



*Country Club Methodist*  
**CHILD DEVELOPMENT CENTER**

**Parent Handbook**

## **Philosophy/Mission Statement**

### **Nurturing Curiosity and Creativity**

At Country Club Methodist Child Development Center (CCMCDC) we strive to provide a safe, loving environment as well as a progressive education for infants, toddlers, and preschool age children. Our highly-qualified staff implements a constructive, play-based curriculum where students learn in social context and from real experiences. We believe learning should stem from the children's interests and that real life learning experiences are most appropriate for young learners. Authentic interactions with nature, community members, and families support our philosophy of learning through play

### **Reggio-Inspired**

We are a Reggio Emilia-inspired center. What does that mean, exactly? For us, it means respecting and nurturing the curiosity and creativity of children. It means that we see play as the most effective vehicle for learning in the early years and strive to help children become creative thinkers. All of our classrooms offer children a rich variety of open-ended art projects, sensory experiences, building explorations, pretend play props, and more. We also see nature as a rich tool for learning and prioritize outdoor play as part of our daily schedule. Our teachers see themselves as facilitators and co-learners, exploring and learning along with the children.

### **Intentional Environment**

We value our classroom environments as an essential element of children's learning, so all of our classrooms are infused with natural wooden furniture, open-ended materials, lamps, and cozy elements to make them feel home-like and to inspire exploration.

### **Loose Parts**

Although we do include conventional toys in our classrooms, many of our materials are what we call "loose parts," open-ended materials that can be used in many different ways. We believe that incorporating loose parts into our classrooms encourages creative thinking and leaves space for children to express their own ideas and learning.

### **Project Work**

We also utilize the Project Approach, which is an in depth exploration of a topic that is relevant to students and promotes inquiry-based learning. This means that our teachers carefully observe the children in their class to determine their interests and document what questions they are asking. Then the class explores these questions through hands-on learning experiences, real life materials, and visits from experts. Throughout the course of the project, children express their ideas and learning through a variety of art mediums and the teachers document their ideas and learning on an ongoing basis.

### **Messy Play**

Hands on learning is messy! We know that sensory-rich experiences that engage all our senses are vital for brain development in these early years, so at CCMCDC we encourage children to immerse themselves in learning experiences. This means that children freely explore mud, paint, shaving cream, and other sensory experiences. Your child may not always come home clean, but we promise that any mess is evidence of their whole-hearted engagement in learning!

### **Learning Made Visible**

Being Reggio-inspired also means that we value, document, and celebrate children's questions, interests, and ideas. You can find evidence of this in the bulletin boards in our hallways and in our classrooms, where we share samples of the children's work, samples of their own words as they talk about what they have learned and experienced, and photos of children at work to show

the progression of learning. We also share photos and learning stories with parents on a daily basis through the Brightwheel app.

### Spirituality

Country Club United Methodist Church is a neighborhood church which seeks to inspire the spiritual growth of its community. Likewise, our child development center seeks to inspire spirituality in our students. This is achieved in the form of prayers before meals and snacks, books and discussions to teach moral values, and interactions between the students and church members. All faiths are welcome.

### Hours Of Operation

CCMCDC is open Monday-Friday 7:30 AM - 5:30 PM, with the exception of holidays and professional development days. Parents should pick up children by 5:25, and have exited the building by 5:30pm. Any child or parent still in classrooms at 5:30 will be assessed a late fee. Yearly calendars will be provided every fall for the coming year.

### Arrival and Departure Procedures

We would like your child to have as smooth of a transition as possible during drop off and pick up. Therefore we strongly encourage parents to create a "I love you Routine" with their child. This routine can be unique to your child, but sets them up for a great drop off with predictability. *We do not allow children to be dropped off during nap time in the Toddler and Twos classrooms, as this may disturb the naptime of the other students.* In our Preschool and Pre-K classrooms, we highly encourage you to not drop off during naptime hours.

Infant room parents: There is an open space, by the stairs, at the Westover entrance that contains black shelving, where you may store your infant car seat carrier during the day. Please do not leave car seats in the classroom, or on the floor of the hallways. Diaper bags should be taken to the classroom and left on your child's hook or cubby.

### Absences/Late arrivals

If your child will be late or absent, please send a message via Brightwheel to your child's teacher. If possible, please email the directors and notify your child's teacher in advance of an extended scheduled absence, for instance a vacation or absence surrounding a holiday.

### Enrollment

Each student will have a yearly enrollment fee of \$125. Every year, parents will re-sign an enrollment paperwork packet.

We encourage current families who are expecting to notify the directors as soon as possible to ensure there is a spot available for your new arrival!

### Tuition

Tuition is due on the first business day of the month. CCMCDC has an automated payment system for your convenience (Brightwheel). Payments are withdrawn on the 1st of every month via checking/savings account or credit card. A fee, set by Brightwheel, may be applied for credit card transactions. **If tuition is not collected by the 4th of the month a late fee of \$50.00 will be added to the total balance.** After the 6th of the month, a recurring late fee of

\$15.00/day will be added to your bill. If tuition is not collected after a 1 week period your child may not be in attendance until tuition and late fees are paid in full. Tuition is posted on the CCMCDC website and is subject to change. Tuition changes will occur in January of each year. You will be notified of any changes to tuition with 30 days notice.

### **Discounts**

Active church members, pending approval from the church board, will receive a 10% discount on total tuition each month.

### **Late Pick-up Policy**

Our facility *closes* at 5:30 p.m.. Last pickup should occur by **5:25 p.m.** which will allow you to have exited the facility by 5:30 p.m. We understand there are extenuating circumstances; if you know that you will arrive late please message on Brightwheel immediately to notify the teachers. Late fees are incurred beginning at 5:31, *until you have exited the facility*. A late fee will be charged on Brightwheel. Repeated incidents of late pick ups may result in heightened late fees, or disenrollment.

### **Late Fees**

1-15 minutes late - \$10 per minute 15-30 minutes late - \$12 per minute. Late fees will be charged through your Brightwheel account. Your child will not be able to attend until late fees are paid in full. **\*Late fees are incurred until you have exited the facility.**

### **Withdrawal**

Upon enrollment, you agree to provide *written notice* to a Director 30 days before your student's last day. You will be billed the total monthly tuition for the last month in attendance. If you terminate attendance immediately, without notice, you will be billed for 30 days of tuition.

### **Disenrollment**

CCMCDC reserves the right to disenroll a student at any time. Derogatory posts made in reference to the center on social media by parents may be grounds for dismissal.

### **Curriculum**

Our facility utilizes Creative Curriculum as a resource for our learning, using the 38 focus objectives. Additionally, we utilize the Project Approach, which is a method of teaching that promotes inquiry-based learning from real experiences. Students participate in in-depth projects, based on interests, that can last anywhere from a couple of weeks to a few months. The Project Approach utilizes real materials, hands-on experiences, field trips, utilizing experts, and in depth exploration of that specific topic.

### **Parent/Teacher Conferences**

Parent Teacher conferences will occur once a year. These are usually held via Zoom. Additionally, you will receive 2 formal updates a year regarding your child's development. These forms will be sent home with your child when completed. Please feel free to request a conference at any time with your child's teachers. Conferences may also be requested by the teachers to check in with parents about developmental learning, or behavior regulation.

## **School Closings/Snow Days**

We will follow Pembroke Hills' closings for inclement weather. If Pembroke Hill closes, CCMCDC will close, as well, as Pembroke Hill is in close proximity to our center and similar in regards to transportation. However, CCMCDC reserves the right to close, even without Pembroke, if deemed necessary. When determining whether or not to close the center, we must consider the safety of our staff in their travel to work, as well as whether or not we foresee being able to adequately staff our facility for ratio requirements. Although we are located in KCMO and the streets surrounding us could be clear, the highways and streets surrounding our teachers' residences may not be. We must take all of these things into consideration in the event we need to deviate from Pembroke's closings.

We will inform you of school closure by Brightwheel. We will make every effort to notify parents by 6:30am. If you have not received a message via Brightwheel, we will be open as usual.

You will be notified of unscheduled school closings, due to maintenance issues (heating/cooling, flooding, electrical, water, etc.), by **Brightwheel** as soon as possible. We will do our best to remain open and work around certain conditions but *we must close if we will be in violation of any licensing rules due to maintenance issues.*

Because we pay our teachers on snow days and for unscheduled closings, parents will still be charged for these days.

## **Staff Professional Development**

To ensure our staff stays up-to-date with research-based best practices, the center will close six times per year for continued professional development. Professional development closures always take place on a Friday and are notated on our yearly calendar.

## **Family Involvement**

The involvement of families in a child's classroom and school are proven to be beneficial in numerous ways.

Here are some ways we would love for your family to be involved at CCMCDC:

- Sign up to read a story to your child's class
- Become a room parent for your child's classroom
- Volunteer in the classroom. Our teachers have a variety of ways in which to lend a helping hand.
- Bring in needed supplies or donate snack. Our teachers will have a way of communicating these needs with you.
- Attend the annual church holiday activities.
- Join us in coming to our classroom holiday celebrations, listed on our calendar

We would love to see you in the classroom!

## **Reasonable Risk**

Upon enrollment with CCMCDC, parents accept reasonable risk associated with group care settings. This risk includes, but is not limited to, falls, bumps, and bruises related to everyday

and normal childcare incidents. In a group care setting children are learning how to socialize and interact kindly with other children. Your child may have conflict with their peers that may involve hitting, pushing, or biting. We recognize that in the age of children we serve, these are developmentally normal behaviors, and teachers work proactively to mediate and guide kind and respectful interactions between peers.

### **Constructive Feedback**

Feedback from families, educators, staff and the wider community is fundamental in creating a community that works towards the highest standard of care. Therefore, constructive comments and suggestions are greatly appreciated and can be made to the Administration team of CCMCDC.

If an issue arises, any parent or guardian who has a concern about childcare services may share the concern with the Director. Formal “complaints” should be put in writing and emailed to the Director at [countryclubmethodistcdc@gmail.com](mailto:countryclubmethodistcdc@gmail.com). The Director is available by appointment to discuss any concerns regarding child development, safety, health or the daily program. The Director will listen carefully to the issue presented and will attempt to work with the parent to rectify the problem. If needed, the Pastor may be invited, by either the parent/guardian or the Director, to assist in resolving any concerns. Pastor Shawn’s email is [shawn.franssens@countryclubumc.org](mailto:shawn.franssens@countryclubumc.org).

All concerns are managed conscientiously and confidentially. However, if a concern involves a staff member or child protection issues, any relevant persons/agencies will be notified.

### **Commitment to Open Communication**

We feel that communication is essential to the success of your child’s care. We must make sure that we can openly share any concerns or questions that may arise. Parents should feel heard, and we recognize that you have a right to expect the best care possible for your child. All comments are taken very seriously, and we will all do our best to ensure your satisfaction. We aim to keep parents self-assured knowing that their children are in our loving care at CCMCDC.

### **Communication Platform**

Our center utilizes Brightwheel, a parent communication app, which allows parents to receive updates throughout the day in regards to bottles, meals, diapering, toilet training, and naps. This app also allows direct messaging between parents and teachers as well as an avenue for teachers to share photos and videos of activities and learning. Teachers are available to answer any questions you may have, but please be patient with responses, as they are busy supervising and playing with your children! Please direct all confidential communication for the director to [countryclubmethodistcdc@gmail.com](mailto:countryclubmethodistcdc@gmail.com)

*Please ensure that notifications for messages are turned “on” for your child, and you reply with confirmation of receipt on messages from administration concerning unexpected closures or sick messages. These messages will be sent as an “alert” message. An SMS message will be sent with any alert to people listed as parent on Brightwheel.*

### **Safety**

For the safety of your children and our staff, our doors will remain locked throughout the day.

We use a key fob entry system. Parents will be given their own personal key fob. If your key fob is lost, please notify Directors immediately, so that we may turn off access to your key fob and issue a replacement. \$25.00 will be charged to your Brightwheel account if we need to issue a replacement. In addition, you may request additional key fobs for grandparents who pick up etc, for \$25 per key fob.

### **Safety/ Emergency Procedures**

Your child's safety and well being is our top concern. We regularly practice our Safety and Emergency Procedures. Fire drills occur every month, while tornado drills occur every three months, as stipulated by the fire safety requirements from the Missouri Department of Health and Senior Services. Our building has passed inspection from the State on fire safety and we will follow evacuation procedures set forth by the Fire Marshal. If there is a threat to the school, our teachers will go into their classrooms, lock all doors and remain in "Lock Down" until it is clear that the environment is safe. You will be notified as soon as possible if such an occurrence takes place and if we believe it is necessary for you to pick up your child(ren).

### **Transportation And Field Trips**

Classes may occasionally take walking field trips. Information about field trips will be sent home. Parents must give written consent for field trips. Specific field trip information will be sent to parents in preparation. Your child must be at school by the required time to attend the field trip, with the required items. If you do not wish to have your child attend the field trip, they can be dropped off once the class has returned to school, or stay home that day. Children will not be permitted to be dropped off at their destination during the planned hours of the field trip.

### **Parking**

Infant and Toddler room parents please park in the Westover parking lot to drop off and pick up your child. Two Year Olds, Preschool, and Pre-K room parents please park on the right hand side of the circle drive on 57th Street to drop off and pick up your child. There is additional parking at the front of the church (on 57th Street).

### **Visitors Policy**

We have an open-door policy, for parents, in regards to visiting. Parents are welcome to visit as often as they'd like, so long as visits do not deter from learning in the classroom. Mothers are welcome to visit and breastfeed infants, if they'd like. We have a private room upstairs with comfortable seating for breastfeeding. If you would like to stay for extended periods of time, please check with your child's classroom teacher to ensure the visit would not conflict with scheduled activities. Grandparents, relatives, and family friends are allowed to visit; however, parents should inform us of these visits in advance. We will ask unknown visitors to provide identification.

### **Weapons**

We do not allow weapons of any kind (including play/pretend weapons) on premises. If you have questions about gun play, please reach out for our Gun Play Policy.

### **Smoking**

Smoking and/or vaping is not allowed in the building, around the outside play area, or in any area where you are visible to children.

## **Classroom Placement**

Your child's classroom is chosen by the directors of the school and is based on what we believe to be the best and the most beneficial environment for your child. Transitions to the next age class can happen within 2-3 months surrounding your child's birthday, but may be longer when moving from Preschool to Pre-K.

## **Behavior Management**

At CCMCDC we believe that every student should be treated with love and respect. One of our roles as educators is to help our students develop self-regulation. In order to foster self-regulation, we believe in having productive conversations with children about how their actions affect others. This positive form of guidance is effective because it is not punitive in nature. It encourages the child to make better choices because it is the right thing to do and for the good of the classroom community.

With our infants and young toddlers, we utilize distraction and redirection as our primary guidance techniques, as research suggests these are the most effective strategies for this age group. With our older toddlers and preschool students, we utilize productive conversations, as well as natural and logical consequences. Natural and logical consequences are most appropriate for young children as the child sees how the consequence fits the misdeed. For example, if a child decides to throw blocks, then they will not be allowed to play with blocks and will need to choose a different activity. It is very easy for a child to see the relation between throwing the blocks and not being allowed to play with blocks. The goal is not to punish, but simply to stop the undesirable behavior, have a conversation about why said behavior is not acceptable so they can learn from their mistake, and then to redirect.

## **Biting**

In creating a safe learning environment, Country Club Methodist Child Development Center (CCMCDC) recognizes that biting, while not desirable, is a common and developmentally appropriate behavior for young children. As such, the CCMCDC affirms that biting is not something to blame on children, their parents, or their teachers. When needed, there are a variety of strategies that CCMCDC uses to prevent and stop biting.

General policy:

- When a child bites, we stop the action, and focus our attention on the child who is hurt. We offer first aid and comfort to the child who was bitten. We use words like "I'm so sorry you are hurt. That didn't feel good on your body." These words validate the child's emotions, as well as communicating to the child who bit that biting hurts.
- We then focus on the child who bit. We say things like, "Ouch! Biting hurts our friends. Our teeth are for food." "Let's check on our friend to see if they are okay. Can you practice gentle touches?" We also encourage them to practice words. "You were feeling frustrated because your friend was in your space. You can say 'space please!'" By using these types of phrases, we are encouraging the behaviors and language that we WANT to see. We avoid harsh phrases like "No biting!" "Biting is bad!"
- Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs.
  - A child might bite:
    - To relieve pain from teething
    - To explore cause and effect ("What happens if I bite?")
    - To satisfy a need for oral-motor stimulation
    - To get attention



- To communicate an unmet need
  - Because they are hungry or tired
  - To communicate or express emotions such as anger, frustration, confusion, or fear
  - Because they are overwhelmed or overstimulated by other children, noise, or sound
  - Because they feel excited, as a way to release that emotion (Lots of times children will bite themselves with excitement)
- It is important to explore the reasons for biting when it occurs. If biting becomes a habit, teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. They ask themselves questions like: Was someone in their space? Were they upset? Were they scared? Is it a particular time of day the bites are happening? Is it close to lunch time and they are feeling hungry? Are they overstimulated by noise, light, or other children? There are many questions to ask while we observe our students. From here, teachers will gain an understanding of why a child may be biting, and be able to intervene proactively when they see an incident coming.

Specific procedures:

- 1. In a setting where a bite has occurred, the teachers will observe the child to get an idea of why and when they are likely to bite. Teachers will document in a log all attempted, or successful biting occurrences over a period of time.
- 2. The teachers will identify children (if any specific) likely to be bitten and make special efforts to reduce their chance of being bitten.
- 3. The teachers, parent(s) and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
  - This plan will include "shadowing" where teachers stay within arms distance, proactively moving children from a situation that they sense may heighten to frustration, giving children words to express their needs, and modeling "space" when children are in close proximity of one another.
- 4. If biting continues the Director and/or Assistant Director will work with the parents to seek out additional resources as necessary
- 5. We give the action plan time to work, as we know that behaviors are formed into habits at any age, and take time to break.
- 6. While we aim to meet the developmental needs of all children, CCMCDC is a group-care setting. Our utmost priority is the safety of all children in our care. If excessive biting persists despite teacher, director, and parent strategies, and despite various action plans, it may be necessary to remove the child from the program.
- 7. In the event that it is deemed in the best interest of the child, center, and other children, parents will receive written notice of disenrollment of care.

All information regarding biting occurrences is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident Report which is completed and signed by a teacher, director, and parent. Original reports are kept in the child's permanent enrollment file in the office.

One of the most important things about our philosophy is that CCMCDC is a community, and that we rely on each other, support each other, and are understanding of where every child is in their developmental journey. While we understand that biting can bring heightened emotions from parents, as no parent wants to see their child hurt, conversations between parents that are

harmful, disrespectful, or place blame upon the parents of the child who is biting, or the child themselves, are unhelpful and are discouraged.

## **Immunizations**

Missouri state law mandates that children be up-to-date on their immunizations in order to attend school. CCMCDC requires all children to have documentation from a health care provider that states the month, day and year immunizations were administered. These documents will be kept on file. Children will need to continue to be up-to-date with required immunizations and should provide an updated immunization record with each new immunization received. CCMCDC does not accept religious exemptions. If a student is behind on their immunizations, and eligible, that student may not be in attendance until they are caught up on vaccinations. Tuition will still be charged to hold their spot.

## **Sick Child/ Illness and Accident Policies**

If your child's injury is minor (scrapes, bumps, etc.), first aid will be given immediately. Parents will be notified through a written incident report provided at pick up. If a major injury occurs, parents will be immediately notified after professional help is contacted. Written consent to give professionals permission to transport your child to a hospital will be required during enrollment.

If your child has any of the following symptoms we are not allowed to have them at school. You will be notified and need to make arrangements for your child to be picked up within one hour of our first attempt to contact you.

- Diarrhea (more than one loose stool), unusually dark or discolored urine, discolored stool
- Vomiting
- Fever (temperature above 100.1)
- Rashes on the skin or skin disorders that are contagious or seeping.
- Headache and stiff neck
- A severe and persistent cough
- Difficult or rapid breathing
- Red or blue in the face or makes high pitched croupy or whooping sounds after coughing - Inflamed or swollen throat and/or trouble swallowing
- Listlessness, sleepiness, loss of appetite, and general discomfort (cranky or is crying more than usual)
- Pink eye, Yellowish skin or eyes
- Inflamed or weeping eyes, earache or discharge from ears, thrush and chills
- Unusual spots or rashes; Severe itching of the body or scalp (these may be signs of lice or scabies)

Please be mindful of other children, families and our staff when it comes to containing illnesses. If your child is sent home sick, we expect that there will be a 24-hour period before your child returns. Your child must be properly treated for his/her illness and also be free of fever, diarrhea and vomiting (without medication) for 24 hours before returning to school. These guidelines are set forth by Missouri State Licensing.

## **Allergies**

Please notify us of any physician-diagnosed allergies your child has. You will need to complete an allergy form, which will be kept on file at the center, to help us best accommodate your child.

We accommodate most allergies, but in some instances may ask parents to bring in a substitute item. We do not allow substitutions for food items, unless your child has a documented allergy on file.

## **Medications**

We will not administer medication of any kind to your child. We believe it is best for your child to receive medication from you at home. We may make certain exceptions for medications required for chronic conditions. Written permission from parents along with a signed form including directions from your child's doctor is required. Please talk to a director to fill out all necessary paperwork or if you have further questions. Please hand medication directly to a director or teacher. *Children are NOT allowed to have or carry any sort of medication or toxic substances in their diaper bag/tote bag/backpack.*

## **Incident Reports**

Incident reports are completed whenever a child has an injury that results in a visible mark left on the body. If the incident involves another child or children, all children involved in the injury will have reports. We keep names confidential, to protect the privacy of our children. Originals need to be signed and dated by staff and a parent. If you would like a copy of the report, please request one at the time of notification.

We do not have a policy that involves children being disenrolled due to acquiring a certain number of accident/incident reports. If injuries result in involving emergency aid or hospitalization we assess the situation and carry out what we believe to be best for all families involved.

## **Weather**

Because gross motor play and being physically active are so important for young children, we plan to regularly use our outdoor playground, even in the cooler months. We will follow the Child Care Weather Watch Chart. In the event that it is too cold, snowing, too hot, or if there is a thunderstorm, the children will utilize the "Big Room" (our recreation room) for gross motor play.

## **Clothing and Personal belongings**

Children should always be dressed appropriately for weather conditions. Every child should have jackets and/or coats, hats and gloves in the fall and winter, and rain jackets and rain boots for wet days. Rain Suits are highly encouraged- please see the links below. Shoes that are securely strapped to your child's feet are required at school. This footwear is most appropriate and safe for your child in the classroom and while playing outside. Please do not send your child in flip flops or shoes that easily come off.

[Waterproof Rainsuit](#)

[Hoodie Waterproof Rainsuit](#)

[Toddler Waterproof Rainsuit](#)

**Your child should always have at least two complete sets of clean clothing (weather appropriate) stored in your child's cubby or classroom.** These clothes will remain at school and be used when an accident occurs. Soiled or dirty clothes will be sent home in your child's wet bag to be laundered. We ask that you please return another complete set of clothing the next day. Children must have a wet bag to be kept at school for soiled clothing.

In the infant and toddler rooms: It helps teachers to know there are plenty of clean clothes for your child. It can cause disruption if a teacher is scrambling to contact a parent for extra sets of clothing.

In the twos/preschool/pre-k room: Accidents will undoubtedly occur and can sometimes be embarrassing for a child. We want to make this occurrence as stress free as possible for your child. It helps them immensely to know that they have their own personal backup clothing in case such an instance occurs.

Our environments and curriculum highly encourage messy play. Smocks are available, but children will not be required to wear one during activities like painting, sensory, or mud play outside. *Please send your child to school in play clothes that you don't mind being dirty.*

**Every child is required to have a “wet bag.”** This will be used when a child has an accident and clothing is being sent home for laundering. Wet bags will be kept at school and used in the event of soiled clothing. In the event your wet bag is sent home with soiled clothing, please wash and return the next day along with a new, complete set of clothing. If laundering the wet bag for next day return is not feasible for your family, we recommend you purchase more than one wet bag and keep spares at home. Please label wet bags with your child's name.

Listed are some links to wet bags:

[Bumkins Waterproof Wet Bag](#)

[AlvaBaby Wet Bags \(Set of 2\)](#)

**Please bring a water bottle (Two Year Olds, Preschool, and Pre-K children), or sippy cup (Infant and Toddler room children) that is permanently (no markers or Sharpie) labeled with your child's name.** Please fill your child's water daily before coming to school. Water bottles will be sent home daily to be washed and returned for use the next day. **Infant (those 12 months and older) and Toddler room children will need to bring in an *additional* sippy cup for milk at breakfast and lunch. This sippy cup/s should be clearly and permanently labeled and will be sent home daily to be washed and returned the next day.** One extra sippy cup/ water bottle may be left at school for back up in the event that it gets forgotten at home. Please be aware that sippy cups and water bottles will be used several times throughout the day, it is important for your child to always have them at school. *Please do not bring in “take and toss” style sippy cups. These tend to leak and often don't hold up as well as other sippy cups/water bottles. Sippy cups should be leak-proof to minimize spills in the classroom. \*We recommend the following sippy cups, as they are plastic alternatives. Because we run all of our toddler sippy cups through our high-heat commercial dishwasher after lunch each day, we do recommend plastic alternatives like stainless steel, silicone, or glass (with silicone sleeve).*

[Munchkin Miracle Stainless Steel Sippy Cup](#)

[Thinkbaby Stainless Steel Sippy](#)

[The Minis Set of 2 Glass Sippy Cups](#)

## [Munchkin Stainless Steel Sippy Cup](#)

Listed are some links to permanent labels for bottles, sippy cups and water bottles:

[Inch Bug Orbit Labels](#)

[Amazon-Inch Bug Orbit Labels](#)

[Self-laminating Labels](#)

**All children will need a diaper bag (Infant room) or backpack (Toddler, Twos, Preschool, Pre-K rooms) clearly labeled with their name.** This is to transport artwork, papers, and bottles/sippy cups/water bottles to and from school. Their bag/backpack should be large enough to also hold bedding and cot sheet; these items are sent home every Friday to be laundered and returned on Monday. If an accident occurs, your child's soiled clothes will be sealed in their wet bag and sent home in their backpack; consequently, there should be adequate room to hold all of these items if needed. If your child has frequent accidents on their bedding, please send a large reusable bag to send home bedding aside from their backpack.

### **Supplies - (Twos, Preschool, and Pre-K age children only)**

In August, the beginning of the school year, your child's teachers may request a small list of student supplies. This list will be sent home with your child. Your child's teacher may also request other supplies throughout the year; it is not mandatory for you to bring these but please feel free to volunteer to help with these needs if you are able.

### **Birthday and Holiday Celebrations**

We encourage our families to celebrate birthdays. Your child may bring in birthday treats for their special day. Please bring in treats that are store bought, and nut free. We do have a couple allergies in the classrooms, so be sure to check in with your teacher to see if there are any special restrictions. Sometimes teachers may host classroom parties to celebrate holidays. Families are welcome and encouraged to attend these parties; details on dates and time will be sent home in advance.

### **Naps/Resting Time**

Each classroom has their own schedule for napping. Students are required by Missouri Licensing to have a 30 minute rest period, at minimum. *We do not allow children to be dropped off during nap time in the Toddler and Twos classrooms, as this may disturb the naptime of the other students.* In our Preschool and Pre-K classrooms, we highly encourage you to not drop off during naptime hours.

Missouri Department of Health requires that your child's cot be covered with a sheet. CCMCDC will provide a cot sheet for your child at enrollment. **If your child's sheet becomes lost or is not returned to school, you must purchase a replacement from us for \$5.00.** This sheet and your child's bedding (small pillow, blanket/nap mat, stuffed animal) will be sent home every Friday for laundering. **All of these belongings need to return to school each Monday so**

**your child will be prepared for nap.** Because it is a licensing requirement, if children do not have nap belongings we will ask that parents bring them to school before naptime that day. Below are some examples of nap mats for toddlers, twos, and preschool students.

[Wildkin Olive Kids Out of This World](#)

[Urban Infant Nap Mat](#)

## **Safe Sleep**

Safety is a priority for us at CCMCDC. In light of that, we implement the following safe sleep policy in all of our infant classrooms to reduce the risk of SIDS and create a safe sleep environment for all of our infants.

- Infants shall only nap in cribs with firm mattresses approved by the Consumer Safety Commission (CPSC). If an infant falls asleep in a swing, bouncy seat, boppy pillow, carseat, or on the floor, they shall be moved to a crib as soon as possible.
- All infants shall always be put to sleep on their backs, unless we have a physician's note on file that explains why the infant should not use a back sleeping position. Infants under 12 months of age shall never be placed in the crib on their stomachs or sides. If an infant is placed on their back to sleep and rolls to their stomach or side, a teacher shall roll them back onto their back to sleep UNLESS the infant can easily and consistently roll from their back to their stomach AND from their stomach to their back. Once an infant can easily roll from back to front AND from front to back, they shall still be put in their crib on their backs but shall be allowed to take whatever sleep position they prefer.
- Cribs shall be kept free of bottles, toys, blankets, crib bumpers, pillows, soft bedding, or any other items that cause head entrapment.
- Only a sleep sack shall be allowed in the crib. Infants may be swaddled with their arms inside of the sleep sack until they begin to roll over. Once an infant begins to roll over, they shall only be put to sleep with their arms out of the swaddle.
- Pacifiers shall be allowed in cribs (with parent permission) but cannot be attached to straps or stuffed animals.
- Infants shall be dressed appropriately for the environment and temperature of the classroom, with no more than one layer more than adults would wear comfortably in that environment. Bibs and any clothing with a hood shall be removed before the infant is placed in the crib.
- Only one baby shall be put to sleep in each crib. That crib shall be used exclusively by that infant for the week. The crib sheet shall be washed weekly or whenever soiled.
- Teachers shall visually check on sleeping infants often, watching for signs of distress or overheating, such as sweating or rapid breathing.
- Teachers are prohibited from smoking on school property. If a teacher's clothing smells like smoke, it shall be removed before entering the classroom.
- All infant teachers shall complete Safe Sleep Training within 30 days of starting in the infant room. This training shall be repeated at least once every three years.

The AAP Safe Sleep Guidelines state, "It is recommended that weighted blankets, weighted sleepers, weighted swaddles, or other weighted objects not be placed on or near the sleeping infant."

'There is evidence that the use of weighted sleep products on infants can lead to lower oxygen levels, which if sustained, may be harmful to the developing infant's brain. Evidence available at this time does not indicate that weighted swaddle products are safe, nor does it demonstrate that they are effective in helping babies sleep longer or with fewer disruptions. Further, it is hypothesized that impaired arousal may contribute to risk of Sudden Infant Death Syndrome (SIDS), so a product that decreases arousal may increase the risk of SIDS.'

#### Merlin Sleep Suits:

While a Merlin sleep suit is not a weighted sleep sack, there are specific guidelines that should be followed while using one. The Merlin Sleep Suit should only be used at 3-6 months of age. Merlin suits should properly fit your child: scooped neck laying flat on chest away from face, no gap in neck area so shoulder cannot wiggle out, hands and feet visible, cozy fit in the trunk (room enough for hips to externally rotate hips, but not enough to pull legs inside of the suit.) If any of these markers are not met, discontinue use of the sleep suit.

#### Weighted Blankets:

For children above 12 months old, weighted blankets are permitted with a physician's note, only. This note must have your pediatrician's signature, along with the weight of the permitted blanket. Blankets should not be too heavy as to restrict body movements, restrict expansion of their chest, and children should be able to fully free themselves of the blanket, independently.

### **Nutrition/ Food Service**

CCMDC provides breakfast, lunch and an afternoon snack for all children ages 12 months and older.

All meals and snacks served at CCMDC will meet or exceed Missouri state law variety and portion-size requirements. The children will sit at tables in large groups to encourage social interaction and a comfortable environment. Teachers will sit at the tables with children to facilitate and encourage these authentic interactions.

Breakfast will be provided every day at 8:30 AM. Children must arrive by 8:45am to be served breakfast. Lunch will be served at 11:30 AM each day to all classrooms. If you arrive after 11:45, please have your child fed lunch already. Snack will be served between 2:30-3:00 PM to all classrooms. If your child has an allergy or certain food restrictions please talk to a director. An Allergy Action Plan should be filled out by parents and a doctor to ensure the safety of your child. We do not allow substitutions for food items, unless your child has a documented allergy on file.

Outside food will not be allowed in the classrooms at any time.

### **CCMDC Infant Food Policy**

Solid foods are not permitted until an infant is 6 months or older.

Whole milk is not permitted for infants under 11 months old.

Honey is not permitted for infants under 12 months old.

All bottles and food should be provided by parents until 12 months old.

### **Bottles and Preparation**

All formula or breast milk should be provided by parents for infants until they reach 12 months of age. Parents will bring in all bottles needed for the day, prepared, and with all nipples/straws attached and ready to be placed in the warmer. This reduces spills, and avoids the risk of

contamination. Both formula and breast milk should be prepared at home and poured into individual bottles in the amount of ounces you want to use for each feeding. **All bottles should be labeled with permanent labels** (not with Sharpie) to deter the mix-up of bottles. You may purchase silicone bands or permanent adhesive labels for your bottles (see links below).

Heating will be done in a bottle warmer. We may not reserve remaining breast milk/formula an hour after the feeding begins, so portioning the bottles according to typical consumption is important. We are requesting no more pouches of breastmilk with the exception of a couple stored in the freezer for emergencies. Emergency pouches should be clearly labeled with name, date, and ounces.

Additionally, we are unable to reuse bottles, or nipples, per licensing regulations. If you anticipate the potential of using an emergency pouch, please provide an extra bottle to be kept in your child's bag. Extra bottles, if any, will be sent home each evening.

[Inch Bug Orbit Labels](#)

[Amazon-Inch Bug Orbit Labels](#)

[Self-laminating Labels](#)

### **Sippy Cup**

Beginning at 6 months old, parents are encouraged to begin sending a sippy cup to school each day with water. Teachers will offer the sippy cup when feeding your infant solid foods. The more experience your child has with sippy cups prior to his/her first birthday, the more successful your child will be at weaning from the bottle and transitioning to drinking milk and water from a cup. Transitioning to a sippy cup at 12 months old, and weaning from the bottle, is important for your child's oral health and nutrition. We recommend the following sippy cups, as they are plastic alternatives. Because we run all of our toddler sippy cups through our high-heat commercial dishwasher after lunch each day, we do recommend plastic alternatives like stainless steel, silicone, or glass (with silicone sleeve).

### **Breastmilk**

Our goal is to wean children from bottles and formula at 12 months old, however; we do permit parents who wish to continue breastfeeding, to send breastmilk in their child's sippy cup. Breastmilk sent from home can be offered at breakfast and lunch for toddlers. We ask that a special label is placed on the cup containing breastmilk so that teachers may identify it.

### **Solids**

Starting solid foods is an exciting step in each infant's development. We encourage families to begin introducing solid foods when their infant is 6-8 months old and in accordance with advice from the infant's pediatrician. The best first foods are pureed fruits and vegetables, beginning with a smooth texture. According to the CDC, infants should try one food at a time, waiting 3-5 days before a new food is introduced, to ensure there are no problems, such as food allergies. We require families to try each food at home before sending it to school. The most common food allergies are milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soybeans. Families are required to introduce each of these high allergen foods at home for 3-5 days before sending the food to school. Additionally, infants must have had experience eating all 8 of the high allergen foods before being permitted to eat school lunch at 12 months old. (We do not serve any type of nut at school)



As children become more comfortable swallowing purees, parents can begin introducing chunkier foods and then eventually soft foods in a solid state (e.g. scrambled eggs, chicken, yogurt, cottage cheese, bananas, peas, etc).

All food for children under 12 months will be provided by parents. Please bring in all food that will be needed for the day, and **label all food/food containers with your child's first and last name.** Food should be thawed and ready to eat. We do not warm food. CCMCDC will provide bowls, spoons, and bibs for feeding. **All food should come ready to serve and cut in pieces that are no larger than a ¼ inch square.** The following foods are not permitted: hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, raw carrots, raw apples, hard fruits like honeydew or meat larger than can be swallowed whole. Lastly, we will begin sending home unused food each evening to ensure what's kept in our fridge is always fresh. Unopened, non-perishable pouches and food containers may continue to be stored in cubbies.

### **Baby Led Weaning**

While we know that Baby Led Weaning, a new approach to starting solid foods, is gaining a lot of popularity, it is more risky to implement in a childcare setting, where teachers are feeding multiple children at once. Because safety is our utmost priority, all food will need to be cut to a size no bigger than ¼ inch square, with the exception of foods that can be easily smashed between finger and thumb. Parents who wish for their infants to eat the same foods that they eat for meals are encouraged to continue to do so, as long as they meet the above mentioned criteria (foods have been introduced at home before being served at school and all foods cut to pieces no bigger than ¼ square inch or easily smashed with finger and thumb).

### **Toileting And Diapering**

Parents are responsible for bringing in diapers and wipes and restocking when your child's supply is low. Please label all packages of diapers and wipes with your child's name. You will be informed when your child is in need of more diapers or wipes; we ask that you please be prompt in bringing in these supplies. We will not allow children to share diapers or wipes. If your child has run out of either of these you will be contacted and will need to make arrangements to get these items to the center. If your child runs out of diapers and wipes repeatedly, despite requests sent home, we will ask that your child be picked up, or materials brought to the center to stay in attendance.

Cloth Diapers: Children who cloth diapers should have 2 wet bags available with working zippers. Fecal matter will remain in the diaper and placed into a wet bag. Wet bags should be taken home daily. Cloth diapers must be in good repair, and be able to absorb. If cloth diapers continue to leak, children may be asked to use disposable diapers. Disposable diapers may be used at nap if leaking at nap is an ongoing issue.

### **Potty Training**

We will begin encouraging children (with the parent's agreement) to potty train when a child is showing signs of being ready. Your child's teacher will outline what this will look like in the classroom, give you tips and information that can be helpful while potty training at home, and will be able to answer any other questions you have

Readiness Signs:

- Your child takes an interest in the potty, watching friends/you, and asking questions
- Your child's diaper stays dry for at least 2 hours
- Your child understands, and verbalizes when they are going potty, or need to go potty
- Your child can pull down their pants by themselves
- Your child follows simple two step instructions

*Before you decide to potty train at home and transfer that to school, we ask that parents have a meeting with teachers beforehand to ensure their readiness.*

When it's time to potty train, we recommend the "Oh Crap! Potty Training" book and method. By taking a weekend to focus on potty training, you are giving your child time before returning to school to focus only on going potty in a distraction free zone. This method focuses on a no-pants way, teaching children to recognize when they are going potty. Some parents choose to do commando with pants when returning to school, or underwear and pants.

As a center, we do not encourage the use of Pull Ups. Why is this? Pull Ups are marketed as a "Next Step" to potty training, but are not as efficient as diapers. Pull ups hold less urine and tend to leak, especially during sleeping times when children have less control of their bladders. They are also harder for teachers to manage putting on/taking off. We kindly ask that parents only send diapers to school.

What does potty training look like at school? Once a child is interested in the toilet, teachers can ask your child if they want to go potty and let them have a "buddy" to go with to encourage them. Once you have potty trained at home and are wearing underwear/commando with pants, teachers will frequently ask your child if they need to use the restroom, and encourage them to pull their pants up and down independently. (Of course providing help when needed.) Students may still use diapers at naptime, as this is normal until they learn to control their bladders while sleeping. Accidents happen! We ask all families to keep at least: 4 pairs of underwear, 4 pairs of pants, extra socks, and a pair of washable, extra shoes at school along with a wet bag.

I have read the Parent Handbook and agree to the policies and procedures set forth at CCMCDC.

Parents:

---

Signature

---

Printed name

---

Date

---

Signature

---

Printed name

---

Date

Children's Names:

---

---