



Parent Handbook

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www.cmchildcare.org



"All children are unique gifts from God"

MISSION STATEMENT

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

"It is the mission of Christ Memorial Lutheran Church to make disciples who are LOVED by God in Jesus Christ and SENT by God into the world."

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.

ACCREDITATION

Christ Memorial Child Care Center is a Nationally Accredited Center.

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. Please keep in mind that the phone number for CMCCC is 314-631-0992, but if we call you the number will show up at 314-631-0304.

CMCCC BOARD

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 director in advance of attending.

ENROLLMENT

Children from 8 weeks of age through 5 years are accepted on a part or full time basis. All enrollment papers must be completed prior to the start date. These include the enrollment form, the health form with current immunizations and the Notice of Parental Responsibility. The registration fee plus one week tuition is required at the time you enroll. The week tuition is your deposit and will be applied to your last week at day care. If you enroll and your plans change prior to your start date, six weeks written notice is required for a refund of the week's deposit. The enrollment fee is not refundable. Space is not held for the summer months. You may withdraw from the program, but must pay the registration fee when the child is reenrolled.

IMMUNIZATION POLICY

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 and signed by a licensed physician that such immunization 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.

ENTERING AND LEAVING THE BUILDING

Each family will be issued a key card upon enrollment that will provide access to the building. If the key card is misplaced there is a \$10 replacement fee. 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. 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.

CONFIDENTIALITY

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 a private, professional manner.

DISCIPLINE

We provide the child with a warm and loving atmosphere in which to grow and learn. If a discipline problem does arise, we use a positive approach, praising the child's good behavior and/or redirecting their activity. If a problem should still exist, the child is then removed from the situation until the child and the staff member feel the child is ready to join the other children. Many times after a short period of "time out" (one minute per child's age) a child is ready to come back. The key to effective discipline is consistency and we try to be as consistent as possible in all areas.

When classroom discipline management is insufficient to help modify 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, we reserve the right to ask the parents to withdraw the child from the center.

CURRICULUM

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. Please see the Curriculum overview attached at the end of this packet.

PARENT / TEACHER CONFERENCES

All parents will be given the opportunity to have a conference twice each year regarding your child's progress. Please feel free to talk with your child's teacher anytime you have a question or concern.

FIELD TRIPS

Preschool age children will go on field trips. A permission slip signed by a parent or guardian is required. We ask parents to volunteer for driving and assisting in the supervision of the children. Parents will be given as much advance notice as possible of field trips. Parents and grandparents are always welcome to come with us. Unscheduled walks within the church property may be taken without parent notification.

PHOTOS/VIDEOS

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.

CHANGE OF ADDRESS/PHONE

It is very important that we have your correct address and phone number. Please keep us updated with any work, cell phone or home 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.

HOURS

The Center opens at 6:30 AM and closes at 6:00 PM Monday through Friday. **It is highly recommended that your child not be at the center over 10 hours per day.**

ABSENCES

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.

EMERGENCY

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

CLOTHES

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 day care 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.

OUTDOOR PLAY

To ensure that children are protected against cold, heat or the sun, please follow the following guidelines:

- ◆ **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.
- ◆ Providing the temperature and air quality guidelines are met, we go outside each day, please send climate appropriate clothing for your child. 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.

TOYS

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.

NAP TIME

All children have a rest period after lunch. If a child chooses not to nap after 45 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. Parents furnish a small blanket with the child's name on it. Blankets are taken home weekly for laundering. A small pillow or soft toy may be brought to sleep with. 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.

MEALS

Children will be served a cold cereal breakfast until 8:15 AM. Children who arrive after 8:15 AM should have eaten at home. Morning snack is served at approximately 10:00 AM. Children are served a hot lunch at 11:30 AM. Children arriving after this time should have eaten at home. Afternoon snack is served at 3:00 PM. Food should only be brought from home when special arrangements have been made. A monthly menu is sent home and posted at the center. Children under the age of 2 will not be served tuna. There will be a different item served on those days for children under the age of 2. CMCCC is a peanut free center with the exception of Summer Camp.

BIRTHDAY SNACKS

Please notify a staff person if you plan to bring in a special snack for your child's birthday. All snacks brought in should be store bought and peanut/tree nut free.

DIAPERS AND WIPES

Parents are to supply diapers, wipes and if necessary, ointment. Written 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.

BOTTLES/BABY FOOD

Parents of infants are to provide filled bottles and baby food. Bottles are to be brought each day, ready to use. Baby food can be brought in each day or for the week. Both should be labeled with your child's name. Please do not bring in any glass jars or bottles.

TUITION

Tuition is charged according to your child's enrollment schedule. Tuition is due on the first day of your child's week. If payment is not received, you will be notified. Failure to pay within two weeks may result in your child's enrollment being ended.

A registration fee is payable with enrollment

One week's deposit is required with enrollment. The deposit will pay for your last week at the center

If a family has more than one child enrolled, there is a 5% discount off the total 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.

SCHEDULED CENTER CLOSINGS

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
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve & Christmas Day

PERSONAL DAYS

Each child is allowed a maximum of two weeks per calendar year at no charge. Your child must be enrolled 6 months to qualify. The total number of days is determined by doubling the number of days per week you attend. Personal days may be used whenever the center is open and your child does not attend. Written notice must be given to the office the preceding week as to which days you wish to use.

Example: If your child attends 3 days per week, you would be allowed six personal days per year.

SNOW DAYS

Closings for snow days will be announced on KMOV channel 4 and Fox 2 television stations and information is also available on the TV websites. Tuition will **NOT** change for closings due to inclement weather.

MATERNITY LEAVE

A maternity leave of absence will be granted for a maximum of 8 consecutive weeks. You can also reduce your child's schedule to part-time during maternity leave.

WITHDRAWAL

If it becomes necessary for you to withdraw your child from day care, a two week written notice is required in order to have your deposit put toward your last week.

LATE PICK-UP FEES

It is important that you pick up your child by 6:00pm. A late fee charge of \$1 per minute will be added to your account beginning at 6:00pm. If you know you will be late, please notify the office before 6:00pm.

ILLNESS

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 promptly. You will be given a copy of the center's sick child policy.

Please notify the center if your child has a communicable disease.

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 fever free for 24 hours without fever reducing medication before returning to daycare.

MEDICATION

A medication authorization must be completed 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. No medication including non prescription medication will be administered unless we have written authorization from the pediatrician. All medication will be sent home daily.

EMERGENCY MEDICAL TREATMENT

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 a report sent home.

CMCCC'S PROCEDURE TO NEGOTIATE DIFFERENCE 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 talk with your child's teacher and if necessary, the office staff.

FAMILY INVOLVMENT

We encourage you to be involved in your child's school. Your child will see that you value their 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 prevent issues that may arise and help us to better meet your child's needs.

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.