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WELCOME

We are pleased that you have enrolled your child with us and look forward to becoming better acquainted. This handbook has been designed to provide you with information about the Jefferson College Child Development Center including policies/procedures that will affect you and your child. If you have questions or concerns, you are encouraged to speak with the director and/or your child's lead teacher. We encourage you to spend time at the Center. Your involvement in your child’s care and education are valued and appreciated and we invite you to join us any time.

MISSOURI STATE LICENSED AND MISSOURI ACCREDITED

Jefferson College provides a Child Development Center that is licensed by the State of Missouri, Department of Health and Senior Services, Bureau of Child Care. The Department of Health provides oversight of state licensed facilities. Our licensing representative makes announced and unannounced inspections to ensure the center is in compliance with health and safety standards to include, but not limited to, the physical plant, staff requirements, sanitation, fire safety, staff/child interactions, and child enrollment/health information and record keeping.

The Center has been accredited by the Missouri Accreditation of Programs for Children and Youth since 1997. Accreditation is a stamp of approval, recognizing programs that strive for excellence. The process provides childcare providers with access to standards that serve as guidelines for quality programming. Accreditation also serves as a guide to parents who want to choose the best available program for their children.

PURPOSE

The purpose of the Center is to provide a comprehensive, high quality child development program for preschool and school age children, ages 2 through 12.

The Center also serves as a laboratory setting for adult students enrolled in early childhood education coursework or other curricula related to the care and education of young children. Students are provided an opportunity to observe and interact with young children as part of their course work.

It is the program’s intent to instruct and model for students the theoretical knowledge of learning and human behavior, attitudes that foster learning, knowledge of developmentally appropriate practices, and a repertoire of teaching skills that can effectively impart knowledge to the young child.

PHILOSOPHY

Program philosophy is based on commitment to core values that are deeply rooted in the field of early childhood education. The program adheres to the tenets of the National Association for the Education of Young Children’s (NAEYC) Code of Ethical Conduct that is as follows:

- Appreciate childhood as a unique and valuable stage of the human life cycle.
• Base work with children on knowledge of child development.
• Appreciate and support the close ties between the child and family.
• Recognize that children are best understood in the context of family, culture and society.
• Respect the uniqueness, dignity, and worth of each individual.
• Help children and adults achieve their full potential in the context of relationships that are based on trust, respect and positive regard.

GOALS

The JCCDC realizes that each child develops in his/her own way. However, every child needs certain skills to successfully function in the world. The goals of our program are:

• To provide children with an environment in which they learn to express their ideas and feelings.
• To provide children with opportunities to become self-regulating, self-directing and self-confident.
• To provide children with a love of learning through exploration and discovery.
• To provide children with appropriate social skills through interactions with peers and adults.
• To promote respect for self and others.
• To build strong bodies and promote habits of a healthy lifestyle.

CURRICULUM

The Jefferson College Child Development Center (JCCDC) is committed to pursuing "constructivism" as a model educational approach that has dramatically expanded teachers' understanding of how young children grow and learn. Missouri's "Project Construct" is a research-based curriculum that stresses problem solving skills, knowledge of the physical world, and independence. This curriculum framework is adapted and utilized by lead teachers for planning with all age groups.

In this educational philosophy, children are viewed as eager learners who "construct" their own knowledge, continually building on what they already know. All lead teachers complete Project Construct curriculum training.

Teachers in Project Construct classrooms strive to:
• Use students’ interests to motivate and engage them in learning.
• Encourage children to collaborate and work together.
• Allow children to take initiative, express opinions, and make choices.
• View children’s errors as learning opportunities.
• Assess children’s thinking, as well as their work, in order to teach more effectively.

The Missouri Early Learning Standards include the areas of literacy, math, and science, social-emotional and physical development. Teachers access and utilize these standards which align with the Project Construct goals to prepare a well-rounded, developmentally appropriate program.
for your child. As educators, we accept the responsibility to model respect, kindness, cooperation, humor, a love of investigative learning, and a joy for community interaction.

The daily schedule in each classroom provides a balance of free and directed play, as well as active and quiet, large and small group play both indoors and outdoors. The daily schedule allows for long periods of time for center based activities that focus on math, language, writing, art, science, blocks, sensory exploration, music, reading, and dramatic play. The daily schedule, individualized class schedules and lesson plans are available on the parent board in each classroom.

STAFFING

The JCCDC staff includes educators with diverse educational backgrounds and experience in the field of early childhood. The Center’s director has a Bachelor of Science Degree in Child Development and a Master of Science degree in Education. The Center employs a Curriculum Coordinator who assists in the office and oversees curriculum among classrooms. The Coordinator has a Bachelor of Arts and a Master of Science degree in Education. All personnel meet the educational requirements of Missouri Accreditation, or have a plan on file as approved by Missouri Accreditation to complete the required coursework. Lead teacher education ranges from a minimum of 60 college credit hours toward a degree in early childhood/elementary education to a Master’s Degree in Early Childhood Education. Administrative staff and lead teachers complete Project Construct curriculum training. All staff members are in a continuous process of building teaching skills by attending classes, workshops, and conferences concerning the care, development and education of children. State licensing requires a minimum of 12 clock hours of training annually. All training hours are on file at the Center and may be viewed by parents/guardians of enrolled children.

Students (high school and college), enrolled in the early childhood instructional program, utilize the Center as a laboratory facility for training in early childhood care and education. During the course of their educational path they learn observation methods and are assigned specific classrooms where they learn to plan, prepare and guide appropriate activities. These students work under the supervision of regular staff.

College students are employed as classroom assistants and must meet the health, safety and education requirements of state licensing and accreditation. Their degree of classroom involvement is determined by their level of experience and education.

All employees counted in ratio must meet the health and safety criteria established by Missouri licensing regulations. Such employees are registered with the Family Care Safety Registry, meaning they have been screened for child abuse/neglect and have had a criminal record check/background screening. The screenings are filed in the office and may be viewed by the parents.
TWO PERSON RULE

It is Center policy that two adults are present with children at all times, whether indoors or out. At no time is a staff person alone with a single child or a group of children. A staff member must be replaced by another adult prior to leaving a room or the playground to insure that there are always two adults present. This policy is followed 100% of the time.

ADULT/CHILD RATIOS

Adult/child ratios are maintained on the premises, at all times, according to licensing guidelines. Minimum adult/child ratio allowed:

- 2 years old: 1 adult to 8 children
- 3-5 years old: 1 adult to 10 children
- 5-12 years old: 1 adult to 16 children

There is always a minimum of two adults present.

HOURS OF OPERATION

6:00 a.m.-6:00 p.m. Monday through Friday

ADMISSION TO PROGRAM

The Director, Curriculum Coordinator and/or Lead Teacher will tour the family throughout the Center, explain the program and answer questions. Families are encouraged to spend as much time as necessary to make a decision on enrollment.

The following forms/information must be completed and returned prior to the child’s first day of attendance:

- Enrollment Form
- Physical Form (preschool-completed/signed by physician, school age-completed/signed by parent)
- Immunization Record
- Child and Adult Care Food Program Forms
- Schedule of Attendance
- Child Information Form (for classroom teacher)
- Children with special needs-copy of your child’s most recent IEP or IFSP
- A list of medications/dosages that are administered at home should also be provided for your child’s file. In case of an emergency, this list would be provided to emergency medical personnel.
  Please Note—for children requiring specialize care, or “as needed” medication/treatment (a breathing treatment, nebulizer, Epipen, Inhaler, Seizure Medication, etc.), parents must provide a written plan, signed by the physician, prior to the child’s first day of attendance. The written plan must be specific, detailing the signs and symptoms indicating the need for administration of a therapy, treatment or medication.
- (Student Parents Only) Copy of Current Class Schedule
Parents are expected to notify the Center of any changes pertinent to these forms that may occur during the semester.

PARENT RESOURCES

Parents will receive the following:

- Family Handbook
- Fee Schedule
- Enrollment & Fee Policies

The following are also available to families for viewing; (located in the front office of the main building unless otherwise noted)

- State Licensing Rules/Regulations & Center Licensing Reports
- Missouri Accreditation Self-Study Documents
- Child’s portfolio and enrollment information (child’s classroom)
- Environmental Division-Sanitation Reports
- State Fire Marshall Reports

PARENT EDUCATION AND INVOLVEMENT

Parents are encouraged to become actively involved with all aspects of their child's education. We believe that a strong home-school relationship is basic to the young child's education and that parents, children and teachers benefit from learning and working together. Parents and family members are encouraged to volunteer in the classroom, sharing a book, recipe, hobby, career, vacation or a new experience. Children learn so much from family visitors. Just let us know that you would like to share, and we will put you on the schedule.

Teachers and administrators are able to access and share research-based information with you regarding questions you might have concerning your child’s development. In addition, teachers sometimes display children’s work or activity photos in the classroom labeled with the appropriate Missouri Early Learning Standards and/or Project Construct Experiences. These examples illustrate the great amount of learning that is gained through the child’s play or through special activities.

Books, magazines, pamphlets and videos, specific to parenting and childcare/education issues, are available in the parent lending library. Family members are welcome to borrow resources from the lending library. The cost of book/video replacement will be charged to the families account if not returned within two weeks of overdue notification.

The JCCDC’s Advisory Committee meets a minimum of one time a year to plan fundraising, family involvement activities, and discuss future plans and direction for the Center. If you would like to be a part of this committee, please inform the Director, or the Curriculum Coordinator.

Classroom teachers create a monthly newsletter to keep you informed about classroom and center activities. Center staff members have access to quality community resource information. Please let us know if you have questions or need help with anything.

Parent/Teacher conferences are scheduled each fall and spring semester, but may also be arranged at the request of the parent, teacher and/or director. Meetings may take place to discuss
issues such as joint planning for an individual child, or specific concerns regarding a child’s adjustment to the Center.

POSTED CENTER and CLASSROOM INFORMATION

A Parent Information Board is located in each classroom. The following items will be posted for you to view:
• Lesson Plans
• Classroom Routine
• Menus
• Health Notices—Health Notices are posted in the foyer of the main building and on the sign-in computer at the ATS classroom. They may also be placed on the Parent Bulletin Boards, and/or on the sign in clipboards.
• Emergency Drills

Information that needs your attention will be clipped to the classroom roster, i.e. newsletters, accident reports, billing information, or health notices.

Your child’s cubby may contain artwork or items that need to go home, so please check these daily.

Center holiday closings, deadlines, due dates and any timely information will be posted on the front door, and on the sign in/time clock computers.

SCHOOL-AGE: SEVERE WEATHER SCHOOL CLOSINGS (ALL DAY)

School-Age children enrolled in the before/after school program may attend when the Center is open, but their school district is closed due to an emergency school closing. See fee sheet for pricing.

ABSENCE PROCEDURE

Please call the Center if your child will be absent. It is important that we are notified if a child is home as this helps the teachers with daily planning. Also, if a child is home due to illness it is important to inform office personnel. Information about the contagious illness is posted in order to alert other parents to be on guard for symptoms.

A staff member may call if your child is absent for more than two days if we don’t receive a call or email.

ARRIVAL AND DEPARTURE-SIGNING IN AND OUT

Only those authorized in writing by the parent/guardian on the child’s enrollment form, may pick up a child. Telephone calls will not be accepted to authorize pick up of a child. Center personnel will ask to see photo identification.

Upon arrival and departure, enter your personal identification number into the computer, located in the foyer of the Center. ALWAYS accompany your child (preschool and school age) to the classroom and sign-in on the clipboard roster sheet. When leaving, please sign-out on the
roster clipboard also. The classroom sign-in/out sheets are used as an extra safety precaution. This provides the teachers a consistently current roster. This would be essential in helping to account for children in the event of an emergency. The roster is always with the child's class, whether indoors or out.

Please do not expect the staff to sign-in and out for you. The teachers have the huge responsibility of being in charge of a group of children. Distractions that are not directly related to the care and education of the children can be disruptive to the class.

The Center closes at 6:00 p.m. If a child is not picked up by 6:00 p.m., the parent, or authorized person to pick up the child will be contacted. A staff person will stay at the Center until the parent or authorized person arrives. If a child is left at the Center for more than 1 hour and staff members cannot locate anyone to pick up the child, the Sherriff’s Department will be contacted.

FEES AND PAYMENT POLICIES

Enrollment and fee policy explanation sheets are provided to all enrolled families. Please read this information carefully. If you do not understand something, please ask. You will be given a “Fee Policy” sheet upon enrollment. If you do not receive this information, please request a copy so that you are aware of all policies in regard to billing, attendance, etc. prior to enrollment.

**THERE ARE NO REFUNDS OR CREDITS FOR ABSENCES.** Parents are billed based on a semester schedule established at the beginning of each enrollment period to include finals and spring break week. Semester charges include holidays for which the Center is closed and also campus closings due to severe weather.

**LATE PICK-UP FEE**

A late fee of $10.00 per child, for each 10 minutes, or any portion thereof, will be assessed past the scheduled pick-up time (part-time only) or the Center’s closing time of 6:00 p.m. The late charge will be added to the following week’s bill.

In the event that something unexpected prevents you from arriving by your scheduled pick up time6 p.m., please call to inform staff members. They will reassure your child that all is well. On the first occasion of a late pick up, a written reminder of the late pick-up policy will be provided. A late fee will be charged for any late arrival thereafter. The Center reserves the right to terminate services due to late arrival.

*For liability reasons, staff members working for the Jefferson College Child Development Center are not allowed to transport enrolled children to and from the center unless the child is an immediate family member.*

**WITHDRAWAL FROM PROGRAM**

Enrollment withdrawal must be done in writing on a form that is available in the office. Staff
members are not allowed to accept verbal withdrawals. A **minimum of a one-week’s (7 days) written notice must be provided or you will be subject to billing up to two weeks beyond the last date of attendance.** Withdrawals/refunds/credits are not issued for the last two weeks of the semester.

**TRANSITION TO THE CENTER**

Before the child begins, it is important that the family tour the JCCDC, meet Center personnel, and visit the child’s classroom. Families are welcome and encouraged to spend as much time at the Center as needed to feel comfortable. It’s a big change in a child’s life and it from day one it should be a positive experience. It is important that parents talk about the upcoming event in positive terms. Children need to feel that their parents are comfortable and excited about the new experience. Some children feel comfortable right away and others need several days of short visits with the parent in attendance. Parents are invited to visit or call the Center anytime to check on their child.

**TRANSITIONS-Moving to Other Classrooms**

As children grow, developmental needs change. In order to provide the most developmentally and age appropriate programming possible, children move from one age/stage classroom to another. Due to the nature of the program (college student-parent enrollment) classrooms also change occasionally according to the changes of enrollment patterns by semester. For example: during the summer semester, preschool enrollment decreases and school age enrollment increases. Classrooms are arranged to accommodate these changes. Program staff members are sensitive to the fact that young children grow attached to their teachers and know that these attachments are a part of a healthy social/emotional development. Every attempt is made to make these gradual transitions as stress free as possible for both children and parents. Parents are notified in advance of transitions and are encouraged to visit the new classroom and meet the new teacher. It is important that parents talk about the upcoming changes in positive terms. The child will visit the new classroom over a period of a week, or longer if necessary, to become familiar and comfortable with the new environment. Parental input about classroom transitions is welcome and appreciated as the child grows through each developmental stage.

**TOILETING**

Toileting is a very important step towards independence, and should **always** be a positive experience. Teachers monitor children, assisting when needed, but encouraging youngsters to develop independence in the toileting process. Preschoolers can begin to take the responsibility for wiping themselves, dressing after toileting, washing hands, and so on. Staff will assist parents in toilet training children. It is important for good communication to take place between parents and care givers during this process. When parents notice signs of readiness, teachers should be informed and toilet training can begin at home and at school. Extra changes of clothing and training pants should be sent with the child. It is helpful to the child’s toilet training success if underwear and pants are slightly loose and easy for them to maneuver.
**Pull-ups are not used at the Center.**
We have observed that Pull Ups are too difficult for children to get up and down on their own, creating a frustrating and discouraging experience. Pull-ups are similar to diapers in look and feel, and the children don't have the idea that they are involved in something new and important.

**CHILD ABUSE/NEGLECT**

All staff members at the Jefferson College Child Development Center are mandated reporters of child abuse and neglect. Staff will be familiar with the signs and symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional. Should staff have reasonable cause to suspect abuse or neglect they will document the information and inform a lead teacher and/or an administrator and shall report or cause a report to be made to the Dept. of Social Services, Children’s Division. Reports will be made immediately to the 24 hour Child Abuse Hotline (1-800-392-3738. When appropriate, parents or guardians will be informed that the referral will be or has been made. **It is never the intent of program staff to pass judgment on an individual.** **The intent is to protect children.**

Counsel may be consulted when necessary. All information referencing this situation will be documented and absolute confidentiality is required concerning any report of child abuse or neglect.

Any allegation of child abuse or neglect directed at JCCDC staff will be reported to the Center’s state licensing representative from the Department of Health and Senior Services, the Department of Social Services and the Vice President of Student Services, at which time an investigation will ensue.

**GUIDANCE/DISCIPLINE**

At the Center, guidance is viewed as an on-going, consistent process through which a child is helped to develop inner control. The emphasis is placed on acquiring positive social skills, problem solving strategies, and the ability to feel empathy for others.

Teachers are encouraged to make expectations clear and age appropriate, to model desirable behaviors, to anticipate potential conflicts, and to use discussion and sometimes redirection as needed.

Conflict between children is inevitable in the best of settings, but these conflicts can lead to productive learning opportunities. Experienced teachers recognize potential issues before they occur and can help the child to navigate through the appropriate social response.

Teacher’s help children express and acknowledge their choices and help children evaluate their actions, verbalize alternatives, and consider the perspective of others. Children are guided and supported as they learn to accept the natural consequences of their actions.

Punishment is not an effective way of producing growth, and discipline/guidance is never to be
confused with punishment. At all times, staff are required to be in compliance with Missouri state licensing guidelines, which prohibit the use of physical responses, verbal abuse, and/or humiliation of any type.

In cases where the behavior is such that the safety and effectiveness of the learning environment for the group is negatively affected, the parent/guardian will be required to attend a conference with the teacher, Program Coordinator and/or Director to determine a plan of action to assist the child in efforts to self-regulate. The family must work with Center staff to develop effective strategies to improve the behavior, to participate in behavioral and/or developmental screenings and to follow up on referrals made by Center staff to outside agencies. Depending on the severity or frequency of incidents, or the inability or unwillingness of the parent/guardian to cooperate with center staff, the parent/guardian may be required to withdraw the child from the program.

EXPECTATIONS FOR ADULT BEHAVIOR

Just as there are expectations for the children’s behavior, appropriate behavior and conduct are expected of all adults at all times at the JCCDC. Cursing, raising voices in anger, physical assault, and repeated disregard for center policies are not tolerated. All Center personnel are required to address and report inappropriate behavior immediately so that the children in their care are not negatively affected. Issues or concerns should be addressed in the office with the Director or the Coordinator. Adults who behave in an inappropriate or irrational manner will be asked to leave the premises. If this occurs it will be necessary for the parent/guardian to designate another adult to drop off and pick up the enrolled child until the parent/guardian can assure the Director that the inappropriate behavior will not be repeated.

Important-Classroom teachers are not responsible for billing, billing policies or policies in general. Please direct any questions, concerns, and suggestions to the director or the curriculum coordinator.

FIELD TRIPS

The children frequently take walking trips around campus to visit the library, the pond, the nature trail, the farm, the science departments, robotics lab, etc. On the Center’s enrollment form you will check that you do or do not consent to your child participating in on-campus field trips. If you do not want your child to participate, the child will visit in another classroom until the group returns. Off-campus trips are not taken.

CLOTHING

Children should be dressed in play clothes that are comfortable, washable, and suitable for all activities, both indoors and outdoors. Parents are encouraged to dress children in closed-toe, rubber soled shoes to prevent falling and slipping.

All children need to have at least one extra set of clothing appropriate to the season that can be kept at school. Mark all clothing and belongings with the child’s name so that if misplaced they can be returned to you when found.
REST TIME

Rest time is observed each day at approximately 12:30-2:30 p.m. Although not all children nap, they will have a quiet, restful time that is vital to their well-being. For this reason, we request that children arrive no later than 11:00 p.m. This gives the children time to visit with their friends, have lunch and then settle into rest time.

Some older preschool children no longer need an extended rest period. Missouri licensing rules state that: "Preschool children who do not sleep shall rest on cots or beds at least (30) minutes, but shall not be forced to remain on cots or beds for longer than one hour. They shall then be permitted to leave the napping area to engage in quiet play." Children not sleeping after 30 minutes of rest may get up and work on quiet activities at the table or look at books in the quiet area.

Cots are assigned to individual children. Children in attendance during rest time may bring a small blanket and pillow. Cot sheets are provided and laundered by the center on a weekly basis. Parents are asked to take home the blankets, and pillows and launder weekly. Please make sure all items are clearly labeled with the child’s name. Cots are assigned to individual children and cleaned weekly.

Please do not send family heirlooms or sentimental items to school.

TOYS FROM HOME

We believe that children who spend long hours in a group setting, using community materials, often have a need to play with some personal belongings. Children may bring toys from home provided they are relatively simple and inexpensive, with few working parts. Parents are expected to assume responsibility for making appropriate decisions about choosing toys to bring to school (no toy guns, knives or similar items, please). The Center is not responsible for, and no reimbursement will be made for lost, damaged, or broken items.

Balloons are considered a choke item. Please do not allow your child to bring balloons into the Center without permission of the child's Lead Teacher.

LUNCH AND SNACK TIME

We believe in helping children become independent whenever possible. Children are encouraged to eat family style; pouring from a pitcher, passing bowls and platters around the table as they learn to serve themselves. Despite the occasional spills, children take pride in their ability to meet their own daily needs. The Center subscribes to the statement from the Missouri Licensing Rules Handbook, which says "mealtime atmosphere shall be enjoyable and relaxed and no child shall be forced to eat, but shall be encouraged to set his or her own pace according to personal preferences".

The Jefferson College cafeteria caters the lunches for the Center and lunch is at noon each day. The program is enrolled in the Child and Adult Care Food Program and is monitored by the Department of Health and the Child and Adult Care Food Program to insure that nutritious foods
in appropriate quantities are served to the children.
Three meals are served daily:
  Morning snack – 7:30 a.m. for school age children; 9:00 a.m. for ages 2-5
  Lunch - Noon
  Afternoon snack – 3:00 p.m. for ages 2-5; 4:15 p.m. for school age children.
  Summer semester-school age snack is served at the same time as preschool snack.

  **SPECIAL DIETARY NEEDS**

Parents of children with special dietary needs should alert the director or coordinator, as well as the lead teacher. The food service staff will work with us and try to provide an alternative food for the one that is not tolerated. In some cases, the parent may have to provide a food substitute. A written explanation from the child’s physician is required in order for the center to provide a food substitution due to an allergy or medical condition.

  **BIRTHDAYS AND HOLIDAY TREATS**

Birthdays, holidays and special events are an important part of every child's life. All arrangements for birthdays or other special occasions should be made with the child's teacher in advance. In an effort to promote snacks and treats as nutritious foods, parents are encouraged to avoid items that contain high sugar content.

  **HEALTH**

The health policy of our Center as outlined below has been formulated for the purpose of safeguarding the health and safety of all children and adults who participate in our Center’s activities.

**Medical Examination**

**Preschool**
State licensing requires that evidence of a medical examination, signed by a licensed physician, or a nurse under the direct supervision of a physician, be completed not more than twelve months prior to admission.
A copy of the child’s immunization dates must be provided by the child’s first day of attendance. Please notify the Center as immunizations are updated.

**School-age**
Parents provide health information at the time of enrollment, on the form provided, regarding the child's health history, any current health problems and any restrictions necessary for the child's care.
A copy of the child’s immunization dates must be provided by the child’s first day of attendance. Please notify the Center as immunizations are updated.

  **EXCLUSION OF SICK CHILDREN**

The following symptoms could indicate a contagious disease and children should be excluded
from group care:

- Fever (100 degrees or above) and/or pain
- Vomiting: If a child vomits more than once, or if it is accompanied by other symptoms.
- Diarrhea: More than one episode, or if it is accompanied by other symptoms.
- Skin Eruptions/Rash: If a child has a rash that is contagious or cannot be kept covered.
- Extreme fatigue
- Sore throat or trouble swallowing
- Severe Coughing: If a child gets red or blue in the face or makes high pitched, croupy, or whooping sounds.
- Pink Eye (Conjunctivitis): Redness of eyelid lining and/or inner eye, swelling, discharge of pus, irritation.
- Lice: If lice or nits are found in the child’s hair. The child will be excluded until the hair is free of nits.
- Pinworm and/or Ringworm
- Chicken Pox: If the child has skin eruptions that are not yet scabbed over.

Children who seem very tired, do not want to eat, are crying, and/or generally appear and act miserable and out-of-sorts, should be checked for symptoms of illness by the parent, prior to participating in group care. The child may have an illness that is contagious to others and should remain at home.

A parent/guardian will be notified by telephone when a child displays any of the above, or other symptoms of illness, while at the Center. The emergency contact designated on the enrollment form will be called if the parent cannot be reached. Should any of these symptoms develop while at school, every attempt will be made to isolate the child, and he/she should be picked up promptly within one hour upon notification of the illness. If a symptom persists (such as a rash/cough) or if a communicable disease is confirmed (measles, chicken pox, etc.) admittance may require a statement from the child's physician declaring the condition non-contagious. The child will be admitted to the Center when he/she has been free of any, or all, of these symptoms and has not required fever/pain reducing medication for a minimum of 24 hours.

If you feel your child is too ill to play outdoors in the fresh air, it will be necessary to make other arrangements for care until he/she is well enough to return to the Center and is able to participate in regular activity.

Staff follow the same guidelines and remain home when ill so as not to spread the illness to others.

**MEDICATION**

A parent/guardian may sign a release form allowing medication to be administered at the Center. This form must be completed and signed for both prescription and non-prescription medication as follows:

Prescription Drugs
Must be in original container with name of patient, name of physician, prescription number, date, name of medication, dosage and frequency. Most medication schedules can be administered at home so that a child gets only one dose of the medication each day while at the Center. Dosages, administered 3 times a day, will be dispensed one time at the Center. Medicines will not be dispensed between 12:30 and 2:30 (rest-time) unless a physician specifies the time in writing. The authorization form giving staff member’s permission to administer the medication must be completed by a parent/guardian. The teacher administering the medication will document the information on the medication form. Dosages will be administered ONLY as prescribed by a physician.

Non-prescription Drugs
Must be in the original container. Must be accompanied by medicine authorization form giving patient’s name, name of medication, dosage, and frequency. Parent must also label the container with this information.

***A form must also be completed if staff are to apply ointments or lotions***

Do not send any medication, lotions or ointments with a child or place medicine in a child’s backpack or diaper bag. Always hand these items directly to the teacher or office staff along with the completed/signed permission form.

As Needed Medication

Parents of a child requiring specialized care or “as needed” medication/treatment (a breathing treatment, nebulizer, Epipen, Inhaler, Seizure Medication, etc.) must provide a written plan, signed by the physician, prior to the child’s first day of attendance. The written plan must be specific, detailing the signs and symptoms indicating the need for administration of a therapy, treatment or medication.

COMMUNICABLE DISEASE

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the Director. Information of possible exposure will be posted on the classroom rosters and/or the foyer computer. Please call and notify staff if your child will be absent because of illness.

INCIDENT/INJURY

If an incident or injury occurs with a child, the following procedures take place:

Minor (minor bruise, cut, or scrape that does not break the skin)
- Assess the injury, apply basic first aid, if necessary.
- Wash with soap/water or plain water.
- Apply ice pack if needed or requested.
- Apply band aid if needed.
- An accident report will be completed. A copy of the signed report is kept in the child’s
Should a serious accident occur, the procedure below will be followed:

- The situation will be assessed and immediate action taken. A staff member is always on site that is trained in First Aid/CPR and AED.
- An adult who is present will contact an administrator, or designated staff person in charge, immediately, describing the incident completely.
- If the injury is not life threatening, the first phone call will be to the family. If family members cannot be reached, emergency contacts listed on the child's enrollment form will be called. If these people are unavailable, the child's physician will be called and his/her recommendations will be followed.
- If the condition is life threatening, 911 will be called, the family and College officials will be immediately notified.

**CENTER HOLIDAY CLOSING LIST**

- Labor Day
- Thanksgiving-Closed at noon on the day before Thanksgiving, through Friday.
- Winter Break-Usually closed 7 to 11 weekdays toward the end of December, includes Christmas and New Year’s Day-dates announced by the end of October.
- Dr. Martin Luther King’s Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Veterans’ Day

**VIKING TEXT MESSAGING SERVICE**

The Viking Text Messaging Service sends automated messages and notifications regarding emergency and weather-related school closings.

Enrolled families are eligible to participate in the Viking Text Messaging Service. Student parents will be instructed on how to do this when they enroll in college classes. Each family will be assigned an identification number called a “V” number. This V number is provided to all enrolled college students and can be provided to community parents by Center office staff. Community parents will contact 636-481-3182 to sign up for a Jefferson College STARS email account. State that you have a child enrolled at the Child Development Center and you would like a STARS account. Once this is completed, parents access the account and sign up for text messaging. Any normal usage fees from the users’ wireless provider will apply when receiving a text from the College.

**SECURE DOOR ACCESS**

Doors to the main building and the ATS classroom are locked at all times.

A key fob will be issued to parents that will unlock the door. Each family will be issued up to two fobs per family. A small fee for each fob (noted on policy sheet, provided upon enrollment)
will be billed to the parent’s child care account.

The goal is to maximize safety and in order to do so; users must consistently comply with system usage procedures.

1. Do not hold the door open for others. Those without a fob will have to be “buzzed” in. This gives Center staff members the opportunity to check identification.
2. Do not loan the fob to others, even those on the enrollment form’s authorized pick up list. They will be buzzed in which gives staff members the opportunity to check their identification.
3. Insure that the door pulls completely closed behind you.
4. If you lose a fob, report it immediately to Center office personnel so that it can be deactivated. A charge is applied to your child care account on the next weekly billing cycle to replace the lost fob.
5. Fobs are automatically deactivated when enrollment has ended or a child is withdrawn. Parents who turn in their fobs will not have to pay for a new fob upon reenrollment. Please sign the signature page when turning in your fob.
6. Only two fobs will be issued per family. For families living in separate households, one fob will be provided for each household to a custodial parent/guardian.
7. Each parent/legal guardian receiving a fob must sign and submit the policy signature form.
8. Office personnel are often assisting elsewhere in the building. Buzzing people in that have a fob can be time consuming and take staff members away from their duties. Please Note: For every third time, within a semester, a fob holder must be buzzed in to the building; a ‘reminder” fee will be applied to the account.
   Example: On Monday the fob is forgotten, parent must be buzzed in. Tuesday of the next week, fob is forgotten, parent must be buzzed in, the next Friday the fob is forgotten. On the 3rd time of being buzzed in, a fee will be applied to the account. (See policy sheet)

EMERGENCY DRILLS

The JCCDC practices emergency drills monthly. Emergency drills are designed so that we may practice proper procedures in the event of dangerous conditions. Every effort is made to reassure your child that drills are simply practice situations, which prepare us to be safe in case of a real emergency. Please keep emergency contact and authorized pick-up information current. In the event of a real emergency, it is vital that staff members are able to contact parents.

EMERGENCY EVACUATION PROCEDURES

The following evacuation procedures will take effect in the event the Center must evacuate due to fire, building damage from storms, gas leak, or any other unforeseen incident or event in which the building is deemed unsafe for occupancy. All children and staff will be assembled outside the nearest exit and will be led in an orderly manner to the Student Center lower level (cafeteria area), and will be housed in the Viking Room (and Viking Room Annex if necessary) until such a time as arrangements are made for pick up
by parents, or until the center is deemed safe for occupancy. In the case that the Student Center is unable to be occupied, the children will be moved to the Field House on campus. Teachers will have classroom rosters and parent/emergency contacts in their possession when leaving the building or when seeking shelter in another classroom. Should phone service be disrupted, staff will utilize personal cell phones to contact the appropriate emergency responders and parents.

EMERGENCY SHELTER IN PLACE PROCEDURES

TORNADO

During a tornado watch, weather conditions will be monitored. Should a tornado warning be sounded the teachers will escort the children to a safe area. The safe area in the Child Development Center is the lower level, back (east) classroom. The children in the ATS building will evacuate the classroom and seek safety in room 137, which is located in the lower level of the Area Technical School Building. Staff and children will remain in these areas until the “all clear” is given.

EARTHQUAKE

If outside:
- Children and staff members will move quickly away from buildings or downed power lines and will lie flat, face down, and wait at least 60 seconds for shocks to subside.
- Children and staff will remain on the playground or at their outdoor location on campus until appropriate authorities determine the child care building and classroom are safe to re-enter or the backup evacuation building sites are safe to enter.

If inside:
- Children and staff take cover under a sturdy piece of furniture such as a table.
- Individuals will cover head with hands or clothing. If no cover is available, staff and children will move against an inside doorway or wall.
- All interior doors will remain open to prevent jamming.
- Attempts will be made to stay in place and take cover.
- Children and staff will remain on the playground until it is determined by college officials that the building is safe to re-enter.
- If the CDC building is deemed unsafe, but the Student Services building is safe, staff and children will evacuate to the Viking Room. The backup area to the Viking Room is the Field House.

POWER OUTAGE

In case of power outage, children will remain at the Center as long as fire and safety systems are working, and heat, water, and daily functions are not affected. If the Center loses its phone system, staff members will use cellular phones to communicate with parents and outside agencies. Parents will be required to pick up children if there are any safety concerns associated
with a power outage.

**Bomb Threats/Threatening Calls or Messages**
Calls of a threatening nature will be recorded as accurately as possible and reported to campus police. Depending on the nature of the call, appropriate action will be taken to protect lives and property, including evacuation if necessary.

**LOCK DOWN PROCEDURE**

If it is necessary to go into a lock-down mode, the director or alerted staff member will inform the teachers to close and lock all doors/windows. If possible, windows will be covered.

Children inside the building: Children will be directed to a location inside the room away from windows and doors and on to the safe area.

Children outside of building:
1.) Incident occurring from inside the building: children will be directed to move away from the building and report to Campus Police. Children/Staff will evacuate to the Student Services Cafeteria. Roll will be taken and children/staff will be accounted for.
2.) Incident occurring outside: children should be directed into the building, into the closest classroom, then to the safe area. Roll will be taken and children and staff will be accounted for. Campus Police will be called immediately.

Once the situation is deemed safe, the daily routine will be continued.

The campus text messaging service will provide communication updates to families who are signed up for the service. Attempts will be made to contact all families who are not on the text messaging service, via telephone as soon as children are in the safe area.

**COMMONLY ASKED QUESTIONS**

*Is this a preschool or a day care center?*
Children are learning all the time---this is their job, and it is almost impossible to stop them from constructing new ideas about how the world around them works. In a quality child care setting, children actually have *many more opportunities to learn* than they do in part-day preschool program.

*When will you start to teach the alphabet and numbers to my child?*
At our Center we follow the research on how young children best learn these concepts. Children learn the names of alphabet letters *at their own pace*, by being exposed to them naturally through daily use. Flash cards and worksheets are not used to drill children. Instead, children are read to, and we give children many opportunities to solve real problems in the classroom. By the time our children leave for kindergarten, most are very knowledgeable about names of the alphabet and numbers.

But it's even more important that children understand how written language and mathematics work. If young children don't develop that awareness, knowing the names of the alphabet and numbers is just empty memorization.

•Children learn to read by reading (handling books, making sense of pictures, and being read to).
•Children learn to write by writing (experimenting with marks, dictating stories to teachers, helping the class compose letters and lists).
•Children learn to use numbers by using numbers (playing with "countable materials like sea shells and buttons, passing out napkins for snack, or sharing crackers).

**Will my child be ready for kindergarten?**
This is a complicated question. Our staff works to develop each child to the fullest potential. We recognize that each child develops individually and many develop unevenly. For this reason, the best elementary schools are welcoming and supportive of all kinds of five-year-olds. In other words, kindergartens are supposed to be ready for children, not vice versa.

**There's a mean kid in my child's classroom; why is she/he allowed to stay at the center?**
We believe that all children deserve quality care and education. Sometimes the children who need it most have the most problems. We feel a special obligation to help such children and their families. We do require the parents of a child with challenging behaviors to be involved in an active process of seeking to improve the situation. In the meantime, we will do everything possible to safeguard the welfare of your child.

**I never see anyone punishing a child at the Center. How do you expect children to learn right from wrong?**
We believe that children learn right from wrong by observing the results of their actions ("Look at Sally's face--she's sad! You hurt her when you hit her."), and by talking about better solutions to problems ("Hitting people is not okay--tell Sally you want a turn with the doll when she's done."), and by accepting logical consequences of their actions. ("It looks like Sally doesn't want to play with you right now--sometimes when you hit people, they're angry at you for a while.")

This research-based approach is very different from traditional punishment, which simply makes children angry with the adult and allows them to direct their attention away from the real problem.

Over time, children can develop internal self-control and begin to solve their problems without adult pressure or control. That is one of the primary developmental goals for children, self-regulation.

**Why does my child get injured at school? It seems like he/she is always coming home with a band-aid.**
Young children are supposed to be very active. When they are really doing their job of exploring the world, they rack up a few bruises and scraped knees. We think it's much more important for children to learn by investigating their surroundings--taking an occasional tumble in the process--than it is for them to be overly protected.

When your child gets a minor injury, teachers will be supportive and sympathetic. They will also encourage your child to participate in the first-aid process at whatever level is appropriate in order to develop a sense of competence and independence.

**It's awfully hot/cold outside--will you keep my child indoors today so she/he won't get sick?**
Child Care Licensing Regulations require children to spend at least an hour a day outdoors,
except in the most extreme weather conditions. We will make sure that your child is dressed for the season and is out for an appropriate length of time. Despite the common belief that children get sick from being outdoors, illness in day care settings is actually reduced by taking children out of the closed environments and into fresh air.

**Can I visit my child in-between classes or on my day off work?**
Yes!! We have an "open door" policy, which means that you are welcome and even encouraged to drop in and visit at any time. We welcome your involvement in the classroom and know that you will feel more comfortable about leaving your child if you have seen our teachers in action. Research indicates that parent involvement in their child’s education is a direct predictor of school success.

**I don't want my child's mother/father to pick up our child anymore. Can you put a note in my child's file about this?**
In the event of a divorce or separation, we are required to release the child to either parent unless a court order states otherwise. Parents of divorce should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation must be kept in the child’s file. This will be kept confidential.

**I'm really excited about what I see at the Center---How can I help out here?**
We have a Parent Advisory Committee that supports the Center. You may wish to join it. You are welcome to volunteer in the classroom, for fund-raising events, special activities. Skills like sewing, carpentry, baking, etc., and expertise in areas such as history, other cultures, gardening, etc. are wonderful to share with the staff and children. We just like to have you visit and spend time in the classroom. It is a great opportunity for you to see the excitement of your child’s day at the Center.

**(Students) If my class gets cancelled, am I still charged for my child's scheduled care?**
Yes. You may use that time to study, run errands, shop, etc. as long as you notify us of your whereabouts in case of an emergency, or have an emergency contact number on file.

**If my child becomes ill, or I decide to keep my child home, am I still charged for my scheduled care?**
Yes. The fee structure is set up as tuition. There are no refunds or credits for days missed or for days when the college is closed. There are a certain number of absences, holidays, and inclement weather days, factored into the tuition when it is determined. The Center is non-profit and never “makes” money. If credit were given each time a child was home ill, stayed home with grandparents, took a vacation, etc.; the program could not afford to pay the teachers a worthy wage and most likely would not be able to afford to operate. This program is dedicated to quality for the children that are served. Quality equates to qualified staff. To retain qualified staff, it is essential that they be able to count on a steady, guaranteed income that they deserve and are entitled to receive.
Civil Rights Complaint Procedure

Missouri Department of Child and Adult Care Food Program
Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discrimination action. Under special circumstances the Office of Minority Affairs may extend this time limit. All civil rights complaints, written, or verbal, shall be accepted and forwarded to the Civil Rights Division through the Mountain Plains Regional Office or the MDOH-CACFP. The complaint should contain the following information:

* Name, address, and telephone number or other means of contacting the complainant;
* The specific location and name of the entity delivering the service or benefit;
* The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration, which is having disparate effect on the public;
* The basis for which the complainant feels discrimination exists
* The names, titles, and business addresses of persons who may have knowledge of
  The discriminatory action; and
* The date during which the alleged discriminatory actions occurred, or if continuing, the duration of such action.

The complaint will be reviewed and acted upon by Mountain Plains Regional Office.

Non-Discrimination Policy
It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race or religious belief be subject to discrimination in employment or in admission to any educational program or activity of the College (to include the Jefferson College Child Development Center).

Policy Changes
Policies and procedures in the Family Handbook are subject to change. Written notification of changes will be provided to families and revised information and policies will supersede the current Family Handbook information.