



Preschool Parent Handbook

Missy Meyer, Child Care Center Director

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314-631-0992
www.cmchildcare.org



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 their 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.

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.

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.

EMERGENCY

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

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.

IIMMUNIZATION 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.

ABSENCES

If your child will be absent, please call 314-631-0992 before 9:00am. If your child will arrive after 9:00am please notify the center in advance.

AGE REQUIREMENTS

To attend the School Day Preschool, children must be three by August 1.

TEACHERS

All teachers at the Preschool are certified teachers as well as creative, dedicated Christians. Christ Memorial Preschool is a member of the Lutheran Education Association, Department of Early Childhood Education.

CALENDAR

Classes begin the last full week of August and end the week before Memorial Day. A calendar of the year which includes the holidays and special days is provided. The teacher will provide a monthly calendar.

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.

Spiritual/Social living, Communication arts, Expressive arts, Wellness, Discovery

Content in each area includes developmental skill and academic foundation and meets the Missouri Early Learning Goals from birth through Kindergarten Entry. We believe young children's play experiences provide an important vehicle for lifelong learning. Through play, children are actively engaged in their learning, develop their creativity, language skills and move from concrete to abstract thinking. We will play with purpose to encourage your child's creativity. An individual portfolio with a variety of photos, observations and notes will be kept on each child to document growth.

TUITION

Fees are pro-rated over the school year. Tuition is due the first of each month. A \$5 late fee is assessed for nonpayment by the tenth of the month. Payment should be put in the tuition box located in the office. A child's enrollment may be cancelled if the tuition is more than 30 days overdue.

WITHDRAWAL

A two-week written notice is required when withdrawing a child from preschool or the full tuition for the following month must be paid. Tuition will not be refunded for a month in which the child is already enrolled.

WEATHER CLOSING

In case of inclement weather, closings will be announced on KMOV 4 and Fox 2 TV station and websites. Also, please check your email for a note from your classroom teacher. Closings will also be posted on the CMCCC website and Facebook.

HEALTH

Children who are ill should be kept at home. You will be notified if your child becomes ill at school. Children must be kept home until they are fever free for 24 hours without fever reducing medication.

Please notify your child's teacher or the office if your child develops a contagious disease.

LATE PICK-UP FEE

It is important that you pick your child up by 11:30 / 12:30 / 3:00. There will be a \$1.00 charge added to your account for every minute thereafter.

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.

DRESS

Your child should be dressed in comfortable clothes for school. They will play, paint, and sometimes use messy art materials. Clothing that will also encourage your child to be independent in using the bathroom is suggested.

Shoes (closed front and back) and socks **must** be worn. This is important so that the children may run and climb safely on the playground, as well as when playing in the gym.

Dress appropriately for the weather, as we will go out most days when the temperature is above 32 degrees.

Please label all outdoor clothing (coats, mittens, scarves, hats).

SNACKS

Parents are asked to participate in providing snacks. For birthdays a special snack may be provided. The teachers will inform the parents of possible food allergies of the other children. CMCCC is a peanut and tree nut sensitive center. All snacks brought in should be store bought.

FIELD TRIPS

Fieldtrips are planned to coordinate with the curriculum. There may be an admission fee which the parents will be asked to pay, and will be collected prior to the fieldtrip. Signed permission is required for a child to attend a fieldtrip and all children must be accompanied by an adult. No smoking will be allowed around other children.

PARENT INVOLVEMENT

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 any 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. Here are a few opportunities to be involved at CM:

- *Help in the classroom, either for part or all of a session.
- *Sign up to help with a party (strongly encouraged). If you can't be there, you can send in some party items. Your child's teacher will have a sign-up sheet.
- *Attend Mommy & Me Tea and Dad's Night to spend time with your child.
- *Attend a Family Night at the Center.
- *Support the Fall fundraiser.

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.

CHRIST MEMORIAL CHILD CARE CENTER

The following options are available at CMCCC:

SCHOOL DAY PRESCHOOL-
Ages 3-5
2, 3, 4 or 5 days 8:30am-11:30am
2, 3, 4 or 5 days 8:30am-12:30pm
2, 3, 4 or 5 days- 8:30am-3:00pm
Children bring their own lunches.

ALL DAY PROGRAM - Open weekdays from 6:30 a.m. – 6:00 p.m.
Daily and weekly rates are available for children from eight weeks to five years old.
Children ages 3-5 that attend the all day program are also enrolled in preschool.
If interested in the all day program, please contact the Office to check for available space.

CMCC is inspected annually by the state in the areas of health, child safety, sanitation, and fire safety.

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CHRIST MEMORIAL LUTHERAN CHURCH

You are welcome to visit the church! .

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| Traditional Worship: | Saturday- 5:00 pm; Sunday-7:45am & 9am. |
| Contemporary Worship: | Sunday-11:00am |
| Connections | Sunday-10:00am-10:45am |
| Adult Bible Class: | Sunday-9:00am |