



Parent Handbook

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Welcome

Welcome to the St. Charles Community College Child Development Center. We look forward to partnering with you to meet the needs of your child and your family. This handbook was developed to acquaint you with policies and general information you will need to know about the Center. Please read this handbook and keep it handy throughout your child's stay at the Center. If you have any questions or concerns about the information in the handbook, please feel free to discuss it with your child's Lead Teacher or with one of the Directors.

History of the Center

The St. Charles Community College Child Development Center was founded in January 1996 to meet the needs of our growing student body, faculty, and staff. The CDC began serving 30 children 3 to 5 years of age in one classroom of the Student Services Building. Construction of the present site began in October 1995, and the building opened in May 1996 serving 88 children between the ages of 2 and 8. In 2000 the building was expanded to meet the growing demands of our campus community and the general public, allowing us to serve 156 children from infancy through 5 years of age.

The Center strives to provide an environment of high quality, developmentally appropriate early care, and education for young children. The Center has been accredited by Missouri Accreditation since 1998. We are recognized as a demonstration school for the National Center for Project Construct. The Center collaborates with area agencies such as Youth In Need, Early Head Start, and the Division of Family Services to meet the individual needs of each child and family.

The Center serves as a resource for area professionals in early care and education. We also serve as a laboratory site for students in early education.

The Center will continue to look for ways to serve the needs of our families as we grow.

Purpose

The St. Charles Community College Child Development Center is a licensed and accredited not-for-profit childcare and early learning facility designed to meet the needs of young children by providing a high quality program within a safe and nurturing environment. The program strives to meet the needs of families through flexible hours and scheduling. The Center serves as a laboratory for students working in the fields of child development and nursing.

Enrollment is open to all children between the ages of 6 weeks to 5 years of age, regardless of race, color, religion, national origin, ancestry, or sex, on a first-come, first-served basis.

Philosophy

The Child Development Center recognizes the uniqueness of each child by providing a developmentally appropriate, child-directed learning environment in which the child can construct his/her own knowledge through teacher guided, hands-on experimentation and

exploration in the area of social, emotional, physical, and cognitive development.

The Center also recognizes the importance of family in the development of each child and welcomes the involvement of parents and family members in the program.

Goals

The SCC Child Development Center realizes 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-directed and self-confident.
- to provide children with appropriate social skills through interactions with peers and adults.
- to provide children with a love of learning through exploration and discovery.
- to promote respect for self and others.
- to build strong bodies and promote habits of a healthy lifestyle.

Campus Excursions

Campus excursions are utilized to enhance the curriculum and provide children with enrichment experiences available on our campus. Teachers frequently take children on short excursions to other areas of the campus. Due to the varied and flexible scheduling of many of our families, we do not participate in field trips away from our campus environment. At the time of enrollment, parents are asked to sign a permission/authorization for children to visit other areas of the campus. Specific classroom outing permissions slips will also be utilized.

Staffing

The Center staff includes degreed teachers with diverse educational backgrounds and experience in the field of early childhood. The Child Development Center has a full-time director with a master's degree in early childhood education, an associate director with a bachelor's degree in early childhood education plus work toward a master's degree in early childhood development, and an assistant director with a bachelor's degree in early childhood. Lead teachers have a minimum of two year's experience with a degree in early childhood education or a related field. Assistant teachers have a college credit in the early childhood field. All staff participate in mandatory yearly staff training and development. The Center also has two secretaries to assist our families and teachers and take care of the clerical and bookkeeping needs, and two cooks who plan and prepare nutritious meals.

The Center serves as a laboratory for SCC students in the fields of child development who work with the children in assigned classrooms under the direct supervision of the lead teacher.

The Child Development Center is an approved practicum site for student teachers working

toward baccalaureate degrees at area universities. Student teachers will complete course observation and practicum work for periods of 4-15 weeks.

Curriculum

The SCC Child Development Center utilizes Project Construct. Developed by the Missouri Department of Elementary and Secondary Education in 1986, Project Construct is a learner-centered curriculum and approach to teaching for preschool, primary and elementary grades. It was developed from research demonstrating that learners construct knowledge through interactions with their physical and social environments. Project Construct classrooms:

- Use students' interest 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.

Programs

The Center provides flexible and varied programs to meet the needs of working parents and students. The following is a list of program options:

- Five Days Full-Time
- Three Days Full-Time
- Two Days Full-Time
- Flexible scheduling for students only.

Hours

The Center is open for full-day programs from 6:30 a.m. to 6:00 p.m. Monday thru Friday.

Enrollment

The Child Development Center provides services to the children of faculty, staff, and students, as well as the general public. The Center has the capacity to serve 156 children between the ages of 6 weeks and 5 years of age in a variety of program options.

A non-refundable registration fee is required to place a child on the waiting list or to enroll him/her. The fee is \$65 for families of the general public and \$52 for families of students, faculty, and staff. To qualify for the student rate, a parent or legal guardian must be enrolled in 6 or more credit hours per semester. A 10 percent discount will be offered to the oldest sibling in a family with two or more children enrolled.

Families wishing to reduce their regular attendance will be required to go on the waitlist to pick up additional days. Enrollment spaces will not be held without regular tuition payments.

You must notify the office to register your child for specific days your child will be in attendance. Once you register your child, the fees do not change due to absences from the center.

A child who has a special physical, developmental, or behavioral need shall have on file an individualized plan (IEP/IFSP etc.) for specialized care from a professionally qualified source. CDC staff will meet with parents to determine together if the facility is able to meet the specialized needs of the child.

Parents may ask in the office whether there are children currently enrolled for whom an immunization exemption has been filed.

Withdrawal from the Center

Families wishing to withdraw from the Center must provide written notification to the office staff two weeks prior to the child's withdrawal. Tuition fees will be charged whether or not the child attends. After withdrawal, a family may request to be placed on the waiting list for future attendance, but will not receive priority as a currently enrolled family and will also have to pay another enrollment fee.

Adult/Child Ratios

Adult/child ratios are maintained on the premises according to licensing guidelines. Every effort is made to maintain a lower adult/child ratio during peak hours of operation than is required by licensing.

Maximum adult/child ratio allowed:

Infant Room: 1 adult to 4 infant/toddlers

2-3 year old: 1 adult to 8 children

3-5 year old: 1 adult to 10 children

Transition/Orientation

We strive to grow strong, trusting relationships with children and their families. Parents and the lead teachers collaborate to plan for a child's initial transition into the program based on the individual needs of the child and family. It is recommended that parents attend Open House to learn about the Center. Parents should schedule a time to visit the Center with their child and meet the teachers before enrolling. You are encouraged to talk about the upcoming even in positive terms, letting the child know you are excited and comfortable with the experience. Some children feel comfortable right away and others need several days of short visits with you in attendance. Parents are welcome to call the classroom anytime to check on their child during this transition.

Parents with infant/toddlers are offered the opportunity to meet in the home setting with the teacher. It allows the family and teacher time to discuss the individual needs and routines of the child in a familiar setting.

Children may need transition items (teddy, blanket, doll, stuffed animal) to help with stressful times. If possible, it is best to leave treasured items at home since they are not easily shared and are particularly missed if they are misplaced or damaged. If a special comfort item is

brought to school, it will be placed in the child's cubby when not in use by the child. Please cooperate with us, and leave additional toys and food items at home.

For children ages 2 and up, you will need to bring a cot sheet (crib sized sheet), blanket, extra set of clothing with your child on his/her first day. You are welcome to bring a comfort item for your child to use at naptime. Parents of infants and toddlers will discuss necessary personal items with their Lead Teacher.

Please check with the secretary *prior to your child's first day of attendance* to make sure all paperwork is complete and on file. Your child cannot stay without complete paperwork.

Transitions to a New Classroom

All of our classrooms are mixed age groups: six weeks-24 months, 24-months-40 months, and 36 months-66 months. Children who do not turn two or three years of age before July 31 generally remain with their current placement for an additional year.

Transitions are determined based on the individual needs of each child, family and classroom community. Continuity of care is an extension of primary teaching that works to keep relationships between teachers, children, families and peers intact. The process of learning to live as one community, learning each other's interactive styles and developing an interest in each other's worlds takes time.

Parents are encouraged to observe each classroom prior to their child's transition to a new group. Please feel free to discuss with your child's teacher or the Director the classroom that best fits your child's needs. Every effort is made to provide your child with the best match based on the needs of the child, the classroom community and the space available. Transitions to new classrooms generally occur during the summer months. Please contact the director if you have any questions, concerns, or comments.

Daily Schedule

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. Individualized class schedules and lesson plans are available on the parent board in each classroom.

Three meals are served daily:

Breakfast— 8:00 a.m. to 8:30 a.m.

Lunch— 11:00 a.m. to 11:45 a.m.

Snack— 2:00 p.m. to 3:00 p.m.

Registration Fees

An annual, non-refundable registration fee is required to place a child on the waiting list or to enroll him/her in the program for the following year. The annual registration fee is \$52 for faculty, staff, and students, and \$65 for the general public.

Registration fees and a newly completed enrollment packet for each child are due by June 30 of each year to secure enrollment for the following year. To qualify for the student rate for registration fee and tuition, a parent or legal guardian must be enrolled in six (6) or more credit hours at SCC per semester.

Tuition Fees

Weekly tuition fees are due on a mutually agreed upon payment schedule reflected in the Fee Agreement at the time of enrollment. Payment of the tuition fee is the responsibility of the enrolling parent. Payments can be made by check, cash, or credit cards. Payments may be dropped in the black box located outside of the office. Fees do not change due to absences from the Center. Tuition fees for currently enrolled families must be paid in full by June 30 of each year in order to register for the following year beginning July 1. A late fee of \$5 per week will be assessed for late payments. Please notify the director if you will be unable to make agreed upon payments. It is at the discretion of the director to determine whether the childcare services will be terminated due to late payments. A return check fee of \$20 will be assessed for all checks returned.

Vacation

Parents are allowed one week of regularly scheduled attendance to take their child out of the Center without paying tuition. Written notification is required by the parent to utilize the tuition exemption. There is a second tuition free week the week of Memorial Day, when our building is closed for maintenance and deep cleaning. The college operates on a fiscal calendar from July 1 to June 30. Tuition exemptions must be used within this period. Exemptions may not be carried forward from one year to another.

Children who are *leaving the center to go to kindergarten* do not accrue vacation time during the summer before they leave.

Tuition free vacations do not apply to families utilizing the flex-care option.

Holidays

We observe the college schedule for holidays. Parents are responsible for tuition fees for the following traditionally scheduled holidays:

- New Year's Day
- Martin Luther King Day
- Spring Holiday (typically Friday before Easter)
- Independence Day
- Labor Day
- Thanksgiving Holiday (Wednesday, Thursday, Friday)
- Christmas Eve
- Christmas Day
- Floating Holiday (Determined each year by SCC Board)

The Center will be closed for the following times. Parents are not required to pay tuition fees for winter break, college-wide planning days or any other unplanned center closures.

- Winter Break (Dec. 26-31)
- Staff Development Day (usually first week of August)
- Memorial Day Week (Monday-Friday) for building maintenance and deep cleaning

Emergency Closure/Inclement Weather

In the event of inclement weather or other emergency closure, the Child Development Center will follow the campus open/closed schedule established by the college. The college will contact local media with announcements regarding schedule changes.

The College has a text-messaging Emergency Alert System that you may sign up for by going to www.stchas.edu/text. Simple directions will guide you through the sign-up process. Note: you will receive a confirmation text on your cell phone and you will receive 2-3 test text messages during the course of an academic year. The cost for receiving text messages is the responsibility of the cell phone owner. ***(Registration with the text alert system is good for two years and may be cancelled at any time.)***

You may also access our Web Site at www.stchas.edu or call the main college phone number (636-922-8000) for up-to-date information on late openings or closures. Snow schedule: classes may open late based on College business hours 8 a.m.-5 p.m. In case of power or network outage, our emergency landline phone number is 636-447-4654.

In the event of a tornado, children are evacuated to the CDC basement. The CDC basement telephone number is 636-922-8519. In the event of a fire in the CDC, we will evacuate to the College Center.

Arrival and Departure

Children in full-time programs may arrive and depart on a schedule arranged at the time of enrollment. Children attending the flex-care program must adhere to scheduled days and times. If additional time is needed for a parent's study or class work, it can be arranged through the lead teacher. Requests will be granted based on number of children enrolled at the time of the request.

Parents and children are required to wash their hands upon entering the classroom to reduce the risk of illness and exposure to life-threatening allergens.

An authorized adult must sign his/her child in and out on a daily attendance sheets located at the entrance of the classroom from which your child is dropped off in the morning and picked up in the afternoon. Please indicate the time on the appropriate date line and sign your first and last name each time you drop off and pick-up your child. Parents wishing to authorize others to pick up their child may fill in the Authorization Sheet in the front of the sign-in book, add the person to the child's enrollment form, &/or call the office. Unfamiliar persons must produce an official form of identification before a child can be released into their care.

Your child must be dropped off in the presence of CDC Staff. *No child should ever be left unattended in a classroom or vehicle.* Please notify office staff if you need assistance entering or leaving the building and we will be happy to assist you. Children must remain in the immediate care of their parents as they enter and exit the building onto the parking lot.

We ask that you do not leave your vehicle running while directly in front of the CDC. There is potential for a running vehicle to slip into gear. Children and families routinely walk between vehicles to enter and leave our building and we want to keep everyone safe. If you do wish to leave your car running while you are not in it, we ask that you please park in the parking lot or on the far side of the CDC circle where there is less walking traffic.

The Child Development Center does not provide transportation to other sites.

Late Pick Up Fee

It is important that your child is picked up by 6:00 p.m. A late fee of \$2 per minute, per child will be assessed past 6:00 p.m. Late fees will be added to weekly tuition fees. Repeated late pick-ups will result in termination of childcare services.

Parking

The college maintains a 15-minute drop-off/pick-up area in front of the building. Children should exit vehicles from the right side onto the sidewalk. Please refrain from parking on the aggregate sidewalk in front of the building for the safety of all children. SCC maintains an open parking policy; we reserve spaces for handicapped approved and emergency vehicles only. Please use caution traveling with children through parking areas on campus.

Visitors

The Child Development Center has an “open door” policy for parents and other authorized visitors. Parents of full-time children may bring their child at any time during the day. Parents are always welcome to observe and participate in their child’s day at the Center. Visitors conducting approved observations or participating in field experiences must sign the guest book in the office, obtain a visitors badge, and be escorted to the classroom.

Confidentiality

The Child Development Center adheres to the Family Education Right to Privacy Act. Families have the right to have information regarding their child treated in a confidential manner. You may not disclose or exchange any information regarding any child. No one is allowed to take photographs or videos of the children without first obtaining written permission from the parent and verbal permission from either the director or lead teacher.

Family Communication

The Center adheres to the National Association for the Education of Young Children’s Code of Ethical Conduct that states: We shall not engage in or support exploitation of families. We shall not use our relationship with a family for private advantage for personal gain, or enter into relationships with family members that might impair our effectiveness in working with children.

The staff will communicate with parents in a positive and supportive manner that encourages the parent-teacher relationship. In the event of a divorce, separation, or joint custody ruling, every effort will be made to treat parents equally. Without legal documentation, the staff cannot act as though one parent is more fit than another, each having legal rights to their child.

Every effort shall be made to communicate with parents on a daily basis when they drop off and/or pick up their child. If there has been an unusual or special circumstance during the day, this information shall be passed on to the parents verbally or in a written note. Serious incidents that we feel may be upsetting to the parents shall be communicated verbally. This information must also be shared with the director or assistant director.

Every effort is made to communicate with parents in a meaningful, convenient way. Please let your child's teacher know if e-mails, notes or phone calls would work best for you.

A Parent Board is maintained in the front hallway to post Center-wide information such as the weekly menus, upcoming events, and holidays. Each classroom has a Parent Board near the entrance providing information about daily classroom activities, events, and alerts. A "Blue Book" or portfolio of your child's goals and progress is available in his/her cubby. The Blue Books contain valuable documentation such as work samples, anecdotal records, and pictures of your child's progress toward curriculum and individual goals. Please feel free to look at it often. The Blue Book will remain in the Center until your child leaves the Center.

Information and materials that need your attention will be placed in your child's cubby daily. Attendance book, medication forms, and note pads to communicate with the teacher are available near each classroom's entrance.

Evidence of classroom projects and children's work are displayed in the classroom and on the bulletin boards outside of each classroom.

Health

The health policy of the Child Development Center has been implemented for the well-being and safety of our children and staff.

Physical Examination

It is required by licensing that each child provide evidence of a physical examination within the last six months preceding enrollment in the Center. The Center provides a form for this purpose to be signed by a licensed physician and placed in the child's permanent record within two weeks of enrollment. A complete immunization record is required to be on file on the first day of attendance. To protect all children, unimmunized children will be excluded from care during disease outbreaks in our area, as required by the Missouri Department of Health.

Exclusion of Sick Children

Missouri Department of Health and Senior Services mandates that ill children be excluded from group childcare. If children exhibit any of the following symptoms, they must be sent home and/or be evaluated by a physician.

1. FEVER - If 100 degrees or higher orally, and 99 degrees taken under the arm, or fever accompanied by other symptoms such as vomiting, diarrhea, behavioral change or undiagnosed rash. For the health and safety of all children, in cases of contagious illness, child should be fever free without fever reducing medication for 24 hours before returning to care.
2. SEVERE COUGHING - If the child gets red or blue in the face or makes high pitched croupy or whooping sounds.
3. RESPIRATION -Difficulty or rapid breathing especially important in infants under 6 months of age.
4. CONGESTION –Congestion that is severe.
5. VOMITING - If child vomits more than once or it is accompanied by other symptoms such as fever, behavioral change, abdominal pain or diarrhea.
6. DIARRHEA –More than one episode of loose, watery stools, or one episode if it is accompanied by other symptoms such as fever, abdominal pain or vomiting. Food related diarrhea can be determined by physician. (i.e., child ate too much corn or drank too much apple juice)
7. SORE THROAT OR TROUBLE SWALLOWING
8. HEADACHE AND A STIFF NECK
9. RASH – Unusual spots or rashes.
10. YELLOWISH SKIN OR EYES
11. UNUSUALLY DARK, TEA COLORED URINE
12. CHICKEN POX - If child has skin eruptions that are not yet scabbed over and possibly fever. Please let us know immediately if your child comes down with chicken pox so we may inform other parents to watch their child for symptoms.
13. GREY OR WHITE STOOLS
14. CONJUNCTIVITIS (PINK EYE) – Pink eye tears, redness of eyelid lining, irritation followed by swelling or discharge of pus.
15. INFECTED SKIN PATCH(es), crusty, bright yellow, dry or gummy areas of the skin.
16. BEHAVIOR - If your child cannot seem to function, wants to sleep most of the time, doesn't want to eat, is crying and generally acting miserable. Please check your child for these

symptoms before bringing him/her to the Center. Your child may be coming down with something.

17. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of LICE or SCABIES.
18. MEASLES - If child has a rash accompanied by flu symptoms.
19. PINWORM AND/OR RINGWORM – If child is itching in rectal area, especially at night (pinworm). If child has a raised itchy spot resembling a hoop (ringworm). Child may return after treatment begins.

A parent/guardian will be notified by telephone when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party, designated by the parent/guardian will be called. **PROMPT pickup of your child within one (1) hour is necessary.**

The ill child may be isolated if necessary from the other children. A cot is provided and the child is made as comfortable as possible.

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 to a communicable disease will be posted for the class(es) involved. If a child will be absent from the Center because of illness, the teacher should be notified.

Medications

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

- Prescription Drugs – Must have the original, current prescription label with name of patient (child's name), name of physician, prescription number and date, name of medication, dosage, and frequency. Most medication can be scheduled so that a child gets only one dose of the medication each day at the Center.
- Non-Prescription Drugs – must be in the original container and labeled with the child's name and instructions for administration including the times and amounts for dosage. Possible side effects must be listed on the medication form. Over-the-counter medication will be administered for a maximum of five consecutive days within a two-week period; Continued administration of the over-the-counter drugs will require authorization from a medical doctor.
- ALL medication must be administered according to the prescription label/package directions unless a current signed physician's note states otherwise.

Injury

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

Minor

- Apply basic first aid, assess the injury.
- Wash with soap/water or plain water.
- Apply cold compress if needed.
- Apply Band-Aid if needed.
- Give TLC.
- Fill out Accident Report and e-mail to parent.
- The original report is placed in the child's sign-in folder. The original must be signed by a parent and placed back in the child's folder.

Major

- Using basic first aid, assess the injury.
- Contact Department of Public Safety.
- Director or assistant director and/or other staff member for help.
- Keep child calm and comfortable.
- Contact parents for instructions.
- Call 911, if necessary.

Staff are certified in CPR and Basic First Aid.

Severe/life-Threatening Allergies

Children who experience severe/life-threatening allergies that may require SCC staff to administer emergency treatment must have the following documents on file at the time of enrollment:

1. A signed copy of SCC's Authorization for Emergency Care for Children With Severe Allergies. This form must be filled out completely by the child's physician and parent(s)/guardian(s) and must be updated every six months.
2. A signed copy of SCC's Release Waiver of Liability for Administering Emergency Treatment to Children With Severe Allergies. Forms are available in the office upon Request.

Adult Health

All adults who work with children in the Center will be required to submit a tuberculin test and physical examination prior to service in the Center.

Safe Sleep Policy

The CDC has a Safe Sleep Policy for infants that is aligned with Missouri Department of Health and Senior Services guidelines. Parents of infants are given a copy of this policy at the time of enrollment and it is available in the office upon request.

Child Abuse and Neglect

If there is a reasonable cause to suspect a child is suffering from abuse or neglect, individuals working with children are required by law to report such cases to the appropriate authorities. The CDC director, with the teacher, will be responsible for making the report. The toll free number is 1-800-392-3738.

Absolute confidentiality is required concerning any report of child abuse or neglect.

The CDC director may immediately suspend with pay or terminate any personnel at the CDC if the action is necessary to ensure safety, health and/or welfare of the children, parents and/or staff. Investigation with regard to alleged or proven child abuse, neglect, and/or moral turpitude will be done by the director, and the Vice President of Human Resources. Findings will be turned over to the authorities.

Behavior Management Policy

In accordance with the philosophy of the Child Development Center, as well as the State of Missouri, no physical or verbal abuse is allowed.

Teachers will provide limits in a calm and consistent manner allowing the child to grow in self-control and self-esteem. Teachers and staff will work with children to develop conflict resolution skills necessary to solve their own disagreements in an appropriate manner.

Experienced teachers recognize potential problems before they occur and can redirect the child before behavior becomes unacceptable.

- Teachers help children express and acknowledge their choices.
- Teachers 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.

Should discipline problems arise that cannot be successfully dealt with in the classroom environment, the parents or legal guardians will be notified immediately. All reasonable attempts will be made to work with the child and the family to resolve differences. A conference including the teacher, director (if needed), and the parents will be convened to determine a plan of action and discuss possible community resources available. Permission from the parents will be required to consult community resources. Failure on the part of the family to work with staff members and community resource persons called in for assistance will constitute grounds for dismissal from the program.

Enrollment will be terminated if the child's placement in the classroom compromises the health, safety, and well-being of the other children or staff members in the program.

Nutrition

Children establish their eating habits early in life. We want to be instrumental in assuring that your child benefits from a healthy and positive nutrition environment. The CDC has been

recognized as an Eat Smart Child Care Center at the Advanced level. This means that our center has been recognized for achieving a level of nutrition standards above basic requirements. This includes serving more fresh fruits and vegetables, more whole grains, and less sugar, salt, and processed foods. Copies of the weekly menu are posted on the Parent Communication Board and in the office.

Parents wishing children to eat foods brought from outside the Center may sit with their child in the staff lounge until he/she is finished. We need everyone's cooperation to keep all children safe from potential allergens. Please see individual classrooms for alerts to potential allergens. Please note that although we cannot guarantee children with peanut/tree nut allergies will not be exposed to allergens, the CDC will not knowingly serve products made with peanuts/tree nuts nor serve foods that may have been processed in a plant containing such products to a classroom with an allergic child due to the potential for life threatening reactions from exposure. We ask for everyone's cooperation as we strive to keep each child in our care safe. If you or your child has eaten or been exposed to these products prior to arriving at the center, please wash your hands prior to entering classrooms.

Special Dietary Needs

Parents of children with special dietary considerations should alert the classroom teacher, as well as an administrator, regarding food allergies or religious convictions.

Outdoor Play

Parents should be aware of weather conditions and dress children accordingly, as outdoor play is an integral part of the daily schedule. Children participate in outdoor play when temperatures are above 20 degrees (wind chill factor 10 degrees) and below 100 degrees heat index. Children do not participate in outdoor play on days when air quality is designated "red." Caution is exercised on days when the air quality is designated "orange". A physician's statement is required for those children wishing to refrain from outdoor play for medical reasons.

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-sole shoes to prevent falling and slipping. *No flip-flops or crocs can be worn on climbers.*

All children need to have at least one extra set of clothing appropriate to the season that can be kept at school. All clothing should be marked with the child's name.

Bedding

Rest times are observed in all full-time programs. Although not all children nap, a quiet, restful period is essential to their well-being. Parents are required to provide a cot sheet and small blanket for children in our full-day program. These items will be sent home at the end of each week to be laundered and returned on Monday. Infant/toddler bedding is kept at the center and laundered daily by staff. Please make sure all items are clearly marked.

Action Plan for Addressing Children Suspected of Having Developmental Delays

Assessment is naturally integrated into the course of every day as ongoing teacher observation of group patterns and individual development is used to adjust the program to better support group and individual progress. Occasionally, staff and/or parents identify the need for additional screening and referral for professional diagnostic assessment. In those cases, staff and parents typically include the Director in the dialogue for the purpose of more precisely identifying the focus for screening / diagnosis and to review the resources available to children and families in our community. Teachers attend I.E.P. (Individualized education plan) meetings (when invited by parents) and collaborate with parents and special education professionals to implement classroom activities designed to meet the child's needs.

Toileting

Toileting readiness skills vary for each child. Parents and teachers work together to develop an appropriate toileting plan to meet each child's individual needs. This process should be built on the child's interest and physical abilities to control his/her bodily functions. We view toileting accidents as developmentally appropriate and look at them as a means to promote higher-level skills. Children will never be admonished, punished, or demeaned for toileting accidents. Parents are asked to provide adequate amounts of clothing during this process.

Toys

The Child Development Center provides a rich variety of developmentally appropriate materials, toys, and games for the children. We would prefer that children leave personal items at home, with the exception of sleeping toys. It is difficult to be responsible for personal items as they can be easily damaged or misplaced.

Birthdays and Holiday Treats

Birthdays, holidays, and special events are an important part of every child's life. Each classroom has a unique way to recognize special days. We try to find appropriate ways to celebrate in which all children can participate. In addition, teachers try to balance the natural exuberance and energy without creating an overwhelming situation in the classroom. Please check with your child's teacher for classroom plans for birthdays and other special events. Our Eat Smart status means that we cannot allow any outside food to be brought into the Center. Items such as balloons are not allowed because they pose a choking hazard. If you would like to participate or contribute non-food items to a classroom event, please discuss it with your child's teacher to ensure the safety of all children.

If you are having a celebration for your child outside of school, please do not deliver invitations to school unless all of the children in the class are being invited.

We are confident that together we can create memorable and special celebrations for the children that are appropriate to the classroom setting.

Parent Advisory Board

The Parent Advisory Board is responsible for advising and supporting the Child Development Center through volunteerism, parent education, and family involvement. Parents are encouraged to participate as active members on the board or in related activities sponsored by the board. Meetings are conducted quarterly. Please contact the director if you are interested in serving on the Parent Advisory Board. By-laws are available in the office.

Problem-Solving or Concerns

The staff of the Child Development Center are open to building relationships of trust and respect with our families. Please feel free to address concerns or any problems you may encounter with our program with your lead teacher or the director.

If you have a concern, you do not wish to discuss with the lead teacher, please address your concerns to one of our directors.

Kathy Drews 636-922-8424 or kdrews@stchas.edu
Katie Mawer 636-922-8422 or kmawer@stchas.edu

In the event the CDC administration is unable to resolve your concern, please contact the following people:

- Donna Davis, Vice-President for Human Resources - 636-922-8300
- Dr. Barbara Kavalier, President - 636-922-8380
- Missouri Department of Health & Senior Services Bureau of Child Care, 314-877-0236

Resources Available to Parents

Access to the following documents is available in the office, classroom, or on our Web site, www.stchas.edu, and may be checked out or viewed at your convenience.

- Authorization to Administer Medication Form;
- Blue Binder-Your child's portfolio;
- Licensing Rules for Child Care Centers and Center Reports 314-977-0229;
- Accident Report;
- Meal Menus;
- Missouri Accreditation Self-Study;
- Parent Advisory Board By-Laws;
- Personal Information Request Form.

CDC Phone Numbers:

Office 636-922-8422

Room A 636-922-8302

Room B 636-922-8501

Room C 636-922-8516

Room D 636-922-8305

Room E 636-922-8612

Room F 636-922-8303

Room G 636-922-8711

Room H 636-922-8513

Kathy Drews 636-922-8424

Katie Mawer 636-922-8423

Storm Basement 636-922-8519

Emergency Land Line 636-447-4654 (for use during power/network outages)

Website:

www.stchas.edu/cdc