



Welcome to
Helen R. Walton Children's Enrichment Center
Parent Handbook



Welcome to HWCEC!

Since 1982, HWCEC has been an integral part of the community by serving NW Arkansas families. Our goal is to ensure every child has access to high quality care and education. We strive to meet this goal by providing direct services to children 6 weeks to 5 years of age and by offering a wide range of services through the HighQ Ed Center (HighQ). The HighQ allows us to reach thousands of children by collaborating with nearly 500 centers across our region; providing training, resources, program development, technical assistance, advocacy and much more.

Simply put... children are our first priority!

Our promise to you is to love, nurture, and educate your child. There will be lots of hugs and smiles, we will build friendships and self-esteem, we will discover new things and learn through exploration, there will be time to eat healthy meals and time to recharge, and we will enjoy childhood.

We want to be an extension of your family. Stronger continuity between home and school and bonds between parents and teachers leads to a happy and healthy child. Feel free to contact us anytime.

Warm regards,

HWCEC Team



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Helen R. Walton
**CHILDREN'S
ENRICHMENT
CENTER**

HWCEC Commitment

Our Mission

Children are our first priority!

Our commitment is to provide families access to the highest quality of early childhood education and care.

Our Values

Commitment

Helen R. Walton Children's Enrichment Center (HWCEC) is dedicated to the well-being of children six weeks through pre-kindergarten. We consider the needs of the whole child: social, emotional, physical, and cognitive. We understand that an investment in young children is the best investment for the future of our community.

Integrity

Helen R. Walton Children's Enrichment Center adheres to high ethical and professional standards in work and relationships. We are fair and respectful in our interactions with families and early childhood professionals. HWCEC is a conscientious steward of the resources entrusted to us.

Excellence

Helen R. Walton Children's Enrichment Center strives to improve upon our services to deliver the highest quality of care and education. We leverage expertise and resources for the greatest impact on young children in Northwest Arkansas.



Leadership

Helen R. Walton Children's Enrichment Center encourages initiative and leadership, and strives to be a model nonprofit organization. We use a collaborative approach with families, early childhood partners, and donors to improve early childhood services and community awareness.

Diversity

At Helen R. Walton Children's Enrichment Center, we believe that families win when everyone matters, and that the true strength of diversity is unleashed when each child and early childhood professional is encouraged to reach their full potential. Diversity then becomes the foundation for an inclusive, sustainable childcare center that embraces and respects differences, develops our teachers, serves our families, and partners with our community.



Enrollment

Enrollment Process

The Helen R. Walton Children's Enrichment Center accepts enrollment applications throughout the year. Acceptance is typically determined on a first come, first serve basis.

Exceptions include:

- Emergency situations
- Families utilizing vouchers/scholarships
- Families currently enrolled at HWCEC

Each child is considered without regard to race, color, creed, or national origin. In the event we have reached maximum enrollment, applicants are placed on a waiting list.

Enrollment Requirements

Upon acceptance, you must provide the following before service will be provided:

- Completed application form and all related documents
- Child's official record of immunizations
- Child's certified birth certificate or social security card
- Signed emergency medical release
- Valid state identification card
- Signed certification of no sexual offense and no record through the sexual offender national data base (Raptor)



Registration Fee

Registration is a one-time non-refundable payment of \$100 per family.

The registration fee covers the administrative costs associated with enrolling a child, including verification of immunization records, entering all family data, assigning pass codes and adjusting meal records. Enrolled families may register additional children at no charge.



Tuition

We believe all children should have access to the highest quality of care and education; therefore, we offer a Sliding-Scale Tuition Program. This is funded through generous contributions from individuals, corporations and local organizations.

Tuition will be \$335 per child, per week for all age groups. For families who qualify, and funding is available, may receive a 15% - 90% reduction in tuition. 100-110 families will receive a reduction in tuition each year. The eligibility guidelines can be found on page 8 of the Parent Handbook.

Tuition payments are due every Friday by 6:00 p.m. prior to the week of service.

Age Group	Weekly	Three-Day Fee	Two-Day Fee
Infant	\$335.00 per child	N/A	N/A
Toddler	\$335.00 per child	\$251.25 per child	\$167.50 per child
Preschool	\$335.00 per child	\$251.25 per child	\$167.50 per child

Tuition is due whether your child attends or is absent and is not refundable for absences or holidays.

Our goal is to provide children with quality care and educational preparedness. Your tuition payments provide a firm financial foundation for the Center and ensure that all children continue to receive the benefit of our services, programs, and activities.

NOTE: If your child is absent without notice or your account is delinquent, your child is subject to dismissal from the Center. Your child can only be re-enrolled if there is a vacancy in the class, registration fee is paid for re-enrollment and delinquent payments are paid in full.

Late Tuition Payment Fee

Tuition payments are due every Friday by 6:00 p.m. prior to the week of service.

A late fee of \$5.00 will be assessed for each business day the payment is overdue. The late fee will apply to remaining balances on an account, including, but not limited to, partial payment balances and late fees.

Late Pick Up Fee

Children must be picked up no later than 6:00 p.m. If a child is still in the Center after 6:00 p.m., a late fee of \$5.00 is charged per child for every five-minute increment after 6:00 p.m. (6:01 p.m. to 6:05 p.m. is considered the first 5 minute increment. Time is determined by the Center clock.) The fee is applied to your account.

Returned Check Fee

A fee of \$20.00 will be charged for returned checks. The Center will have the option to refuse further payment by check and require payment in cash or by money order.



Sliding-Scale Tuition Program

Below are the gross annual income guidelines in relation to the total household size. If a family qualifies and funds are available, the family will receive a reduced tuition rate. An individual or family receiving consistent assistance through another program will not be eligible to participate in the Sliding-Scale Program.

	90% Reduction	80% Reduction	60% Reduction	40% Reduction	25% Reduction	15% Reduction
Household/Family Size	Household Income					
2	< \$24,360	< \$32,480	< \$40,600	< \$48,720	< \$56,840	< \$73,080
3	< \$30,630	< \$40,840	< \$51,050	< \$61,260	< \$71,470	< \$91,890
4	< \$36,900	< \$49,200	< \$61,500	< \$73,800	< \$86,100	< \$110,700
5	< \$43,170	< \$57,560	< \$71,950	< \$86,340	< \$100,730	< \$129,510
6	< \$49,440	< \$65,920	< \$82,400	< \$98,880	< \$115,360	< \$148,320
7	< \$55,710	< \$74,280	< \$92,850	< \$111,420	< \$129,990	< \$167,130
8	< \$61,980	< \$82,640	< \$103,300	< \$123,960	< \$144,620	< \$185,940

- Household/family size is defined by the number of individuals living in the household to include children.

How to Calculate Monthly Income Each household member's income is calculated based on their gross (before taxes) salary or gross regular hourly wage. We do not consider bonuses or overtime, as they may not be consistent sources of income. Each hourly wage is multiplied by 2080 hours (full-time working hours per year) which equals gross monthly employment income. Part-time gross wages (less than 40 hours/week) are calculated according to average hours worked on a weekly basis. Any additional income received by the household on a regular basis – such as child support, disability, or other government payments – must be added to the recipient's wages to calculate total household gross income.

The Sliding-Scale Tuition Program is administered on a first come, first-serve basis. Applications are accepted year-round and are subject to availability of funds.

HWCEC offers hardship assistance to ensure every child has access to high quality care and education.



Payment Options

- An automated withdrawal from a bank account is available. Completion of an ACH form and a voided check may be substituted at the front desk. Options include weekly or bi-weekly.
- Check, Cash, or Money Order payments may be made at the front desk.
- Debit/Credit Card payments are accepted at the front desk only. The cardholder must be present with a valid ID and credit card must be signed.



Withdrawal

If you chose to withdraw from the Center, you will be required to give two weeks' notice. This gives the Center time to prepare your child for departure and to provide other families on our waiting list with the opportunity to enroll their child. If two weeks' notice is not provided, the Center will charge your account two weeks' tuition.

If there is non-payment on an account or there are consistent late payments of tuition and related fees, dismissal may occur. Additionally, dismissal may occur if a child is absent for one-week without notification.

State Voucher Recipients

If you receive state vouchers, please contact our Business Coordinator to assist you with the required paperwork. There is a \$35 per week/per child parent co-pay for voucher recipients. HWCEC's scholarship program will cover any tuition balance after the approved voucher reimbursement rate and the \$35 parent co-pay has been applied.

We treat others by following the Golden Rule



The Basics

Hours of Operation

The Helen R. Walton Children's Enrichment Center's hours of operation are from 6 a.m. to 6 p.m., Monday through Friday.

Holiday closings include:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Eve
(Closed when holiday falls on a weekday)
- Christmas Day

If a holiday falls on a Saturday or Sunday, the holiday will be observed the Friday before or the Monday after.

Inclement Weather Policy

Every effort will be made to open the Center during inclement weather. Below will be our action steps if the Bentonville Schools are closed:

1. Automatic delayed opening of 8:00 a.m.
2. Decision to delay opening to later hour or full day closing will be made and communicated to parents by 7:00 a.m.
3. Communications of inclement weather hours:
 - Website (<http://hwcec.org>)
 - Text
 - Email
 - Social Media
 - Major Media

On delay opening days, breakfast will not be served. All other meals and center-based activities will occur. Extracurricular activities are subject to provider's decision. It is important parents update phone numbers and email as their contact information changes.





Mealtime

The Helen R. Walton Children's Enrichment Center participates in the USDA Child Nutrition Program to ensure your child receives the proper nutrition while in our care. We combine a wide variety of freshly prepared meals with reduced sodium, sugars and fats. We do not allow peanut and tree nut products in the classroom due to allergies.

The Center respects religious meal substitutions (i.e. vegetarian meals). Please note your child's needs on the enrollment application or contact the front desk. For food allergies, please refer to the Health and Medical page of the handbook.

We encourage mothers to breast feed their infants. Therefore, breast feeding rooms are available for your convenience and privacy. However, you may feed anywhere in the facility to meet your comfort level.



Breakfast

8:00 – 8:30 a.m.

Although there is not a designated time for dropping off or picking up your child during our hours of operation, your child must arrive before 8:15 a.m. to enjoy breakfast. This allows us to stay on schedule for the day's activities.

Lunch

11:00 – 11:30 a.m.

If your child will be joining us for lunch, he or she must arrive by 11:00 a.m.

Afternoon Snack

3:00 p.m.

Naptime – Toddlers and Preschool

12:30 p.m. – 2:30 p.m.

We ask that if at all possible, please drop off your child before or after naptime so as to not disturb the children who may be sleeping.

Naptime - Infants

6 weeks – 12 months: naps are based on each child's individual needs and are not scheduled.

12-18 months: classes may provide a morning and afternoon nap or follow the standard nap of 12:30 – 2:30 p.m. based on the needs of the children.



Welcome Time (Daily Arrival)

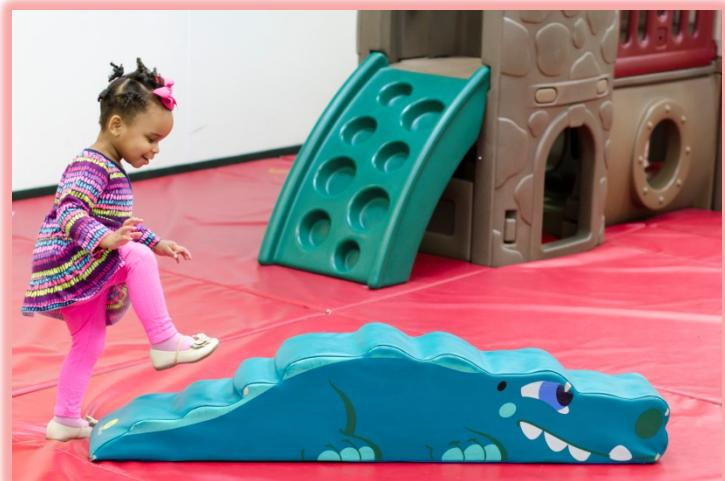
Because of our commitment to provide a safe, secure environment for your child, the following procedures have been established:

- Upon welcome time (arrival), you must accompany your child to his or her classroom.
- Each parent or guardian is required to utilize their individual pass code upon entering the facility. This code allows us to track your child's attendance, but most importantly, it provides a safe and secure environment for our families.
- Anyone other than yourself who is authorized to reunite (pick-up) with your child can be assigned a code or they must sign-in at the front desk.
- Parents, guardians, and approved guests are welcome to visit your child's classroom at any time.

SAFETY NOTE: Never share your security code with anyone, including family members. This will allow us to accurately share information with the police in the event of an emergency.

Reunion Time (Daily Departure)

- You will reunite (pick-up) your child in his or her classroom.
- If it is necessary for someone other than an authorized pick-up to reunite with your child, you will need to arrange for such reunion in advance and either (1) complete a form at the front desk, or (2) bring a signed and dated note giving the name of the person and his/her relationship to the child, and authorizing that individual to reunite with your child.
- All authorized pick-ups must be at least 16 years of age.
- Authorized individuals must sign-in at the front desk, must have their driver's license or government issued ID badge at all times while present at the Center. The Center will require that the authorized individual execute these requirements before your child(ren) will be released to his/her custody.
- Authorized pick-ups without security codes must sign in at the front desk, have their driver's license or government issued photo identification card scanned through the Raptor system upon each arrival dates, and wear an ID badge at all times while present at the Center.
- The Center will not release a child to the custody of an authorized pick-up who Raptor has identified as a sex offender. Parents will be contacted immediately.





Child Comfort

Infant Personal Items

Each infant has an individual crib, bedding, and plenty of storage for personal belongings. Parents are required to provide an adequate supply of the following, with the child's name labeled on all items:

- Diapers
- Pre-made bottles of breast milk or formula
- Baby's jarred food (if parent prefers alternatives to infant menu)
- Change of clothes daily (including outdoor clothing)
- Pacifier (if desired)
- Naptime comfort item (for infants sleeping on cots only)



Assistance with baby formula and rice cereal is available. Please see the front desk for details. As always, we follow parent preference regarding infant meals.



Toddler Personal Items

Each child will have his or her own cot, bedding, and plenty of storage for his or her belongings. Parents are required to provide adequate supply of the following, with the child's name labeled on all items:

- Diapers, pull-ups, or underwear
- Change of clothes (including outdoor clothing)
- Favorite stuffed animal or toy for naptime



Preschool Personal Items

Each child has his or her own cot and bedding and plenty of storage for his or her belongings. Parents are required to provide adequate supply of the following, with the child's name labeled on all items:

- Diapers, pull-ups, or underwear
- Change of clothes (including outdoor clothing)
- Favorite stuffed animal or toy for rest time

NOTE: Occasionally, we ask parents to provide towels and sunscreen. Teachers will provide advance notice of supply requests.



Clothing

Children and infants are required to participate in daily outdoor play. Please ensure your child is dressed appropriately for the weather each day. A change of clothing is essential for your child. These clothes should be labeled with his or her name. As a safety precaution, HWCEC has a no flip-flop policy.

Classroom Considerations

Daytime Visits

As parents, you are encouraged to visit your child throughout the day. Each parent receives an access code at the time of enrollment; therefore, you may come and go as you wish.

Note: The only time a parent is not issued an access code is if court documentation indicates that a parent's rights are limited or revoked. Please refer to the Change in Family Status section for additional information.

Additionally, authorized parents may issue codes to other family members or friends. Such individuals may also visit your child throughout the day.



Parties

Birthdays and holiday parties are a special time! Parents are welcome to bring special treats to celebrate their child's birthday or holiday. If you wish to provide a cake or baked treat, the item must be from a state inspected bakery with an ingredient label on the box. Please be sure the product has a "made in a peanut-free facility" label. Items containing peanut, tree nut or traces will not be allowed in the facility for the safety of children with severe nut allergies. Suggested treats are:

- Fresh fruit platter
- Fresh vegetable platter
- Cheese and crackers



*Special events, such as
birthdays should be celebrated with family.*



Notes for Safety

Please DO NOT send the following to the center:

- Latex balloons, due to their potential choking hazard. (Mylar balloons are a great alternative)
- Movies/videos from home
- Gum
- We highly discourage bringing toys from home. We do not want a special toy mishandled or lost during the course of the day.

Diaper Bags and Backpacks

To ensure the safety of the children, diaper bags and back packs cannot be stored in the classroom or child's cubby. We encourage parents to keep such items in their vehicles. If bags or car seats must be left at the center, please use the car seat storage in Canney Neighborhood. Please ensure medication is not stored in diaper bags or backpacks.

Potty Training Supplies

If your child is potty training, please dress your child in the undergarments he or she will be most comfortable in throughout the day. This limits confusion for the child and lowers the number of accidents he or she will have during the day. For children who are potty training, please provide the following each day:

- 4-5 pairs of training pants or underwear
- 2-3 additional changes of clothes, including socks and shoes



Dear Mom and Dad,
My teachers want to keep me safe.
Please take my diaper bag or
backpack to the car. There could
be dangerous stuff in there.
Love,
Your child



Behavior Guidance

The Center's philosophy regarding discipline is that it is intended to help children learn self-discipline and develop a positive self-concept. This includes teaching children to be aware of responsibility for his/her actions, accepting themselves, their limitations and their talents. We believe that this can best be accomplished through close supervision, gentle guidance, redirection and school – home cooperation.

These strategies include:

- Maintaining individualized, age and developmentally appropriate expectations of children
- Providing clear, simple and consistent limits
- Providing an environment that keeps children engaged in developmentally appropriate activities to prevent problems from occurring
- Modeling appropriate behaviors, reminding children of expectations and rules
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems
- Encouraging children to use their words to solve problems or to elicit peer cooperation
- Providing logical and natural consequences for children's actions
- Removing children from the situation until they are able to discuss the issue and/or calm down (Time-out or Cool Down Time: this is used only for children two and older)
- Exploring behavior issues and possible school - home solutions with parents/guardians





Education

Educational Philosophy

We believe that children learn on their feet, not their seat. Many of us envision a classroom where the teacher talks a lot at the blackboard. Early childhood is quite different. Research tells us that the most effective method is engaged learning. Engaged learning is exactly what it sounds like, learning through direct interactive experiences rather than listening to someone talk.

Young children learn extraordinary amounts through play and exploration in matters that are relevant to their world. Young children love to manipulate items and explore new ideas. They enjoy the opportunity to see how things work and to test their own theories. Engaged learning takes advantage of children's natural motivation, abilities, and interests.

We use age appropriate curriculum that can be modified for the developmental needs of each child. At HWCEC, we focus on the whole child; social, emotional, physical and cognitive development. We organize the classroom environment to promote active learning and we encourage children to think and talk about their discoveries and creations.



Curriculum



HWCEC utilizes *Creative Curriculum* from September – May of each year. The curriculum focuses on age appropriate experiences from infant – pre-k. The domains covered are:

Language
Mathematics
Creative Arts
Approaches to Learning

Literacy
Science
Social/Emotional
Physical/Health

The Creative Curriculum and *GOLD* are both aligned with the *Head Start Child Development and Early Learning Framework* and state early learning standards. *GOLD* is also aligned with Common Core State Standards.

Why doesn't HWCEC use worksheets in preschool?

Young children do not learn by regurgitating information. At this age, worksheets provide little value. As adults, we are concerned with the outcome or the product of our efforts. We want the report to look nice, the cookies to taste great, or the hedges to be perfectly straight. We participate in few activities just for the fun of doing them. In part this is because we are



not learning how to do these activities. But do you remember when you first learned how to play golf? Or use a new computer program? In the beginning you needed to do a certain amount of “messing around” – exploring what would happen if you did this or that. This is the way it is for your child. Children are learning new things all the time, and they need the freedom to try things out without worrying about the product (the worksheet).

Your child is learning coordination, beginning writing skills or making discoveries about triangles or gravity. He/she is certainly finding out that doing for one’s self is very satisfying – and that builds confidence.

Be patient. Allow your child the time to grow and learn through the various processes that are part of the task. Enjoy watching his or her involvement. Later, we all can be proud of the product.

Developmental Skills Checklist

Tests are not reliable for children at this age. Instead, we observe what children do and note a child’s abilities within 47 indicators related to the domains. Additionally, we collect samples of each child’s work (drawings, writing, photos), and keep them in a portfolio. Three times a year, we summarize this information on a developmental skills checklist (varies by age group) and share it with you at parent-teacher conferences.

Kindergarten Readiness

We want to ensure your child has a successful academic career therefore we focus on your child’s physical, emotional, social and cognitive development – the “whole child approach”.

As your child progresses through pre-k, he/she will visit an elementary school, see a kindergarten classroom and eat in the cafeteria. We will shorten naps as the year progresses, practice opening ketchup packets and milk cartons, help them learn to keep their hands to themselves through self-regulation, and stretch their ability to focus on one activity for longer stretches of time.

At HWCEC, we survey all of our families after 9 weeks into the school system. We ask the parents to benchmark their child against Arkansas’ Kindergarten Readiness Indicators. For the past several years, 100% of HWCEC parents felt their children were well prepared and ready for the kindergarten experience.



*100% of HWCEC parents felt
their children were well
prepared for kindergarten.*



Daily Schedule Examples

Continuity Daily Schedule

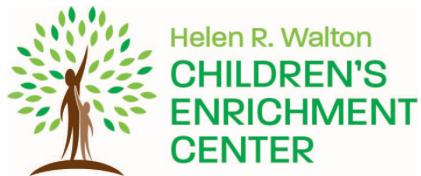
6:00 - 7:00 Morning Welcome in the Gross Motor Room
7:00 - 8:30 Learning Centers / Feeding and Diapering / Center Breakfast 8:00 - 8:30
8:30 - 9:00 Outdoor Time
8:30 - 9:30 Feeding, Naps and Activities (meeting individual needs)
9:30 - 10:00 Reading / Singing
10:00 - 11:00 Diapering / Centers / Art
11:00 - 12:00 Feeding, Naps, and Activities (meeting individual needs)
12:00 - 12:30 Outdoor Time
12:30 - 1:00 Diapering / Centers / Activities
1:00 - 2:00 Feeding, Naps, and Activities (meeting individual needs)
2:00 - 3:00 Diapering / Story Time
3:00 - 3:30 Feeding, Naps, and Activities (meeting individual needs)
3:30 - 4:00 Outdoor Time / Gross Motor Room (bad weather)
4:00 - 5:00 Diapering / Centers
5:00 - 6:00 Free Play / Feeding, Naps, and Activities (meeting individual needs) Afternoon Reunion



Continuity Daily Schedule

6:00 - 7:00 Morning Welcome in the Gross Motor Room
7:00 - 8:00 Diapering / Story Time / Learning Centers
8:00 - 8:30 Breakfast
8:45 - 9:15 Art / Learning Centers
9:15 - 9:30 Morning Snack
9:30 - 10:00 Diapering / Reading and Singing Activities
10:00 - 10:30 Outdoor Time
10:30 - 11:00 Learning Centers
11:00 - 11:30 Wash Hands / Lunch Time
11:30 - 12:00 Diapering / Manipulative Activities
12:00 - 12:15 Naptime Preparation / Stories
12:15 - 2:30 Nap Time
2:30 - 3:15 Diapering / Learning Centers
3:15 - 3:30 Snack Time
3:30 - 4:00 Outdoor Time
4:00 - 4:15 Teacher Directed Sensory / Free Choice
4:15 - 5:00 Diapering / Learning Centers
5:00 - 5:15 Evening Snack
5:15 - 5:30 Special Time Activities
5:30 - 6:00 Gross Motor Room / Afternoon Reunion





Preschool Daily Schedule

6:00 – 6:30	Morning Welcome in the Gross Motor Room
6:30 - 9:00	Learning Centers (8:00 - 8:30 Breakfast)
9:00 - 9:15	Clean-Up Time / Transition Activity
9:15 – 9:50	Outdoor Adventures
9:50 - 10:00	Transition to Room/Wash Hands
10:00 – 11:00	Learning Centers/ Small Group
11:00 – 11:30	Lunch Time
11:30 - 12:30	Learning Centers
12:30 - 2:30	Rest Time
2:30 - 3:00	Wake up/Snack Time
3:00 – 3:45	Outdoor Adventures
3:45 – 6:00	Learning Centers/Small Group/Afternoon Reunion



Free Developmental Screenings

1 in 4 children are at risk for developmental delay. Early childhood screening provides an opportunity to identify delays early and intervene during the most critical period of development. Approximately 40% of pediatricians do not consistently complete recommended developmental screenings.

If a delay is identified, early intervention is essential. Taking advantage of a child's brain when it is most flexible or "plastic" in the early years, can lead to later success in school, the workplace and the community. Therefore, we highly recommend having your child screened upon enrollment. The screening is free and is conducted on-site by Regional Therapy Services. Parents will receive a copy of the screening results within 4-6 weeks. One more way to place your child as our first priority!

Kimberly Williams, Clinical Director, Regional Therapy Services, Inc.

Call or text (479) 936-1061 email: kimberlywrts@gmail.com

Deedra Branscum, M.S., CCC-SLP, Lead Therapist

Call or text (479) 790-7979 email: deedrarts@gmail.com

Special Provisions

Every child can be successful! Sometimes it requires therapy to meet his/her specific needs. Therapists are welcome to conduct sessions at HWCEC; in the natural environment of the classroom or within one of our general areas dependent on the therapeutic needs of the child. We do require documentation from the parent that includes the name of the therapist, company, contact information, and authorization that the therapist may provide services on HWCEC's campus. Additionally, we will need a copy of the Individual Family Service Plan (IFSP) or Individual Education Plan (IEP). It is important to us that we partner with the family and therapy provider to reinforce the specified goals and objective as part of the daily routine of the classroom. Therapists will be required to complete background checks.



Health Requirements

Requirements

The following are requirements or guidelines regarding health and medical issues for all children attending Helen R. Walton Children's Enrichment Center:

- A completed and signed emergency medical release
- Current immunizations are required at registration and must be kept current
- Children are NOT allowed to attend the Center if they have a contagious or infectious disease or illness

III Child Procedures

Parents and guardians will be notified to pick up their child if he or she exhibits the following symptoms:

- Fever of 100 degrees or higher
- Diarrhea consisting of two or more watery stools in a 24-hour period
- Vomiting on two or more occasions within a 24-hour period
- Rashes, excluding diaper rash or rashes caused by heat or allergic reactions
- Sore throat associated with fever or swollen glands in the neck
- Severe coughing
- Pink eye
- Untreated scabies, head lice, or the presence of nits
- Multiple sores inside the mouth



Ill children will be removed from his or her classroom and will be cared for by an employee in the Center's comfort room until the parent or guardian is able to pick up the child. An ill child should be picked up from the Center as quickly as possible for medical treatment. To ensure the health and well-being of the children attending the Center and our staff, the Center requires children be without fever, vomiting, or diarrhea for at least 24 hours before returning.

When a doctor's note is required, please assure the following information is included:

1. Child's name and current date
2. Specific date child may return (i.e. may return to school on March 10)
3. Statement that the child's condition is no longer infectious
4. If a rash is not contagious but is still visible, have the doctor notate the approximate period of time the rash will be present



Contagious Diseases

Please notify the Center if your child contracts a contagious disease. It is our responsibility to notify other parents that their children may have been exposed to the illness. Before returning to the Center, a child with a communicable illness must have a doctor's release stating the child is no longer contagious. Please reference the previous page for information pertaining to doctor's notes.

Medication

All prescriptions must be in their original containers with the child's name, date, dosage, and frequency of dosage. **Oral over the counter medication will not be given to children under the age of 2.** If the dosage is to be administered one or two times daily, HWCEC will not administer medication (this applies to all ages). Over the counter medications, for children 2-5 years of age, must be accompanied by a doctor's note that clearly outlines the following:

1. Child name
2. Current date
3. Name of over the counter medication to be administered (i.e. Robitussin DM)
4. Dosage
5. Frequency of dosage (every 4 hours) - please do not list "as needed", as this will not be accepted

Special Health Care Medications

Children with special health care needs (i.e. asthma, diabetes, special needs, severe allergies) who require scheduled daily medication or medications to be given on an emergent basis (i.e. EPI-PENS, asthma medications) shall have a medical care plan from the child's physician. Medical care plans must be updated by the physician on an annual basis.

Topical Medication

All topical medications require a signed Parental Request for Topical Medication permission form. A doctor's note is not required. Such topical medications include, but are not limited to:

- Diaper creams
- Chap Sticks / Vaseline
- Antibiotic creams
- Sunscreen (form valid for 1 year)

These forms will be valid for up to 6 months from the date of signature. If a topical medication is required beyond a few months, a new form is to be filled out.



Administering Medication

If your child requires medication while at the Center, a medication slip is available in the classroom for parents or guardians to complete. All medication will be kept in a locked container or in a refrigerator. A record will be maintained by the Center each time medication is administered. Medications should be taken home and brought back daily. The Center will administer medication as directed on the prescription label, no exceptions.

Medical Emergencies

Our goal is to ensure the safety of each and every child in our care. In the event of a medical emergency, we will address the immediate needs of the child and notify the parents or guardians as soon as is practically possible. If the parents or guardians are not available, the Center will notify the following individuals in this order:

1. Authorized pick up person listed on application.
2. Physician listed on application.
3. Child will be taken to the hospital listed on application.

In life threatening emergencies, the Center will contact 911 before contacting the parents or guardians.

Allergies

Any allergies, including food allergies, must be accompanied by medical documentation. The Center will provide meal substitutions if possible.

For further information regarding health requirements, please request a copy of the **Health Requirements Overview** from the front desk or review a copy found on the classroom parent information boards.



Communications

This is your Center! We want and need your feedback so we can continue to improve our services and provide exceptional care and educational preparedness for your children. We encourage you to contact your child's teacher or a member of management to share your ideas, concerns, or even to let us know what you think is working well at the Center. Below are multiple ways we stay connected:

Call Us



Cindy Singleton,
Director of Early Childhood Operations
csingleton@hwcenter.com
479-273-3552



Jessica Butler, Continuity/Young Preschool Manager
jbutler@hwcenter.com
479-273-3552



Holly Marshall, Preschool Manager
hmarshall@hwcenter.com
479-273-3552



Patsy Bishop, Continuity Manager
pbishop@hwcenter.com
479-273-3552



Newsletters

News & Notes (newsletter) is distributed monthly via email. News & Notes provide information on upcoming events, fundraisers, information regarding early learning, parent recognition, employee of the month, and much more.

Please make sure you keep your email address current in our records. If it changes, please stop by the front desk to update your account. If you do not have email, hard copies are available at the front desk.

Mail Folder

There is a mail folder for parents in every classroom. You may find the following items in your mail folder:

Child artwork/projects

Incident or accident reports

Class notices (parties, events, needs)

If parents do not live in the same household, let us know and we will create a mail folder for each parent.



Email and Website

Our primary method of communication is email. We will email all center-wide notices such as events, closings, inclement weather updates, fundraisers, and other pertinent information. It is important to keep your email address updated by visiting the front desk. Be sure to check your firewall settings and junk mail, if emails are not received.

If you do not have email, please let us know. We will be sure to place all notifications in your mail folder for your convenience.

Our website is <http://hwcec.org>. General information, calendar of events, fees and menus are posted for your convenience.

Parent/Teacher Conferences

Formal Parent/Teacher Conferences are hosted three (3) times a year. This is our opportunity to review your child's developmental progress, classroom curriculum to support growth, and activities to do at home to encourage your child. These conferences are held in fall, winter and late spring.

Of course, you may request additional time or an informal conference any time throughout the year by contacting the Director of Early Childhood Operations.



Parent Surveys

Each year, we encourage all parents and guardians to complete an online survey. Communication is key! We need to understand what is important to our families, what we are doing well, and areas in which we can improve upon. Our commitment to exceptional service can only be accomplished with your support and feedback.

Baby Connect

HWCEC uses Baby Connect for all continuity rooms. Baby Connect is an online application that allows parents to monitor their child's meals, naptimes, diaper changes and activities.

Parents may access Baby Connect online at <http://www.baby-connect.com> for free. Additionally, parents may purchase a mobile app for a one-time fee of \$4.99.

HWCEC will link your email to your child's profile. To register, visit <http://www.baby-connect.com/register> and follow the instructions. Once registered, you will be able to access the information entered by the teachers throughout the day. If you choose not to use Baby Connect, HWCEC will still provide a written daily report at the end of each day.

If you already have an account with Baby Connect, verify the email address used for Baby Connect is the same as what is on file at HWCEC. If you have any questions, please feel free to contact us.

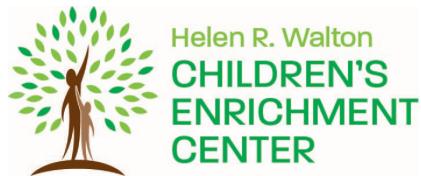
Daily Connect

HWCEC uses Daily Connect for all preschool rooms. Daily Connect is an online application that allows parents to monitor their child's daily activities.

Parents may access Daily Connect online at <https://www.dailyconnect.com> for free. Additionally, parents may purchase a mobile app for a one-time fee of \$4.99.

HWCEC will link your email to your child's profile. To register, visit <http://www.dailyconnect.com/register> and follow the instructions. Once registered, you will be able to access the information entered by the teachers throughout the day. If you choose not to use Daily Connect, HWCEC will still provide a written daily report at the end of each day.

If you already have an account with Daily Connect, verify the email address used for Daily Connect is the same as what is on file at HWCEC. If you have any questions, please feel free to contact us.



Security

Emergencies

In the event that an emergency arises and none of the individuals listed as authorized pick-ups for your child (ren) are available to pick up your child (ren), the Center will require that you submit the name of the individual that will be picking up your child in writing via fax or scanned letter with signature, to be immediately proceeded or followed up by a phone call to the Center to notify them of the emergency situation and pick-up information. **[In an emergency situation that renders both parents/guardians unable to provide such notification to the Center, the notification may be provided by an authorized pick-up that has been issued a security code.]**

Evacuation Site

In the case of an isolated incident (i.e. gas leak), children will be escorted to the field. If the emergency impacts the community (i.e. tornado) and requires the HWCEC to provide extended care until parents can reach us, our secondary location is:

First Presbyterian Church
901 NE J Street
Bentonville, AR 72712

The location is on NE J Street between Central Avenue & Tiger Boulevard. Directions: From I-49 take exit 88 (Hwy 72/Central Avenue) towards Bentonville Square, go west on Central Avenue and north on NE J Street.

Campus Expectations

We ask that all parents and visitors conduct themselves in a manner appropriate for a school setting. If the physical or verbal behavior by a parent or visitor is disruptive to the program, actions such as leaving school grounds or dismissal from the Center may occur.

The provision of false, misleading or incomplete information in connection with the Certification Statement will result in the immediate dismissal from the Center.

No drugs or alcohol are permitted on HWCEC's campus.



Visitors

All visitors (parents or authorized individuals without security codes, student observers, service personnel) must sign in at the front desk and scan their driver's license or government issued photo identification card through the Raptor system prior to being permitted entry. If the Raptor system indicates that an individual is a registered sex offender, the individual will NOT be allowed to enter the Center. If the individual is certified for entry, he/she must wear an ID badge at all times while present at the Center. Please refer to the Registered Sex Offender Policy for additional information.

Mandated Reporting

Under Arkansas law, Act 397, all Center team members are mandated to report any signs of suspected child maltreatment to the appropriate Child Protective Services; this is to include, physical, emotional, sexual abuse or signs of neglect. Child Protective Services will determine if the parents can be notified of the report. We are required to comply with their determination for the safety and well-being of the child.

Investigations

Your child may be subject to interviews by state licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Such child interviews DO NOT require parental notice or consent. HWCEC does require such individuals to provide proof of identification; and keeps a copy on file.

Additionally, the investigator may determine if the Center may contact the parents regarding the interview. For the child's safety, we are required to comply with their determination.

In the rare event, the investigation is regarding Center actions, parents will be notified as quickly as possible and safety protocols will go into effect to ensure child safety.

Emergency Contacts

A minimum of two local emergency contacts must be on file, in addition to parents/guardians. Please ensure your emergency contact information is updated at all times; to include names and phone numbers. If we cannot reach a parent/guardian in an emergency situation, we will call emergency contacts.

*His safety and well-being are
our first priority!*





Change in Family Status Policy

At the Helen R. Walton Children's Enrichment Center children are our first priority. To ensure the safety and well-being of each child, the Center has security doors, cameras, safety drills, and policies regarding "change in family status."

Due to the number of families we serve, the Helen R. Walton Children's Enrichment Center has devised a "change in family status" policy, with the assistance of legal counsel, to address common issues that impact the custodial rights with respect to children.

Definitions:

Custodial Parent: Biological parent, adoptive parent, or legal guardian that has not had legal rights to the child restricted by a court of law.

Full Access: Persons having Full Access to a child may visit the child at any time and may remove the child from the Center without additional express permission of or notification to a parent.

Non-Custodial Parent: A Parent that has restricted legal rights to his/her child(ren)

Parent: Biological parent, adoptive parent or legal guardian of a child.

1. In order to enroll a child at the Helen R. Walton Children's Enrichment Center, a Custodial Parent must complete all paperwork and sign a parent handbook agreement of understanding.
2. Unless there is proper documentation from a court of law that states otherwise, any Parent of the child will have Full Access to the child.
3. If a family has any court-issued documentation that impacts the legal rights with respect to a child attending the Center, a copy must be provided to the Center. This includes but is not limited to court orders, divorce decrees, and restraining orders.
4. The Center will abide by all properly issued court orders. The documentation must be originated by a court of law, not a private attorney. This includes, but is not limited to, following any restrictions contained in a court order that specifies that a Non-Custodial Parent shall not have unsupervised visitation and an order prohibiting contact with a child by any specified person. We will not deviate from the order under any circumstance.
5. If a Custodial Parent of a child indicates that there could be a threat to the child's welfare in the event the Non-Custodial Parent appears for visitation, the Center will take steps, as necessary, to protect the child. In the event that a court order does not exist, offering the protection deemed advisable after consultation with the Custodial Parent, the child cannot return to the Center until a court order is issued that satisfactorily addresses the parental concerns.



6. The Custodial Parent(s) is the only authorized party that may determine the persons who may visit or pick-up a child from the Center when the child is known to the Center to have custodial issues. When completing the child's enrollment application, all persons who will have Full Access must be listed, including Parents. If a Custodial Parent completes the form and omits the name of any person, the center will have no obligation to release the child or allow visitation without written approval of a Custodial Parent(s). This policy stands even if an individual appearing at the Center claims to be a Parent of the child, unless such Parent's identity can be confirmed, and the Custodial Parent is contacted and agrees to the release or visitation. All additions, changes or removal of authorized pick-up persons must be done in writing by the Custodial Parent(s). Please see the front desk or a member of management for appropriate paperwork.
7. When Parents have joint custody with no firm visitation schedule, or a visitation schedule containing no specific restrictions on visitation other than setting forth a general plan for holidays and the like, the Parents will each be asked to meet with Center administrative staff to set up prearranged dates for access and, if no restrictions are agreed upon by the parents, then the Center shall provide unrestricted access to both parents until such time a court order may otherwise require.
8. When the court does not provide joint custody, the order needs to clearly address the parents' rights to access the child when attending the Helen R. Walton Children's Enrichment Center.
9. All court documentation will be kept confidential. A copy of the document will be kept in the child's original file, and only pertinent excerpts will be disclosed to the child's teachers.



Use of Non-Standard Playground Items

Gross Motor Room Boulders

Non-standard climbing boulders in the Gross Motor Rooms used at the Helen R. Walton Children's Enrichment Center. These items are intended to promote gross motor skills without the use of traditional climbing or balancing equipment. These items will be used by children from birth to five years old. The Children's Enrichment Center is committed to providing opportunities to include traveling skills. Children need the opportunity to explore the environment and climb up and down. This can be accomplished by providing rock formations or natural settings that children would be likely to find in their outdoor experiences at home. Infants and toddlers (birth – 2.5 years of age) have the opportunity to touch and play around the piece. However, teachers will not encourage children under 2.5 years of age to climb on the rock as it is not deemed age appropriate.

The boulders provide opportunities to improve balance for older children (ages 3-5). Dynamic balance requires children to hold a stable position while the body is moving (i.e. climbing or walking). Climbing a boulder allows children to help stabilize the body's position; therein strengthening balance.

At the base of each boulder will be a 6-foot fall zone material to minimize injury related to falls. This material complies with all ASTM standards. The boulders are 6+ feet away from all walls. The Gross Motor Room boulders will be closely monitored by staff; no different than that of standard climbing equipment. Staff provides appropriate instruction, practice and assistance to meet the varying abilities of children.

Use of Non-Standard Playground Items

Preschool Playscape Rock Wall

Non-standard climbing wall on the preschool playscape is used at the Helen R. Walton Children's Enrichment Center. The rock wall is used by children from 3 to 5 years of age to promote gross motor skills without the use of traditional climbing or balancing equipment. The Children's Enrichment Center is committed to providing opportunities to include traveling skills. Children need the opportunity to explore the environment and climb up and down. This can be accomplished by providing rock formations or natural settings that children would be likely to find in their outdoor experiences at home.

Additionally, the rock walls provide opportunities to improve balance for older children. Dynamic balance requires children to hold a stable position while the body is moving (i.e. climbing or walking). Climbing a rock wall allows children to help stabilize the body's position; therein strengthening balance.

The outdoor rock wall is sloped into the natural contour of the small hillside. At the base of the rock wall is a 6-foot fall zone material (poured in place) to minimize injury related to falls and meets all ASTM standards. The rock wall will be closely monitored by staff; no different than that of standard climbing equipment. Staff will provide appropriate instruction, practice and assistance to meet the varying abilities of children. If the wall cannot be properly supervised, it will be closed for use.



"Registered Sex Offender" Policy

The Helen R. Walton Children's Enrichment Center is committed to maintaining a safe and secure environment for every child. In furtherance of this goal, the Center does not permit registered sex offenders to enter upon its premises at any time and will not authorize pick-up by any registered sex offender.

Required Certification Statement

To ensure this policy is consistently enforced, each parent/guardian and each individual designated as an authorized pick-up who will receive a security code, is required to complete a Certification Statement and have his/her driver's license or government issued photo identification card swiped through the Center's Raptor system. The Raptor system informs the Center of whether an individual is registered as a sex offender. The Certification Statement must be completed as part of the Enrollment Application by the parent(s)/guardian(s), prior to the Center authorizing his/her child's enrollment. Additionally, application for a child's enrollment at the Center will not be complete until the parent(s)/guardian(s) have scanned their/his/her driver's license or government issued photo identification card(s) through the Raptor system for verification. The Certification Statement and identification card swipe must also be completed by any authorized pick-up designated to receive a security code and certification to pick up or drop off your child(ren) at the Center. The Center will not certify a registered sex offender, or an individual acquitted on the grounds of mental disease or defect of a sex offender in Arkansas or any other state, as an authorized pick-up.

Security Codes

Security codes will only be issued to parents and individuals listed on the enrollment application as authorized pick-ups, who have completed a Certification Statement and scanned a driver's license or government issued photo identification card through the Raptor system. Each security code is issued only to a specified individual and must be kept confidential and not shared with anyone.

Annual Recertification

Following a child's enrollment, parents/guardians will have their driver's license automatically ran through the Center's Raptor system in July/August of each subsequent year that the child remains enrolled. Additionally, each authorized pick-up who has been issued a security code must swipe through the system in August of each year subsequent to initial certification that he/she remains an authorized pick-up.

False/Misleading Certifications

A false or misleading certification may result in any/all of the following actions:

1. Immediate revocation of an assigned security code;
2. Immediate exclusion of the/your child from consideration for enrollment;
3. Immediate dismissal of the/your child from enrollment; and/or
4. Report to law enforcement



Activities

2018-2019 Calendar of Events

August 2018

- 8/11: Back to School Ice Cream Social
8/13: New School Year Begins

September 2018

- 9/3: Closed – Labor Day
9/9: Grandparents Day
9/12: PAC Meeting
9/19-21: Kid's Fashion Photos

October 2018

- 10/1: Book Fair
10/10: PAC Meeting
10/31: Halloween

November 2018

- 11/10 To be Continued Party
11/14: PAC Meeting
11/22: Closed – Thanksgiving
TBA: Kick-Off to Kindergarten
TBA: Parent/Teacher Conferences

December 2018

- 12/18: Christmas Open House
12/24: Closed for Christmas Eve
12/25: Closed for Christmas Day

January 2019

- 1/1: Closed for New Year's Day
1/9: PAC Meeting
TBA: Class Pictures

February 2019

- 2/13: PAC Meeting
2/12: Sweetheart Breakfast
TBA: Parent/Teacher Conferences

March 2019

- 3/13: PAC Meeting
3/13-15: Spring/Easter Bunny Pictures

April 2019

- 4/10: PAC Meeting
4/18: Easter Egg Hunt
4/21: Easter
4/8-12: AR Children's Week

May 2019

- 5/8: PAC Meeting
5/10: Mother's Day Breakfast
5/12: Mother's Day
5/7: Book Fair
5/24: Bear Graduation
5/27: 10:30 a. m. – 12:00 p.m.
Closed – Memorial Day

June 2019

- 6/10: Summer Camp Begins
6/12: PAC Meeting
6/14: Father's Day Cookout
6/16: Father's Day
TBA: Parent/Teacher Conf.

July 2019

- 7/4: Closed – Independence Day





Event Explanations

Fall Frolic

During our annual celebration of fall, parents are welcome to bring children of all ages in costumes to play games, stroll on the Cake Walk, or eat in the food court. This provides a safe, child friendly environment for the children to win prizes, treats, and spend time with their family and friends.

Christmas Program

Considered a holiday open house, this is an opportunity for your child to show you his or her classroom and meet your child's classmates. Parents and guardians are treated to a Christmas program and the children are treated to a visit from Santa. Santa's helper is on hand that evening to photograph children with Santa.

Sweetheart Breakfast

Celebrate Valentine's Day by having a special breakfast with your child.

Easter Egg Hunt

An annual favorite! Thousands of Easter Eggs are hidden throughout the playgrounds and picnic area for children to find. They fill their baskets with colored eggs and treats and join their family for Easter lunch.

Arkansas Children's Week

Each year, the state of Arkansas recognizes the importance of early childhood experiences. Throughout the week, the Center hosts special activities including a parade.

Mother's Day Breakfast

What better way for children to show their moms how much they love her than with a Mother's Day breakfast. Mom will have a chance to enjoy breakfast in the child's classroom and children present mom with special treats in her honor.

Bear Graduation

This is an opportunity for family and friends to recognize the achievements of our Pre-K students and celebrate with them as they move on to Kindergarten. A special performance by the students showcases the children's experiences and educational achievements at Helen R. Walton Children's Enrichment Center.

Father's Day Cookout

Dads and their children head to the playground for an outdoor picnic. After a good meal, children can play with their dads until naptime. The cookout is a fun event to recognize our loving fathers.

Summer Camp

Beginning June and lasting through mid-August, children who attend the Center are invited to attend Summer Camp, at no additional cost, as a fun and educational way to spend the summer months. Every two weeks introduces a new, educational theme to keep the children's interest and introduce a variety of learning experiences. Past summer camps provided an opportunity for children to "travel around the world", become "mad scientists" and set up an "art gallery".



Extracurricular Activities (on-site)

Tumble Bus*

For an additional fee, preschool children have an opportunity to take gymnastics on the Tumble Bus with certified instructors. The Tumble Bus visits the Center weekly to provide gymnastic lessons. For more information contact the Tumble Bus Co. at (479) 872.8287.

Jitterbug Dance Class*

For an additional fee, preschool children may participate in dance classes. Taught by a local dance company, instructors visit the Center to teach dance and movement to children participating in the class. For more information, contact Jitterbugs at (479) 925.6318.

Spanish Immersion Class*

For an additional fee, preschool children may participate in a weekly Spanish Immersion Program. This program incorporates Spanish language learning through vocabulary, music, literature, physical education, organized games, and other various activities. For more information, please contact Larson's Language Center at (479) 633.9900.

Happy Feet Soccer*

For an additional fee, children ages 2 ½ to 5 may participate in weekly soccer classes. Happy Feet coaches use their "kid friendly" curriculum to ensure kids are having a blast while developing essential physical skills. These classes include rhymes, songs, and children's games to incorporate a soccer ball and basic motor skill development. Happy Feet classes are non-competitive and use fun techniques to train soccer skills and fitness. For more information please contact Happy Feet at (479) 553.8810.

Reading*

For an additional fee, children ages four and up may participate in Reach For Literacy. This program is designed to enrich children's literacy foundation. It develops children's pre-reading and writing skills, focusing on skills necessary for early reading instruction. For more information please contact the Walker Literacy Project at (479) 855.2848.

*Enrollment Forms for these extracurricular programs are located in the back of the Parent Information Kit.

*The Center teaches diversity
and acceptance
of individual differences.*



Working Together

Family Support

At the Helen R. Walton Children's Enrichment Center, we take the whole-child approach. We want to provide activities and programs that involve the entire family. Below are ways in which we can support your family:

- Referral to support services regarding family issues (visit with the Family Services Coordinator)
- Parent Resource Library (located across from the front desk)
- Family Meetings
- Developmental Screenings
- Scholarships and Sliding Scale
- Formula and Diaper Support (as available)
- Meal Support
- Child Care during parent meetings
- Convenience Services (i.e. vision screenings, photography)
- Social Functions



Parent Advisory Committee (PAC)

The Helen R. Walton Children's Enrichment Center's Parent Advisory Committee meets the second Wednesday of each month at 11:30a.m., excluding June, July, August, and December. Parents have the opportunity to provide feedback, develop teacher recognition events, manage fundraisers, and parent/child events. If you are interested in joining the PAC, contact Jessica Butler jbutler@hwccenter.com/479.273.3552.

Volunteer Opportunities

Parents are encouraged to participate in their child's school experience by volunteering. We have several volunteer opportunities including:

Teacher Resource Center	Special Events
Teacher Appreciation	Book Fairs
Classroom Activities/Parties	Fundraising
Homeroom Mom or Dad	Board or Committee Member



Family Education

SIDS

Did You Know?

Know The Truth...SIDS is NOT Caused By:

- About one in five sudden infant death syndrome (SIDS) deaths occur while an infant is in the care of someone other than a parent. Many of these deaths occur when babies who are used to sleeping on their backs at home are then placed to sleep on their tummies by another caregiver. We call this “unaccustomed tummy sleeping.”
- Unaccustomed tummy sleeping increases the risk of SIDS. Babies who are used to sleeping on their backs and are placed to sleep on their tummies are 18 times more likely to die from SIDS.

You can reduce your baby's risk of dying from SIDS by talking to those who care for your baby, including child care providers, babysitters, family, and friends, about placing your baby to sleep on his back during naps and at night.

Who Is At Risk For SIDS?

- SIDS is the leading cause of death for infants between 1 month and 12 months of age.
 - SIDS is most common among infants that are 1-4 months old. However, babies can die from SIDS until they are 1 year old.
 - Immunizations
 - Vomiting or choking
-

What Can I Do Before My Baby Is Born To Reduce The Risk Of SIDS?

Take care of yourself during pregnancy and after the birth of your baby. During pregnancy, before you even give birth, you can reduce the risk of your baby dying from SIDS! **Don't smoke or expose yourself to others' smoke while you are pregnant and after the baby is born. Alcohol and drug use can also increase your baby's risk for SIDS.** Be sure to visit a physician for regular prenatal checkups to reduce your risk of having a low birth weight or premature baby.



Safe Sleep Practices

- Always place babies to sleep on their backs during naps and at nighttime. Because babies sleeping on their sides are more likely to accidentally roll onto their stomach, the side position is just as dangerous as the stomach position.
 - Avoid letting the baby get too hot. The baby could be too hot if you notice sweating, damp hair, flushed cheeks, heat rash, and rapid breathing. Dress the baby lightly for sleep. Set the room temperature in a range that is comfortable for a lightly clothed adult.
 - Consider using a pacifier at nap time and bedtime. The pacifier should not have cords or clips that might be a strangulation risk.
-

Safe Sleep Environment

- Place your baby on a firm mattress, covered by a fitted sheet that meets current safety standards. For more about crib safety standards, visit the Consumer Product Safety Commission's Web site at <http://www.cspc.gov>.
 - Place the crib in an area that is always smoke free.
 - Don't place babies to sleep on adult beds, chairs, sofas, waterbeds, pillows, or cushions.
 - Toys and other soft bedding, including fluffy blankets, comforters, pillows, stuffed animals, bumper pads, and wedges should not be placed in the crib with the baby. Loose bedding, such as sheets and blanket, should not be used as these items can impair the infant's ability to breathe if they are close to his face. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets are better alternatives to blankets.
-

Tummy To Play And Back To Sleep?

- Place babies to sleep on their backs to reduce the risk of SIDS. Side sleeping is not as safe as back sleeping and is not advised. Babies sleep comfortably on their backs, and no special equipment or extra money is needed.
- "Tummy time" is playtime when infants are awake and placed on their tummies while someone is watching them. Have tummy time to allow babies to develop normally.



HWCEC's Commitment to Safe Sleep

- Caregivers will place infants on their back to sleep in a certified crib. An infant will not be allowed to sleep in any other position or in an apparatus, such as a swing or bouncy seat without a medical waiver. If a child rolls over on his or her own, the child will not need to be repositioned. Additionally, the crib will not be modified in any manner to “prop” the baby. The medical waiver must include:
 - Medical reason for altered sleep position
 - Specific modifications to sleep equipment and/or position.
 - Specific period of time in which the child must sleep in such a position
 - Signed by a doctor
 - Current date
- Caregivers will visually and physically check sleeping infants every 15 minutes. Checking a sleeping infant will include, placing a hand on the infant to confirm that the child is breathing normally, and visually checking skin color for abnormalities. The information will be recorded on the Sleep Chart in the classroom. Sleep Charts will be kept for a period of one year.
- There shall be no loose bedding in the infant’s bed at any time. This will include, but not limited to, bumper pads, wedges, pillows, blankets, and stuffed animals. HWCEC will use sleep sacks in lieu of blankets to keep infants warm.
- If needed, infants may use pacifiers while sleeping in the crib. However, no attachments to clothing will be used (i.e. clips).
- HWCEC will provide a safety approved crib with a firm mattress and tight-fitting sheet for each infant.
- No more than one infant will be placed in a crib with the exception of evacuations or evacuation drills.
- In order to develop head, neck, and core control, caregivers will offer ample opportunities for supervised tummy time.
- HWCEC parents will abide by the Safe Sleep Policies outlined above.



Shaken Baby Syndrome

- When a child less than one year old is shaken, it can damage the child's brain, causing blindness, brain damage, paralysis, or even death. This damage occurs because babies have large heads and very weak neck muscles. When a baby is shaken, the brain moves inside the skull, and this motion can cause the brain to tear, swell, and bleed.
- Older children can also be injured. No child of any age should ever be shaken, and it is considered a form of child abuse. In America every year, treatment is sought for estimated 1,200 - 1,400 children who are shaken and of these victims. 25-30% will die as a result of their injuries.
- Some symptoms of Shaken Baby Syndrome are irritability, vomiting, sluggishness, not sucking or swallowing, eyes are not focusing or tracking movement, or pupils are unequal in size.
- It is important to help prevent Shaken Baby Syndrome by educating others about the dangers of shaking children. Talking to your early childhood provider, babysitter, family members, and anyone else who might be caring for your baby is the best way to communicate with them.
- If your child is crying, check to see if the baby is hungry or wet; gently walk with the baby or try to rock him; take the baby for a ride in a stroller or car; place the baby in a safe place, such as a crib or playpen, and allow yourself some time to calm down for a few minutes.
- Ask for help: Call a friend, neighbor, or relative to help; sing or talk to the baby; comfort your child by rubbing his back; offering him a noisy toy; or turning on some calming music.
- There is a period of time in a baby's life when they cry more than any other time. It is called The Period of PURPLE Crying®. Visit <http://purplecrying.info> to watch a great video and gain more information about The Period of PURPLE Crying®.
- Most importantly, think about how much you love your child and how much he or she depends on you.





Introduction of Foods for Infants Under 6 Months of Age

According to the American Academy of Pediatrics as well as the Child and Adult Care Food Program, infants should be provided breast milk or iron fortified formula.

Suggested serving chart from the Child and Adult Care Food Program:

Birth – 5 Months	6 Months – 11 Months
4 – 6 fluid ounces per meal	6 – 8 fluid ounces per meal

- Infants under the age of 6 months should not be introduced to infant cereal, oatmeal, or puree' foods. It is important to wait until your child is ready before introducing solid foods. Babies who start eating solid foods too early are more likely to choke, aspirate, and be overweight or obese in childhood and adulthood.
- Starting around 6 months, watch for signs that your baby is ready for solid foods:
 - Sitting up with little to no support
 - Having good head control (can hold his/her head up for a significant amount of time)
 - Turning his/her head away from bottle or breast when they are not hungry
- If your doctor indicates your child needs cereal, oatmeal, or purees before the age of 6 months, then a doctor's note will be required to ensure we are following the CACFP and AAP guidelines.
- When your child is ready to be introduced to infant cereal, oatmeal, and/or puree' foods, keep in mind the following:
 - Good first choices are rich in iron
 - Simple baby foods provide the right nutrition for your baby
 - Gradually thicken the consistency of solid foods
 - Follow cues of your child when they are full
 - Give children time to acquire tastes for certain foods

And remember, food before 1 is just for fun!



Medical Home

The medical home is best described as a model of primary care that is patient-centered, comprehensive, team-based, coordinated, accessible, and focused on quality and safety. It is a place where patients are treated with respect, dignity, and compassion, and enable strong and trusting relationships with providers and staff. Above all, the medical home is not a final destination instead, it is a model for achieving primary care excellence so that care is received in the right place, at the right time, and in the manner that best suits a patient's needs.

Features of the Medical Home

The medical home as an approach to the delivery of primary care that is:

- **Patient-centered:** A partnership among practitioners, patients, and their families ensures that decisions respect patients' wants, needs, and preferences, and that patients have the education and support they need to make decisions and participate in their own care.
- **Comprehensive:** A team of care providers is wholly accountable for a patient's physical and mental health care needs, including prevention and wellness, acute care, and chronic care.
- **Coordinated:** Care is organized across all elements of the broader health care system, including specialty care, hospitals, home health care, community services and supports.
- **Accessible:** Patients are able to access services with shorter waiting times, "after hours" care, 24/7 electronic or telephone access and strong communication through health IT innovations.
- **Committed to quality and safety:** Clinicians and staff enhance quality improvement to ensure that patients and families make informed decisions about their health.



Parent Authorization Form

Please sign this form and return it to the Center along with:

- A completed application, accompanied by all applicable forms and attachments
- Current immunization record or an exemption from Arkansas' Department of Health
- Birth certificate or social security card

I have specifically received information on:

- Shaken Baby Syndrome
- Medical Homes
- Investigation Procedures (no parent consent needed)

**I have read, understand, and will abide by all policies set forth by the
Helen R. Walton Children's Enrichment Center.**

(Parent or Guardian Name- Please Print)

(Parent or Guardian Signature)

(Date)