



ANKENY CHRISTIAN ACADEMY  
**Preschool and Childcare**

# **Childcare Handbook**

...Children are a heritage from the Lord...  
(Psalm 127:3)

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<b>Statement of Faith.....</b>	<b>4</b>
<b>Philosophy.....</b>	<b>5</b>
<b>Purpose.....</b>	<b>5</b>
<b>Objectives.....</b>	<b>5</b>
Spiritual Growth.....	5/6
Intellectual Growth.....	6
Physical Development.....	6
Emotional Growth.....	6
Social Growth.....	6
<b>Enrollment Procedures.....</b>	<b>7</b>
Notice of Nondiscrimination Policy.....	7
Waiting List.....	7
Pre Enrollment Conference.....	7
Hours of Operation.....	7
Transportation Policy.....	7
<b>Tuition.....</b>	<b>8</b>
<b>Tuition Policies.....</b>	<b>8</b>
Registration.....	8
Payment.....	8
Late Payment.....	8
Returned Check Fee.....	9
<b>Curriculum.....</b>	<b>9</b>
Weekly Themes.....	9
Learning Centers.....	9
Field Trip Policy.....	10
Special Events/Concerts.....	10
Donations.....	10
<b>Discipline.....</b>	<b>11</b>

---

<b>Nutrition.....</b>	<b>12</b>
Breakfast-Lunch-Snacks.....	12
Menu.....	12
Allergies.....	12
<b>Program Specifics.....</b>	<b>13</b>
Birthdays.....	13
Outdoor Play.....	13
Dress Code.....	13
Toys from Home.....	13
Naps.....	14
<b>Communication.....</b>	<b>14</b>
Confidentiality.....	14
Open Door Policy.....	14
Parent Teacher Fellowship.....	14
Problems/Concerns/Compliments.....	14
<b>Safety.....</b>	<b>16</b>
Sign In and Out.....	16
Emergency Procedures.....	16
School Closings.....	16
Smoke Free Environment.....	16
Mandatory Child Abuse Reporters.....	16
<b>Health Regulations.....</b>	<b>17</b>
Illness Policy.....	17
Medication Policy.....	17
Head Lice Policy.....	17
Biting Policy.....	18
Physicals and Immunization Records.....	18
Hand Washing.....	18
<b>Parent/Guardian Verification.....</b>	<b>19</b>

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## STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life.

(II Timothy 3:16, II Peter 1:21)

We believe in the Triune God: Father, Son, Holy Spirit. He is the omnipotent, omniscient, and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation, and continual care.

(I John 5:7, Genesis 3:22, Psalm 2:7-8, Psalm 110:1)

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atonement for our sins by His blood sacrifice, His bodily resurrection, His ascension, and His personal return in power and glory.

(Isaiah 7:14, John 1:1, John 1:14, John 8:58, Romans 4:26, II Corinthians 5:21, Titus 2:13)

We believe in God the Holy Spirit who acts in and through people's lives today.

(John 16:8, I John 2:27, Acts 13:2, Romans 5:5, 8:26, Galatians 4:6)

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God.

(Genesis 1:27, 2:17, 3:6, Romans 5:12)

We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all that believe in Him are justified on the grounds of His shed blood and resurrection.

(Romans 4:26, II Corinthians 5:21)

We believe in the resurrection of the crucified body of the crucified Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.

(I Corinthians 15:4, Hebrews 4:14, I John 2:1)

We believe that all who receive by faith the Lord Jesus Christ, are born again of the Holy Spirit and thereby become children of God. (John 1:12, Acts 16:31, 20:21, John 5:24)

We believe in the "Blessed Hope" the personal and imminent return of our Lord and Savior, Jesus Christ.

(Titus 2:13, Philippians 3:20)

We believe in the bodily resurrection of the just and of the unjust, in the everlasting felicity of the saved, and the everlasting conscious suffering of the lost.

(John 5:28-29)

## DOCTRINAL DISTINCTIVES STATEMENT

The statement of faith is a document that was developed by the founders of Ankeny Christian Academy for the purpose of clarifying the beliefs by which this non-denominational association would agree theologically. These truths are taught at ACA without apology or exception. There are many other denominational teachings, traditions, practices and distinctive. The teachers, staff, administration and anyone representing ACA will avoid taking a position on or influencing a student by sharing their personal opinion or belief on such controversial theological or denominational topics since they tend to divide evangelical believers. A student is to be referred to the student's parents and local church if a debatable topic arises of a theological nature. These topics include: Adult vs. Infant Baptism, Predestination, Speaking in Tongues, Divine Healing, personal view point of Pre/Post/Mid-Tribulation Rapture, Women in Leadership/Ministry, and Contemporary Prophetic or Apostolic Ministry. Other topics not included would need to be addressed on an as need issue.

## **Philosophy**

The educational philosophy of Ankeny Christian Academy Childcare is dependent upon the Bible, the inspired, inerrant, infallible Word of God, as our basis and reference for all truth. (II Timothy 3:16)

The educational program will include a balance of opportunities for the development of the whole child from a Biblical perspective.

Age-appropriate activities are designed to encourage the child's development: spiritually, mentally, physically, emotionally, and socially. Every child's uniqueness is taken into consideration as they are loved, cared for, nurtured, and stimulated to grow and learn. The development of the total child is the objective rather than the teaching of individual skills. Academic skills are the by-product of age-appropriate activities.

The mandate for Christian training comes from God directing His people to teach their children diligently the laws of the Lord. (Deuteronomy 6:7)

## **Purpose**

It is the purpose of Ankeny Christian Academy Childcare to provide safe, responsible care and educational growth opportunities for each child enrolled in the program.

Each child receives foundations through an early education program that is consistent with the Academy's statements of faith and the Constitution of the United States; to the end that the child may grow in grace and in the knowledge of our Lord Jesus Christ, establishing a Christian view of God and the world.

Ankeny Christian Academy Childcare seeks to complement the home and church in their efforts to assist the child in realizing his/her own unique capabilities, in developing personality and in fulfilling God-given potential.

## **Objectives**

Ankeny Christian Academy Childcare intends to implement its stated purpose and philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to realize his God-given potential.

### **Spiritual Growth**

- The child will understand that the Bible is the inerrant Word of God, the source of doctrine and the guide for daily living.

- The child will know the basic tenets of the Christian Faith. (God is Holy, Man is sinful, Christ is God's Son.)
- The child will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
- The child will formulate a personal Christian world/life view, which will be integrated in every area of life.

#### Intellectual Growth

- The child will learn the skills for effective, critical thinking; comprehension, and computation.
- The child will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences.
- The child will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian world/life view.
- The child will appreciate and understand the principles and values upon which our country was founded and the importance of preserving those values.

#### Physical Development

- The child will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances.
- The child will learn to apply Biblical principles in fair play.
- The child will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
- The child will develop physical coordination and skillful use of the body.

#### Emotional Growth

- The child will learn to apply Biblical principles in handling failure, success, stress, and strong emotions.
- The child will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
- The child will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

#### Social Growth

- The child will exhibit proper attitudes, and show respect for authority and for other people's rights and feelings.
- The child will learn to interact appropriately with peers.
- The child will develop self-discipline and responsibility based on submission to God and those in authority over the child.
- The child will develop a love of family, good citizenship, and patriotism, assuming responsibilities for home, church, community and country.

## **Enrollment Procedures**

### **Notice of Non-Discrimination Policy**

Ankeny Christian Academy Childcare admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics and other school-related programs.

### **Waiting List**

Due to ratio requirements and our desire to hire qualified staff, your child could be placed on a waiting list. If your child is placed on a waiting list, when a spot becomes available students will be placed in the order in which their paperwork was completed.

There are several forms that parents/guardians will be asked to fill out. The following should be completed before enrollment.

- Child's Information
- Childcare Contract
- Emergency Release
- Signed Parent/Guardian Handbook
- Family Information
- Child's Physical Exam
- Immunization Card
- Authorized Pick-up
- Media Release
- Family Lifestyle Policy

### **Pre Enrollment Conference**

Ankeny Christian Academy Childcare requires a pre-enrollment conference with new families and the on site supervisor. This allows parents and children to become acquainted with our programs, procedures, center environment, and schedules. At the time of the scheduled interview, parents/guardians will be asked to share a personal Christian testimony. Feel free to ask questions at any time before, during or after the enrollment process.

### **Hours of Operation**

Ankeny Christian Academy Childcare is open Monday through Friday from 6:45 a.m. to 5:45 p.m.

### **Transportation Policy**

Ankeny Christian Academy Child Care does not provide transportation to and from the Academy. Childcare children that attend Ankeny Christian Academy's preschool program will be escorted to and from preschool by an adult.

## **Tuition**

Full time childcare is \$200.00 per week. Parttime childcare is \$40 per day, \$20 per half day or \$6.50 an hour if less than half a day.

## **Tuition Policies**

### **Registration**

Your registration fee of \$75 per child will guarantee a place for your child(ren). This fee is not refundable unless not accepted after the pre enrollment conference.

### **Payment**

Payment is due via automatic withdrawal from your bank account. Please be sure to fill out the necessary form for this. Charges will be billed on Friday for the current week and payment will be taken on the following Tuesday.

### **Holidays/Vacations/Sick Days**

If enrolled fulltime, two weeks of not paying for tuition will be given. Weeks must be taken a week at a time in the calendar year and your account must be current. If your child misses a day due to illness, full payment is still required for that week.

We are closed the following days. Tuition will not be adjusted for weeks containing holidays.

- \* Memorial Day
- \* Labor Day
- \* Good Friday
- \* The week between Christmas Eve and New Years Day
- \* Fourth of July
- \* Thanksgiving
- \* Day after Thanksgiving

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on Sunday, it will be observed on the following Monday.

### **Returned Debit Payment Fee**

If a debit payment is returned to us, there will be a \$25 service fee added to your account. If two or more debit payments are returned, the parent/guardian will be asked to withdrawal their child.

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## CURRICULUM

“When it comes to the young child, much more is ‘caught than taught’. Educators of young children, both parents and teachers, have an awesome responsibility. The early years are critical in the development of the child. A basic foundation of the child’s concept of self, others, and God is established during these formative years. The Christian home and the preschool must work together to promote this development and to meet the spiritual and educational needs of the young child.”

*Association of Christian School International (ACSI) Preschool Director’s Manual*

### Learning Centers

Children learn a great deal through learning centers. Learning centers are developmentally appropriate areas that allow children to use their imagination, social skills and gain pre-writing, reading, and math skills. Children choose the center in which they would like to participate. They are also encouraged to try new areas.

<b>Dramatic Play Center</b>	Children act out social behaviors such as interacting as a family. Teachers may choose to change this center to match the theme.
<b>Library Center</b>	This center is comprised of quiet activities, such as books. Children will have time to be by themselves. Books enhance a child’s development as he/she looks at pictures.
<b>Nature/Science</b>	This center gives children a chance to explore God’s world.
<b>Computer</b>	This center provides children a chance to use technology and experience interactive educational games.
<b>Blocks</b>	Children cooperate with others while building and moving a variety of transportation vehicles. Children are learning decision-making and problem solving skills at this center.
<b>Puzzles</b>	Children use problem solving skills and fine motor skills to solve problems and put together puzzles.
<b>Manipulative</b>	Children use fine motor skills to form patterns using connecting blocks to fit smaller pieces together.
<b>Creative Art</b>	Children use their imagination to create. Open-ended activities are provided that allow children to use materials to create original works of art. This center allows children to express themselves creatively.

**Field Trip Policy**

Occasionally field trips are taken away from ACA. In each case, prior information will be provided before the trip takes place. Parents/guardians are required to sign an individual permission form for each child for each field trip.

**Special Events/Concerts**

Ankeny Christian Academy Childcare will schedule special events/concerts. These include events such as an open house in the Fall and a Christmas and Spring concert. This is a wonderful time to meet other families and speak casually to your child's teacher.

**Donations**

Ankeny Christian Academy Childcare accepts donations of the following:

1. Age-appropriate toys that are in good condition
2. Scratch paper/Craft supplies
3. Costumes, dress up clothing, uniforms, shoes, etc.

Please see the on site supervisor if you have any items for donation.

**Jesus said, "Let the little children come unto me."**

## **Discipline**

Ankeny Christian Academy Childcare strives to maintain a positive atmosphere where children are learning the importance of self-control. The ACA Childcare understands that for young children, this is time of building self-esteem. In our childcare we have the opportunity of helping our children to grow spiritually. This spiritual growth comes from guidance.

Ankeny Christian Academy Childcare will use the following guidelines:

1. Teachers will set clear and consistent limits that are in line with what is expected of a young child.
2. Expectations of children will be developmentally and age appropriate.
3. Teachers will act as role models for the children.
4. Each child is an individual and therefore each situation is different. Consequences will be consistent with the child's behavior. This may include redirecting the child to another activity, sitting away from the group for a few minutes, or playing by themselves. At times it will be necessary to contact parents, either by phone or in person. We seek to work together with parents/guardians, teachers, and child on appropriate behavior.
5. At times, it is important to share with the children what actions are inappropriate as well as helping children find alternatives—asking the children what they could do next time to make the situation better is a question posed to help the child learn.
6. It is important that children know that they are loved and accepted regardless of their actions. It is because we care that we set limits and follow through with appropriate consequences.
7. Food and beverage are never withheld from children.
8. No physical punishment or belittling of children is ever accepted. We will ask parents to maintain the same guideline while visiting ACA childcare.
9. Confidentiality will be maintained when speaking to parents or other children. We will not disclose information regarding another child.
10. We reserve the right to ask the parents to withdraw the child from the Ankeny Christian Academy Childcare if the child persists in continued negative behavior, damages ACA property or puts themselves, peers, or teachers at risk of physical harm.

**“Train up a child in the way he should go, and when he is old he will not depart from it.”**

**Proverbs 22:6**

## **Nutrition**

### **Breakfast**

Breakfast will be provided to all children who are in childcare at 8:30. If your child is in morning preschool or arrives later than 8:30, please make sure your child has eaten a well balanced breakfast.

### **Lunch**

Lunch will be provided daily for all childcare children. If a food allergy is known, an appropriate substitution will be made for your child. The childcare participates in the Federal Food Program. Lunch will be served family style.

### **Snacks**

One nutritious snack will be provided in the afternoon after rest time.

### **Birthdays**

We love to celebrate birthdays with the children. If you would like to bring in a special treat, please inform your child's teacher.

### **Menu**

Menus will be posted for all food served in childcare. All breakfasts, snacks and lunches follow CACFP guidelines for nutrition.

### **Allergies**

Please alert your child's teacher of any food allergies your child has. Substitutions can be made in the same food group.

**Give Thanks to the Lord, for He is good...  
And who gives food to every creature...  
Psalm 136:1, 25**

## **Program Specifics**

### **Outdoor Play**

We believe that children need to experience God's world. Fresh air and outdoor play contributes to healthy children. We will provide time outdoors for the children every day. Children who are at childcare must be dressed well enough to participate in both indoor and outdoor play. Please be aware of weather conditions and dress your child appropriately. We will provide indoor alternatives during inclement weather. Please provide snow pants, boots, gloves or mittens, and coats during the winter and light jackets in the spring and fall. Please make sure to label each garment with a permanent marker.

### **Dress Code**

Children at Ankeny Christian Academy Childcare will be enjoying activities such as painting, gluing, playing outside, eating snack and lunch, etc. Please provide comfortable clothing that will accommodate the messy activities your child will enjoy. We ask that your child wear sturdy full-footed shoes such as tennis shoes. No flip-flop style sandals will be allowed. Back strap sandals are permitted.

Spills and other accidents may occur while your child is at childcare. Please provide extra clothing that is appropriate for the season and that may be kept in his/her backpack. Include extra socks, shirt, pants, and underwear.

Ankeny Christian Academy Childcare follows licensing standards which recommends placing soiled clothing un-rinsed in a plastic bag marked with your child's name.

### **Toys from Home**

Teachers seek to provide fun and educational activities for the children. Children are learning to share, treat objects with respect and participate in a group. Bringing toys from home is often distracting and takes away from the curriculum planned for the day. Teachers may schedule a day for children to bring toys to share. Keep in mind that the toys must correspond with the weekly theme. Understand that teachers are busy teaching children and are not responsible for lost or broken items. Please refrain from allowing children to bring toys that contain or resemble weapons.

### **Nap**

Our licensing agency mandates a quiet rest time for all children under 6 years old and not in school. We follow this practice by providing a rest time for all full time children. Quiet activities will be made available to children after waking or if the child does not sleep after a specific amount of time.

## Communication

### Confidentiality

All information concerning children will be kept confidential. Only information needed to care for your child will be shared directly with the child's teacher. No information about a specific child will be shared with another family member or anyone outside the Ankeny Christian Academy staff.

### Open Door Policy

Parents are welcome and encouraged to visit anytime. No prior notice is required by the administrator or teachers. Please sign in at the front office before going to your child's classroom. While visiting, please wear the provided visitor badge.

### Problem/Concerns/Compliments

We strive always to do the best for you and your child. We appreciate feedback. You may always speak to the on site supervisor without an appointment. Feel free to schedule an appointment with the administrator should the need arise.

### Access Policy

***ACA is responsible for ensuring the safety of children in our care and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.***

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **"unrestricted access"** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.  
**\*"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.**  
**\*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **"supervision"** and **"monitoring"** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.  
**\*"Supervision" means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.**  
**\*"Monitoring" means to be in charge of ensuring proper conduct of others.**
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person

to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
  - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
  - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
    - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
    - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
      1. The precise location in the center where the sex offender may be present.
      2. The reason for the sex offender’s presence at the facility.
      3. The duration of the sex offender’s presence.
      4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
      5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

## **Safety**

### **Sign In and Out**

Children must be signed in and out daily by a parent/guardian or an authorized person. Please inform your child's teacher if someone other than the child's parents/guardians are going to be picking up your child. That person's name must be on the authorized pick up sheet that you fill out at enrollment time. This list can be updated at anytime by contacting the on site supervisor.

Please make sure to escort your child to his/her room and greet the teacher. It is important that you make contact with the teacher during drop off and pick up times.

### **Emergency Procedures**

Ankeny Christian Academy Childcare has evacuation plans for emergencies such as a fire or tornado. Regularly scheduled drills are practiced monthly. If you are in the building at the time of the drill, please participate in the drill with us. This experience helps your child understand that it is important to know what to do in case of an emergency.

### **School Closings**

Ankeny Christian Academy Childcare **does not** follow the Ankeny Christian Academy school closings schedule. In the event of severe weather childcare closings will be announced over television channels, KCCI Channel 8 and WHO Channel 13, and/or radio stations WHO (1040 AM) and KWKY (1150AM). Please look for Ankeny Christian Academy and Childcare Center.

### **Smoke-Free Environment**

Please remember that Ankeny Christian Academy Childcare maintains a smoke-free environment for the safety of the children. Please refrain from smoking in view of the children during arrival and departure times.

### **Mandatory Child Abuse Reporters**

As required by state licensing policies, the administrator, on site supervisor and all teachers are mandatory reporters of child abuse. Two hours of Iowa's training for mandatory reporting of child abuse is required every five years for our teachers/staff.

**“Are not two sparrows sold for a penny? Yet not one of them will fall to the ground apart from the will of your Father. And even the very hairs of your head are all numbered. So don't be afraid; you are worth more than many sparrows.”**

**Matthew 10:29-31**

## **Health Regulations**

### **Illness Policy**

In order to maintain the health and safety of all children and staff, Ankeny Christian Academy Childcare is not able to have your child(ren) attend school if they are ill. If your child is showing the following symptoms then he/she should stay at home. Children must be symptom free for 24 hours before returning to childcare.

1. Auxillary temperature of 100°F. ACA staff cannot administer Tylenol for the reason of reducing temperature so that your child may remain at childcare.
2. Increased bowel movement showing indications of infectious diarrhea.
3. Vomiting.
4. Indications of infectious conjunctivitis or pink eye: red or swollen eyes, discharge or crusted eyelids.

Please inform Ankeny Christian Academy Childcare staff if your child has a known communicable disease. Any information affecting children in the classroom will be posted to alert parents. We cannot share the name of a child that is ill.

**As a courtesy, please contact the Ankeny Christian Academy Childcare office at 963-9933 or the main office at 965-8114 if your child will not be attending school on any given day.**

### **Medication Policy**

Ankeny Christian Academy Childcare will administer medications only under the following guidelines:

1. We must have a current written prescription from your child's doctor. This includes over the counter medications such as Tylenol and ointments. We must have the child's name, the specific medication and the dosage from the doctor.
2. Prescription medications must be in the original bottle, which will stay at the center the entire duration of the prescription. Inform your doctor and pharmacist of this policy and he/she can usually issue a separate bottle to leave at the center or prescribe a medication that will not need to be taken while the child is at the center.
3. Parents must sign a medication sheet.

### **Head Lice Policy**

A written notice will come home with your child if head lice is going around in your child's classroom.

Children may not come to school until the lice has been treated and all eggs are removed.

The main office will check your child's hair to let you know if they can return.

### **Biting Policy**

In the event that biting takes place, the staff will calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The care giver will talk to the child who bit and talk about different strategies that the child can use next time.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding if the bite broke the skin.
3. Cover the wound with sterile dressing and bandage.
4. Write a detailed incident report for both children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form and signed by both parent and teacher.

### **Physicals and Immunization Records**

Ankeny Christian Academy Childcare is required by state standards to keep accurate and current information on the health of the children for which we care. We therefore need each child to have a copy of a physical examination signed by a licensed physician as well as current immunization records. We must also have accurate and current information regarding the name of your child's physician and dentist.

### **Hand Washing**

For the health and safety of everyone at childcare, hand washing will be incorporated into the children's daily schedule. Children and staff need to wash hands with a liquid antibacterial soap and running water. Hands are washed at least before and after eating, after using the restroom, and after handling animals.

## **Parent/Guardian Verification**

I have read and understand the policies contained in the Ankeny Christian Academy Childcare Handbook. I am aware that questions regarding the policies should be discussed with the ACA's administrator or the on site supervisor prior to enrollment. In order for your child to attend any of our programs, you must read and sign the Parent/Guardian Handbook. This signed form will be kept on file in the childcare office.

\_\_\_\_\_ Date: \_\_\_\_\_  
Father's / Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Mother's / Guardian Signature

**Please print your child's name here** \_\_\_\_\_