

Learning Days

Family Handbook

2020/2021



Welcome to Learning Days

**733 Dunn Rd Hazelwood Missouri, 63042
Office/Director (314) 209-0065**

Email learningdays@aol.com
Website: www.learningdays.com
Hours 6:00am-6pm Monday-Friday

This handbook has been designed to provide you with important information about the Center and the policies and procedures that will affect you and your child. If you have any questions or concerns, you are encouraged to talk with your child's teacher or the Director.

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Our Philosophy & Beliefs

We believe that children should be in a warm, loving, nurturing environment that focuses on self-help and daily living skills. We also believe that children should be provided with, age appropriate activities; that meets the social, emotional, spiritual, physical and intellectual needs of the individual child.

Purpose

The purpose of this program is to provide a Quality Early Childhood Care and Educational program and to teach children about Jesus Christ and train them in the bible.

Goals

For the children

- Meet the developmental needs of each child in the Program.
- Provide a fun and enriching early childhood experience

For Parents

- Provide quality child care services
- Give parents a peace of mind
- To partner with you and provide you with opportunities to grow and understand child development, by providing you with parenting resources. *“You are your child’s first and most important teacher”*

For the Community

- To collaborate with other businesses and agencies in the community.

Programs

Infant/Toddler Care (6wks-23months)
Part/Full Day Preschool Program (2-5yrs)
Before/After School Program (6-12yrs)
Full-Day /Summer Camp (6-12yrs)

Our Mission: To provide High Quality Early Care and Education

Scheduled Closings/Center Holidays

The Center will be closed on the following Days/Holidays:

New Year's Eve/New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

4th of July

Labor Day

Thanks Giving Day and Day after

Christmas Eve/Christmas Day

Things to bring to the Center

Send 2-cot sheets for naptime, extra clothes labeled with your child's name, wipes, box of tissue, two-pocket folder, 3-ring binder, pampers, baby bottles and pull-ups (if not toilet trained). Preschool supply list will also be issued. **All 3-yr olds must be in under wear.**

Napping linen must be taken home each week for laundry and be returned on Monday for napping. * There is a \$1/day rental fee in the event parents forget naptime linen.

Things to leave at home

Please do not bring food, drinks and or toys into the center except for special occasions. The staff will make effort to safeguard personal belongings brought by the children, but shall not be responsible for lost or broken items.

Payment/Tuition Policies

- Non-refundable \$50 registration fee must be paid upon enrollment. Must be paid via Tuition Express.
- 2-weeks of Tuition are due every other Monday and must be paid via Tuition Express. ** Credit card or Bank Account info must be on file.
- In the event that you bank or credit card info needs to be updated, you must notify the Director before the tuition is due.
- Sliding fees are due on the 1st of the month. * Must be paid via Tuition Express
- A \$25 returned payment fee will be applied to your account if your payment is returned.
- No tuition is required for one weeks of family vacation. *2-week notice* must be given
- Childcare Payment authorizations must be received from your child's caseworker before your child can attend the program. (*Applies to subsidized Childcare*)
- Children receiving subsidized Childcare assistance are only allowed 5 absent days a month.
- Late Pick-up fee of \$1/minute after closing time.
- Parents must raise at least \$150/year by participating in fundraisers. This helps to keep your tuition cost affordable and helps to purchase new materials for classrooms.

Arrival/Departure Procedures

**** Children must arrive by 9:00am unless other arrangements have been made with the Director and/or teacher. Please notify your child's teacher in the event of an absence.***

Upon arrival, a staff member will greet you and your child in a warm and friendly manner. Please sign your child into the program and walk your child into his/her designated area/class to be greeted by his/her teacher. Please note that we are required by the Mo Department of health to observe children for contagious illnesses upon arrival each morning. If your child appears to be ill, please expect for your child's teacher or Director to do a brief health check. In some cases your child will not be accepted into our care. Children may arrive after 9:00am in the event of a Doctor's Appointment or family emergency. **You are also expected to notify us if your child was injured prior to arriving to the center.**

Parents are to sign their children out at pick-up time and must walk into the class to pick-up their children. Children will only be released to authorized persons listed on the enrollment form. ** Persons authorized to pick-up children must always be prepared to show identification to staff upon request.

**** During a Pandemic, temperatures are checked at the door and mask may be required.**

Staff Qualifications/Education

The center has experienced and highly trained early childhood professionals. **Minimum** qualifications for all of our Staff are as follows but not limited to:

Lead Teachers- Must have at least 2-3 years of experience and be working toward receiving or hold a CDA credential and/or Associates Degree with 9 college credit hours in curriculum planning, health/safety, child and youth development.

Director- Must have at least 24 months of experience with an Associate's Degree or have a minimum of 21 semester college credit hours in management, curriculum planning, health/safety, child and youth development and areas related to programming or

Asst. Teacher- 6 month's experience with some formal child related training and High school Diploma or GED.

All staff members are required by the Mo Department of health to obtain 12-training clock-hours each year and are encouraged to further education. At least one staff member on duty at all times is First Aid & CPR Certified.

The Child Care industry is known to have a high turnover; however, we believe that turnover is necessary, in the event of the following: a staff member is not **friendly or professional** with parents, management, or co-workers, dependable, and/or does not **implement quality practices**. When a new teacher joins our team, your feedback will be requested during the first 30-days of employment. Furthermore, we want you to know

that our goal is to hire, dependable, loyal, honest, educated and trained educators that support the Learning Days Vision!

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Ways you can get involved

Parents are encouraged to be involved in the program in a variety of ways. Here are some examples of parent involvement:

- Parent surveys
- Volunteer in classroom
- Assist on fieldtrips
- Send treats to parties
- Volunteer your talent or work experience
- Help with fundraisers
- Help organize events
- Parent Advisory Board or Join Annual Parent Conference call (see Director)

If you would like to help us in other ways please let us know!

Meals

Our center participates in the Missouri Child Adult and Food Program. This program monitors our meals and reimburses us for the cost of our meals.

The following meals are provided: Breakfast, Lunch and snack. (Formula, Baby jar food and cereal are provided) For children 12months and older, each meal offers your child 1% milk, meat, vegetables and/or fruit and whole grain bread. Meals are served at a specific time. Your child will be served if in attendance. Meals will not be saved or held. Menus are posted on our parent bulletin board. Infants have individual menus. Meals must be served at the Center. (CACF Requirements) ** We are a Candy free center! ** Children are not allowed to walk into the building eating.

Parties

Birthdays and Holidays are special events at Learning Days. If you choose to celebrate your child's birthday, we will plan a birthday celebration on your child's birthday at snack time. Parents are welcome to send decorations along with cupcakes and 100% Juice to celebrate their child's Birthday.

Below is a list of Parties/events that we plan throughout the year:

- Valentines Day
- St. Patrick's Day
- Spring Party
- Graduation
- Fall Festival (Oct 31)
- Christmas
- Patriotic Preschool Parade
- Breakfast for moms
- Breakfast for Dads
- We celebrate a color on the last day of each month

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If you would like for your child to celebrate any of the above events/holidays, please feel free to send food or non-food related items to the event or assist with the event.

Behavior Management policies, and procedures

When behavior problems occur, the child's age will be considered, to decide if the behavior is age appropriate. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors or other behavior concerns. We will then together develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. If the behavior continues, your child will be excluded from the program for up to 24-48 hours and possibly terminated from the program.

Teachers are to redirect inappropriate behavior or place the child in a Time out chair, and then discuss the behavior with the child to see an understanding of classroom expectations. We will also use positive guidance to guide the behavior.

Policy regarding sick children

Please keep your child home if your child has a temperature of 100degrees or higher, chronic cough, sore throat, pinkeye w/drainage, unusual skin rash, diarrhea and/or vomiting. If any of these symptoms occur while your child in our care, you will be contacted to come for your child. You will be given an Illness form. Your child will be isolated until your arrival. Your child will be allowed to re-enter the program if he/she has been free of the above symptoms for more than 24 hours and in some cases a doctor's statement may be required before your child can return to the center.

If your child is too sick for Outdoor play, he/she is too sick for school. We are required by the Mo Health Department to provide the children with a minimum of 1 hour of outdoor play each day.

Child/Abuse Neglect

The staff of Learning Days is required by the Laws of Missouri to report, any suspicions of child Abuse, sexual or otherwise neglect or endangerment of which they may become aware.

Injury/Accident Prevention guidelines

If your child becomes injured other than a minor scrape or bruise you will be notified immediately. The incident will be assessed and documented. You will be given a copy of the incident report at pick-up time. In case of an emergency you must supply us with (2) back up contacts. **You must be easily reached during the hours your child is in our care.**

Other injury/accident prevention guidelines

- To prevent injuries on the playground please send your child to school with **tennis shoes**. No open toe shoes on playground.
- Do not allow your children to run on the parking lot, hold your child's hand: children should not be left unattended in the car
- Loose comfortable clothes must be worn. Sweatshirts with strings around the hood are not allowed.

How do we Negotiate Differences? (Staff/Parents)

Step1... Reflect on what happened ("I see how upset you are about the situation")

Step2... Explain ("Here's what I think")

Step3... Reason (I will give you a reason for what I think)

Step4... Understanding (Try to see the conflict from both point of views)

Step5...Negotiate (Begin to look for a solution when both parties are clear about the issues and our differing perspectives (What can we do about this situation?))

Process for orientating child/family to program

Before your child attends the program, you will be encouraged to visit the program with your child. You and your child will be invited to a mealtime, a daily activity or just to stop by the classroom and meet the teacher and the other children at anytime.

Parents must meet with the director, before the child's first day, to review all required enrollment forms, review/discuss the family Handbook and share your goals for your child.

Parent Conferences/Communication

Parent conferences are scheduled once a year in person or by telephone. Together you and your child's teacher will review your child's progress, needs and set goals for your child. Parents are also welcomed to visit the program at anytime their child is present.

Others ways that we will communicate with you:

- Brief discussions upon arrival
- Daily/weekly reports
- Telephone calls during teachers planning time
- Monthly newsletters
- Open house events
- Discussion and interactions on our Facebook Page

Parent Advisory Group/Annual Parent Group Conference Call

Our Parent advisory board meets once a year in Aug to help the director plan for the center, give feedback and address parental concerns. Other roles the Parent Advisory Group plays are; help with fundraisers, center events, policy/parent handbook development, etc. The group is made up of 3 or more parents whose children are enrolled in the program.

Authorized Person to pick-up Child

If anyone other than yourself and/or designated person will pick-up your child, you must complete an authorized to pick-up consent form. Employees of Learning Days are not allowed to transport children in their vehicles. (No exceptions!)

Social Media

Our Facebook page is used to inform parents of upcoming events, provide you with helpful resources and to view photos that can only be viewed by you and our Facebook friends. Be sure to subscribe to our tweets!

Materials that are accessible to you

- Criminal Background Checks of Owners and All staff members
- Bureau of Childcare Licensing Rules & Inspections (see director)
- Lesson Plans & Daily Schedules
- Information on Parents as teachers and/or Special needs services
- Family/Child resources
- Referral services
- Childcare Assistance information (Division of Family Services)
- Child developmental records & Class portfolio (see your child's teacher)
- Curriculum (Issued to parents upon enrolling their child)

Medication Policy

Medication will only be administered with the parent's consent by signing a medication consent form.

Non-Prescription and Prescription Medication will only be given with the child's

Physician written instructions stating the following information:

- Child's name
- The medication name
- Dose
- Frequency of administration
- Special precautions that may be necessary

Please keep in mind that there are great risks associated with administering over the counter medication to children with out consulting a physician.

We will not administer **Fever Reducers!**

Field Trip Policy

Fieldtrips are scheduled 5-to-6 times a year if weather permits. Parents are informed in advance of outings and written permission must be obtained before your child can attend the fieldtrip. On the day of the trip, a notice will be posted reminding parents and staff of the trip, where the children will be going, cost, when they will leave and return to the center. At least one staff member accompanying the group must have first aid and CPR Training. A first aid kit must be taken along, money for emergency telephone calls and

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children's emergency information. Name- tags will be on children with the following information; Center's Name and phone number. Prior to the trip, procedures and safety rules are carefully reviewed with the children and checklist completed.

Children under the age of 3 must be accompanied by a parent or designated person.
(Insurance requirement)

Transportation Policies and Procedures

Please Read Carefully

Learning Days drops-off and picks-up children at Pattonville, Parkway and Ritenour Schools. **Written permission** must be on file before children are allowed to ride the Van.

Please read the information below very carefully.

- Transportation times are between 8:10am-9:00am and 3:00-4:00pm
- The Van Driver will only make one trip to the schools
- Children must wear **seat belts**
- **Food** is not allowed in Van
- Parents must notify the Center in the event of **school closings and in the event your child will not need transportation.**
- **Transportation** will not be provided under the following conditions

Scheduled Closings/Holidays
Inclement Weather (Icy Roads, etc)
Emergency Closings

- Transportation services will be **cancelled** if:
Inconvenient Fees are not paid when due
Inappropriate behavior while in Van

Child Care Payment Agreement

Please specify program.

Preschool Program Infant-Toddler Care Before School Care After School Care
 Summer Camp Only

The following agreement is made between parent (s) guardian (s) and Learning Days, LLC for childcare services given to: _____

Child's Name _____ DOB _____

Child's Name _____ DOB _____

Child's Name _____ DOB _____

Individual Responsible for paying for Tuition or Sliding Fees: _____

Address: _____ City _____ State _____ Zip _____

Home Phone _____

Cell Phone _____ Email address _____

The terms of the agreement are as follows:

Date Care is to begin: _____. (See termination agreement)

(Not to exceed 5 days a week and/or 10 hours per day)

Hours: Days M T W Th F
Times: ___ to ___ ___ to ___ ___ to ___ ___ to ___ ___ to ___

***Parents must notify the center in the event of arrival and/or pick-time changes.**

Toddlers (2's) \$310 Bi-Weekly Preschool (3-5) \$260-bi-weekly
 School- age 2 days/wk \$100 bi weekly School-age 5 days/wk \$210 biweekly
 Infant-Toddler Care \$390 bi-weekly
 Summer Camp (6-12years) Multi child discount \$10 off a week.

I agree to pay: (See Tuition Schedule)

My fees are: _____ Bi-weekly. Fees are due two-weeks in advance every other Monday upon the arrival of my child. If you child is absent when tuition is due, you must call the center to pay by phone or stop by the center to drop-off payment by closing time.

_____ I understand that Learning Days may take photos or video of my child for developmental portfolio and some photos may be uploaded to our Website(s).

**In the event I need to make a payment arrangement, I understand that it must be made 5 days before the tuition is due.

Late Fees: \$1 every minute after 6:00pm; \$5/day for more than 10-hours/care and \$10 Late fees when tuition is not paid on Mondays or when due.

My family receives subsidized childcare Yes No

_____ I have paid my Registration Fee in the amount of \$50 _____ I agree to raise \$150/year with fundraisers.

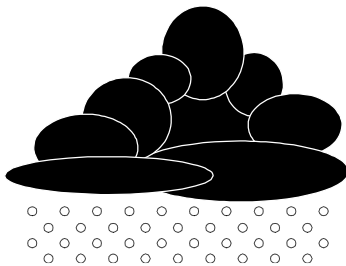
Termination of Services Agreement:

Either parent/guardians of Learning Days may terminate this childcare contract by giving a two-week advance notice. Payment for childcare services is due for two weeks notice period, whether or not the child attends the childcare program. If you leave the program without giving notice and not paying your tuition, your account will be sent to collection and you will be responsible for all legal fees. Learning Days may terminate this contract immediately without any notice if parents or guardian do not make payments when due, we cannot establish a mutually working relationship or if your child causes harm to other children.

Parent or Guardian Signature _____ Date _____

Please return your completed and signed contract to the Director.

Severe Weather Procedures



In case of severe weather please watch the local Fox 2 News School Watch for closing /snow schedule information or Follow our Social media pages.

Parents will also be notified by Email!!

Thanks,
Learning Days

Emergency Preparedness Letter

Dear Parent/Guardian,

In the event of an emergency situation (Learning Days Child Care Facility) has outlined the below response plan. Please know that Learning Days will make every effort to attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you and/or make copies for family members so that you will know how to contact us in the event of an emergency.

Evacuation/Relocation

- If the emergency is confined to the immediate area at Learning Days, such as a fire, gas leak, power outage, water line disturbance, tornado, earthquake or a potentially violent situation, children cannot stay on the premises; the children will be taken to our designated emergency location. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to Hazelwood Community Center Hazelwood location) The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- Once a month we evacuate the building for fire drills and we practice going into our safe rooms for tornado drills.

Emergency Care

- In the event that a child or all children are in need of a Physical exam or emergency care, the children will be transported to Depaul Medical Center at 12303 Depaul Dr. (314) 344-6000, where they will be examined by a physician and you will be notified.

Notification

- Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergencies.
- Information about the event can be obtained through Fox 2 News, 99.1 radio station and/or on our website at www.learningdays.com. We will also strive to email parents. You may also send a text message to the Center Director (Tamekia Washington at (314)704-9904 for an update (In the event of an emergency only).

Emergency Supplies

- We encourage you to bring individual emergency packs for each child to keep at the center that includes, change of clothes, blanket one day supply of diapers. We will have extra supply of bottled water, hand sanitizer and food for at least 3-5 days in our emergency kit.

Please rest assured that (Learning Days) staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you should have any questions or concerns.

Sincerely,
Shiketa Morgan, Owner
(314) 565-2264 (Emergency Only)

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Please initial each policy/procedure that you have read below and or have had explained to you and return this page to the Director with your signed Childcare contract.

Policy and/or procedure	Initials
Program's Philosophy, goals and objectives	_____
Daily Time Schedules Preschool	_____
Daily Time Schedules School-age	_____
Curriculum Overview	_____
Center Holidays	_____
Severe Weather Procedures	_____
Things to bring and/or Leave at home	_____
Payment Provisions	_____
Arrival/Departure Procedures	_____
Staff	_____
Ways you can get involved	_____
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Description of Policy regarding sick children	_____
Child/Abuse Neglect	_____
Injury/accident guidelines	_____
Procedures for staff and families to negotiate differences	_____
Process for orientating child/family to program	_____
Parent Conferences/Communication	_____
Authorized Person to pick-up Child	_____
Materials that are accessible to you	_____
Medication Policy	_____
Field Trip Policy	_____
Your signature_____ Date_____	