



SMALL WONDERS

Parent Handbook

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Child Care Policies

Mission Statement

The mission of Small Wonders is to build each child's character through partnership with families while providing high quality instruction based on principles and sound proven Christian curriculum in which we aid in the development of each child's social, intellectual, emotional, physical, and spiritual growth; thus, making a positive contribution to our future generations and broader community. As a center we believe in prayer and teaching fundamental core values. We strive to provide the opportunity for growth and development in a safe and nurturing environment.

Program Goals

Our goal is to provide unique and individual care to all children. We will ensure that your children are in a clean and safe environment. Planned activities for age-appropriate growth and development are always guided. At all times, we will be in accordance with the State Childcare Licensing Rules. We care for children from birth through sixth grade.

Offering Exciting Challenges in Many Areas

Exercise Classes
 Cooking
 Music and Dance
 Pre-Reading
 Learning to Print
 Beginning Math
 Science
 Discovering Shapes and Colors
 Spanish
 Sign Language
 Daily Story Time
 Outside Activities



Each Child

Each child is special and will always feel that way in our center. Coupled with our unique learning program, building self-esteem completes an essential part of the puzzle in your child's success. We are firm believers that parent involvement has a very important place in each child's development.

TOGETHER WE WILL LAY A STRONG FOUNDATION FOR YOUR CHILD TO BUILD ON!

A Sample Schedule of a Day at Small Wonders

This schedule offers active learning and playing times along with quiet thinking times that continue to alternate throughout the day. Your child is given a secure feeling due to the consistency of our program.

7:15-7:30 Wash

7:30-8:00 Breakfast

8:00-8:30 Child's Choice

8:30-9:00 Circle Time

9:00-9:15 Music/Movement

9:15-9:30 Phonics

9:30-10:00 Centers

10:00-10:20 S.T.E.M

10:20-10:50 Recess

10:50-11:00 Wash/Potty/Drink

11:00-11:25 Arts/Crafts

11:25-11:30 Potty/Wash

11:30-12:00 Lunch

12:00-12:30 Story time

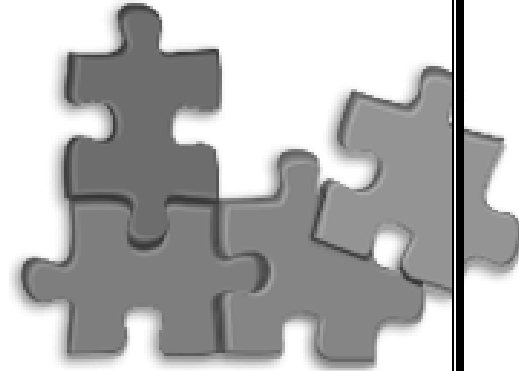
12:30-2:30 Naptime

2:30-2:45 Wash/Potty

2:45-3:00 Snack

3:00-3:30 Outside Recess

3:30-6:00 Teacher Planned Activities/Centers/Combining



Admission Procedures

We require a personal tour with each parent prior to a child attending our center. During this tour, we will discuss your child's individual needs for development. We will find out your expectations for us. Please bring your child along for the tour; this will help us determine if your child will fit into our program.

Fees

There is a non-refundable non-transferable registration fee of \$30 per child, due at that the time of registration for enrollment.

We use many supplies each week, most of them designed for your child's individual needs. These supplies are used in your child's daily learning process. You as a parent pick up part of the cost, by paying a yearly supply fee, which comes to \$1.92/week. This \$100.00 yearly supply fee is due and payable at the time your child starts at our Center. If this is inconvenient for you, you may pay \$20.00/week for 5 weeks. If your child is part time, your supply fee will be pro-rated.

Parents will be required to sign a TUITION PAYMENT AGREEMENT. Tuition is to be paid on the first day of your child's week. There are no exceptions. In the event of a payment not made on their first day, there will be a \$5.00/day late fee.

In the event you cannot pick up your child by the center's closing time of 6:00pm, you will be charged a late pick-up fee of \$5.00/minute.

Required Forms

Parents need to turn in a completed enrollment packet and a copy of the child's shot record before their start date. The pre-school physical is due 2 weeks from the start date.

Payments

Payments are due on MONDAYS or the first day of the week your child attends. If a payment is not received on Monday a \$5.00 fee will be assessed per day until the payment is received. Children will not be able to attend if accounts are more than two weeks behind or to the director's best discretion. There will be a \$25 charge for all bounced checks.

Drop-Off Time

Classroom time starts at 8:30 am. Please try to have your child(ren) here by 9 am to ensure correct child to staff ratio-mandated by STATE. If your child will be here after 9:00 AM you must call so we can make staff arrangements. If we do not receive a call by **9:00 AM your child will not be able to attend that day.** Let staff know of any absences ASAP.

Items Provided by Parents

Please bring these items on your child's first day. Please make sure that all your child's belongings are marked:

- Complete change of clothing (more if potty training)
- Crib sheet, blanket and pillow for nap/rest time and bag to carry it
- Pull-Ups (we prefer Velcro sided) if needed
- Diapers if needed
- Baby wipes if needed
- Reusable Water bottle
- Children 2 and older will NOT be allowed to have a pacifier/binkie
- * Infants and toddlers may require additional items

Bedding

Bedding is needed Mondays, or the first day of the week your child attends. STATE requires a sheet and blanket. Bedding must be brought in a bag that fits ALL ITEMS and closes. If you do not have bedding for your child, the first day of the week they attend a \$5.00 charge will be assessed to your account.

Toys

Toys are not to be brought into the facility. Children and parents become upset when their toys are lost or broken, and outside toys are a large distraction from our learning process. If a child does bring a toy into the facility, it will be put into their cubby until they go home. A small stuffed animal for rest time is the only exception.

Diapers and Wipes

If your child is running low on diapers or wipes, you will be notified in advance. If you fail to bring in diapers for your child you will be charged one dollar per diaper throughout the day, each day, until more supplies are brought.

Potty Training

Potty training is an exciting time for you and your child. Please let us know when you feel that your family is ready to begin potty training. Small Wonders will work with you through the potty-training process. Accidents are a normal part of the potty-training process that we will need to prepare for. We will not potty train in the infant/toddler unit (children under the age of two).

Please bring and label:

- Crocs or other rubber shoes
- 4 pairs of pants
- 2 shirts
- 4 pairs of underwear
- 4 pairs of socks

Outdoor Play

Children should be prepared to play outside every day. Our center will go outside twice a day if weather is permitting. We follow the weather chart recommended by the state of Missouri for outdoor play. Please have your children wear appropriate shoes- no flip flops or shoes with heels. Children may wear sunscreen or bug spray if it is brought in and a release form is signed. No aerosol spray is allowed. We do not allow siblings to share these items. Please wear appropriate clothing according to the weather. This includes jackets, coats, hats, and gloves. During the summer we will have water play days. Children should bring swimsuits, towels, and water shoes (optional) to participate. Please be sure all items are labeled with the child's name.

On-Going Communication

Verbal communication is a daily process. Each teacher will have their own policies on keeping you updated on your child's progress. Three times a year, a progress report will be given to show detailed progress. Monthly newsletters will be available to parents, and parents can request a phone conference with their child's teacher at any time. Daily sheets will be available when requested by the parent. Class Dojo is an essential communication app used throughout the center; please be sure you are connected.

Hours

Our Center is open Monday – Friday from 6:00a.m. to 6:00p.m. year-round except for the holidays listed below:

Labor Day

Veteran's Day

Thanksgiving Day and the following Friday

Christmas Eve

Christmas Day

New Year's Day

*Closed the days between Christmas Eve and New Year's Day.

MLK Day

President's Day

Good Friday

Memorial Day

4th of July

-In the event that these holidays fall on weekdays, you will pay a full price week.

-Small Wonders reserves the right to close the day before or after a holiday due to low attendance. Parents will be notified in advance if this occurs.

*You will not be charged for these days.

Inclement Weather Policy

Occasionally we will have to close for inclement weather. School closing can be found through your Small Wonders Class Dojo. If the center must close early for inclement weather all parents will be notified by Class Dojo and tuition remains the same.

Overtime

Full time care is limited to 10 hours a day. Part time is up to 4 hours each day. Any amount of time exceeding those hours will be considered overtime. Overtime care is not permitted.

Changes

You are responsible to notify the center in advance of any changes in the days or hours of attendance. If your child will be arriving after 9am on any day, advance notice must be given. Please notify us of any absences you will be taking as soon as possible.

If your contact information changes, you will need to let us know immediately. Any changes in pickup or emergency contacts also need to be kept up to date in writing. Parents cannot phone in someone to pick up their child who is not on their pick-up list.

Immunization records will need to be provided each time it is updated. Please bring in a copy as soon as you receive a new one.

Summer schedule changes are expected, please let us know in advance if your schedule will change.

Arrival and Pick-up

This is a secure center and can only be accessed when a staff member lets you in. Your child will only be released to the people listed on the pick-up list who can provide proper identification.

It is recommended for the safety of our children that parents to remain outside during drop off and pick up times. A staff member will acknowledge your arrival and let your child out to you at the door. Please know that if you need to have a conversation or make a payment we will always be accommodating. Infant room parents will be able to drop off and pick up inside to allow for the specialized care of a baby.

Alternate Care

In addition to alternate care when your child is ill, school-age children may also need advance alternate care plans for school closings if their full day attendance would cause us to exceed our licensed capacity. You may also need to find alternate care if we ever exceed our staff ratio due to employee absences. Although this may seem inconvenient at times, it is our top priority to always stay in compliance with state regulations.

Staff Hired by Parents

We strongly discourage our employees from making independent childcare arrangements with families at the school. However, if you choose to enter into an agreement with a Small Wonders employee to work for your family outside of the employee's normal work

hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the person enters into such an agreement as a private citizen and not as a Small Wonders employee. We cannot be responsible for our employees away from school, outside their working hours and will not be liable for their actions or omissions when not on our property including the transportation of children.

Discipline Policy

1. The provider shall establish simple, understandable rules for children's behavior and shall explain them to the children.
2. Expectations for a child's behavior shall be appropriate for the developmental level of that child.
3. Only constructive, age-appropriate methods of discipline shall be used to help children develop self-control and assume responsibility for their own actions.
4. Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior.
5. Brief, supervised separation from the group may be used based on a guideline of one (1) minute of separation for each year of the child's age.
6. Firm, positive statements or redirection of behavior shall be used with infants and toddlers.
7. Physical punishment including, but not limited to, spanking, slapping, shaking, biting, or pulling hair, shall be prohibited.
8. No discipline technique which is humiliating, threatening, or frightening to children shall be used. Children shall not be shamed, ridiculed, or spoken to harshly, abusively, or with profanity.
9. Punishment or threat of punishment shall not be associated with food, rest, or toilet training.
10. Children shall not be placed in a closet, a locked or unlit room, or any other place which is frightening.
11. Children shall not be permitted to intimidate or harm others, harm themselves, or destroy property.

Biting Policy

Any time a child bites, a report will be filled out and signed by the teacher, parent, and director. If we feel that your child is biting in excess, we may have a parent meeting and/or require your child to visit their doctor to implement a plan of action.

Termination of Care

Small Wonders reserves the right to terminate the care of your child when we believe that it is in the best interest of the child, staff, and the other children in the center. If we see it is fit to terminate care, you will be given notice. We use write-ups to help determine if care needs to be terminated. One formal write-up will require a meeting with the parents and director (along with other appropriate staff). After two formal write-ups, the child will be put on a three-day suspension. After that time, one more write-up will result in our center terminating care. Examples of incidents that would lead to write-ups include but are not limited to intentional injury of another child or staff member, intentional destruction of property, excessive disruption of the learning process, attempts to leave the facility... etc. We also reserve the right to immediately terminate care if a parent, guardian, or child become hostile or continuously disrespectful toward staff and other

children. Furthermore, if your school age child is removed from public school due to suspension or removed from summer school, they cannot attend our facility for the duration of their suspension.

If a parent chooses to terminate care with our center, they must provide written notice two weeks in advance. **No refunds of any kind will be provided by Small Wonders Childcare.**

Illness or Injury

You will need to make advance arrangements for alternate care for days when your child is ill.

If your child is injured or becomes ill while in our care, we will:

- (1) Notify you immediately. You may be required to pick up your child. Your child will be isolated from the other children.
- (2) Follow your written instructions if emergency medical care is required.
- (3) Note the date and description of any accident or injury in your child's file.

Sick Child Policy:

Under no circumstances should you bring your child to care sick (fever of 100°f or higher, vomiting, diarrhea, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.) If you are not sure your child is well enough to attend childcare call and discuss it with us. Masking your child's symptoms with over-the-counter medications and bringing them to care is not allowed. It is also inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home during an illness so that the other children and the providers do not risk unnecessary exposure. If you are unable to stay home with your sick child, it will be necessary for you to make other arrangements at your own expense. If your child is out ill, regular fees still apply.

Your child may not attend if they are not feeling well enough to participate in our daily activities (i.e., a child wanting to sleep all day, laying on the floor and not wanting to go outside, etc.)

Our regulations prohibit the admission of any child into a center that exhibits any of the following symptoms:

- **Fever** (100°f or higher) – child needs to be fever free for 48 hours without the aid of medication
- **Diarrhea** – child must be symptom-free for 48 hours without the aid of medication
- **Vomiting** – child must be symptom-free for 48 hours without the aid of medication
- **Runny nose with colored discharge** – check with doctor
- **Rash** – check with doctor
- **Discharge from eyes or ears**-Check with doctor

- **Lethargic** – check with doctor
- **Lice** – child needs to be professionally treated with documentation or nit and bug free before returning
- **Communicable diseases** – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period has passed, and the child is well enough to resume normal childcare activities.

We have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in our care, you or your alternate will be required to pick up your child immediately. If the child is not picked up within an hour of the call, a \$5.00 fee for every 15 minutes may be assessed. Your child may return to care 48 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting, they cannot return until they have been symptom-free for 48 hours without the aid of medications. We are responsible for the health and wellbeing of many children, so we will closely follow health department regulations when it comes to illness. We understand and respect your need to be at work, but your cooperation is extremely important in this.

Our policy closely follows those recommended by the state of Missouri as listed below.

(A) Each child shall be observed for contagious diseases and for other signs of illness on arrival and throughout the day.

(B) Each child's parent(s) shall be notified immediately when any contagious disease occurs in the facility.

(C) Unusual behavior shall be monitored closely and parent(s) shall be contacted if the behavior continues or if other symptoms develop. These behaviors include, but shall not be limited to:

1. Is cranky or less active than usual;
2. Cries more than usual;
3. Feels general discomfort or seems unwell; or
4. Has loss of appetite.

(D) The parent(s) or his/her designee shall be contacted when signs of illness are observed. Unless determined otherwise by the parent(s) or provider, a child with no more than one (1) of the following symptoms may remain in care:

1. A child with a temperature of up to one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm;
2. After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by a licensed physician;
3. When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken;
4. When a child has vomited once with no further vomiting episodes, other symptoms, or both; or
5. When a child has experienced loose stools only one (1) time with no further problems or symptoms.

(E) If children exhibit any of the following symptoms, they must be sent home:

1. Diarrhea—more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms;
2. Severe coughing—if the child gets red or blue in the face or makes high-pitched

- croupy or whooping sounds after coughing;
3. Difficult or rapid breathing (especially important in infants under six (6) months);
 4. Yellowish skin or eyes;
 5. Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
 6. Unusual spots or rashes;
 7. Sore throat or trouble swallowing;
 8. An infected skin patch(es)—crusty, bright yellow, dry or gummy areas of the skin;
 9. Unusually dark, tea-colored urine;
 10. Grey or white stool;
 11. Fever over one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm;
 12. Headache and stiff neck;
 13. Vomiting more than once; and
 14. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

(F) Parental contact and the decision made shall be recorded and filed in the child's record.

(G) The ill child shall be kept isolated from the other children until the parent(s) arrives.

(H) The caregiver shall be in close proximity to the child until the parent(s) arrives. Close proximity means that a caregiver is close enough to hear any sounds a child might make that would indicate a need for assistance.

Medication

- Diaper Creams and Lotions

All diaper creams and lotions must be in original packages. Diaper creams may be used on children under 2 without a medical authorization form. For children 2 and older, a medical authorization form must be filled out. All lotions will require a medical authorization form. Diaper creams and lotions will be kept in the child's classroom in a safe place and administered by staff.

- Prescribed and Over the Counter Medicines

Small Wonders will **NOT** administer any types of medication to the children.

- Emergency Medications

Emergency medications, such as inhalers and EpiPens, can be kept at our center. Medications should be in the original package with the prescription attached. We must have an action plan associated with the medicine and a medical authorization form filled out. Emergency medications will be kept in a locked cabinet and will be administered as needed.

About your child's meals

Our Daycare is enrolled in the Child Nutrition Service Food Program. As a participant we have agreed to follow USDA minimum nutritional standards in the planning/serving of meals provided. You will be asked to fill out and sign a verification form for your child's enrollment. This program does not allow any outside food or drink to be brought in the building

Below are approximate times that we will serve our meals:

Meals will ONLY be served during these time, meals will not be served to children who arrive late.

7:00-8:00 Breakfast
 11:30-12:30 Lunch
 2:45-4:45 Afternoon Snack



Children are encouraged to taste but never forced to eat. Eating is always casual and relaxed. We serve meals family style to allow for the growing independence of the children. Menus will be posted every week. A sample menu is included to give you an idea of what we serve. If you have any questions concerning our food program, feel free to ask.

Small Wonders Menu Week of 09/16/2019

issue 6	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST	09/16/2019	09/17/2019	09/18/2019	09/18/2019	09/19/2019
Milk	Milk	Milk	Milk	Milk	Milk
Juice/Fruit/Veg	Juice	Juice	Berries	Grapes	Apples
Grain/Bread	Eggs	Cheerios-WG	Oatmeal-WG	Muffins	Bagel
Other food					Cream Cheese
LUNCH					
Milk	Milk	Milk	Milk	Milk	Milk
Fruit or Veggie	Mand. Oranges	Pineapples	Mixed Fruit	Peaches	Bananas
Fruit or Veggie	Peas	Squash	Carrots	Green Beans	Corn
Grain/Bread	Brown Rice-WG	Oyster Crackers	Stuffing	Hoagie	Mac and Cheese
Meat/Meat Alt.	Chicken/Cheese	Turkey/Chili Beans	Pork Chops	Meatball/Cheese	Chicken Nuggets
Other Food	Chicken Parm	Diced Tomato			
	Home Made	Home Made	Home Made	Home Made	
SNACK					
Milk	Milk	Milk			Milk
Juice/Fruit/Veg					
Grain/Bread	Biscuits	Bread	Tortilla Chips	Triscuits-WG	Oatmeal Squares
Meat/Meat Alt.	Cinnamon	Soy Butter	Refried Beans	Cottage Cheese	WG
Other Food			Salsa		

Parent Handbook Agreement

I _____ parent of _____
have received and read a hard copy of the parent handbook.

I _____ parent of _____
have accessed and read the online copy of the parent handbook.

Parent Signature

Date