



Established 2003

Parent Handbook

Springing Up Child Development Center

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I. Introduction to Springing Up CDC and Cornerstone Academy

Springing Up Child Development Center (CDC) provides parents with the peace of mind of knowing their children are cared for in a loving and educational environment.

At Springing Up CDC, your children will be able to explore new beginnings and try their hands in all areas of interests. We believe that each child has a unique way of learning, as we utilize various techniques to help children develop, grow, and learn. We hold the highest expectations of children as they develop each of their schematic abilities in an environment that fosters their potential. Our caring and certified staff will encourage each child to grow and develop every step of the way.

We are dedicated to building a partnership with all parents and other person(s) who are important to that child. We encourage our families to be actively involved with Springing Up CDC to help ensure the success of the children and their future. We also believe it is important that parents be supported and comforted during all the ups and downs that come with children and their unique personalities.

As a concerned and effective group of educators, we want to help your children become magnificent and meaningful individuals they were born to be. We look forward to seeing you and your little ones soon!!

II. Our Mission

Springing Up CDC Mission

Our mission is to provide a nurturing and educational adventure through the early years of growing by using age appropriate curriculum and focusing on developmental milestones. The CDC is dedicated to provide exceptional care to children, support parents through the ups and downs as well as maintain the highest expectations for children as they grow and learn.

Springing Up CDC and Cornerstone Academy will work together to achieve our mission. Springing Up CDC begins with our youngest children by developing and implementing a strong foundation of learning. Cornerstone Academy will continue our mission by laying the most important building blocks of learning by focusing on the basics of a cross curricular curriculum including reading, writing, mathematics, science, and social studies. We implement a child specific curriculum blending national and state standards to meet each student's academic needs.

Springing Up CDC

Springing Up Child Development Center (SU) is a pre-school program for children 6 weeks through the age of five. We also provide before and after school care for children up to 12 years. Our teachers who care for our children have a love for children, as well as a variety of schooling, training, and experiences in early childhood care.

Cornerstone Academy Elementary

Cornerstone Academy (CA) is our elementary school. We educate students Kindergarten through the lower elementary grades. In order to accommodate each student's developmental and educational needs, Cornerstone Academy provides an environment that encompasses a multiage classroom design. This design allows students to learn with like learners regardless of their age. Cornerstone Academy's program continues the high standard of education established in Springing Up CDC.

At the elementary level we believe children thrive in an environment that has each student's best interest in mind. Faculty is carefully selected to meet the needs of students in our school. Each classroom is an ideal learning environment that will have the appropriate number of teachers for the size and developmental requirements of the class. We believe team teaching fosters the best results from a curriculum standpoint, as well as provide a meaningful learning experience that builds lifelong learners.

Cornerstone Academy Middle School and High School

These grade levels have not yet been developed and will only be developed once the highest standards have been met, and we have the facilities available to house these programs.

Again, it is our goal to always keep our students' best interest in mind. In order for us to achieve each level of learning (middle and high school) we must meet our highest standards before we will develop the next stage of Cornerstone Academy. We will wait to establish these levels until we have the need and desire from our current families and the surrounding community.

III. School Calendar & Vacations

Calendar

The school year is set up from mid-August thru late May. The summer session runs Late May thru mid-August. The school calendar is subject to change each year. A calendar detailing the days the center will be closed will also be provided at the beginning of each school year. This calendar will also be very important to have on hand as it will list all of our upcoming events for the school year.

In general, the following holidays are observed, and SU will be closed:

1. New Year's Day (observed)
2. Good Friday
3. Memorial Day (observed)

4. Independence Day (observed)
5. Labor Day (observed)
6. Thanksgiving (observed)
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day
10. Day after Christmas
11. New Year's Eve (observed)

Please note: If a holiday falls on a Saturday, SU may and can be closed on the preceding Friday. If a holiday falls on a Sunday, SU can and will be closed on the following Monday. See Annual Calendar on www.springingup.com for dates.

These are important family holidays, and we hold this time in high regard to our parents and staff. We feel it is a necessity to recognize the above days to spend with family.

If your child is here on a Part Time schedule and holidays fall on your days here, you will still be required to pay for that week's tuition and will not be able to "trade" days during those weeks. We have scheduled our staff and other part time children around all of the normal schedules.

Vacations

We support and encourage our families to spend quality time together. Therefore, after your child has been enrolled for 6 months, he or she will receive one week (Monday thru Friday consecutively) of unpaid care/tuition corresponding with the normal schedule of the child.

Vacation time is for your family to go on vacations or a staycation and can be used as your schedule allows. We ask that you notify SU two weeks in advance of your vacation by filling out a vacation request form located outside the office. At Springing Up CDC we consider it important to be able to spend that week's tuition money on time spent together!!

If you have 2 children enrolled, each child receives 1 week and should be taken at the same time.

Vacation is available August- July of current school year. If your family chooses not to use this vacation time, we cannot "carry over" vacation time to the next year.

IV. Tuition & Payment

Tuition

Tuition is regulated by SU and is subject to change. Tuition varies according to the child's age. These prices are set to help us provide your child with the best development opportunities possible, as well as to provide a fair wage to our dedicated faculty.

** Please note that part time enrollment is limited to availability and may be more available after a child's 2nd birthday.

*Annual tuition increases will be applied in January.

The Director will provide a current list of tuition rates upon enrollment. Your tuition rate will be designated on your enrollment forms. Listed below is additional information concerning tuition rates and payment. Please contact the office for current tuition rates.

- ✓ A nonrefundable \$100 per child enrollment fee is required to reserve your child's spot at SU. This deposit is due at the time of enrollment or at the time you wish to have your child placed on the waiting list.
- ✓ An annual activity fee of \$150 per child is charged in July for supplies and curriculum improvements. This fee will be prorated according to the date of enrollment. All families are required to pay this fee.

- ✓ Tuition is charged on a weekly schedule and is due even if your child is absent during the week. **There is not a daily rate for tuition.** All rates are established to maintain quality, consistent care for your children.
- ✓ All tuition prices include breakfast, lunch, and a morning and afternoon snack if your child is in attendance during the designated eating times.
- ✓ A \$10 discounted rate will be applied to the oldest child's tuition rate when multiple children are enrolled on a full-time basis. Discounts do not apply to children enrolled in before and after care.
- ✓ You are given a week of vacation (see the Vacation section in the handbook for details).
- ✓ A 2-week notice is to be given in written form explaining purpose and prospected last day of student's enrollment when leaving our program. Activity fees may not be subject for reimbursement at the time of withdrawn. Each situation is reviewed accordingly.

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Disclaimer it is not practiced but could be possible that a tuition increase could apply any time of every year.

Payments

For our SU/CA family's convenience we use Automatic Withdrawal (ACH). For parents to pay weekly tuition.

- ✓ Payment is taken out the Friday before each learning week.
- ✓ A returned ACH will require an additional \$25 bank fee for the inconvenience.
- ✓ More than 2 returned ACH payments may result in a change of enrollment status.
- ✓ Receipts of your payment may be printed upon request. If you request a receipt, it will be emailed to the current address on file.

Late Pick Up

- ✓ Late pick up is defined as any time after 5:30p.m.
- ✓ If you are late picking up your child (after 5:30pm according to SU clock), a \$15 fee will be charged after the first five minutes.
- ✓ The late charge will double after the next ten minutes and will continue to double by ten-minute increments.
- ✓ It is expected that this charge will be paid directly upon arrival. If it is not paid at that time it will be billed to your account. Please be considerate of our teachers who have families to get home to and arrive on time.

Potty Training

A child is considered potty trained when he/she:

- ✓ Wears regular underpants (no diapers or pull-ups)
- ✓ Does not have an "accident" more than once a week
- ✓ Able to take his/her own clothes off and on
- ✓ Verbalizes the need to go to the bathroom without being reminded
- ✓ Able to complete bathroom functions with little or no assistance

When a child can maintain these criteria for one month, they will be considered Potty Trained.

At the age of 3 years and 1 month, all children should be potty trained unless diagnosed with a medical condition that hinders bladder control. If your child is unable to accomplish this, state regulations will require that your child's enrollment be cancelled at the CDC. Once your child is potty trained, you are welcome to re-enroll at the CDC if there is space available.

Springing Up CDC reserves the right to change any policies, benefits, or rates without notice.

V. Weather

Outside Time

We have a minimum of 1 hour of outdoor play daily. We closely follow Childcare Weather Watch Guidelines regarding when it is safe to play outside (www.c-uphd.org).

In case of inclement weather, we have an alternate space for our children to utilize for physical play and large motor learning.

For example, if the learning opportunity arises to experience rain, snow or other real-life interactions with weather we will seize the moment to learn hands on. Or if the children have exercise or "working off energy" needs, we may choose to go outdoors for short periods of time to burn it off.

Of course, the faculty will use their judgment when deciding if outside play is appropriate. Please dress your child appropriately for current weather conditions and make sure their "extra clothes" are weather appropriate.

We passionately believe that outside play is necessary for children's growth and development however, if a child is having "unsafe" behavior we reserve the right to limit certain play activities.

Bad Weather

In case of inclement weather, it will be up to the discretion of the Director regarding the possible closing of SU. If SU will be closed for the day, the closing information will be posted on the answering machine at the center by 6:30 am and or an email/text will be sent out to our families. The Director also reserves the right to close SU for any weather-related reason throughout the day, for example, unusual amounts of snow, ice, or any other unforeseen elements. If we are closed for weather related purposes any portion of tuition will not be reimbursed.

Take advantage of "the staying home situation" by teaching the little ones how to enjoy winter.

✓ Sipping on hot chocolate and marshmallows

- ✓ Sledding down a great hill
- ✓ Snuggling in your pajamas watching TV
- ✓ Doing weather related crafts (ex. cutting snowflakes or using cotton balls to create a snow scene picture)

VI. Arrival & Departure

Parents are responsible for bringing children to school and picking them up in a timely fashion. Our hours are 6:30 am - 6:00 pm Monday thru Friday. See the Tuition/Payment section of the handbook for details concerning late pickup.

- ✓ All children attending Springing Up CDC are expected to be at school on or before 9:00 am unless they have made prior arrangements.
- ✓ If your child will be absent for the day please notify SU before 8:00 am. This will help us plan the day's staffing needs and food preparation.
- ✓ Please do not permit sibling to drop off or pick up students enrolled at SU. Missouri state law requires parents to bring children into the classrooms as well as pick them up from the classroom.
- ✓ Children enrolled at SU are recommended not to spend more than 10 hours a day with us. More than 10 hours a day can be difficult for a child.
- ✓ If your child is having a hard time with the arrival transition, please speak to the director about ways we can help you make the morning less stressful for you and your child. Our staff is great at helping with the drop off transition. Yet it is not our practice to become inattentive to our other children, all children's safety is our number one concern.
- ✓ During departure, please remember that our staff have children to attend to and although they can chat with you about your child's day the children in their care are always their priority. Please do not be offended if they continue to take care of the other children and their other duties while they talk with you, or Leave a little note in the note pad located in the "Parent information station".

✓ To keep distractions to a minimum please leave notes for teachers in their boxes by the classroom doors or send a quick email regarding your questions or concern and we'll get back to you as soon as possible.

VII. Discipline

Discipline will be handled according to Love and Logic and BIST, which encourage children to use language to express feelings and emotions.

We reserve the right to remove any child at any time for any unsafe physical, emotional outburst, or verbal behavior without previous verbal or written warnings.

Example of BIST Intervention

Situation: A child yells at his friend.

Teacher: "Can you tell me why you chose to yell at your friend?"

Child: "Because he yelled at me!"

T: "How did that make you feel? How do you think that made your friend feel when you yelled at him?"

C: "It made me mad that he yelled, it made my friend sad that I yelled at him."

T: "Is there a better way of handling this rather than yelling?"

C: "Yes, asking him to stop."

T: "And what if he doesn't?"

C: "I could tell the teacher."

T: "Do you think you can handle going back and playing again, or do you need a little more time by yourself?"

C: "I think I can play."

T: "Great, now remember your other choices... have fun."

Safe Seat

We also use a safe seat system. When children are having a hard time making the right choices or they just need a minute to calm down, we have them sit in an area designated as the "safe seat". It is a place away from the rest of the class where they can think about what is happening and how they are going to handle it. The teacher then talks with the child to help process through the situation. After processing successfully, they may then return to their activity. If a child needs to be removed and placed in a buddy room or the office, they will triage back into their room when they process successfully.

Other Discipline Techniques

If BIST or safe seat techniques do not work, other discipline techniques will be explored with parents. If the behavior cannot be managed, a parent meeting will be established to determine strategies to be implemented at home and at SU. If any behavior causes other children or staff physical or emotional harm, the end result can and will be termination of the child's enrollment- please see special note below as well as Parent Workshop at the end of the handbook. We do reserve the right to refuse care or education to any child that might pose a threat to the educational environment, other children, and/or SU staff.

SPECIAL NOTE

Steps to keep the children, teachers, and environment safe from Discipline Concerns. SU/CA is not responsible for the cost of any evaluation or intervention necessary to continue a child's enrollment status.

1. Incident reports will be completed and tracked for concerning behaviors.
2. Evaluation from local school district and or pediatrician regarding behavioral, cognitive, or emotional wellbeing.
3. If another specialist is necessary to observe and or advise for success for child to stay enrolled at SU it can and may be required
4. After collective information, a meeting will be necessary with parents to decide whether SU can provide the most effective environment for that particular child.

VIII. Safety

Facility Doors

The door allowing access into SU will be always locked. Parents will use a security code to get into the facility. Please note SU may change the code periodically to provide the safest care for our children.

We also ask that you do not allow other people through the locked door when you are entering or exiting the facility. This will help ensure that if someone has gained access to the interior of the building, they have done so with the code and not just "slipped in".

We ask that you do not give out the code to anyone in the facility lobby. Instead, you can advise them you will get the attention of a faculty member to assist them with their needs. **Please do not worry about being rude!!** We want to keep your children safe!

Web Cameras

Web cams will be used throughout SU. These cameras will allow parents to view their child on the Internet via a secure website. We feel the use of web cameras will give parents an additional sense of security and peace of mind. Further details concerning web cameras are provided in the enrollment package.

Medical Needs & Injuries

- ✓ In case of minor accidents or injuries, parents will receive an "Ouch Report". This report describes what happened and the care that was given to fix the "ouch". Parents will be notified immediately of any accident or illness more serious than an "ouch report".
- ✓ Parents will be required to sign medical consent documents if a child requires prescribed medicine to be administered by SU staff.

- ✓ It is necessary for parents to inform SU teachers of any medical injury related issues with your child that should be monitored or considered during the child's busy day of learning and play at SU.
- ✓ Immunization papers (updated shot records) and other health/safety/or medical information sheets required by SU and/or State should be filled out and updated by parents. This will be done upon enrollment and/or at the change of the child's medical status. We require these updates to be on file after most recent immunization and review again annually in December per state guidelines. Those students who are not current with immunization may not be allowed to return to SU until immunizations are current and up to date. We will not hold children's positions during this time.
- ✓ In the case of a medical emergency due to injury, illness, or other medical condition, SU will assess the need to call for professional medical help (ex. 911)

Illness

To create the healthiest environment possible for Springing Up CDC children, and faculty, parents are asked to partner with SU to follow the guidelines set by the Missouri Department of Health and Senior Services regarding the exposure of children to known illnesses. Based on these guidelines, you will be called to pick up your child if he/she demonstrates the following symptoms. Your child must be symptom-free for 48 hours without the assistance of medication, before returning to SU.

- ✓ Diarrhea (more than 1 loose stool)
- ✓ Severe coughing (turns red or blue when coughing, croupy or whooping sounds)
- ✓ Difficulty breathing or rapid breathing
- ✓ Yellowish skin or eyes
- ✓ Pinkeye (tears, redness of eyelid lining, swelling, discharge or pus)
- ✓ Unusual spots or rashes
- ✓ Sore throat or trouble swallowing
- ✓ Infected skin patches (crusty, bright yellow, dry or gummy areas of skin)

- ✓ Unusually dark or tea-colored urine ✓✓ Grey or white stool
- ✓ Fever over 100F by mouth or 99F underarm
- ✓ Headache or stiff neck
- ✓ Vomiting more than once
- ✓ Severe itching of body
- ✓ Unusual behaviors (crying more than usual, seems to feel discomfort, loss of appetite, lethargic)

IX. Curriculum

Springing Up CDC's curriculum is based on developmental milestones according to Early Childhood Specialist's and agencies recommendations, as well as a multitude of educational resources gathered from teachers and early childhood educators. However, our curriculum is unique since we incorporate parental involvement with the developmental process of their children. We explain and demonstrate how parents can work with their children to meet the developmental milestones. We also discuss with parents some strategies they can use to help build vocabulary and encourage success in their child's development. We will also suggest age appropriate toys, books, and games. If for any reason we see concerns or "red flags" in development, we will notify parents and may require some evaluation to be done to provide the earliest of interventions and support for our children to be successful.

The Springing Up CDC curriculum will also encourage children to respect, understand, and appreciate each individual's unique personality and heritage. We will recognize and celebrate a multitude of cultures and beliefs in our classroom thru many celebrations. Springing Up CDC's curriculum and programs will explore many themes and holidays related to what we are experiencing in the classroom.

Early childhood and elementary educators have created SU's curriculum based on the basic needs of children personally, developmentally, and educationally. We believe that SU is the introduction to schooling and must be enjoyable, as well as a

safe and secure environment to experience new ideas and foster learning. These qualities combined with a small class size will benefit your child's future in school.

We believe all areas of the curriculum taught at SU teach children important skills and feel strongly that children who are enrolled in Springing Up CDC will be prepared for a future of learning.

X. "Springing Up" to the Next Level

A child's transition to the next room is not based solely on birth date. At SU the focus is on each child's individual development, mastery of age-appropriate skills, and specific needs. Therefore, classroom transitions are not date specific. The decision to begin a child's transition will be made by faculty and the Springing Up CDC Director.

Children will be considered to "spring up" depending on their age and developmental readiness. For example, we have two 2-year-old classrooms. Each classroom might have a mixture of older and younger 2's depending on which room is the correct fit for the specific child. In one of the 2-year-old rooms it is possible to have 2's and 3's depending on their developmental levels, social emotional needs and birthdates. This may also happen with some 3 and 4-year-old classroom too. The age breaks in the classrooms may be decided on future learning at SU and CA and local policies in place by schools and state requirements.

When a child enrolled in the Infant and Toddler classrooms have officially "sprung up" to the next classroom you will receive a daily routine and letter explaining all the information about the new classroom.

Upon enrollment teachers will create an individual portfolio for each child to be used to assess development. The portfolio includes information such as:

- ✓ Childs likes/dislikes, needs/wants.

- ✓ Assessment of milestone achievement
- ✓ Language analysis (if applicable)
- ✓ Assessment of learning needs and means to meet those needs
- ✓ Pictures
- ✓ Artwork and Activities
- ✓ Conference papers
- ✓ Core Competencies

Your child's individual portfolio will travel to each classroom with him/her.

Best Parent Program

The Best Parent Program is unique to Springing Up CDC. This program provides parents with information to understand childhood characteristics that are common at certain ages. This program sponsors workshops, parent teacher informational conferences, and school sponsored family activities to help parents remain the #1 influence in their children's lives and to promote quality family interactions.

XI. Daily Schedule

Your child's day at Springing Up CDC will be filled with many activities, as well as eating and napping times.

Nutrition

Our Menu includes Monday- Italian Food, Tuesday- Mexican Food, Wednesday - Soup and Sandwich day, Thursday -All American Finger Food, and Friday - Casserole. Children who are not yet on table food will have Parent's provide their own food.

Mealtime procedures-It is our philosophy to eat in a family style dining atmosphere as well as promote **Healthy eating habit** while eating lunch with kids. **Healthy eating habit** are defined as: discussing how yummy the food looks,

serving appropriate serving sizes, eating with good manners and silverware, talking to the kids in general conversations, cleaning up dishes and around place at the table and floor.

Parties and Celebration- Pre-determined lists are posted on classrooms doors and or Parent information boards that include healthy foods that may be provided at all Parties or Celebrations. These foods may include but not be limited to fruits, veggies, proteins, and grains which fall into the My plate guidelines.

Breast fed and or Formula fed children-

Parents choosing to breast feed their children will be offered a private location to express their milk. SU provide both a refrigerator and a freezer for storage of breast milk. We also provide information and resources to parents located in the infant toddler area or upon request.

Eating

Springing Up provides breakfast, morning snack, lunch and an afternoon snack during the day. (See our menu for specific daily meals which include required nutritional daily allowances per Health and Senior Services Guidelines.) An Individual Care Plan will provide specific information regarding your child's eating habits and will identify any food allergies for your child.

SU provides food for meals and snacks according to the guidelines provided by the Bureau of Child Care (BCC). If there is some sort of allergy that would require supplemental food- parents are expected to fill out a special allergy sheet and provide a nutritionally approved meal (by the BCC). Children will be offered the meal provided by parents to accommodate the child's nutritional needs.

Sleeping

There will be a minimum of 30 minutes nap/rest time allotted for each child. Those who do not sleep will have alternative quiet activities. We will not stop a child from falling asleep or keep them awake per parent requests.

Infant Safe Sleep

Effective November 20, 2015, our licensing agency, the Missouri Department for Health and Senior Services, Section for Child Care Regulation, has updated their rules and regulations regarding safe sleep. Following this change, our facility must implement and maintain written policies pertaining to safe sleep for children less than one (1) year of age in accordance with the American Academy of Pediatrics (AAP) recommendations, and meet the minimum requirements for the provider's safe sleep policy. You may review a full copy of the Licensing Rules for Group Day Care Homes and Child Care Centers or Family Childcare Homes in Missouri by requesting to see a print copy at our facility or visiting the website:

<http://health.mo.gov/safety/childcare/lawsregs.php>

Our new Safe Sleep Policy maintains:

1. All employees of Springing UP CDC and Cornerstone Academy will attend a Safe Sleep training that has been approved by the Missouri Workshop Calendar within 90 days of November 20, 2015 or upon hire, and will be required to update/renew their training at least every 3 years.
2. All children less than one (1) year of age will be placed to sleep on their backs.
3. If your child requires an alternate sleep position or special sleep arrangements that differ from our policies, we **MUST** receive a written statement from the child's licensed health care provider. If we do not have this, we will continue to place your child on their back to sleep.
4. Infants will be supervised at all times during sleep. This includes:
 - a. Providing physical checks of the infant in their crib periodically to ensure they are not overheated or in distress
 - b. Positioning themselves so they are able to maintain sight of all infants.
 - c. Have enough lighting in the room to maintain sight of all infants
 - d. Not using any sound machine that will interfere with our ability to see or hear a child who may be distressed.
 - e. No cribs or playpens shall be covered with blankets or bedding
5. Cribs and playpens: will have a firm mattress and must have a tight fitting sheet as well as be free of all loose bedding including bumpers, pillows and soft toys, blankets, bibs, wedges or infants positioners, and other similar items.

6. Only sleep clothing that is designed to keep an infant warm without the possible hazard of covering the head or face may be used during sleep or nap. This includes: wearable blankets, such as sleep sacks, sleep sacks with a swaddle attachment, and swaddle wraps.
7. Pacifiers shall not be hung around infant's neck and mechanisms that attach pacifier to infant shall not be used with sleeping infants.
8. No infant's heads shall be covered during nap/sleep times.
9. Infants who fall asleep in sitting devices such as car seats, swings, strollers, or anywhere other than their crib or portable crib or playpen will be moved to their crib or similar device for the remainder of their sleep time.
10. Infants unable to roll from their stomachs to their backs and from their backs to their stomachs shall be placed on their backs when found face down. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs but shall be allowed to adopt whatever positions they prefer for sleep.
11. There will be no smoking in or around the childcare facility
12. Parents or guardians of each infant in care will be issued a copy of Springing Up CDC/Cornerstone Academy Safe Sleep Policy upon enrollment.

Classroom Daily Routines

A general daily routine for your child's room will be available upon request. Check the bulletin board outside your child's classroom for a review of the day's activities and upcoming events on their daily blogs.

Daily activities include: music and movement, circle time, calendar time, centers, large and small group learning time, outdoor, free choice play, reading and so much more.

Outside Time

Each classroom will have time in the morning and the afternoon to enjoy the outdoors. When weather is permitted (see weather section in handbook).

XII. Provisions

The following items are to be provided by the parents. Each item is to be labeled with the child's name and should not be shared among siblings.

Infant and Toddler Classroom

- ✓ Diapers
- ✓ Wipes
- ✓ Diaper rash medicine
- ✓ Blanket and crib sheet
- ✓ Toothbrush (if desired)
- ✓ Sunscreen (please check expiration dates)
- ✓ Extra set of clothes that is weather appropriate, including underwear. Please label all clothing with your child's name. If your child comes home in "SU" clothes due to accidents or spills during the day, please wash them and return as soon as possible.
- ✓ **If** Medication to be administered during the day. Medication Release Form must be completed at drop off with specific information filled out completely.

Preschool Classroom

- ✓ Extra set of clothes that is weather appropriate, including underwear. Please label all clothing with your child's name. If your child comes home in "SU" clothes due to accidents or spills during the day, please wash them and return as soon as possible.
- ✓ Blanket, and crib sheet.
- ✓ "Snuggly" for nap time if your child would like one
- ✓ Sunscreen (please check expiration dates)
- ✓ **If** Medication to be administered during the day. Medication Release Form must be completed at drop off with specific information filled out completely.

XIII. Enrollment Procedure

First, contact the office to schedule a tour. Then, once you have decided to enroll your child/children at Springing Up CDC, you will be referred to our Parent Handbook online to review an enrollment package to complete for each child enrolling. It is state law that parents fill out all of the enrollment paperwork completely and provide it to SU before enrollment. The enrollment package provides SU with information about your child and should be updated by the parents if any of the information changes. Once you have completed the enrollment package, an orientation meeting will take place between either the Director or Office Staff and the parents to review the enrollment papers. During this time, it encouraged that child spend some time to become familiar with SU.

Enrollment Package Items

Enrollment Form

- ✓ Emergency contact information
- ✓ People authorized to pick up your child
- ✓ Travel Authorization
- ✓ Updated address, phone numbers, and other contact information

Medical Examination Report

- ✓ Medical form completed by your child's doctor to identify general health issues.

Individual Care Plan

- ✓ Arrival and departure times for your child
- ✓ Sleeping habits
- ✓ Food specifications
- ✓ Likes and dislikes

Current Tuition Rate List (Contact office for current tuition rates.)

Tuition Cot Agreement

- ✓ Outlines the tuition rate and payment schedule for your child
- ✓ Safe Sleep Policy

Immunization Record

- ✓ Official records of your child's immunizations are required prior to his/her first day.
- ✓ Parents will be asked to update immunization records annually.

Media Release Form

Appendix

Terms and Definitions

Behavioral Issues

This category includes any type of behavior that falls under the following categories:

Continuous Hitting

- ✓ hitting other children or adults

Continuous Biting

- ✓ biting other children or adults frequently

Obscene Behavior

- ✓ Use of this on a regular basis will be considered a behavioral issue.

Inability to be in control of one's body

- ✓ Throwing self-down on floor or furniture and refusing to stop the behavior when asked
- ✓ Lashing out physically or screaming/shouting out, causing disruption

Continual Harm

- ✓ any activity done to themselves, other children or adults that causes any safety, physical and or emotional issues that effects a typical day at SU

Field trips- A child may miss field trips due to behavior if provider deems necessary.

Parent/Teacher Conferences

This is a scheduled time set aside to discuss progress, delays, or concerns about a child. This will take place a minimum of once a year in either a group setting or as one-on-one conversation between parents and faculty.

Parent Workshops

Workshops are sessions scheduled for parents to learn a variety of strategies for behavior modification, discipline, and ideas for creating a fun and successful home environment as well as physical activity, outdoor play and learning, nutrition and

breast feeding education, discipline, screen time/appropriate use of technology.

NOTE: Parents who children are involved with a behavioral management plan may be required to participate in any workshop to keep their child active enrollment at SU. Outside hosted workshops may be required at the parents' expense to keep their child at an active status. If parents choose not to participate in workshops their enrollment can and will be in jeopardy.

Conditions that May Lead to Discharge

Amended policy as stated in: Licensing Rules for Child Care Centers, Section for Child Care Regulation, Missouri Department of Health and Senior Services

19 CSR 30-62.123

Item 5- A child who has a special physical, developmental or behavioral need shall have on file an individualized plan for specialized care from a professionally qualified source.

Item 7- A written plan from parents must be provide about the care of school-age children. A written schedule of any and all days the child/ren will be attending Springing Up must be given before the start of the school year.

Item 7D/3- A diet plan for infants- school-aged children must be signed by the parents and or professionally qualified source if other eating arrangements must be made. Instructions for action if parents can't be reached in case of emergency.

Choosing and/or refusal to comply with these policies will be met with automatic discharge.