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Hiersteiner Child Development Center

# FAMILY HANDBOOK



**JOHNSON COUNTY  
COMMUNITY COLLEGE**

2025-2026 School Year

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# Hiersteiner Child Development Center

## WELCOME

Dear Families,

Welcome to Hiersteiner Child Development Center! We are thrilled to have you, and your child join our warm and nurturing community. Our team is dedicated to fostering a safe, engaging, and joyful environment where your child can grow, learn, and thrive.

This Family Handbook is your guide to understanding our program's mission, policies, and the many opportunities we offer to support your child's development. We believe in building strong partnerships with families, and we're here to collaborate with you every step of the way to ensure your child's experience is filled with wonder and discovery.

Our program is designed to spark curiosity, encourage creativity, and celebrate each child's unique strengths. From our thoughtfully planned activities to our caring staff, we are committed to providing a place where your child feels valued and inspired. We also encourage you to share your ideas, questions, and insights with us - your voice is an essential part of our community!

As you read this Handbook, you may notice that some of our policies and procedures have letter/number citations (for example, 10.D.7). These are operational policies that are required to meet state and national criteria. The citations are listed to aid in the review of our program through the State of Kansas Child Care Licensing agency (KDHE) and our National Accreditation (NAEYC).

As we embark on this journey together, please don't hesitate to reach out to us with any questions or to simply share a moment of your child's growth. We're here to support you and your family, and we look forward to creating lasting memories together.

With warmth and excitement,

**Courtney**

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**Courtney Hultgren, M.S.**

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PS Keep this handbook handy, and let's make this a wonderful year of learning and connection!

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## ABOUT US & GENERAL INFORMATION

### *Ownership, Operation, & Oversight*

Hiersteiner Child Development Center (HCDC) is owned and operated by Johnson County Community College (JCCC). Our program's quality and compliance with State laws are carefully regulated and evaluated annually by the Kansas Department of Health and Environment Child Care Licensing. In addition, we also ask parents to complete and return an evaluation of the program intermittently. Summaries of evaluations are presented to the JCCC Executive Director of Auxiliary Services to enable additional monitoring of the quality of our services.

### *Hiersteiner History*

Childcare began at JCCC in January of 1979 as a service to students in the Student Center. At that time, the Center could accommodate up to 18 children and was called the Child Play Center. In 1986, space was added to the Center, which brought relief to a sizable waiting list. As JCCC enrollment grew, the need for childcare services increased and became more diverse. In the fall of 1988, authorization was given for construction of a stand-alone childcare facility now located on the west side of the JCCC campus known as The Children's Center for five classrooms. In March 2003, construction on an addition to the facility began. In January 2004, the Center was renamed to be the Hiersteiner Child Development Center and opened with seven classrooms, a with a 118-child license capacity, and expanded services to the early childhood education program at JCCC by having an Early Childhood Education College student classroom onsite. In June of 2025, the college classroom was remodeled to become the eighth early childhood classroom for children due to increased demand for childcare on campus for JCCC Students, Faculty/Staff, and Community needs.

### *Service to the College*

While the main mission of Hiersteiner is to provide childcare for JCCC student parents and faculty/staff, you will see college students working and in the various Hiersteiner classrooms gaining valuable life and school experience.

As Hiersteiner serves as practicum site for the college, you will see JCCC college students in the classrooms. JCCC offers an Associate Degree in Education with an emphasis/ specialty in Early Childhood Education. HCDC serves as a practicum/ experience site and receives students who need to complete laboratory work observing and interacting with children. Students are not left alone with children and are supervised by Classroom Supervisors or Lead Teachers at the Center. Students submit all necessary health and safety information prior to working with the children. In addition, a background check is completed on all students. We have also partnered with the Nursing Program to come visit and learn how to interact with young children along with being a host site for "Well-Child" observation and interactions and an exciting with a partnership with the Children's Literature and Zoology course where JCCC students to write and illustrate a children's book and then come read it to HCDC classes during finals week.

### *Mission*

The Hiersteiner Child Development Center (HCDC) program is designed to support the efforts of JCCC students to pursue their educational goals and to offer support needed by JCCC faculty and staff to achieve their work potential.

### *Vision*

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The Hiersteiner Child Development Center envisions a nurturing and welcoming environment of exceptional early childhood education, childcare, and support services for children that allow the parents, including JCCC students, faculty, staff, and the surrounding community, to thrive academically and professionally.

## **Values**

- **Child-Centered Excellence** – We prioritize the holistic development, safety, and well-being of every child by delivering high-quality, welcoming, and developmentally appropriate early childhood education.
- **Family Partnership and Support** – We build strong, respectful partnerships with families—honoring their unique needs, cultures, and voices—to create a foundation for each child's growth and success.
- **Community & Belonging** – We cultivate a supportive, welcoming environment where all staff, children, and families feel valued, respected, and empowered to contribute and thrive.
- **Commitment to Learning & Growth** – We support the academic and professional goals of JCCC students, faculty, and staff by fostering a culture of lifelong learning, reflective practice, and continuous improvement.
- **Integrity & Accountability in Standards** – We uphold the highest standards of early childhood education by maintaining full compliance with state licensing regulations and continuously meeting the rigorous criteria of NAEYC accreditation—ensuring quality, transparency, and trust in all we do.

## **State Licensure**

Our Center is licensed through the Kansas Department for Health and Environment Child Care Licensing Department and annually inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities (K.S.A. 65-512). Hiersteiner is subject to inspection by state (Kansas) and local health (Johnson County), fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

## **National Accreditation**

Hiersteiner is a nationally accredited program through the National Association for the Education of Young Children (NAEYC) since 1993. NAEYC has a tiered accreditation system, consisting of Recognition, Accreditation, and Accreditation+. HCDC is accredited at the highest level of accreditation at Accreditation+. This means that Hiersteiner meets NAEYC's nineteen standards for high-quality early childhood education and completes an intense application process every five years that looks at the Family Handbook, Staff Handbook, practices and policies in the classroom and lesson plans, has voluntarily undergone a comprehensive internal self-study, invited external professional review to verify compliance, and been found to comply with the Criteria. NAEYC Accreditation+ renewal occurs every five years with a site visit and is eligible for random visits within the five-year accreditation period.

Hiersteiner also follows the NAEYC Code of Ethical Conduct; please go to [www.naeyc.org](http://www.naeyc.org) for more details. Copies of the Code of Ethical Conduct are reviewed and acknowledged upon hire by all HCDC staff.

## **Definition of Family**

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To simplify the text in this handbook, the term “parent” is used to mean a child’s primary caregiver – in some cases that person is a foster parent, a grandparent, guardian, or co-parent, etc.

### ***Hours of Operation***

Childcare services are provided from 7:30 AM to 5:30 PM Monday through Friday.

### ***Programs Offered***

Hiersteiner serves children ranging in age from 1-6 years old. Children must be 1 (one) year old and walking to start attending the Center.

### ***Location and Information***

Hiersteiner is located on the Johnson County Community College Campus.

Physical Address: Hiersteiner Child Development Center  
12345 College Blvd., Overland Park, KS 66210

Mailing Address: Hiersteiner Child Development Center  
12345 College Blvd. Box 15, Overland Park, KS 66210

Phone: 913-469-4438

Fax: 913-469-2519

Email: [hcdc@jccc.edu](mailto:hcdc@jccc.edu)

Website: [jccc.edu/hcdc](http://jccc.edu/hcdc)

### ***Calendar & Holidays***

HCDC operates year-round and follows the JCCC schedule for campus closures and holidays. For example, JCCC is closed on the 4<sup>th</sup> of July, so HCDC will also be closed on the 4<sup>th</sup> of July. JCCC also closes for Winter Break in late December through early January. In addition, we close the Center for one week in late summer to dedicate time for professional development. This is typically held the first week of August.

Days when JCCC classes are not in session, but the College is open, such as during Spring Break, are called Optional Care times. Parents may choose to enroll their children and pay tuition for those times, as described in detail below.

The [calendar](#) is available on the Center website, Playground app, or hard copy upon request. Hiersteiner maintains the right to change the calendar at any time.

### ***Full & Part Time Programming Options***

Hiersteiner offers three schedule options:

- Full Time (Monday-Friday, 7:30 a.m. - 5:30 p.m.)
- Part Time
  - Monday/ Wednesday/ Friday (7:30 a.m.-5:30 p.m.)
  - Tuesdays/ Thursdays (7:30 a.m.-5:30 p.m.)

When applying, families will indicate on their child’s application what session they are requesting and once attending, families can request a change in writing to the Program Director if needed and adjusted when spacing allows.

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## **Admissions Process**

Hiersteiner prioritizes enrollments for families in which one or both parents or primary caregivers are Johnson County Community College students, staff, or faculty. For Hiersteiner enrollment purposes, students must be enrolled for at least one (1) credit hour to receive JCCC Student Waitlist Priority. **Please see page 16 for credit-hour requirements to receive the JCCC Student Tuition Rate.**

Verification of the parent's JCCC employment status or JCCC student enrollment tuition payment is required by September 15<sup>th</sup>/February 1<sup>st</sup> if the JCCC student or JCCC employment status is used as a factor in determining Hiersteiner enrollment priority. If the JCCC student or staff/faculty status is used for Hiersteiner enrollment priority and a parent was never enrolled or employed at JCCC or dropped enrollment/employment before September 15<sup>th</sup>/February 1<sup>st</sup>, enrollment of the child may be terminated immediately. For Hiersteiner enrollment purposes, full and part-time regular employees of the College are considered JCCC faculty/staff.

As vacancies occur, children are accepted from the waitlist in the following order:

- Children of Hiersteiner full-time or part-time regular staff.
- Siblings of children currently attending Hiersteiner, in order of application date.
- Children of JCCC students, in order of application date.
- Children of JCCC faculty and staff, in order of application date.
- Children of non-JCCC affiliated families, in order of application date.

Children are admitted without regard to their race, color, sex, religion, national origin, or disability. We admit children with special needs when a safe, supportive environment can be maintained, and their needs can be met with reasonable accommodation. Please schedule a meeting prior to enrollment to discuss your child's special needs.

## ***Classroom Placement & Transitions***

As our Center enrolls a new child, the child will be placed in an age-appropriate classroom according to their age on September 1 of that year. The child will then stay in that classroom from enrollment until the next August when they will "age up" to their new room, similar to how traditional elementary school works.

## ***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released outside of HCDC, except for information required to be released to our regulatory and partnering agencies, like KDHE childcare licensing, NAEYC accreditation, or JCCC Police, etc.

NAEYC R.9.04

## ***Staff Qualifications & Training***

Our classroom teaching staff consists of 1 Classroom Supervisor, 1 full-time Lead Teacher, 1 full-time or 2 part-time Assistant Teachers, and floating Child Care Aides for substitute support. All classroom teachers receive orientation and training in:

- KDHE childcare licensing regulations
- Curriculum and lesson planning
- Child assessments using the Teaching Strategies Gold (Creative Curriculum) Tool
- Adult and Pediatric First Aid/CPR/AED certification (renewed every two years)

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- Basic child development, including supervision of children
- Prevention and control of infectious diseases, including immunizations
- Behavior management and discipline
- Signs of child abuse or neglect, including shaken baby syndrome, and the reporting of suspected child abuse or neglect
- Prevention of and response to emergencies due to food and allergic reactions
- Building and premises safety, including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste
- SIDS and Safe Sleep Training
- Medication Administration training (in compliance with K.A.R. 28-4-114a and K.A.R. 28-4-428a)

\*All staff receive a JCCC and KBI name-based background check and a federal fingerprint background check before hire and every 5 years.

K.A.R. 28-4-428(a); K.S.A. 65-516; K.A.R 28-4-125; JCCC Criminal Background Check Policy 413.03

In addition to the onboarding and orientation training above, all staff are required to obtain 16 hours of KDHE-approved in-service (professional development), with 4 of those hours consisting of health and safety training annually.

The teachers all meet the KDHE state childcare licensing and NAEYC accreditation staff qualification regulations; teachers have a minimum of a bachelor's degree in Early Childhood Education or a Child Development Associate Credential (CDA), and related field experience, and/or equivalent combination of education and experience.

K.A.R. 28-4-429

### ***Child to Staff Ratios & Classroom Composition***

Children are supervised at all times. Active supervision for Toddler Rooms is by sight and sound **at all times**, including rest time. Active supervision for the Preschool and Pre-K Rooms is by sight and sound most of the time. Supervision for very short intervals by sound only is permissible as long as staff check in frequently for children who are 2.5+ years old. An example of this would be having a potty-trained child use the restroom in the classroom without an adult and then checking in on them every 1-2 minutes, but still within hearing distance.

NAEYC R.6.06

The individual developmental needs of each child are considered when placement decisions are made. For children to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group children together who may best complement one another.

Individual classroom compositions are listed below:

Classrooms	Classroom Age Range (by September 1 <sup>st</sup> )	Ratio	Maximum Class Size
Toddler 1s Rooms: Bug Garden & Big Backyard	1-2 years	1:6	10
Toddler 2s Rooms: Hideaway Woods & Butterfly Meadow	2-3 years	1:7	12
Preschool Rooms: African Kingdom & Bamboo Forest	3-4 years	1:10	18
Pre-K Rooms: Blue Lagoon & Rainforest <b>*Must be potty trained</b>	4-5 years	1:10	20

K.A.R. 28-4-428 (a)

## COMMUNICATION & FAMILY PARTNERSHIP

### *Playground App*

Most of the Center's communication will be through the Playground app. This app will allow you to sign in/out your child each day, see daily tracking for diapers, meals, etc., along with photos and messages from the Center and your child's teachers. It includes a chat feature for quick messaging and a view of your billing/statements (**you cannot pay your bill through Playground; payments must be made via the JCCC TouchNet payment site on the HCDC webpage**).

When you apply for enrollment, you create a Playground account. When your child receives an enrollment offer, the app will update to include the child's classroom, daily information, etc. Paperwork will also be completed via Playground allowing for digital completion.

- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within the Playground until your child is officially enrolled.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts annually with the front desk staff. Only parents, family, and approved pickups may check a child out.

We encourage all parents to connect and use the Playground App as the primary means of communication as teachers and staff will post pictures, daily details, Center and classroom newsletters, community happenings and resources, and more through the daily feed. The chat

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is also a great feature to connect with and talk to your child's teachers or the Center staff all in one place.

NAEYC R.2.04; NAEYC R.2.05

### ***“Open Door” & Family Visits***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program during regular program hours and talk with the teachers about concerns, needs, observations from home, or general questions. Nursing mothers may come in and feed their child at any time and, if not already in use, use our Lactation Room.

Our team will always do their best to speak with parents/guardians and hear about home life and parent feedback. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours or at pick up or drop off. If a situation requires a longer discussion, kindly arrange for an appointment.

K.A.R. 28-4-123(a); NAEYC A.5.08; NAEYC R.2.01, NAEYC R.2.02

### ***Family Activities***

We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms as scheduled, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please talk with your child's Classroom Supervisor/ Lead Teacher about classroom-specific dates and activities you can participate in. An example of family activities can include Mystery Readers where parents sign up to come and read to their child's class, visiting for a mealtime, joining the classroom for walks and field trips, and Center-wide activities like Field Day or End of Semester Event.

NAEYC R.2.03

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### ***Celebrations***

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Celebrations and birthdays are special days for the children, and we want to share the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (no peanuts, tree nuts, peanut butter, or food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions.

Please do not send in any candy, because it may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's

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classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

### ***Babysitting***

Employees are not permitted to babysit children who are currently enrolled in their classroom. Additionally, Hiersteiner employees may not transport HCDC children to or from HCDC on a day that the employee works at HCDC.

While we recognize that our staff members are highly trained, wonderful people and are often the people who know your child best, next to you, Hiersteiner strongly discourages families from entering employment arrangements with staff. Any arrangement between a family and a Hiersteiner employee for employment or services outside the program and services of Hiersteiner is an individual endeavor and private matter, not connected to or sanctioned by Hiersteiner or JCCC. JCCC and Hiersteiner are not responsible for the actions of HCDC employees outside of their scheduled work hours at HCDC.

### ***Publicity***

Photos will be taken of the children at the Center for use within the Center (Playground app or center newsletter) or on our website/JCCC publicity. Written permission is included in the new child paperwork packet completed upon enrollment.

## **CURRICULA & LEARNING**

### ***Learning Environment***

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to what is new or different to us, and the ability to work and play with others.

### ***Curriculum***

At Hiersteiner Child Development Center, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. To support this goal, we use the Creative Curriculum - a learning curriculum that supports children as active learners within a supportive classroom community. Children develop a sense of initiative within a social context. Throughout the day, children pursue their own interests, generate ways to answer their own questions, and share ideas with others. Children develop trust, initiative, curiosity, resourcefulness, independence, and responsibility – habits that will serve them well throughout their lives.

The Creative Curriculum is based on 38 objectives for development and learning that focus on all the most critical areas for success: social-emotional, physical, language, cognitive, literacy, mathematics, science & technology, social studies, the arts, and English language acquisition for English as a Second Language learners. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long. For more information about Creative Curriculum, visit the Teaching

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Strategies [webpage](https://teachingstrategies.com/early-childhood-curriculum/) at <https://teachingstrategies.com/early-childhood-curriculum/> for information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

NAEYC R.4.01

### ***Parent-Teacher Conferences***

We schedule two formal conferences each school year (one in fall, one in spring), but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making.

We will conduct and host parent teacher conferences in the fall and spring each semester, using the Creative Curriculum's 38 objectives for development and learning to mark common and widely held child milestones and expectations for growth and learning through observation-based assessments. These conferences will be a dedicated time to talk and meet with your child's teachers and talk about your child's development and goals. Conversation will include discussing your child's strengths, likes and dislikes, and styles of learning, and we ask that parents contribute and participate in the discussion with observations from home. We will work together to set goals for your child's growth and development for both school and home.

Additionally, you are welcome to request a conference or meeting with your child's teachers at any time.

NAEYC A.5.08; NAEYC R.2.01; NAEYC R.2.03; NAEYC R.5.01; NAEYC R.5.02; NAEYC R.5.03

### ***Developmental Screening***

HCDC partners with Infant Toddler Services Network of Johnson County (ITSN) to provide developmental screenings for the Toddler 1-2 and Toddler 2-3 year old classrooms in the fall and spring. There is a separate consent and participation form provided by ITSN before screening begins.

HCDC may also conduct the Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire-Social Emotional (ASQ-SE) to coincide with curriculum-based assessment(s) in our older classrooms. As part of the enrollment paperwork, families will provide consent and participation form for this screening.

### ***Outside Time***

We play outside every day when the weather permits. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

When the weather keeps us inside, we find safe and fun ways to get active indoors. For inclement weather, staff will keep the children inside and provide a variety of activities to meet those gross motor and activity needs. The children will not go outside when thunder and lightning are in the area, during active rain or ice storms, or when the temperatures and corresponding windchills/heat index are excessive.

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Excessive Heat Index is 95°F for all age groups. Water will be taken outside when the temperature is over 60°F.

Excessive Windchill is 15°F for Toddler 2-3 year old, Preschool and Pre-K classes; 32°F for Toddler 1-2 year old classes.

K.A.R. 28-4-434 (c); K.A.R. 28-4-437; K.A.R. 28-4-438(b)

### ***Electronic Media***

Our normal daily routine does not include electronic media (television/TV, video, DVD, etc.) viewing and computer use, but from time-to-time, the teachers may show a quick video or educational episode that relates to the learning topic to enhance understanding for Preschool or Pre-K classrooms only. All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world and technology usage/viewing is not mandatory. If the child would prefer to play in other areas during a viewing time, materials and alternate options will be available for them to play with.

Teachers in the toddler 1-2 and toddler 2-3 year-old classrooms are not permitted to use iPads or screens with the children.

K.A.R. 28-4-438(e)

### ***Rest Time***

After lunch, all children will participate in a quiet rest time of approximately 2 hours. Children are not required to sleep; however, we have a very busy and stimulating morning, so most children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest period of 30 minutes, they are given quiet activities to engage in. The Center provides sheets, cots, and blankets for rest time. These items are washed and disinfected weekly.

There are multiple teachers within the classroom during naptime observing by sight and sound, following KDHE and NAEYC ratios per age group requirements. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

While HCDC does not offer infant care, per KDHE regulations, we do include a written safe sleep policy for the Center and staff to follow:

- All staff are required to complete a KDHE approved Safe Sleep training.
- Children will be monitored and supervised during rest time and ratios will be maintained and followed at all times.
- Children are not required to sleep but will be provided with a cot to rest on.
- Cots will be furnished with a clean, HCDC-provided cot sheet and thin fleece blanket that is laundered weekly or immediately if soiled.
  - Home items will be limited to small stuffed animals, a child sized pillow, and/or a child sized blanket. Home items will be sent home weekly to be laundered.
    - Cots will be placed at least 3 feet away/separate from other children.
    - Cots will be labeled and designated for use by a single child.
  - When not in use, cots will be stored in a clean and sanitary manner.

- When children are napping and during rest periods, each room shall be lit to allow freedom of movement and to ensure staff members are able to observe each child for safety.
- Children are not permitted to have blankets/home items over their faces.

K.A.R. 28-4-436

### ***Toilet Training: Toddler to Preschool Rooms***

The most important factor in making the toilet training experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

When your child shows interest, you and your child's teachers will discuss how to work together to encourage toilet training. We're committed to working with your child consistently so that toilet training can be accomplished in a developmentally appropriate manner with minimum stress for you and your child. **Be sure to talk and have a plan with your child's teacher before sending them to school in underwear.**

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the Center during the toilet training process.

K.A.R.28-4-132 (h)

### ***Toilet Training: Pre-K Classroom Requirement***

It is required for children to be completely toilet trained before they can be admitted to the 4-5-year-old Pre-K Classrooms, Blue Lagoon and Rainforest. These classrooms do not have changing tables or a private and sanitary alternate location to change the children and as such, we are not able to have diapers/pull ups in their classroom.

"Completely potty trained" is defined as 0-1 accidents per week, including rest time. Children must be in underwear at all times, including rest time, and able to pull up/down their underwear and pants. If they still need occasional help wiping or buttoning their pants, that is acceptable.

If children have more than the allowed accidents in a week, the teachers will talk with the parents and come up with an appropriate plan. This can include a stay-home period for parents to work on toilet training with their child. Tuition will continue to be incurred during this period if this occurs.

## **GUIDANCE**

### ***General Procedure***

At Hiersteiner Child Development Center, we prioritize a nurturing, safe, and discrimination-free environment to support every child's learning and growth. We foster meaningful connections

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within our community. Our positive discipline approaches include clear rules, collaborative problem-solving, and an emphasis on self-discipline and respect. Our teachers are skilled in methods that promote self-esteem and control without resorting to negative discipline. We work closely with families to ensure consistency and encourage positive behaviors, aiming to cultivate intrinsic self-discipline through understanding and empathy.

Our beliefs and approaches to behavior are:

- Our role is to teach behavior, not stop behavior.
- Adults see themselves as role models in the classroom. Adults are to behave in the same manner expected of children.
- Using active calming techniques for both children and adults.
- Understanding that all behavior is a form of communication. When children act out, it is an opportunity to teach, not punish.
- Meeting the needs of the children so that they can meet the needs of their peers.
- Allowing children to express their emotions while supporting and comforting children in distress.
- Understanding that all children can only see the world through their version of reality and helping children see the world as a positive place to live.
- Being optimistic and positive about all children enrolled in our program.
- Greeting each child every morning in a positive and impactful way.

Hiersteiner Child Development Center does not condone or tolerate the use of physical punishment of any kind on HCDC or JCCC property for any reason. Staff may not use physical punishment on children, and may not use psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.

The KDHE requires childcare centers to list examples of prohibited discipline. Examples of physical punishment: shaking, hitting, spanking, slapping; etc., or making a child remain inactive for a long period of time. Examples of psychological abuse: shaming, name calling, humiliation, seclusion, frightening a child, etc. Examples of coercion: rough handling (shoving, pushing, grasping body part) or physical restraint (forcing a child to sit, lie, or stay down) except when necessary to protect the child or others from harm.

K.A.R. 28-4-132(a); K.A.R.28-4-132 (b); K.A.R. 28-4-132(c)

“No,” “Stop \_\_\_\_,” “Don’t \_\_\_\_” are considered safety words and we strive to use them only in situations where the child’s safety is at risk. We endeavor to teach positive and constructive behaviors with the children and encourage them to do instead of only prohibiting behaviors.

### ***Challenging Behaviors***

Our approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We expect children to explore their emotions and that includes crying, trouble sharing, occasional biting in younger toddlers, defiance, and yelling that is in the scope of typical development. However, there are times when children will exhibit behaviors that are considered challenging.

Examples of behaviors that HCDC considers to be challenging:

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- Aggressive behaviors (towards self, other children, or staff)
  - Hitting, kicking, biting, scratching, spitting, throwing classroom materials or furniture, etc.
- Disruptive tantrum(s)
  - A prolonged and intense behavioral episode—characterized by loud crying, screaming, yelling, or physical outbursts that can include aggression—that significantly interferes with the learning environment. This type of tantrum is defined by its duration and volume, to the extent that it disrupts other children's ability to focus, participate, or feel safe during class activities.
- The child needs significant 1:1 (teacher: child) support beyond the typical needs to participate in classroom activities.
  - For example, the child needs a teacher with them at all times to prevent them from biting or hitting peers or the child needs a teacher with them 1:1 due to repeated instances of elopement (running away from the teachers on walks, leaving the classroom, etc.).

When a child becomes physically aggressive or extremely disruptive, we intervene immediately to protect all the children. This can include removing the child from the classroom or moving the entire class to another area. Physical restraint is not used nor permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as it is necessary for control of the situation or to move them to a safer area.

### ***Notification of Behavioral Issues and Challenging Behaviors to Families***

If a child's behavior/circumstance is of alarm (aggressive, challenging, or disruptive), communication will begin with the parents as the first step to understanding the child's individual needs and challenges. Communication with the parents may include talking with the parents at pick up or drop off, scheduling a conference and meeting time, sending messages on the Playground app or emails, or in more significant cases like described above, a behavior incident form will be written, and parents will sign upon receipt. We will work together to evaluate the child's needs and support in the context of our program.

### ***Developmental Concerns & Referrals***

Hiersteiner may recommend families request supplemental services for a child with suspected developmental, psychological, behavioral, or medical conditions. Local Early Childhood Special Education Services provides a free developmental screening for preschool age children who are referred to by parents or teachers. The Family Conservancy/ Infant Toddler Services can complete screening for children under three years of age; children over the age of 3 are seen by their local school district special education service team. Areas tested can include hearing, vision, speech/language, gross and fine motor skills, cognition (thinking and reasoning skills), and social development.

If special services are needed, the school district or Tiny K/ Infant Toddler Services staff will provide services, or the child will be referred to other agencies or programs. Families may also pursue services from a private provider and HCDC may be able to accommodate services and meetings at the Center.

If a child has an Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP), parents are required to provide a copy to Hiersteiner, per Child Care Licensing Regulations. If a child has a diagnosis relevant to his or her participation at HCDC, please provide that upon

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enrollment or as soon as it is available so that we can best support your child. Hiersteiner does not have specialized support staff for children with Individualized Family Service Plans (IFSP), Individual Education Plans (IEP), or specialized medical equipment, etc., but will make reasonable accommodation within our ability to provide a safe, supportive environment for all children and staff.

K.A.R. 28-4-435(a); NAEYC R.2.05

## **TERMINATION OF CHILD CARE AND SERVICES**

At Hiersteiner Child Development Center, we are committed to providing a safe, nurturing, and respectful environment for all children, families, and staff. In order to maintain this standard, we reserve the right to discontinue care in circumstances including, but not limited to:

### **Overdue Tuition and Outstanding Balances**

- See the Overdue Tuition and Outstanding Balances Policy on Page 17.

### **Challenging Behaviors**

While we strive to support all children through positive behavior guidance and individualized strategies, persistent challenging behaviors (defined above) that:

- Jeopardize the safety or well-being of the child, other children, or staff, OR
- Require resources beyond the capacity of our program, OR
- Do not sufficiently improve after consistent intervention and communication with parents.

### **Disrespectful or Hostile Behavior by Parents**

- Disruptive behavior in the facility or parking lot, refusal to follow safety protocols, or harassing staff or other families.

### **Child's Needs Exceeding Program Capabilities**

- If a child's needs (behavioral, medical, developmental, etc.) go beyond the reasonable accommodations that the Center can safely or appropriately provide.

### **Lack of Parent Cooperation**

- Ongoing refusal to attend meetings, to follow through with behavior plans set by Hiersteiner or a referral agency, to utilize services (for example, IFSP/ IEP services), or to communicate openly with staff.

### **Failure to Provide Required Documentation**

- Incomplete paperwork, including immunization records, emergency contacts, or medical forms, upon enrollment or after a given deadline.

### **Failure to Pick Up a Child Promptly for Illness or after Suspension**

- Repeated delays in picking up a sick child or a child sent home due to behavior can lead to termination.
- Promptly is defined as within 30 minutes of being called to pick up their child.

### **Repeated Late Pickups**

- An excessive number of late pickups may result in termination. See the Late Pick-Up Policy on Page 18.

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## Being Present at the Center in an Impaired Condition

- If a parent or regular authorized pickup person appears to be under the influence of drugs (including marijuana) or alcohol or to be emotionally impaired in any way that may endanger the child or others.

## Termination Process

- When possible, families will receive a written warning before termination of care, outlining the concerns and be given an opportunity to correct the issue.
- In situations involving **safety concerns or repeated violations**, care may be terminated **immediately and without a refund**.
- A refund will be given if care services are terminated due to challenging behaviors or needs that cannot be safely or appropriately met. Specifically, families will be reimbursed for the pro-rated amount of monthly tuition and their full deposit. Parents will not be reimbursed for the application fees.

## TUITION AND FEES

### Method of Payment

All payment and fee processing will be completed through the JCCC TouchNet portal. The Administrative Assistant for HCDC will oversee collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding payment or fee, please contact our Front Desk Staff at 913-469-4438 or [hcdc@jccc.edu](mailto:hcdc@jccc.edu). Families will be able to view their accounts, balance, and collect tax information via the Playground App, but payments must be made through the JCCC TouchNet portal. Tuition charges will generally be posted through Playground on Wednesday for weekly billing and by the 25<sup>th</sup> of the month for monthly billing. Tuition payments are processed automatically in TouchNet but it is a manual process moving and noticing payments from TouchNet to Playground, so please note there may be a delay on occasion. Through JCCC TouchNet, you can create reoccurring or one-time payments online using a checking or savings account or credit cards for no additional fee.

*\*Instructions for setting up and accessing the TouchNet portal are on the website for the most up-to-date information.*

Receipts can be printed out via your JCCC TouchNet payment portal for employer reimbursement or tax purposes.

### Tuition Deposit

A Tuition Deposit is required at the time enrollment is confirmed to secure and hold a spot for your child.

- Part Time Deposit (Tuesday/Thursday or Monday/Wednesday/Friday Schedules): **\$200**
- Full Time Deposit (Monday-Friday Schedules): **\$400**

### Tuition

Hiersteiner offers a JCCC student rate, a JCCC Faculty/Staff rate, and a community rate. See the website for the most up-to-date rates. Families contract for a specific weekly schedule as indicated in the *Acceptance Letter*. Payment for this contracted schedule is required whether or

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not your child attends. The only exception to tuition charges is for the Optional Care periods, details listed below under "Optional Care Enrollment."

### **JCCC Student Tuition Rates**

To receive the JCCC Student Rate, the student parent must be enrolled in and maintain six (6) credit hours for the fall and/or spring semesters during which the student rate is received\*\*. These can be condensed or accelerated courses but must total 6 credit hours in each fall and spring semester. The tuition discount will be in effect for the semester during which the course requirement is met (for example, the fall semester would extend the student discount from August 1<sup>st</sup>-December 31<sup>st</sup> rather than only the in-class session dates). The student rate requires only one (1) parent to register and maintain 6 credit hours per semester. It cannot be split between both parents (for example, parent A is taking 3 hours and parent B is taking 3 hours and parent B is taking 3 hours would not fulfill the requirements to receive the Student Rate).

If a student is taking less than 6 credit hours in a semester, the student's child is eligible for the student waiting list priority, but NOT the student tuition rate. JCCC Students taking 1-5 credit hours (in fall and/or spring semesters) will be charged the Community Rate.

*\*\*For summer semester, the JCCC Student Rate is available if a parent is taking at least three (3) credit hours.*

### **JCCC Faculty/Staff Rates**

All JCCC full-time (FT) and part-time regular (PTR) employees are eligible to receive the JCCC Faculty/Staff Rate. Part Time Temporary (PTT) staff do not receive the JCCC Faculty/Staff Rate.

### **JCCC Student Scholarships**

The JCCC Childcare Access Fund Scholarship is funded through a four-year grant. JCCC received this grant from the U.S. Department of Education's Childcare Access Means Parents in School (CCMAPIS) program. This scholarship covers 75-95 percent of childcare costs at HCDC. For more details visit: <https://www.jccc.edu/admissions/financial-aid/aid-types/scholarships/child-care-access-fund/>. This is for Pell-eligible students taking at least nine (9) credit hours per semester. Additional grant requirements can be found at <https://www.jccc.edu/admissions/financial-aid/aid-types/scholarships/child-care-access-fund/>

Depending on funding each year, the JCCC Foundation may offer a scholarship for JCCC student parents to use toward HCDC childcare tuition. This scholarship varies in amount based on donations. For more details visit the JCCC Foundation webpage at <https://www.jccc.edu/foundation>.

### **Optional Care Enrollment**

Optional Care enrollment periods are defined as weeks when Hiersteiner is open and JCCC classes are not in session, for example, Spring Break. If you choose not to register your child for these times, you will not have to pay for these periods of time. However, if you wish for your child to attend during these times, you must follow the Optional Care pre-registration requirements below.

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If you need care during the Optional Care Enrollment periods, it is important to remember the following policies:

- Enrollments will be accepted up until the deadline. Enrollment is not guaranteed after the deadline. An additional \$25 late registration fee will be added to your fees per child if they are accepted and space permits them to attend.
- Enrollment during the specific optional care weeks is for your child's regularly scheduled semester hours. For example, if your child is attending MWF full days, then the Optional Care week enrollment options would be MWF full days during the optional care weeks available. Your child will maintain his/her schedule during Optional Care weeks and fees will stay the same.
- Optional Care enrollment will be done via electronic registration and will be posted on the Playground app for each registration period. It is the family's responsibility to read the notice and to register electronically by the deadline to the Program Director or designated email.
- Optional Care enrollment may not be cancelled or changed after the registration deadline closes without written permission from the Program Director. There may be no refunds for cancellation of Optional Care enrollment after the registration deadline.
- Parents are responsible for paying Optional Care fees. Fees can be found on the website for the Center.

### **Payment Schedule**

Upon enrollment at Hiersteiner, all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Families can choose to pay monthly or weekly to best meet their needs. **Monthly payments** must be arranged with administration and are due on the 1<sup>st</sup> day of each month (unless arrangements are made to set the due date on the 15<sup>th</sup>), and **weekly payments** are due each Friday for the coming week.

Payment is due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

### **Late Payment Charges**

**Late payments will result in the addition of late payment fees. Failure to pay childcare payments may result in childcare services being terminated.**

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next tuition payment.

### **Overdue Tuition and Outstanding Balances**

While we are a non-profit organization and strive to take the needs and problems of our families into consideration, we must maintain financial stability. Repeated failure to pay tuition by the due date will result in a warning and may result in the termination of services.

Tuition payments are due each Friday for the following week of care, or for monthly payers, on the 1<sup>st</sup> of each month.

- If an account becomes more than **30 days past due or has an outstanding balance of 2 payments (per child)**, care may be **suspended or terminated** unless a written payment plan has been agreed upon with the Director.
- Families with a history of late or incomplete payments may not be eligible for re-enrollment for the following academic year.

We may hold the child's spot for up to one month to allow the family time to catch up on payments. As the spot is being held, tuition for this time period will continue to be due. Failure to bring the balance to \$0.00 within that month may result in the termination of services. Any requests for exceptions must be made to the Program Director. A late fee will be assessed on any account that has not been paid in full by the day tuition is due unless special arrangements have been made with the Program Director.

### ***Returned Checks/Rejected Transaction Charges***

The JCCC Returned check policy is linked [here](#).

For additional questions about returned checks or rejected transaction charges, contact the Bursar's Office at [bursar@jccc.edu](mailto:bursar@jccc.edu) or 913-469-2567.

### ***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. **Hiersteiner closes at 5:30 p.m. and it is expected that children and families will depart the building by 5:30 p.m.** A late pick-up fee will be assessed when a child is left beyond the Center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service.

If you believe you will arrive after 5:30 p.m., please call the main phone number for Hiersteiner as soon as possible. If you fail to pick up your child or contact Hiersteiner, and if you or another authorized emergency contact cannot be reached within 30 minutes after closing time, Hiersteiner staff will contact the JCCC Police Department.

There is a late pick-up charge if a child is picked up after 5:30 p.m., as follows:

- First time – grace period up to 5 minutes; after 5 minutes, \$2 per minute per child
- Second time - \$20 plus \$2.00 per minute per child
- Third time - \$30 plus \$2.00 per minute per child
- Fourth time - \$50 plus \$2.00 per minute per child plus a conference with the Program Director
- Fifth time – possible removal from Hiersteiner and termination of services

### ***Other Fees***

#### ***Application Fee***

A non-refundable application fee of \$35 is due upon application to the HCDC Waiting list.

- The fee is waived for current JCCC Students.

#### ***Diapering Supply Fee for Toddler 1-2 and Toddler 2-3 Year Old Classes***

This fee is for diapering supplies, including diapers, wipes, diaper cream, gloves, etc.

- \$100.00 per fall/ spring semester
- \$50.00 per summer semester

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## ***Family Discount***

Families with more than one child enrolled full-time (Monday-Friday Schedule) will receive a 10% discount off the oldest child's tuition.

## **ENROLLMENT**

### ***Enrollment Period***

Enrollment is open year-round, spanning from August through the following July, aligning with the academic calendar. We accommodate rolling starts, allowing new families to join whenever spaces become available throughout the year. This flexibility ensures that children can begin care as soon as possible without waiting for the start of a new term.

### ***Re-Enrollment***

Each April, families are required to complete the re-enrollment process for the upcoming academic year (August to July) and the associated summer program. This helps us plan staff and resources effectively. Successful re-enrollment guarantees your child's continued placement in the program, providing continuity of care and education.

### ***Withdrawal from Summer Care Only***

Should a family choose to withdraw from the summer care portion of the program, the child's spot will be relinquished, and they will be placed back on the waiting list for any future openings. See withdrawal from the center details below.

To regain a spot for the subsequent academic year, families must participate in the application and waiting list process.

## **ATTENDANCE & WITHDRAWAL**

### ***Absence***

If your child is going to be absent or arrive after 9:30 AM, please call us at 913-469-4438, email at [hcde@jccc.edu](mailto:hcde@jccc.edu), or send a message on the Playground App.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as possible and tell us about the illness, as we are required to post and notify other families about communicable diseases and illness. The child's name will not be shared.
- One feature of the Playground app is that you can mark your child as absent and list the reason, even in advance (such as for vacations), in addition to or in lieu of sending a message.

### ***Vacation***

While we recognize the value of family vacations, the Center does not provide tuition credit or discounts for vacation days.

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## ***Withdrawal from the Center & Deposit Refund***

If you plan to withdraw your child from Hiersteiner Child Development Center, **a minimum of two (2) weeks' written notice is required.**

### **Notice Requirements:**

- Notice must be provided in writing (email or signed letter) to the Program Director or Center.
- The two-week period begins on the date the written notice is received, not the date it is written.
- There is not an attendance requirement for the child to attend during the two weeks' notice period.

### **Deposit Refund Policy:**

A family's deposit (if applicable) will **only** be refunded or credited under the following conditions:

- At least two weeks' written notice of withdrawal is given, AND
- The account is current with no outstanding balance at the time of withdrawal.

If either condition is not met, the deposit will not be refunded or credited, regardless of the reason for withdrawal. Any remaining balance on the account is still due and needs to be paid in a timely manner.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

We open at 7:30 a.m. Parents are expected to accompany their children, sign them in, and walk them to their classroom.

We close at 5:30 p.m. Please arrive PRIOR to 5:30 p.m. to allow enough time to sign your child out and leave by closing time.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those people you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without your prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

### ***Right to Refuse Child Release***

We may refuse to release a child to a parent or other authorized pick-up person if we have reasonable cause to suspect that any person picking up the child is under the influence of drugs (including marijuana) or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another parent or adult listed as an Emergency and Release Contact pick up the child or we may call the JCCC Police. Recurring situations of this nature may result in the termination of childcare services.

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## PERSONAL BELONGINGS

### *What to Bring*

#### **Hiersteiner Provides:**

- Diapers (Pampers Brand)
- Diaper Cream (A&D, Desitin)
- Wipes (Sensitive Skin)
- Blanket for rest time (assigned to your child only and laundered weekly)
- Sheets for rest time (assigned to your child only and laundered weekly)
- Sippy cups for Toddler 1-2 Year old classrooms (Bug Garden & Big Backyard)

#### **Parents Provide:**

- **2-3 Full Sets of Clothing (2 sets are REQUIRED per KDHE Regulation K.A.R 28-4-132(e)(2))**
- *Optional:* Stuffed animal/lovey for rest time
- *Optional:* Toothbrush and age-appropriate toothpaste (If you provide a toothbrush and toothpaste, the teachers will have your child brush their teeth once per day, per the classroom schedule's pre-determined time)
- *Optional:* Mud/rain boots or shoes to be left at the Center

Please label all items brought from home with your child's name (clothes, toothbrush, shoes, boots, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the Center.

### *Cubbies*

Upon enrollment, each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

### *Lost & Found*

You can look for lost items and bring found items to the Lost-and-Found Basket located at the Front Desk. Please note that we are not responsible for lost personal property.

### *Toys from Home*

We request that you do not allow your child to bring toys from home into the Center unless they are part of a show-and-tell activity. If a child does bring a toy from home, the teachers may have you take it home or place it in the child's cubby.

## NUTRITION

### *Meals and Snack*

Breakfast, lunch, and afternoon snack are provided to all students daily. Weekly menus are posted at the Front Desk, in the classroom, and on the Playground App under the "Calendar" tab.

Additionally, all meals are served and prepared following the Child and Adult Care Food Program/USDA requirements for children ages twelve months to six years. This includes one

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protein, one grain, two fruits and/or vegetables, and milk at lunch. Breakfast and snacks include one grain and fruit or vegetable.

K.A.R. 28-4-434 (b)(1-5); K.A.R. 28-4-439

### ***Food Allergies***

If your child has a food allergy or sensitivity, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and may require a doctor's signature. All food allergies or sensitivity information must be updated at least annually.

As food allergies may be life threatening, each guardian will be required to complete an emergency action plan with a member of the Front Desk staff.

If your family has food restrictions for religious or personal reasons, you must notify us in writing so that we may work with your family to see if we can meet the restrictions within our guidelines. All food restrictions must be updated at least annually.

### ***Mealtime***

We practice age-appropriate family style dining in the classrooms to encourage independence and self-help skills. At mealtimes, the table is set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at tables together, including teachers. Children are encouraged to serve themselves from food bowls passed around each table. Good table manners are modeled and encouraged.

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged but not forced to eat a variety of foods.
- The toddler classrooms may have a "toddler substitute" food provided as noted on the menus. For example, instead of hard, fresh cut apples, the toddlers will be served applesauce.

## **HEALTH**

### ***Immunizations & Medical Record***

A record of immunizations and a child's medical record (including vision and hearing screening) must be completed and on file at school before each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If Hiersteiner does not receive a copy before your child's start date, they will not be permitted to start, and tuition will be charged from the original start date.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the local health department. A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

If a child is under-immunized or exempt from immunization for a communicable disease due to a medical or religious exemption allowed by KDHE and that disease occurs within the child's classroom, the child will be excluded from care for the required quarantine period. For example, if a child is under-immunized from chicken pox and a case of chicken pox occurs in that classroom, the child would need to be excluded for 21 days, and the exclusion would start over

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if any new case occurred in that classroom. In situations like this, the Program Director will contact the child's parent to communicate the applicable timeline and answer questions for the family. No tuition refunds are available if a child is excluded from the Center for this reason.

### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children, **you may not bring a sick child to the Center**. The Center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the symptoms listed below. **It is expected that you will pick your child up within 30 minutes of the initial notification of illness.** This is not an all-inclusive list. We will try to keep your child comfortable, but he/she may be excluded from all activities until you arrive.

**Children will be sent home from Hiersteiner for the following signs of illness, including, but not limited to:**

- A temperature of 100° Fahrenheit (38.3 Celsius) or higher
- Two episodes of diarrhea in a 24-hour period
- One episode of vomiting in a 24-hour period
- Any undiagnosed rash
- Skin sores, discharging eyes, ears, or running nose
- A fresh cold, accompanied by sneezing, coughing and congestion.
- Lack of appetite, listlessness, irritability, or unusual fatigue severe enough to interfere with their participation in the classroom activities
- Head lice
- A contagious disease or illness

**Children may return when:**

- They are free of fever, vomiting, or diarrhea for 24 hours.
  - If your child is sent home with a fever of 100° Fahrenheit (38.3 Celsius) or higher, vomiting, or diarrhea, he/she will not be allowed to come back to Hiersteiner the next day. Children must be fever, vomiting, or diarrhea-free without medication for a full 24 hours before coming back to school. This policy is strictly enforced.
- They have been treated with antibiotics for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- For head lice, once the child is completely nit free.
- If a child has a reportable communicable disease, a physician's note is required stating that the child is no longer contagious and may return to our care.

K.A.R. 28-4-127(c)(2)(B); NAEYC R.6.01

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted

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in the classroom and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## **Medications**

**Whenever possible, we recommend that you administer medications at home.**

(A) Our Center does not administer prescription or over-the-counter medication to children without a physician, doctor, or APRN order, written parent consent, and completion of the detailed Authorization of Administering Medications to Children and Youth Short- or Long-Term Medications Form from KDHE Child Care Licensing.

(B) All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require an "Authorization of Administering Medications to Children and Youth Short- or Long-Term Medications Form from KDHE Child Care Licensing" signed by the family and a written order from the child's physician. The label on the medication meets the physician order requirement. The label must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications (also known as "Over the Counter Medications "OTC")** require an "Authorization of Administering Medications to Children and Youth Short-Term Medications Form from KDHE Child Care Licensing" signed by the parent(s) and a physician, doctor, or APRN order. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container.

(C) **Non-prescription topical ointments:** Parents and guardians may give Hiersteiner standing authorization for up to 12 months to apply unmedicated lotions, creams, and powders, such as sunscreen, bug repellent, diapering creams, ChapStick, baby lotion, and baby powder to their child, as needed. The over-the-counter topical medications form must be completed before we can administer these medications. You can find the necessary form in each classroom; we cannot apply or administer any topical ointments without written permission.

**\*Sunscreen Notes:**

- Please apply sunscreen to your child before arriving at the Center for morning outside play.
- Hiersteiner staff can reapply sunscreen in the afternoon before going outside if we have an up-to-date permission on file during the months of April 1-October 1.
  - The exception for applying sunscreen will be when it is too hot for the children to go outside; we will not apply it that afternoon if they are not able to go outside. For example, if it is already 100+ °F outside at noon and only getting hotter during a heat advisory, we would not apply afternoon sunscreen as they will not be permitted to have outdoor play that afternoon.
- It is the parent's responsibility to provide one (1) sunscreen for their child.
- It **cannot** be an aerosol sunscreen, it must be a liquid rub on one per NAEYC best practice.

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(E) **Bug/Insect Repellent:** Hiersteiner staff can apply bug/insect repellent in the morning and/or afternoon before going outside if we have an up-to-date permission on file. It is parent's responsibility to provide bug/insect repellent for their child; however, it **cannot** be an aerosol bug/insect repellent, it must be a liquid rub on one or pump spray per NAEYC best practice.

K.A.R. 28-4-132 (i)

### ***Communicable Diseases***

When an enrolled child or an employee of the Center has a (suspected) reportable disease, it is our legal responsibility to notify the local Johnson County Health Department and Child Care Licensing. We will take care to notify families about exposure so they can watch their children for signs of illness and seek treatment as appropriate. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- *Heamophilus Influenza* (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella, Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

K.A.R. 28-4-127(c)(2)(C)

## **SAFETY**

### ***Building Security***

Hiersteiner Child Development Center is a secure building. All exterior doors are locked at all times. Only authorized personnel and families have access to the building. It is mandatory that all families ring the doorbell for entry. This ensures that only authorized individuals gain access to the building and keep a record of who is in the building at any given time. The front desk is always staffed and monitored by administrative staff so someone will be available to let you in at any time during business hours. Please do not hold doors open for other patrons.

K.S.A. 65-535

The Center has video camera footage for the hallways and exterior areas of the Center (playgrounds, parking lots, etc.) that is overseen and managed by the JCCC Police Department. These are **not** used for supervision of the children but for security purposes and JCCC Police monitoring of the facility.

### ***Closing Due to Inclement Weather***

Hiersteiner follows the closure or delayed start determinations issued by JCCC Administration.

#### **If JCCC is CLOSED, Hiersteiner WILL BE CLOSED.**

- If JCCC declares a delayed opening, the Center will open on the same delayed basis, opening 30 minutes prior to allow for JCCC students and Faculty/Staff to arrive to class/work on time.
- For example, if JCCC has a delayed start of 10 a.m., HCDC will open at 9:30 a.m. for children to start attending.
  - In the rare instances of delayed starts, HCDC meals will be determined in a case-by-case scenario. We do need ample prep time to make over 100+ meals, so the delayed start time will directly affect the staff's ability to adequately prepare.
  - For example, a delayed start of 9 a.m. would CANCEL breakfast as there would not be time to make and deliver breakfast according to the Center's typical day schedule.

All communication about inclement weather will be posted on the JCCC main website ([www.jccc.edu](http://www.jccc.edu)), social media, local television media outlets, and on the main JCCC phone recording, 913-469-8500.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Hiersteiner incurs salary and other fixed costs even when closed, so there are no refunds on the rare days/hours when the Center is unexpectedly closed.

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities, including painting, outdoor play, sand, and other sensory activities. Our playground is used as an extension of the Center, and daily programming will be conducted outside whenever weather permits.

Sandals, dress shoes, and flip-flops can make it difficult for your child to participate in some activities. We recommend close-toed shoes or sneakers.

### ***Handwashing***

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our Center, hand-washing requirements for staff are as follows:

- Upon arrival at Center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes.
- After handling an ill child

- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our Center, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their noses

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse your hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

K.A.R 28-4-132(d); NAEYC R.6.02

### ***Cleaning & Sanitation***

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at Hiersteiner. Each classroom has a “yucky bucket” for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. For more specifics about the frequency and type of cleaning that occurs for each surface at Hiersteiner, please reference the [NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table](#).

### ***Injuries***

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the Center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report via the Playground App outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the regulations set by KDHE Child Care Licensing K.A.R. 28-4-128(c).

In the event of a serious medical emergency, EMS will be called. If the child is taken to the hospital by ambulance, a teacher and/or administrator will accompany the child, while we try to contact you or an emergency contact.

K.A.R. 28-4-127(c)(2)(A); K.A.R. 28-4-127(b)(5)

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and to the family of the child who did the biting. We will work together with the families of each to keep them informed and to

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develop strategies for change. If the biting becomes persistent or dangerous, we will refer to the “Challenging Behaviors” section of the Family Handbook on page 12.

### ***Smoking***

In accordance with the KDHE Child Care Licensing and the JCCC Tobacco and Smoke-Free Campus Policy 428.01, any form of smoking is prohibited on the Center’s premises.

K.A.R. 28-4-430(d)(1)

### ***Prohibited Substances***

Possession or use of alcohol, illegal drugs, or other non-prescribed controlled substances is prohibited on the Center’s premises.

K.A.R. 28-4-430(d)(2)

No adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering substances may be on the Center premises. Staff may call the JCCC Police Department.

### ***Dangerous Weapons***

Weapons are prohibited on the JCCC campus, including HCDC premises, except in the limited circumstances set out in the JCCC [Weapons Policy 660.00](#). Families, children, staff, and guests are all subject to the prohibitions in the JCCC Weapons Policy. HCDC staff will call the JCCC Police Department if a weapon is seen or suspected on the premises.

### ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We will restrict access for a parent only when we have been provided with a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody if we do not have court documentation. We will send a copy of any custodial paperwork we receive to the JCCC Police Department for their reference.

### ***Suspected Child Abuse***

We care about your children’s safety and well-being, not only while they are at our Center, but at all times. Kansas state law requires our staff who work directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law also prohibits interference with an individual’s attempt to report child abuse or neglect. Our Center will offer full cooperation during the investigation of a reported incident.

- Should a staff member have reason to suspect abuse, they will contact Hiersteiner administration and follow up with an immediate phone call to the Kansas Department for Children and Family Services. If an HCDC administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- All staff members and volunteers and JCCC students in Hiersteiner classrooms undergo a KBI name-based background check. Additionally, all Hiersteiner regular staff members undergo an FBI fingerprint-based background check at hire and every 5 years thereafter. (K.A.R. 28-4-125)

- Persons whose background checks reveal any of the disqualifying factors listed in K.S.A. 65-516 will not be allowed to work or volunteer at HCDC. ([KDHE Handbook](#). Page 10).
- Volunteers and JCCC students are never left alone with the children; they are always under the supervision of a regular staff member.
- All staff members are required to report any suspected cases of child abuse, whether it is suspected at Hiersteiner or away from Hiersteiner.
- All Hiersteiner staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- Hiersteiner strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member, JCCC student, or volunteer.
  - Any employee accused, either in their personal or professional setting, of mistreatment, neglect, or abuse of a child will be placed on paid leave while an investigation occurs. Disciplinary action, up to and including termination, will be taken as appropriate.
  - Any JCCC student or volunteer accused of mistreatment, neglect, or abuse of a child at HCDC or elsewhere will be excluded from the Center while an investigation occurs. Disciplinary action, up to and including termination from the volunteer program, will be taken as appropriate.
  - All efforts will be made to preserve the confidentiality of the party accused, the child allegedly abused, and the surrounding circumstances.

## [Parking](#)

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands. It is strongly encouraged for families to turn off the car while picking up, for safety and to reduce emissions around our children. Idling vehicles are discouraged in the parking lot.

NAEYC A.6.14

## **EMERGENCIES**

The Emergency Preparedness Plan/ Procedures are not included in this Handbook but are on the HCDC website at [www.jccc.edu/campus-life/chilcare](http://www.jccc.edu/campus-life/chilcare). The Plan/Procedure is reviewed annually and updated as necessary. KDHE regulation K.A.R. 28-4-128, Safety and Emergency Procedures, requires a written emergency plan to provide for the safety of children and staff members in emergencies including *fire, a weather-related event, a missing or runaway child, a chemical release, a utility failure, an intruder, an act of terrorism, a lockdown, and an unscheduled closing*.

\*Items in italics are included in the JCCC Emergency Response plan listed below and included in this packet or linked here: <https://www.jccc.edu/student-resources/police-safety/police-department/files/pdfs/college-emergency-response-plan-av.pdf>

In addition to the details above, additional precautions we take are:

- Emergency phone numbers are posted by all phones.
- Hiersteiner keeps an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.

- **Fire and tornado drills are practiced once each month, and three shelter-in-place drills are conducted (one each during the fall, spring, and summer semesters) to prepare children in case of an emergency.**
  - Once per year, the staff and children will practice an off-premises relocation drill per KDHE safety and emergency preparedness requirements.
- Emergency evacuation plans are posted in each room.
- Annual inspections are completed by the local fire inspector.
- If an emergency requires evacuation, we'll notify parents via the Playground app and phone/email as soon as the children have been relocated to a safe area with details for pick up, process, etc.

NAEYC A.6.19

## CONFLICT RESOLUTION

Disagreements may occur, even with the best of intentions. Experience has taught us that open communication is the key to maintaining a positive relationship. If a Hiersteiner parent has a concern, the first attempt to resolve the issue should be between the parent and staff member involved. This can include phone calls, emails, or formal or informal meetings between the two parties and can include HCDC administration for mediation if necessary.

If a solution has not been reached via the above options, a parent should notify the Program Director of HCDC via email. The email should state all pertinent information, including what steps have already been taken to address the concern. The Program Director will examine the issue in a timely manner and notify the parties of her decision. If a parent is not satisfied with the decision reached by the Program Director, the parent may email the JCCC Executive Director of Auxiliary Services, detailing the pertinent information. The Executive Director will review the information in a timely manner and notify the parties when a decision is reached. The decision of the JCCC Executive Director of Auxiliary Services is final.

NAEYC A.2.03; NAEYC R.2.02

## LEGAL INFORMATION

### *Nondiscrimination Statement*

Hiersteiner complies with state and federal law and the [JCCC Nondiscrimination Statement](https://www.jccc.edu/about/leadership-governance/policies/nondiscrimination-statement.html) found at <https://www.jccc.edu/about/leadership-governance/policies/nondiscrimination-statement.html>.

The Statement reads: JCCC is dedicated to providing equal opportunities and equal access to all individuals and is an affirmative action employer. JCCC does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, parental status, military status, veteran's status, sexual orientation, gender identity, genetic information or other factors that cannot be lawfully considered in its programs and activities, which includes employment and admissions, in accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Vietnam Era Veteran's Readjustment Assistance Act, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination laws.

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## **Record Retention**

Hiersteiner complies with the requirements outlined in the "Records Retention and Disposition Schedule" developed by the Kansas Department of Health and Environment Childcare Licensing.

## **USDA**

Hiersteiner participates in the Child and Adult Care Food Program (CACFP) of the U.S. Department of Agriculture (USDA) and provides the following information from the USDA:

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**(1) mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**(2) fax:**

(833) 256-1665 or (202) 690-7442; or

**(3) email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.