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Welcome

Welcome to the Child Development Laboratory Center. We are pleased that you have enrolled your child with us and look forward to becoming better acquainted.

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 call the directors or talk with your child’s teacher.

The Child Development Laboratory Center opened in 1973 and became licensed by the State of Missouri, Division of Family Services, in 1988. In the fall of 1987, the current facility was opened. The Center was reaccredited by Missouri Accreditation in 2008, and in 2009 we were reaccredited by the National Association for the Education of Young Children.

Mission

The mission of the Center is twofold: to serve as laboratory facility for college students majoring in Early Care and Education or other related curricula areas and to provide developmentally appropriate child care services to children ages 6 weeks through 6 years in a variety of child care programs. Campus Care program offers drop-in care for school age.

By interfacing student observation and training directly with the overall child care activities, the entire building functions as laboratory for learning and instruction. The Center is administered and the college students taught by a knowledgeable staff.
We believe the foundation for learning includes the total development of the child. We seek to provide developmentally and educationally appropriate experiences that meet the social, emotional, physical and intellectual needs of the individual child. Believing that children construct their own knowledge as a result of interactions with the physical and social world, we plan a curriculum that is appropriate to the learning styles of each child. Our programs are carefully designed to enlarge the child’s repertoire of knowledge and skill, to increase self-confidence and to promote curiosity and initiative.

We encourage and celebrate a multicultural, multiethnic society, and by carefully shaping our curriculum, behavior and attitudes, we hope to promote an atmosphere where people of all races, religions and backgrounds can enjoy a rich, harmonious life. Believing that children develop their attitudes and identity during the early years, we strive to provide a wide variety of experiences that reflect accurate images of diversity. We believe very strongly in the value of inclusion for children of differing abilities.

We honor and affirm each group that is represented in our classrooms, and respect is shown for each child’s holiday traditions. As a result, our curriculum is designed to enhance the child’s sense of self by providing holiday experiences that emerge from the child and his or her home. It is our belief that family traditions and holidays are an important part of each child’s culture, best celebrated at home; we encourage individual families to share those traditions as a valued part of our center community.

We strive to:

• Encourage creativity and self-expression.
• Foster a positive attitude toward self and others.
• Promote language skills and communication abilities.
• Stimulate interest in mathematics, sciences, literacy and the arts.
• Promote nutrition, health, safety, physical growth and motor development.
• Encourage and support the essential skills needed for positive social/emotional development.
• Strengthen home-school relationships.
• Encourage awareness, appreciation and respect for diversity.
The uniqueness of the Center is attributed to the diversification of the programs and the wide age span of children served. Community programs are available 6:30 a.m. to 6 p.m. Monday through Friday for children 6 weeks to 6 years of age. They may be enrolled in one of these programs:

- Infant/Toddler
- Twos
- Preschool Mixed Age

Campus Child Care is available 6:30 a.m. to 6 p.m. Monday through Thursday for anyone taking a class at St. Louis Community College. Child care is available for children 6 weeks to 6 years of age and children ages 6-13 when elementary schools are closed. Campus Care is not available to homeschoolers or children out of school for disciplinary action.
Each class has a flexible daily schedule posted. Within the daily schedule is time for self-selected activities, teacher-planned activities, group times for literacy and language activities, gross motor activities, meals and rest times.

**Daily Flexible Schedule**

**Preschool**

6:30–8 a.m. Arrivals (greeting children and parents)/indoor activities. Children select one of the interest areas. Indoor activities include: dramatic play, blocks/construction, personal reading and writing, creative art, math/manipulatives, science/sensory, cooking (occasionally).

8–8:30 a.m. *Breakfast—one table is set up in room for children who wish to eat. Clean up and continued activities in the room.

8:30–11 a.m. Continue indoor activities, preparation for clean-up time.

**Clean-up time/small and large group time with songs/stories, conversation, discussions, planned social activities/group games, music and movement. Transition time and preparing to go outside.**

**Outside/indoor and patio activities and/or physical activities outside/indoors.**

**Transition time to indoor activities for small/large group time (song/stories, conversations/discussions, planned social activities/group games, music/movement). Children’s choice—one of the interest areas.**

**—Varies depending upon the interests of the children!**

11–11:40 a.m. Clean up and preparation for transition to outside/physical activities, indoor/outdoor. Outside/physical activities in hall/gross motor room, classroom, or group games.

11:40 a.m.–12 p.m. Prepare for nap, make cots/partner-books/stories. Transition to bathroom time/wash hands for lunch.

12–1 p.m. *Lunch and clean up. Return from lunch, bathroom time, continue making cots/books/stories. Tuck children in for nap.

1–3 p.m. Nap—listen to story tape, lay on cot quietly; when a child wakes, may draw on clipboards quietly until end of nap time.

3–6 p.m. Wake up from nap—put nap items and cots away. Clipboards/small and large group time/transition to snack. Snack—set up at one table in room for children choosing to eat. Clean up and choice of interest areas indoors. Tooth brushing after snack. **Indoor activities/outdoor physical activities.**

*—Meal times will always be the same. **—The rest of the schedule will be flexible in response to the children’s needs and interest levels!!
Our curriculum is based upon the teacher’s observations of the children’s interests and needs. Teachers plan a wide variety of activities including:

- Language and literacy activities (reading, book making).
- Music and movement (dancing, acting out stories, singing, creating music).
- Physical activities (climbing, throwing, stringing, building, scooping, pouring, walking, running, writing).
- Classroom community building (group games, discussions, projects, problem solving, conflict resolution).
- Math and science (matching, observing, classifying, sorting, counting).
- Creative activities (painting, using art and natural materials, creating collages, building, using dramatic and everyday props).

Each classroom has a flexible daily schedule that includes time for self-directed play, group activities and teacher-planned activities. We also schedule time for meals, outdoor play and resting.

Our curriculum, while eclectic, is always developmentally appropriate and includes elements from the following programs:

- Parents as Teachers
- Project Construct
- The Active Learning Series
- The Project Approach
- Reggio Emilia
- Second Step
GUIDANCE PHILOSOPHY

Through the use of positive guidance, the Child Development Laboratory Center provides an enriching, safe and educational environment for the children. Our goals in guidance are to promote positive attitudes, skills and behaviors that nurture children's social and emotional development now and throughout their lives. While striving to be warm, caring, nurturing and respectful caregivers, we assist children as they work toward independence and responsibility. Furthermore, we model, encourage and support children's developing problem-solving abilities, while promoting self-esteem and instilling a sincere respect for the rights of others.

Recognizing that children are not emotionally mature enough to be in charge of themselves over long periods of time, caring adults set limits and maintain a calm, consistent approach to guiding children's behavior. As children grow and develop, so do the methods we use to guide behavior. Our role is to create the environments and model the behaviors that assist children in learning to intrinsically control their own behavior. Typically, in a group daycare setting, you will find that the children will have conflict with one another, from time to time, and this is normal. The conflicts provide opportunities for the children to learn about communication, boundaries, appropriate ways to handle situations and how to function successfully in a larger group of peers.

At the Child Development Laboratory Center, we use a variety of appropriate child guidance techniques:

• Setting limits—keeping children safe and enforcing personal boundaries
• Actively listening—respecting a child's attempt to communicate and encouraging expression of thoughts and feelings
• Encouraging and reinforcing—notice what children do and feel so children feel important and valued
• Facilitating conflict resolution—helping children solve problems
• Modifying the environment—making changes to meet the needs of the individual or group
• Redirecting—directing a child's attention to a different activity

Each situation requires the teachers to understand the child and to be respectful of his or her individual temperament, needs and development. In order to effectively guide behavior, staff must first develop a personal relationship with each child. From this relationship, the teachers can offer appropriate guidance strategies and recognize the possibility of behavior issues before they occur so that they can proactively address situations and behavior.

Successfully nurturing children's social/emotional development is best achieved when the staff and family work together to provide loving guidance. Parents are encouraged to ask teachers any questions they may have concerning guidance with their children either within or outside the Center. If there are reoccurring concerns regarding a child's behavior, the parents will be notified and a meeting will be held to share additional resources and discuss options. Documentation will be shared. If, after attempting to meet the child's needs, we find we are unable to do so and determine that this is not the best environment for the child, we can assist in finding other arrangements for the child.
The Center staff has degreed teachers and specialists with a diversity of appropriate educational backgrounds and experiences.

The Center has a full-time director with a master's degree and an assistant director with a bachelor's degree who serves as the curriculum coordinator. Teachers' degrees range from bachelor's to associate. The Center also employs a nurse to provide daily health checks for the children, maintain health records and provide assistance with the Federal Food Program standards.

All students in the Early Care and Education curriculum utilize the Center as a laboratory facility for hands-on learning in early childhood. They are assigned to specific classrooms where they learn to interact with the children and plan, prepare and guide appropriate experiences in group settings.

The federal Work-Study program places students at the Center for work experiences. These students, who are ECE majors, are not responsible for planning activities, but they assist teachers in a variety of classroom duties.

A qualified teaching staff together with enthusiastic college students allows the Center to maintain an excellent adult-child ratio and provide appropriate learning experiences for students and children alike.

All adults who work in the Center will be asked to submit tuberculin assessment as well as proof of receiving the hepatitis A vaccine and a physical examination prior to beginning their work at the Center. They are also required to have on file a family care registry which includes a child abuse and neglect and a criminal record check completed by the Missouri State Department of Health and Human Services. Staff also are certified in CPR and first aid.
Fees

- Registration Fees—Upon enrollment, Community families are required to pay a registration fee equivalent to one week’s tuition. Upon enrollment, Campus Care families are required to pay a registration fee of $15. This registration fee will be applied to the families’ last week’s payment pending only if two-week notice has been given. For State Subsidy families, the registration is a flat rate of $75.

- Statements are sent out at the end of each month for parents in the Community program and twice a semester for the Campus Child Care program. Parents are required to pay in advance on the Monday in advance for child care services.

- Enrollment will be canceled if an account is more than two weeks in arrears.

- The payment box is located in the main office at the end of the counter. The CDC main office only takes checks. Please make checks payable to STLCC. Payments are picked up daily by the Campus Police and taken to the college Cashier’s office.

- There is a $20 return check fee and a CASH ONLY restriction if a check is returned.

- Payment by cash, check, credit card or debit card may be made to the Cashier’s office in the Student Center (314-513-4520).

- In the event that a child contracts a major illness or suffers a major injury that will require an absence in excess of two weeks, arrangements must be made with the office for a tuition waiver. There is no waiver of tuition for illnesses under two weeks.

- Tuition reimbursements are not given for individual family vacations.

- There is a 10 percent discount given to siblings when enrolled in the full-time day care program.

- For questions about your child care account, please contact the office (314-513-4525) and not the Cashier.

- At the time of two weeks’ notice of withdrawal, registration deposit will be applied to your account. Registration deposit will not be applied to your account if two weeks’ notice is not given.

- All requests for refunds must be made within 30 days of your child’s last day of enrollment.

- There is no charge for days the Center is closed (holidays, spring break, snow days, etc.).

Late Pick-Up Fee

A late fee of $1 per minute per child will be charged beginning at 6:01 p.m. The parent or authorized person must complete and sign the late pickup form. Three late charges in a 6-month period will necessitate other arrangements.
State Assistance

The Center does accept children whose parents are receiving state assistance for child care. Parents must provide caseworkers with the Center's license number, 000225081.

Prior to enrollment, it is the parent's responsibility to contact the caseworker and ensure that the Center receives the official documentation from the state in regard to the name of the child covered and the period of coverage.

The Center's contract with the state requires a copayment, which is the difference between what the state pays per day and the Center's daily fee. **Payment from the state is based upon a child's actual attendance records.**

If a child is absent for more than five days a month, the state will not pay the Center and this will increase the copayment. If parents fail to sign a child in or out, then the state will not pay the Center and this will also increase the copayment. **It is very important that you sign your child in and out every day and that your child attend regularly in order for the Center to receive reimbursement for your child care expenses.**

Due to the financial cost, the Center reserves the right to limit the number of foster children in our care. Parents are responsible for bringing the child the assigned days for full payment to be received from the state. Failure to bring your child at least 90% of the time, and absences that exceed more than two weeks without just cause, will result in termination of service.
ARRIVAL AND DEPARTURE

During arrival at the Center, each child receives a daily health check given by the nurse and receives a “critter card” to get into his or her classroom. After the health check, walk your child to the classroom and greet the teacher as you sign your child in.

Daily forms for infants/toddlers/twos are provided by the Center. Parents must complete the top portion of this “My Day” sheet and leave it for the teacher. Staff will complete the remainder of the sheet during the course of the day.

An authorized adult must sign his or her child in and out daily with a full signature on the attendance sheets that are located in the class attendance binder. This binder will always be with your child’s class (classroom, playground, etc.). Only adults listed on the emergency form will be allowed to pick up your child. A picture ID is required from anyone who picks up a child.

MONTHLY SIGN-IN SHEET

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<th>Child’s Name</th>
<th>Room</th>
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State licensing now requires a parent/legal guardian to sign a full signature next to the time in and time out daily.

Signing in and out is very important, as these papers are our legal documents and are used in emergencies.

Cell Free Zone when arriving and picking up your child. Cell phone use is prohibited when bringing your child to his or her classroom or picking up your child. This is time for parents and children to greet and interact with each other and the staff. Please complete all use of cell phone before entering the Center, or you will be asked to do so.
The Center is staffed with a registered nurse. Our nurse is in the Health Station from 6:30 a.m. to 3 p.m.

The health policy of our Center as outlined here has been formulated for the purpose of safeguarding the health and safety of all children and adults who participate in our Center activities.

**Physical Examination and Immunization**

Licensing requires evidence, prior to enrollment, of a complete immunization record and physical exam within the last 12 months. The Center supplies a form for this purpose to be signed by a physician. *This form must be completed and turned in prior to the child’s attendance* (see Admission Process). Immunizations must be updated. Parents/guardians must provide proof of their child’s immunizations when they are updated.

**Emergency Contact Form**

Emergency release forms must be completed, signed and submitted prior to the child’s admission to the classroom (see Admission Process). Information must be accurate and updated annually or as information changes.
Illness

In an effort to keep down the incidences of disease and in thinking of the comfort of the children, parents are expected to keep their child home in the event of any of the following symptoms that may indicate disease:

- Fever (over 100°F)
- Pain
- Vomiting
- Diarrhea
- Skin eruptions
- Extreme fatigue
- Swelling/redness of throat
- Reddened, weeping eyes
- Constant sneezing/productive cough

Should any of these symptoms develop while the child is at the Center, you will be contacted and expected to pick up your child within the hour. Failure to do so may result in termination of services. We do expect your child to be absent from school until symptom-free for 24 hours (without administering a fever reducer).

Your child will be cared for in the Health Station until he or she is picked up. The only exceptions to this are cases involving toddlers and infants or instances when another child is in the office or treatments are being given. A child illness report requiring your signature will be sent home with the child, stating what the symptoms are and when the child may return.

If a symptom persists (such as a rash or cough) or if a communicable disease is confirmed (such as chicken pox), we may require a statement from the child’s physician declaring the condition noncontagious. There may be other situations where we require a physician’s statement before allowing attendance. Final decisions about attendance are made by the Center nurse and administrative staff based on information provided by the child’s physician and the well-being of all the children in the Center.

Communicable Disease

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the Center. Information of possible exposure to communicable disease will be posted at the classroom entrance for all classes involved. If a child will be absent from school because of illness, please notify the Center.
**Medication**

There may be times when you want your child to receive medication while at the Center. We will be happy to administer medication according to these guidelines:

1. A medication record is to be completed by the parent on a daily basis except in cases involving children with special needs.

2. Prescription drugs must be in the original container and labeled with the child’s name, physician’s name, prescription number, date, name of medication, dosage and frequency of administration. Most medications can be scheduled so that only one dose needs to be administered at the Center.

3. Nonprescription drugs must be in the new unopened original container and labeled with child’s name.

4. Medication administered will be documented in the medication record, and a copy of the record will be supplied to the parent daily.

5. Children with special needs will have medication records specific to their needs.

**Medical Care Plans**

1. Any child that has a special medical need or diagnosis will be required to have a medical care plan completed and signed by the parent and physician before care can begin. This would include allergies—food, medical or environmental—as well as other special needs.

2. The care plan will remain in the medical file of the child, and a copy will be kept in the teacher’s file.

3. The plan will be reviewed and updated or revised by the parent and Center nurse biannually or as needed.

4. Medical Attention—In the event that an illness or accident occurs, a report is completed by the nurse, director, assistant director or teacher. The report, which will be left in the child’s mailbox outside the classroom door, describes the incident, injury and treatment.

5. Emergency Attention—In the case of injury to a child, the Center nurse, the director or Child Development representative will follow all first aid procedures in handling emergency attention to the situation. Parents will be notified. The financial responsibility at the medical facility and for ambulance service belongs to the parent/guardian of the child.
The Center staff makes every effort to ensure the safety of all children.

We appreciate and expect parental cooperation in following these guidelines:

1. Food, drink, candy or chewing gum are not allowed to be brought into the building. In the event of a special occasion, please receive approval from your child’s teacher.

2. Balloons, styrofoam and glitter are hazardous to children's health; therefore, we do not allow them.

3. Please supervise children when transporting them in and out of the Center. Hold the child’s hand; do not allow running on the parking lot or in the building. Do not leave children unattended in the car or building.

4. Children are active on the playground. Comfortable closed-toe shoes (preferably tennis shoes) are a requirement to aid in preventing injuries. Children without appropriate shoes will not be allowed on playground equipment. No flip-flops are allowed on the playground.

5. Bike helmets are required for any cycling activity. Children must bring their own.

6. Children should be dressed appropriately for the weather conditions. Loose, comfortable clothing should be worn. Sweatshirts with strings around the hood are not allowed.

Drills

Tornado and fire drills are conducted once a month. Emergency evacuation and lockdown are held twice a year.

Should we need to evacuate the building, your child would be escorted to the Service building, which is located behind the CDC. At that time, all parents would be notified to pick up their children as soon as possible. Please remember to keep emergency phone numbers current.
SEVERE WEATHER CLOSING PROCEDURE

The Child Development Laboratory Center will remain open except under severe weather conditions. When the College is closed, the Center will be closed. College closings are announced on television and radio as St. Louis Community College at Florissant Valley.

Florissant Valley also maintains a severe weather/school closing phone line at 314-513-4949. When the campus is on a snow schedule and opening late, the Center will open as usual at 6:30 a.m.

NUTRITION, MEALTIMES AND SPECIAL DIETARY NEEDS

Mealtime should be an enjoyable experience for all children as well as provide proper nutrition. Children are learning self-help skills, social skills and nutrition awareness during mealtimes. Teachers sit down with the children at mealtimes and taste all of the foods offered, encouraging the children to do the same. We feel that children should receive foods from the basic food groups and that food should not be encouraged as a reward or denied as punishment. Meals and snacks are scheduled at specific times. Your child will be served if in attendance during this time. Meals will not be saved or held.

We understand children have favorite foods, and food preferences are part of normal development. We define our role as offering what to eat and when to eat. It is the child’s role to decide how much to eat or whether or not to eat. No alternatives will be offered unless a child has a doctor’s note outlining specific dietary intolerances and acceptable substitutions.

Classroom experiences include nutrition activities as well as cooking and tasting a variety of foods. Students in the Dietetic Technology curriculum of the Family and Consumer Sciences department also work with the kitchen staff and Center teachers to provide nutrition education experiences in each classroom.

The goal of the food service staff is to provide a nutritious breakfast, lunch and afternoon snack that meets the USDA requirements for balanced nutrition for children. Monthly menus are available outside the main office and emailed monthly to the parents. Once the menu is printed, every effort is made to adhere to it. If a substitute is necessary, the food substitute is from the same food group.

*The Center is a peanut-free building due to allergies.*
Nutrition, Mealtimes and Special Dietary Needs (cont.)

Child Care Food Program

The Child Development Center began participating in the Child Care Food Program (CCFP) in August of 1988. The goal of the CCFP is to improve the health and nutrition of the nation’s children while promoting the development of good eating habits and the furtherance of nutrition education.

Parents must complete an application each year so that we may receive CCFP reimbursement for the meals served.

Infant Diet Plans

The Center promotes all areas of healthy development including nutrition. Toward this end we follow the CCFP for even our youngest children. This requires us to have a written diet plan for each infant, which is updated every two months until the parent gives permission in writing for the child to be on complete table food. They also require an Infant Feeding Preference form to be completed prior to enrollment.

The Center provides bottles and a single type of formula. Parents may choose this type or provide the type they prefer. There is strong research backing the positive benefits of breastfeeding to infants. The Center supports families that make this choice and will do anything we can to make this successful as the child transitions to the Center. We can make a quiet space available for nursing at the Center, and the staff stay current in the proper storage and use of pumped breast milk. After 12 months of age and when the parents are ready, the Center will provide whole milk.

Infant cereal and jar food is also provided by the Center. As the child begins to try table food, parents will be provided with a copy of a current Center menu. Parents are asked to circle the items their child may eat from the menu and return it to the infant room staff. The teachers will then offer the new foods and supplement with the jar foods as needed. Once the child has moved to complete table foods, we will ask the parents to give written permission for the child to eat exclusively from the Center menu.

Outdoor Play

Children will be allowed outdoors based on the temperature, including the wind chill and the heat index. They will not be exposed to extreme elements but will need to be dressed appropriately for spending time outdoors in both hot and cold weather. We feel it is important for children to get fresh air on a daily basis even if it is only for a short time. It is the expectation that children who are well enough to be in attendance are well enough to be outdoors.
**CLOTHING**

Children should be dressed in play clothes that are comfortable, washable and suitable for all activities both indoors and outdoors. In order to reduce the amount of slipping and falling, children need to wear closed-toe, rubber-soled shoes.

All children need to provide at least one extra set of clothing, appropriate to the season, that can be kept at school.

Parents should be aware of weather conditions and dress children accordingly, as outdoor play is an integral part of the daily schedule.

*Please mark your child’s name* on all outdoor clothing and the clothing to be left at school. This enables the staff to easily identify all items.

**BEDDING**

Rest times are observed as required by licensing. Although not all children nap, they will have a quiet, restful time that is vital to their well-being.

The Center will furnish napping linens for infants/toddlers. Parents of children in all other programs will furnish a cot sheet and small blanket for each of their children. A small pillow and comfort item (e.g., teddy bear) are also allowed. All personal items will be sent home each week to be laundered. *The child’s name needs to be marked on each item.*

**TOYS**

The Center classrooms are adequately equipped with toys, games and materials of special interest to young children. We ask that personal toys, with the exception of sleeping toys, be left at home. It is difficult to be responsible for personal play items, as they can easily be damaged, misplaced or lost at school.
**Birthdays and Holidays**

Birthdays are special events in many family’s lives. It is your choice whether to celebrate your child’s birthday in the classroom. We do ask that if you choose to celebrate at school, you make arrangements with your child’s teachers a few days prior to the celebration. Most teachers ask that you limit the celebration to bringing in a special treat or providing a special activity. We ask that proper food safety policies be followed, and these can be verified by talking with the nurse and/or teachers. **We do require that all treats be store-bought and free of peanuts or peanut products.** And, in an effort to encourage nutritious eating habits, we encourage parents to provide healthy snacks and avoid snacks with a high fat and/or sugar content.

The philosophy of the Center is that holiday traditions are a part of each individual family’s heritage and culture. In our efforts to recognize and support families of various beliefs, the teachers do not celebrate holidays as part of our curriculum. As with all of our curriculum, if the children or parents are bringing ideas to the teacher, the teacher will plan accordingly.

**Child’s Personal File**

All children’s files are located in the assistant director’s office. A parent/legal guardian may access the file during normal business hours. Records that contain personally identifiable information about your children are maintained in a manner to restrict access so as to protect the confidentiality of such information.
**Parent Communication**

- Newsletters
- Daily logs
- Wipe-off board
- Drop-off and pickup conversations
- Surveys
- Conferences
- Children’s mailboxes located outside each classroom in crate
- Lesson plans posted on front of mailbox crate and daily routines posted in classroom
- Emails

**Social Media**

The goal for CDC and the use of social media is to improve in communication, raise visibility and add another sense of community to our families. Where might you find us?

- PAC (Parent’s Advisory Council) Facebook page; www.facebook.com/FloValleyPAC
- St. Louis Community College websites; www.stlcc.edu/FV/Child_Care_Center/Index.html

All media sites are reviewed regularly by St. Louis Community College, and all sites are governed by policies of the college. All parents sign a photo release agreement when enrolling their child, and we try to let parents know when a picture of their child is used. If any parent does not want their child’s photo allowed for CDC/college use, please let us know.
Parents are encouraged to become actively involved with all aspects of their child’s education. We believe that a strong home-school relationship is basic to the young child’s education and that parents, children and teachers benefit from learning and working together.

Community families are offered a home visit prior to the child starting at the Center. This allows the child to meet and interact with his or her teachers in their space where they are comfortable. This allows the parents to share with teachers all the important information about their child while they have their individual attention. Then when the child begins at the Center, they have familiar faces in their classroom. Families are also encouraged to visit with their child prior to their enrollment.

Campus Care families attend an orientation and open house prior to the beginning of college classes. This provides an information time for parents and allows children to become familiar with their teachers and classroom.

A Center newsletter and classroom newsletters are published and distributed to parents, staff and various faculty members. This helps to keep parents and others aware of all the happenings within the Center program. Articles include features on child development, activities and general Center information.

Conferences, planned twice each year, enable the parent and the teacher to meet and share information concerning the child. Informal communication between the parent and the teacher continues daily throughout the year.

A Parent Advisory Council (PAC) is comprised of an elected board of parents and interested participants who work together to promote family education and involvement within the Center. Their activities include family-focused events, parent education evenings and fundraisers to purchase materials for the children. All parents and guardians are encouraged to attend the monthly meetings.

The Infant/Toddler/Two program parents will be participating in the Parents as Teachers in Child Care program. We also encourage parents to enroll in their school district’s Parents as Teachers program.

The faculty of the ECE program provide several opportunities throughout the year for children to experience hands-on activities (e.g., math and science college class sets up a carnival to demonstrate that math and science can be a learning experience).
PARENT LENDING LIBRARY

The Center has a parent lending library that parents are free to access anytime. It consists of books, videos and collections of articles dealing with different issues in parenting.

WITHDRAWAL FROM CENTER

- Two weeks’ written notice of child’s last day is required. At the time of two weeks’ notice of withdrawal, registration deposit will be applied to your account. Registration deposit will not be applied to your account if two weeks’ notice is not given.

- Any medicine or personal items must be picked up within 30 days of your child’s last day of enrollment or they will be discarded.

- Enrollment will be canceled if an account is more than two weeks in arrears.

- If aggressive, disruptive or endangering behavior continues despite efforts put in place, it may become necessary to determine the child’s suitability for the program or the program’s suitability for the child. This is determined by examining the adult-to-child ratios, the necessary structure for the child’s program and the direct threat posed to the safety of the child and/or others needed to address the child’s behaviors through reasonable modifications. Please refer to the Developmental and Behavioral Plans section of this Parent Handbook.

- All staff and parents are expected to behave at all times with respect to each other. Any behavior that is disruptive to the Center may result in being asked to leave the Center. Disruptive behavior by a parent may result in termination of their child's enrollment.

- Reenrollment—A family requesting enrollment may be declined due to their history of not being in good standing with CDC policies, financial obligations or withdrawing enrollment and reenrolling in short period of time.
DEVELOPMENTAL AND BEHAVIORAL CARE PLANS

It is important for parents and teachers to work together to help children develop the skills necessary to be successful adults. We understand that all children are individuals and that development is a process that is both natural and supported by the adults in each child’s life. To that end, if parents have any concerns about their child's development or behavior, we ask that they share that with their child’s teacher. As part of our philosophy and curriculum, the child’s teacher will be observing and taking anecdotal notes to best provide the experiences each child needs. When teachers are seeing developmental or behavioral concerns, they will contact the parent to share this information. Open, two-way communication between parents and teachers is essential to this process.

Once concerns have been identified by either side, a meeting will be set up to share information and to write up a course of action. This developmental or behavioral care plan may include:

- Modifications in the environment, guidance techniques and/or routines.
- Options for screenings or evaluations by outside resources.
- Follow-up meetings.

It is our goal to meet individual needs and to support each child’s developmental progress. If, after attempting to meet individual needs, we find we are unable to help the child progress or determine that this is not the best environment for the child, we can assist in finding other arrangements for the child. We will attempt to give parents two-week notification of this determination. A parent’s decision to not participate in the development and facilitation of either a developmental or behavioral plan can be reason for immediate withdrawal from the program.

As with all we do, our goal to serve your child to the best of our ability within the capacity of our program.
The Center makes every effort to work with families regarding their child’s care. There will, however, be times of disagreement and issues that need further resolution. The following procedure should be implemented if parents have a concern with the Center:

1. Parents contact their child’s classroom teacher to see if the issue can be resolved at that level.

2. The classroom teacher makes the director and/or assistant director aware of the concern and the teacher’s plan of action.

3. If the issue is not resolved at the classroom level or involves more than an individual classroom, it should be brought to the attention of the director/assistant director. The director/assistant director will meet with the parents and teacher to discuss the concern, do research as needed and, if necessary, hold successive meetings.

4. The department chair or division dean may become involved in the discussion and resolution.

5. The campus president makes all final decisions regarding concerns at the Center.
Policies Available in the Office

The Center's policy and procedure manual is available in the office for review. Licensing Rules for Group Child Care Homes and Child Care Centers is also available in the office or on the Mo. Dept. of Health and Senior Service website.

For more information contact:

Star Room..........................314-513-4598
Sun Room..........................314-513-4599
Rainbow Room......................314-513-4584
Moon Room..........................314-513-4575
Galaxy Room ......................314-513-4576
Campus Care I Room...............314-513-4540
Rocket Room .....................314-513-4592
Comet Room ......................314-513-4593
Campus Care II Room.............314-513-4597
Nurse ..............................314-513-4524
Office ..............................314-513-4353

Mary Krogmeier,
   Center Director...............314-513-4523
Renee Mayse,
   Assistant Director ..........314-513-4574
Irene Kalmer, Early Care and Education
   Department Chair.............314-513-4708
Lovedy Magagnos, Faculty .......314-513-4573
Donda Miller, Faculty ..........314-513-4061
Fax ................................314-513-4130

Non-Discrimination Statement: St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination.

For information or concerns relating to discrimination matters, contact the following: for matters relating to disabilities, contact Section 504/Title II Coordinator Donna Dare at 314-539-5285; for matters relating to sex discrimination, contact Title IX Coordinator Pam McIntyre at 636-422-2250; for any other matters, contact Acting Vice President, Student Affairs Joe Worth at 314-513-4250.