

CABOOL SECOND BAPTIST DAYCARE
PARENT HANDBOOK
2018-2019

INTRODUCTION

Our History

Cabool Second Baptist Daycare began in 2007 with 8 children and 5 staff. The mission was to provide a ministry to local families with young children. Over the course of a ten-year span, the daycare grew into a full-scale nonprofit, license exempt daycare facility with the capacity for 52 children and approximately 20 staff. Cabool Second Baptist Church has been instrumental in providing support and resources for the continued operation of the daycare.

Our Mission

The CSB Daycare is viewed as an extension of the church's community outreach ministry. We seek to provide a program of ministry and outreach to families enrolling children six (6) weeks of age up to a child's thirteenth (13th) birthday. Our program provides developmentally appropriate activities and guidance to help each child reach their greatest potential spiritually, mentally, physically, emotionally, and socially. We seek to provide a warm, safe, Christian environment that is supportive, caring, and professional.

Our Purpose

Philosophy: We believe...

We believe each child deserves a safe, warm, supportive, and welcoming environment where (s)he can participate in developmentally appropriate learning activities that enhance social, emotional, physical, spiritual, and cognitive development.

We believe each child should have opportunities to be exposed to, and engaged in, a variety of new and interesting experiences that are built around play and experimental learning.

We believe each child can strive toward growth and learning with the support of caring adults and therefore strive to connect with families through communication, outreach, and community engagement.

We believe that all individuals grow through connection with others and strive to expose families to the love, warmth, and caring community of the Church.

Non-Discrimination Policy

In accordance with Federal Law, this facility is prohibited from discriminating childcare services based on race, color, national origin, sex, disability, religion, age, sexual preference or other similar characteristics and circumstances. This includes, but is not limited to, admissions and educational services.

Our Goals

For Children

1. Spiritual Development
 - a. Develop an awareness of God and creation
 - b. Develop the ability to talk to and worship God through song and prayer

- c. Develop an awareness of God through character and Bible teachings
 - d. Develop an attitude that communicates that each person is “special, unique, and loved”
 - e. Develop an understanding of community worship through participation in daily chapel time
2. Cognitive Development
 - a. Develop problem-solving and critical thinking skills
 - b. Develop language and communication skills
 - c. Express ideas through creative skills and activities
 - d. Explore and discover the world around them
 3. Social Development
 - a. Develop increasing self-confidence in relationships
 - b. Learn to be a responsible member of a group
 - c. Learn and use effective language and communication skills
 - d. Develop and utilize empathy as a responsible member of a group
 4. Emotional Development
 - a. Develop increasing self-esteem and personal adjustment skills
 - b. Develop a sense of responsibility and persistence
 - c. Identify and express feelings as an individual and responsible member of a group
 - d. Identify and express empathy as an individual and a responsible member of a group
 - e. Learn and practice self-regulation activities and coping strategies
 5. Physical Development
 - a. Develop hand and body coordination
 - b. Learn and practice physical skills
 - c. Develop fine and gross motor skills
 - d. Learn and follow simple rules of safety
 - e. Learn and practice self-care and restoration activities

For Parents and Caregivers

Family involvement is encouraged at CSB Daycare. We want children to understand that we work with children, parents, and the community to become a global society. We hope children see us model care, compassion, love, and support of their growth and development while we serve together. We encourage parents to share any special hobbies, careers, or skills they have with the Director/Administrator so we can find ways to incorporate and encourage parent participation. Volunteers, including parent volunteers, are required to complete background screening, a physical, and TB testing prior to volunteer participation and are expected to follow center processes, policies, and guidelines at all times while at the center.

Some families celebrate birthdays as a very special event. Parent/guardian(s) may want to provide a special snack for a class as well as birthday napkins, cups, and plates. Please check with the Director/Administrator prior to planning for birthday snacks. Our center is a part of the Child and Adult Care Food Program (CACFP) and requests that any special snacks be sent to the center in time to be served after lunch. We also strive to maintain an environment that supports protecting children and staff with food allergies.

At times, there will be opportunities for parent/guardian(s), and family members to participate in activities in coordination with the center's learning themes and through outreach activities with the Director of Family Ministries. Parent/guardian(s) will be notified of these events in advance.

It is the expectation that parent/guardian(s) will:

1. communicate regularly with center staff regarding changes in child's schedule, behavior, habits, etc.
2. provide support and care for child(ren)
3. submit all required documentation when requested in a timely way
4. pay tuition timely to support a quality program and ensure staff-to-child ratios
5. engage with child(ren) in a way that promotes cooperation between home and the daycare center

For the Community

CSB Daycare encourages community partnerships and collaboration. As we work to teach children they are part of a global citizenship, it is important for the children in our program to see how the community works to support their growth and development. We encourage community involvement by maintaining active involvement in community activities, attending and participating in community forums and meetings, seeking feedback from community businesses and leaders, and inviting community businesses to partner with CSB Daycare as volunteers, supporters, and/or donors.

Volunteers

Volunteers are welcomed at CSB Daycare. Interested volunteers should contact the Director/Administrator to obtain information about volunteer opportunities. Volunteers are required to complete background screening, a physical and TB testing, and complete required trainings prior to volunteer participation. All volunteers are required to schedule visitation times through the Director once the volunteer experience has been approved and must document time in, time out, and classrooms assisting with each day of participation at the center.

Childcare License Exempt

CSB Daycare is a licensed exempt facility under the Department of Health and Social Services. This excludes the center from certain state guidelines and criteria already set forth:

1. The center operates with a *Notice of Parental Responsibility* (see Appendix).
2. The center has the option of setting staff-to-child ratios and have chosen to follow the guidelines found on the *Notice of Parental Responsibility*. These ratios are within state guidelines.
3. The center has the option to determine discipline and curriculum philosophies.

Additionally, there are state guidelines we follow to ensure the protection and safety of children:

1. All personnel employed by the center are mandated reporters. This means we must be careful observers of children each day and are required to report any suspicious or unusual physical or emotional difficulties with children. All staff must complete mandated reporter training.
2. Children enrolled at the center are subject to interview by the Child Care Licensing, Department of Children and Family Services, Special Investigations Licensing, and law enforcement for the purposes of investigating child maltreatment and/or for determining

compliance with licensing requirements. Should a situation occur, parent/guardian(s) will be informed by immediate written notice as required by minimum licensing requirements.

3. The center closes promptly at 6:00 p.m. Monday through Friday. If a parent/guardian cannot be located and a child has not been picked up by 6:30 p.m., the Director/Administrator must notify the police and call the Department of Health and Human Services who will then investigate the situation as abandonment. This is a state mandate and is not at the discretion of the daycare program.

Program Event Calendar

CSB Daycare operates on a school-based schedule with enrollment from August 1-July 31 yearly. The center is closed in observation of the following holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day. Holidays that fall on the weekend may result in closings the day before or day after the holiday. The holiday calendar will be provided yearly in August. A calendar of events will be provided on the daycare website and special events will be in the monthly newsletter.

Program Hours

The CSB Daycare hours of operation are from 6:00 a.m. until 6:00 p.m., Monday through Friday. The center operates like a school with a structured schedule and curriculum.

Inclement Weather

The center operates on a two (2) hour delayed opening process when there is inclement weather. If local school districts close due to weather conditions, the Director and the Board will determine feasibility for opening the center with a delayed start time of 8:00 a.m. This depends on the ability to get staff safely to the building and maintain required staff to child ratios. The Director/Administrator will notify parents via text through Remind, the daycare website, and/or recorded message of opening/closing procedures.

General Program Schedule *(Subject to change to meet child and center needs.)*

6:00-7:30	Early Arrival (in gym)
7:30-8:00	Regular Arrival (in classrooms)
8:00-8:15	Prepare for Breakfast (restroom, handwashing, prayer)
8:15-8:45	Breakfast
8:45-9:00	Breakfast Clean Up (cleaning up, washing, restroom)
9:00-9:30	Chapel for Ones and Twos OR and Music/Movement Outdoor Play for PreK
9:30-10:00	Chapel for PreK OR and Music/Movement Outdoor Play for Ones and Twos
10:00-11:00	Lesson Time
11:00-11:15	Transition Time (EC Arrives at Center)
11:15-11:30	Prepare for Lunch (restroom, handwashing, prayer)
11:30-12:00	Lunch
12:00-12:15	Lunch Clean Up (cleaning up, washing, restroom)
12:15-12:30	Stretching and Calm Down
12:30-2:30	Story time and Nap
2:30-2:45	Bathroom

2:45-3:00	Song and Dance
3:00-3:15	Transition Time (School Kids Arrive)
3:00-3:15	Prepare for Snack (restroom, handwashing, prayer)
3:15-3:30	Snack
	3:30-4:30 <i>School Age Homework OR Reading Time (4:00-4:30 School Age Chapel)</i> <i>PreK in classroom for Lesson Time</i>
	3:30-4:00 <i>1 and 2s in gym for whole group games/gross motor activities</i>
	4:00-4:30 <i>1 and 2s outside for Free Play</i>
4:30-5:00	PreK/School Age Alternate Gym/Outside (inclement weather: movie room or class) School Age in Gym for Whole Group Games OR Outside for Free Play PreK Outside for Free Play or in Gym for Gross Motor/Whole Group Games 1s and 2s in Playroom OR Classroom
5:00-6:00	All in Gym for Parent Pick Up

Enrollment

Parents interested in enrolling a child in CSB Daycare should call or email the center using the contact information found in this handbook, stop by the center, or complete an enrollment request online on the CSB Daycare website. A tour of the facility will be scheduled by the Director and any questions will be addressed to assess fit prior to enrollment. Scheduled tours will be permitted only when the Director is present to assure compliance with child safety and security measures. When openings are not available for placement, the Director will provide information for parents to access the online waiting list form. Child(ren) may be added to the waiting list for a six (6) month period and then parents will be contacted to determine if a continued need exists. The waiting list will be organized by classroom/age group. Positions will be filled as openings are available in each classroom and parents will be contacted in order of placement on the waiting list.

If it is determined that an opening is available for care, and parents and the Director agree that the center is a good fit for the needs, an enrollment packet will be provided for the parent. If assistance is needed in completing the enrollment packet, the Director (or other authorized individual) will assist the parent in completing enrollment paperwork.

Before a child may be accepted for admission, the following forms are required:

1. *Childcare Enrollment Form for License-Exempt Facilities (MO 580-2124)*
2. *Childcare Enrollment Form for Child Care Centers (CACFP-229)*
3. *Income Eligibility Form for Child Care Centers*
4. *Current Immunization Record*
5. *Child Medical Examination Report*
6. *Consent for Emergency Care*
7. *Notice of Parental Responsibilities*
8. *Infant Safe Sleep Policy*
9. *Guidelines for Absences Related to Illness*
10. *Photo/Video Release Form*
11. *Transportation Agreement*

Arrival and Departure

The entrance to the daycare is at the back of the building. Parent/guardians should park in designated parking spaces around the perimeter of the building. Parent/guardians should avoid parking in the red zone as this creates a safety hazard.

A parent/guardian or other authorized individual must sign children in and out each day using the electronic system and children must be escorted to center staff by a parent or other responsible adult at time of arrive. For safety reasons, children should never be left unattended. Children will only be released with persons on the authorized pick-up list for a child. Anyone who is authorized to pick up a child must have a driver's license that is photocopied by program staff prior to child(ren)'s release. Parent/guardian(s) should notify the Director/Administrator of any changes in persons authorized to pick up child(ren). Because we are legally responsible for the safety and well-being of children in our care until they leave the center for the day, we will contact appropriate authorities if an individual picking up a child appears to be intoxicated or otherwise impaired.

Tuition and Fees

Tuition

There is a \$25 non-refundable registration fee for each child that covers the cost of start-up supplies. Additionally, for parents/caregivers with children who are not toilet trained, wipes and diapers should be supplied by the family regularly. An additional fee will be added to invoices in situations where wipes and/or diapers are not provided in a timely way after notification by the classroom staff.

The center operates on a one week, pre-pay system. Tuition is due before your child may attend and is to be paid weekly in advance. Tuition is due even if your child does not attend with the exception of one *Grace Week* per year. The *Grace Week* will allow for tuition forgiveness for one week for family vacation, holiday, etc. Families must notify the Director in advance of the week they are claiming as the *Grace Week* and the Director is responsible for maintaining records.

Tuition is tracked by attendance in ProCare and is invoiced weekly. If a parent/guardian falls behind on tuition, the Director will notify the parent/guardian of the terms of tuition. Outstanding invoices of more than two weeks will result in dismissal from the program. Tuition payments received later than noon on Monday will be assessed a late fee of \$10. Deductions from tuition will only be made for forced closings due to inclement weather, center observed holidays, and/or center-wide illness; otherwise, tuition is charged and billed using weekly rates. Checks should be made payable to Cabool Second Baptist Daycare. Checks returned for insufficient funds or closed accounts will be charged a \$25 fee.

Child Care Assistance

We currently accept children with DSS subsidy for childcare payments. If you receive subsidized children, the subsidy amount and the parent pay portion together must equal the total amount of tuition that is charged. This may be above the parent co-pay amount determined by DSS. If the center is notified of a change in your child's subsidy status, invoices will be changed to reflect this and the parent is responsible for the charges. This includes children who no longer qualify for DSS childcare subsidy.

Late Pick Up Policy

The center closes promptly at 6:00 p.m. daily. A \$25 late fee per child will be assessed for the first 15 minutes past 6:00 p.m. with additional charge accumulating as follows:

6:01-6:15 p.m. \$25 per child

6:16-6:30 p.m. an additional \$15 per child (minimum of \$40 per child)

6:31 p.m. After thirty (30) minutes failure to pick up a child is classified as abandonment

and the appropriate authorities will be notified. Attempts will first be made to contact emergency persons listed on the child's pick up list. If emergency contacts cannot be reached, the Director or other staff member in charge may contact the Cabool Police Department and release the child to appropriate authorities. If an emergency arises resulting in late pick up, the Director must be notified immediately. When continued tardiness in child pick up occurs, it may result in dismissal of the child(ren) from the program. Late fees must be paid before the child can return. If the child is picked up late more than three times, the child may be dropped from the program permanently.

In the event of school closings or other events that impact school-age children in care, special invoicing will be done to collect the overage fees reflected in full day care for school-age children.

Summer tuition is based on category. Families must declare their summer status prior two weeks prior to the last day of school based on the local public school calendar. Categories must remain the same for the duration of summer with the exception of school-age children who attend summer school during weeks that summer school is in session and then change to part time or full time summer for the remainder of the summer session. Parents will be asked to complete a summer calendar of attendance prior to the last full week of the local public school year. Summer categories are as follows.

- Summer Full Time: Care available from 6 a.m.-6 p.m., Monday through Friday, full tuition rates apply
- Summer After School Care: Care available from 3 p.m.-6 p.m., Monday through Friday, after school rates apply
- Summer Part Time Care/Fall Hold: Care available from 6 a.m.-6 p.m. two pre-scheduled days per week, ½ regular tuition rate applies (a summer calendar of days must be provided to the center in advance)
- Summer Part Time After School Care/Fall Hold: Care available from 3 p.m.-6 p.m. on two pre-scheduled days per week, ½ regular after school tuition rate applies (a summer calendar of days must be provided to the center in advance)

Attendance

CSB Daycare encourages regular attendance for all children so they may fully benefit from the program. Please notify the Director if your child(ren) will be absent and provide advance notification of any long-term absences, vacations or changes in child-care scheduling and/or needs. A place has been reserved for each child in the center and re-occurring absences may prevent a child from attending. Attendance is tracked in the electronic ProCare system as children are checked in and out by parents daily and is verified by the Director. This assists the center in keeping our staff to child ratios within required guidelines each day and helps keep costs as low as possible.

Food Services

Meals and Snacks

CSB Daycare participates in the CACFP Food Program. Breakfast, lunch, and one (1) snack will be provided daily for full-time attendees. The Missouri Department of Health and Senior Services (MDHSS) has nutritional guidelines that are met in this center. Additionally, per US Department of Agriculture regulations, milk is served. The CACFP Food Program Guidelines can be found in the *Appendix*. We ask that parent/guardian(s) do not send candy, gum, food, or soft drinks to the center. We respect that parents may wish to send snacks or treats for birthdays and ask that parents wishing to do so provide snacks to be consumed during the lunch hour after lunch service.

If your child has food related allergies, please notify the Director/Administrator immediately. Food substitutions are only permitted with the CACFP when a food allergy substitution list is completed by the child's healthcare provider.

Good eating habits and positive attitudes towards food should be established at an early age. CSB Daycare provides breakfast, lunch, and an afternoon snack each day. The center also participates in the U.S. Department of Agriculture Child and Adult Food Program (CACFP) which provides daily nutritional standards that meet federal recommendations. All parent/guardians are required to fill out program eligibility forms in order for the center to maintain compliance. These forms are completed/updated on a yearly basis and the daycare has elected to collect that information during enrollment processes each year in July. Each family will be asked to update enrollment information and complete and Income Eligibility Form (IEF) once a year in July. Regardless of income, all children are eligible for participation in CACFP and the center can claim all children who have an IEF on file. Infant Feeding Plans (IFP) must be on file for every infant and updated as caregivers and staff begin introducing new foods. Children with food allergies must have a Food Substitution form on file. We are required to serve all children milk (with the exception of infants) unless we have a medical statement from a physician stating that a child has an allergy or intolerance to milk. In those instances, a Food Substitution form should be submitted.

We understand that some children have dietary needs or family preferences. However, due to regulations, we cannot allow children to bring in cups filled with beverages in the morning or food that is not contained. If your child comes in with a cup, please have him/her finish the beverage and take the cup with you. Sippy cups are provided in the infant rooms. For infants who are still bottle fed and eating prepared baby food, parents should pack an ample supply of filled bottles and prepared baby food unless they are opting to use the formula and baby food provided by the center.

Children are permitted to bring their own meals in a sealed lunch box or bag. All food must be contained in a lunch box and children and staff who bring their own meals will be seated at an alternative table due to food allergies. If your child has or develops a food allergy, please notify the Director.

Infant Feeding

Infant Feeding Plans (IFP)

Parent/guardians are required to fill out an Infant Feeding Plan (IFP) for all children under 12 months of age. Each infant's feeding schedule should be updated as needed and should reflect changes in the child's needs as (s)he develops and as parent/guardians introduce new foods.

Breastfeeding

CSB Daycare is committed to providing ongoing support to breastfeeding mothers including providing an opportunity.

General Infant Feeding

Infant formula, food, and bottles should be labeled with the child's name and date. Previously frozen breast milk should also be labeled with the thaw date if previously frozen. Baby food will be provided at age appropriate times by the feeding schedule outlined by the center.

HEALTH AND SAFETY POLICIES

Immunizations

Immunization records are kept on all children and are submitted to the state each year. Records must be kept current. All parents must provide documentation upon enrollment and each time additional immunizations are obtained. All families must submit a completed medical form for the child before enrolling in the center which includes a physical examination by a medical professional. Failure to keep immunizations up to date will result in drop from enrollment after notification. Families claiming exemption from immunizations must complete a *Medical Exemption* or a *Parent/Guardian Exemption* form (see *Appendix*).

Absence, Illness, and Exclusion

CSB Daycare is a place for well children. It is understood that children get sick and that sick children can result in inconvenience and stress for parents to take time off from work. However, it is the intent of CSB Daycare to maintain a healthy environment for all children and staff and when sick children attend, it increases the risk of infecting other children and/or staff.

Should a child exhibit symptoms that may indicate a contagious illness or condition (s)he should not attend the center. Symptoms include, but are not limited to: diarrhea, vomiting, discolored nasal discharge, an unidentified rash, chronic "hacking" cough, fever of 100 F or higher, conjunctivitis, scabies, chicken pox, strep throat, roseola, ringworm, head lice, Fifth Disease, Coxsackie Virus (hand, foot, and mouth). A child exhibiting potentially contagious symptoms may return to the center after being symptom free and fever free without the administration of a fever reducing medication for a full 24 hours from the time of the last occurrence (48 hours after beginning antibiotics and being fever/symptom free with strep throat), having received appropriate treatment, and/or having written medical clearance from a physician stating the child is no longer contagious. All children attending must be well enough to participate in all activities, including going outside for daily play activities when weather permits.

Should a child develop symptoms while in our care, the Director will evaluate the child. If symptoms are not severe, the primary contact will be notified of the concern and the child will be isolated and monitored until pick up. If condition(s) worsen or presents an immediate risk of infection to staff and other children, the child will be isolated and the primary contact will be notified to make arrangements for pick up within one hour of the received phone call. Although CSB Daycare strives for consistency, illness must be addressed on a case-by-case basis taking many factors into consideration.

If a child has been diagnosed with a communicable disease, parents should notify the office immediately so other parents can be notified of their child(ren)'s potential exposure to the illness.

After a child has been ill, it is important to adhere to the following guidelines when determining whether a child is ready to return to the center:

1. Mood, appetite, behavior, and activity return to normal
2. Fever free (without medication) for at least 24 hours
3. Antibiotics (if prescribed) should be in use for a full 24 hours or a full 48 hours in the case of strep throat
4. Vomiting or diarrhea have cleared for 24 hours
5. Frequent coughing and/or excessive nasal discharge has resolved
6. Pain (earache, cramps, headache, etc.) has resolved
7. Able to go outdoors

Teething symptoms may include loose stool or low-grade fever. However, if a temperature reaches 100 degrees, a child is vomiting, or has two (2) loose stools, the center requires the child go home following the standards set by the Department of Health and Senior Services.

Medications

CSB Daycare does not assume liability for dispensing of medication. The daycare center reserves the right to refuse to administer medications to a child at any time. CSB Daycare will not administer medication to children, with the only exception being emergency medications for non-contagious existing conditions such as asthma, allergy, etc. Any child ill enough to require medication should remain at home under the care of parental supervision or a parent/guardian should arrange a dosage schedule with a medical professional that allows medication to be administered before and after daycare hours. It is imperative that medications never be left in a child's bag or placed in a cup, bottle, or other container that is brought to the center. This presents a serious health risk to the other children and places the center at risk for non-compliance with state regulations.

Should a child require emergency medication such as Benadryl (administered for an allergic reaction), asthma medication (inhaler, nebulizer, etc.) or Epinephrine (EpiPen), the center needs a completed medication administration package signed by the child's parent/guardian and the child's physician detailing the physical symptoms, medication dosage, and administration instructions. Emergency medications will be stored out of reach of children and will be administered by staff members as instructed. Any time emergency medication is administered, parent/guardian will be notified and a medication log will be completed and kept in the child's file. The log should be signed by staff, Director/Administrator, and the parent/guardian of the child.

Parent/guardians may give standing authorization for up to twelve (12) months to apply over-the-counter (OTC) topical ointments, topical teething ointment or gel, insect repellents, lotions and creams (such as sunscreen and diapering creams) to a child when needed. The authorization must be in writing and must contain the child's name, the names of the authorized medications, and the criteria for administration as well as the manner in which the ointments, repellents, lotions, and creams should be applied, signature of the parent/guardian, date authorization was signed, and the length of time the

authorization is valid, if less than twelve (12) months. A general OTC permission form can be found in the *Appendix*. Medication administration is recorded on the *Medication Administration* form (BCC-11).

Accidents and Injuries

The staff of CSB Daycare understands the amount of trust that a parent/guardian extends when placing a child in our care. While we feel very comfortable dealing with what we consider to be “minor” injuries, we understand that for parent/guardians there is a wide array of what one considers minor. The Director will contact parent/guardians immediately for all accidents and injuries that are not deemed minor.

As a parent/guardian, you have the right and the ultimate responsibility to decide what action you want taken when your child is injured to ensure proper care. Ultimately, contacting parent/guardians for accidents and injuries is in the best interest of all children. It prepares parent/guardians, before arrival, of what to expect and how to continue care.

When minor injuries occur due to accidents, the staff will provide appropriate first aid, notify parent/guardians by phone if necessary, and complete an *Accident Report* (see *Appendix*). All *Accident Reports* must be signed by the witnessing staff, parent/guardian, and center Director/Administrator. A copy must be filed in the child’s file and a copy must be provided to the parent/guardian. If a serious accident occurs and the child clearly needs immediate medical care, the Director/Administrator will call EMS (911) and the primary contact will be notified.

Emergency Contacts and Information

Parent/guardians are responsible for keeping all emergency contact information including phone numbers, addresses, and email addresses up-to-date so that the process of notifying a parent/guardian can be accomplished without delay. Please notify the center if there are any changes in emergency contacts.

Mandated Reporting of Suspicion of Child Abuse/Neglect

Child care providers are in the care and control of children. We are mandated reporters of child abuse and neglect. All employees will be required to complete a mandated reporter training prior to May 1, 2018. The training can be accessed at www.protectmokids.com. Training certificates for employees will be on file no later than May 1, 2018. Any suspicion of child abuse and/or neglect must be immediately reported. Any staff member who has suspicion of abuse and/or neglect should notify the Director that they must file a report. The Director is responsible for immediately obtaining coverage of the staff’s roles and responsibilities for reporting purposes. The staff member will complete a Mandated Reporter Form and notify the appropriate authorities. Following the hotline, the staff member will debrief with the Director. Any disclosures by any child are to be immediately reported to the Missouri Child Abuse and Neglect hotline. This center operates on an individual reporting requirement and each and every staff member suspecting and/or having a child disclose abuse and/or neglect is required to report to the appropriate authorities.

Emergency Drills

CSB Daycare conducts and participates in safety drills regularly. Fire, storm, and intruder drills are part of classroom safety and are introduced to the children regularly at the beginning of each month. These

initial introductions will include discussion, demonstration, and practice about safety precautions during emergencies. Records of drills are kept on file and are required to be conducted every three months. In the event of an actual emergency, emergency personnel would be notified and parent/guardian(s) would be notified as soon as the children, staff, and center are secured.

Field Trips and Transportation

Children attending CSB Daycare may be transported only when a *Transportation Agreement* (see *Appendix*) is on file. Employees of CSB Daycare who transport children must have a Class E or above driver's license. Any trips off the center property require expressed written consent of parents.

Clothing and Bedding

Children should be brought to the center in comfortable, washable, play clothes and shoes that will enable them to play on the outdoor playground daily as weather permits. Good sturdy footwear, that properly fits, enables children to run and play without fear of tripping and falling and helps prevent injury. An extra change of clothing that is appropriate for the season will need to be left at the center in a bag provided in the event of an accident. Parent/guardian(s) are asked to provide a small blanket for nap time. These items will be sent home at the end of the week to be laundered and in the event of any accidents. Please check your child's bag daily to switch out clothing and security items as needed. Please do not send stuffed animals or other comfort items from home. These items hold allergens and often increase the spread of germs.

Playground and Gym Time

Children need exercise and enjoy unstructured play time every day. Each age group has scheduled outdoor play time when weather permits and indoor play time during inclement weather. Unless your child has an injury or weather related illness and a doctor's note for such illness (such as asthma in hot weather), (s)he will join the rest of the class in outside or gym play. If your child is not well enough to go outside, (s)he should not come to the center.

OTHER IMPORTANT INFORMATION

Curriculum and Chapel Time

CSB Daycare implements the comprehensive curriculum, *ABC Jesus Loves Me*. The curriculum provides learning opportunities and activities that support social, emotional, physical, spiritual, and cognitive development of children through an intentional 36-week plan. Daycare staff uses the curriculum to provide daily meaningful, intentional, developmentally appropriate activities. In addition to the regular curriculum, all children participate in regularly scheduled chapel time provided by the Cabool Second Baptist Church Director of Family Ministries.

Toilet Training

CSB Daycare offers "group care." In the infant and young toddler classes, toilet training is the focus (approximately every thirty (30) minutes). As a partnership, the staff and family will coordinate together to decide when it is developmentally appropriate to toilet train the child. When a mutual decision has been made to start, the family is asked to participate in the training to work towards success. Parent/guardian(s) will need to supply an ample supply of clothes and needed items for toilet training toddlers. Generally, a child will begin expressing interest naturally and the center staff will discuss any

observations with parents. Parents are encouraged to notify staff of changes in toileting habits of the child.

Photo/Video Policy

CSB Daycare encourages social interaction, secure relationships, and engaging in community. At times staff will be taking photographs to document participation in curricular and program activities and events. All children are subject to photographing and videoing due to the group nature of our center. A Photo/Video Consent form (see *Appendix*) is provided each year and parents who wish to have their child(ren) exempt from photo and/or video must provide written documentation to opt-out by August 1 of each year, otherwise the center considers lack of contact as consent that your child(ren) may be photographed and videoed. It is the responsibility of each parent to notify the center of exemptions and the responsibility of the center staff to ensure that no photos and/or videos of children who are exempt are displayed in the center, in parent/guardian or community publications, or on web or social media. Parents will be provided with access information for accessing photos in the online photo drive.

Cell Phones and Electronic Devices

Cellular devices and electronics (iPads, E-Readers, etc.) have become a mainstay in our society. While they may serve as a form of communication, they should not take the place of the face-to-face interaction and engagement. In effort to provide opportunities for social/emotional interaction and active engagement while reducing liability and damage to devices, CSB Daycare does not assume responsibility for personal devices and personal devices may not be charged at the center. Additionally, personal devices should be stored away in the child's backpack and only used during designated times under the supervision of a CSB employee and devices will be confiscated when these rules are not followed and parents will be notified. Parents will be responsible for picking up confiscated devices.

DISCIPLINARY PROCEDURES

Disciplinary Interventions

At CSB Daycare we believe in creating an environment where children learn to interact as respectful and empathic members of a larger group. As the staff works with children to complete program goals and objectives, it is expected that staff will model character and behavior that encourages self-control, problem-solving, critical thinking, and communication skills, which includes conflict resolution. At times, disciplinary action may be needed when modeling appropriate behavior(s) and redirecting less-than-desirable behavior(s) does not seem effective. For disciplinary measures to be effective, they must be consistent. Adults in care/control of children need to say what they mean and mean what they say. The guidelines must be consistent (the same every day for every child). Positive behavior contributes to a safe, positive learning environment for everyone. The following methods are used at CSB Daycare:

Children Under Age 3:

1. Ignore: Ignoring minor behavior issues helps children to learn problem solving in small situations between peers. The staff observes the situation, moves closer to listen/observe, and is ready to intervene with distraction, redirection or more if the situation merits intervention. This has also been termed, "Mother Listening."
2. Distract: changing the subject content or activity to a more appropriate subject or activity.
3. Redirect: redirecting choices of undesirable behavior(s) and prompting the child(ren) to problem-solve for more acceptable behavior(s).

4. ACT Limit Setting: Staff acknowledges the child's wishes, wants, needs; communicates limit of behavior(s), and targets a specific alternative.
5. Model: Staff models targeted alternative and invites child to join.
6. Independent play: If a child is having difficulty playing in a group (i.e. sharing, taking turns, etc.) staff protects the interest of peers by providing space for the child to regulate/regroup in an area where the child can play alone and still be under direct supervision. The child then returns to the group. Independent play can be helpful with toddlers that have a history of hurting others (biting, hitting, pinching, etc.) when staff attention is divided between tasks (such as diaper changing times).
7. Time out: time out is only used with children two (2) years old and older. Staff separates the child from peers to a designated time out area. The child can return to play with peers when the assigned time out is over. This is not a play time but a time of refocus and should not exceed more than one minute for each year of life (i.e. three (3) minutes for a three-year-old). Before the child returns to the group, the staff will talk with the child to revisit the reason the child was in time out and discuss different types of choices for similar situations that may occur in the future.
8. Note to parents (Behavior Report): Most behavior choices fall in the range of normal developmental behavior. Although not all behaviors are acceptable, choices can be managed by the above steps. If a pattern of behavior(s) persists or the behavior choice is out of the normal bounds of tolerable choices within the peer group age, a note will be sent home and resources may be recommended.
9. Other: A combination of interventions may be used for behaviors that are verbally aggressive, attempts at physical aggression, and physical aggression. Bullying or injuring others is not permissible for any age. In addition to the pain of physical or emotional injury, aggressive behaviors diminish feelings of safety/security in the center. Aggression can be addressed using time out, independent play, notes to parents, etc. Patterns of aggressive behavior or serious aggressive behavior(s) will be addressed with the Director/Administrator immediately by the supervising staff. Parent/guardian(s) will be notified about the behavior and/or patterns and a conference may be requested.
10. Phone calls to parent/guardian(s): If a child's behavior results in a risk to safety of an individual or group, or is an on-going pattern of behavior, or is seriously out of the limits of normal development, a child may be immediately taken to the Director/Administrator for a conference. During this conference time, the Director/Administrator will work with the child using developmentally appropriate practices to educate, redirect, and reorient the child. A note will be made in the child's file and parent/guardian contact will be made (verbal and written).
11. Suspension and/or Dismissal: In extreme cases of ongoing aggressive behavior, a suspension could be enforced for the safety of children at the center. If a suspension is merited, parent/guardian contact will be made, a written notification will be signed by the parent/guardian and Director/Administrator. In the case of a suspension, a contract notice will be completed that outlines the length of time of the suspension, conditions of re-entry, and re-entry plan. Upon return, the child will be monitored and subsequent issues may be grounds for dismissal. In the case of dismissal, parent/guardian(s) will be provided with termination paperwork. Copies of all documentation will be kept in the child's file and will be provided to parent/guardian upon request.

Children Ages 3+ Years Old:

1. Redirect: redirecting choices of undesirable behavior(s) and prompting the child(ren) to problem-solve for more acceptable behavior(s).
2. ACT Limit Setting: Staff acknowledges the child's wishes, wants, needs; communicates limit of behavior(s), and targets a specific alternative.
3. Model: Staff models targeted alternative and invites child to join.
4. Discuss Rules: Staff obtains eye contact with the child on the child's level. Staff states the rule, "People are not for kicking. It hurts." Then staff asks the child to repeat the rule by asking, "What did I say?" The child is encouraged to repeat the rule to internalize the meaning. Staff then asks, "Do you understand why you cannot kick other children?"
5. Time out: time out is only used with children two (2) years old and older. Staff separates the child from peers to a designated time out area. The child can return to play with peers with the assigned time out is over. This is not a play time but a time of refocus and should not exceed more than one minute for each year of life (i.e. three (3) minutes for a three-year-old). Before the child returns to the group, the staff will talk with the child to revisit the reason the child was in time out and discuss different types of choices for similar situations that may occur in the future.
6. Note to parents/Behavior Report: Most behavior choices fall in the range of normal developmental behavior. Although not all behaviors are acceptable, choices can be managed by the above steps. If a pattern of behavior(s) persists or the behavior choice is out of the normal bounds of tolerable choices within the peer group age, a note will be sent home and resources may be recommended.
7. Phone calls to parent/guardian(s): If the above methods are unsuccessful and inappropriate behavior(s) continue, a parent/guardian may be contacted for a conference to discuss the behavior and set consistent rules to be encouraged at home. The possible causes of inappropriate behavior(s) will be explored (such as changes in environment, problems with school or siblings, loss of a loved one or pet, etc.). Common expectations should be discussed and expectations set.

If a child's behavior results in a risk to safety of an individual or group, or is an on-going pattern of negative behavior that is not effected by redirection, or is seriously out of the limits of normal development, a child may be immediately taken to the Director for a conference. During this conference time, the Director will work with the child using developmentally appropriate practices to educate, redirect, and reorient the child. A note will be made in the child's file and parent/guardian contact will be made (verbal and written). A conference may be scheduled to discuss the behavior and set consistent rules to be encouraged at home. The possible causes of inappropriate behavior(s) will be explored (such as changes in environment, problems with school or siblings, loss of a loved one or pet, etc.). Common expectations should be discussed and expectations set.

8. Other: A combination of interventions may be used for behaviors that are verbally aggressive, attempts at physical aggression, and physical aggression. Bullying or injuring others is not permissible for any age. In addition to the pain of physical or emotional injury, aggressive behaviors diminish feelings of safety/security in the center. Aggression can be addressed by the use of time out, independent play, notes to parents, etc. Patterns of

- aggressive behavior or serious aggressive behavior(s) will be addressed with the Director/Administrator immediately by the supervising staff. Parent/guardian(s) will be notified about the behavior and/or patterns and a conference may be requested to discuss the behavior and set consistent rules to be encouraged at home. The possible causes of inappropriate behavior(s) will be explored (such as changes in environment, problems with school or siblings, loss of a loved one or pet, etc.). Common expectations should be discussed and expectations set.
9. Suspension and/or Dismissal: In extreme cases of ongoing aggressive behavior, a suspension could be enforced for the safety of children at the center. If a suspension is merited, parent/guardian contact will be made, a written notification will be signed by the parent/guardian and Director/Administrator. In the case of a suspension, a contract notice will be completed that outlines the length of time of the suspension, conditions of re-entry, and re-entry plan. Upon return, the child will be monitored and subsequent issues may be grounds for dismissal. In the case of dismissal, parent/guardian(s) will be provided with termination paperwork. Copies of all documentation will be kept in the child's file and will be provided to parent/guardian upon request.

Biting Policy

Children biting other children is one of the most common, and most difficult behaviors in group child care centers. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and caregivers involved.

For many toddlers, the biting stage is a developmental stage that will pass with time. Some toddlers may try it out to attempt get what they want from another toddler and may discover that by biting they can get another child to give up an object. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, underdeveloped language skills, stress or changes in environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting may evoke strong feelings from all who are involved. Biters are in the process of learning socially acceptable ways to get needs met and usually learn other ways to get objects or express difficult feelings. At CSB Daycare, we follow the following guidelines regarding biting:

For the Biter:

1. The biter is immediately removed and the staff uses a neutral tone to verbalize the ACT limit-setting method, "I know you are _____, but biting is not okay. You can _____ instead." OR "I know you wanted _____, but biting is not okay. You can _____ instead." The staff will avoid any immediate response that reinforces biting or calls attention to the biter in the peer group. The caring attention is then focused on the victim.
2. The biter is not allowed to return to play and staff works with the child to reinforce the limits, "I know you wanted the truck, but people aren't for biting." The child and caregiver can connect and discuss when the child is redirected to other play.
3. A *Behavior Report* (see *Appendix*) is completed by staff, signed by parent/guardian(s), and Director/Administrator and filed in child's file.

For the Victim:

1. Staff separates the biter from the victim.

2. Staff comforts the child using empathic reflection (e.g. "I know that hurt.")
3. Staff comforts the child while administering first aid.
4. Staff completes an *Accident Report* (see *Appendix*) that is signed by staff, parent/guardian(s), and Director/Administrator and filed in child's file.

If Biting Continues:

1. Staff will meet with Director/Administrator on a routine basis for advisement, support, and strategy planning.
2. *Behavior and Accident Reports* (see *Appendix*) will be kept for every occurrence.
3. All parents will be notified that there is a problem and that the procedures will be followed.
4. Children who display a tendency to bite will be shadowed to:
 - a. attempt to prevent biting situations before they occur
 - b. teach non-biting responses to situations and reinforce appropriate replacement behaviors
 - c. make accommodations and/or modifications to better fit the child's needs
5. Children who tend to get bitten frequently will be shadowed to:
 - a. attempt to prevent biting situations before they occur
 - b. teach responses to potential biting situations
6. A conference will be held with the parent/guardian(s) of the biting child to develop a written plan of action.
7. The Director/Administrator will schedule follow-up meetings or telephone conferences as needed.
8. A consideration will be made for early transition of a child who has repeated biting behavior patterns to a new environment, if deemed developmentally appropriate.
9. Prepare the parent/guardian(s) of the biting child for the possibility that the child may have to be removed from the center. Written warning will be given prior to dismissal.

Withdrawal of a Child

Parent/guardian(s) should notify the Director with a written notice if planning to remove a child from the program. Due to the demand for child care, it is encouraged that parents notify the center a minimum of two-weeks in advance when planning to remove a child from the center.

Dismissal of a Child

CSB Daycare reserves the right to dismiss any child from enrollment for violation of the center's policies including, but not limited to:

- Child immunization and medical records are not current
- Tuition fees are more than two invoices behind
- Child is habitually picked up late (after 6:00 p.m.)
- Child's behavior/presence jeopardizes the safety or welfare of other children or staff
- Administration and center staff determine we are unable to appropriately meet the child's needs

Policy Changes and Revisions

CSB Daycare reserves the right to update, revise, and/or change policies as needed to support the center's goals, objectives and outcomes. Parent/caregivers will be notified of any changes and revisions and an updated handbook will be provided yearly during the enrollment period.

