be obligated to observe these policies.

## **Confidentiality**

Cummins Child Development Center shall protect the confidentiality of all records and other materials containing personal identifying information on you and your child. For the privacy, protection and safety of families and children in their care, it is the policy of this to the general public.

## **Supervision**

In order to ensure quality/consistent care for our children/students, as well as maintain a safe environment, Cummins Child Development Center does **NOT** utilize volunteers in the teacher/child ratios and/or daily activities with the children. Classroom teachers are with their homebase children throughout the day, to ensure and maintain supervision of their primary children at all times, with limited interruptions for staff lunches and planning times. Each child is also assigned a primary teacher, who “assumes special responsibility for that child and for communication with his/her parents/guardians.” In every classroom, at least one teacher has a degree in early childhood / elementary education or related field degree or a CDA (child development associate).

## **CCDC Website**

Visit the Center’s website [www.cumminscdc.com](http://www.cumminscdc.com) for more information.



# PROGRAM

## What is the Bright Horizons Family Solutions Program for Learning?

Bright Horizons Family Solutions *The World at Their Fingertips* program for learning empowers children to become confident, life-long learners and secure, caring people. We help children to see the world as an invitation to learn, to grow, and to live fully; to see a world full of possibilities that they can achieve.

Children are active learners who learn best from activities they plan and carry out themselves. They are little scientists and builders, acrobats and artisans who need active experience with the world of people and things; they need opportunities to set goals, plan and take responsibility.

*The World at Their Fingertips* program for learning offers each child a world rich with discovery opportunities guided by skilled and sensitive teachers who recognize each child's individual strengths.

Teachers at a Bright Horizons Family Center understand that their job is to provide the experiences from which children learn and they are there to ask stimulating questions and help the child find new answers and new challenges. Teaching also involves helping children achieve the confidence and self-discipline to develop increasingly more sophisticated skills and knowledge that prepare them for success in school. *The World at Their Fingertips* program for learning develops and builds off the talents of creative teachers.

Bright Horizons' *The World at Their Fingertips* is a comprehensive, integrated program based on the understandings developed through the work of Jean Piaget, Erik Erickson and other leading developmental theorists and educators. These educators emphasize the importance of active learning and the need to extend beyond the artificial separation of learning and caring. There is no clear separation between learning and caring, play and work. Each child's *entire* experience in the program is important and each child's experience is different. The program is individualized to meet each child's needs.

The ***World at Their Fingertips*** creates a learning environment in which each child learns what the world is like, how it works, what he/she is capable of, and his/her place in it. The daily schedules, learning centers, the way learning is incorporated into classroom furnishings and the playground are all carefully planned to allow children to independently explore, discover, and learn through developmentally appropriate play. The routines and environment are organized to teach: labeled shelves use color, symbols, and language; science experiences are built into the playground; and language and numbers are built into meals and clean up. Children have opportunities to practice and master skills through play and exploration. Teachers prepare and rotate the learning centers and provide large and small group experiences and field trips to enrich the child's learning. Field trips and enrichment programs extend the children's experience into the world beyond the center.

***The World at Their Fingertips*** is both an approach and a sensibility that infuses interactions and the planned environment. The individual elements like MindPlay, Our World, WordPlay, Prime Times, and Projections are integrated into the learning environment and the "sensibility of the center", not isolated into artificial, discrete components.

## **What are the Elements of *The World at Their Fingertips* Program for Learning?**

### ***The Creative Curriculum*: A Developmentally Appropriate, Learning Centered Curriculum**

The centerpiece of ***The World at Their Fingertips*** program for learning is the *Creative Curriculum*, a learning centered curriculum in use in high quality schools and early childhood settings throughout the United States, Canada, and Australia. Because young children learn best through active interaction with the physical and social environment, the curriculum is focused on developing an experientially rich, developmentally appropriate environment that responds to the creativity of children and teachers. At the core of the *Creative Curriculum* lies well planned learning centers that allow for child choice and self-directed play, small groups, and supportive teaching. These learning centers result in the experiences that encompass all the skills and understandings necessary for optimum development and success in school. The typical centers learning centers are:

Library	Computers
Construction/Blocks	Cooking
Dramatic Play	Outdoor Learning
Art Creative Expression	Music and Movement
Sensory: Sand and Water	Math/Manipulatives

In the *Creative Curriculum* throughout the day, children plan, make choices about which aspects of the learning environment to focus on, participate in small groups, and join in circle-times with the whole group. Teachers build upon, rather than direct or control, the thoughts and actions of children. Children are guided to critical learning experiences that form the building blocks of healthy development. Using the *Creative Curriculum* as a framework, teachers use their talent and expertise to design, adapt, and invent learning centers that best serve the children in the room.

### ***Prime Times*: An Approach to Individualized Learning and Care**

*Prime Times* recognizes that learning and caring are inseparable and that all children deserve a learning/caring environment tailored to their needs and strengths. The key to *Prime Times* is capitalizing on those one to one interactions when the child's primary needs for adult contact - food, sleep, toileting, bathing, dressing, and nurturing from others - are addressed by a teacher. For young children, these are not times to rush through and "manage". With a relaxed pace and one to one contact between teacher and child, these are times full of language and prime times for developing a strong sense of personal worth and power and a basic trust in the world as a good place. In the group setting these one to one moments are when each child learns "I am important".

The need for *Prime Times* extends to all children in group care, whatever their age. The rich, carefully planned learning environment of ***The World at Their Fingertips*** is designed for much independent, self-directed learning to enable teacher-child prime times. This allows teachers the relaxed time to diaper, dress or nurture a very young child: to touch, to talk, to listen, and to play all the call-response games the child sets in motion. For older children, prime times are often nurturing moments to help ease the pain of separation or the trials of friendship, or time to share new found discoveries or a new joke.

Bright Horizons Family Center's *Prime Times* is both a sensibility (a key aspect of program culture) and a set of systems that create a framework to insure that each child's experience is uniquely appropriate for him or her:

**Primary Caregivers:** Every infant, toddler, and preschool child has a teacher who serves as a primary caregiver. The primary caregiver system ensures that every child has a "special" person and each parent has a primary contact who becomes an expert on the child, an advocate for the child and family, and a coordinator of the child and parent experience to insure the program works for the child and family.

**Individualized Routines:** Together, parents and caregivers tailor or adjust routines to fit the young child.

**Individualized Planning:** Primary caregivers, in concert with parents, establish individual goals and experience plans for each child.

**Just for You! Individual Rituals:** Each child has special daily rituals established just for him or her: a greeting, a special hug, a story, an activity, something unique and personal.

## ***Wonderful Beginnings for Infants and Toddlers***

Bright Horizons Family Centers recognize that the first two years of life are an extraordinary time that set the stage for the all the years that follow. It is a time when children need to acquire what psychologist Erik Erickson called "basic trust," a pervasive sense of the essential trustworthiness of oneself and others. It is the sense of safety and security that comes from

responsive, predictable care from familiar others to whom one is attached. Without this sense, the world is far too scary a place to cope with and learn about.

Each child also needs to develop a sense of autonomy, the sense of being a separate, independent self that comes from being treated as an important individual and being allowed increasing opportunities for independence. The toddler "no" is an assertion of autonomy that leads to freely saying "yes" and developing the power to begin to control his/her body and feelings. Only when children feel a sense of personal power - "I can affect things" - are they ready to move to the next critical task - a sense of competence - "I can achieve things" - and step out into the wider world as an active learner and problem-solver.

From birth babies are marvelous learners, immediately investigating the sights, sounds, and feel of the world. Long before walking and talking, they are exploring their own bodily powers and what the world has to offer. They need a safe world rich with opportunities to actively explore and enjoy: to see, hear, feel, touch and move; a world filled with language. *Wonderful Beginnings* is specially designed to provide babies with a world designed just for them. The *Wonderful Beginnings* program includes:

**Heart to Heart: The First Year of Life**

The first year of life is a critical time for development. It is *responsive attention* that follows the child's lead that is essential to optimize development. Recent studies demonstrate that both psychological and neurological development depends on responsive stimulation. At a Bright Horizons Family Center, teachers and parents work together to insure responsive caregiving for each child. Project Snuggle provides:

- .. **Personal Care Plans:** Parents and the primary caregiver establish a personal care plan that is continually updated to ensure that care routines are personalized "prime times" that fit the child and family.
- .. **Snuggle Care:** Very young babies spend time each day "heart to heart" with their primary caregiver. Every sound and movement of the baby is inevitably met with a warm response: a word, a smile, a touch that signals: "you are special".
- .. **Parents Prime Time:** Teachers understand that the parent child relationship is primary and parents are encouraged to call any time with ideas, questions, or concerns.
- .. **Team Quality:** Teachers in the homebase systematically observe and share observations to ensure that each baby's cues, needs, and strengths are recognized and understood and care is responsive.

**Let's Read!**

Long before they understand the words and pictures, infants benefit from the joy of sharing a book in the arms of a caring adult. Reading begins with young babies and gains momentum as the child matures. On laps, on the floor, and as they drift off to sleep, infants and toddlers experience the magic and wonder of books.

### **My Place to Grow**

Infants and toddlers are sensory motor beings. They explore the world with their senses and developing motor skills. Long before they understand a concept like "under" or "far" with their minds, their bodies are learning to navigate the up and down, over and under, physical world. Their perceptions are sorting out sizes, colors, and shapes. *Wonderful Beginnings* provides infants and toddlers a rich, learning environment with appropriate learning centers planned and organized to maximize:

- .. **Large and Small Motor Experiences:** For younger babies: reaching, grasping, kicking, holding, pulling and standing, creeping and crawling in, out, over, under. For toddlers: gripping, throwing, manipulating, walking, climbing, pushing, pulling, etc.
- .. **Sensory Experiences:** Explorations of texture, color, patterns, size and shape, smell, taste, weight.
- .. **Cognitive Experiences:** Object permanence, spatial relationships, classifying, collecting and dumping, cause and effect experiences, problem-solving.
- .. **Language and Music:** Adult-child conversations, reading and language play, explorations in music, rhyming and sound explorations.
- .. **Personal Expression:** Art, movement, imitation and beginning dramatic play, doll and stuffed animal play

### **WordPlay: An Emergent Language Approach**

*WordPlay* is the whole language approach that infuses *The World at Their Fingertips*. Young children need a world rich in spoken and written language. A whole language approach involves children in continual learning about language as it becomes meaningful to them. Long before learning to read, children are immersed in language activities that lead to a lifelong appreciation and respect for the power and beauty of language. Language is a vital part of every interaction, every aspect of curriculum, and every day. Words spoken aloud and in print are respected and enjoyed, for their power, beauty, and utility - as a means to order and understand the world.

In the *WordPlay* approach, teachers are trained to be alert for opportunities to extend the child's ideas and interests into opportunities to read, write, speak or listen. Language is literally in the air, and the sounds, meanings, and pure joy of words vibrate throughout the Center. Look around and you will see many books, signs, posters, labels, directions and the stories of children. You will see and hear conversations of adults listening to children, enjoying poetry and fingerplays, children making and listening to tapes, and older children reading to younger children. Children will be writing, typing, and using the computer. Even toddlers and two's will compose stories for teacher scribes and "write" their own versions.

*WordPlay* engages children in a continuum of language experiences that challenge their emerging skills and knowledge. Rhyming with toddlers, puppet shows, creating a classroom newspaper in a pre-kindergarten class, composing Haiku with kindergartners, acting out plays, and corresponding with national (and international) pen pals are all a part of magic of *Wordplay*.

## ***MindPlay*: Enriched Experiences in Science and Mathematics**

*The World at Their Fingertips* program for learning includes an ever-growing collection of science, math and discovery opportunities. *MindPlay* includes elements for all age groups - special learning centers and learning stations, projects, and activities, and guidelines for teacher interactions that stimulate a child's sense of wonder and challenge a child's problem-solving skills. *MindPlay's* activities include experiments from raising butterflies and frogs to tending rabbits, snakes, and mourning doves. Preschool children may be measuring rainfall or shadows, growing and weighing a "crop" of beans or sunflowers, or timing the evaporation of a wet footprint. Toddlers and Twos may watch chickens hatch or play games with shadows, or make music with wind chimes. On field trips and at the center, microscopes, tape measures, and even video cameras, help children explore and communicate the mysteries of the forces, properties, and principles of the world around them.

## ***Projections*: Creative Project Learning**

Projects take the child beyond the usual child care time and space; outside of the tidy framework of a work time or day, and beyond a particular learning center. A project is an adventure in learning fueled by the children's interests and enthusiasm for making sense of their experience; an in-depth study of an idea, topic, or phenomenon that a group or an individual child finds interesting. Project work is important to enhance and complement what children learn from spontaneous play and instruction. Projects broaden and deepen the children's understanding, sending them off exploring how the world works, applying emerging skills and understandings. Projects are filled with problems to solve; hypothesis to be tested, charted, graphed, or pictured; and discoveries to be communicated.

Projects are possible with almost all ages. Two years olds may investigate over a few days the mysteries of weather. A group of preschoolers may spend a week creating a dinosaur habitat or a quilt. Kindergarten children may construct an inflatable dome, in the process learning about volume, air pressure, and adhesives. In all projects, planning and communication of activities and results extend the learning far beyond the specific topic.

## ***Our World*: A Multi-cultural, Anti-bias Approach to Learning**

*Our World* characterizes Bright Horizons' commitment to instill in each child a respect for all living things and the environment we inhabit. *Our World* recognizes and values the rich cultural heritage that people bring to the center. We understand that individuals belong to communities and develop within a culture.

*Our World* incorporates into *The World at Their Fingertips* materials depicting people from many different places doing many different things, and people with all sorts abilities and challenges living their lives. Books, music, games, learning centers, enrichment programs, and a wide range of activities help children learn respect for our world. Children experience the sights, sounds, and textures of other cultures and are encouraged to explore experiences that might not be part of their everyday lives.

Multi-cultural education and respect for diversity is more than teaching information directly. The *Our World* approach is designed to encourage teachers to move beyond teaching awareness of other cultures to providing experiences that help children understand at their individual developmental level the ideas and issues presented by diversity. *Our World* creates and maintains an environment that says "everybody is welcome here", "everyone can feel at home

here” (parents as well as children). As they participate in group living and special activities, children learn about respect and fairness, tolerance and acceptance, and to value their own culture and their own individual qualities. The *Our World* sensibility encourages children to notice and think about unfairness, and challenges them to do something about unfairness toward people in the world.

Respect for the natural world is also an important element of the *Our World* approach. Children are taught to respect all living things and the environment we inhabit. They learn about conservation of resources through the practices of the center and through special activities and projects.

### ***The World at Their Fingertips: An Invitation to Learn for Children and Adults***

Children are not the only ones developing at a Bright Horizons Family Center. Teachers and parents grow as well. ***The World at Their Fingertips*** program for learning thrives on the new interests and expertise that teachers and parents bring to the Center. Each Bright Horizons Family Center is encouraged to extend and enhance ***The World at Their Fingertips***, staying within the overall approach. For example, aspects of the philosophy of Reggio Emilia, Maria Montessori, or Waldorf Schools can be used to add richness to a particular Bright Horizons Family Center’s ***World at Their Fingertips***

#### **NOTES:**

## **CENTER DESCRIPTION**

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### **Description of Center Personality:**

Cummins Child Development Center is a “Miniature City for Kids.” We provide and support a nurturing, family friendly environment that is innovative and compassionate for all. We support and help children to feel comfortable, challenged, and successful and foster their curiosity, emotional well being, and respect for diversity. We strive to achieve a diverse level of cultural and educational experiences that will enhance and stimulate children... the future of our community.

### **Center History:**

Working parents today want and demand the best possible education and care for their children. The need for quality education and early childhood development for children was expressed through an internal survey that was conducted at Cummins Inc. among employees in 1996. Striving to provide this for their employees, Cummins Inc. developed Cummins Child Development Center to assist employees in obtaining quality childcare in a convenient, easily accessible location. The center was dedicated and opened for children on June 4, 2001.

### **Number of Children Enrolled:**

Cummins Child Development Center opened on June 4, 2001 with 53 children enrolled and 19 faculty members.

### **Hours of Operation:**

Cummins Child Development Center is open for operation Monday through Friday from 6:30 am – 6:00 pm. We observe all Cummins Inc. Southern Indiana holidays.

### **Services Offered:**

- Infant, Toddler, and Preschool Care and Education
- Full- and Part-time Care
- Pre-Kindergarten
- Kindergarten
- Parent Support Services
- Parent Support Services

- Drop in Care for Early Preschool through Kindergarten

## ACCREDITATION

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### The Value of Accreditation

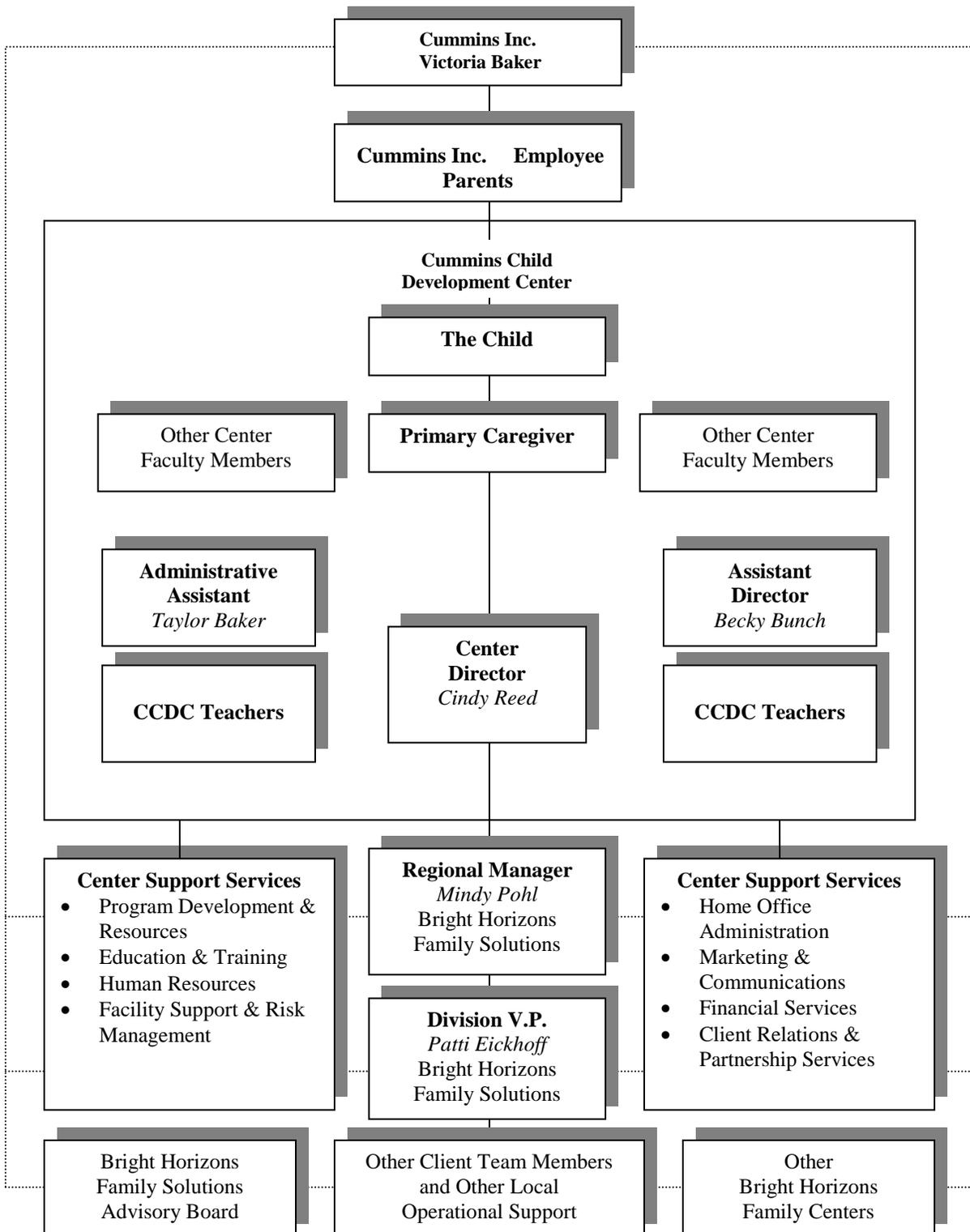
Accredited centers have demonstrated a commitment to providing high-quality programs for young children and their families. High-quality child care is important for children and families. When a center is accredited, parents can be assured that their children are in good hands. And, what is good for families is also good for business and communities.

### Ongoing Family Communications Vehicles

- **Growing at Bright Horizons:** This new website for families places all of Bright Horizons' resources for families in one spot. At the Growing site, families can find parent resources, information and programs to help children grow, learn and discover. The site provides links to the following:
  - **Growing Scientist:** ideas and resources for families, educators and children to promote a lifelong interest in science and inquiry.
  - **Growing Readers:** This web site is devoted to excellent children's books and the joy and educational enrichment that children's literature can bring to children and families.
  - **E-family news:** This weekly electronic newsletter for families covers current topics such as healthy snacks, family dynamics, summaries of recent research, and safety tips. Parents can sign up for this free service and/or access the archives.
  - **Staying Healthy:** Families can access resources here for promoting healthy habits and preventing the spread of infection.
  - **READY for SCHOOL:** This site contains resources for families to promote school readiness at home.
  - **World at their Fingertips:** Families can access information about the Bright Horizons curriculum here as well as accessing ideas for extending children's learning at home.

# Center Organizational Chart

This organizational chart depicts the support offered to Cummins Inc., your employees, and families through Bright Horizons Family Solutions management and support services.



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# Appendices

Appendix 1: Emergency Communication Plan

Appendix 2: Treatment of Each Other Policy

Appendix 3: Code of Conduct

Appendix 4: RAVE Emergency Alert Information and Sign-Up Instructions

Appendix 5:

## **Appendix 1: Emergency Communication Plan**

Available at [www.cumminscdc.com](http://www.cumminscdc.com)

>>Under “Parent Info” tab

## **Appendix 2: Treatment of Each Other Policy**

## **Appendix 3: Code of Conduct**

## **Appendix 4: RAVE Emergency Alert Information and Sign-Up Instructions**

## **Letter Regarding RAVE CCDC Emergency Alerts**

Dear CCDC Parents,

**If you have NOT already completed.....Sign up to receive CCDC Emergency Alerts~**

### **Text Message Alerts for Emergency Situations:**

The tragedy at Virginia Tech has many academic institutions looking for the best method to inform students and staff should the unthinkable happen at their center/school. Text message alerts may be the quickest and most reliable way to reach their constituents.

According to texting software companies, more than 90% of Americans own a mobile phone, and even two years ago, more than 1.5 trillion text messages were sent. Advances in mobile applications have allowed our Child Development Center to reach out in ways that will benefit the CCDC Parents with simpler access to technology making communication easier. As we continue to focus on safety at Cummins Child Development Center, I would like to encourage all of you register (or update) your current emergency contact information (changes and/or new email address and phone numbers). The process time for signing up takes less than 5 minutes

**Q&A about the text/email message alert system:**

**Why is Cummins Child Development Center utilizing a text messaging system to communicate during emergencies?**

Cellular phones and computers are integral to our daily life—and text messaging is popular, fast and far-reaching.

**Who can sign up for the text alert system?**

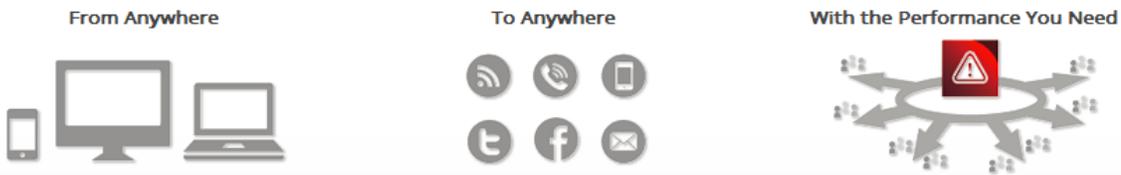
Currently enrolled students at Cummins Child Development Center and current Cummins employees able to log into Rave Alert System are encouraged to sign up for text message and email alerts.

**How do I sign up for CDCD text message alert system?** (attached is the work instructions)

First, you must have a cell phone and a plan that accepts text messages. If you are uncertain if you're current plan allows text messaging, please call your service provider. Then, register your cell phone number and email address in the system.

**What Is Rave Alert?**

Rave Alert provides best-in-class, highly available mass notification solutions for enterprises, school districts, and institutions nationwide. Offering multi-modal broadcast messaging through email, SMS, voice, RSS, social networks, and other mechanisms, Rave Alert is the most reliable method for allowing higher education institutions to react and respond to both emergency and day-to-day communications in a systematic, cost-effective manner.



I also would like to encourage all CDCD parents to visit our website [www.cumminscdc.com](http://www.cumminscdc.com) for daily and weekly center updates.

**Additional Information:**

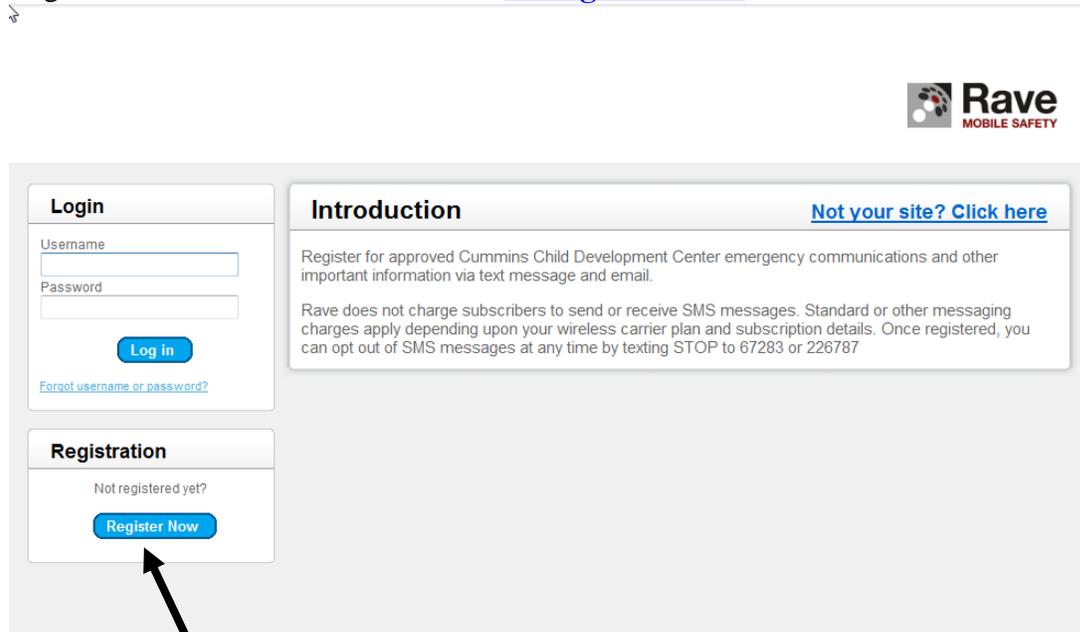
**Contact Victoria Baker:** If you have additional questions or to learn more about our emergency text message service.

Thank you for all your support and partnership.

Victoria Baker  
812-378-5833  
[Victoria.baker@cummins.com](mailto:Victoria.baker@cummins.com)

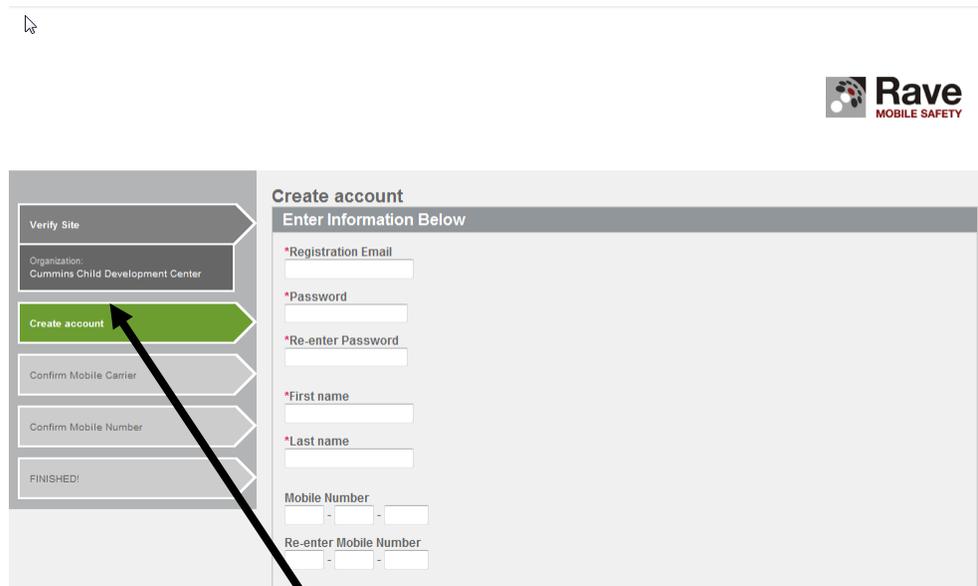
# Work Instruction – Emergency Notification Process Sign-Up

Log-on to the Rave Wireless website. [www.getrave.com](http://www.getrave.com)



The screenshot shows the Rave Mobile Safety website. In the top right corner is the Rave MOBILE SAFETY logo. On the left side, there is a 'Login' section with fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgot username or password?'. Below the login section is a 'Registration' section with the text 'Not registered yet?' and a 'Register Now' button. An arrow points from the 'Register Now' button to the text below. To the right of the login section is an 'Introduction' section with a link 'Not your site? Click here' and two paragraphs of text explaining the service and its costs.

Click on Register Now in the bottom left and corner



The screenshot shows the 'Create account' page on the Rave Mobile Safety website. On the left side, there is a vertical navigation menu with several options: 'Verify Site', 'Organization: Cummins Child Development Center', 'Create account' (highlighted in green), 'Confirm Mobile Carrier', 'Confirm Mobile Number', and 'FINISHED!'. An arrow points from the 'Create account' option to the text below. The main content area is titled 'Create account' and 'Enter Information Below'. It contains several form fields: '\*Registration Email', '\*Password', '\*Re-enter Password', '\*First name', '\*Last name', 'Mobile Number' (with a hyphenated input field), and 'Re-enter Mobile Number' (with a hyphenated input field).

Confirm the organization listed is Cummins Child Development Center on the left and complete the required information.

Review the terms and conditions and click on the box then click on next.

Version: 1.11 2011-03-31 14:58:22

Date of Last Revision: March 2011

These Terms of Use (the "Terms") describe the terms under which you may access and use the mobile and web-based messaging and telecommunication services (the "Services") provided by Rave Wireless, Inc. ("Rave") and, if applicable, the client of Rave who has licensed certain applications from Rave and through which you were granted access to the services (the "Client").

The Services are a set of applications accessed through the web or mobile devices, the features of which vary based on which applications are licensed and to which you are granted access to and for which you register. These Terms may be modified by Rave at any time without prior notice. Changes to the Terms will be posted on this page, and this page will indicate at the top the date these Terms were last revised. You agree to be bound by any such modifications once they are posted on this web site (the "Site"), and your

I have read and agree to the Rave Terms and Conditions

Cancel Next >

[Privacy Policy](#) | [Terms of Use](#) | [Help](#)

You will be asked to verify your cell phone provider.

Then click next.

The screenshot shows the 'Confirm Mobile Carrier' page. On the left is a vertical navigation menu with buttons for 'Verify Site', 'Organization: Cummins Child Development Center', 'Create account', 'Confirm Mobile Carrier' (highlighted in green), 'Confirm Mobile Number', and 'FINISHED!'. The main content area is titled 'Confirm Mobile Carrier' and contains a form with the following fields: 'Mobile Number' with the value '812-...', 'Confirm your carrier' with a dropdown menu showing 'Verizon Wireless', and a link for 'My carrier is not listed.'. At the bottom of the form are 'Cancel', 'Previous', and 'Next >' buttons. Two black arrows originate from the text above: one points to the 'Verizon Wireless' dropdown menu, and the other points to the 'Next >' button. The Rave MOBILE SAFETY logo is visible in the top right corner.

You will receive a confirmation note that an email has been sent to your account.



We have sent a confirmation email to [redacted]@cummins.com.

Please check your email and follow the directions in the message to complete your account setup.

(It will be worth it. We promise.)

- Verify Site
- Create account
- Confirm Mobile Carrier
- Confirm Mobile Number
- FINISHED!

You will receive an email with a link. Click on that link and enter the 4 digit text message that was sent to your mobile phone.

From: no-reply@getrave.com  
To: [redacted]@cummins.com  
Date: 05/04/2011 09:00 AM  
Subject: Rave Email Confirmation

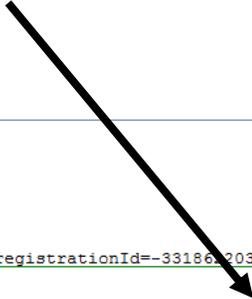
Dear [redacted],

Please confirm your email address by clicking the link below

<https://www.getrave.com/alerts/register/emailRegistration.do?registrationId=-331862030078274516>

Thank you,  
Rave

This email has been scanned by the MessageLabs Email Security System.  
For more information please visit <http://www.messagelabs.com/email>



You have successfully completed your registration!