

# Parent Handbook



Early Learning  
Center 1

1270 Foster Dr.  
Reno, NV 89509  
Phone: (775) 322-9030  
Website: elwelc.org

Office Hours  
8:00am - 5:00pm  
Monday - Friday

Program Hours  
6:30am - 6:00pm  
Monday - Friday



Early Learning  
Center 2

605 S. 21st Street  
Building 605  
Sparks, NV 89431  
Phone: (775) 360-2495  
Website: elwelc.org

Office Hours  
8:00-5:00pm  
Monday-Friday

Program Hours  
7:00am-5:30pm  
Monday-Friday



Early Learning  
Center 3

3700 Safe Harbour Way  
Reno, NV 89512  
Phone: (775) 360-2494  
Website: elwelc.org

Office Hours  
8:00am - 5:00pm  
Monday - Friday

Program Hours  
6:30am - 6:00pm  
Monday - Friday



Early Learning  
Center 4

440 Reno Ave  
Reno, NV 89509  
Phone: (775) 360-2482  
Website: elwelc.org

Office Hours  
8:00am - 5:00pm  
Monday - Friday

Program Hours  
7:00am - 6:00pm  
Monday - Friday

Executive Director: Kim Stevens

Boys & Girls Club of Truckee Meadows offers licensed childcare for children ages newborn to 5 years at its Early Learning Centers. We are committed to providing an all-inclusive program for your children. The following pages answer many questions parents may have regarding our programs and our policies.

# Tuition Rates

	Newborn -18 months	18 - 24 months	24 - 36 months	36 months Pre K*	B/A Care 5yrs old
<b>5 Full Days</b>	\$213	\$198	\$183	\$163	Before 25 After 45
<b>5 Half Days</b>	N/A	\$163	\$148	\$133	N/A
<b>4 Full Days</b>	N/A	\$178	\$163	\$143	N/A
<b>4 Half Days</b>	N/A	\$148	\$133	\$123	N/A
<b>3 Full Days</b>	N/A	\$158	\$143	\$123	N/A
<b>3 Half Days</b>	N/A	\$133	\$128	\$113	N/A
<b>2 Full Days</b>	N/A	\$128	\$113	\$103	N/A
<b>2 Half Days</b>	N/A	\$113	\$98	\$88	N/A

\*Must be 3 and fully potty trained to receive the \$163 rate

## Registration

Registration Fee \$ 20/year

Materials Fee \$ 65/year

### PAYMENT INFORMATION

All tuition fees are due by the Friday before each week or a late fee of \$5 per day will be charged. **No exceptions for absences, vacations or holidays, annual staff development day.** If you have any questions about billing, check with the office. Please make checks payable to Boys & Girls Clubs of Truckee Meadows. Make payments in the front office. No cash excepted.

### MULTIPLE CHILD DISCOUNT

If you have more than one child enrolled full-time or pay in full by the due date, we will take 5% off of the tuition.

### Vacation

Each child will be allowed 1 week vacation unpaid. After 1 week all additional vacation taken families will be held responsible for paying. Vacation times go from August 1st to the July 31st each year.



Updated 05/12/2020

# Tuition Rates



## DAYCARE ASSISTANCE/DAILY CARE CONTRACT

If you receive assistance with your childcare, you need to understand that while we expect to get paid a certain percentage or amount for daycare assistance, it is still your responsibility to pay the unpaid balance. If at the end of the month or the date the assistance check is received they did not pay the estimated amount, you are responsible for paying the unpaid balance. If you are on an “attendance” based contract, or if you pay for the care by the day, you will be charged for the days that we plan for your child to attend. For example, if your child is normally in care Monday – Wednesday and you go on vacation or the child is sick for Monday and Tuesday, day care assistance is NOT going to pay for those 2 days your child was not here. Therefore you will need to pay the difference. This policy also holds true if you are not on daycare assistance, but still pay for the care by the day. Because we still have to pay for our facility and our staff, we must still charge you for those days your child is absent. (See page on Late Fees).

## SCHOLARSHIP FUND

As part of the Boys & Girls Club of Truckee Meadows’ effort to help the children and families of the community, a limited number of openings that offer reduced tuition have been established. Partial or complete scholarships are also available to our families who find themselves in temporary financial need. All information is made available in applying for a reduced fee is strictly confidential. Scholarships are reviewed quarterly to determine financial sponsorship. Please speak with the Center Director. Contributions for the scholarship fund are gratefully accepted. In order to apply for scholarship funds you must first apply for childcare subsidy through Children’s Cabinet. call 856– 6200 for more information.

## INSURANCE

The Boys & Girls Club of Truckee Meadows carries general liability insurance for the center. If you would like more information, feel free to email our Executive Director Kim Stevens at [kstevens@bgctm.org](mailto:kstevens@bgctm.org)

## OVER 10 HOURS A DAY

Parents needing their children in care over TEN hours in a day will be charged at the hourly rate of \$5 per child after the 10<sup>th</sup> hour, if prior arrangements **have** been made. With **no** prior arrangement, A late charge of \$30 per child for the first 10 minutes after designated pick up time followed by \$3 per minute per child will be collected for the time a child remains in the center. If your family receives assistance from any of the state agencies you will need to call your case manager and request that they pay for the overtime, if it is work related.





# Philosophy & Curriculum

Welcome to the Boys & Girls Clubs of Truckee Meadows Early Learning Center, a licensed childcare center and pre-school for children newborn to 5 years. This handbook answers many questions parents may have regarding our programs and our policies. If you would like further information, stop by the office or call the appropriate site.

## **EARLY LEARNING CENTERS' MISSION STATEMENT**

Our mission is to inspire and enable the healthy development of all young children, especially those who need us most, to realize their full potential as productive, responsible, and caring members of the community. We strive to provide an age appropriate environment that will enhance the child physically, emotionally, socially, and mentally. To achieve this mission we have implemented a curriculum that is developmentally appropriate for each child's needs and abilities.

## **PHILOSOPHY**

The Early Learning Center provides opportunities for children to develop emotionally, socially and physically. We believe in an atmosphere in which each child is respected and free to experiment and investigate, free to have individual ideas, and free to master those ideas in a planned environment. Children learn the pleasures of doing things for themselves, and thus develop a positive self-concept. Our program sets limits to help children learn safety, value of property and respect for the rights of others. We do not attempt to bring about quick changes, rather we believe that with parent cooperation, positive learning experiences will establish a foundation for each child's personal achievement.

## **PROGRAM GOALS FOR CHILDREN AND FAMILIES**

The Center strives to present a program that will assist the family by:

- Providing children with an atmosphere that encourages a healthy and full life
- Planning an environment of sound principals in early education and development
- Respecting a child as a developmental whole, and
- Providing age appropriate growth and learning opportunities.

With these goals as the foundation of our philosophy, teachers are encouraged to utilize their creativity and expertise to enrich your child's growth. The Early Learning Center is dedicated to providing the support and programming necessary for the excellent care, learning, and growth of your most precious gift: YOUR CHILD.

## **CURRICULUM**

Our curriculum is designed to give children the opportunity to explore a wide range of developmentally appropriate activities within a warm and supportive environment. We believe that children who have been encouraged to develop a positive self-image (self-worth) will reach out and develop new skills at their own pace.

## **INFANT AND TODDLER PROGRAM (Ages 6 weeks-3 years)**

The Infant and Toddler Programs offer a loving, caring, and nurturing atmosphere for children from ages 6 weeks to 3 years. Children are provided with a stimulating environment, which consists of learning experiences designed for the child's total development, while respectful and trusting relationships are established between children and caregivers.





# Parent Handbook

## SAFE INFANT SLEEP

When parents enroll an Infant in this program, a copy of our program's infant sleep policy is provided in the package. All new staff and volunteers receive orientation on the Program's Infant Sleep Policy.

## PRESCHOOL PROGRAM Ages 3-5, fully potty trained

Activities include creative art, music and movement, physical and natural science, language arts, STEM, gross and fine coordination skills, listening experiences, dramatic play, and special events. A typical daily schedule will include circle time, art, nutritious snack, outdoor play, music, story time, activity centers, quiet time and indoor play. We believe that children learn best when given a chance to explore, experiment, discover, and create in a caring atmosphere.

Depending on your family's childcare needs, your child can be enrolled in the preschool from 2-5 days a week. Days consist of a planned program of indoor and outdoor activities, individual and group experiences, with nutritional breakfast, lunch and snacks provided at no cost by the Boys & Girls Club.

### SAMPLE CLASS SCHEDULE

6:30 -8:00 am STAGGERED ARRIVAL/ INDOOR UNSTRUCTURED PLAY

8:00 am –8:30 am BREAKFAST

8:30 am -9:00 am CIRCLE TIME

9:00 am -10:15 am LEARNING BY DOING

10:15am -11:15 am OUTDOOR PLAY\*

11:15am -11:30 STORY TIME

11:30am -12:00 pm MUSIC AND DANCE/COOKING/ SCIENCE

12:00pm -12:30 pm LUNCH TIME

12:30pm -12:50 pm CLEAN-UP POTTYAND WASH HANDS

12:50pm-1:30pm OUTSIDE

1:30pm -3:00 pm NAP TIME

3:00 pm -3:30 pm SNACK TIME, TABLE TOP TOYS

3:30 pm-4:00 pm OUTSIDE PLAY\*

4:00 pm -5:00 pm LEARNING BY DOING

5:00 pm –5:20pm AFTERNOON CIRCLE TIME

5:20pm– 6:00PM INDOOR UNSTRUCTURED

PLAY/CLEAN-UP DAILY ACTIVITY AS NEEDED

\*Depends on weather. Subject to change without notice.





# Parent Handbook



## INCLUSIVENESS

The Center is committed to providing an all-inclusive program for your children. Our program does not discriminate based on a child's special needs or disability. We will make every effort to enable all children to fully participate in the Center's programs.

## NON BIAS STATEMENT

The Early Learning Center does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental, physical or health disability, in determining which children are served.

## DISCIPLINE POLICY

We use only positive discipline at the Center. We use steps such as redirecting a child having difficulty to another area or activity. We do not use time-outs or any other negative discipline at the Center. When parents enroll in our program, a copy of our program's discipline policy is provided in the package.

## STAFF QUALIFICATIONS

Many of our staff members have received a BA or AA in Child Development. However, as a minimum, the Boys & Girls Clubs of Truckee Meadows requires all staff to obtain a Sheriff's Card, specifically for day care providers. All staff is required to become certified in Pediatric CPR & First Aid. We also strongly support continued education for our staff members and therefore they are required to take a minimum of 24 hours of professional growth trainings per year.

## DROPPING OFF & PICKING UP YOUR CHILD

- Late Pick Up Fees - A late charge of \$30 per child for the first 10 minutes after designated pickup time followed by \$3 per minute per child will be collected before the child can return to the center.
- The Center Policy regarding late pick-ups: after the 1st late pick up, you will be called with a warning and after the 3rd late pick up you will be suspended from the center for ONE week. If you wish to remain at the center, it is your responsibility to pay for that week in full before returning.

Our parking lots can be busy places during drop-off and pick-up times. Please be aware that the speed limit is 10 mph. Please hold your child's hand in the parking lot. Please make sure that your child does not run ahead of or behind you. Remember your children are priceless. We urge parents to NEVER leave children unattended in or around a vehicle – **"NOT EVEN FOR A MINUTE."**

- NO CHILD WILL BE RELEASED TO AN ADULT SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
- Children should arrive at school by 9:00am, as it is very difficult for your child to come to a class in progress and it does tend to disrupt the entire class.
- If your child will not be attending for any period of time due to sickness or for other reasons, please call by **9 am** and let us know as soon as possible so we can plan for the day's meals, staff and activities.
- If, for any reason, your child will be in later than 9:00 am, you **MUST call before 9am to reserve your spot for the day. Children being dropped off after 9 am, that did not call, will not be accepted.**

**Children are not allowed to be dropped during Lunch and/or Naptime  
(11:00 am-3 pm).**





# Parent Handbook



- Children will not be released to anyone under 18 without parental authorization. (Forms are available in the office.)
- Each family is given one key faub that must be used to enter the building. Additional key faubs can be purchased for a \$10 fee.
- Each parent must present their finger print/ individual code upon entering the building and upon departure each day. **A \$5 charge will be added to the account if children are not checked in by their parent/guardian.**

## WHAT TO WEAR

Please send your child to school in COMFORTABLE, WASHABLE PLAY CLOTHES. Remember that your child will be involved in painting, water play and other messy play experiences. Jeans, shorts and old t-shirts are VERY APPROPRIATE for our program. Send your child to school wearing tennis shoes or athletic shoes. Good fitting shoes aid in developing large muscle skills. No cowboy boots or open-toed shoes!

## WHAT TO BRING

- All children need a complete change of usable clothing in their cubbies DAILY!
- We **do not allow toys from home** as they may be disruptive and get lost or broken. We assume no responsibility for lost or damaged items. We DO allow children to bring items in for "Show and Share Day," which is every Friday. These toys must start with the letter of the week, example Elephant for E. (**Toy firearms, knives and swords will not be accepted at any time or for any reason**). LABEL EVERY ITEM WITH YOUR CHILD'S FIRST AND LAST NAME.
- All children need a blanket and **fitted** crib sheet to be used during nap time, as required by Social Services. Blankets and sheets must be taken home and washed weekly. There is a \$5 per day fee for not bringing a fitted sheet and blanket. LABEL EVERY ITEM WITH YOUR CHILD'S FIRST AND LAST NAME.

## FOOD PROGRAM

The Boys and Girls Club will provide nutritious breakfast, lunch, morning and afternoon snacks with monthly menus posted in the front lobby. We do not permit any candy, soda, donuts or donut holes, fast food or other non nutritious items. **No outside food will be permitted.**

Although we do our best to accommodate all children, due to our participation in a federally funded food program and the large number of children that we serve, we can not always accommodate children with allergies. Please discuss your child's allergies with the site director prior to enrollment

The Food Program the Early Learning Center participates in is the Child and Adult Care Food Program (CACFP), a Federal Program that provides healthy meals and snacks to all children receiving all day care, before school, after school and summer care.

## USDA Nondiscrimination Statement—Long Form

The following is the official USDA nondiscrimination statement:

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY) USDA is an equal opportunity provider and employer"





# Parent Handbook



## CHILDREN'S OPPORTUNITIES TO BE PART OF THE CLASSROOM COMMUNITY

Children are given the opportunity to be part of the classrooms community by giving them a sense of ownership through daily activities. These activities promote keeping the classroom clean, organized and harmonious at all times.

## CONFLICT RESOLUTION

Teachers are facilitators and mediators when it comes to conflict resolution. They give children the tools that will help them work and solve their problems, if the problem persists, and the children cannot resolve the conflict themselves, then the teachers will help them solve the problem.

## HEALTH AND SAFETY

At the time you enroll your child you will be required to provide proof of all immunization records as required by the state and the Early Learning Center. Immunizations must be kept current throughout your child's enrollment in our program. Your child must have a health evaluation (Well Baby Check) completed by a licensed physician. Students not in compliance with immunization requirements will not be allowed to enroll until the proper immunizations are received. *No grace period will be provided and no exemptions will be accepted.* Please verify that your child's health is adequate for participation in program activities before bringing him/her to school. Follow these guidelines in determining if your child is well enough to attend school.

### SYMPTOM YOUR CHILD MUST REMAIN HOME UNTIL:

- \*Fever over: Oral – 100.4 degrees    Rectal - 101.4 degrees    Axillary – 99.4 degrees
- \*Infectious rhinitis, i.e., colored nasal discharge, or nasal congestion associated with a cough and fever.
- \*Vomiting, regardless of the reason.
- \*Conjunctivitis – such as pink eye or thick discolored drainage.
- \*Coughing associated with respiratory infection.
- \*Skin rash and/or eruptions of unknown origin.
- \*Parasites, i.e. nits, crabs, lice, etc.
- \*Diarrhea – change in consistency, frequency, color, or odor of stool that is uncontrollable.
- \* If a running nose is related to allergies, a child's medical record must reflect the allergies, or we need a note from the doctor stating that the child has allergies.

If your child becomes ill while at school, we will notify you immediately. Please pick up your child within **an hour**. Our child care program is licensed for well children. We do not have facilities for sick children. Therefore, if your child has any of the symptoms above, please **DO NOT SEND HIM/ HER** to the Center until he/she is symptom free for at least **48 hours**. We follow all recommendations of the Washoe County Health Department as well as the CDC Guidelines. Even if your child is seen by his/her physician we may still exclude your child for the recommended guidelines by the above agencies. If your child has any allergies, please let us know, especially if it is a food allergy. All medication must be brought to the office. Do not leave medicine in your child's back pack/cubby or with your child's teacher. Only prescription medicine (no over the counter medicine, unless accompanied by a written request from the parent and doctor) will be administered and only with a medication form completed by a parent/guardian. The form may be obtained in the office. All medications need to be in their original containers, with dosage information and child's name.





# Parent Handbook



## **HEALTH AND SAFETY CONT.**

Please call the office if your child is ill and unable to come to school. It is imperative that we be informed of any contagious diseases such as chicken pox, measles, head lice, etc. Children absent with a contagious illness cannot return without a signed physician's statement.

## **FIRST AID**

All of our staff have completed CPR and First Aid training and will administer minor treatment as needed. Accident reports will be completed on all incidents. Parents will be notified by phone of any injury to the head regardless of how minor it is.

## **PARENT INVOLVEMENT**

The Center is committed to working with families. We strongly encourage families to participate in every aspect of their child's program. It is very important that you, as parents/ guardians, communicate your needs and desires regarding your child's development openly and honestly with your child's teachers or the Center's Director. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. We do ask that you schedule a conference time with the teacher for issues requiring an in depth conversation.

Parent involvement is valued and, therefore, encouraged, and parents are welcome at the Center anytime. Parents are encouraged to share their personal interests, including hobbies, talents, cultural backgrounds, favorite recipes, etc.

## **Assessments**

Each child attending the center will partake in a development screening and assessment. These assessments are required per NV Licensing. The two assessment tools used are ASQ III and Brigance. Parents can receive a copy of each assessment at their request.

## **HOME/SCHOOL COMMUNICATION**

Parents need to communicate pertinent information with their child's teachers. This should include such things as illnesses, changes in sleeping, changes in eating, teething, changes in home situations, over-the counter and prescription medications the child is taking and so forth.

- Each child will have a daily communication folder in their classroom.
- Each child will have a portfolio and a developmental assessment in their classroom, Parent conferences are offered twice a year in Fall and Spring to discuss portfolios and developmental assessments. In order ensure the same message is being communicated to both parents, both parents must schedule one conference together. We will only provide one conference per child.

It is also very important to communicate with the office when you change addresses, jobs, and phone numbers. Also please update the office with your child's current immunization records.

Please check our website [www.elwelc.org](http://www.elwelc.org) to find our yearly calendar which provides you with all events, dress up days, holidays, and other pertinent information.





# Parent Handbook



## **CLASS PARTIES, BIRTHDAYS & BOOKS**

- Class parties are held during the year and all children are welcome. If a party falls on a day your child is not usually in school, the child can attend when accompanied by a parent.
- Each classroom posts sign up sheets so that families may contribute to class parties. Your help is what makes the parties successful.
- If you would like to celebrate your child's birthday in the classroom, let the teachers know in advance so that he/she can plan for the treats.
- Troll and Scholastic book orders are offered during the year. Checks need to be made out to the respective company and turned into front counter administration.

## **OPEN DOOR POLICY**

The Center has an open door policy. Parents are welcome to visit the program at any time. Our children nap from 1:00-3:00 p.m., and we do request that their rest time be respected.

## **CENTER EVALUATION**

On an annual basis, parents will be given the opportunity to evaluate the Center's ability to meet your needs. These evaluations are very important to us because they help us provide better care for your child. When you receive the evaluation form, please take the time to complete it. Remember that all comments are confidential.

## **CHILD ABUSE REPORTING**

The Centers administrators and teachers are trained to recognize the signs and symptoms of abuse and neglect and to make reports to Child Protective Services or to local law enforcement agencies. As child care professionals, we are mandated by law to report suspected abuse.

## **COURT ORDERS AND CUSTODY**

Parents/Guardians are required to provide a certified copy, with the original signature and certified seal of a current restraining order or any other court ordered document which limits the parents/guardians access to the child. The Director should be apprised of any and all situations when parental rights are in question.





# Parent Handbook



## HOLIDAYS

The Center will be closed the following holidays or the day the holiday is observed : Memorial Day: Independence Day: Labor Day, Nevada Day Thanksgiving and the Day after : November 22nd & 23rd, Christmas Eve and Christmas Day : December 24th and December 25<sup>th</sup> New Years Eve December 31st & News Years Day January 1st, and 2 staff development days to be announced.

## CONFIDENTIALITY

The Center believe that families should play an active role in their child's learning and development. The Center assures families that all observations, assessments, screenings, illnesses, and injuries , are confidential. Confidential records are maintained in a locked, filing system accessible to administrators, staff, Department of Social Services Community Care Licensing and the Health Department. Although all of our centers are equipped with video cameras, due to the safety and privacy of our families, they are only authorized to be viewed by our ELC administrators. We do we release video steams or recording to parents.

**Smoking is never allowed in the building or on the property at any time.**

**ANIMALS ARE NOT ALLOWED IN THE BUILDING. SERVICE ANIMALS WELCOME.**

## GRIEVANCES

In the case of grievances, effective communication with proper parties involved can resolve many issues that arise. We ask that parents follow the organizational structure of the Center by first discussing matters with your child's teacher, then the Program Director and if necessary the Director of Operations. It is our hope that this will help to expedite the grievance process and clarify situations so that they do not linger and create further misunderstandings. The Center expects all parties involved to conduct themselves according to the highest ethical standards.

## WISH LIST FOR CLASSROOMS

DRESS UP CLOTHES

BOOKS

OLD T-SHIRTS FOR SMOCKS

NEWSPAPER & MAGAZINE

OLD CHECK BOOKS FROM CLOSED ACCOUNTS

WRITING TABLETS, NOTEBOOKS, PENS, PENCILS AND OTHER WRITING MATERIAL!

SCRATCH PAPER, ROLLS OF NEWSPAPER, CONSTRUCTION PAPER & AND OTHER ART PAPER

OLD CARDS, WRAPPING PAPER, RIBBON, YARN, STRING & ITEMS FOR COLLAGE

SCIENCE AREA MATERIALS– SHELLS, ROCKS, BUGS, PLANTS, OLD X-RAYS.

ITEMS MAY CHANGE THROUGHOUT THE YEAR SO PLEASE CHECK THE PARENT BOARD IN YOUR CLASSROOM DAILY!



# Parent Handbook



## How You Can Help

As a parent, you know it just takes one person to make a difference in a child's life. You do so much for your own children, but we hope you will consider getting more involved with the Club to make a difference to even more children.

You can:

- Coach an arena soccer, basketball or flag football team.
- Volunteer to tutor or mentor kids at the Club.
- Serve on a parent advisory board.
- Make a donation to the Club.
- Ask your company to support the Club with volunteers or donations.
- Help with the Club's special events.

To find out more about how you can make a difference, talk to Kim Stevens, Executive Director at (775)360-2496

## Club History

1976 marked the beginning of operations for the Boys & Girls Club of Truckee Meadows. The Club was formed and financed by local business men and women and many concerned citizens. The first members occupied a facility located just south of the intersection of Terminal Way and East Plumb Lane. Due to the vast popularity and success of the Boys Club movement, a major fundraising campaign was instituted to provide a better location for the then Boys Club. In late 1981, the current facility opened on E. 9th St. in Reno, NV.

In 1985, the Club's Board of Directors voted unanimously to change the name from the Boys Club to the Boys & Girls Club of Truckee Meadows, due to an increase in female membership. In 1999, the first satellite site of the Club was opened at Truckee Meadows Community College, and in 2001, two more sites were added-the Neil Road Youth Site and the Sun Valley Teen Center. In 2003 and 2004, the Rollan Melton Elementary School and Sun Valley Elementary School Sites were opened. In 2004, the newly expanded Donald W. Reynolds Facility opened on East Ninth Street, increasing the size of the existing building from 40,000 to 80,000 square feet. In 2005, the site at Lois Allen Elementary School opened. In 2007, the Club added two new teen centers-one on the campus of Hug High School and one at the City of Sparks Larry D. Johnson Community Center. The Boys & Girls Club of Truckee Meadows continues to expand our operation and provide services to hundreds of children in need in our community.

After thirty years of focusing on school aged children, the Board of Directors and staff have decided to also focus on early childhood learning, serving children between the ages of 6 weeks to 6 years. The Early Learning Center at the E. L. Wiegand Youth Center opened in October 2008 and continues to expand services to members of the community.





# Food Allergies

We make every effort to accommodate and protect our children who have food allergies. We would appreciate your attention to the following request.

- Notify the office, in writing, of any food allergies, restrictions or special diet.
- Obtain a copy of the scheduled menu for your reference at home. This menu has breakfast as well as lunch items specified.
- Carefully determine the breakfast and lunch items your child is able to safely eat. Please do not hesitate to question us as to specific ingredients. A substitute snack or meal can only be provided for children with documented medical allergies.
- Provide appropriate snack and/or lunch on the days you determine that your child cannot eat what is served by Boys & Girls Club. All food substitutes must come in a paper sack clearly marked with the child's name and clearly marked as to what meal it is for. Separate sacks should be provided for each meal so there is no margin for error.
- Milk substitutes may be provided for documented milk allergies only. Water is served at all snacks and meals.
- Be sure your substitutions are complete. If you provide a snack / meal due to medical allergies, diet restrictions, or food preferences, your child will not be allowed to eat Boys & Girls Club snack /meal.
- If substitutes are not provided, it will be assumed that your child can and will eat all foods provided by Boys & Girls Club for both snacks and meals.
- **Please note that we do not allow peanut products of any kind at the Center. Therefore, we ask that you refrain from sending your child to the Center with products that contain peanuts in any form.**
- Although we do our best to accommodate all children, due to our participation in a federally funded food program and the large number of children that we serve, we can not always accommodate children with allergies. Please discuss your child's allergies with the site director prior to enrollment



# Snow Policy



## Weather Conditions

In the event of heavy snowfall or other inclement weather, please be aware of the following:

- The Center will follow the guidelines provided by Washoe County Schools/Health Department/Weather Services, unless for some reason the school closure is contained to a specific school or area. Closures at a specific school or area, will not result in a closure at the Center and provided that the main roads and side roads are passable.
- A message regarding open/closed status will be recorded on the Center's telephone answering machine by dialing (775) 322-9030. Always check our Facebook page and if possible we will send out emails as well.
- Every effort will be made to make a closing announcement by 6:00 A.M. School closures will be broadcasted on local television and radio stations and Facebook on the morning of the closure.



# Infant Feeding Guidelines



	Food Components	0-5 mo.	6-11 mo.
	Iron Fortified Formula or Breastmilk	4-6 fluid oz.	6-8 fluid oz.
	Infant Cereal or meat, or fish, or poultry, or whole egg or cooked dry beans or cooked dry peas or cheese or cottage cheese or yogurt or combination of above		0-4 tbsp. 0-4 tbsp. 0-4 tbsp. 0- 2oz 0-4oz ½ cup
	Fruit or vegetable or both		0-2 tbsp.
Lunch	Iron Fortified Formula or Breastmilk	4-6 fluid oz.	6-8 fluid oz.
	Infant Cereal or meat, or fish, or poultry, or whole egg or cooked dry beans or cooked dry peas or cheese or cottage cheese or yogurt or combination of above		0-4 tbsp. 0-4 tbsp. 0-4 tbsp. 0- 2oz 0-4oz ½ cup
	Fruit or vegetable or both		0-2 tbsp.
Snack	Iron Fortified Formula or Breastmilk	4-6 fluid oz.	2-4 fluid oz.
	<u>Grain</u> slice of bread crackers Infant cereal or ready to eat breakfast cereal		1-1/2 slice bread crackers 0-4 tbsp. 0- 4tbsp
	Fruit or vegetable or both		0-2 tbsp.

These are the Infant Feeding guidelines as recommended by the Child and Adult Care Food Program (CACFP), a federal program. We follow these guidelines when feeding the infants that are in our care. The standards for our meal program are based on the USDA/HHS dietary guidelines. We strongly encourage parents to follow these guidelines. If you have a concern with any of these infant feeding patterns please speak with the site director before enrolling.



# Outdoor Play Policy



There are two fundamental reasons why outdoor play is critical for young children in our early childhood programs and schools. First, many of the developmental tasks that children must achieve—exploring, risk-taking, fine and gross motor development and the absorption of vast amounts of basic knowledge—can be most effectively learned through outdoor play. Second, our culture is taking outdoor play away from young children through excessive TV and computer use, unsafe neighborhoods, busy and tired parents, educational accountability, elimination of school recess, and academic standards that push more and more developmentally inappropriate academics into our early childhood programs, thus taking time away from play. We believe in giving children the needed opportunities to explore, experiment, and push their limits. At the Early Learning Center we allow children to enjoy outside play all year long regardless of weather.

## Clothing Weather Guidelines for ELC's

**50 and above:** children can make the choice to wear jacket or not.

**40-50 degrees:** Child must wear a long sleeve shirt and bring their coat outside (child's choice to wear it).

**30-40 degrees:** Child must wear a winter jacket, hat and mittens.

**Below 30 and if snowy:** Full set of snow gear (**winter jacket**, snow pants, hat, mittens, and boots)

### Myth: Wearing Your Coat When Outdoors Prevents A Cold.

We've all heard our mothers say, "Don't go outside without a coat or you'll catch a cold!" But the truth is you should wear a coat because you may *get* cold, not necessarily *catch* a cold. When studied by the New England Journal of Medicine, kids without coats did not catch colds, viruses, or any other bacteria-related illness by not wearing a coat

Morning Temperature	On Top	On Bottom	And...
60 degrees or warmer			
45-60 degrees			
35 – 45 degrees (2 layers)			 Fall or winter coat & a hat
Below 35 degrees (2 layers) 			 Warm coat, hat & gloves

