

Cabool Second Baptist Daycare

Family Handbook

August 2019-July 2020 Edition



All information contained in this handbook is subject to change at the discretion of Cabool Second Baptist Daycare's Board of Directors.

TABLE OF CONTENTS

Welcome	
Contact Information	
Calendar	
History	
Mission and Goals	6
Philosophy	7
Program Standards and Objectives	8
Licensing Regulations	8
General Information	
Behavior Management/Disciplinary Procedures	9
Choice Time	10
Conferences	10
Curriculum	10
Group Time	10
Home and Center Communication	11
Inclusion	11
Outside Play	12
Social Media	12
Health and Hygiene	
Accidents and Injuries	12
Diapering/Bodily Fluids	12
Disinfecting	13
Early Intervention/Developmental Screening	13
Embedded Object/Foreign Body	14
Emergencies	14
Illness	14
Immunizations	15
Medication	16
Physical Examination	17
Immunizations	
Nutrition and Physical Activity	
Birthdays and Celebrations	17
Child and Adult Care Food Program (CACFP)	17
Food Allergies	18
Infant Feeding Plans	18
Meals	19
Physical Activity	19

Family and Volunteer Involvement	
Family Advisory Board	19
Parent/Guardian Meetings and Special Events	20
Parent/Guardian Participation	20
Volunteers	20
Program Procedures	
Arrival and Departure	20
Attendance	21
Cancellations/Inclement Weather	21
Child Abuse and Neglect	22
Clothing Considerations	22
Confidentiality	23
Clocking Children In/Out, Emergency Contacts and Approved Pick Up List	23
Emergency Drills and Preparedness	24
Enrollment/Orientation	24
Late Pick Up Policies	25
Personal Items	25
Photography/Video	25
Policy Changes and Revisions	25
Rest Time	25
Safety Policies	26
Screen Time	26
Smoking and Drug Policy	26
Toileting and Bodily Care	27
Transportation	27
Tuition	27
Waiting List	29
Withdrawal/Dismissal	29
Community Resources	30
Appendix	
Behavior Management Procedures and Interventions	32
Biting Policy	35
Enrollment Forms	attached
Handbook Statement	37

CABOOL SECOND BAPTIST DAYCARE

Welcome to Cabool Second Baptist Daycare (CSBD). We look forward to working with you to provide care for your child. This handbook outlines our program policies and important information that will help you become familiar with our center and program. It is important that you thoroughly read all parts of this handbook. If you have questions or concerns about anything, please feel free to discuss them with the center director. We look forward to working with your child and your family.

CONTACT INFORMATION

Cabool Second Baptist Daycare

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Cabool, MO 65689

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Website: www.csbcdaycare.com

CENTER HOURS

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

BOARD OF DIRECTORS

Adam Howe, Chair

Casey Dixon, Secretary

Paula Walls, Voting Member

Jennifer Smotherman, Voting Member

Kristi Stillwell, Voting Member

Floyd Hutson, Pastor/Member Ex-Officio

CABOOL SECOND BAPTIST DAYCARE | 2019-2020 CALENDAR

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Transition Day
15 Cabool Schools in Session
26 Curriculum Begins

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

14 Valentine's Day
17 Presidents' Day

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Center Closed: Labor Day
4 CSBC Ignite Wednesdays begin

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

31 Halloween

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Center Closed: Good Friday
12 Easter Sunday

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Veterans Day
28 Center Closed Thanksgiving
29 Center Closed

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day
25 Center Closed: Memorial Day

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24 Center Closed: Christmas Eve
25 Center Closed: Christmas

JUNE '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 Father's Day

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

01 Center Closed: New Year's Day
20 M.L. King Day

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Center Closed: Independence Day Observed
4 Independence Day

HISTORY

Cabool Second Baptist Daycare began in 2007 with 8 children and 5 full-time staff with the intentions of providing 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 childcare center with the capacity of over 50 children and over a dozen paid staff. Cabool Second Baptist Church has been instrumental in providing support and resources for the continued operation of the daycare.

OUR MISSION

CSB Daycare is viewed as an extension of the church's community outreach ministry. We seek to provide a program of ministry, outreach and service to families enrolling children ages six weeks old up to a child's thirteenth birthday. Our program provides developmentally appropriate activities and guidance to help contribute each child reaching his/her greatest potential socially, emotionally, physically, spiritually and cognitively. We seek to provide a warm, safe, Christian environment in a caring and professional manner.

OUR GOALS

For Children

1. Spiritual Development
 - a. Develop an awareness of God and creation
 - b. Develop the ability to talk to God and worship God through song and prayer
 - c. Develop and awareness of God's character through exposure to Bible teachings
 - d. Develop an attitude that communicates that each person is special, unique and loved
 - e. Develop and 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 Parent/Guardians and Caregivers

Family involvement is encouraged at Cabool Second Baptist Daycare. We want children to understand that we work with children, parent/guardians and community to become a global society. We hope children see us model care, compassion, love and see us support their growth and development while we serve together. Our goals for families include for Parent/guardians to partner with the center staff in communicating about their children and showing support for children while working collaboratively with the staff. Expectations include:

- regular communication between parent/guardians and staff regarding changes to child’s schedule, behavior, habits, learning, specialized needs, health, household, etc.
- supportive care of child at all times, especially in times of illness, transition or difficulty
- submission of all required documentation
- payment of tuition on time
- engaging with children in a way that promotes cooperation between home and the center

For Community

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

OUR PHILOSOPHY

We believe...

1. each child deserves a safe, warm, supportive and welcoming environment where he/she can participate in developmentally appropriate learning activities that enhance social, emotional, physical, spiritual and cognitive development.

2. 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.
3. each child can strive toward growth and learning with the support of caring adults and therefore we strive to connect families through communication, outreach and community engagement.
4. all individuals grow through connection with others so we strive to expose families to the love, warmth and caring community of the Church.

PROGRAM STANDARDS AND OBJECTIVES

CSB Daycare follows the Missouri Early Learning Standards set forth by the Department of Elementary and Secondary Education. DESE, along with a broad based group of individuals whose backgrounds are representative of the early childhood community in Missouri, developed a set of standards of what most children should know and be able to do before they enter kindergarten. The Standards are intended to be used in a variety of early childhood settings by a variety of people: Parent/guardians, parent/guardian educators, child care providers, Head Start and public/private school settings. They are consistent with current research and recommendation from other state and national initiatives. The Missouri Early Learning Standards cover the areas of literacy, mathematics, science, physical development, health and safety and emotional development. If you would like a copy of these standards, please notify the director.

CSB Daycare utilizes the *ABC Jesus Loves Me* curriculum and a variety of resources to plan and implement activities that support the Missouri Early Learning Standards. Additionally, children participate in regularly scheduled chapel time and recreation times (outside or gym).

LICENSING REGULATIONS

CSB Daycare is approved as a registered by the Missouri Department of Social Services, Child Care Provider Registration Unity and is approved as license exempt center by the Missouri Department of Health and Senior Services Section for Childcare Regulation. This means the center follows guidelines and regulations and are inspected in areas including health/sanitation, fire and child care licensing. These inspections insure the safety and cleanliness of the facility as well as the training and qualifications of the staff. Each childcare provider has a copy of the licensing regulations and Parent/guardians may request a copy.

GENERAL INFORMATION

Our program reflects a developmental approach to early development. Activities are planned to help children progress naturally, at a developmentally appropriate rate, through a predictable series of skill developments. We introduce skills and concepts based on developmental stages rather than chronological ages and group children with their same age

peers to support building social relationships prior to school entry. Growth and learning can occur most naturally when children are in environments where they can explore materials and activities that increasingly engage and challenge them; this happens best through play. This play-based, developmental approach to early learning encourages children to be active learners as they explore people and materials. The daily center schedule is a predictable routine, which creates a secure, comfortable environment that helps children follow directions and participate independently, functionally and effectively in activities.

Each class has same-age peers and a daycare teacher. The class size is based on state approved licensing guidelines for staff-to-child ratios. The ratios for this center are as follows:

Nursery Infants:	1:4
Infant Ones:	1:4
Toddler Twos:	1:6
Toddler Threes:	1:10
Early Childhood PK:	1:10
Kindergarten+:	1:16

BEHAVIOR MANAGEMENT/DISCIPLINARY PROCEDURES

Cabool Second Baptist Daycare strives to provide a safe, comfortable and relaxed setting where learning and fun can occur. No physical or verbal abuse is allowed. Staff uses positive communication and limit setting to allow children to grow in self-control, decision-making, critical thinking and self-esteem. Staff works to keep children active, challenged and engaged. When the environment is engaging, children seldom exhibit inappropriate behaviors. Conflict-resolution and problem-solving are natural parts of development and staff will work with children to help support and promote skills needed for children to solve their own disagreements appropriately. Experienced staff recognize potential problems before they occur and can redirect the child's behavior before it becomes unacceptable. Staff:

- help children express and acknowledge wants, needs, feelings, and choices
- help children evaluate their actions, verbalize alternatives and consider the perspectives of others
- guide and support children as they learn to accept the natural consequences of their actions.

The program supports and encourages positive self-esteem and social behaviors. Modeling appropriate behaviors and role-playing social situations encourage children to be sensitive to the needs of others. Behavior management policies are in place based on ages/stages and staff will follow the guidelines in the attached appendix.

In the event that a child's behavior is unsafe for the child, other children or staff; or behavior poses a direct threat to licensing guidelines for health and safety; a child may be suspended

temporarily as a last resort for insuring the safety of the child, others and compliance with licensing regulations. If a child has to be suspended multiple times (more than once), the child will be terminated from enrollment and the spot will be filled from the waiting list.

School-age children who receive In-School Suspension or Out-of-School Suspension from Cabool Schools or Cabool Schools Bus Transportation (for any length of time) are not permitted to attend Cabool Second Baptist Daycare during the suspension time and until a plan of return is determined between the daycare and the family to insure childcare needs can be met and health/safety guidelines can be maintained.

CHOICE TIME

Schedules at the center are designed so children have opportunity for choice activities. Participating in child-directed play is essential to learning. Throughout the day children have opportunities to choose from learning centers and activities. These may include dramatic play, blocks, puzzles, writing, drawing, crafts, games, science, and sensory experiences. Research indicates that play is a child's natural way of learning and communicating.

CONFERENCES

Cabool Second Baptist Daycare may request conferences with parent/guardians to discuss development, behavior or care. Parent/guardians may also request conferences. Conferences will be held at times that are mutually convenient for families and staff.

CURRICULUM

Cabool Second Baptist Daycare utilizes the *ABC Jesus Loves Me* curriculum. This curriculum covers academic learning skills that fit with the Missouri Early Learning Standards and also includes Biblical teaching. Children are active learners, who learn best from pursuing their interests and curiosity. Children are also social beings to learn best when they have safe, supportive relationships to explore their interests and curiosities with support and challenge of adults and peers.

The curriculum and planned activities provides opportunities for children to be exposed to and taught a variety of skills related to language and literacy, math and science, social-emotional development, physical development and arts. They learn self-help and socialization skills and have many opportunities to us both fine and gross motor skills in daily activities. Children participate in group activities, socialize during play and meals, develop self-care skills, engage in regular chapel time, and get exercise and nutrition as a regular part of daily attendance.

GROUP TIME

Children participate in whole-group and independent learning activities. During group time classes may be participating in lesson time, chapel, music and movement, recreation or other

activities that promote cooperation. Cabool Second Baptist Daycare maintains approved staff-to-child ratios during group time activities.

HOME AND CENTER COMMUNICATION

Monthly newsletters are sent to parent/guardians via the email contact information reported in ProCare and are available in KidReports. The primary method of communication of events and important information is the daycare website which can be accessed at www.csbcdaycare.com. In addition to the website, parent/guardians have access to information, updates, events and information about development activities, events, accident and behavior reports through KidReports. Parent/guardians should direct all communication that is not face-to-face through KidReports messages. Staff can communicate directly with parent/guardians through ProCare text or via KidReports notifications, messages or emails. If you do not have access to electronic media and need paper copies of information, please contact the center director. In addition to MyProcare, KidReports and the daycare website, messages are frequently posted on the communication board and/or in the sign-in kiosk as alert messages. To insure you receive important communication about your child or the center, please provide updated contact information (phone, cell phone carrier, email, mailing address) any time there is a change in this information.

INCLUSION

Cabool Second Baptist Daycare **does not have** the ability to provide specialized care or one-to-one care for children who have difficulties that prevent full participation in the program. The center is not the best placement for all individuals depending on health, behavior, emotional, physical, or cognitive needs. Enrollment from the waiting list is not entirely based on order and need, as insuring the center and staff can provide appropriate care has to be taken into consideration. If the director and family determine together that the center may be able to accommodate the holistic needs of the child, enrollment may be considered as positions become available. Once enrollment is complete, all classrooms work to include children at their developmental abilities in activities.

Children with and without learning difficulties need to play, learn and grow together. Children who are differently abled in learning achieve at higher levels when they are exposed to, and grouped with, their peers. A shared common interest in activities and relationships creates friendships and social relationship skills that are needed across the lifespan. All children can build positive self-concept, patience, compassion and strengths-based esteem when they are supported and socialized with their peers in a supportive environment.

Cabool Second Baptist Daycare provides opportunities for early detection/intervention and allows access for specialized services (with parent/guardian permission) by outside service providers in the areas of speech/language, occupational and physical therapy.

Parent/guardians who need more information about development, early detection/intervention, assessment or service providers may contact the center director.

OUTSIDE PLAY

Outside play is an important part of development of healthy habits and exercise. Children will experience daily outside play when weather permits (wind chill over 32 degrees and heat index below 90 degrees). Children who are unable to participate in outside play should be kept home, as the center does not have the ability to provide one-to-one care for children who need to remain indoors. There is a chart for outdoor play guidelines at the daycare entrance and in every classroom to guide staff in the duration of outdoor play.

During outside play, children have the opportunity to improve large muscle development and coordination. Children should be sent to the center daily in shoes and clothing that accommodate outside play. Children get dirty as a normal part of play and development.

SOCIAL MEDIA

Communication between home and staff should remain professional. When staff communicate with parent/guardians they are required to use the center-approved communication system. At this time, staff utilizes parent/guardian communication through MyProcure messages and KidReports. Staff should not communicate with Parent/guardians through the use of personal cell phone text messaging or social media sites such as Facebook, Twitter, Instagram, Snapchat, blogs, etc. about any child in care. We encourage parent/guardians and staff to build relationships both in and outside of the center and yet due to the nature of the professional relationship, any communication about any child in care should be done through center-approved communication methods only.

HEALTH AND HYGIENE

ACCIDENTS AND INJURIES

Parent/guardians will be informed of accidents or injuries that occur during program hours, and in certain cases, an immediate contact will be made depending on the severity of the incident. A report will be completed in KidReports with the date, time and details of the accident/injury and should be signed by parent/guardian in KidReports at pick up time.

DIAPERING/BODILY FLUIDS

Staff and parent/guardians should wear disposable gloves when changing diapers or coming in contact with bodily fluids. Parent/guardians are asked to regularly supply diapers and wipes. Failure to maintain an adequate supply of diapers and wipes may result in additional fees so staff can purchase items. Disposable diapers should be placed in a plastic bag before placing in the trash receptacle. For hygiene reasons we require disposable diapers. Procedures for disinfecting and handwashing are posted. Following diapering and toileting, gloves should be

discarded and hands washed with soap and running water after diapering or assisting children with restroom use. Children, including infants and toddlers, should routinely wash hands after toileting/diapering, before eating, after coming in from outdoors and any other time hands become soiled.

DISINFECTING

To reduce spread of germs and infections, toys are to be cleaned at least weekly in a solution of ½-1 teaspoon of bleach to one gallon of water and sprayed daily with bleach water solution. Rugs are to be vacuumed daily and an absorbent germicidal material is to be used to disinfect carpets weekly. Floors are mopped daily to disinfect and door handles, light switches and other hard surfaces are sprayed daily. To help reduce the spread of germs from home-to-center and center-to-home we ask that children **do not bring toys from home**. If a child has comfort items for the ride to and from the center, we ask that Parent/guardians leave these items in the vehicle or place the items securely in the child's bag prior to bringing the child into the center to prevent spread of germs as well as difficulty with separating a child's personal belongings from center materials. We ask parent/guardians to supply a family photo as a comfort item, instead of toys. Having a family photo at the center can help with separation and provide a secure reminder of supportive family throughout the day.

Sheets and blankets used for napping in infant through preschool rooms will be sent home at the end of each week for parent/guardians to launder. Please return the freshly laundered item in your child's bag at the start of the week. Staff will not supply blankets during nap time. Soiled items (blankets and clothing) will be sent home in a plastic bag in your child's bag. Please check your child's bag daily for soiled items.

EARLY INTERVENTION/DEVELOPMENTAL SCREENING

Cabool Second Baptist Daycare supports the detection of early risk signs of delays in development. We welcome partnerships with Missouri's First Steps services and offer space for children to receive services in Speech/Language Therapy, Occupational Therapy, and Physical Therapy on site with parent/guardian permission. Therapy services are conducted in the child's natural environment. After securing appropriate consent for service providers, open communication between service providers, staff and Parent/guardians should take place to insure appropriate care. Staff members may attend IEP/IFSP meetings at a family member or agency's request and a copy of the child's IEP goals should be provided to or discussed with the center director so staff can update the family on any activities, progress or concerns related to specialized services. If you have concerns about your child's development or would like additional resources about development and/or screening, please contact the director.

EMBEDDED OBJECT/FOREIGN BODY

It is the policy of Cabool Second Baptist Daycare to not remove any foreign object that may be embedded in a child's skin. This may include but is not limited to ticks and splinters. Staff will bandage the area appropriately and notify the family of the foreign object and its location.

EMERGENCIES

At the time of enrollment, a child's parent/guardian signs permission to seek medical care in case of an emergency. In the event that a Parent/guardian is not present at the time of severe accident or injury, every effort will be made to notify them. In the event the parent/guardian cannot be reached, prior treatment consent will be followed. All staff members are trained in CPR and Emergency First Aid. When a situation warrants it, CPR, Emergency Medical System (911) and/or Emergency First Aid will be utilized. If CPR is performed a breathing barrier will be utilized if available. Any incident reports will be completed in KidReports.

ILLNESS

Cabool Second Baptist Daycare is a place for well children. To reduce the spread of illness to children and staff, and to remain in compliance with licensing guidelines, children exhibiting any of the following symptoms will be sent home. We understand that young children can get sick often and can result in a stress for parent/guardians that have to take time away from work. However, it is required by licensing that CSBD maintain guidelines for helping to prevent the spread of illness to all children and staff. For the protection of your child, their peers and staff, please keep your child home if one or more of the following symptoms are present:

- Temperature of 100.4 or higher (99 if taken under the arm)
- Vomiting more than once
- Sore throat or difficulty swallowing
- Diarrhea or gray or white or bloody stools
- Headache or stiff neck
- Unusual spots, rashes, yellowish skin or infected skin (children with these symptoms must have a doctor's note before returning to care)
- Discharge from the eyes (children with these symptoms must have a doctor's note before returning to care)
- Severe coughing or rapid or difficulty breathing
- Dark urine
- Contagious disease (children with these symptoms must have a doctor's note before returning to care)
- Severe itching of the body or scalp (including but not limited to: head lice, nits, bedbugs or scabies)
- Note: Teething symptoms may include loose stool or a low-grade fever. However, if a temperature reaches 100.4, a child has more than 2 loose stools or the child has other symptoms, the child will be sent home and will be unable to return until all

symptoms have subsided for a full 24 hours without the aid of any types of medications, including over-the-counter medications.

If a child exhibits or develops any of these conditions while in care, they will be isolated and supervised while parent/guardian or emergency contact is notified to pick up the child. An *Incident Report* will be completed in KidReports. Families will need to follow the procedures on the *Incident Report* before the child can return to the center. Children on medications for infectious illness should be on medication for a minimum of a full 24 hours (48 in the case of strep throat) before returning to the center. ***Children must be absolutely free of fevers, vomiting or diarrhea for 24 hours without the aid of any medications (including fever-reducing medications) before returning to the center. "24 hours" is set as a guideline to insure that children have a full day away from the center prior to returning to care for symptoms to be monitored at home and subside. (Example: If a child is sent home on a Monday, he/she should not return until Wednesday.) In ALL cases, CSBD staff reserves the right to make the final determination about attendance. If your child has been diagnosed with a communicable illness, please notify the director immediately so other Parent/guardians can be notified of symptoms.*** Children who obtain a communicable illness must have a note to return to care.

It is also expected that any child who cannot participate in regular center activities and events, including outdoor play and physical activity, should remain home until he/she feels up to resuming normal activities. CSBD does not provide one-to-one care for children who cannot fully participate in the program. After an illness, the following guidelines should be adhered when determining if a child is well enough to return to care:

- mood, appetite, behavior and activity return to normal
- 24 hours fever free without the aid of any medications
- prescribed antibiotics have been taken for a full 24 hours (or full 48 hours in the case of strep throat)
- absence of loose stool or vomiting for a full 24 hours
- absence of nasal discharge or eye discharge
- absence of pain (ear, cramps, headache, etc.)
- body is free from rashes, bumps, or other skin conditions or a doctor's note stating the skin condition is not contagious
- able to fully participate in program activities including outdoor play and physical activity

IMMUNIZATIONS

An annual physician's statement testifying that a child is free from infectious diseases, able to participate in activities of the program and a copy of current immunizations ***are required to be kept and updated yearly*** in each child's individual file. Missouri law requires all children

enrolled in a childcare facility must have current immunizations against vaccine preventable diseases. A copy of the child’s immunization record or appropriate Medical Exemption card is to be kept in each child’s individual file. Children who are not immunized are subject to exclusion from the center when outbreaks of vaccine-preventable diseases occur. The following table is used to determine whether a child is in compliance with Missouri childcare regulations and is not an immunization schedule:

Vaccines Required for Child Care and Preschool Attendance	Doses Required by Age				
	Birth-2 months	3-4 months	5-6 months	7-18 months	19 months to Kindergarten entry
DTaP/DT		1	2	3	4+ *At least 6 months between doses 3 and 4
IPV (Polio)		1	2	2	3+
Hib		1	1+	2+	3+ *3 doses with final dose on or after 12 months of age; or *2 doses with 1 dose on or after 15 months of age; or *1 dose on or after 15 months of age; or *If the current age is 5 years or older, no new or additional doses are required.
Hepatitis B	1	1+	2	2+	3+ *Last does must be on or after 24 weeks (6 months) of age.
PCV (Pneumococcal)		1	2	3	4+ *4 doses with final dose on or after 12 months of age; or *3 doses with 1 dose on or after 12 months of age; or *2 doses on or after 12 months of age; or *1 dose on or after 24 months or age; or *If the current age is 5 years or older, no new or additional doses are required.
MMR					1 *MUST be given on or after 12 months of age.
Varicella					1 *MUST be given on or after 12 months of age. *For proof of varicella disease, a written statement from a licensed healthcare provider must be on file.

MEDICATION

It is the policy of Cabool Second Baptist Daycare that all medication is administered to after school program children outside of center times due to the limited time they are in care. For full day children requiring medication (including over-the counter and sunscreen) while in attendance at CSBD, a current doctor's prescription must be on record. An *Over-the-Counter (OTC) Medication Form* can be updated yearly by the child's physician to include dosing information for a full year. Medications must be in the original container with the child's name, name of medication and dosage information. A parent/guardian must complete the *Medication Authorization* and have an *OTC Medication Form*, signed by appropriate medical professional, on file before any medications will be administered by staff. Staff will not give routine medications or administer medication regularly for teething, low-grade fever, coughing, allergies, etc. Medication is kept out of reach of children at the center. Medication (including OTC) cannot be shared among siblings and no OTC medications are kept on site to be administered to children. Staff must be informed if a child is taking any medication while enrolled at CSBD, even if CSBD staff is not administering the medication. Staff may refuse to administer medications at any time. Medications that are administered, when appropriate forms are in place, will be documented in KidReports.

PHYSICAL EXAMINATION

It is required by licensing that each child have a copy of his/her physical examination within the last six months preceding enrollment in Cabool Second Baptist Daycare on file. CSBD provides a form for this purpose to be signed by a licensed healthcare provider and placed in the child's permanent record.

NUTRITION AND PHYSICAL ACTIVITY

BIRTHDAYS AND CELEBRATIONS

We recognize that families may want to celebrate birthdays and holidays in special ways. Because of our participation in CACFP, we encourage parent/guardians to consider other types of treats during celebrations such as stickers, pencils or other small novelty items. If you choose to supply treats, we recommend healthy snacks such as pre-packaged cheese sticks, fruits, etc. Treats must be store bought, pre-packaged items and will only be served to children after our regularly scheduled CACFP meals. If you have questions about snacks or celebrations, see the center director. Please do not bring invitations to put in child folders unless you include every child in the class.

CACFP

Cabool Second Baptist Daycare participates in the Child and Adult Care Food Program (CACFP) which establishes our meal patterns, servings and regulations. CACFP is administered federally by the Department of Agriculture and locally by the Missouri Department of Health. Parent/guardians are required to complete paperwork at enrollment and yearly thereafter.

According to health and sanitation policies, food from home (including drink cups) must be contained in lunch boxes. CSBD works to promote and develop a healthy lifestyle through nutrition services. Many items on our menu are whole grain or homemade. In accordance with Federal Law and the U.S. Department of Agriculture policy, this center is prohibited from discriminating services based on race, color, national origin, sex, disability, religion, age, or other similar characteristics and circumstances.

Grievance Policy: If you would like to submit a comment or complain about privacy practices or non-discrimination policy, you may contact the privacy officer or director of the center. If you have a complaint against someone in this facility, you should speak to him/her in person or by phone. If the issue is not resolved, you should speak with the director. If the issue is still not resolved, you should contact the Daycare Board Director/Chair.

FOOD ALLERGIES

Cabool Second Baptist Daycare has enrolled staff and children who suffer from severe food allergies. Food allergy information is documented in ProCare and provided to center staff. Due to the severity of food allergies, all outside food and drink must be contained in lunch boxes and staff and children are prohibited from food items that contain nuts or nut butters or nut particles. Children who have food allergies are required to have CACFP approved substitution forms on file that are completed by a licensed healthcare professional. **IF YOUR CHILD HAS OR DEVELOPS ANY FOOD ALLERGIES, NOTIFY THE DIRECTOR IMMEDIATELY.**

INFANT FEEDING PLANS

Parent/guardians are required to complete an Infant Feeding Plan (IFP) for children under 12 months of age. Each IFP should be updated as needed to reflect changes in the child's eating habits.

For infants who are still bottle feeding, parent/guardians should pack an ample supply of filled bottles or bottle-making supplies (bottles, nipples, preferred water and formula). All child items should be labeled with the child's name. Parent/guardians may also provide pre-made bottles that will be refrigerated in the bottle closet in sections specifically labeled with the child's name and date. Breast milk and/or breast bottles are also stored in the bottle closet. Breast milk that is in bags or containers must be labeled with the child's name and date. If breastmilk has been thawed, it should also include the thaw date.

Nursing parent/guardians are welcome to use a private room at the center to nurse infants. Parent/guardians should work with the director and nursery staff to determine a schedule in advance to accommodate the needs of the infant.

MEALS

Healthy and nutritious breakfast, lunch and an afternoon snack are provided for your child each day. Children are served a variety of foods that include servings of fruits and vegetables, milk, access to water all day, and 4-6 ounces of 100% juice each day.

Meal times are valuable learning times in the day. Children assist in setting and clearing the table, passing foods and serving themselves. By utilizing the family-style approach we have seen a reduction in food waste, increase in children trying new foods, increase in social and motor skills and improved relationship building. Children engage in decision-making about food choices and pouring and passing contribute to fine motor development. We encourage children to try new foods and experiment with taste, smell and textures of foods. Food is never used as a reward or punishment and we encourage all children to be a part of the “two-bite” club to try two bites of all the foods that are served. We have found over time that this encourages children to try new foods that they may eventually develop a fondness for. Nutritional information is available at the center. The menu is posted monthly on the Communication Board, on the daycare website and is available in KidReports.

We understand that some children have special dietary needs or family preferences. Due to health and safety regulations, we require all food and beverages that are brought into the center to be contained in a lunch box.

For infants who are still bottle fed or eating prepared baby food, Parent/guardians should pack an ample supply of filled bottles and prepared baby foods unless they are opting to use the formula and baby food prepared by the center. All bottles, baby food, and breast milk should be labeled with the child’s name, date (and date thawed for breast milk) and placed in the bottle refrigerator in the section labeled for each individual child.

PHYSICAL ACTIVITY

Cabool Second Baptist Daycare is committed to helping our youngest get off to a healthy start. Each day children are scheduled for a minimum of one hour in physical activity that may be outdoors, indoors or in classrooms. Physical activity is necessary for healthy development and forming lifetime habits of wellness. If a child is unable to participate in physical activity, he should be kept home until able to resume activity.

FAMILY AND VOLUNTEER INVOLVEMENT

FAMILY ADVISORY BOARD

Family and community members are encouraged to volunteer as members of the Family Advisory Board (FAB). FAB members act as liaisons between Cabool Second Baptist Daycare and the Daycare Board of Directors. FAB members work closely with the director to determine

needs, plan events and field suggestions, concerns or encouragement from parent/guardians and community members.

PARENT/GUARDIAN MEETINGS AND SPECIAL EVENTS

Throughout the calendar year Cabool Second Baptist Daycare provides special events and activities to promote family involvement and build relationships between daycare families. These opportunities take place both at the center site and off campus. Additionally, CSBD is a non-profit center that relies on donations and fundraising to meet operating expenses. Special events help offset operating expenses and provide opportunities to continue to make improvements to the program and center.

PARENT/GUARDIAN PARTICIPATION

At Cabool Second Baptist Daycare, families are considered a big part of the educational team. We value the role of parent/guardians as the child's first teacher and encourage Parent/guardians as the caretakers and advocates for their children. We welcome Parent/guardian visits. When a parent/guardian visits, staff will keep a normal routine so Parent/guardians can see children engaged in typical activities. The staff handles behavior concerns that occur within the class so they can model strategies. All adults who visit CSBD are required to remain with center staff at all times. If you are interested in visiting the center, contact the director.

VOLUNTEERS

Volunteer help is needed in various ways, welcomed and appreciated. Volunteers are required to have a current TB Test and Risk Assessment, Family Care Safety Registry Clearance and participate in some minimal training. Volunteers are never left alone with children. If you are interested in volunteering, contact the director.

PROGRAM PROCEDURES

ARRIVAL AND DEPARTURE

It is important that all children are dropped off and picked up promptly. The entrance to the daycare is at the back of the facility. Parent/guardians should park in designated parking spots on the east and north sides of the building for the safety of all people entering and leaving the facility. It is required that children are clocked in and out daily by a parent/guardian or approved designee that is 18 years of age or older and has a valid phone number and photo identification on file.

Every day when dropping off your child:

- sign in your child at the ProCare kiosk and walk your child to his/her teacher
- assist your child in putting his/her belongings away
- check in with your child's teacher and say goodbye to your child

Every day when picking up your child:

- greet your child
- check in with your child's teacher (and initial subsidy paperwork if applicable)
- assist your child in taking belongings
- sign out your child at the ProCare kiosk

Children will only be dismissed to people listed in the child's enrollment file and will not be released to anyone (including emergency contacts and designees) without prior contact from the parent/guardian to center staff. All person's authorized for pick up must have photo identification ready to provide to staff upon arrival when requested. Children arriving at the center for after school care will be escorted off the bus by staff and must enter the building and be checked in prior to release to parent/guardians on the property. This is to keep children safe by keeping them in the safe walking zone and insuring that children are only released to designated people, as well as accurately documenting check in and check out procedures by parent/guardian or approved designees.

ATTENDANCE

Your child will get the most out of the program if they attend regularly. If a child needs to be absent, parent/guardians should notify center staff immediately (or in advance when possible). This helps reduce costs and helps the center appropriately staff. If contact has not been made for three days, staff will attempt to contact parent/guardians. If the family does not contact the center and contact cannot be made, the child will be removed from enrollment and the vacancy will be filled. Our center is scheduled and staffed based on child attendance and accurate attendance is essential to maintain appropriate ratios among children and staff. Additional fees may be charged when changes to a child's attendance is not reported to the center.

If a child is funded from an outside source (childcare subsidy) CSBD does not get paid if the child is not in attendance. Therefore, CSBD has the right to contact outside agencies and notify the agency of low attendance when a child has attendance below 80% and receives childcare subsidy and also has the right to give the spot to another child if regular attendance cannot be established.

CANCELLATIONS/INCLEMENT WEATHER

Cabool Second Baptist Daycare will be closed or close early for certain holidays and/or staff trainings. A calendar is provided each year with center closing dates. In the event of inclement weather, Parent/guardians will be notified through ProCare KidReports of any cancellations and notifications will be posted on the daycare website. We will make every effort to be open during inclement weather. On days that public school is cancelled due to inclement weather, CSBD will attempt to open under a delayed start time of 8 a.m. so that road conditions may be assessed and staff can make it safely to work. If enough staff cannot make it safely to work to

maintain staff-to-child ratios, the center will be closed. Any time your child will not be attending, it is important to notify staff so that ratios can be insured.

CHILD ABUSE AND NEGLECT

Children have the fundamental right of protection from physical, emotional and/or sexual abuse and neglect. All Cabool Second Baptist Daycare personnel have a clear, legal obligation to report potential or suspected abuse and/or neglect under MO Revised Statute RSMo Section 210. The law describes mandated reporters' responsibility clearly and precisely. All staff have been trained in mandated reporting. When staff have a standard of reasonable suspicion, rather than conclusive proof, that a child is being or may be subjected to abuse or neglect, that person will immediately report the suspicion to the hotline at 800-392-3738. The law requires that a Children's Division children's service worker initiate an investigation/family assessment within 24 hours of the receipt of the report. CSBD intends to always act in the best interest of the child, be supportive to the family and keep the child in CSBD programming. Under no circumstances will CSBD staff discuss hotline calls or release children to any adult if there is any indication of an unsafe situation.

CLOTHING CONSIDERATIONS

Early childhood learning and development is active, fun and often messy. Children will play outside, paint and engage in experiments and movement daily. Children should wear comfortable, casual play clothes that can get dirty. Loose clothing allows children to dress themselves or assist in dressing themselves and is helpful for toileting and diapering needs. Clothing with snaps or straps is not recommended, as it makes diapering and toileting more difficult and tends to make learning self-care skills frustrating for young children. Flip flops, sandals and/or shoes with holes are not recommended due to the gravel on the playground and the risks of injury to feet during outside and/or motor play. Children find rocks in their shoes uncomfortable and distracting from play. If you send alternative shoes for your child to wear during outside play time, your child should be able to independently change his/her shoes during a transition time of 2-3 minutes to prevent disrupting normal routines of the entire class. Due to our emergency evacuation processes, children are required to wear shoes at all times, even while in the building.

Children will engage in outdoor activities when there is not precipitation of any kind and the temperature is wind chill above 32 degrees and head index at 90 degrees or below. Layering clothes in winter allows children to adjust from inside to outside conditions. In the winter children should wear a heavy coat, cap and gloves/mittens.

A minimum of one extra change in seasonally appropriate clothing (including underpants and socks) should be sent in a gallon size ziplock bag or plastic sack in your child's bag daily in the event of accidents, spills or other soiling. Please check your child's bag daily to determine if

additional, clean clothing should be sent to the center. All of your child's items should be labeled with your child's name or initials.

CONFIDENTIALITY

Cabool Second Baptist Daycare is committed to the policy that all children and families should have access to fair treatment and care. Staff have been trained to maintain respect and confidentiality with regard to child/family information and will not discuss behavior, concern or medical information with anyone other than a parent/guardian without the consent of a parent/guardian. In situations of emergency when parent/guardian cannot be notified, staff may contact emergency contacts listed in child records but should not discuss specifics of circumstances with emergency contacts without the expressed consent of a parent/guardian at any time.

Grievance Policy: If you would like to submit a comment or complain about privacy practices or non-discrimination policy, you may contact the privacy officer or director of the center. If you have a complaint against someone in this facility, you should speak to him/her in person or by phone. If the issue is not resolved, you should speak with the director. If the issue is still not resolved, you should contact the Daycare Board Director/Chair.

CLOCKING CHILDREN IN/OUT, EMERGENCY CONTACTS AND APPROVED PICK UP LIST

It is required that all children are checked in and out daily by a parent/guardian, guardian or approved designee using the system put in place by the center. Cabool Second Baptist Daycare uses a ProCare kiosk for tracking attendance and access to children. It is required by regulations that all children be checked in and out by a parent/guardian or family designee every time they arrive and depart from the center. Families who receive childcare subsidy payments are also required to physically initial a paper document each day at check out. In effort to maintain accurate records and follow regulations regarding attendance and safety, we require that each **INDIVIDUAL** have their own door code and computer identification number and password. The center may remove and/or change codes at any time when there is a reason to suspect that safety of children may be compromised through codes being shared.

Each person a family designates as an approved designee must be 18 years of age or older, provide a working phone number, a valid picture identification and must have their own door code as well as computer log in identification number and password for checking children in and out. This process helps us safeguard children and track who is checking children in and out of the center each day. In situations where there are emergencies or relational disputes, it is imperative for the center to have accurate records about drop off and pick up. Additional fees may also be assessed if changes in attendance are not reported or children are not clocked in or out of ProCare at drop off and pick up.

All children enrolled are also required to have emergency contacts on file with the center. These contacts should be updated as often as necessary to reflect accurate information and the ability for center staff to quickly contact approved emergency contacts when a parent/guardian cannot be reached. Each family must also have a list of all individuals on file who parent/guardians have approved to act as a child pick-up person. ***It is the responsibility of the family to notify the center each time someone other than a parent/guardian will be picking up a child, even if the individual is listed on the approved pick up list. Center staff are not obligated to permit children to leave with people on the pick-up/emergency contact list without prior communication from the parent/guardian.***

Parent/guardian may update approved pick up lists and/or emergency contacts at any time by providing the information in writing or through KidReports.

EMERGENCY DRILLS AND PREPAREDNESS

Cabool Second Baptist Daycare has an Emergency Preparedness Plan containing information for evacuating and responding to fire, severe weather, violence/intruders and power failures. Plans include specifics such as escape routes, lock down procedures, room assignments for staff and emergency personnel phone numbers. Evacuation routes are posted in every room in the building. Emergency drills are practiced monthly with the children for fire and quarterly for other emergency situations. These drills are posted in the administration office of the building. Emergency backpacks are in every room and contain certain items needed in emergency situations and every classroom maintains updated emergency contact information for all enrolled children. In the event that CSBD would be required to evacuate the premises due to fire or building destruction, children may be transported to the community storm shelter at Cabool Schools or the Texas County Baptist Association campground.

ENROLLMENT/ORIENTATION

Prior to enrollment at Cabool Second Baptist Daycare, all families will visit the center and meet with the director to determine fit. While CSBD strives to serve all families, our center is not able to meet the needs of children who have to have one-to-one care of who have medical or behavior needs that require specialized staff and/or training. CSBD reserves the right to only admit children that we can provide care for based on staff training and health/safety considerations. CSBD also reserves the right to dismiss a child from the program if they pose a threat to safety of themselves, other children or staff.

If CSBD can accommodate the placement of a child, all enrollment procedures must be reviewed and completed. Immunizations and a physical must be submitted and verified by staff and all required state and CSBD enrollment forms must be completed prior to beginning care. We encourage gradual entry into the program to transition children to the new setting, staff and peers and will discuss entry plans after all paperwork has been received, verified and entered by the director.

LATE PICK UP POLICIES

As a matter of respect for our staff and their families, any child not picked up by our closing time will be charged an addition fee of \$25 for late pick up from 6:01-6:15 p.m. and an additional \$15 per child past 6:15 p.m. (6:16-6:30 p.m.). After thirty 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 contact persons listed on the child's account. If emergency contacts cannot be reached, the director or other appointed staff member in charge will 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 and late fees will be assessed. When continued tardiness (more than 3 instances) occurs, the child may be dismissed from the program permanently and the vacancy filled. Additional fees may also be assessed if changes in attendance are not reported or children are not clocked in or out of ProCare at drop off and pick up.

PERSONAL ITEMS

Toys, candy, money, devices and other personal items are not permitted in the classroom and should be left with Parent/guardian/guardian or stored in child bags (out of reach and view) until the end of the day. We recommend a family photo as a personal comfort item.

PHOTOGRAPHY/VIDEO

Cabool Second Baptist Daycare utilizes photography and video to capture milestone moments, skills and to document child progress. CSBD staff also recognize that when Parent/guardians leave their children behind for the day, it is important for parent/guardians to feel a sense of security about what their children are doing and learning throughout the day so photos and videos are used to capture ordinary, daily moments. Parent/guardians who do not wish to have their children in photographs or videos must indicate this in writing, otherwise it is assumed consent for a child to be photographed and videoed. Photos and videos may be used at daycare sponsored events but will not be used in public relations (such as social media or the daycare website) without the written permission of parent/guardians.

POLICY CHANGES AND REVISIONS

Cabool Second Baptist Daycare reserves the right to update, revise and/or change policies as needed to support the center's goals, objectives and outcomes as well as insure the best environment and care for all children and staff. Parent/guardians will be notified of changes and revisions in an updated handbook each year during the enrollment/promotion period.

REST TIME

Rest time is observed at daycare daily. Although not all children nap, a quiet resting period is essential to health development and well-being. Each child in nursery has his/her own crib. Each child age one through preschool has his/her own cot. Nursery through preschool age children may bring a small blanket from home to use during rest time. Blankets will be

returned home at the end of each day, once a week or when soiled for families to launder. Children may be allowed to look at books supplied by staff or participate in other quiet activities during rest time. The length of rest time depends on child's age and needs. The center-wide quiet time is two-hours in length.

SAFETY POLICIES

To insure the safety and wellbeing of children in the program, children will be supervised at all times. Cabool Second Baptist Daycare maintains at least the minimum adult-to-child ratios at all times. CSBD staff watches, interacts and engages with children to insure safety and educational benefits. Staff do have cellular phones and/or personal devices that are used for communicating between staff members and parent/guardians and documenting child progress throughout the day. Our KidReports are interactive and rely on staff entry throughout the day. Staff have been trained to use interactive devices quickly to track activities and do name-to-face counts frequently throughout the day. Staff have also been trained to use devices as infrequently as possible to not disrupt the learning environment and natural engagement with children and are not permitted to use personal devices for personal business while in care of children.

All staff are trained in CPR and First Aid procedures and are required to have this training every two years. First Aid kits are kept in the building and all classrooms have an emergency preparedness bag. Additionally, staff receive training in health, safety, nutrition, infant care, child abuse/neglect, development and other topics relevant for care.

SCREEN TIME

Child personal devices (tables, iPads, cell phones, etc.) are not permitted at this time due to the inability to monitor all device content, liability surrounding use/damage and due to research surrounding limiting screen time for children. Cabool Second Baptist Daycare staff may use devices and television to show educational videos, songs, exercise and books. At times, staff may also show movies during quiet time, on special occasions or at the end of the day. Screen time is limited to no more than 30 minutes per day with the exception of special, pre-approved movie days.

If your child has a personal device, it will remain in your child's bag at all times while your child is in care. It is not feasible for center staff to attempt to monitor screen time of individual children, nor do staff take the responsibility of liability for damaged or lost devices.

SMOKING and DRUG POLICY

Cabool Second Baptist Daycare is a smoke/drug-free facility and has a no-tolerance policy. "Smoking" means: inhaling, exhaling, burning or carrying any lighted cigarette smoking equipment for tobacco; also to include "smokeless" tobacco. Smoking is prohibited at all times inside the facility and outside the facility during care hours. Additionally, due to research about

second and third-hand smoke, childcare providers, volunteers, visitors and guest are not permitted to be in contact with children after smoking because of the residue found on clothing, hair and bodies that can have potentially harmful effects on children.

TOILETING AND BODILY CARE

Children in our center are at different stages of toilet learning. Families are responsible for supplying diapers, pull-ups and wipes for children who are not toilet trained or are in training. Failure to maintain an adequate supply of diapers and wipes may result in additional fees so staff can purchase items. For hygiene reasons, we require disposables.

When a child begins toilet training, we ask parent/guardians to supply several pairs of underpants and plastic training covers to wear over them as well as extra clothing. Cabool Second Baptist Daycare staff will communicate toileting progress or concerns with parent/guardians and ask that parent/guardians remain in communication with staff about changes in toilet learning routines so that we can establish consistency. All children are encouraged to be as independent as possible, taking responsibility for their bodily care with as little adult intervention as necessary. For this reason, we ask that children are dressed in comfortable clothing options that they can easily learn to pull on and off with as little assistance as possible. Children will not move up to the three-year-old group at the August move date unless a child is three by August 1 and fully toilet trained due to toilet use limitations outlined in licensing guidelines.

TRANSPORTATION

Cabool Second Baptist Daycare does not provide routine transportation as a condition of care. At this time, children who are enrolled in the daycare center and also in Cabool Elementary Schools morning preschool class, have the option of being transported by daycare staff from the elementary school to the daycare center. At times, transportation may not be available due to staffing ratios, vehicle availability or other factors. In these instances, parent/guardians will be notified as early as possible to arrange alternative care. No other transportation is provided.

Children enrolled in Cabool Elementary and Middle Schools that are enrolled in CSBD after school care, may receive transportation through Cabool Schools transportation services. It is the responsibility of the parent/guardians to notify the elementary school and daycare staff if a child will be riding the school bus from the elementary school in the afternoons to the daycare.

At enrollment parent/guardians sign consent for CSBD staff to transport children in emergency situations. This applies to medical care via ambulance and transportation to an alternative shelter in the event of a building evacuation.

TUITION

Cabool Second Baptist Daycare is a not for profit 501(c)3 charity which operates on tuition fees from families, private donations and the support of Cabool Second Baptist Church. It is

essential that tuition fees are paid promptly and regularly. Tuition is applied to the operating costs associated with food, supplies and staff salaries. Tuition is based on weekly attendance and is due weekly prior to care. Tuition fees will be charged whether or not the child attends. Invoices are provided a week in advance and tuition is due by noon on Monday of each week to prevent late fees and to keep accounts within pay-in-advance tuition policy guidelines. Families who receive childcare subsidy are also required to pay weekly co-pays and overages each week. Once payment is received from any state assisted childcare subsidy, parent/guardians may be responsible for any amount not covered. A registration fee and one week's tuition is required to be paid prior to a child beginning care.

Tuition may be paid by cash, check, point of service (POS) on site with the director or at the kiosk and by electronic funds transfer online. For POS and online payments, additional fees apply. Payment and/or donations made by cash or check should be placed in a tuition envelope and dropped into the drop box to the right of the sign in kiosk. Receipt of payment is indicated on account statements and/or by receipt verification forms. A tuition scale is provided at enrollment.

If tuition is not received by noon on Monday of the week, a late fee will be assessed. If an account is not paid in full within 10 days, the child will not be permitted to attend until the account is paid in full or payment arrangements have been made. If the account is not settled within 30 days, the child will be dismissed from care and the vacancy will be filled with another child from the waiting list. Accounts who are late more than twice will be notified of the terms of tuition and family notified that child will be dismissed from the program.

Child Care Subsidy: Cabool Second Baptist Daycare currently participates in childcare subsidy program with the State of Missouri and the Department of Social Services (DSS). Participation is based on a percentage of overall enrollment. Available spots are determined by the number of children in enrollment and childcare subsidy slots may not be available at all times. Sliding scale fees may be applied per DSS determination to income eligible families and collected as a portion of the childcare bill. Additionally, co-pays (the amount not covered by childcare subsidy) are billed to Parent/guardians weekly. Once childcare subsidy is received from DSS, parent/guardians may also have a balance due based on amounts not covered by childcare subsidy which is based on attendance and income eligibility guidelines established by DSS determination.

Grace Week: Each family may receive one Grace Week per rolling calendar year where tuition is waived. The family must notify the director in advance and the Grace Week will be credited to the family tuition account and will not be available for another full year from the date of the Grace Week (Example: Grace Week 7/1-7/5/19; family would be ineligible for another Grace Week until 7/1/2020).

WAITING LIST

Cabool Second Baptist Daycare utilizes an online waiting list. Availability for placement is dependent upon the overall center capacity that is approved by licensing entities, room capacity for each age group and staff-to-child ratios for each age group. Families needing care may add themselves to the waiting list online and as spots become available in the center, placement will be considered from the waiting list based on prioritized need in the following order: staff children, children with siblings in care, self-pay tuition, and subsidized childcare tuition. Prior to enrolling a child from the waiting list, the director or other authorized person will contact families to determine if there is still a need for care and will arrange for a pre-enrollment meeting to determine if the center is the best fit for the child and family needs. Once a determination has been made, paperwork will be provided to the family for completion and an enrollment start date and schedule will be determined to ease the child into care. All enrollment processes must be completed prior to a child enrolling in CSBD. Failure to comply with enrollment processes or the agreed upon terms and timeline may result in available spots being made available to other families.

WITHDRAWAL/DISMISSAL

Families who wish to withdraw from Cabool Second Baptist Daycare must provide written notification to the director two weeks prior to the child's withdrawal. Failure to do so will result in additional fees. Tuition will be charged whether or not the child attends. After withdrawal, a family may request to be placed on the waiting list for future attendance if care is needed and may be re-enrolled if spots are available. Another registration fee will apply if a child is re-enrolled in the center.

Dismissal from the program may occur at the discretion of the center and is based on, but not limited to the following: failure to provide updated immunization/medical records, failure to pick up child on time, failure to clock children in and out per center policies, late tuition payments, behavior that puts the enrolled child, other children or staff in danger or outside of the limitations of health and safety guidelines, director and center staff determine inability to appropriately meet child's needs.

COMMUNITY RESOURCES

Cabool Housing Authority
Carla Johnson
417-962-3050

Cabool RIV School District and Parent/guardians as Teachers
417-962-3135
www.cabool.k12.mo.us

Celebrate Recovery
Faith Fellowship, Houston
417-967-4680
First Baptist Church, Mountain View
417-362-9400

Child Abuse/Neglect Hotline
800-392-3738
www.dss.mo.gov/cd/keeping-kids-safe/can.htm

Family Support and Children's Division (Texas County)
www.dss.mo.gov/cd/office/texas.htm

Head Start
417-962-4086

MC+
855-272-4636
www.mydss.mo.gov

If you do not have health insurance and cannot afford private insurance, contact this agency to determine if you are eligible for health coverage through Medicaid or MC+.

Ministerial Alliance
Contact: Terry Brown @ People's Community Bank
417-962-3168

Missouri First Steps
866-583-2392
www.mofirststeps.com

First Steps is Missouri's Early Intervention system that provides services to families with children, birth to three years of age, with disabilities or developmental delays. The program is designed to meet the needs of families related to enhancing their child's development, learning and participation in family and community life.

Missouri Ozarks Community Health
417-962-5422
www.mo-ozarks.org/cpt-clinic/cabool-clinic

Ozark Action, Texas County
417-967-2036

ParentLink
800-552-8522
www.dss.mo.gov/cd/child-care/help-for-families/Parentlink.htm
ParentLink is an information and referral source for ParentLink and professionals in Missouri who have questions about ParentLink. There is no charge for any direct ParentLink service.

SMTS Transportation Services
800-273-0646
www.ridesmts.org

SOS Crisis Center
417-962-3160

South Central Child Advocacy Center
417-256-4445
www.childadvocacycenter.org/south-central-cac/

The STARS Foundation
417-254-3168
www.thestarsfoundation.org

Suicide Lifeline
800-273-8255
www.suicidepreventionlifeline.org

Texas County Food Pantry and Thrift Store
417-967-4484

United for Children: Missouri Inclusion Services
800-467-2322 ext. 60

YMCA
417-962-5333

BEHAVIOR MANAGEMENT PROCEDURES AND INTERVENTIONS

Children Under age 3:

1. Ignore behaviors that are attention seeking if they are not posing a safety threat to the child or others. Staff observes the situation, moves closer to listen/observe and is ready to intervention with distraction, redirection or more as needed. This is termed, "Mother Listening."
2. Distract: changing the subject content or activity to a more appropriate subject or activity.
3. Redirect: redirecting choices of undesirable behaviors and prompting child to problem-solve for more appropriate behaviors. This may include staff modeling choices or behaviors.
4. Model: staff models targeted alternatives and invites child to join.
5. ACT Limit-Setting: staff acknowledges the child's wishes, wants, needs; communicates limit of behavior(s); targets specific alternatives.
6. Independent Play: If a child is having difficult in group play (sharing, taking turns, etc.) staff protects the interest of peers by providing space for the child to regulate/regroup/or play independently under supervision. This may include in another area of the room or a crib. The child will be returned to the group frequently to attempt group play. Independent play may be used more frequently in situations where children have a history of hurting others (biting, hitting, pinching, etc.), especially in situations where staff attention may be divided (diapering, feeding, etc.).
7. Time Out: 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 (example: two minutes for a two-year-old). Before the child is returned to the group, staff should talk with the child about actions and choices in developmentally appropriate ways (example: teeth are for eating food, hands are not for hitting, etc.).
8. Other: A combination of interventions may be used for behaviors that are verbally aggressive, attempts at physical aggression, physical aggression, or failure to follow center guidelines which may result in health/safety concerns. Bullying or injury to others is not permissible or tolerated at any age. In addition to the pain of physical or emotional injury, aggressive behaviors and failure to comply with center guidelines diminish feelings of safety/security for other children at the center. Aggression can be addressed using time out, independent play, and suspension. Patterns of aggressive or noncompliant behaviors will be addressed with the director immediately by supervising staff. Parent/guardian will be notified about behavior(s) or patterns of behaviors and a conference may be requested. Repeated aggressive behaviors or failure to comply with center guidelines will result in dismissal from the program. More than one instance of aggressive behavior that put children and/or staff in danger or compromises health/safety regulations is grounds for dismissal.

9. Phone Calls/Contact with Parent/Guardians: If a child's behavior results in risk of health/safety of the child, other children or staff; is an on-going pattern of behavior; or is seriously outside the normal limits of developmentally appropriate behaviors, a child may be immediately removed. The director or other appointed staff will contact parent/guardians to pick up the child. Developmentally appropriate practices will be used to educate, redirect and reorient the child in situations where a child may return. An *Incident Report* will be logged in KidReports.
10. Suspension/Dismissal: In extreme cases of ongoing aggressive behavior or refusal to comply with center guidelines, a suspension could be enforced for the safety and emotional wellbeing of other children at the center. If a suspension is merited, parent/guardian contact will be made, written notification will be provided to the parent/guardian via KidReports outlining the length of time, conditions of re-entry and re-entry plan. Upon return, the child will be monitored and subsequent incidents may be grounds for permanent dismissal. More than one instance of aggressive behavior that put children and/or staff in danger or compromises health/safety regulations is grounds for dismissal. If a child has to be suspended multiple times (more than once), the child will be terminated from enrollment and the spot will be filled from the waiting list. In the case of dismissal, parent/guardians will be provided with a termination letter. Copies of all documentation will be kept in the child's file.
11. Behavior Report: *Incident Reports* are logged in KidReports anytime there is an incident involving injury or behavior that is out of characteristic for a child, causes injury, or creates an environment that is undesirable for peers. Most behavior choices are in the range of normal developmental behavior. Although not all behaviors are acceptable, choices can often be managed by the above steps. If a pattern of behavior(s) persists or the behavior choice is out of normal bounds of tolerable choices within the peer group age or out of the normal behavior(s) of the child, an *Incident Report* will be completed.

Children Age 3 and Older:

1. Ignore behaviors that are attention seeking if they are not posing a safety threat to the child or others. Staff observes the situation, moves closer to listen/observe and is ready to intervention with distraction, redirection or more as needed. This is termed, "Mother Listening."
2. Distract: changing the subject content or activity to a more appropriate subject or activity.
3. Redirect: redirecting choices of undesirable behaviors and prompting child to problem-solve for more appropriate behaviors. This may include staff modeling choices or behaviors.
4. Model: staff models targeted alternatives and invites child to join.
5. ACT Limit-Setting: staff acknowledges the child's wishes, wants, needs; communicates limit of behavior(s); targets specific alternatives.
6. 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 child to repeat the rule by

asking, “What did I say?” The child is encouraged to repeat the rule to internalize meaning and then staff asks for confirmation of understanding.

7. Time Out: 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 (example: ten minutes for a ten-year-old). Before the child is returned to the group, staff should talk with the child about actions and choices in developmentally appropriate ways (example: hands are not for hitting, mouths are not for mean words, etc.).
8. Other: A combination of interventions may be used for behaviors that are verbally aggressive, attempts at physical aggression, physical aggression, or failure to follow center guidelines which may result in health/safety concerns. Bullying or injury to others is not permissible or tolerated at any age. In addition to the pain of physical or emotional injury, aggressive behaviors and failure to comply with center guidelines diminish feelings of safety/security for other children at the center. Aggression can be addressed using time out, independent play, and suspension. Patterns of aggressive or noncompliant behaviors will be addressed with the director immediately by supervising staff. Parent/guardian will be notified about behavior(s) or patterns of behaviors and a conference may be requested. Repeated aggressive behaviors or failure to comply with center guidelines will result in dismissal from the program. More than one instance of aggressive behavior that put children and/or staff in danger or compromises health/safety regulations is grounds for dismissal.
9. Phone Calls/Contact with Parent/Guardians: If a child’s behavior results in risk of health/safety of the child, other children or staff; is an on-going pattern of behavior; or is seriously outside the normal limits of developmentally appropriate behaviors, a child may be immediately removed. The director or other appointed staff will contact parent/guardians to pick up the child. Developmentally appropriate practices will be used to educate, redirect and reorient the child in situations where a child may return. An *Incident Report* will be logged in KidReports.
10. Suspension/Dismissal: In extreme cases of ongoing aggressive behavior or refusal to comply with center guidelines, a suspension could be enforced for the safety and emotional wellbeing of other children at the center. If a suspension is merited, parent/guardian contact will be made, written notification will be provided to the parent/guardian via KidReports outlining the length of time, conditions of re-entry and re-entry plan. Upon return, the child will be monitored and subsequent incidents may be grounds for permanent dismissal. More than one instance of aggressive behavior that put children and/or staff in danger or compromises health/safety regulations is grounds for dismissal. If a child has to be suspended multiple times (more than once), the child will be terminated from enrollment and the spot will be filled from the waiting list. ***School-age children who receive In-School Suspension or Out-of-School Suspension from Cabool Schools or Cabool Schools Bus Transportation (for any length of time) are***

not permitted to attend Cabool Second Baptist Daycare during the suspension time and until a plan of return is determined between the daycare and the family to insure childcare needs can be met and health/safety guidelines can be maintained.

In the case of dismissal, parent/guardians will be provided with a termination letter. Copies of all documentation will be kept in the child's file. Behavior Report: *Incident Reports* are logged in KidReports anytime there is an incident involving injury or behavior that is out of characteristic for a child, causes injury, or creates an environment that is undesirable for peers. Most behavior choices are in the range of normal developmental behavior. Although not all behaviors are acceptable, choices can often be managed by the above steps. If a pattern of behavior(s) persists or the behavior choice is out of normal bounds of tolerable choices within the peer group age or out of the normal behavior(s) of the child, an *Incident Report* will be completed.

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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 parent/guardians, and caregivers involved.

For many infants/toddlers, the biting stage is a developmental stage that will pass with time. Some infants/toddlers may try it out to attempt get what they want from another child 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 Cabool Second Baptist 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. An *Incident Report* is completed by staff in KidReports and parent/guardians are notified.

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 *Incident Report* in KidReports and parent/guardians are notified.

If Biting Continues:

1. Staff will meet with director on a routine basis for advisement, support, and strategy planning.
2. *Incident Reports* will be entered into KidReports kept for every occurrence.
3. All parent/guardians 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
 - d. may be put in independent play or time out to decrease instances of biting
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 plan of action will be entered in KidReports and parent/guardians will be notified.
7. The director 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 and within the center ability to do so and retain approved staff-to-child ratios.
9. Prepare the parent/guardians 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.



**CABOOL SECOND BAPTIST DAYCARE HANDBOOK POLICY AND PROCEDURES
AUGUST 2019-JULY 2020**

13475 Industrial Drive
Cabool, MO 65689
(417) 962-3608
director.csbcd@gmail.com
www.csbcdaycare.com

Child 1 Name: _____ **Date of Birth:** _____

Child 2 Name: _____ **Date of Birth:** _____

Child 3 Name: _____ **Date of Birth:** _____

PICTURE RELEASE

Permission is given for pictures, including those for identification, emergency use, educational programming and CSBD publications such as brochures, fliers, newsletters, public information articles in the newspaper and website.

- YES, I give permission for my child's picture to be taken for uses listed above.
- NO, I do not give permission for my child's picture to be taken for the uses listed above.

Exceptions/Restrictions to the above information: _____

FAMILY HANDBOOK POLICIES & PROCEDURES

As a parent/guardian of a child enrolled in Cabool Second Baptist Daycare (CSBD), I have received and have read the updated handbook that describes the program and outlines the program's policies and procedures, including policies related to grievances. I understand that CSBD will follow policies and procedures as outlined in the handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____ Phone: _____