Calhoun Early Childhood Center

Business Address: 409 South College St.

Physical Address: 206 West 7th St.

Calhoun, MO 65323

660-694-3344

Early Childhood Center Handbook

Revised 7/1/2021



Rebecca Crump

Calhoun Early Childhood Center Director

Tuition Schedule

August 23, 2021 – May 26 , 2022

All tuition must be paid weekly unless other arrangements have been made.

Infant/Toddler (6 weeks – 3 years) $130.00 per week

Pre-school (3 years – 5 years) $105.00 per week

* Breakfast, lunch, and an afternoon snack is provided at no additional charge
* Families may receive a discount based on number of children, and/or a sliding scale. Income verification by current tax return will be required in order to receive discounted tuition.
* Families may also qualify for the State Assistance program which is now offered in the center; please ask Rebecca for the DVN number which is required when applying.
* Children will not be permitted to attend when tuition reaches two weeks past due. All tuition must be paid in full before child will be readmitted; tuition will continue to accrue during this time.

**Purpose:**

The Calhoun Early Childhood Center was opened in 1994 in order to meet the needs of families in the community. Since then it has received partial funding through grants with the Department of Elementary and Secondary Education. While dedicated to providing appropriate early education to preschool children, the center provides a safe place for children to play and learn in an age appropriate, and loving environment that allows children to learn through exploration, creativity, and self-expression.

**Parent Participation:**

Our primary goal is to provide you with the best available early education for your child, and your involvement is very important. We recognize and appreciate the trust and confidence that you have placed in us, and we offer you the opportunity to share in the joys of their learning with us. Laughter, hugs, sharing, exploration, self-expression, creativity, and discovery are what being a child is all about. Your participation in your child’s early education experience will have a positive impact on your child, not only now, but in their future educational experience as well.

It is very important to us to keep our promise of quality care to our children and parents. We welcome feedback when you are pleased with the care that your child is receiving, as well as when you have a concern. If you have a concern, we ask that you please address it with your child’s classroom teacher first, before speaking to anyone else. If you are not pleased after a discussion with the classroom teacher, you may then direct concerns to the Center Director. We will work as quickly as possible to address any concerns.

We intend to keep parents well informed by personal visits, telephone contacts, notes that are sent home with your child(ren), bulletin boards, and newsletters. We feel it is essential to maintain good communication between parents and staff. Please feel free to speak to your child’s teacher at any time about any questions, comments, or concerns.

**Philosophy:**

We believe that the foundation for learning includes the total development of the child. We seek to provide developmentally appropriate activities which meet the social, emotional, physical, and intellectual needs of each individual child. Believing that children learn through play, we plan our curriculum within a caring and creative environment. Project Construct and Creative Curriculum are designed to enlarge the child’s repertoire of knowledge and skill, increase self-confidence, and to promote curiosity and initiative. If a child is suspected of having possible developmental delays the parent is contacted and a discussion is had with the Program Director to address the concerns and make a plan for testing. Since the center’s enrollment encompasses multiple school districts the Program Director works closely with the neighboring districts if testing is determined to be needed. The center will work closely with the parents to ensure the needs of the child are met if an IEP is determined to be needed.

**Goals and Objectives:**

* Strengthen home-school relationships
* Encourage creativity and self-expression
* Foster positive attitude toward self and others
* Promote language skills and communication abilities
* Stimulate interest in Science, Mathematics, and Art
* Promote a healthy lifestyle, physical growth, and motor development
* Encourage self-discipline and acceptance of reasonable limits

**Registration/Enrollment Policies and Procedures:**

* Enrollment will be taken on a first come, first serve basis with Calhoun residents, district employees, and Calhoun students having first priority.
* All children must be enrolled in full time daycare/Preschool
* When the center reaches maximum capacity, children can be placed on a waiting list, and parents will be contacted as spots open up.
* According to Missouri Licensing guidelines, ALL children must be current on ALL required vaccinations.
* Checks, Money Orders, and Cash are all acceptable payments. Please make all checks payable to: Calhoun R-VIII School District. ***All payments must be paid through the center secretary, not your child’s classroom teacher***.
* All Enrollment, Income Eligibility, Photo Release, and Walking Field Trip forms will need to be filled out completely *before* your child will be able to attend.
* A physical MUST be obtained within 30 days of your child’s enrollment. Failure to comply will result in your child not being able to attend until the physical had been obtained and the proper documentation is turned in to the center.
* Any child in the preschool classes must be potty-trained prior to enrollment in the program. Diapers will not be allowed in those classrooms; pull-ups may be provided by the parents for quiet time. Please ensure that your child has several changes of clothing to be left at the center of all times during the potty-training process. All soiled clothing will be sent home at the end of the day to be washed and brought back the following day upon arrival. The center will not be responsible for providing changes of clothing for your child.
* During the enrollment process parent(s) and child are welcome to come and tour the facility to become better acquainted with the building and staff in order to make the transition easier.

**Tuition Schedule:**

* No reduction of tuition will be given for partial weeks due to work schedules, vacation, illness, or center suspension due to behavior.
* Payments are non-refundable
* Fees will be based on a sliding scale. Family rates will be given for more than one child attending the center.
* Failure to make scheduled tuition payments will result in an advanced tuition payment having to be made prior to drop-off on Monday morning.
* Payments must be made by check, money order, or cash.
* Please make all checks payable to: Calhoun R-VIII School District.
* A child will not be accepted for care when payment is two week’s overdue. If, for some reason, payments must be delayed, contact the Center Director as soon as possible. We do not wish to deny any child(ren) care.
* If you plan on removing your child from the center, two weeks notice must be given. If no notice is given, you will still be responsible for two weeks tuition.
* Head Start provides children who qualify for their services with free child care. The center has 33 Head Start spots available each year. For more information on Head Start, please contact our Head Start Family Advocate at 660-694-3344 ext 2403
* The center has state assisted pay for those individuals who qualify for this program. For more information please contact Program Director, Rebecca Crump.

**Hours of Operation**

The Calhoun Early Childhood Center opens at 7:00 a.m. and closes at 3:30 p.m daily. Your children **must** be here by no later than 8:00 a.m unless prior arrangements have been made. A $5.00 per 15 minute, per CHILD late charge will incur for any child not picked up by the designated time. Late fees must be paid before the child may return.

Due to the Calhoun R-VIII School District having a 4 day schedule the Early Childhood Center will have its own calendar. Please refer to the calendar provided to you regarding days off, early releases, and scheduled holiday breaks. Children left after 12:30 p.m. on those days will incur a late charge of $5.00 per fifteen minutes for each child.

**Vaccinations**

According to Missouri licensing guidelines all children must be current on all required vaccinations. Failure to provide all required vaccination documentation will result in child not being able to enroll in the program. If at any time your child becomes non-compliant by not receiving the required vaccinations, your child will be unable to participate in the program until required vaccinations are received and proper documentation has been provided to the center. Calhoun R-VIII Early Childhood Center only accepts a medical immunization exemption from a practicing M.D. and D.O. Parents may request whether there are child(ren) currently attending the center who have a medical immunization exemption.

**Parent/Teacher Conferences**

The Calhoun R-VIII Early Childhood Center hosts two parent teacher conferences per school year. The first one will be the same as the date that is on the school calendar. The second conference date will be in the spring, and is to be determined at a later date.

**Daily Sign In/Out of Your Child(ren)**

Your child MUST be signed in and out every day. Children are to be signed in-out using the tablets located outside the secretary’s office; the app may also be downloaded to your phone. The secretary or director can assist you with setting this up. These records are kept to monitor student/teacher ratio and is mandatory for our state licensing.

**Severe Weather Closings:**

In the event of severe weather conditions, the Calhoun R-VIII Early Childhood Center will close any time that the Calhoun R-VIII School is closed. If weather conditions become hazardous during the day, and the Calhoun R-VIII School district releases early or closes, the Early Childhood Center will release early or close as well. Official announcements will be made on local radio stations and Facebook. At the time of enrollment parent(s) phone number will be automatically entered into the alert system. If you do not wish to receive texts and phone calls regarding school information you will need to notify the center secretary.

**Conflict Resolution:**

Praise and positive reinforcement of good behaviors are consistently used with all children as a method to build the child’s self-esteem and encourage self-control. Conflict resolution will be used with all children. Experienced teachers can recognize the possibility of potential behavior problems before they occur, and can therefore help children re-direct and self-regulate

**Inappropriate Behavior:**

There are times when a child’s inappropriate behavior continues even after these techniques previously described have been utilized. When this occurs, the child is placed in a quiet area of the room to reflect on their behavior and the choices that they are making. The teachers might give the child a manipulative activity, such as puzzles or play-dough, to help the child to calm down and collect themselves. At this point the child will be asked to make a plan to return to regular classroom activities. As always, focus is on the child’s behavior and the child’s choice.

If the behavior is serious, such as hitting, kicking, biting, etc., it will be documented, and the director may feel it is necessary to contact the parent and/or schedule a conference. The program director reserves the right to ask that the child be removed from the program if they feel that the child’s behavior is consistently disrupting the flow of learning in the classroom, or if the child’s behavior may potentially physically or emotionally harm themselves or others in the program. If serious behaviors continue, the classroom teachers or the center director may ask to schedule a conference with the parents to discuss a behavior plan being put in place. The director reserves the right to remove the child from the program if the parents refuse the behavior plan or if they refuse to follow through. Hitting, slapping, spitting on, kicking or biting of other students or teachers are considered serious behaviors, and fall under the Calhoun R-VIII School Districts Assault policy. For more information on these policies, you may go to the district website at [www.calhoun.k12.mo.us](http://www.calhoun.k12.mo.us) and look under the Student Handbook tab.

**Incident Forms:**

State Licensing guidelines require that after each incident, the parents must be notified by an incident report form. These are filled out by the witness to the incident; the form will be placed in your child’s mailbox located outside of their classroom. These forms will need to be reviewed and signed by the parent and the center director. The forms will them be placed in your child’s file in the office. In the event of an emergency the written emergency plan will be followed.

**Quiet Time:**

Each classroom has a quiet time every day after lunch, with the exception of the infant room, who naps as needed. We ask that you please limit visits during this time so as not to disrupt those children who are trying to nap. The center provides a cot, sheet, blanket, pillow, and pillowcase for each child that is washed at the center on a weekly basis. NO outside bedding or comfort objects allowed.

**Building Safety:**

The safety of the children in our care is our primary concern; for that reason all exterior doors remain locked at all times. At the time of enrollment parent(s)/guardian(s) will choose a 4 digit pin number that is used to gain access into the building. We ask that you do not share this pin number with others who might be picking up your child; instead visitors should ring the doorbell, be checked by staff to determine whether or not entry will be granted, and sign-in on the sheet provided by the front office. Please ask the individual picking up your child to provide identification of their person. Children will not be released to anyone not on their pick-up list and cannot be verified by photo ID.

All staff working in the building/district have passed a federal fingerprint and Department of Health and Senior Services background check prior to beginning work in the building. These background checks are updated on a regularly scheduled basis.

Fire drills are practiced on a monthly basis while tornado and intruder drills are practiced 4 times yearly. All classrooms and staff participate in the drills with the children.

**Illness:**

The following symptoms can be signs of communicable diseases:

* Fever of 99.0 degrees under the arm or 100.0 degrees by mouth
* Cough/Wheeze
* Diarrhea (2 or more times in one day)
* Rash
* Extreme Fatigue and/or irritability
* Sore throat
* Discomfort
* Nausea/vomiting
* Eyes that are red, swollen, watery, or have any discolored drainage.
* Excessive sneezing
* Body aches

Parents are asked to keep their children home in the event that they are experiencing any of the above named symptoms. If a child begins showing signs of illness during the day, the parent will be called, and are expected to pick their child up as soon as possible. Children who are sent home with any of the above symptoms will not be re-admitted until they have been symptom free for 24-hours without the use of medications to reduce symptoms. Any child sent home with a suspicious rash may not be re-admitted without a note from a physician stating that they have been examined and are non-contagious.

 **Medications:**

A parent/legal guardian must fill out a *Medication Authorization* form for any medications that are to be administered by the Early Childhood Staff. All medications must be in the original bottle with directions in order for them to be given to the child. If it is a twice daily medication it will need to be given at home unless specific directions from a doctor accompany the medication. ***NO medications will be administered without the original bottle and label****.* A medication authorization form must be filled out for any and all medications, including sun screen, bug spray, diaper rash ointment, etc. ***Tylenol, Motrin, etc., will NOT be given to reduce or keep fevers down at any time!***

**Communicable Diseases:**

If a child is exposed to or had been diagnosed with a communicable disease, it is essential that this information be reported to the center director and/or your child’s classroom teacher. If a child is going to be absent from school for several days due to an illness, the center should be notified as soon as possible. Children infected with a blood-borne pathogen such as Hepatitis B viruses, Hepatitis C viruses, or Human Immunodeficiency Virus (HIV) pose no risk of transmission through casual contact to other persons in a child care setting. Children infected with one of these viruses will be allowed to attend the program without restrictions which are based solely on the infection.

**Clothing:**

Children should be dressed in play clothes and shoes that are comfortable, and are suitable for both indoor and outdoor play. Shoes must have a back or a strap if it is a sandal; no slides or flip flops as they pose a safety risk for children when playing outside. Please do not send your child in clothing that you do not want to get dirty and possibly stained. Paint, glue, markers, and outside play are all part of our daily routine, and sometimes tend to be messy. All children need to provide *at least* one set of extra clothing that can be left in their locker. This includes pants, a shirt, underwear, and socks. Soiled clothing will be sent home with the child to be washed, and will need to be replaced the next school day. Please make sure to check your child’s clothing periodically to make sure that they are appropriate for the season, and that they have not outgrown them.

Outdoor play is a crucial part of our curriculum throughout the building. Please make sure children are dressed appropriately for the weather outside as we go outside daily weather permitting.

**Walks:**

Teachers frequently plan walks as part of their learning and outdoor time. This can include a walk on the nature trail, to the baseball field, and other various places. In order for your child to be able to participate in these, you will need to sign the *Walking Field Trip* permission slip that is included in your enrollment packet.

**Personal Belongings:**

The Calhoun R-VIII Early Childhood Center provides many games, toys and activities for the children to use throughout the day, therefore, we ask that your **child not bring toys from home**. The teachers and staff cannot be responsible for the safety of items brought from home. Each child will have a locker to keep their personal belongings in. Extra clothes, coats, backpacks, etc. should be placed in their locker and left there throughout the day.

**Nutrition:**

Breakfast, lunch, and an afternoon snack will be provided for your child each day. All menus are planned and follow the Child and Adult Care Food Program (CACFP) guidelines. Water and 1% white, unflavored milk will be served at all meals. Menus will be posted in each classroom. Any child requiring a special diet due to health reasons/food allergies must let the Head of Food Service know immediately so that proper forms may be filled out in order to accommodate the child’s need. All medical food/milk substitutions will require a form to be filled out by a Doctor. Meals are not allowed to be brought from home. All children must have the *Income Eligibility Form* filled out and on file. This form is used to determine how the state reimburses the Early Childhood Center for meals. All forms are kept strictly confidential! NO outside food may be brought in unless there is a special reason, ie., a birthday. If you would like to bring a treat for a child’s birthday, please discuss it with your child’s teacher in advance. All items brought from home must be pre-packaged or made in a state licensed kitchen that undergoes regular health inspections. If your child brings food in with them in the morning, you will be asked to take it back with you as you leave for the day.

**Infant Diet/Meal Plans:**

It is a state licensing requirement that we have an individualized infant feeding form, for each infant enrolled in the program. This form must be updated every two months until the child turns a year old. This ensures that the individual infant’s nutritional needs are being met. The center will provide infant formula for children under 12 months of age, and baby food until the child transitions to table food. Whole milk will be served to children 12-24 months old. Expressed breast milk can be brought in and given to the child in a bottle. Nursing mothers are always welcome to come into the center to nurse your child. A quiet, private place will be provided for you.

**Infant Schedules:**

Each infant will be required to have a form on file indicating their daily schedule/routine. This is to ensure that the individual needs of each child is met, and to make the transition from home to child care as easy as possible for the infant, the parents, and the classroom teachers. All infants will be fed according to the schedule provided. If no feeding schedule is provided, the child will be fed on demand. Bottles will be heated using the hot water method. No bottles will be heated in the microwave. Children in the infant room will be rocked to sleep. Infants 12-months old and younger will have a crib for nap time. Children will transition to a cot after their first birthday. **Only staff of the Calhoun R-VIII Early Childhood Center, Head Start Personnel, and family members that are listed on the child’s enrollment forms are allowed in the infant room.**

**State License Compliance/Inspection Reports/Licensing Regulations:**

The Calhoun Early Childhood Center is licensed by the Missouri Department of Health and Senior Services. Families are encouraged to review the compliance/inspection reports and guidelines at any time. The center is reviewed twice per year by the Missouri State Licensing rep, as well as the Henry County Health inspector and the Missouri State Fire Marshall. All staff within the building are mandated reporters of child abuse/neglect. If there is a suspension of either child abuse/neglect the Missouri Department of Health and Senior Services will be contacted and an invested launched if they feel it to be necessary. Parents can access state licensing reports and handbook on the website [www.health.mo.gov](http://www.health.mo.gov) and clicking on the child care tab.

**Child Abuse/Neglect Policies and Procedures:**

If a classroom teacher(s) suspects child abuse/neglect the Program Director will be notified immediately. Depending upon the severity of the suspicion the following steps will be taken:

* Documentation of the abuse/neglect incident will be taken and placed in the child’s personal file in the office
* If the abuse/neglect poses an immediate threat to the child a report will be filed with DHSS through the online reporting system
* Program staff will work closely with DHSS, authorities, and family members to ensure the safety of the child’s well being

**Personal Files:**

A personal file will be kept on each child. This includes all enrollment forms, incident reports, permission slips, etc. These files are kept in the office of the center secretary. The files will be audited from time to time by the secretary, and you will be informed of anything that needs to be updated. Families have access to their child’s files at any time. If you need to review, update, or make any changes to the child’s enrollment forms, permission slips, etc., please let the center secretary know. All enrollment forms must be updated and signed yearly.

**Facebook/School Website**

For important information and updates, the Calhoun R-VIII Early Childhood Center has a Facebook page. Like us on Facebook at Calhoun Early Childhood Center to be kept up to date on school closings, important reminders, and to see pictures of projects that your kids are doing in their classrooms. You may also visit [www.calhoun.k12.mo.us](http://www.calhoun.k12.mo.us) to view important announcements and the District calendar. If you do not wish to have your child’s pictures published on these sites, please be sure to indicate that on the ***Picture Release Form*** found in your child’s enrollment packet

Calhoun R-VIII Early Childhood Center

Student Handbook Agreement Form

I have read and reviewed the contents of the Calhoun R-VIII Early Childhood Center handbook. I understand the policies and procedures listed in the handbook. I agree to comply to all of the guidelines as listed in the handbook.

Parent/Guardian name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Child#2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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