

Missouri S&T Child Development Center (S&T CDC) Family Handbook

S&T CDC Philosophy, Vision, Creed, & Values

INTRODUCTION

The Missouri S&T Child Development Center (S&T CDC) opened in 2022. It began as a dream for faculty and staff of Missouri S&T more than two decades ago to provide a quality, STEM-based program to our community. A state grant written by a group of university administrators including Dr. Beth Kania-Gosche gave S&T the opportunity to bring this dream to life. Our program encourages and supports the development of each child and provides opportunities for self-exploration and discovery.

S&T CDC PHILOSOPHY

The Missouri S&T Child Development Center believes that play is a child's most important work.. Children acquire knowledge through the active exploration of their environment. We challenge our teachers to nurture each child in a safe environment and encourage positive relationships with the child's first teachers: parents.

Positive development of the child's image of self is a priority in all aspects of program planning. It is our objective to assess and understand the development of each child in our program and to facilitate their growth.

This is facilitated by promoting:

- Cognitive development:
 - Learning to solve problems and form concepts
 - Demonstrating positive approaches to learning
 - Discovering and exploring the near environment and the natural world
- Language and literacy development:
 - Learning to express feelings and ideas in a variety of ways
 - Using verbal and written communication
 - Learning and applying knowledge of print and other early reading skills
- Social-emotional development:
 - Developing self-esteem, self-regulation, and coping skills
 - Achieving self-confidence in relationships
 - Developing a sense of responsibility and persistence in completing tasks
- Physical development:
 - Developing hand and body coordination
 - Learning physical skills
 - Learning healthy habits
- Creative development:
 - Expressing ideas through creative skills
 - Expressing self through creative medium
 - Developing the ability to think and act in different and unique ways

S&T CDC VISION

The S&T CDC is an exemplary early childhood STEM program for children and staff where nature is appreciated; knowledge and creativity are cherished; science is explored; needs are met; growth and development are celebrated; and friendships and deep relationships are formed, encouraged, and fostered. The S&T CDC is a place where:

- Teachers and staff love to work

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- Children, families, and employees feel safe, valued, and wanted
- Children grow physically, emotionally, socially, creatively, and intellectually
- Staff are committed to life-long learning, ensuring best practices are in place
- Families and staff members build strong connections with one other, the larger community, and the natural world

S&T CDC FACULTY AND STAFF CREED

I will pursue personal and professional excellence and integrity in creating sensitive and supportive relationships with children, families, and colleagues. I will strive to keep children safe and healthy; will help children explore, understand and celebrate the world around them; and will treat children, families, and colleagues with kindness and respect.

S&T CDC Caregiving, Inclusion, & Non-Discrimination Statements

SENSITIVE AND RESPONSIVE CAREGIVING

S&T CDC teachers provide children with a stable, secure, and safe environment in which they can grow and develop. We respect each child's individuality, preferences, and autonomy through warm physical contact, caring touches, and nurturing shared experiences.

Missouri S&T NON-DISCRIMINATION STATEMENT

<https://equity.mst.edu/>

GENERAL OPERATING INFORMATION

Classroom	Ages Served	Enrollment Capability
Caterpillars	6 weeks–12 months	8
Fireflies	12–24 months	8
Butterflies	12–24 months	8
Dragonflies	2–3 years	16
Bumblebees	2–4 years	20
Ladybugs	3–5 years	20
Grasshoppers	5–8 years	32

Enrollment capabilities can shift depending on transitional age needs and open classrooms. Caterpillars, Fireflies, and Butterflies are licensed for 6 weeks through 35 months. Dragonflies, Bumblebees, and Ladybugs are licensed for 24 months through age eight.

LOCATION

The S&T CDC is located on campus at 1207 North Elm Street. S&T CDC parking is available for breastfeeding parents and conferences, and information pertaining to parking is given during tours and enrollment.

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HOURS OF OPERATION

The S&T CDC is open weekdays (Monday – Friday) from 6:30 a.m. – 6:00 p.m. The S&T CDC operates year round.

DAYS S&T CDC IS CLOSED

The S&T CDC is closed on the following days:

- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Winter Break (aligned with Missouri S&T closed campus schedule, typically the last week of December)
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Any other state holiday declared by the Governor or President of the United States

PROFESSIONAL DEVELOPMENT DAYS

The S&T CDC reserves the right to charge for any training days that are closed for professional development purposes. If closing for training will occur, a minimum of 30 days notice will be given. The S&T CDC will be closed 6 days per year for professional development training. These meetings and workshop days help our staff better serve your children.

SEVERE WEATHER CLOSING

The S&T CDC will maintain the same schedule as the S&T campus for severe and inclement weather closures. Deciding to close is a difficult decision and our ultimate responsibility as a Child Development Center is the safety of our children and staff. . . When campus opens with a late start, parents are required to provide their child's meals that day.

The S&T CDC incurs all staff salaries and other fixed costs even during days closed for inclement weather or other emergencies and cannot refund tuition due to closures.

CDC LICENSING AND ACCREDITATION

S&T CDC is licensed by DESE , which means that we meet designated health and safety standards. The S&T CDC is in progress to be accredited by NAEYC Accreditation, which requires that we meet higher levels of quality in addition to state standards. The S&T CDC receives state sanitation and fire inspections as well as inspections annually from our licensing representative. License renewal occurs every two years. The current licensing manual and inspection reports are available upon request.

TUITION FEES

Tuition fees are invoiced weekly via Procure, and are paid through our Marketplace Portal. We encourage all families to set up auto payments via ACH. **S&T CDC may accept cash or a cashier's check for tuition payments with management's approval.**

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2025 Tuition Fees

Age	Weekly Tuition
0–24 months	\$269
3 Year Old	\$225
4 years–5 years*	\$209
Ladybugs- Before & After-School Care	\$109
Schoolers – After-School Care	\$99
Schoolers – Summer Program	\$190
Rolla Public School Closure Days	\$24 full day, \$11 early release day

Sibling Discounts apply to families within the same household that have a minimum of two(2) and a maximum of four(4) full time enrollments. A 10% discount is applied to the oldest sibling's full time enrollment.

TUITION AGREEMENT

It is parental responsibility to go online and make your tuition payments if you choose to not enroll in auto-payments. All past due accounts are subject to dismissal for non-payment or temporary suspension of care until the tuition payment is made. Please submit payments online by 5:30pm of the due date. Accounts more than 3 weeks past due may result in suspension of care. If suspension or termination of services occurs, your spot may be filled by another child on the waitlist and your security deposit is forfeited. If you do not have access to submitting online payments, S&T CDC administration can assist you.

TUITION POLICIES

- There is a \$55 ***non-refundable enrollment*** fee to process your child's enrollment.
- When an opening occurs, a security deposit that equals one week's tuition is required. The deposit will hold a space for the child and will be refunded after you leave the S&T CDC provided you give a full two-week notice ***in writing*** to the office. This may be done via email, Procure, or official letter. Written notification of withdrawal of less than two weeks, or withdrawal without written notification will result in the forfeiture of your full security deposit.
- The S&T CDC depends on full enrollment and caregiver tuition in order to operate the program and meet payroll. Failure to pay will lead to the termination of your child from the program and a forfeit of your security deposit.
- No refunds are given for absences, holidays, inclement weather, days the CDC is closed for professional days, or days in which quarantining due to illness is necessary.

END-OF-YEAR TAX INFORMATION

Letters/statements for income tax purposes will be given to each family no later than January 31st of each year. Letters are given electronically via email communication, and mailed to unenrolled families upon request.

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DESE CHILD CARE SUBSIDY

Child Care assistance reimbursement rates and family's S&T CDC co-pay are based on full-day attendance. That means that children must attend at least six hours per day to receive the full reimbursement rate. Parents/caregivers are required to sign-in and out every day so that DESE can appropriately reimburse the S&T CDC. DESE pays for only five absences per month, including holidays. If a family exceeds the five days per month, then the S&T CDC will charge the standard full day rate. We realize that this could be a possible hardship for some families. It is your responsibility to document your child's absences each month to budget for additional enrollment rates.

LATE PICK-UP PROCEDURE & POLICY

POLICY: The S&T CDC closes at 6:00 p.m. All children are expected to be picked up by a parent or authorized guardian prior to 6:00 p.m. This means they must be **signed out and out of the building by 6:00 p.m.** If a parent/guardian leaves the building after 6:00 p.m., families will be charged a designated late fee. There will be no exceptions or warnings. Your ID Card access will shut off exactly at 6:00 p.m.

LATE PICK-UP PROCEDURE:

1. If you know you are running late, call the center and let staff know the anticipated time of pick-up.
2. If a parent has not contacted the center by 6:00, a closing staff member will contact the parent(s)/guardians. If we are not able to reach the parent(s), we will call from the child's authorized emergency contact list.

LATE PICK-UP POLICY FEE AND PROCEDURE

Late pick-up will be charged a flat fee in the following amounts:

6:01 to 6:14 — \$20.00 per child

6:15 to 6:29 — \$40.00 per child

6:30 to 6:59 — \$60.00 per child

CURRICULUM GOALS

The S&T CDC uses a variety of curriculum models and approaches to promote learning opportunities that support the Missouri Early Learning Standards and our unique philosophy of education. Each teaching team creates weekly activities that include developmentally appropriate learning ideas based on children's interests, needs, and developmental levels.

S&T CDC uses PROJECT CONSTRUCT in each classroom. This curriculum works well with our "learn through play" atmosphere and is child-led to encourage exploration in science, math, reading, and writing while meeting Missouri Early Learning Standards at appropriate developmental levels. This curriculum offers flexibility to customize activities for individual child needs as well as family requests in their education.

SOCIAL-EMOTIONAL AND BEHAVIORAL SUPPORT

The early years involve rapid growth and development in all areas, including emotional, social and behavioral changes. At S&T CDC we believe children actively learn and explore in their environment and with that will come natural behavioral challenges and learning opportunities. To help children learn to recognize and regulate their emotions and the changing social demands of a classroom environment, we utilize Conscious Discipline. S&T CDC will do everything within our training and community resources to continue care for all children. In rare situations in which we are unable to support your child's behavioral needs, termination of care may be appropriate.

This behavior policy was updated to address the needs of our pre-K classrooms, and ensures that behaviors are not inhibiting our staff's ability to safely supervise and engage with students.

Behaviors fall under tiers, based on the severity of the behavior and the time required to address the behavior. The times listed here are estimates.

Tier 1:

- Typical behaviors that are handled in the classroom by teaching staff within 5 minutes.

Tier 2:

- Behaviors that require more than 5 minutes of teacher guidance.
- Behaviors that directly harm people or property.
- Behaviors that require management's assistance after teacher's guidance.

Tier 3:

- Behaviors that require more than 10 minutes of management's guidance.
- Behaviors that impose a significant danger to people or property.

Students will be sent home after:

- Two tier 2 behaviors are documented within a day
- One tier 3 incident

1 lead and 1 full time staff member, not working in the same room, must be in agreement for a student to be sent home. A form documenting the behavior will be signed by both parties, and given to parents at pick up to be signed. A student must be picked up within 1 hour of notification, or a one on one fee of \$25/ hour will be assessed. Failure to pick up a student may result in unenrollment.

Suspension and Unenrollment:

If a student is sent home twice within 30 business days, they will have a 3 business day suspension.

If a student has a 2nd suspension, the student will be unenrolled.

School-Age Behavior Policy

We hold our school-age students to a higher standard. Because of this, the behavior policy for our students Kindergarten and up is as follows:

If a school-age student exhibits physically aggressive behavior that threatens the safety of staff, students, or property, they will be sent home and face a 5 business-day suspension.

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If a school-age student is sent home a second time, they will be unenrolled.

ATTENDANCE, ARRIVAL AND DEPARTURE

Daily arrival should take place no later than 9:00 a.m. ***Early arrival ensures that your child is present for core curriculum activities and maximizes the learning potential of our program.*** Arrivals after 9:00 a.m. should be limited to medical appointments and communicated in advance to your child's teacher. Arrivals after 10:00 am will not be permitted without approval by management. Arrivals are never permitted between the hours of 12:00 pm-2:45 pm. Prompt communication regarding your child's absence or late arrival allows the center to prepare an accurate number of meals and reduce food waste. Notifying us of your child's absence also ensures that your child is safe and allows the teachers to begin activities and experiences on time without feeling the need to wait for a child to arrive. Departure should be avoided between the hours of 10:30 a.m. – 2:45 p.m. to keep from disrupting lunch and nap routines for all classes.

COMMUNICATION REGARDING ATTENDANCE

Please notify the Center by 9:00 a.m. if your child will be arriving late via Procure or by calling 573-341-6036. If your child has not arrived by 10:00 a.m. with no previous communication, you may be denied care for that day.

ELECTRONIC SIGN IN/OUT SYSTEM

Signing in and out is a security tool to ensure children are accounted for during transitions and emergency procedures.

S&T CDC uses the Procure electronic sign in/out system. When signing in, please do not allow your child to push the buttons on the screen. If you forget to clock out at pick-up, please notify us as soon as possible so that we can assist. All individuals on your authorized pick-up list will need to be added to Procure in order to drop off or pick up your child. If you experience any problems, please inform a staff member or email the management team at childcenter@mst.edu.

DROP-OFF & SEPARATION GUIDELINES

A parent, guardian, or designated adult must sign their children in and out every day in the Procure system. This is a requirement of both licensing regulations and the federal food program. We are not legally responsible for your child until she/he is signed in. Never leave your child in our lobby area or push them into a classroom without greeting their teacher to let them know they are present. Never leave a child or a sibling unattended in our building.

Children sometimes have difficulty leaving their adults at arrival. This is developmentally appropriate behavior. Here are a few suggestions to help ease separation:

- Allow adequate time in the morning to drop off your child and prepare your child for you to leave for work. When you are rushed, children may also feel hurried or anxious.
- Please do not suddenly disappear or "sneak out." Children are establishing their sense of trust and need to see you leave and return at the end of the day. Please **tell your child you are leaving and that you will return; exchange hugs and kisses and quickly leave with a smile, even if your child is showing other emotions.** If you would like a teacher to help with this process, please verbally let them know that you'd like them to take the child and then hand your child to their teacher. Teachers will not take a child from a parent without permission as it creates distrust.
- Try not to feel guilty if you leave and your child is crying or in distress. Teachers are supportive of children's emotions and will comfort them and help them find an activity. Most children calm down and settle into the classroom within a few minutes. If a child is unable to relax and participate in classroom activities, teachers will notify you and request your advice to help them bond and calm your child.

PICK-UP GUIDELINES

During afternoon pick-up and departure, it is also important to follow a consistent routine. Please be sure to arrive in plenty of time so that your **departure routine completes before the S&T CDC closes at 6:00 p.m.**

At the very minimum, please tell your child's teacher goodbye so that they are fully aware that the child is leaving their ratio.

- We recommend that when you arrive, you greet your child and the teachers.
- To accommodate traffic flow, our pick up routines should be kept short and sweet with a 10 minute limit. If you need to have a longer conversation with your child's teacher, we ask that you schedule this ahead of time with the S&T CDC Director. Teachers who stay past 6:00 may be eligible for overtime, which is not in our budget, so meetings must be scheduled in advance or late pick-up fees can be applied.
- On the way out, check your child's cubby for important messages, soiled clothing, or activities from the day.
- Please do not use your phone during pick up for anything other than clocking your child out; this includes video chatting and taking photos without prior permission from management.
- Once you have reunited with your child and begin departure, S&T CDC is no longer responsible for your child, but we ask that you respect our facility guidelines.

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SAFE DEPARTURE POLICY

If we are concerned for the safety or well-being of your child upon your arrival, we will inform you of our concern and call another person on your Authorized List to pick up your child. Examples include but are not limited to car seat safety, emotional/anger control, substance concerns, etc. If we are concerned for your child's safety when a person on your Authorized List picks up your child, we will phone you immediately and/or call another person on your Authorized List to pick up your child. If a staff member shows concern for the safety of your child at pick-up, you are required to treat the concerned staff member with respect. Please remember that they are doing this because of their love and care for your child.

AUTHORIZED PICK-UP OF CHILDREN

S&T CDC will only release a child to parents, guardians or authorized pick-up persons listed in your child's enrollment paperwork or Procure authorized pick-up list. Your authorized pick-up persons must be registered in our Procure electronic sign in and out system. For travel purposes, anyone on the authorized list must be at least 16 years of age to sign a child in and out of our facility and have the child's car seat for safe transportation. S&T CDC staff can never install or buckle a seat into your car, nor can they buckle your child into their seat for you. This includes infants under one year of age. ***If the staff in the classroom does not know you or an individual on your authorized pick-up list, you must provide a photo ID.*** S&T CDC staff will always ask for photo identification for any person they are not familiar with and will not release a child to anyone not on the authorized pick-up list. Please be respectful and understanding when you are asked for your ID. If you need to add someone to your pick-up list, you may do so by adding them under your child's ProCare profile. Please inform individuals that are authorized to pick-up your child that S&T CDC staff members are required to ask for picture identification before your child will be released to them. Failure to provide ID will result in your child not being able to leave with the individual and may mean late charges if it is after 6:00 p.m.

FAMILY COMMUNICATION AND INVOLVEMENT

A close family-school relationship is essential if the S&T CDC is to be fully responsive to the child and if the child is to reap maximum benefits from the school experience. S&T Child Development Center uses Procure software to plan, control teacher to student ratios, communicate with caregivers, and update information regarding your child's day, mood, and events in the classroom. Caregivers will have Procure access to **only** their child's account.

OPEN DOOR POLICY

Pop-in family visits, with the exception of breastfeeding visits, are kept to a 10-minute maximum to control our building's max capacity & avoid disturbing scheduled events.

Primary guardians listed on the child's enrollment forms are welcome to visit anytime during the day. Check-ins via procure or phone call are also welcome; If the teacher is busy with children, your communications will be returned as soon as possible. Keep in mind that if your child sees you, they may become confused as to why you are not picking them up and it could cause emotional distress. If you have questions about what you observe (i.e., children's behavior, use of materials, teacher's behavior, etc.), please ask the teacher about it. Often an individual observing will see only a snapshot in time and may not clearly understand the reasoning behind a certain action in the classroom.

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ACCESS TO CHILD INFORMATION

All CDC staff are required to maintain the privacy of children and families. We cannot share information regarding other children, including but not limited to behaviors and differing abilities. If you would like access to your child's personal file or assessment documents, please arrange a time to meet with office staff.

FAMILY INVOLVEMENT

There are many opportunities for parent and family involvement at the S&T CDC including:

- Field trip supervision or special event support
- Joining our Parent Advisory Committee
- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.)
- Construction or collection of materials for classroom use (paint aprons, materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.)
- Donating recyclables
- Attending or planning parent events
- Financial donations toward child care scholarships for families in need

To become a volunteer, please email us at childcenter@mst.edu. We will provide you with the information needed to request formal background screenings and discuss our volunteer regulations/responsibilities.

FAMILY INPUT

The S&T CDC values feedback and input from parents and other family members. Family members will complete an annual satisfaction survey. The data is used for program improvement and for short and long-term planning. In between surveys, we welcome verbal feedback and try our best to honor family requests.

FAMILY-TEACHER CONFERENCES

Families may request a meeting with their child's teacher to discuss concerns, share joyful news, and to simply connect and build relationships. Family-teacher conferences take place once a year, but may be requested throughout the year. Please email childcare@mst.edu to set up a conference with your child's lead teachers.

DIRECTOR UPDATES

The Director sends occasional updates to all families and staff. These emails include center-wide announcements, updates, and friendly reminders. The updates are sent through Procure and shared on our S&T Child Development Families Facebook page.

PHOTOGRAPHS AND VIDEO OR AUDIO RECORDINGS

All parents/guardians are required to agree to the following statement at the time of enrollment: I understand that the S&T CDC is a preschool and that S&T CDC children may be video or audio-recorded or photographed for educational or evaluation purposes within our UMSys community. I give the S&T CDC permission to make and use recordings of my child for educational and evaluation purposes and to share with me on Procure. I understand that these recordings will not be publicly accessible by anyone outside of the University without me first submitting a social-media permissions form.

GRIEVANCE PROCEDURE

The faculty and staff at S&T CDC are committed to maintaining a safe and productive atmosphere for children to grow and learn. In the event the parent or guardian feels an issue needs to be addressed, the following grievance procedure should be consulted in order to achieve an appropriate resolution.

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Level 1

When the problem arises, the parent or guardian should speak directly with their child's teacher. Concerns expressed to other teachers will be forwarded to the classroom teachers and sent to management. If you wish to have a private conversation, please ask to schedule a meeting. S&T CDC teachers will make efforts to respond to the complaint and resolve the conflict. If a problem arises with the administration team, you may bring these grievances to Dr. Kania-Gosche by emailing bkaniagosche@mst.edu.

GRIEVANCE PROCEDURE CONT.

Level 2

If a parent or guardian feels the matter is not resolved, they may bring their concerns to the Director or Assistant Director. Parents or guardians should be prepared to provide a full account of the situation and communication with their child's teachers. Management will take reasonable steps to review parent and teacher accounts of the issue and resolve the conflict. When necessary, the Director may call a conference where the parents or guardians and teachers can meet with the Director to discuss a resolution. In any event, the Director will respond to the parent or guardian within two (2) working days from the date the grievance was submitted to administration.

BUILDING ACCESS AND SECURITY

Each enrolling family will receive two activated access cards. Without this card, you will not be able to enter the building without staff assistance. Your first two cards are provided within your enrollment fee, but any additional cards may be purchased for legal guardians for \$25 each. If you lose your card, you are responsible for notifying management immediately so that the card can be deactivated. If your card is lost, you will need to pay \$25 to get a replacement card. Those authorized to pick-up your child are not required to have a swipe card, but entering the building can be challenging without it. Families cannot share their access card with any individual not listed as an authorized caregiver, and cannot give unauthorized tours of our facility. Giving unauthorized tours to interested friends creates a security risk for our protective custody enrollments and can lead to immediate termination of care. Each family should swipe-in individually rather than allowing multiple unrelated people in with one swipe. If you do not know that a person belongs to the S&T CDC, ask them to use the walkie-talkie and staff will greet them. Visitors may use the walkie-talkie entry and be escorted to classrooms, or visitors may call the main office at (573) 341-6036 for entry.

STAFFING

All classrooms have University employees as the primary teaching staff. A minimum of one lead teacher is assigned to each classroom. All lead teachers have a minimum of a Child Development Associate or direct equivalent experience. In addition to the full-time teachers, the S&T CDC has part-time teacher aides assisting in the classrooms as part of the adult/child ratio. All lead and assistant teachers are certified in First-Aid, Automated External Defibrillator (AED), and Pediatric CPR within 90 days of hire. All S&T CDC employees and volunteers must pass a background check from the Family Care Safety Registry and fingerprinting via MACHS. This FCSR check is repeated annually. The University runs an additional background check on all employees.

CELL PHONE USE & TEACHER COMMUNICATION

In our effort to maintain focus on children and class, classrooms and activity areas try to remain a cell-phone free environment. It is important that children receive the full attention of parents, teachers, and staff while attending the S&T CDC. Full and part-time staff will keep personal cell phones inside the classroom for photos and Procure communication, but personal text messaging, listening to phone messages, and making phone calls is not permitted while working with the children. Teachers will bring cell phones for emergency and safety use while on field trips, walks, and evacuation drills. Parents are to use the main office phone number, the Director's cell phone number, or

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email provided to reach the classroom teacher(s) in a timely manner. Please do not message your child's teacher about anything S&T CDC related on social media accounts or text messages. S&T CDC staff are not required to return any messages that are not sent through Procure or their S&T email accounts.

ENROLLMENT & RE-ENROLLMENT

ENROLLMENT PROCEDURES

To enroll your child, you will need to complete all required enrollment forms and submit to S&T CDC prior to your child's first day. This includes all required documents such as medical releases, vaccination records, special diet plans, and signed policy acknowledgements. Security deposit and enrollment fee are required to claim an open placement and due dates for deposits will be discussed and agreed upon with management prior to submitting enrollment forms.

CONFIDENTIALITY AND SECURITY OF FAMILY INFORMATION AND RELEASE OF INFORMATION

All information collected regarding S&T CDC children and families will be confidential within legal limitations. Medical information will be released to medical personnel (i.e. EMTs, emergency doctors) in the event of an emergency in which center staff seek medical treatment for a child. Parents/guardians will have access to their child's file at any time upon request.

ENROLLMENT PRIORITY

Children will be enrolled in the order their applications are received according to the following priority:

- Siblings of children currently enrolled at the S&T CDC
- S&T CDC staff children over age two
- S&T students
- S&T faculty and staff faculty
- Community members

Families receiving DESE Subsidy may pass any others on the waitlist in order to meet 30% subsidy requirements for our facility. Part-time care is not available at this time.

PROGRAM SELECTION

Management and staff make the final decisions on all room assignments based on developmental skill levels, age, and space availability. You may request a room for your child, and we will try to accommodate, but we reserve the right to make the decision based on criteria above. Staff may be in different classrooms based on need, teacher-student ratio, and availability of lead or assistant teacher positions.

TRANSITIONING CHILDREN

A successful transition from one classroom to another requires planning prior to the transition and support throughout the transition process. Families and teachers will share information about the child with the new teachers. A preferred transition schedule is posted in each classroom, and we will follow it as closely as possible while meeting the child's emotional needs. In some cases, children will transition quicker than the schedule shows and your child's teachers will update you to let you know.

VACATION

Your family may use one week of tuition breaks per child per calendar year for vacation. Unused vacation tuition breaks expire at the start of the new calendar year and cannot be combined or rolled over. The week tuition break must fall on a Monday through Friday and cannot be prorated.

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REQUIRED NOTICE FOR ENROLLMENT TERMINATION

If you wish to terminate enrollment, please provide a written two-week notice. Once the two-week notice is given, please confirm that it was received by us. If you've submitted your notice, your child's classroom spot will be given to a waitlist family. If at any time during your notice, you change your mind about leaving, your child will be placed on the waiting list again and you'll be responsible for paying the \$55 enrollment fee again. Please only submit notice if you are sure of your decision, as a child leaving our center is emotionally hard on both the child, their caregivers and classroom friends.

Termination may be initiated by the S&T CDC for non-payment of tuition, fees, repeated violation of policies, an unhealthy relationship between teachers and caregivers that cannot be supported, or failure to turn in required forms or documents annually or upon request. If your child's presence in the S&T CDC constitutes a health or safety hazard to others and efforts to resolve the situation have failed, termination may be initiated by us. In such cases, you will be informed verbally and in writing of the termination. S&T CDC will do our best to provide a two-week notice for termination, but if such termination is immediate due to violation of policies or health/safety, you will forfeit your security deposit and you will be refunded any credited/advanced tuition payments.

SCHOLARSHIP GIFTS

Unused scholarships cannot be refunded to you at the end of your enrollment. If you have scholarships or gift donations credited to your account, those funds will roll into an account of another child in need. If you'd like to pay on a specific child's account, you may do so on Marketplace.

PHYSICAL ACTIVITY & OUTDOOR LEARNING

INDOOR AND OUTDOOR PLAY

We believe that children learn best through play and hands-on experiences. We also believe that the outdoors is an extension of the indoor classroom. We typically go outside twice each day, year-round. Although we will not be outdoors during storms, we will not let rain or snow stop our outdoor activities. Please note the next section about providing appropriate clothing and shoes. Toys, materials and activities are also available outdoors to enhance the children's play experience. If your child is not well enough to play outdoors, they are not well enough to attend the S&T CDC and should be kept home instead of coming to school.

MESSY ACTIVITIES

Children become fully engaged in the natural environment. Children will work in our garden planters, use their imagination with our mud kitchen, explore sensory bins, and many other messy activities. **Please dress your child in play clothes that you do not mind getting dirty.** Please provide rubber shoes (like Crocs or rain boots) & a waterproof jacket that can be kept in your child's cubby year-round. We hope to build a donation pile of rubber shoes and boots! You will not need to take these items home to wash them unless you choose to do so; we will take care of those details for you. If you choose to provide Croc-style shoes instead of boots, please keep extra socks for warmth in stock in your child's cubby & expect them to get used. Please make sure your child is prepared for all weather conditions. Boots, hats, mittens, and warm coats are essential for cold weather days, and mud shoes or rain boots in the spring and summer. Please label all clothing with your child's first and last name.

SUNSCREEN & INSECT REPELLANT

Sunscreen is a requirement unless you specify that you are waiving sunscreen permissions in our enrollment form. If you are waiving sunscreen use, please notify management to ensure your enrollment permissions are correct. Please apply sunscreen to your child as part of your morning routine at home. A lotion sunscreen must be provided for each child, regardless of their skin color or natural reactions to the sun unless their enrollment form states

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otherwise. Siblings in the same class may share sunscreen. We cannot use aerosol sunscreen. Our building and playgrounds are treated monthly for insects, however on field trips or on rare occasions, your child may need a non-aerosol insect repellent. This is not a requirement to provide, however, S&T CDC cannot provide it for your child.

OUTDOOR TEMPERATURE

Outdoor play is an important part of our daily curriculum, as temperature permits. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). The buildings and installed playground shade often shelter our playground from the cold wind and hot sun. Please note that if your child is not well enough to participate in outdoor play, they are not well enough to attend.

PHYSICAL ACTIVITY

The S&T CDC encourages all children to participate in a variety of daily physical activities that are fun and developmentally appropriate for their age. We recognize that physical activity, movement, and outdoor play are essential for the growth, development, and learning of young children. We follow a schedule that provides children at least 90 minutes of physical activity every day. Children are allowed a total of at least 120 minutes of unstructured, free play daily indoors and outdoors. To promote healthy development and physical activity, all children are provided outdoor playtime for at least 40 minutes daily, weather & temperature permitting. Children go outside based on the Weather Watch guidelines. Other than nap and meals, children are not seated or sedentary for any period unless it is child-initiated during play. Children have access to comfortable seating but forced sitting for activities is not practiced at S&T CDC. Indoor space within the great room includes room for large gross motor movements when weather does not permit outdoor play. Teachers will not force children to sit while learning or playing. Teachers, student teachers, and other support staff are expected to participate in gross motor movement activities along with the children, so they must dress appropriately for physical activity. The S&T CDC expects that parents will dress children in clothing that allows free movement and active outdoor play during all seasons. **Children should be dressed appropriately for inclement weather (e.g., layers, hats, gloves, snow pants, rain boots, etc.).**

Physical activity will not be withheld as a consequence for misbehavior. We will redirect children to safe physical activities. We do not withhold active play time or outside time as a consequence for behavior. The S&T CDC does not show television or movies as part of a daily routine, but may be used as part of a special activity or event.

GENERAL POLICIES

TOYS/ITEMS FROM HOME

The S&T CDC teachers cannot be responsible for toys or special comfort items brought from home that are not requested by their teacher. Please leave special items/toys in the car or their cubby at drop off.

FIELD TRIPS

Family members give permission for children to attend field trips during enrollment and this permission is not renewed unless our field trip policy is updated or changed. If you do not wish for your child to attend an outing, please make alternative childcare arrangements during the scheduled event. Parents are always welcome to join the class on field trips. Our field trips are within safe walking distance of our center and include campus based locations and local businesses.

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CELEBRATIONS

The S&T CDC is non-sectarian, which means that the S&T CDC does not celebrate traditional holidays. Instead, we prefer to celebrate the children's interests, seasonal changes, local happenings, seasonal harvests, family celebrations, and cultural traditions. We encourage all families to share their cultural heritage with their child's class. If you feel that S&T CDC staff are not upholding this policy, please bring it to the attention of management.

BIRTHDAY POLICY

If you do not want your child's birthday celebrated, please notify management upon enrollment. Due to dietary restrictions, food/chemical allergies, and possible choking hazards, no outside food may be brought in for children. If you are planning a private party for your child, please check with management before dispersing invitations within our building.

GUIDANCE, BEHAVIOR, AND SPECIAL NEEDS

GUIDANCE

One goal of the S&T CDC is to help children develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control. We do not use any punishment-based negative discipline strategies. S&T CDC utilizes Conscious Discipline and other forms of positive behavior support. It's important that a child choosing to utilize a calm-down center is very different from forced time-out. For children to self-regulate they need the opportunity to build a healthy self-concept (knowing who one is as a person, knowing one's talents, strengths, and limitations). This includes giving children respectful, but honest feedback, acknowledging their accomplishments and helping them recognize and resolve their challenges. Young children, due to their developmental level and age, are often not capable of understanding the ramifications of many of their behaviors; therefore, they need to be encouraged and guided to make good choices that do not harm themselves and/or others.

This can best be accomplished through close supervision, modeling, gentle guidance, and most importantly, positive redirection. Children need to learn to identify and express their feelings. This often requires the caregiver to verbalize these feelings for them. For example, if we see a child hit another child for taking a toy away, we will intervene by saying, "You seem angry. Billy took your toy and you didn't know what to do so you hit him. You may not hit. Hitting hurts. Tell him, 'I'm still playing with it. Please ask me for a turn.'" Our goal is to prevent one child from hurting another and at the same time help that child learn to identify feelings and communicate with peers. Another important aspect of guiding young children is the understanding that young children are developmentally egocentric and therefore not yet capable of understanding the concepts of sharing and taking turns. Therefore, it is our responsibility to lend guidance through scaffolding and modeling these skills when conflict situations occur. It's another reason that our classrooms are set up with multiples of the same toys so that there are plenty of materials to go around. Caring for young children requires a lot of patience, as they often need to be reminded frequently about safety rules. Each direction will be stated positively, clearly, and precisely, and then the child will be guided to follow the direction by modeling and suggesting other acceptable, safe activities. With older preschoolers, the emphasis shifts toward teaching children how to solve their own problems and conflict resolution.

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GUIDANCE STRATEGIES USED BY S&T CDC TEACHERS AND STAFF

- Maintaining realistic expectations of children
- Providing clear and simple limits
- Planning an environment that facilitates a caring atmosphere
- Keeping children engaged to prevent problems from occurring in the first place
- Modeling appropriate behaviors
- Redirecting unsafe behaviors toward desired outcomes
- Giving children choices between two safe alternatives
- Encouraging children to work together to solve problems
- Encouraging children to use their words to solve problems or to encourage peer cooperation
- Providing logical and natural consequences for children's actions
- Removing children from the situation until they are calm and able to discuss the problem
- Conflict resolution (for older preschoolers)

CHILD CARE TERMINATION

The process to terminate a child's enrollment at the S&T Child Development Center will begin if the following occurs:

- A. The child's needs are unable to be met through the resources and services that the S&T CDC can provide while continuing to provide care for other enrolled children
- B. A parent refuses or denies action plans (e.g., request for referrals to outside agencies, behavior plans, academic and developmental goals) developed by the S&T CDC staff to support the child's developmental needs as well as the family (i.e., behavior/academic/developmental)
- C. If services are provided and/or behavior plans are implemented and the child's condition does not improve over time according to the data gathered
- D. If continued enrollment of the child does not represent the best interest of the child, the environment of S&T CDC, the staff, or the other children in the classroom
- E. If services are provided and/or behavior plans cannot be implemented without taking away attention from other children enrolled in the teacher's supervision

The S&T CDC reserves the right to give written notice to the parent or guardian indicating termination of all childcare services at the end of 14 calendar days. Receiving your security deposit in all situations above is dependent upon the child's account being in good standing with no tuition or additional balances due.

CIVILITY POLICY

Grounds for enrollment termination include disruptive behavior by family members or guardians that interferes with the successful operation of the S&T CDC and/or classroom, including physical or verbal abuse directed toward any child, parent, student teacher, volunteer, or staff member. Missouri S&T Police reserves the right to ban individuals from campus property.

CHILDREN WITH SPECIAL NEEDS

The S&T CDC is an inclusive environment and we welcome all children into our program with the understanding that we will do our best to provide the least restrictive environment possible. If it is determined that we are not able to provide the appropriate environment, we will work with the family to find an appropriate placement. If you choose to not disclose your child's special needs upon enrollment, staff may not be prepared to accommodate your child's needs and termination of enrollment may follow. If your child's least restrictive environment includes the need for 1:1 supervision at times throughout the day, we will set up a meeting to discuss options on how we can

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best help. 1:1 supervision is not sustainable for our non-profit organization and would result in a higher tuition rate. Before a child with any identified medical need or diagnosed disability begins his or her first day at the S&T CDC, there will be a scheduled support team meeting with the parents and supporting staff. The purpose of the meeting will be to inform the staff of the child's needs so we can best support the child and family. These meetings can only be set up if your child has already been medically evaluated and diagnosed or if you have a letter from their pediatrician explaining that the evaluations and diagnosis is in progress with an estimated date of more information.

CHILDREN WITH SPECIAL NEEDS CONT.

The S&T CDC recommends that all special services from providers including speech therapists, occupational therapists, physical therapists and mental health professionals be provided on-site. However, we do not have a private room available for these visits, so they would have to be done inside the child's classroom unless another empty space is available at the time of services. The S&T CDC encourages the mutual exchange of information between the providers and the teachers with appropriate family/guardian consent. We encourage open communication between teachers and outside providers, and families are informed of all communication between teachers and outside providers. All S&T CDC children are assessed during the calendar year as part of their curriculum goals. If concerns are noted, additional assessments will be recommended. Based on the results of the progress monitoring, individual child goals are created, and any concerns are immediately shared with parents. This is not a diagnosis assessment, as S&T CDC will never medically or behaviorally diagnose a child. This assessment is used solely to help teachers meet individual needs.

HEALTH AND SAFETY

IMMUNIZATION POLICY

Vaccination records are required before enrollment is official. If your child's vaccination records are delayed, an additional letter from your child's pediatrician is required that includes the reason for delay and the expected date the child will be up to date. In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending S&T Child Development Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. Management cannot release names or any identifying details including age of children with immunization exemption. If you would like to request this information, please contact the Director and the information will be provided to you. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file. A response you can expect to receive would be "We currently have **insert number** children enrolled with an immunization exemption." If your child is exempt from immunizations, the exemption is provided by the Health Department. We are required to keep the original cardstock copy in your child's file. Copies of this exemption are not accepted in our center, and parent or pediatric letters of exemption are not valid. The exemption can only be obtained through the Health Department and must be on file at least one week before your child's first day. These exemptions are required annually and will be requested every January. You will be notified when we need a new exemption, and you will have five business days to provide it to us. If updated exemptions are not on file annually, your child may be subject to suspension of care. During any suspension of care, you are responsible for tuition fees.

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NAPTIME/RESTIME

Nap time is an important time for children to re-energize and it provides a time for teachers to regroup, communicate with parents, sanitize, complete paperwork, discuss the day's activities and plan future curriculum for the class. All of the children rest in the afternoon for a minimum of 30 minutes. Children are guided to rest but are not required or forced to sleep. Children are helped to relax by a variety of methods: darkened room, soft music, rubbing backs, etc. After 30 minutes, non-nappers may look at books or do quiet activities on their cot. If staffing allows, non-nappers between ages 2-5 may be able to stretch and play on the playground or in the indoor great room after 30 minutes of rest. We ask that parents bring in a soft blanket for children over age 12 months. Children younger than 12 months old, or children sleeping in cribs will not be allowed to sleep with a blanket even upon parent request. Blankets brought in should not hold special meaning to families or children. Staff will wash bedding at a minimum once weekly, but may wash more often as needed. If you express that a child's blanket is special to them, we will ask that you replace it with another blanket. If you choose, you may provide a travel size pillow with a pillow case for your child age two and older. Regular size pillows and throw pillows will not be accepted. If at any time your child uses their pillow as a distraction to themselves or others during naptime, you will be notified that they can no longer use a pillow during nap. The CDC is not responsible for the loss or damage of pillows, pillow cases, or naptime stuffed animals as these are not a required item for care.

SAFE SLEEP POLICY

The purpose of the Safe Sleep Policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics (AAP). Missouri child-care licensing rules require licensed child-care facilities to provide parents and/or guardians who have infants in care a copy of the facility's safe sleep policy. Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation. Child-care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care.

Sleep Environment

1. Infants less than one (1) year of age will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently

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during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.

3. Equipment such as a sound machine, that may interfere with the caregiver's ability to see or hear a child who may be distressed, is prohibited.
4. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.
5. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).
6. All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed every three years

Safe Sleep Environment

1. Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.
2. Infants' heads and faces will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. We may use sleep clothing (i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.
 - a. Cribs will not be covered with blankets or bedding or other items
 - b. Loose bedding will be kept away from sleeping infants and out of safe sleep environments; this includes, but is not limited to, bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs and other similar items
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. When indicated on the Infant and Toddler Feeding and Care Plan or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms,
 - a. Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep. Pacifiers may not have attached stuffed animals
5. Only an individually-assigned safety-approved crib, portable crib, or playpen with a firm mattress
 - a. and tight-fitting sheet will be used for infant napping or sleeping.
 - b. Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses
 - c. Crib slats will be less than 2 3/8" apart.
 - d. Infants will not be left in cribs with the drop side of the crib left down
6. Only one infant may occupy a crib or playpen at one time.
 - a. Only one infant will be placed to sleep in each crib/pack-and-play; siblings, including twins and triplets, will be placed in separate cribs/pack-and-plays
7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other

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sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep or nap time.

8. No person shall smoke or otherwise use tobacco products in any area of the child care facility during the period of time when children cared for under the license are present.
 - a. Smoking will not be allowed in or near the building, parking lots, or playground. Missouri S&T campus is smoke-free, and staff will be required to change their clothes when returning to work if they leave campus to smoke
9. Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.
10. All parents/guardians of infants shall be informed of and given the facility's written Safe Sleep Policy at enrollment.
11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

Supervision

- When infants are in their cribs, they will be within sight and sound of staff at all times
- Lighting in the room will be sufficient so that caregivers can see if an infant is in distress
- Staff will position themselves so they can clearly view infants who are sleeping
- A staff member will visibly check on sleeping infants to ensure they are not overheated or in distress.
- The use of equipment, such as sound machines or loud music, will not be used as it might interfere with a caregiver's ability to see or hear a child in distress
- When an infant is awake, they will have supervised "tummy time"; this helps babies strengthen their muscles and facilitates motor development
- Infants will spend limited time in swings and bouncer/infant seats when they are awake. If an infant falls asleep while in a swing or bouncer seat, staff will immediately move the infant to their crib for safe sleep. ***We encourage parents to continue this at home to help them adjust best to sleeping on their backs in a crib instead of elevated in a bouncer or comforted by motions of a swing***

Training

- All staff, substitute staff and volunteers at the S&T CDC will be trained on safe sleep policies and practices, and required to complete training approved by DESE within 30 days of employment and every three years thereafter. If you are interested in taking this training as a parent of an infant, please contact the Director
- Safe sleep practices will be reviewed with all staff, substitute staff and volunteers annually; additional training specific to these policies will be given before any individual is allowed to care for infants
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be monitored by DESE supported training portals.
- All staff at the S&T CDC will be trained on first aid for unresponsive infants before they are allowed to care for infants

Safe Sleep Policy Communication Plan for Staff and Parents

Parents are asked to follow this same policy when the infant is at home to support a healthy sleep schedule at home and while in our care. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare, as well as other program health and safety practices, will be shared if any changes are made.

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TOILET TRAINING

Teachers and parents at the S&T CDC work together to determine when each individual child is ready to begin toilet training. Each child's readiness and needs are taken into consideration so that the training process is positive for the child. Watch for readiness signs and communicate with teachers to let them know your child is ready. Beginning in the Butterflies & Fireflies rooms children will start to learn about the toilet. They will be encouraged to flush the toilet and wash their hands even if they don't sit on it. Sitting on a toilet at a young age encourages children to have confidence in the way it feels, and usually avoids any fears that may develop if they are not introduced until later in toddlerhood. Children will not be allowed to wear underwear at S&T CDC until they have had more than 2 successful days of less than one accident per day at home. We recommend trying underwear from Friday afternoon through Monday mornings at home to test their readiness. Accidents increase the amount of classroom sanitation needed throughout the day and take activity time away from teachers and other children in the classroom. ***If your child is wearing pull-ups for training, they must have velcro sides for easy changing. Styles that do not have velcro will not be accepted.*** Children will not be kept from transitioning into a preschool classroom if toilet training is not mastered as it is uncommon for a child to be toilet trained before age 2, but it is important that self-help skills are being practiced and that children are never shamed for potty accidents.

SHOE POLICY

For safety purposes, we request that children come to school in sturdy, supportive, comfortable shoes. In an emergency, children must be prepared to leave the building very quickly regardless of the weather. Children may have to walk through extreme weather conditions in order to evacuate quickly to a safe location, and appropriate footwear aids in comfort during these times. Infants evacuate in emergency cribs, so shoes are not necessary until the child begins to pull-up and walk and/or transitions to the toddler classroom, but socks are required for warmth and daily comfort. If your child's shoes show signs of being too tight or uncomfortable, you will be asked to bring new shoes. This includes but is not limited to shoes that easily slide off while playing or leave red deep marks or blisters. We recommend shoes that your child can slip off for comfort and put back on themselves for self-help skill development. Please refrain from sending your child in shoes that are expensive, special, or valuable, as the CDC cannot be responsible in replacing shoes that obtain damage from typical development and messy play.

FOOD AND NUTRITION PROGRAM

The S&T CDC participates in the USDA Child and Adult Care food program (CACFP) and children are served an approved breakfast, lunch, and afternoon snack. Sample menus are available [online](#) and are posted in the lobby entrance. Although our menus have a variety of different foods, we do try to keep a schedule of planned meals that are child favorites. Your child will be encouraged to sample all foods served, but will never be forced to eat. If your child is not here by 9:00 a.m. and you want them to eat our provided lunch, you must contact us and let us know they are coming in late. Meal counts are turned in at 9:00 a.m.

FOOD ALLERGIES AND DIETARY RESTRICTIONS

The S&T CDC will try to respect and provide accommodations through our CACFP. If your child cannot consume a certain food type, you must provide a clear doctor's note that explains the food sensitivity and provides alternatives that we can serve instead. Children are not permitted to bring any food from home unless a Special Care Plan is in place with a documented food allergy. This includes dropping your child off with a snack in the morning. All snacks must be left with the adult dropping off and cannot be left in the child's cubby. S&T CDC staff food must be stored and labeled properly in the staff break room with no child access.

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HEALTH & ILLNESS

Each child must have a current health form on file at the S&T CDC including immunization history signed by a physician. The health form is found in our enrollment packet and must be completed before their first day of care. Immunization records should be updated every time your child receives a new immunization or a booster. If your child's immunization records are delayed for any reason, your pediatrician must provide a detailed note stating the reason for the delay and the expected date that your child will be up to date on immunizations. This note will need to be renewed often throughout your child's enrollment, and we will give you a minimum of seven days notice when we need a new update. Please notify the teacher if your child has any allergies, even those that are not food related.

ILLNESS PREVENTION

The S&T CDC promotes the protection of children by preventing illness whenever possible. We encourage children to practice and develop good hand washing habits to prevent the spread of germs. We encourage an understanding of good nutrition, exercise and proper rest for the development of healthy bodies. Other practices include procedures for the onset of illness symptoms at home or at school.

ILLNESS AT HOME AND AT SCHOOL

If your child exhibits any of the symptoms listed below (at home), keep your child home until your child is well and contamination of others is not a concern. This includes being free from fever reducers and other medications for 24 hours. Please notify us of an absence and the identified symptoms so we will not expect your child that day and staff are alerted to possible contagions. If your child received medical attention and is cleared to return to school, please remember that we cannot administer medications in our facility, including antibiotics. Make sure your physician is aware of this policy and prescribes the best medication for your child to take before and after daycare. You may come to the center during the day to give your child prescribed medication, but we cannot store it anywhere in our facility, including your child's cubby or diaper bag. If you or a family member are your child's physician and symptoms continue with no improvement, S&T CDC obtains the right to suspend care until the child is seen by an unrelated physician. When the presence of a child poses a **possible** risk of spreading infection to other children, whenever possible we will remove the child from the classroom and he/she will remain with an appropriate staff person until the parent/guardian can be notified and the child is picked up. If your child is not picked up within **one hour** of parental contact, a 1:1 fee of \$20 will be added to your child's account and an additional \$20 fee added every half hour until they are picked up. (Example: If we contact you at 12:30 pm to pick up, and you do not pick up until 2:30 pm, your 1:1 fee will be \$40, however, if you pick up before 1:30, there is no fee.)

ILLNESS AT HOME AND AT SCHOOL Cont

S&T CDC will try to reach out to emergency contacts if you are unable to be reached, but if your EC cannot pick up your child, you will still receive fees. It is important that you answer our calls when we reach out. Typically, the child will remain in the main office with management. It is important that the parent/guardian respond in a timely manner in picking up their child to ensure that continued care is provided and to prevent possible infection of other children and staff. The following guidelines serve as a framework of specific symptoms from which the child will be evaluated for temporary exclusion.

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WHEN TO KEEP YOUR CHILD AT HOME

We are required by licensing regulations to send your child home if he/she is experiencing any of the following symptoms. If you attempt to cover these symptoms with medication and send your child to school knowing they are ill, it could be cause for immediate termination of care:

- Vomiting more than once If vomiting is due to coughing or reflux, children may be exempt from this but parents will still be notified
- Diarrhea- more than one abnormally loose stool within one hour combined with abnormal symptoms such as low appetite, unusual drowsiness, abnormal temperament, and/or diaper rash that is raw or has open wounds
- Diarrhea- more than one abnormally loose stool within operating hours that is not contained within a diaper
- Diarrhea- Potty trained children experiencing more than two abnormally loose stools within one hour combined with inability to participate in normal classroom routines
- Fever of 99 degrees or higher when taken under the arm or on the forehead. S&T CDC will not add a degree and will only go by what the thermometer reads
- Abdominal pain that continues for more than two hours
- Undiagnosed rash — If a child is sent home with an unidentified skin condition, the child may not return without a physician's note indicating that there is no danger of contamination to other children. Typical diaper rashes are exempt from this if a signed permission slip to treat the diaper rash is on file. Diaper rashes that **do not improve** with increased diaper changes and treatment are included in this policy
- Inability to participate in group activities for any reason including but not limited to extreme fatigue/sleepiness that isn't improved with a nap
- Upper-respiratory issues (excessive coughing, runny nose that is yellow or green in color, wheezing or trouble breathing, etc.)
- Acute change in behavior that is unexplained (including but not limited to: lethargy/listless/lack of response, persistent crying, difficulty breathing, uncontrolled coughing)
- Infectious/communicable disease (for example: whooping cough, chicken pox, or strep throat)
- Oozing sores — Scabs that are clearly not infected or being treated can be covered with a bandage as long as the child will leave the bandage on. Any scab that the child is not allowing to heal and keep covered may be cause to be sent home
- Head lice — if your child is sent home with head lice, S&T CDC will spend the rest of the day checking all children, and washing nap bedding and soft toys. Your child must be free of live bugs and eggs before returning to our care. Please expect management to check your child's scalp, privately, upon returning. We ask that you not be offended by this policy, as treating the center for lice takes away hours of teacher devotion to the classroom daily needs
- Drainage from the eyes that is yellow or green in color and returns after gently being cleaned
- Impetigo or signs of impetigo

If your child experiences any of the above symptoms while at the S&T CDC, you will be contacted to pick up your child within the hour. In the event you cannot be reached, we will contact those you have authorized to pick up your child and enforce a 1:1 fee if necessary.

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ILLNESS RE-ADMITTANCE

Your child may be readmitted **24 hours after:**

- Taking antibiotic medication for bacterial infection (including strep throat) that includes a current physician's note to return. Please note that 24 hours is very important. For example, if your child starts an antibiotic at 3:30 p.m. on a Monday, they cannot return to care until Wednesday morning.
- Temperature has returned to normal (without fever-reducing medication like Tylenol, Advil, Motrin)
- Your child has stopped vomiting
- Your child no longer has diarrhea
- Treatment for head lice is completed — S&T CDC has a strict “no-nit” policy. If nits are detected, your child will be sent home *for 48 hours* the second time so treatment can be completed
- Treatment for pinkeye or other eye infection is started

If you choose to observe symptoms and send your child back without a doctor's note per our 24 hour policy and your child exhibits the same symptoms, the policy will be extended to 48 hours + a doctor's note to return. Please be sure your child is fully symptom free before returning after 24 hours.

FEVER

If a temperature reading is 99° F or higher the child will be removed from the classroom and a staff member will keep your child comfortable until you are notified and pick up your child. Prompt pick up is expected and delayed pick up will result in 1:1 fees. If your child has been sent home or the onset of symptoms occurred at home, it is important that your child not return to school until he or she has been symptom free for at least 24 hours. It is important that the child is free of fever for at least 24 hours **without** the use of fever-reducing medication.

If you choose to observe any of the above symptoms and send your child back without a doctor's note per our 24 hour policy and your child exhibits the same symptoms, the policy will be extended to the next 48 hours + a doctor's note to return. Please be sure your child is fully symptom free before returning after 24 hours.

EXPOSURE NOTIFICATION

In the event of a known exposure of a communicable disease, parents and staff will be notified in writing so an alert to symptoms and follow-up care may occur. Parents should never ask staff to identify which child or staff is currently sick, as S&T CDC staff are required to maintain confidentiality for all children and coworkers.

MEDICATION AUTHORIZATION

The S&T CDC does not have a nurse on-site and is unable to administer daily medications. We will only administer medication on an emergency basis when parents are unable to perform the duty. Emergency medications include inhalers and EpiPens as well as medication that is prescribed to treat a documented disability. Due to staffing and time restrictions, routine breathing treatments cannot be provided by staff members. Because the medication will be administered in emergency situations or as needed, a Special Care plan signed by a physician must be on file and the teachers must be trained by the parents how to administer the medication properly and safely along with written directions (e.g., EpiPen). Prescription medications for inhalers and EpiPens shall be in the original container and labeled with the child's name and instructions for administration, including the times and amounts for dosages and the physician's name. Medications will not be accepted without a Special Care Plan completed. This could delay your child's start date. Approved infant medication that can be administered by S&T CDC staff with a signed permission form includes teething gel, gas drops, diaper rash ointment, and moisturizer for sensitive skin needs. The medication provided to staff must be in the original container with labeled directions that include dosage instructions for the correct age and weight of your child.

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ACCIDENT AND ILLNESS PROCEDURES

If a child is severely injured or becomes ill after arriving at school, the parent will be called. The Parent Information Sheet requires home/cell, office and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned. If a child needs immediate medical attention, the teacher will call 911. Next the parent or the child's physician will be called. If we cannot reach the parent, the emergency contact will be phoned. A teacher who witnessed the emergency situation will accompany the child to the hospital in the ambulance, bringing records and all parent permission forms. The Director or assistant Director will meet at the ER for additional support.

Parents will be notified of all known minor injuries or possible illnesses. Accident reports will be completed by the supervising teacher if a child has an injury that leaves a mark. Head injuries, even if minor, are documented but do not require parent signature unless a mark is left. Parents are notified via Procure if a child's injury is not posing immediate concern. However, if concern arises later, parents will be notified via phone immediately. If your child has a bruise, bite, mark, or seems injured and there is no update on Procure or in person, please email childcare@mst.edu so that management can find information the following work day. ***If your child's injury is severe and needs immediate management attention, you may call our office at 573-341-6036 and leave a message if it's after hours.*** Messages are forwarded to the Director's email account & you will be contacted as soon as possible. Emergencies that require immediate contact are those of head injuries or sore body parts that cause limping or inability to use without pain or swelling. All other inquiries, though important but not considered an emergency, should be emailed to the child center and management can work to get an answer for you the next business day. Remember to allow two full business days for non-emergency grievances. Contacting S&T CDC staff and/or management via social media messaging is forbidden, as conversations between staff and parents should be kept confidential & professional through sources that can document communication exchanges such as Procure and email. S&T CDC staff and management retain the right to not respond to S&T CDC families that reach out to them on social media.

REPORTING CHILD ABUSE OR NEGLECT

All employees of the S&T CDC must report any and all suspected cases of child abuse and/or neglect. All suspected cases will be reported to the Missouri Department of Social Services and will be kept confidential. [Online System for Child Abuse & Neglect Reporting - OSCR](#). All staff are trained on mandated reporting and sign an agreement of confidentiality to protect each child and family if a report is made.

If there is reason to report, the Lead Teacher and Director together will respectfully advise the parent/caregiver of the concerns and our legal responsibility to report the concerns to the Children's Division in a private setting away from other families and staff members. Notification to the parent/caregiver will not be made prior to the report when concerns present a threat to the child's safety or when notification may impede an investigation. If you are investigated for a reported concern, you are expected to maintain professionalism with all S&T CDC staff and management regardless of your disagreement or frustration. Staff are acting out of care for your child and not out of disrespect for you as their parent. Should you choose to unenroll during or after a reported case from S&T CDC, you will still be responsible for providing a two week notice or forfeiting your security deposit. Any reports made as mandated reporters by S&T CDC staff are required to remain confidential. This includes not discussing the report in front of other staff members or families as well as staff not discussing the report to other co-workers. If S&T CDC staff choose to violate this confidentiality, it is grounds for immediate dismissal from employment at S&T CDC.

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PARKING SAFETY

Drop-off and pick-up have reserved places on North Elm in front of the S&T CDC that are ten-minute maximum parking to allow organized flow of clocking in children in a safe manner. We request that all parents and staff avoid using this lane between 3:30-4:00 pm daily to allow adequate space for bus safety. We have two additional parent-space parking spots available in the parking lot across from our center. Only currently enrolled families or families that are scheduled to tour are permitted to use the marked S&T CDC parking space for scheduled conferences and quick drop off/pick up. The parking space should not be used for any reason other than S&T CDC scheduled meetings and will be subject to ticketing or towing if they are used for any other purpose.

Parents/guardians must keep close contact and/or hold the hands of all children as they proceed to and from the parking area. All children should walk on the sidewalk for the duration of the walk to and from the car. Do not race with your child or let them run ahead or straggle behind you in the parking lot. Guide them to stay close for safety purposes. Closely supervise all children and make sure they exit and enter the car carefully and quickly. Do not allow children to walk around the car or linger by the car unsupervised for long periods of time. Socializing with other families in the drop-off/pick-up area or inside the lobby entrance is not recommended, and you may be respectfully asked to continue socializing outside of the S&T CDC campus area due to drop-off parking limitations. This is to make sure all families are provided with a low-frustration experience during drop-off and pick-up areas. Under no circumstances should children/siblings be left unattended in the car or parking area. It is everyone's responsibility to keep children safe in the parking lot and drop-off/pick-up lane. If you notice unsafe behavior, contact the Director with the car make, color, model, and license plate, if possible. All reports will remain confidential.

GENERAL SAFETY

The S&T CDC is licensed and inspected by the Missouri Department of Elementary and Secondary Education-Office of Childhood. We also receive annual inspections by the Fire Marshal's Office, Health and Sanitation inspections by Phelps County Health Department, and nutrition audits by the CACFP food program. These inspections ensure that all health and safety regulations are being met and that the S&T CDC adheres to high quality standards regarding teacher requirements, adult/child ratios, curriculum, nutrition and other administrative practices. Other safety practices regularly implemented include:

- Teachers, students, volunteers and researchers are included in the Family Care and Safety Registry, as well as finger-printed through MACHS
- Teachers, students and volunteers have a health form and TB risk assessment on file
- All staff members are mandated to report any suspicion of child abuse/neglect
- Children are supervised at all times and child to staff ratios maintained
- Caregiver emergency information is on file in children's files and on the Emergency Directory
- Authorized pick-up information is on file and on the Emergency Directory
- If staff are not familiar with the authorized pick-up person, they will ask to see identification and will match the person's ID with the Emergency Directory information provided by the parent(s). If ID is not provided, S&T CDC staff will not allow the child to leave the center, even if it is after hours
- Each room is equipped with a first-aid kit
- Emergency numbers are posted in each classroom
- Each staff member has a walkie radio that directly communicates with other coworkers and management
- Emergency evacuation plans are posted in each room that enrolls a child in ratio

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- Emergency drills (e.g., fire, tornado, etc.) are practiced monthly with the children and staff
- Teachers keep attendance records and take regular head counts
- Teachers spread out in the play yard to ensure adequate and appropriate supervision
- A teacher stays near the play yard entrance during play
- Children are closely supervised when riding bikes
- All play yards are monitored closely for safety, and needed improvements are made during play yard improvement days and as needed
- All staff are trained in CPR, First-Aid, and AED
- Approved emergency medications are administered only with written permission of parents/guardians and medications are stored in a locked container out of children's reach; physician's notes must be on file to administer any approved medications
- Food servers wear gloves when handling ready-to-eat foods
- Cleaning supplies are stored out of children's reach
- Teachers document all accidents, incidents and health-related incidents through ProCare. Parents can access these reports throughout the entirety of their child's active enrollment.
- Safety mats are used under climbing equipment indoors
- Choke tubes are available to test if toys are too small for safe use
- Toys are checked frequently and broken toys are discarded and/or repaired
- Emergency numbers and first aid kits are included in backpacks for nature walks and field trips
- Parents are informed in advance of all field trips
- The teacher-child ratio is adjusted for field trips to ensure that there is a higher ratio of adults to children
- No small toys are accessible to infants and toddlers
- Health and safety information is incorporated into the curriculum and discussed with the children on a regular basis

PARENTAL RESPONSIBILITIES FOR HEALTH AND SAFETY

- Model appropriate hand-washing procedures at home and bring your child in clean clothes daily
- Sign your child in and out using the Procure system every day at arrival and departure; only adults may use the touch screen
- Remain current on children's immunizations and well-baby/child check-ups, and update administration as immunizations are received
- Keep sick children at home until 24 hours after the disappearance of all symptoms including the disappearance of fever without the use of any fever-reducing medication
- Communicate any communicable diseases to your child's teacher immediately
- If your child will not be coming to the school due to illness or other reasons, please contact your child's teacher before 9:00 a.m.
- Model and guide your child to follow good health practices at home (wiping nose with tissues, brushing teeth after meals, flushing the toilet, coughing into elbow, washing hands before meals and after toileting, cleaning up after self, etc.); consistent health practices at home and school help children develop these skills
- Keep your contact information current with management; this includes phone numbers for home, work and cell, home address and email addresses

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- Keep your authorized pick-up people current with the administration; each family can designate up to three different people who are authorized to pick up their child in the Emergency Directory; we encourage families to have at least two authorized people listed in the database and a minimum of one emergency contact is required. Please inform all people when you add them to the authorized pick-up list
- Introduce the people authorized to pick up your child to the teachers and administrative personnel, when possible; if staff does not know the authorized person picking up your child, they will ask to see their photo identification
- Always inform classroom teachers if someone other than the parent(s)/guardian will be picking up your child; confirm that the person is authorized to pick-up your child. Authorized pick-up persons cannot be added over the phone and can only be done in person
- Bring your child to the S&T CDC in the appropriate car safety restraints; keep children in the back seat as legally required; if staff observe that your child is not properly restrained, don't be offended if we remind you that the back seat is safest place and that we are mandated reporters if we feel your child is in danger
- Please walk safely and do not race with your children and/or let them run ahead of you in the hallways
- Do not ask your child to meet you inside when dropping off or allow your child to linger in his or her classroom while you pick-up a child in a different room; upon your arrival, responsibility for keeping your child supervised and safe is transferred back to you
- When you drop-off or pick-up your child, make time to communicate with your child's teacher so they know you are dropping off/picking up; **never leave or take your child without your child's teacher being aware your child has arrived and/or left**
- Keep teachers informed about your child's health, mood, eating habits, family situation and/or any other factors that might affect your child's behavior at school
- Model and guide your child to follow appropriate safety practices (good strangers/bad strangers, practice fire and tornado drills at home, stop, drop and roll, etc.) consistent practices at home and school help children become comfortable with these procedures
- Keep your child's cubby stocked with seasonal extra clothes and required items
- If needed, have your infant/toddler start his/her day with a morning breakfast snack/bottle at home and a fresh diaper when he/she arrives at school to hold them until our breakfast is served
- Take your infant out of their carseat and leave their seat in the designated area in the lobby. Sleeping infants must be removed from the carseat and placed into their crib. Staff cannot accept your child from you while they are in their carseat, and staff cannot buckle your child into their seat for you to pick-up at the end of the day.

TEACHER TRAINING AND STUDENT INVOLVEMENT

The S&T CDC is a sub-department of the Education Department. As a parent of a child attending our center, you may be able to participate in a variety of student/teacher experiences. Training professionals to work with children and families is an important part of our mission, so we welcome and strongly encourage your participation.

UNDERGRADUATE STUDENT INVOLVEMENT

Practicum students enrolled in some courses may be assigned weekly observation hours during the semester, including internships and observation hours for high school students. Students participate in activities and routines, learn about child development and caring for young children, and build skills for communicating with families in a

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supervised setting. They may also be assigned a focus child to observe during their lab placement. Students are encouraged to become acquainted with the parents of their focus child. They may ask you questions or share observations of your child. Occasionally students from other classes also observe and engage with the children. You will be informed of any research projects or other events needing your attention or awareness, and you may choose to decline this opportunity and pass it to another family.