



# Parent Handbook

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[www.cmchildcare.org](http://www.cmchildcare.org)



"All children are unique gifts from God"

## CMCCC General Information

Welcome to Christ Memorial Child Care Center. We provide a warm and caring environment in which children can experience security and develop trust as they master new skills at their individual rates of progress. Through a positive, happy, and Christian environment, the children will grow physically, socially, emotionally, and spiritually. Please read this handbook and keep it for future reference. If you have any questions concerning our program or policies, please feel free to contact the director. An open invitation is extended for you to visit.

Christ Memorial Child Care Center Board is responsible for formulating policies for the operation of the center. The Board meets the third Tuesday during the months of January, March, May, September, and November. Visitors are welcome to address the Board during the first 15 minutes of the session. Contact the CMCCC office in advance of attending.

Christ Memorial Child Care Center is accredited by National Lutheran School Accreditation.

## Mission & Philosophy

### **MISSION STATEMENT**

Christ Memorial Child Care Center partners with families in providing a nurturing educational environment where children know they are loved by God and are growing into independent Christians sent to serve their community.

*Christ Memorial Lutheran Church: The mission of this congregation is to communicate, foster, and support the true saving Gospel of our Lord and Savior Jesus Christ to its members, to its neighbors, to the community, and throughout the world, and to do so in an ongoing and expanding manner.*

### **PHILOSOPHY STATEMENT**

*How great is the love the Father has lavished on us, that we should be called children of God!  
And that is what we are! 1 John 3:1*

Christ Memorial Child Care Center believes that all children are unique gifts from God, each having a purpose and place within our world and His heavenly kingdom. We strive to teach the love of Jesus Christ through His death and resurrection and we profess this belief through the quality Christian care provided to the children at our Center on a daily basis.

We believe that all children have an innate desire to seek out new learning experiences and do so through active play and interactions with others. Since all children develop at their own rates, we believe it is Christ Memorial Child Care Center's responsibility to provide learning opportunities which address the individual physical, spiritual, social, cognitive, language, and self-help skills necessary for independence and appropriate development. Through interesting, challenging, and age-appropriate activities, the children at Christ Memorial Child Care Center flourish and grow.

We are all children of God. The children in our care at Christ Memorial Child Care Center will be treated as such, with the utmost respect and care as precious, God-given gifts to our Center.

## Hours of Operation

The Center opens at 7:00 AM and closes at 5:30 PM Monday through Friday. **It is highly recommended that your child not be at the center over 10 hours per day.**

It is important that you pick up your child by 5:30pm. A late fee charge of \$1 per minute will be added to your account beginning at 5:30pm. If you know you will be late, please notify the office before 5:30pm.

Full tuition is due for the week during which a holiday or closing occurs. Scheduled closings include:

New Year's Day	Labor Day
Presidents' Day	Columbus Day (Staff Development Day)
Good Friday	Thanksgiving
Friday before Memorial Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

## Enrollment

Children from 8 weeks of age through 5 years are accepted on a part or full-time basis. The nonrefundable registration fee is required at time of enrollment. Enrollment papers must be completed prior to the start date. These include:

- ◆ Enrollment form
- ◆ Health form
- ◆ Current immunizations
- ◆ Notice of Parental Responsibility

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending Christ Memorial Child Care Center. Medical exemptions must be presented on the original state approved exemption card. It must be signed by a licensed physician stating that such immunizations would seriously endanger the child's health or life. This must be updated every year. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. No other exemptions, including parent/guardian exemptions, are allowed.

Space is not held for the summer months, however, you may take a leave of absence. An additional enrollment fee must be paid before the leave begins.

If it becomes necessary for you to withdraw your child from daycare, a two week written notice is requested.

## Tuition

Tuition is charged according to your child's enrollment schedule. Tuition is automatically withdrawn from your account biweekly. If payment is not received, you will be notified. Failure to pay within two weeks may result in your child's enrollment being ended.

Families with multiple children enrolled are eligible for a 5% discount off each child's tuition.

Parents will be given a 30 day notification of changes in day care fees.

An additional fee will be charged for all returned checks.

**Tuition will remain the same regardless of holidays, center closings, or illness of less than one calendar week.**

Personal days are days that are free of charge when your child does not attend school. Your child must be enrolled 6 months to qualify. Each child is allowed a maximum of two weeks of personal days per calendar year at no charge. The total number of days is determined by doubling the number of days per week the child attends. Written notice must be given to the office.

A maternity leave of absence will be granted for a maximum of 8 consecutive weeks. You may keep your child home tuition-free for 8 weeks or you can also reduce your child's schedule to part-time during maternity leave up to 8 consecutive weeks.

## Arrival and Departure

The entrances remain locked during the center's hours of operation. Each family will be issued a key card upon enrollment that will provide access to the building. The key cards will be active 7:00am-5:30pm. The cards provide access to the three daycare entrances. If the key card is misplaced there is a \$10 replacement fee. If you forgot your key, please ring the bell and someone from the office will open the door. Please do not hold the door for someone that does not have a key card.

Your child must be left with a staff member upon arrival. The adult accompanying each child to and from the child care center is responsible for signing the child in and out. It is important to write the correct time, initials of the individual dropping off/picking up, contact number, and pick up time. A staff member must be notified when a child is leaving.

Parents will need to provide the child care center with the names of all the people who are authorized to pick up their child. Notification must be given to your child's teacher or the office if someone besides the parent will be picking up your child. Valid Picture Identification is required.

If your child will be absent, please call 314-631-0992 before 9am. If your child will arrive after 9am please notify the center in advance so special arrangements can be made.

**It is very important that we have your correct address and phone number.** Please keep us updated with any work and/or cell phone number changes. We ask that all parents leave their daily contact number on the sign in sheet to ensure immediate contact in case of an accident or illness.

## Curriculum and Classroom Procedures

It is our responsibility at Christ Memorial Child Care Center to encourage children's spiritual, social, emotional, creative, physical, and intellectual development. This will be done through the center's adopted SCEWD curriculum which will help us carry out Best Practices for children's education. SCEWD is the acronym for Spiritual/Social living, Communication Arts, Expressive Arts, Wellness, and Discovery. The Curriculum Guide is available upon request.

All children have a rest period after lunch. If a child chooses not to nap after 30 minutes of rest time, the child will be given a quiet activity to do on their cot. We provide a cot or crib with a clean sheet. Safe sleep guidelines are followed for infants. Infants follow individualized schedules and nap as needed. Parents furnish a small blanket and small pillow/soft toy (for children age 1 and up) with the child's name on it. Blankets are taken home weekly for laundering. Please be sure to label everything brought from home. Staff supervise the children by positioning themselves in the classroom and moving about the classroom during the rest time.

## Discipline policy

Children are provided with a warm and loving atmosphere, with clear and consistent expectations, in which to grow and learn. Praising the child's positive choices reinforces the desired behavior. Individuals are more receptive to guidance that is stated in a positive manner; instead of "don't run" the words "please walk" will be used. To assist children in developing conflict resolution skills, teachers will implement a variety of strategies.

Redirection alleviates most disagreements or conflicts. If redirection does not work, the teacher will facilitate a discussion of feelings with the child or children. We use an age-appropriate, reasonable approach to help children learn to express emotions and manage their response to a conflict or disagreement.

Teachers will coach the children to find the words to solve their problems. This will lead to children having the ability to solve a conflict without adult direction.

Logical consequences will be enforced as a learning tool. An example of a logical consequence is if a child throws the block across the room, they will lose the privilege to play with blocks.

When these strategies are unsuccessful in modifying the negative behavior(s) of a child, a meeting will be scheduled with the parents, teachers and director. A plan of action will be formed and implemented. If the child's negative behavior or use of inappropriate language continues or if the parents do not adhere to the action plan, we reserve the right to ask the parents to withdraw the child from the center.

In order to protect the rights of students, teachers will not use any actions of a punitive nature including, but not limited to:

- Corporal punishment
- Infliction of pain
- Restraining device
- Humiliation
- Threats
- Intimidation
- Mental abuse
- Withholding of food, sleep, toileting or basic needs

## Injury, Illness and Medication

If your child becomes ill while at school, the office staff will notify a parent via the contact number left for the day. Your child should be picked up within the hour.

Should an emergency occur the parent will be contacted and, if possible, the child will be taken to the hospital stated on the enrollment form. The parent will be responsible for any medical charges incurred for the care of that child. Minor injuries will be treated at the center and reported to parents either by a phone, Procare message, or at pickup time. A written report of the injury or accident will need to be signed and returned to the office for the child's file.

There is no fee reduction for illness in a given week. Half of your tuition will be waived, if your child is sick for a full week (Monday through Friday.)

**Children must be symptom and fever-free for 24 hours without fever reducing medication before returning to daycare.**

Please notify the center if your child has a communicable disease. (for example: Flu, strep, Covid, Hand, Foot, and Mouth disease,) This is so that other families will be aware of the possible exposure and know what symptoms to watch for in their child.

No medication including non-prescription medication will be administered unless we have written authorization from the pediatrician. If medication is needed per pediatrician approval, a medication authorization must be completed by the parent instructing child care personnel to administer medicine. Medication shall be in the original container, labeled with the child's name, instructions, including times and amounts for dosages, and the physician's name and date. All medication will be sent home daily.

CMCCC sick child guidelines are regulated by the state. We will follow guidance of the CDC and the St. Louis county health department regarding communicable diseases.

## Food

Children will be served a cold cereal breakfast until 8:30 AM. Morning snack is served at approximately 10:00 AM. Children are served a hot lunch at 11:30 AM. Afternoon snack is served at 3:00 PM. Food should only be brought from home when special arrangements have been made; such as food allergies, dietary restrictions, and food requirements. In order to adhere to these requests, CMCCC may require that you provide snacks and meals for your child. A monthly menu is sent home and posted at the center. CMCCC is peanut/ tree nut sensitive. While we do not allow any peanut/tree nut products to be brought into the center, we do share space with the church. Since there are other children and adults in our space nights and weekends, we can not guarantee there is not any peanut/tree nut residue on items in the classroom. If your child has consumed a peanut/tree nut product before coming to school, please check their clothes and their hands for any residue. We strive to protect our children with allergies.

Please notify a staff person if you plan to bring in a special snack for your child's birthday. We encourage birthday snacks to be a healthy treat. All snacks brought in should be in an unopened package listing the contents of the food items and peanut/tree nut free.

Parents of infants are to provide filled bottles and baby food. Bottles are to be brought each day, ready to use. Please put the date on breast milk bottles. Baby food should be brought in daily. Please label items with your child's name, contents of the container, and the date. Please do not bring in any glass jars or bottles. The daily schedule will be determined by each individual child. We will feed children based on hunger cues, not a specific schedule.

## Apparel & Personal belongings

For your child's comfort, we ask that you bring a complete change of clothing marked with his/her name. Please keep size and seasonal changes in mind. If your child does come home in daycare clothes, we ask that you launder and return them. If your daughter wears a dress to school please make sure that she wears shorts underneath.

Please follow the following guidelines for outdoor play:

- ◆ All children must wear socks and closed toe/heel shoes
- ◆ Please send an appropriate change of clothes so that your child can be changed promptly if his/her clothes are soiled.
- ◆ Provided the temperature, wind chill and air quality guidelines are met, we go outside each day. Please send climate-appropriate clothing for your child, such as gloves, hats, and a warm coat. Please make sure all items are marked with your child's name.
- ◆ Sunscreen may be applied by staff with appropriate written permission from the parent. We ask that sunscreen be applied in the morning before arrival and staff will re-apply in the afternoon as directed.

In order that a child is not disappointed with a broken or lost toy, we ask that the children use the toys we provide. Please leave all other toys at home with the exception of a soft toy for nap time.

### **DIAPERS AND WIPES**

Parents are to supply diapers, wipes and, if necessary, ointment. Written parental permission must be given for ointments and creams. Please bring a large package of diapers with your child's name on it. You will be notified when the supply is low. Parents are also asked to supply wipes as requested.

## Field trips

Preschool age children will go on field trips. Parents will be given as much advance notice as possible of field trips. A parent or guardian is required to attend with his/her child. Alternate care will not be available at CMCCC if a child/parent is unable to attend. Unscheduled walks within the church property may be taken without parent notification.

## Photos/Social Media

Occasionally photos or videos of the children will be taken for educational and marketing purposes. At times, a photo or video may be in a church newsletter/video, newspaper, or website. If this does not meet with your approval, please let the director know in writing. There is a photo/video release form attached to the back of the handbook. Please sign and return to the office.

## Parent Teacher Communication

All parents will be given the opportunity to have a conference with the classroom teacher to discuss your child's progress. Infants will conference every three months and One year olds through Preschoolers will have the opportunity to conference every 6 months. Please feel free to talk with your child's teacher anytime you have a question or concern. If your discussion needs to be longer than a few minutes, please schedule a time to meet with the teacher to avoid distracting the teacher during pickup and dropoff.

Confidentiality is practiced at all times. Information about children in the classroom will not be discussed among staff, or other families, or in the classroom in front of other children. Transmitting information about children, families and other staff is to be done in a private, professional manner.

## Weather Closings

Closings for snow days will be announced on KMOV channel 4 and Fox 2 TV and websites. It will also be announced on the CMCCC website, messaged through Procure, emailed to parents and posted on Facebook. Tuition will **NOT** change for closings due to inclement weather.

## Safety Procedures

Fire Drills are conducted monthly, Tornado and Earthquake drills are conducted quarterly per state guidelines.

CMCCC has an Emergency Preparedness Plan that is available in the office.

## Inspections

CMCCC is a license-exempt facility. Inspections are completed annually for health and safety, fire safety and sanitation. Copies of these inspections are available in the office. A signed Notice of Parental Responsibility will be kept in your child's file.

## Family Involvement

We encourage you to be involved in your child's school. Your child will see that you value his/her education and you are learning a little bit more about your child's school and the process of the classroom. We invite you to stop by anytime to play with the children, read to the class or help with an activity. Establishing a relationship with your child's teacher and school helps promote open communication.



## CMCCC'S PROCEDURE TO NEGOTIATE DIFFERENCES AND DIFFICULTIES

We encourage families to keep us aware of any concerns or issues. Please let us know if any special needs are not being met. If there is a concern, please bring it to the attention of the child's teacher. If the issue cannot be resolved by the child's teacher, please notify the office staff and/or the Director.

If necessary, concerns about Center policies and other decisions may be taken to the Board. Concerns shall be sent to the Board in writing and a meeting with the Board Chairperson may be requested. The Board will review and discuss any submitted written concerns and will respond in a timely manner.

It is important that the procedure for handling grievances or misunderstandings be based on what Jesus gives to us in Matthew 18. We believe that direct and open communication is the best way to resolve conflicts.

Anonymous concerns or complaints will not be acknowledged by the Center or the Board. The goal of the Center is always to restore relationships and handle differences in a Christ pleasing way.

## Church Involvement

You are always welcome to join us at church. Check our newsletter or the church website for service times and special events.

[www.cmstl.org](http://www.cmstl.org)  
314-631-0304

*This handbook is for information only. Due to changing circumstances, Christ Memorial Child Care Center reserves the right to change or revoke any policies in this handbook without prior written notice.*

*Christ Memorial Child Care Center admits children without regard to color, creed, race, religion, handicap or nationality.*