



PARENT'S HANDBOOK

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WELCOME TO OUR PROGRAM

We would like to take the opportunity to welcome you and your child to our center. We provide a prepared healthy, nurturing, educational and stimulating environment where children are free to respond to their natural drive to work, play and learn. Children are encouraged to participate in spontaneous and meaningful appropriate activities for their age and developmental levels under the guidance and supervision of our staff. Activities planned include art, language and literacy, poetry, cooking, reading, math and science, dramatic play and outdoor play. In addition, included in the curriculum we use hands on stories and activities that teach your child fundamental concepts of the beautiful diverse world God created. We give our best effort to be a positive role model that instills values that will help your child through the journey of life.

Feel at ease knowing that you have made a great choice for we know the importance of early childhood stimulation and we take great pride in having this opportunity to educate and enrich your child's life.

OUR PHILOSOPHY, MISSION & CURRICULUM

We create a safe, warm and loving place to provide children the most fun approach to learn where they can grow happily and comfortably knowing that they are secure, cared for, and encouraged to strive by our knowledgeable staff. Activities and schedules are planned and designed which balance structure and free choice, to assure that learning happens at your child's own pace and that it is developmentally appropriate. We are able to spend time with children in verbal interaction, and create an environment that stresses organization but also creativity. Each classroom has different materials, books and toys, depending upon the ages and stages of the children. Little Crayons Preschool recognizes each child's capabilities and leads with compassion and understanding.

CURRICULUM

The philosophy behind Innovation curriculum is that young children learn best by "doing". Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in; in other words, learning through inquiry. It is also a part of our philosophy that asking questions instead of simply giving answers is the most powerful teaching tool.

Innovation curriculum focuses on the following areas of development:

**Social *Emotional *Cognitive *Physical*

NOTE:

In order for your child to attend our center, the parents must submit a complete enrollment packet signed and dated as requested within the packet in addition to State of Missouri as stated below. All forms included within the packet must be filled out and signed, as all are required documents for your child to be enrolled within the State of Missouri with additional forms required by County. Please understand these are for the welfare and safety of your child.

PROGRAMS

Little Crayons Preschool will provide developmentally appropriate programs with open-ended experiences that will allow each child to develop into a creative thinker.

TODDLERS 12 months-36months

An appropriate program for toddlers provides a balance between a toddler's conflicting needs for security and independence. Caregivers respond to toddlers' struggles to become independent by allowing them to make simple choices and to do things for themselves. Treating each child as an individual is critical at this time in their lives and helps each one start developing his or her full creative potential.

DAILY SCHEDULE

ONE's and TWO's

6:30 - 8:00 AM	Arrival ; Self - selected activities in the learning area
8:00 - 8:30 AM	Breakfast
8:30 - 9:00 AM	Clean up, self help, toileting or diapering
9:00 - 9:15 AM	Circle Time (Good Morning Song, Letter of the Week, Creative Movement, etc.)
9:15 - 9:45 AM	Outdoor Activities (gross motor and creative)
9:45 - 10:00 AM	Clean up (wash hand, wipe face, etc) and toileting for some
10:00 - 10:30 AM	Learning Center (small group activities and individual)
10:00 - 10:45 AM	Story Time
10:45 - 11:00 AM	Clean Up and Toileting for others
11:00 - 11:30 AM	Lunch
11:30 - 12:00 PM	Clean up (wash hands and face) toileting for some or diapering for others
12:00 - 2:30 PM	Rest time - quiet activities for non - napping after a suitable time or as they wake up
2:30 - 3:00 PM	Prepare snack time, wake up, toileting or diapering
3:00 - 3:30 PM	Outdoor activities (gross motor and creative)
3:30 - 3:45 PM	Clean up (wash hands, wipe faces etc)
3:45 - 4:15 PM	Learning center (small group activities and individual activities)
4:15 - 4:30 PM	Clean Up and Toileting for others
4:30 - 5:00 PM	Song and Finger play, story times
5:00 - 6:30 PM	Ready for dismissal, self directed activities, personal belongings, speak to parents

POLICIES, ELIGIBILITY AND ENROLLMENT PROCEDURES

HOURS OF OPERATIONS Monday through Friday 6:30 am to 6:30 pm

For non-instructional days cost is \$40 all day. For Winter Break & Spring Break cost is \$130.00 a week.

HOLIDAYS

To accommodate working parents Little Crayons Preschool operates year round, and closes only for the observance of:

- 1) Independence Day (4th of July)
- 2) Labor Day
- 3) Veteran's Day
- 4) Thanksgiving Day
- 5) Day after Thanksgiving
- 6) Christmas Eve
- 7) Christmas Day
- 8) New Year's Eve
- 9) New Year's Day
- 10) Martin Luther King Day
- 11) Good Friday
- 12) Memorial Day

TUITION

***WEEKLY TUITION**- Tuition is due on Friday for the following week. Whether they will be attending or not. Refer to **Note** below for the pricing. You will receive a reminder on Tuesday via the portal. Payments received after close of business day on Friday (6:30pm) will be assessed a \$35.00 late fee that will be automatically applied to your account. Your child will not be admitted to school until your account is paid in full. Partial payment will be considered late tuition, therefore late fee will apply as well. For emergency closure we will pro-rate those days for parents. Parents must notify school either on Friday for the following week or Sunday that child will only attend 1-2 days for that week. If not full week will be owed.

Note: Attending 3 or more days will be charged full tuition. 2 days will be charged 1/2 days. ELC students rules of tuition applies as well. We do not do daily fees only weekly enrollment. If there is a ELC tuition difference parents are responsible to pay the difference.

***MONTHLY TUITION**- is due on the fifth day of every month. Payments received after the fifth day of the month will assess a \$35.00 late fee.

If your child is absent you will have 24 hours to provide us a doctor's note or a parent's note excusing their absence. Failure to provide such note will result in parents being responsible in paying for that day(s). If your child participates in a subsidized program parents will be responsible in paying the daily rate that the program pays for parents.

NOTE: There is no credit for school schedule holidays. Tuition is due regardless of absence and tuition will not be pro-rated. Payments are done via the Brightwheel portal only. If parent neglects to provide a 2 week notice for withdrawal, parent/guardian will be liable for any outstanding tuition and any legal fees that Little Crayons Preschool may accrue, including attorney fees.

REGISTRATION FEE

Registration fee is \$110 per child & \$50 registration For siblings. Registration fee is due at the time of enrollment and annually thereafter before the beginning of the school year as defined by County in order to reserve the space for the year. If the child is enrolled at any other time of the year, the registration fees still due again when the new year starts. All money tendered in NON-REFUNDABLE, including registration fees, tuition payments, re-enrollment fees, school supplies if student is there for more than 2wks. A cot sheet and ziplock bag is provided to parents part of registration. Every Friday the ziplock bag will be sent home to wash cot sheets and blanket. It's important to return on Monday. If not returned parents will be charged \$10 for the sheet and \$3 for the ziplock bag.

NOTE: Parents are responsible to notify the school of any change of (address, telephone contact, etc. pertaining to the child).

RETURNED CHECKS

There is a \$35.00 charge for all returned checks.

LATE PICK UPS

In the event that a child is not picked up by 6:30 pm, there will be a late pick up fee of \$3.00 per minute. If Late pick up is more than 3 times it can be grounds of termination of enrollment.

BEFORE AND AFTER CARE

We provide a snack, help with homework, and have special activities like art, science and supervised activities until 6:30pm.

WINTER, SPRING AND SUMMER CAMP (school-age)

We have camp on the days your child does not have school. We provide a fun and safe environment supervised by mature and experienced counselors.

VACATION/SICK DAYS

Each full time enrolled child will receive 2 vacation/sick weeks (10days) per school year. If enrolled after December (mid year) student will only have 5 days vacation/sick week. This becomes effective after 2 months of enrollment. Once the free weeks have been used, you will be responsible for 50% of the weekly tuition payment regardless, if your child attends school or not. Days missed for any reason may not be made up or pro-rated.

PARENT BULLETIN BOARD

A bulletin board is available with announcements for you to view and read. Please take the time to scan the parent bulletin board regularly to stay informed of Little Crayons Preschool's happenings and/or announcements. Our weekly lessons plans and monthly plans will be posted for viewing.

PARENT/TEACHER CONFERENCES

Parent – Teacher conferences are held in Fall and Spring and at other times if requested by parents or teachers. Conferences are a time when information concerning the child's abilities, needs and progress can be exchanged. The staff is available for additional conferences through out the year at the parent's request

Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please make an appointment if you need to confer with a teacher at length.

****We do not discuss matters regarding a child while he or she is present.****

PHOTO / VIDEO USAGE

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent, who does not wish his or her child's picture or video to be used accordingly, must notify the school's directors in writing prior to the beginning of the school year. Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from, or are related to, the use of student or parent photos.

OPEN DOOR POLICY

Parent visits during school hours welcome. There are many opportunities during the year for parents to help. We will periodically advise parents when we need you to help. Your child's age better determines whether or not your child is able to handle your presence. Parents are also able to watch their child on the video cameras at the front desk to see what is happening at that moment or call the school in order to find out how their child is doing.

Little Crayons Preschool opens each weekday at 6:30 am for full day programs. An adult must escort to and from the classroom all children. Children should arrive by 9:00am in order to participate in the morning learning activities. If child arrives late must provide a doctors note to enter. Parents must also call school to inform us in advance. Parents/guardians must sign their children in and out of Little Crayons Preschool daily by writing their full first and last name.

DEPARTURE

Little Crayons Preschool closes at 6:30 pm for full day programs. Children are to be picked up at the agreed time. Parents should sign the child out before picking him/her up from the classroom. It is best to notify Little Crayons Preschool if the parent will be late so that the child does not feel abandoned. In the event that a child is not picked up by 6:30 pm, there will be a late pick up of \$3.00 per minute. Sign in/out is mandatory if not \$5 fee will be applied to account.

If someone other than the people on the "authorized pick up list" are to pick up your child, a written, signed note should be given to the front desk when the child arrives. In case of an emergency, if someone who is not authorized on the list needs to remove your child from school, you should send a fax or email with your name and the name of the person you are authorizing along with the driver's license number. This I.D. is going to be a photo copied for safety reasons. Verbal authorization is permitted by telephone when the parent gives the identification code along with the name of the person who will be picking up the child. Parents need to know and remember the identification code. We ask for this to help ensure the safety of your children.

An adult must pick up your child. The center does not allow younger siblings or children to pick up any of the students. Once the parents pick their children up from the teacher, they are responsible for watching them. If a classroom is empty, please show respect by not allowing children to go in to eat, play with the toys, etc. Please keep all your children (siblings, cousins, etc.) close to you as you leave the center for the day.

SCHOOL WIDE SAFETY RULES

1. Do not leave your purses or valuables in the car when dropping off/picking up your child. Preschools are prime targets for "smash and grabs."
2. Do not leave any children – including elementary school age – unattended in the car while dropping off/picking up your child.
3. Do not leave your car running while dropping off/picking up your child.
4. After your child has been signed out, he/she is your responsibility. They are not allowed on the playground since they are no longer under the supervision of a staff member. Please hold hands with your child in the parking lot and do not send them back into the school by themselves if something was forgotten.
5. For the safety of your child, only closed-toed shoes are allowed to be worn to school. This means no sandals, flip flops, or crocs. Water shoes are to be worn on water days and then changed to closed-toed shoes after water play.

SPECIAL EVENTS

From time to time there may be a special event such as a party, special guest or field trip. We will notify you in advance of the event and any changes if applicable. You will be required to sign a permission slip for some events such as an outdoor field trip. Please refer to the School's permission section of our enrollment packet for additional information.

CUSTODY ISSUES

For the safety of all children, the center will only release a child to the parents, legal guardians or person(s) authorized and identified by the parent. This person must be listed on the #1 enrollment form. If a child is not to leave with one parent, the parent having custody of the child must supply the center with a certified copy of the custody papers to be kept in the child's file. If only one parent has custody of the child, that parent must provide the center with a certified copy of the court order showing that one parent does not have visitation rights. In the event of a change in custody, a certified copy of the order must be provided.

If you have custody issues, you must pre-arrange for all visits and you must provide the childcare center with a clear understanding of all legal restraints and custody issues. We want to remain a neutral environment and are not in a position to monitor or comment on any visits by anyone to your child.

CHILD PROTECTIVE INVESTIGATIONS'

Missouri law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by the local law enforcement agency. Reports should be made to the Missouri Department of Social Services by calling the Abuse Hotline at: (800-392-3738).

Child protective investigations by MDS or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property.

CHILD ABUSE: STAFF RESPONSIBILITIES

Policy:

- Required by law to report suspected or disclosed abuse.
- Responsible to report suspicions and/or disclosures, staffs DO NOT determine if abuse has occurred.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- Staff is NOT permitted to contact the parent unless specifically directed to do so by School.
- Reporting procedures are designed to protect the child. Our concern is the safety and well-being of the child.

Procedure:

1. Inform Team Leader and/or Supervisor of your call and the reasons.
2. Call the police or child abuse hotline at 800-392-3738 to report any child that looks like they have been abused, mentally, physically or emotionally.
3. Document the reasons why you felt you had to make the call.
4. Do Not contact the parents of the child you have concerns about.

WHAT TO BRING

WE MUST HAVE A MINIMUM 1 WEEK SUPPLY FOR DIAPERS

TODDLERS

- Diapers
- Wipes
- Ointment
- Extra clothes
- Sippie Cup
- Bibs
- Blanket
- Box of tissues
- Family picture

TWOS

- Diapers
- Pull-up (training only)
- Wipes
- Ointment
- Extra Clothes
- Blanket
- Family Picture
- box of tissues

* *Please NO lunch bag, storage is limited in the classroom.*

*****LABEL ALL PERSONAL BELONGINGS PROMINENTLY WITH YOUR CHILD'S NAME**

****STANDARD PRESCHOOL BLANKET****

NO TOYS FROM HOME ALLOW

CLOTHES/ HAIR/ JEWELRY POLICY

No open toe shoes allowed and/or **sneakers with laces**. The children visit the playground on a daily basis (weather permitting) and must be comfortable and safe at all time. Two complete changes of clothes, including underwear and socks should be kept in your child's cubby at all times. Our school will not be responsible for any lost or misplaced items. NAMES SHOULD BE ON ALL ITEMS.

Keep track of your child's use of the change of clothes to ensure that there is always a clean change of clothes available should your child need it and must have their name on it.

Parents per licensing no beads or small hair items are allowed for swallowing hazards. If your child comes with any beads or swallowing hazard, it will have to be removed upon drop off or asked to be picked up. NO JEWELRY ALLOWED DUE TO CHOKING PURPOSES.

NAPTIME

At our school naptime is from 12:30 noon to 2:30pm. Children should have purchased their cot sheet and have a small kid size blanket, both clearly labeled with your child's first and last name. These are to remain in school Monday-Friday at which time they must be taken home every Friday for wash and brought back to school on Monday. Every student must lay down for rest time, no exception. It's ok if student do not wish or cannot fall asleep but they must rest and lay down. It's what we call down time.

FINGERNAILS

Please keep your child's fingernails trimmed and well groomed at all times. Proper maintenance will reduce the incidences of children scratching themselves or others. This is especially true for age two and under. You will also help reduce the spread of germs and assist children with their hand washing skills.

TOYS

Our school kindly asks that you leave your child's toys at home or in the car. Children are naturally possessive of their toys and allowing them to bring them creates situations that can otherwise be avoided.

BIRTHDAY/ HOLIDAY CELEBRATIONS

Due to rules of policy we are required to have a checklist of items that are being brought in to school for birthday and holiday parties. We are also required a 2 week window so we have time prepare for the party. Also, all items MUST be store bought, NO homemade food. This is for safety and allergy reasons. Below is a list of items that we are allowing for parties.

***Munchkins/ Donuts *Pizza**

HEALTH FORMS

The blue and yellow forms from the doctor and all emergency information must be on file before your child can enter school. All immunizations should be up to date. It is very important to keep the blue and yellow forms up to date. The office personnel always send advance notification when a child's forms are going to expire. Please read the notes so that you will have ample time to get your child's forms updated and back to the school.

ILLNESS POLICY

- 1) No child shall be permitted in the childcare center with a fever, skin rash, or inflamed eyes unless a written statement from an examining physician indicates that the condition is not contagious. No child afflicted with diarrhea, vomiting or ectoparasites (head lice, etc.) shall be permitted in the childcare center.
- 2) Should a child become ill after arrival at the center, *the parent will be required to pick-up the child as soon as possible.*
- 3) A parent will call to make arrangements for the child to be taken home if:
 - a) the child develops a fever over 101
 - b) the child has diarrhea (2 episode or more)
 - c) the child has vomited
 - d) the child has a sudden onset of a rash
- 4) Children with upper respiratory infections, rashes, diarrhea, impetigo, fever, GI symptoms and other illnesses that can be spread to others by close contact, will not be accepted into the childcare center.
- 5) Children because of communicable diseases must have written statement from a physician that they are no longer infectious prior to returning to the childcare center.

*****PLEASE NOTIFY THE CHILD CARE CENTER AT ONCE IF YOUR CHILD HAS A COMMUNICABLE DISEASE. IF YOUR CHILD IS WELL ENOUGH TO COME TO SCHOOL, HE IS WELL ENOUGH TO GO OUTDOORS WITH THE REST OF HIS/HER CLASSMATES.****

ILLNESS POLICY CONTINUED: RE: INFECTION CONTROL POLICE

Although it is commonly accepted that children have light cold-like symptoms from time to time, it is important that sick children do not come to school to limit the spread of illness. If your child comes to school with any of the symptoms below or develops these symptoms while at school, you will be asked to pick up your child within 1 hour. Illness impacts how children learn, develop and participate in their environment. If your child is well enough to come to school he/she is expected to participate in all activities including outdoor play.

A child should not come to school if they have the following conditions:

- 1) Fever 101 or higher-removal from childcare until fever free for 24 hours
- 2) Roseola- removal from childcare until fever and/or rash free for 24 hours
- 3) Diarrhea-removal from childcare until symptom free for 24 hours
- 4) Vomiting- removal from childcare until symptom free for 24 hours
- 5) Green discharge from nose- removal from childcare until clear
- 6) Discharge from ears- removal from childcare until clear
- 7) "Pink eye" (conjunctivitis)- removal from childcare until eye is no longer pink, crusty or has a discharge. Must be on eye drop antibiotics for at least 24 hours
- 8) Coxsackie (hand, foot & mouth disease)- removal from childcare until symptom free
- 9) Herpangina- removal from childcare until symptom free
- 10) Head lice- removal from childcare until NIT- free
- 11) Strep throat- removal from childcare until symptom free and on antibiotics for at least 48 hours
- 12) Pinworms- removal from childcare until symptom free and a doctor's note indicating treatment
- 13) Ear infection- removal from childcare until symptom free and on antibiotics for at least 48 hours
- 14) Chicken Pox- removal from childcare until all lesions are dry and crusty
- 15) Impetigo- removal from childcare until lesions are dry and a doctor's note indicating treatment
- 16) Ringworm- removal from childcare until all lesions are dry and a doctor's note indicating treatment

MEDICATION (FORM #5)

"No medication, vitamins or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and prescribed for that child." This applies to over-the-counter pain relievers as well as prescription medicines.

Form #5 form must be completed by parents and staff who administer the medication. The officestaff will administer medications at 12:00 pm or 3:00 pm. All medications should be left at the front desk with the authorized medication form signed by the parent/guardian.

Prescriptive medication must be in its original container, labeled with the child's name, name of drug dosage, directions for administration, date, and physician's name.

EMERGENCY MEDICAL PLAN

Upon enrollment, our school will require that the parent/guardian signs an Emergency Medical Plan released form authorizing us to take whatever steps may be necessary to obtain emergency care for your child if warranted. These steps may include but are not limited to the following:

- 1) Attempt to contact parent or guardian
- 2) Attempt to contact any of the persons listed on the emergency medical form.
- 3) Attempt to contact the child's physician listed.

In the event we cannot contact a parent or child's physician, we will do the following:

- 1) Call another physician or paramedics
- 2) Call an ambulance
- 3) Have the child taken to an emergency hospital in the company of a staff member.

The child's family and/or their medical insurance will cover any expense. The school will not be responsible for anything that may happen as a result of false medical personal information given to the school.

EMERGENCY PROCEDURES

We have regular fire and disaster drills at school. We urge each family to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. You will find helpful disaster planning information in your phone book. If there is a threat of a tornado or hurricane, please arrange to have your child picked up immediately.

The children are taught to listen to the teacher's directions. We will assemble and count everyone and give aid and comfort as needed.

BREAKFAST

Breakfast will only be served until 8:30 am. If your child arrives after 8:30am; please make sure that he/she has already eaten breakfast.

SNACKS

We provide a mid-morning and an afternoon snack daily.

Suggested Snack List: FOR PARENTS TO BRING- food program provides food

- Bananas
- Fresh fruits in season cut into small pieces
- Crackers
- Oatmeal cookies
- Goldfish crackers
- Mini muffins
- Ritz-crackers-cheese
- Cereal
- Yogurts (single servings)
- Cheese chunks or sticks
- Pretzels
- Chicken/Turkey rolled up
- Water bottles

WE ARE NO PEANUT SCHOOL. NO OUTSIDE FOOD ALLOWED.

LUNCH

If you are not participating in the school lunch program, you are responsible for providing your child with NUTRITIOUS noon lunches in a lunch box, which is labeled on top. If you need some help in planning your child's lunch, here are the suggested guidelines from Children and Family Services.

CONTENTS: (include one item from each group)

- 1) Protein: meat, poultry, fish, cheese (1-2oz.) or egg (1-2oz.)
- 2) Grains: whole grain or enriched bread or crackers, or cornbread, biscuits, rolls or muffins made with enriched meal or flour.
- 3) Vegetables and/or fruits (1/2 -3/4 cup) DAILY, including dark green or yellow vegetables like string beans, greens, carrots, celery, squash or sweet potatoes and fruits including cantaloupe, apples, bananas, orange slices, pears, applesauce or canned fruits.
- 4) Dairy products

The following items are NOT recommended:

- Carbonated beverages
- Chocolate
- Fruit roll ups
- Gummy bears, etc.
- Lollipops
- Lunchables
- Nuts

NOTE:

Eating lunch away from home is a new adventure. It is a good idea to provide variety while keeping it healthy. Whatever your child does not eat will be returned to you daily so that you may decide what is best to send in the future.

DRINKS

Any drinks brought for breakfast, lunch or snack should be juice, water or milk in plastic or cardboard containers.

RECYCLING

When you clean your house, remember that we can use:

good used toys	books
dramatic play props	phones
dress up costumes	jewelry
purses	good kitchen equipment of all sorts
collage materials	buttons
ribbons	greeting cards
calendars	spools
foam tiles	yarn, etc...

CHILDREN WITH SPECIAL NEEDS

Little Crayons Preschool will not discriminate against children with special needs. We will admit any special needs child on a trial basis, after which we will require a conference with the parent(s). If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find a more appropriate care.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of another child may require the following actions:

(A) Initial Consultation-

The Director may require the parent(s) of any child who attends Little Crayons Preschool to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

(B) Second Consultation-

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.

(C) Suspension-

When the previous actions have been taken and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The childcare director may immediately suspend a child anytime he/she exhibits a behavior, which is harmful to him/her or others. A parent may be called from work at anytime by the center's staff. The parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. The parent may be asked to take the child home immediately. Suspensions from the childcare program may vary from a few hours to an indefinite period.

BITING

Although, common in young children, biting can be a frustrating problem. The following is an outline of the preventative strategies our teachers commonly utilize.

For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums. When children bite out of frustration or during a confrontation, the behavior will be redirected to some other activity or they will be shown an alternate way to get what they want. We will encourage the use of language in expressing wants and needs. If a child bites frequently, staff will utilize a more intensive approach, which involves carefully observing the child to determine precipitating events and maintaining a log to track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.

Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the identity of the biter.

Biting incidents will also be communicated to the parent of the biter to ensure that staff and parents work together to understand and prevent this behavior. In order to ensure the safety of all the children, if all attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

DISCIPLINE POLICY

The ultimate discipline is that which comes from within and does depend on an external reward or punishment to insure doing the right thing or doing whatever needs to be done. An important part of our teaching task involves helping children develop inner discipline. This means we must provide reasonable rules, logical consequences for breaking those rules and be willing to bestow more responsibility to the children, as they are able to assume it. We use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement. We will also use supervise time apart from the group. Consistent, clear rules and daily routines are established and followed by all. In the event we have a child whose behavior is not acceptable, a conference with the parents will be needed to determine the continuation of the child's enrollment in our program. **WE DO NOT SPANK CHILDREN**. Please remember that experiences at home affect the child's behavior at school. Let the center know joyous happenings, the upsetting experiences or important changes, which may affect behavior. These will be held in confidence and will help the teachers to understand the child's behavior. Also advise your child's teacher what a child has been told about an impending birth, serious illness, being adopted or a recent death so any conversation can be held in an intelligent and sensitive manner.

Sec. 7-4.07. Child discipline. }

(a) Child care facilities must ensure that age appropriate, individual, and constructive disciplinary practices are used for each child in care.

Child care personnel shall adhere to the following:

- (1) Children shall not be subjected to discipline that is severe, humiliating, or frightening.
- (2) No cruel, harsh, physical, or unusual punishments shall be permitted.
- (3) No child shall be delegated or permitted to discipline another child.
- (4) No physical restraints, equipment, devices, or furniture shall be used to confine a child.
- (5) No child shall be confined in an enclosed area, such as a closet, locked room, box, or bathroom.
- (6) No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- (7) No child shall be punished for failure to eat or sleep, or for toileting accidents.
- (8) No child shall be punished by withholding food, rest, or use of the toilet.
- (9) No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching.
- (10) No child shall be threatened with any punishment that is prohibited by this paragraph.

1'S: Create routines, structure and safe places to explore & Turn a negative into a positive

2'S: Set Limits; All kids need clear, consistent limits to define the boundaries of acceptable and unacceptable behavior. In fact, they crave them to feel secure in their world.

3'S: Practice prevention, Explain your rules & Provide alternatives. When you want your child to stop doing something, offer alternative ways for him to express his feelings

4'S: Create house rules that address the most important issues you want to address. Praise Good Behavior & Create Reward Systems.

TERMINATION OF ENROLLMENT

In the event that you deem necessary to terminate your child's enrollment at our school, we require a two-week notice of your intent. There are many reasons why you may choose to take this action. If your reason has to do directly with our program we ask you please discuss it with our director and express your concerns before choosing to terminate enrollment. Our school will always strive to meet your family's needs within reason and without disruption to our program. . If parent neglect to provide a two-week notice for withdrawal, parent/guardian will be liable for any outstanding tuition and any legal fees that Little Crayons Preschool may accrue, including attorney fees.

EXPULSION POLICY

Little Crayons Preschool reserves the right to cancel the enrollment of child for the following reasons (but not limited too), at any given time:

- Non-payment or excessive late payments of fees
- Not observing the rules of Little Crayons Preschool as outlined in the parent handbook (either parent or child)
- Physical and/or verbal abuse of staff or children by parent or child.

NO LINGERING POLICY

Little Crayons Preschool is an open door policy school but we do ask for parents not to linger in classrooms. We know it's a transition for your little ones and therefore it's easier for both parents and child to say good-bye in a timely manner.

Parents are more than welcome to stay in the front office and be able to view their child from the TV. Monitor, also in a timely manner.

Little Crayons Preschool is also asking for parents dropping off after 9 am, to please drop off child to front staff, so classroom do not get interrupted.

Brightwheel application-

Parents must provide sign in/sign out code to guardian picking up child. Please refer to Brightwheel portal to communicate with staffs/administrator.

Parents it's mandatory to sign in and sign out your child every day per licensing. If not it will result in a \$5 fee for each occurrence.

UNUSUAL INCIDENTS POLICY

1) Lost or missing child: In the event of a missing child from the daycare, the daycare staff will remain calm and follow the procedures below.

Procedure:

If a child goes missing:

- The remaining children will stay together.
- Centre staff will stay calm and call 911 and give them a complete description of the child.
- Centre staff will then notify the parent/guardian and inform them of the steps that are being taken to locate their child.

2) Death of child or staff member: If a death occurs at the Child Care Facility the following should be contacted immediately:

1. Call 911,
 - a) request emergency assistance.
 - b) Contact local Law Enforcement; allow them to notify the family members.
 - c) The facility director
2. The body should not be moved or tampered with.
3. All children should be moved to a part of the building away from the body.
4. The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.
5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's director. No filming or photography is to be allowed inside the building.

***NOTE: Never move or touch unidentified or suspicious objects.

3) Presence of a threatening individual:

1. Evacuate If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where individual may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. Hide out If evacuation is not possible, find a place to hide.
 - Lock the door
 - Blockade the door with heavy furniture
3. If you cannot speak, leave the line open and allow the dispatcher to listen

Physical Activity Policy

Guidelines for Toddlers

- At least 30 minutes of accumulated daily STRUCTURED (intentional caregiver/adult lead movement/ activities) physical activity is provided daily.
- At least 60 minutes of daily unstructured physical activity is provided daily and toddlers will not be sedentary for more than 60 minutes at a time, except when sleeping.
- Toddlers are provided ample opportunities to develop movement skills that are the basis for future motor skillfulness and physical activity.
- Safe indoor and outdoor areas are available that meet or exceed recommended safety standards for performing large-muscle activities.
- Teachers and assistants understand the importance of physical activity and promote movement skills by providing opportunities for structured and unstructured physical activity and movement experiences.

Guidelines for Preschoolers

- At least 60 minutes of accumulated daily STRUCTURED (intentional caregiver/adult lead movement/ activities) physical activity is provided daily.
- At least 60 minutes of daily unstructured physical activity is provided daily.
- Preschoolers are encouraged to develop competence in fundamental motor skills that are the basis for future motor skills and physical activity.

- Safe indoor and outdoor areas are available that meet or exceed recommended safety standards for performing large-muscle activities.

COMMUNITY HELP LINE

A comprehensive list of community help line is available:

A few quick references are as follows:

- Division of Family Services, Missouri: (800) 392-1261
- Parental Stress Hotline (800) 367-2543
- Child Abuse Hotline (800) 392-3738. As mandated reporters, if any employee of Downtown Children's Center suspects either neglect or abuse, it will be reported.
- Kids in the Middle: A program to strengthen and support family relationships for families affected by divorce: 314-909-9922
- First Steps: Designed for infants to age 3 who have developmental delays or diagnosed conditions: 866583-2392
- Nurses for Newborns: Provides services to babies who are born with medical problems, born to teen moms or mothers with other concerns: 544-3433 or www.nfnf.org
- WIC Nutrition: For Women, Infants and Children: 314-679-7900

EMERGENCY KIT CHECKLIST

Water

One gallon of water for each person per day, for a minimum of three days. If you have the room, you should store two weeks' worth of drinking water for each person. Remember to change your stored water supply every six months.

Canned or dried food

Include canned or dried foods that will not spoil. Remember to pack a can opener that does not need electricity.

- ▶ Ready-to-eat canned meats, fruits, and vegetables
- ▶ Protein or fruit bars
- ▶ Dry cereal or granola
- ▶ Peanut butter
- ▶ Dried fruit
- ▶ Nuts
- ▶ Crackers
- ▶ Canned juices
- ▶ Nonperishable, pasteurized milk
- ▶ Vitamins
- ▶ “Comfort” foods like chocolate and candy

Basic supplies

- ▶ Clean clothes and sturdy shoes for each person
- ▶ Rain gear
- ▶ Coats, hats, and gloves
- ▶ Sleeping bags or blankets
- ▶ An extra credit card and some money
- ▶ Extra set of keys for your car and house
- ▶ Battery-powered radio
- ▶ Flashlight
- ▶ Extra batteries for the radio and flashlight
- ▶ Eating supplies such as paper plates, plastic forks and spoons, and napkins
- ▶ Tent
- ▶ Heavy-duty tape (duct tape, electrical tape)
- ▶ Scissors
- ▶ Heavy-duty trash bags or plastic sheets
- ▶ Matches in a waterproof container
- ▶ Paper and pencil
- ▶ Needles and thread
- ▶ Toilet paper, moistened towelettes
- ▶ Liquid detergent
- ▶ Soap/deodorant/toothpaste
- ▶ Plastic garbage bags with ties
- ▶ Household chlorine bleach
- ▶ Plastic bucket with tight lid
- ▶ Disinfectant
- ▶ Prepaid, long-distance calling card
- ▶ A whistle to signal for help

Special items

- ▶ Prescription medicine
- ▶ Baby supplies such as diapers, formula, bottles
- ▶ Feminine hygiene supplies
- ▶ Extra eyeglasses or contact lenses including supplies
- ▶ Dental supplies
- ▶ Entertainment such as books, playing cards, and board games
- ▶ Important family documents stored in a waterproof container including identification, insurance information, bank account numbers, and birth certificates
- ▶ Pet supplies such as food, water, and identification

First-aid kit

- ▶ Adhesive bandages in different sizes
- ▶ Safety pins
- ▶ Soap
- ▶ Antibiotic ointment
- ▶ Latex gloves
- ▶ Washcloths
- ▶ Sunscreen
- ▶ Several 2-inch and 4-inch sterile gauze pads
- ▶ Several triangular bandages (3)
- ▶ 2-inch sterile roller bandages (3 rolls)
- ▶ 3-inch sterile roller bandages (3 rolls)
- ▶ Scissors
- ▶ Tweezers
- ▶ Needle
- ▶ Moistened towelettes
- ▶ Antiseptic
- ▶ Thermometer
- ▶ Petroleum jelly
- ▶ Aspirin or nonaspirin pain medicine
- ▶ Anti-diarrhea medicine
- ▶ Antacid
- ▶ Laxative

Car supplies

- ▶ Road maps
- ▶ Tire repair kit and pump
- ▶ Jumper cables
- ▶ Flares
- ▶ Flashlight
- ▶ Battery-powered radio
- ▶ Extra batteries for the flashlight and radio
- ▶ Fire extinguisher
- ▶ A gallon of water
- ▶ Several cans of food and a manual can opener
- ▶ A sleeping bag or extra blanket
- ▶ Extra money
- ▶ First-aid supplies
- ▶ Cat litter or sand for traction in case you get stranded

About the Missouri Department of Health and Senior Services

Missouri Department of Health and Senior Services protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide:

Information and education

Effective regulation and oversight

Quality services

Surveillance of diseases and health conditions



Missouri Department of Health
and Senior Services
P.O. Box 570
Jefferson City, MO 65102
573.526.4768 | health.mo.gov



Missouri State Emergency
Management Agency
P.O. Box 116
Jefferson City, MO 65102
573.526.9100 | sema.dps.mo.gov

www.health.mo.gov

To report a public health emergency, call 1-800-392-0272.

This toll-free phone number is staffed 24 hours a day,
seven days a week.

Alternate forms of this publication for persons with disabilities may be obtained by contacting the office listed above.
Hearing impaired citizens telephone 1-800-735-2966.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Services provided on a nondiscriminatory basis

#193 - R05-20



Family Plan

Main Family Residence

Address _____

Fire/Emergency Medical Service No. _____ Telephone _____

Family Information

Name						
Date of Birth						
Social Security No.						
Usual Weekday Location						
Doctor						
Special Medical Info.						
Medical Insurance Info.						

_____ 's Workplace _____ 's Workplace _____ 's Workplace

Address _____ Address _____ Address _____

Telephone _____ Telephone _____ Telephone _____

_____ 's School _____ 's School _____ 's School

Address _____ Address _____ Address _____

Telephone _____ Telephone _____ Telephone _____

Nearest Relative

Name _____

Address _____ Telephone _____

Plan how your family will stay in contact if separated by disaster.

Choose two meeting places:

Reunion Location (a safe distance from your home) **Alternative Location** (a place outside your neighborhood) _____

Location Name _____ Location Name _____

Address _____ Address _____

Telephone _____ Telephone _____

Choose an out-of-town friend or family member, as a contact for everyone to call.

Name _____

Address _____

Home Telephone _____ Work Telephone _____

Cellular Number _____

Designate a room in your home if you have to stay for several days.

Room _____ (Keep your emergency kit stored in this room.)

Designate a place where your family will be able to stay for a few days in case of evacuation.

Location Name _____

Address _____ Telephone _____

Emergency Kit Checklist

The following items should be part of your emergency kit and kept in a container that can be easily carried.

- Bottled water (One gallon of water per person per day, to last three days.)
- Canned or dried food (A three-day supply of non-perishable food items for each person. Remember a manual can opener.)
- Battery-powered radio
- Flashlight
- Extra batteries for radio and flashlight
- First-aid kit
- Prescription medicine
- Clean clothes and sturdy shoes
- Extra credit card
- Extra money
- Sturdy trash bags
- Formula and baby food if there is an infant in your home

Listen for Information

Listen for information about what to do and where to go during an emergency. City, county, and state officials have developed emergency plans. During an emergency, it is important to follow their instructions and advice.

Other things to consider:

- Know the emergency and evacuation plans for your workplace. (Keep a supply of water and canned food, a flashlight, battery-powered radio, change of clothes, and a pair of shoes at your desk or in your locker.)
- Review the building's emergency and evacuation plans if you are a senior citizen or a disabled person living in a special care facility.
- Identify people who can help you during an emergency if you are disabled living at home or have special medical needs.
- Learn about emergency plans at your child's school or day care center. (Make sure they have up-to-date contact information for you and another member of your family.)
- Keep a small, portable emergency supply kit in your car at all times. (Include a gallon of water, several cans of food, and a manual can opener, a sleeping bag or extra blanket, extra money, and first-aid supplies.)
- Consider your pet when preparing for an emergency.

Discuss this information with your entire family.

To learn more about preparing for an emergency, contact your local public health department.

Missouri Department of Health and Senior Services
P.O. Box 570, Jefferson City, MO 65102
573.526.4768 | health.mo.gov

Missouri State Emergency Management Agency
P.O. Box 116, Jefferson City, MO 65102
573.526.9100 | sema.dps.mo.gov



#838 - R06-20



FIRE SAFETY

Smoke Detectors – Install & Maintain

Smoke detectors warn you of fire in time to let you escape. Install them on every level of your home, near bedrooms and in every bedroom or sleeping area. Follow the manufacturer's directions and test them often. Replace batteries when you set your clocks to spring forward or fall back, or when the detector warns the battery is getting low.

Your Escape – Plan & Practice

If fire breaks out in your home, get out fast. With your family, plan two ways out of every room. Crawl low and under the smoke. Choose a place outside where everyone knows to meet. Once you are out, call 9-1-1 and stay out! Have the whole family practice the escape plan at least twice a year and at different times of the day. Teach children what smoke alarms sound like and what to do when they hear one.

If your clothes catch fire, DON'T RUN! Stop where you are, drop to the ground, and roll over and over to smother the flames. Cover your face with your hands to protect your face and lungs.

Carbon Monoxide – Kills

Install carbon monoxide alarms on every level of your home and outside bedrooms. If the carbon monoxide alarm sounds, leave the home immediately. NEVER use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal-burning devices inside a home, garage, basement, crawlspace or any other partially enclosed area.

Candles – Practice Safety

The popularity of candles as home decorations in recent years has resulted in an increase of candle related fires. Never leave a lit candle unattended in any room of your house! Never leave candles burning when you go to bed! Never use candles near combustible materials such as curtains, drapes, bedding and cabinets!

Space Heaters – Need Space

Keep portable space heaters at least 3 feet from paper, curtains, furniture, clothing, bedding or anything else that can burn. Never leave heaters on when you leave your home or go to bed, and keep children and pets away from them.

Cooking – Be Careful

Keep cooking areas clear of combustibles like pot holders, towels and plastic; and don't leave cooking pots unattended. Keep handles turned inward so children won't knock or pull them over the edge of the stove. If grease catches fire, turn the burner off and then carefully slide a lid over the pan to smother the flames.

Matches – A Tool for Adults

Matches and lighters are extremely dangerous in the hand of a child. Store them up high where kids can't reach them, and teach your children from the start that matches and lighters are tools for adults, not toys for kids.

Electricity – Use Safely

If an appliance smokes or begins to smell unusual, unplug it immediately and have it repaired. Check all your electrical cords, and replace any that are cracked or frayed. Extension cords are meant for temporary use. If you use extension cords, replace any that are cracked or frayed; and don't overload them or run them under rugs. Remember that fuses and circuit breakers protect you from fire - don't tamper with the fuse box or use fuses of an improper size.

Everyday Preventive Actions Can Help Fight Germs, Like Flu

FIGHT FLU



CDC Says “Take 3” Actions to Fight Flu.

1. Take time to get a flu vaccine.
2. Take everyday preventive actions that help slow the spread of germs that cause respiratory (nose, throat, and lungs) illnesses, like flu.
3. If you get sick with flu, take prescription antiviral drugs if your doctor prescribes them. Early treatment is especially important for older people, young children, people with certain chronic health conditions, and pregnant people.

How does flu spread?

Flu viruses are thought to spread mainly from person to person through droplets made when people with flu cough, sneeze, or talk. Less often, a person might get flu by touching a surface or object that has flu virus on it and then touching their own mouth, nose, or possibly eyes. Many other viruses spread the same way. People infected with flu may be able to infect others beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. That means you may be able to spread flu to someone else before you know you are sick as well as while you are sick. Young children, those who are severely ill, and those who have severely weakened immune systems may be able to infect others for longer than 5 to 7 days.

What are everyday preventive actions?

- Avoid close contact with people who are sick.
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw it in the trash after you use it and wash your hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs that can cause respiratory illnesses like flu.
- For flu, CDC recommends that you (or your child) stay home for at least 24 hours after fever is gone except to get medical care or for other necessities. Fever should be gone without the use of a fever-reducing medicine. The stay-at-home guidance for COVID-19 may be different.
- In the context of the COVID-19 pandemic, local governments or public health departments may recommend additional precautions be taken in your community. Follow those instructions.



For more information, visit:
www.cdc.gov/flu
or call **1-800-CDC-INFO**



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

What additional steps can I take at work to help stop the spread of germs that can cause respiratory illness, like flu?

- Find out about your employer's plans for outbreaks of flu or another illness and whether flu vaccinations are offered on site.
- Routinely clean and disinfect frequently touched objects and surfaces like doorknobs, keyboards, and phones, to help remove germs.
- Make sure your workplace has an adequate supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes.
- Train others on how to do your job so they can cover for you in case you or a family member gets sick and you have to stay home.
- If you begin to feel sick while at work, go home as soon as possible.



What additional preventive actions can I take to protect my child from germs that can cause respiratory illness, like flu?

- Find out about plans if your child's school, child childcare program, or college has an outbreak of flu or another illness and whether flu vaccinations are offered on-site.
- Make sure your child's school, childcare program, or college routinely cleans and disinfects frequently touched objects and surfaces, and that they have a good supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes on-site.
- Ask how sick students and staff are separated from others and who will care for them until they can go home.
- In the context of the COVID-19 pandemic, local governments or public health departments may recommend additional precautions be taken in your community. Follow those instructions.

Everyday preventive actions can help slow the spread of germs that can cause many different illnesses and may offer some protection against flu.