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Parent Handbook Revised and approved June 2021

Dear Parents,

We would like to take a moment to welcome you and your child to Wee Wonders Daycare and Stepping Stones Preschool. You have made an important commitment to your child’s educational success. The purpose of this handbook is to provide information about the program and policies. If you have any questions after reading the handbook, feel free to ask.

Remember that all children vary in their rate of development. You can help out as a parent by supporting your child’s growth, encouraging him/her at home to be independent and resist comparing your child with others.

Feel free to contact us at any time if you have questions or need to let me know something.

Thank you for allowing the staff at the center to be a part of your child’s first school experience- we will have a great time together!

Kadie Emig

Early Childhood Center Director

Phone: (660) 867-5711

Email: kemig@nhr3.net

***North Harrison Early Childhood Center***

The North Harrison Early Childhood Center will be closed/close early on the following days:

* Monday, September 6th: Labor Day CLOSED
* Wednesday, November 24th: Close at 3:00
* Thursday, November 25th: Thanksgiving Day CLOSED
* Friday, November 26th: Day After Thanksgiving CLOSED
* Wednesday, December 22nd: Close at 3:00 Christmas Break
* Thursday, December 23rd: CLOSED Christmas Break
* Friday, December 24th: Christmas Eve CLOSED
* Thursday, December 30th: Close at 3:00
* Friday, December 31st: New Year’s Eve CLOSED
* Monday, January 17th: Martin Luther King Day CLOSED
* Monday, February 21st: President’s Day CLOSED
* Friday, April 15th: CLOSED Staff Professional Development
* Monday, May 30th: Memorial Day CLOSED
* Friday, July 22nd : CLOSED for Cleaning/waxing floors
* Monday, July 25th: CLOSED for Cleaning/waxing floors

***North Harrison Stepping Stones***

***This school year begins August 24th***

***Important Dates:***

* Friday, September 3rd: Dismiss at 12:45 (NWMO Fair)
* Monday, September 6th: No Preschool Labor Day
* Monday, September 27th: Dismiss at 12:45 (Teacher In-service)
* Monday. October 18th: Dismiss at 12:45 (Teacher in-service)
* Thursday, October 28th: Dismiss at 12:45 (Parent Teacher Conferences 1:00-7:00)
* Friday, October 29th: No Preschool
* Wed-Fri, November 24th -26th: No Preschool Thanksgiving Break
* Monday, November 29th: No Preschool (Teacher in-service)
* Tuesday, December 21st: Dismiss at 12:45 Christmas Break
* December 22nd – January 3rd: No Preschool Christmas Break
* Tuesday, January 4th: School Resumes
* Monday, January 17th: No Preschool Martin Luther King Jr. Day
* Monday, February 21st: No Preschool President’s Day
* Tuesday, February 22nd: No Preschool (Teacher in-service)
* Fri-Tues, March 18th -22nd : No Preschool Spring Break
* Fri-Mon, April 15th -18th: No Preschool Easter Break
* Tuesday, May 17th: Dismiss at 12:45 Last day of school

\*\* When Preschool is closed but the ECC is open (Ex: Oct. 25th, Thanksgiving Break, Christmas Break, Spring Break, and Easter) child care can be arranged for: $23.00 per day for preschoolers. Bussing will not be available. **Prior arrangements must be made with the Director (Kadie Emig).** We cannot guarantee your child a spot on a drop in basis. Please let us know in advance to that we are able to ensure we have enough staff here.

***Welcome!***

Welcome to the North Harrison Early Childhood. We are pleased you have enrolled your child with us and look forward to becoming better acquainted and caring for your child.

This handbook has been designed to provide you with important information about the Center and the policies and procedures which will affect you and your child. If you have any questions or concerns, you are encouraged to speak with your Childs’ teacher or the director.

 Our Child Care Teachers are:

 Kadie Emig

 Teri Fortner

 Ronda Hagan

 Rose Waldeier (Stepping Stone Preschool Teacher)

 Our Center Administration:

 Kadie Emig, Center Director

 Kadie Emig, Contact/ Food Service

***Program Philosophy***

***Infant/ Toddler***

 Infants and toddlers are unique and develop at their own rate. Because we are concerned about the total development of each child, our infant/ toddler program is designed to meet their social/ emotional, physical and cognitive/ language needs. We believe infants and toddlers need warm, caring and responsive adults and an environment which allows for active discovery of its many elements.

 The staff at the daycare plans a variety of activities to help each child develop socially, emotionally, physically and intellectually. The chosen curriculum for our center is the Creative Curriculum for Infants, Toddlers, and Two’s. The curriculum philosophy 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 learn firsthand about the world we live in. This curriculum will focus on the social/emotional, physical, cognitive, and language development of the children.

 The children’s needs are identified based upon the following five basic goals and 21 objectives. The staff monitors and records the development of children on a regular basis along with other developmental screenings:

|  |  |  |  |
| --- | --- | --- | --- |
| **Social/Emotional****Development** | **Physical Development** | **Cognitive Development** | **Language Development** |
| **To learn about self and others**1.Trusts known, caring adults2. Regulates own behavior3. Manages own feelings4. Responds to others’ feelings with growing empathy5. Plays with other children6. Learns to be a member of a group7. Uses personal care skills | **To learn about moving**8. Demonstrates basic gross motor skills9. Demonstrates basic fine motor skills | **To learn about the world**10. Sustains attention11. Understands how objects can be used12. Shows a beginning understanding of cause and effect13. Shows a beginning understanding that things can be grouped14. Uses problem solving strategies15. Engages in pretend play | **To learn about communicating**16. Develops receptive language17. Develops expressive language18. Participates in conversations19. Enjoys books and being read to20. Shows an awareness of pictures and print21. Experiments with drawing and writing |

**The Creative Curriculum® for Infant, Toddlers and Twos**
**Goals and Objectives at a glance**

***Stepping Stones Preschool Program Philosophy***

Through our program, children’s individual interests and abilities are fostered through careful developmental planning an evaluation. Our program is centered around developmentally appropriate practices, using the Missouri Early Learning Standards as our foundation for activity planning and learning.

A copy of the Missouri Early Learning Standards can be found at

<https://dese.mo.gov/sites/default/files/eel-el-2013-MELGoals.pdf>

Stepping Stones preschool program provides a relaxing, yet rich and stimulating environment.. These factors contribute to the child’s development of positive self-concept and feeling of worth as well as advancement in physical, cognitive, and social skills.

North Harrison’s Preschool program strives to accommodate all children regardless of any handicapping condition. Activities and expectations are modified to meet individual needs. The Early Childhood Special Education teacher and the classroom teacher work together to evaluate students for special education accommodations as needed.

***Stepping Stones Preschool Program Goals***

Stepping Stones Preschool adopts the Project Construct framework for curriculum and assessment. The following is an overview of the domains, areas, goals for students as stated in the Project Construct framework:

**Sociomoral Domain**

 **Social Relationships**

 Build relationships of mutual trust and respect with adults

 Build relationships with peers

 Consider the perspective of others

 Negotiate and apply rules

 **Dispositions**

Be curious

 Take initiative

 Be confident

` Be creative

**Cognitive Domain**

 **Logic-mathematical Knowledge**

Construct classificatory relationships

 Construct numerical relationships

 **Physical Knowledge**

Act on objects and observe reactions

 Act on objects to produce desired effects

 **Conventional Knowledge**

Know personal information

 Know about community

 Know conventional notations, manners, and customs

**Representational Domain**

 **Symbolic Development**

Represent ideas and feelings through pretend play

 Represent ideas and feelings through movement

 Represent ideas and feelings through music

 Represent ideas and feelings through art and construction

 **Language Development**

Use language for a variety of functions

 Expand and refine the form and organization of language

 Construct meaning from language

 Represent ideas and feelings through language

**Physical Development Domain**

 **Motor Skills**

Develop motor skills for personally meaningful purposes (Health and Safety)

Develop healthy living practices

***Health and Developmental Screening***

A health and developmental screening will be conducted for each child enrolled in the center. The screening will include a developmental screening using either the ASQ3 (Ages and Stages Questionnaire) or the DIAL4 (Developmental Indicators for the Assessment of Learning). Areas also included in the screening are vision, hearing, dental, height/weight and a health questionnaire. Results will be compiled and shared with the parent.

***Wee Wonder Daycare Environment***

 The environment of the Infant/Toddler Program is designed to meet the individual needs, interest, and abilities of each child. It is important for infants/toddler caregivers to select materials that offer both challenges and consistency. Each classroom environment is organized in the following manner:

 Infants:

* Both hard and soft elements are available.
* Contrasting colors and designs are used.
* Infants are moved about to provide different perspectives on people and places.
* The room is cheerful with pictures hung at the infant’s eye level.
* Music is played and stories are read.
* Space is arranged to allow for ample floor area so that movement skills may be practiced.
* Toys provided are responsive to the infant’s actions and are available on open shelves to facilitate making individual choices.
* Infants are provided with toys which can be grasped, chewed, and manipulated in safe manners.

Toddlers:

* Much opportunity is provided for gross motor activities: running, jumping, bouncing, climbing, pushing, and pulling- so these skills may be improved and refined.
* Small motor coordination is encouraged through the use of play dough, pots, and pans, peg boards and other constructions toys.
* Cognitive development is encouraged through imaginative role playing; creative scribbling and building; filling, dumping, and carrying containers about; manipulating puzzles; as well as, scooping and pouring sand, water or other items.
* Social and emotional development progresses as toddlers move from playing alone to playing alongside others. Eventually other toddlers begin to spend more time with each other in play. Opportunities for dress up and playing house helps children develop a sense of identity and awareness of others.

***Teachers***

 The Infant/Toddler Teacher has a great impact on infant and toddler adjustment to child care. We strive to provide warm, knowledgeable and caring individuals who appreciate the uniqueness of each child. Providers work closely with parent to gain an understanding of each child’s habits and needs. Our goal is to support the parent in their parental role. Goals guiding the adult-child interactions are as follows:

 Infants:

* Many face to face interactions occur with adults using pleasant, soothing voices, frequent eye contact and simple language.
* Infants are held and carried frequently with adults talking with them as they moved around.
* Adults are attentive during diapering, feeding and changing clothes all while explaining what is occurring.
* Infant sounds are respected as the beginning of communication. Adults listen and respond to these. Adults also talk, sing and read frequently to infants.
* Cries and calls of distress are responded to quickly yet tenderly.
* Playful interactions are sensitive to the infant’s needs.
* Infants and parents are greeted warmly each day.

Toddlers:

* Teachers enhance play by arranging the physical environment to encourage child initiated activities.
* Toddler play is observed to assess overall development and to learn about each child’s likes and dislikes.
* To expand on a child’s play open ended questions are asked and the child’s actions are described.
* Toddlers are encouraged to do as much as they can for themselves.
* Toddler play is not interrupted unnecessarily.
* Toddlers are encouraged to talk about their play.
* Individual needs are met promptly.
* Toddlers are respected as they develop a sense of self and work to acquire new skills.
* Toddlers are allowed to carry objects around, moving them from one location to another.

***Adjusting to Child care***

 Adjustment to child care is a critical first step in the development of relationships with people from the outside world. The adjustment period is a time for learning to trust others and feeling comfortable in a new setting. This period may take longer for some than others. Many have delayed reactions weeks later. Still others breeze right through it.

 What can be done to assist a child and his/her family through this period? Making sure infants, toddlers, and preschoolers are in good health is important. Those with special needs may require extra attention and monitoring by the teacher and parent. Developing a sense of trust between parent and teacher is a must. Parents are encouraged to openly share their concerns and work out a separation procedure which allows for gradual entry into the program. Special object which are comforting to the child are invited. Parents may also provide a picture of the family for the child to look at during the day. Staff will keep parents informed about the day’s events.

 Parents are invited to visit the center and meet the staff before your child begins coming to view the facility and ask questions of our staff.

 The Infant/Toddler and Preschool Program will assist in this adjustment period by keeping the group size low and maintaining an age appropriate adult/child ratio. The play materials will be inviting and appropriately challenging.

***Wee Wonder Daycare Enrollment***

 We welcome the parent and child to visit the center prior to enrollment. Visiting the program allows both the parent and child to become comfortable with our environment, staff and schedule. Registration forms to be completed include:

* Physical completed by physician (form provided by center)
* Medical information/ emergency form
* Immunization record
* Copy of birth certificate
* Copy of social security card
* Statement of responsible party (for payment)
* Pick-up authorization form with copy of driver’s licenses for those who are authorized to pick-up your child
* Income eligibility form
* General permission form
* Infant feeding form

These **must** be turned in **prior** to your child’s first day in the program. Parents are expected to notify the Center of any changes pertinent to these forms. For example, a family address or phone number may change or pick-up designated sources may change. **As your child receives new immunizations, please bring in an updated copy of their immunization record.**

***Enrollment Priorities***

 The following enrollment priorities have been established to ensure the program can operate at the fullest capacity at all times. All of the priorities are based on a first-come first-serve basis. Waiting lists will be established on a first come first serve basis.

**Priority #1:** In-district and/or North Harrison School employee Full-time children (12 months). If you only need the child care for 9 months or less than five days a week for 12 months you must pay for all 12 months to ensure your spot in the daycare unless other arrangements are made with the Director of the program.

**Priority #2:** Existing Client- additional full-time child, meaning if you already have child enrolled in the program your additional children will be given top priority for enrollment.

**Priority #3:** Out-of-district full time child

**Priority #4:** Non full time in-district child

**Priority #5:** Non-full time out-of-district child

The three types of enrollment are:

* Full time: children who are enrolled Monday-Friday
* Part-time: children who are enrolled less than full time on designated days (i.e. Every Monday, Tuesday and Wednesday)
* Drop-in: children who are enrolled, but only attend when the parent has called 24 hours ahead, if possible, to make arrangements. Please note there is no guarantee that there will be a spot available for drop-in children.

To facilitate staffing, we need to know the hours that your child will be at the center, arrival and pick-up. If extra hours of care are needed, please check with the Center at least a day in advance. Permanent schedule changes must be approved and recorded on your current enrollment form.

***Stepping Stones Operational Policies***

***Enrollment***

Children must be four (or three if we are accepting three-year olds) before August 1st and toilet trained to be accepted into the program. Toilet trained means accident free and no need to be reminded or assisted in the restroom. Children may not attend preschool until they are potty-trained, unless special circumstances are stated on an IEP from certified persons and signed by a physician.

We must have a physical and current immunization record on file for each child showing they have received all required immunizations before they will be allowed to attend preschool. We will also need a copy of their birth certificate, the child’s social security card, along with a copy of the driver’s license(s) of all people authorized to pick up your child (this includes parent and guardians), and other enrollment forms which are included in the packet you will receive.

All outstanding Early Childhood accounts must be paid in full prior to acceptance in Stepping Stones Preschool.

**Preschool Hours and Payment Schedule**

 The Stepping Stones Preschool program is for four year olds (as of August 1st) children. This program will be a 9 month program from 7:30-3:10. The Stepping Stones Preschool Program has set tuition based. We do accept State pay, but you are responsible for keeping your account current. Tuition rates are:

 Monday-Friday (**Will run with the school calendar including early outs and snow days**)

**7:30am-3:10pm**

Payments are due in the Center ECC office the 1st and 15th of each month. The payment for the first 15 days of the month is due on the 1st and on the 15th you will be paying for the last half of the month. Payment schedules differ only if prior arrangements have been made with the Director(Kadie Emig). You must pay even if your child is absent from the center.

Preschool Tuition:

 $21.00 per day

 $23.00 per day if you receive before/after preschool care and summer care

\***Late pick-up fee** will be $10.00 for the first 30 min. and $5.00 per every 15 min after the first 30 minutes.

 Twenty children is the maximum enrollment for the Stepping Stone Preschool, in-district four year olds will have first priority for entrance into the program. After the maximum enrollment has been reached then other enrollments will be placed on a waiting list based on the receipt of enrollment. Out-of- district enrollment will be accepted after all in-district children interested in the program are enrolled or after the deadline of July 16, 2021.

 Tuition will be charged throughout the normal calendar school year (August - last day North Harrison is in session).

***Late Payment Fees***

Failure to pay on scheduled days will result in a late payment fee. Late payment fees will be charged in the event that the balance is not current for the next billing cycle. In the event that an account becomes overdue more than two billing cycles, the student will be withdrawn from the program unless arrangements have been made prior to this with the director (Kadie Emig). Statements will be sent by 1st the 1st and the 15th of the month.

 **\*\*Late payment fee is $10.**

Partial and full preschool tuition assistance at the Division of Family Services is sometimes available. Please contact the Division of Family services for more information regarding this program.

***Orientation***

 A back-to- school night for preschool will be scheduled before the first day of school for students to see their room, meet their teacher and for parents to ask questions.

***Stepping Stones Preschool Transportation***

 Four-year old preschool children are allowed to ride the bus to and from school, please contact the school if you need this service. Riding the bus is a privilege that can be excluded if the child’s behavior warrants.

 If you want your child to ride the bus, let the school know at least one week before school begins so the bus routes can be determined. Three-year old students cannot ride the bus.

***Withdrawals/Dismissals***

When parents decide to terminate the child care arrangement, a two week written notice to the Director is required. If for any reason, this program is found to me unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and/or program may choose to terminate the arrangement on a timeline that is in the child’s best interest.

 As stated above, the child’s adjustment to the program and the appropriateness of the particular care arrangement for an individual child may cause concern for the child’s well-being. If the program staff does not feel that it is meeting the child’s needs, we reserve the right to terminate the care arrangement on a timeline that is in the child’s best interest. Other reasons which may result in the termination of specific care arrangement are as follows:

1. Lack of cooperation from parents with the program’s efforts to resolve differences and/or to meet the child’s need through parent/staff meetings or conferences.
2. Abusive behaviors and/or verbal threats by parents toward program staff or other parents. This will result in immediate dismissal.
3. Parents discipline, in any way, children (other than their own) while at the program.
4. Child exhibits special needs related to a serious illness which are not possible to meet at the program. In this case, the program staff will make every effort to involve the parents, and other resource persons (as appropriate), in order to decide together on the best courses of action for this child. This will be done prior to any dismissal.
5. The child’s parent/guardian fails to provide adequate documentation required for licensing (ex. Immunization card, social security card, birth certificate, current physical, emergency medical care permission, and enrollment information.
6. The center reserves the right to terminate families which do not “comply” with established policies and procedures.

***Wee Wonder Daycare Hours***

 The center will be open Monday through Friday from 7:15am to 5:00 pm on a year round basis with the exceptions of planned closed dates listed on page 2 of this handbook. If the Early Childhood Center closes after 12:30 for inclement weather/ power outages you will be billed for a full day.

***Snow/ Severe Weather***

Stepping Stones preschool will close with the K-12 in the event of inclement weather. You may listen to KAAN (95.5 FM) for weather related school closings. Information will be sent home at the beginning of the year for community connections, which will automatically notify you of school closings through email or text message.

 The Early Childhood Center will REMAIN OPENED when the Elementary/ High School is closed for Inclement Weather. The Early Childhood Center will open at its normal time for any cold weather delays that affect the Elementary/High School. . If the Early Childhood Center closes after 12:30 for inclement weather/ power outages you will be billed for a full day.

 You may listen to KAAN (95.5 FM) for weather related school closings. Information will be sent home at the beginning of the year for community connections, which will automatically notify you of school closings through email or text message.

***Arrival and Departure***

***Arrival***

 For your child’s safety, we require you or another authorized adult bring our child into the program each morning and get him/her settled. You must sign your child in upon arrival and fill out the top sections of their daily sheet. Please make sure the teacher is aware of your child’s arrival before you leave. If you are going to be away from your place of work for the day, leave a phone number where you can be reached in case you are needed for a medical emergency.

 **Please call the Center by 8:00am** if your child will not be attending that day or **if your child will be arriving after 8:00am.** If your child is going to eat breakfast, the child must be in their classroom by 8:15 am. If your child is going to eat lunch at the center, the child must be in their classroom by 11:00 am.

***Departure***

When picking up your child, be sure the teacher knows s/he is leaving. This procedure is for your child’s protection. Be sure to sign your child out of the program. We ask that you write down any messages on your child’s daily log so the staff will be kept informed.

***Food Program***

 Breakfast, lunch, and afternoon snack are provided each day to your child. Breakfast, lunch and snack will be served in the Early Childhood Center beginning at 7:45am, and lunch will be served at 11:00 am.  The cost for all meals and snacks are included in your child’s tuition.

***Birthdays***

 Birthdays are important days to your child. You are welcome to send birthday refreshments to preschool but arrangements must be made in advance. **All food brought in must be prepackaged and unopened.** If your child has a summer birthday you are welcome to make arrangements to bring treats during the school year.

***Wee Wonders Payment***

***Payment Schedule***

 Payments are due in the Daycare Center office the 1st and 15th of each month. The payment for the first 15 days of the month is due on the 1st and on the 15th you will be paying for the last half of the month. Payment schedules differ only if prior arrangements have been made with the Director. You must pay even if your child is absent from the center unless your child is considered on a “drop in” status. However, we realize that there are times when your child will not attend the daycare for various reasons. We will waive the following fees per fiscal year (July 1- June 30):

 Full time enrollees- 5 days per year

 Part-time enrollees- one day per year for each day of the week they are enrolled

Subsidized childcare is sometimes available through the Missouri Department of Social Services Family Support Division. It is the parent’s or guardian’s responsibility to apply for this service. Anyone seeking subsidized childcare will need to make arrangements with the Director about payment until this is authorized by the state.

***Late payment Fees***

Failure to pay on scheduled days will result in a late payment fee. Late payment fees will be charged in the event that the balance is not current for the next billing cycle. In the event that an account becomes overdue more than two billing cycles, the child will be withdrawn from the program unless arrangements have been made prior to this with the director. Statements will be sent by the 1st and the 15th of the month.

 Late payment fee is $10 per billing cycle.

***Daily Fees***

Infants (6 weeks through 24 months) Non-Potty Trained $25.00

Toddler (2 years through 3 years)/ Potty Trained $23.00

Preschool (3-6 years)/ Must be Potty Trained $21.00

***Late Pick-up Fees***

 Failure to pick up children by 5:00 pm will result in a **Late pick-up** fee will be $10.00 for the first 30 min. and $5.00 per every 15 min after the first 30 minutes. . **The third time a parent is late; the child will be dismissed from the program. Please be sure an emergency person is designated, in writing, to pick up your child in the event you are unable to do so**

***Person Authorized to Pick up Child***

 At the time of enrollment, parents must provide us with the names and copies of drivers licenses of all persons authorized to pick up the child. It is the parent’s or guardian’s responsibility to inform the program of any changes in the persons authorized.

 We will release children to authorized persons ONLY.

 If someone other than an authorized person (as indicated on the enrollment form) is to pick up your child, please notify the program in writing.

\*Daily sheets are provided to parents of infants and toddlers that have specific information about their child’s day. Sample daily sheets are in the back of the handbook.

***Health***

***Physicals***

Each child must provide evidence of a physical examination and immunizations upon enrollment at the center. These physicals must be completed prior to admission of the infant, toddler or preschool child and be completed not more than 12 months prior to admission. The form provided by the center must be used for the physical.

***Illness and Injury***

 Children should not attend school if they display any one of the following symptoms: fever, sore throat, skin rash, red or inflamed eyes, discharge from ears, vomiting, diarrhea, severe cough, or severe itching of the body or scalp. Please keep your child home for twenty-four hours after fever, vomiting or diarrhea and report any contagious disease so other parents may be notifies **Children must be FEVER and TYLENOL FREE for 24 HOURS BEFORE BEING RE-ADMITTED TO CHILDCARE.**

 The following is a list of procedures from the North Harrison Early Childhood center Health Policies and Procedures form, which parents/guardians must sign:

* **Cold**. Mild, No temperature, feeling okay. If there are no other symptoms, and if discharge from the nose is clear, then your child may attend school.
* **Fever.** A warning that all is not right with the body. If your child has a fever of **100.5 F** degrees or higher in the ear, then you must keep your child at home for **24 hours** after it goes down to 98.6 F.
* **Sinus Infection.** Greenish discharge from nose might be a sign of infection. Child should see doctor.
* **Coughing.** If the cough is chronic, deep, or hacking, it might mean infections. Child needs to return with approval from your doctor.
* **Sore Throat.** If mild, child may be in school. If child appears to have one of the following: swollen tonsils or glands, white spots in throat, hurt when swallows and/or complains of not feeling well. Child needs to return with approval from your doctor or until symptoms are gone.
* **Rash.** If we are unable to determine what it is. Child needs to stay home until gone or return with approval from your doctor.
* **Diarrhea.** After the third loose stool or if hard cramping, child must stay home for **12 hours after last episode**. If your child is on antibiotic which causes diarrhea you need to let ALL staff know and have a doctor’s note.
* **Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. Very contagious. Your child will need to be on medications for 12 hours or have a doctor’s release before returning to the center.
* **Head Lice.** If we detect the nits or lice you will be required to pick up your child. Child may return after s/he has been treated with medication shampoo and ALL the nits are REMOVED.
* **Flu.** You must keep your child home for 12 hours after last symptom.
* **Vomiting.** Chronic. Your child vomited more than one time today. You must keep your child at home until **12 hours** after s/he stops vomiting

 If your child displays any of these symptoms or becomes injured at school, the school will contact the parent/ guardian. If you child displays any of the illness symptoms listed above, staff will notify the parent/ guardian to pick up the child and to sign an illness report (report is attached at back of handbook) acknowledging our policy of when your child may return. Our illness policies were developed using guidance from the American Academy of Pediatrics and State of Missouri guidelines for child care centers.

 We are constantly alert to providing a safe environment for our student, however accidents may happen which will involve injury to a child. In such an event, the injury will be checked for seriousness: the child will be given first aid or taken to the school nurse. If neither the parent nor emergency contacts can be reached, the child’s physician will be called and his/her direction will be followed.

 In the event of a life threatening injury or illness, the staff will call 911 for transportation of the child. Parents will be contacted by another staff member and will be told to meet the child and teacher at the emergency facility.

 Please make sure your emergency information form is up to date as to where you or another contact person can be reached. The emergency person must have a working telephone and access to reliable transportation. Parents are responsible for any fees (doctors, hospitals, ect.)

 The center staff has taken the American Heart Association CPR and Pediatric First Aid training and each staff member has a current card. The training is renewed every two years at minimum.

***Medication***

The Center is not allowed to keep over the counter or prescription medications to use on an “as needed” basis. The only exceptions are Epi-Pens or asthma medications which may be needed in an emergency and a Medication Authorization form is on file.

 We can only administer medication (prescription or OTC) when the parent/guardian fills out a Medication Authorization Form and brings the medication to the center. All prescription medication must be delivered in its original labeled container with the child’s name on it. Prescription drugs cannot be given if any information does not match the label. Any OTC medication brought in must be marked (by parents) with the child’s name, date, dosage and times – just as if it were a prescription bottle. The medication will only be given according to the manufacturer’s recommendations unless written permission from doctor is received.

 All first doses of a new medication must be given by a parent at least 12 hours before attending the Center.

***Safety Policies***

1. No pillows in cribs.
2. All electric outlets must be covered.
3. Staff must always wear shoes; children must always have coving on their feet for safety purposes.
4. Bottles must be disposable or plastic; no glass.
5. Children must never be left unattended on the changing table.
6. An adult will be in the infant room with babies at all times that infants are in that vicinity, if infants are sleeping the babies will still be under the supervision of the adult.
7. Bottles will never be propped; all babies must be held when being fed a bottle.
8. Infants will be placed on their backs in their crib. We must have written permission from a doctor to place an infant on their stomach or side.

***Infant Feeding***

Infant food and formula is provided by the center and included in the basic tuition fee. The formula used by the center is Similac Advance or Similac Sensitive. Breast milk, formula, or milk and solid foods (baby food), including vitamin and iron supplements, will be fed by the caregiver in prescribed quantities and at specified time intervals; however, they must be provided by the parent.

 Infants and toddlers are required to be served whole milk unless otherwise instructed by a physician (American Academy of Pediatrics). Once a child turns 2 they will be served 1% or skim milk (state requirement). Written diet instructions are to be provided and updated as needed by the parents for the infants, and parent approval must be on file for center provided meals. A schedule is provided for toddler feeding times. Age appropriate snacks will be provided by the center. Drinking water will be offered to infants and toddlers throughout the day.

***Breast Feeding***

North Harrison Early Childhood Center (NH ECC) recognizes that breast milk promotes optimum growth and development of infants. NH ECC subscribes to the following lactation support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Breastfeeding parents are allowed to breastfeed or express milk during center hours. Parents should let the program know when they are planning to be here to nurse so that accommodations to use the lactation space can be made. Nursing mothers will be provided with a private place, which is shielded from view and free from intrusion from center staff and the public, to express breast milk. The designated area for lactation is in the Early Childhood Center office. The room will be off limits to program staff during the time of lactation. The room will:

* Have a door with a lock and a sign to advise the room is being used for lactation during those periods.
* Be well lit.
* Ensure privacy by covering windows with a curtain & blind.
* Contain a chair and small table.
* Have an electrical outlet handy.
* Have access to our ECC kitchen for clean water.

***Bottle Feeding***

1. Staff will use proper hand washing procedures before handling bottles.
2. Bottles will be labeled and stored properly.
3. Breast milk will be stored in the freezer and warmed in hot water (never in the microwave).
4. Any formula or milk left in the bottle after feeding will be disposed.
5. Each infant’s feeding schedule will be available to all staff. Infants will be held by the teacher during bottle feedings at the Center.
6. Bottles will not be propped in the crib for feeding purposed.
7. Feeding infants who hold their own bottles will be carefully monitored. Infants will be held and burped by the teacher.
8. A record of each infant’s food intake will be kept, including the amount of formula and water consumed, and the type and amount of juice consumed at each feeding.
9. Bottles will be properly cleaned by use of a dishwasher.

***Solid Food Feeding***

1. All surfaces will be adequately cleaned and disinfected prior to feeding.
2. Staff and children’s hands will be properly washed using the proper hand washing procedures.
3. Each child will receive adequate amount of food in each food group daily.
4. All food will be properly prepared and handled. Food will be cut into bite size pieces; appropriate for the child’s age.
5. Staff will always be present to assist the children during meals and snacks.
6. A record of the food eaten by each child will be maintained.
7. Each child will be properly cleaned after eating.
8. Table and floor surfaces will be cleaned and disinfected after each feeding.
9. Leftover foods will be discarded.

10. Dirty dishes will be washed in a dishwasher.

To help offset the cost of feeding children, the Center participated in the Child and Adult Food Program. In doing so, the Center must adhere to nutritional and sanitary requirements. All families are expected to complete the necessary forms in the entirety

***Sleeping Policies***

***Infant Nap Policy***

Nap/rest periods are provided daily. A record of the child’s sleeping pattern will be maintained on a daily basis by the program. Any difficulties or changes in sleeping patterns will be reported to parents.

Nap Procedures:

1. Each infant will be provided with a separate complaint crib for sleeping and resting.
2. Infants will be placed on a waterproof mattress that is covered by a fitted sheet. Infants will be placed on their back in the crib unless written instruction by doctor is otherwise indicated. The infant will be covered with a blanket. No toys or other articles may be left in the crib.
3. Teachers must be able to see all infants while they are sleeping.
4. Some children may cry before they go to sleep. In these cases, parents are to be consulted and any changes in the child’s sleep instructions noted. Children should not be allowed to cry for periods in excess of five minutes.
5. Teachers or parents must never put a child in a crib while the infant is drinking a bottle.
6. If a child is accustomed to using a pacifier to aid in relaxation and sleep, parent must provide the pacifier on the child’s first day in the program. Parents also need to provide replacements as necessary.
7. When the infant awakens, the child’s diaper is changed immediately. The exact time the child awakens will be noted on the daily report.

***Diapers***

 For children who are not toilet trained! Please provide a large bag of disposable diapers with your child’s name on the bag, and a large package of baby wipes (hypoallergenic and alcohol free.) Please watch for notes which tell you when a new bag of diapers and wipes are needed. We are not allowed to wash out clothing with fecal matter in them due to sanitary regulations.

***Toilet Training***

Toilet training will begin when appropriate for each child’s age and stage of development. Parent will be consulted on the methods used at home. Feedback will be provided on each child’s progress at the Center. **A child will be considered toilet trained when they are accident free for one month.**

 Toilet training will not begin until child is out of the infant room. Children will be offered frequent opportunities for toileting; particularly after meals and before sleep periods.

***Clothing***

Children should be dressed in play clothes that are comfortable, washable and suitable for all indoor and outdoor activities. All parents need to provide the Center at least one extra set of clothing appropriate to the season.

 Parents should be aware of weather conditions and dress children accordingly; as some outdoor play is integral part of the daily schedule. We play outside every day that weather permits, so please dress your child appropriately. In the winter, children need to bring clothing to school that will allow them to play in the snow such as boots, mittens, waterproof winter coat, stocking hat, ect.

**Please mark your child’s name on all outdoor clothing and the clothing to be left at the Center. This enables the staff to easily identify all times.**

***Toys***

 The Center classrooms are adequately equipped with toys, games and materials of special interest to young children. We ask that personal toys be left at home. It is difficult to be responsible for personal play items as they can easily be damaged, misplaced or lost at school. If children are asked to bring a special item from home, we prefer non-violent toys be selected.

***Data Privacy***

The only persons permitted to see your child’s records will be the parent or legal guardian, child care employees, North Harrison R-III appropriate personnel.

 It is the policy of this program not to disclose the names of the child who may have cause injuries to other children while at the program. This is a safeguard for each family’s data privacy.

 We will not verify your child’s enrollment to anyone via telephone or in person.

***Abuse and Neglect***

Policy: All teachers are mandated by law to report to the proper authorities any suspected physical or sexual abuse; as well as, neglect.

Indicators of physical abuse:

* The child shows evidence of repeated injuries. There are signs of new injuries and injuries which have healed (skin abrasions, fractures, ect.)
* The history is not consistent with the injuries. The child states s/he was injured in a way inconsistent with the type of injury (falling on the playground and bruises or welts on the legs, arms or buttocks.)
* The child has unexplained injuries or pains. Internal injuries have developed as a result of punching, kicking or hitting the child in the midsection.
* The injuries are bilateral or appear clustered on the child’s body. The injuries of physically abused children usually appear on both sides of the body (both sides of the back or buttocks, legs or arms, etc.) and are clustered around particular body areas. A child who is repeatedly spanked on the buttocks will show evidence of the bruises on both sides without evidence of trauma to other bodily areas. Explanations of the injury which suggest the child fell down would be inconsistent with the type of injury.
* The child shows signs of bruises, welts, and scars: on the face, lips or mouth; on the large areas of the torso, back, buttocks or thigh; on both sides of the body; in unusual or clustered patterns or reflective of an instruments used to inflict the injury (rope, paddle, coat hanger, sticks, etc.)
* The child shows evidence of dunking burns indicative of immersion in hot liquid. Such burns usually have a clear line of immersion which differentiated abuse from accidental injuries. Areas commonly traumatized are: the hands up to the wrist (glove-like appearance), the feet just above the ankles (sock-like in appearance), the buttock or the genitals.

Procedures:

1. When these indications appear, the child care staff member will consult the director to verify an injury is present and to express their concerns.
2. The staff member is obligated by law to report any suspected abuse to the Center Director immediately. The Director will report the incident to Child Protection Services. The report will contain the following information: child’s name, address, age, parent’s name and address, indicators observe, and date of report
3. The Director will speak with the parents or legal guardian regarding the concerns of the Center. The director will do so at least 48 hours after contacting Child Protections Services

***Wee Wonder Daycare Materials Needed***

* One small pillow
* One small blanket
* One large pillowcase for blanket/pillow storage
* 8-10 oz of sunscreen (sunscreen permission form must be on file)
* Three large packages of baby wipes monthly
* One bottle of hand sanitizer
* One container of Clorox wipes
* One change of clothes
	+ Pants
	+ Top
	+ Underwear
	+ Sock

***Stepping Stones Preschool Materials Needed***

* Full-sized backpack
* One sturdy folder (for daily communication back and forth)
* One dry-erase marker pack
* Two-pack of glue sticks
* One package of Crayola markers
* One family photo
* One package of playdough
* One small plant
* One small pillow
* One small blanket
* One large pillowcase for blanket/pillow storage
* 8-10 oz of sunscreen (sunscreen permission form must be on file)
* One container of clorox wipes
* One package of baby wipes
* One bottle of hand sanitizer
* One change of clothes
	+ Pants
	+ Top
	+ Underwear
	+ Socks