



Show-Me Child Care Center
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Family Handbook

Policies and Procedures

Show-Me Child Care Center Mission Statement

Show-Me Child Care Center's (**SMCCC**) goal is to support and supplement the family unit. We focus on the needs of each child as an individual. Our task is to guide the child and structure the environment so that each child will develop to his/her potential. The staff at **SMCCC** will accept the responsibility of providing a safe and secure environment. Play is the main avenue in which children learn. Our goal is to guide, direct and encourage positive intellectual, social, and physical development.

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I. SHOW-ME CHILDCARE PROGRAM

Philosophy: **SMCCC's** philosophy is that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. **SMCCC** believes children learn best through meaningful play. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, and self-help. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

Goals: **SMCCC's** goal is to support and supplement the family unit. **SMCCC** strives to strengthen each child's own identity while instilling a respect for others. Our task is to guide the child and structure the environment so that each child will develop to his/her potential. Play is the main avenue in which children learn. Our goal is to integrate learning and playing by guiding, directing, and encouraging positive intellectual, social, and physical development.

SMCCC strives to provide true excellence in education, quality, and personalized care for children in a creative learning environment. Every staff member is responsible for ensuring and providing quality care for children ages two (2) to twelve (12) years. Assuring warm, loving, and qualified staff is the most significant way. We strive to:

- Set up a safe and healthy learning environment for young children.
- Advance their physical and intellectual competence.
- Build their positive self-concept and individual strengths.
- Organize and sustain the positive functioning of children and adults in a group learning environment.
- Bring about optimum coordination of home and center child-learning practices and expectations.

Objectives: **SMCCC's** objective is to provide parents/guardians confidence that their children will be in a safe and healthy environment where staff will strive to meet the individual social, emotional and physical needs of the children in their classroom. We strive to:

- Set classrooms up to provide self-directed and teacher directed activities.
- Provide children with choices throughout the day to practice and develop skills of self-regulation.
- Provide an environment that allows children to feel self-confident, approach challenges with optimism, explore their world with competence and ultimately develop to their full potential.
- Focus on social skills and interactions with opportunities for structured and unstructured activities to practice social interactions with children and adults.
- Offer curriculum that provides developmentally appropriate activities that include, but not limited to, arts and crafts, self-directed play, field trips (ages 5+), dramatic play, indoor and outdoor physical activities, small group and large group interactions, and independent play. This curriculum aligns with standard school calendars which begin mid-August and end mid-May.
- Provide open and honest communication about any concerns with children's developmental needs.
- Strengthen home and school connections through the partnering with families' portion of enrollment.

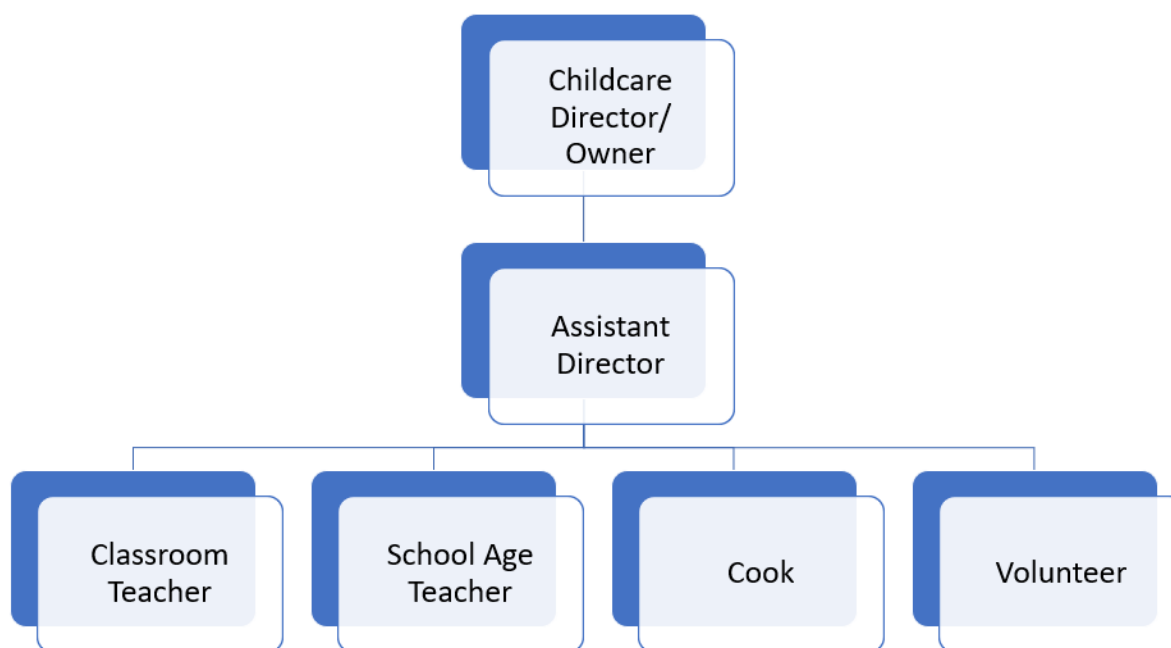
Licensing and Health Rules: **SMCCC** is licensed by Missouri Department of Health and Senior Services and abides by all rules and regulations outlined by state agencies. **SMCCC** is licensed for 80 children from ages 2 - 12 years with an overlap permit that allows 1/3 enrollment for after school care. Missouri Licensing Rules for Group Child Care Homes and Child Care Centers can be found at: <https://www.sos.mo.gov/CMSImages/AdRules/csr/current/5csr/5c25-500.pdf>

Staff members are to follow these rules as dictated by the director. A copy of these rules and regulations is given to employees to read and is on file at the center. All staff will become familiar with these during the orientation process.

Notice of Non-Discrimination: Show-Me Child Care Center (**SMCCC**) does not discriminate based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

II. GENERAL ADMINISTRATION

Administrative Flow Chart: (Organization Chart):



Days/Hours of Operation: **SMCCC** is open 12 months of the year Monday through Friday from 6:30 am to 5:30 pm. Please note, **SMCCC** will be closed for the following holidays and in-services:

- New Year's Day
- Memorial Day
- Juneteenth
- 4th of July
- Labor Day
- Thanksgiving AND the day after
- Christmas Eve AND Christmas Day
- 2 In-Service Training Days
 - Holiday's that fall on a Saturday will be observed the Friday before and those that fall on a Sunday will be observed the following Monday.
 - In-service training dates will be announced annually; one in the spring and one in the fall.

Inclement Weather/School Cancellations: When Jefferson City Public Schools (JCPS) are cancelled OR on a late start, **SMCCC** will open two (2) hours late at 8:30 am. This information will be communicated via Facebook as early as possible.

Teacher to Child Ratios: Ratios of teachers to children are as follows per age group:

Age Group	Teacher to Child Ratio
Two-years of age	1:8
Three to five years of age	1:10
Five to twelve years of age	1:16

Parental Involvement:

- Accessibility to Child's Personal Files: Parents may review their child's personal file per request to the Director, this is especially important related to developmental screenings or referrals.
- Volunteering: Parents are welcome to volunteer in their child's classroom and participate in activities (such as reading, painting, etc.) or to assist the teacher. All volunteer time must be pre-scheduled with the Director and/or teacher.
- Special Occasions: All parents are invited to visit their child's class during special occasions and events, such as Valentine's Day, Easter Egg hunt, Thanksgiving luncheon and Christmas party, etc.

Guidance and Discipline: **SMCCC** implements Conscious Discipline (CD) which believes all behavior is a form of communication. By implementing the seven skills and seven powers of CD, **SMCCC** staff are able to help children and families learn self-regulation tools and achieve our program objectives.

Conscious Discipline Overview: CD uses a multidisciplinary brain model for discipline and identifies three brain states (Survival, Emotional, Executive), which guide our own internal states enabling us to teach appropriate social skills and conflict resolution strategies.

- Children are guided through choices, given self-empowerment, self-direction, and use of "Brain Smart" routines.
- By strengthening relationships/connections, power struggles can turn into conflict resolutions.
- Overall, with practice, CD teaches skills to transform difficult moments into life lessons.

Seven Skills of Conscious Discipline include:

1. Composure
2. Assertiveness
3. Encouragement
4. Choices
5. Empathy
6. Positive Intent
7. Consequences

Seven Powers of Conscious Discipline include:

1. Perception: No one can make you angry without your permission
2. Attention: What you focus on you get more of
3. Unity: We are all in this together
4. Free Will: The only person you can make change is yourself
5. Acceptance: This moment is as it is
6. Love: See the best in others
7. Intention: Mistakes are opportunities to learn

Conscious Discipline Training and Resources: The Director will provide one (1) parent training evening per year. This training will introduce, explain, and give opportunities for parents to practice many of the CD skills implemented at **SMCCC**.

- Staff at **SMCCC** receives a minimum of 16 hours in-service training annually. A minimum of four hours is specific to Conscious Discipline.
- For several free printable resources, and a video to explain and help with a variety of behavioral concerns, visit: www.consciousdiscipline.com.
- You may also read Dr. Becky Bailey's book "Conscious Discipline: Building Resilient Classrooms" to help dig deeper into understanding the tools of CD.

Managing Challenging Behaviors: Steps for teachers when a child has a challenging behavior:

1. Teacher implement CD strategies: Examples include but not limited to; offer child two positive choices, re-direction, model different behavior, practice behavior with the child.
2. Teacher will ask co-worker or director for help.
3. Director will implement CD strategies: Examples include but not limited to; offer child two positive choices, re direction, model different behavior, practice behavior with the child.
 - If/when needed, the child will be removed from the group to take a brain break with the director.
 - If the behaviors continue, the director will email or call parent to try a "support call" and have child and parent talk.
 - After phone call, director and teacher will follow up with calming strategies
4. Director will follow up with parent at the time of pick in the same day.
5. Additional supports may also be provided to teacher, such as: creating social stories, picture books, phone calls home mid-day, extra "helper" jobs, etc.
6. Discharge from the program may occur if the above strategies are not successful and the child continues to have hurtful behaviors.

Child Illness Policy: In accordance with Missouri Child Care Licensing Rules, each child shall be observed for contagious diseases and for other signs of illness on arrival and throughout the day. All parents/guardians will be notified when any contagious disease occurs. **SMCCC** posts a note on the tuition box by the office door. A parent will be contacted for pick up when child has:

- A temperature up to one hundred degrees Fahrenheit (100*). Child must be 24-hour fever free before returning to center without over-the-counter medication or if illness is evaluated by physician, medication has been prescribed and any period of contagion has passed, as determined by a licensed physician.
- Vomiting for any reason, child will be sent home.
- Loose stools twice within the same day child will be sent home.
- Any of the below:
 - Severe Coughing
 - Difficulty or Rapid breathing
 - Yellowish skin or eyes
 - Pinkeye
 - Unusual spots or rashes
 - Severe Itching of body or scalp (possible head lice)
 - Child must be nit free to return to care and inspected by staff member.
 - Sore throat or trouble swallowing
 - Dark colored urine
 - Gray or white stools
 - Headache

Personal Items or Toys: Any personal items or toys brought from home must be shared with all children, unless otherwise designated due to health and safety. **SMCCC** does not accept responsibility for items or toys brought from home. Guns and ‘gun-play’ are not allowed. Parents may provide a sippy cup for water.

Toddler Clothing: **SMCCC** requests that parents of children ages two or three send two changes of clothing.

Diapering: Parents are responsible for providing diapers and/or pull ups for their children. **SMCCC** will provide wet wipes, however parents may bring wet wipes if your child is allergic to those provided by **SMCCC**. Diapers are labeled with each individual child’s name and are stored in cubbies in the cabinet above the diaper changing table.

Toilet Training Tips: **SMCCC** wants toilet training to be a successful time in your child’s life, not a frustration for you and your child. For toilet training to be successful, **we need to partner together** for your child’s best interest. It’s important not to rush toilet training because if you start before your child is truly ready it will make the process take longer. Parents should provide two labeled pair of underwear, pants with elastic waistbands, and socks. Additionally, the clothes children wear can play a big factor in his/her success away from home. Remember that teachers are responsible for several children at one time, and every second counts when rushing to the potty. Here are some suggestions:

- No snap between the leg clothing accepted.
- No overalls during potty training stage.
- Elastic waistbands needed for toilet learning stage (no buttons)

Physical, Behavioral and Cognitive Signs of Readiness for Toilet Training: To assist in this experience, below are physical, behavioral, and cognitive signs to indicate your child’s readiness:

- Physical Signs of Readiness:
 - Can walk and even run steadily
 - Urinates a fair amount at one time
 - Has “dry” periods of 3-4 hours
 - More than three accidents in a single day are indicators that a child is not ready to use underwear.
 - Has regular, well-formed bowel movements at predictable time
- Behavioral Signs of Readiness:
 - Can sit down quietly in one position for 2-5 minutes
 - Can pull his/her pants up/down
 - Dislikes the feeling of wearing a dirty or wet diaper
 - Shows interest in the other bathroom habits (wants to watch, wash hands)
 - Verbally says “potty” at appropriate time
 - Isn’t resistant to learning to use the toilet
 - Demonstrates a desire for independence
- Cognitive Signs of Readiness:
 - Can follow simple instructions such as “bring me the toy”
 - Understands the value of putting things where they belong
 - Has words for urine and stool
 - Understands the physical signals that mean he/she had to go and can tell you before it happens or hold it until he/she gets to the potty.

III. PROGRAM ADMISSIONS, TUITION, TRANSITIONS AND EXITS

Availability of Care: The admission process at **SMCCC** is based upon availability. If **SMCCC** does not have availability, families may be placed on a waitlist. Completion of the enrollment form is required to hold a spot on the wait list.

Admission Process: Each parent/guardian will receive a family handbook when touring the center prior to enrollment. As part of the admission process, the following must be completed:

- Admitting parent must read and understand the family handbook/policies and procedures.
- The parent and director will discuss and determine potential start date.
- Parents must complete and sign all enrollment forms:
 - **SMCCC** enrollment
 - Disaster/emergency
 - CACFP (Child and Adult Food Program)
 - CACFP income eligibility (if qualified or receive DSS assistance)
 - Partnering with families
 - Tuition plan
- Parents must provide the following:
 - Signed medical form for each child
 - Must be signed by physician for children under the age of 5
 - Must be signed by parent for children over the age of 5
 - Copy of current and updated immunizations according to the CDC Immunizations Practices, in compliance with the Missouri Immunization Schedule
- Upon completing all the above enrollment forms, determining a start date, and collecting the deposit, parents will be provided with the current lock down code word as well as a four-digit code for each person who will be authorized to pick up and/or drop off your child(ren).
 - This four-digit code should only be shared with individuals who are authorized to pick up and/or drop off your child(ren) on a regular basis.
 - If someone will only be picking up children sporadically, please simply request that they ring the doorbell, instead of having the code.
 - For the safety of all children, all individuals who pick up children from **SMCCC** should have identification with them in case the supervising adult at **SMCCC** has not met them, please be patient and understand this is because safety is our top priority.
- **SMCCC** is dedicated to respecting the cultural values, beliefs and/or linguistics practices within each family. Parents/guardians are encouraged to share these values, beliefs and practices with the Director so these individual aspects may be woven into each child's experience at **SMCCC**.

Smart Care: All children are to be signed in AND out daily using the Smart Care electronic system.

- A QR code will be provided for each adult that is approved to pick up children.

Tuition Structure and Policies: Tuition is based upon full-time care which includes absences due to illness and/or vacation. **SMCCC** does not provide part-time care (i.e., care for less than 5 days per week). All fees and tuition payments may be paid by cash, check, or Venmo. Payments are to be placed in the tuition drop box next to the check-in Smart Care system (Venmo Name: ShowMeCCC).

- **SMCCC's** current rates are provided in the back of the Family Handbook.
- **SMCCC** reserves the right to adjust rates dependent upon the current market, with at least 30 days' notice of any rate change.
- Payments are due according to the signed enrollment form at time of enrollment.
- Parent(s)/guardian(s) are required to give a two-week notice for termination of childcare services. If a full two-week notice is not given, the parent(s)/guardian(s) are responsible to pay two full weeks of tuition.
- **SMCCC** will take action to recoup all unpaid fees through Small Claims Court or by a collections' agency.

Special Tuition Programs and Contracts:

- DSS Funding: For families whose childcare is partially funded by DSS, the family co-pay is due on or before the tenth (10th) day of every month. Parents must notify **SMCCC** of any changes in their DSS authorizations. If DSS authorization expires, full tuition is due until DSS assistance is re-authorized to **SMCCC** (**SMCCC** DVN # 000712885).
- Foster Care: **SMCCC** is contracted with DESE to accept foster children, under this contract, no co-pay will be charged or collected for the care of foster children. Fees for field trips will not be required; however, the child will remain at the center during field trips unless the foster parents choose to voluntarily pay field trip fees.

Other Fees: Fees for field trips, etc. will appear on calendars. If fees are not paid in advance of your child's scheduled activity, he/she will not participate in the scheduled activity.

- Registration/Supplies: An initial registration/supply fee of \$50.00 is collected at the time of application for each child's admittance. This fee is paid annually per child on the anniversary date of your child's start date with **SMCCC**. Note, the year your child enters Kindergarten is the last year this fee will be paid.
- No School: There is a \$20.00 daily fee applied for school children when school is dismissed or cancelled for any reason.
- Late Payments: A late fee of \$40.00 will be assessed if payment is delinquent ten (10) days past agreed upon payment date. Termination will be immediate with no notice.
- Late Pick Up: **SMCCC** closes at 5:30 pm daily, if children are not picked up by 5:30 pm, a fee of \$1.00 per minute per child will be charged and collected at the time of pick up.

School Age After School Care: **SMCCC** provides after school care for school-age children 5 days/week. Bus transportation is provided by Jefferson City Public Schools to and from East Elementary School and **SMCCC's** van is used to transport school-age children to and from Moreau Heights elementary.

- A signed parent permission (on enrollment form) is required for all trips that require van transportation.
- If your school-aged child will not be riding the **SMCCC** after-school van, please call to let the center/driver know as early as possible.
- There is a \$20.00 daily fee applied for Spring break and Christmas break.

School Age Summer Care: **SMCCC** offers a full-time summer program for school-age children who regularly attend **SMCCC** September through May.

- School age summer (only) enrollment opens in early March for families that do not utilize transportation during the year. Priority is given to families that have previously been enrolled with **SMCCC** preschool.
- There is a one-time summer activity fee that covers all field trips for the summer. The rate varies year to year based upon the availability of activities.
- The summer activity fee must be paid before April 1st to guarantee enrollment.
- **SMCCC's** van is used for summer off-site activities. A signed parent permission (on enrollment form) is required for all trips that need van transportation.
- **SMCCC** requires a completed 'emergency van card' for transportation and field trips with parent and emergency information.

Moving/Transition Within the program: The director will discuss with staff each child's readiness to move to the next class (transition within the program).

- The director will notify parent via email or in person to discuss openings in the next classroom and potential transition dates.
- Children will have opportunity to visit the next classroom for short periods of time prior to moving.
- The date of the transition/move will be agreed upon by the parent(s) and director.
- All staff will be notified of a child's transition date via Smart Care updates.
 - SmartCare is the electronic attendance system at **SMCCC** that is required for daily sign in/out attendance.
- Parents are invited to visit new room and discuss any concerns with director and/or teacher.

Exiting SMCCC: Parents are required to give a two-week notice prior to the time that childcare services are no longer needed. If the required notice is not given, parent(s)/guardian(s) will be responsible to pay two-weeks of tuition.

Exits Due to Unsafe Behaviors: The **SMCCC** Director reserves the right to discuss unsafe behaviors with parents/guardians as needed.

- Aggressive and violent behaviors are not safe.
- Repeated hurtful behaviors are reason for referral for testing to a specialist.
- It is the parent's responsibility to follow up and share outcomes of the specialist to best serve the family in a united way.
- If a care plan is not created collaboratively with the parents and the Director, the Director reserves the right to evaluate the safety of the other children and staff determine continuation of care.
- Director will email or give written statement to the family leaving **SMCCC**.
- Termination may be immediate and is non-negotiable.
- Every program is not for every family; therefore, it is important to work together to decide if **SMCCC** is the right program for your child/family.

Annual Parent/Guardian Requirements: Parents/guardians are responsible for the following items annually:

- To read and ask any questions regarding policies
- To complete and update all required forms for licensure:
 - **SMCCC** Enrollment form
 - Complete and return Disaster/Emergency form
 - Complete and return CACFP enrollment form
 - Complete Income eligibility form, if applicable (refer to Income guidelines provided)
 - Update the medical form for all children. (Children under age five must have physician signed form)
 - Provide updated copy of immunizations
 - Sign sunscreen permission forms each May for summer application

IV. HEALTH POLICIES AND PROCEDURES

Child Immunizations: All children must have up-to-date immunizations according to the CDC Immunizations Practices, in compliance with the Missouri Immunization Schedule, to include the month, day and year of each immunization before enrollment is considered complete.

Meals: **SMCCC's** meals and snacks meet or exceed the daily requirements set forth by the U.S. Department of Agriculture (USDA) under the Child and Adult Care Food Program (CACFP) guidelines.

- Current guidelines may be found at: <https://www.fns.usda.gov/cacfp/meals-and-snacks>
- **SMCCC** follows the CACFP/USDA guidelines for sanitation requirements for meals, food storage, food safety, access to water, written menus, food prep and serving.
- CACFP/USDA requires parents to sign an annual enrollment/income eligibility form (Please refer to enrollment forms).
- Meals will be served at the following times:
 - Breakfast: 7:15 am - 8:30 am Served traditional style
 - Lunch (hot): 11:00 am - 12:30 pm Served traditional style for ages under Pre-K / family style for Pre-K to school age
 - Snack: 2:30 pm - 3:45 pm
- Weekly menus are posted in the kitchen, available for review and/or copies upon request.
- Staff are encouraged to sit/eat with children to encourage and model social interactions.

Universal & Standard Precautions: **SMCCC** complies with recommended universal (to reduce the spread of infection) and standard precautions (including body fluids) by the Centers for Disease Control and Prevention (CDC). These include hand hygiene, use of protective personal equipment (gloves and/or masks) and cough etiquette, etc.

Hand Washing Procedures: Hand washing is done before serving meals, after diapering/toileting and other times as needed. Appropriate steps followed for handwashing are as follows:

- Hands are washed with lukewarm or cold water
- A small amount of hand soap is used
- Soap is rubbed all around hands for a period of at least 60 seconds
- Hands are then rinsed of soap with running water and hands are dried with a towel

Injury/Accident Procedures: All staff at **SMCCC** are CPR and first aid certified through American Red Cross or American Heart within 90 days of employment.

- In case of an injury or accident, **SMCCC** will notify parents immediately. Parents must agree to come at the time of injury of the child, if requested by the Director.
- If injury needs emergent or immediate medical attention, **SMCCC** will call 911, then notify parent(s). Examples of this situation include but are not limited to; a bleeding body part where **SMCCC** cannot get the bleed to stop, an unconscious child, an immobile child, or a conscious but not responsive child.
- If parent(s)/guardian(s) are not available at time of injury, **SMCCC** will contact the emergency contact as provided by parent(s)/guardian(s).
- At enrollment, parents provide permission to transport in case of emergency. Per parent request, **SMCCC** will transport child to meet parent at hospital. Parent is responsible to provide up to date physician and preferred hospital.
- In the event a child must be transported to a hospital and the parents or other designated emergency contact on the emergency card is not available, an ambulance will be called.
- An accident report will be completed when emergency help or parent pick up is required.
- Accident reports will be sent to parents via email or will be signed by parent at time of pick up.
 - An email of the accident will be considered the accident report.
- An accident report will not be completed when an ice pack or band aid is appropriate.

Napping Protocol, Sanitation and Supervision: The following arrangements are in place for children during nap times:

- Each child has an individual cot which is labeled with the child's name
- Bedding is only used by the individual child
- Cots are placed a minimum of 12' apart during nap times
- Parents may provide a blanket and/or comfort item which will remain at **SMCCC**
- **SMCCC** will wash bedding once a week, or as needed if soiled
- Staffing ratios are maintained during naptimes

Medication Administration and Safety Requirement: State licensing does NOT require centers to administer medication; however, **SMCCC** chooses to give medication under specific conditions.

- **SMCCC** will only administer prescription medication
- **SMCCC** will not administer over the counter (OTC) medications (such as Tylenol/Advil, etc.)
- Medication will be given ONLY during breakfast and lunch mealtimes
- Parents must provide original container labeled with the child's name, instructions for administration (to include times and dosages) and the physician's name
- All medication is stored in the kitchen, out of reach of children
 - Some medications are kept in lock box, depending on type of medication
- Parents must complete the medical authorization form
- Staff will sign the medical authorization form each time medication is administered
- Parents must provide the measuring device used for administering medication
- Medication will not be accepted without written and understandable instructions
- If a medication dose is missed, **SMCCC** will contact the family at the time the missed dosage is identified
- Parents can come and give their child medication at any time

Sunscreen: The State of Missouri considers sunscreen as a medication; therefore, parents must sign an annual permission form to allow **SMCCC** to apply sunscreen to children. **SMCCC** applies sunscreen once daily between Memorial Day and August 15th annually.

- **SMCCC** provides “Bright Guard Sunscreen”. If parents prefer a different brand of sunscreen be used, the parent/guardian must come and apply the sunscreen.

SMCCC Developmental Screenings: Developmental screening summaries will be provided for every child within 60 days of enrollment at **SMCCC**. Annual developmental screenings are available upon request within the month of your child’s birthday for a fee of \$35.00.

- Developmental screenings can:
 - Identify children who are developing on schedule
 - Identify children who would benefit from practice or support in specific areas
 - Identify children at risk for developmental delays who should be referred for further evaluation.
- Developmental screenings cannot:
 - Diagnose delays or disabilities
 - Identify specific child goals to target. Screening only provides information on general areas of development.
- For more information, visit: www.agesandstages.com
 - The Director will be responsible for conducting the initial developmental screening on every child
 - ASQ:SE-2 (Ages and Stages Social Emotional 2nd edition)
 - ASQ-3 (Ages and Stages Developmental Screening, 3rd edition)
 - The Director will schedule a time to review the developmental screening summary with the parent/guardian within 60 days of active enrollment.
 - The developmental screening summary will be placed in the child’s **SMCCC** file, and a copy will be given to the family.
 - Information for referral services will also be documented in the child’s **SMCCC** file, and a copy given to the family.

Developmental Assessments: Capital Regional Medical Center (CRMC) visits **SMCCC** to give developmental assessments for all children under age five years. Date and time of CRMC assessments will be announced in the monthly newsletter. Each assessment includes speech, cognitive, physical, and emotional development.

- Developmental Milestones guidelines are provided at the end of the parent handbook or can be found by visiting: <https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

Vision Screening: The Lions Club provides FREE annual vision screening (screenings usually occur in February) for all children under the age of five.

Environmental Sanitation Guidelines: **SMCCC** reviews guidance from the U.S. Environmental Protection Agency (EPA), and more information is available under additional resources at the end of the handbook.

Annual Health and Sanitation Inspections: **SMCCC** is compliant with annual health and sanitation inspections and written inspection documents are available to parents for review upon request.

Guidelines for Mandated Reporters of Child Abuse and Neglect: In accordance with the Mandated Reporter Statute (Section 210.115, RSMO.), as a licensed childcare provider, every employee of **SMCCC** is a mandated reporter of child abuse/neglect by law. For additional information regarding the Missouri Department of Social Services Children's Division services and programs, visit the Department of Social Services website at: <https://dss.mo.gov/cd/>

- Staff are accountable to report the slightest suspicion of abuse or neglect. If a child shows evidence of abuse/neglect, or abuse of any kind is suspected, staff must immediately call the Child Abuse and Neglect Hotline at 1 (800) 392-3738 to report. The director may or may not be notified of the call.
- When any employee of **SMCCC** has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report. Reports are to be made to the 24-hr, 7-day/week Child Abuse/Neglect Hotline.
- For more information about making reports online please refer to:
 - <http://dss.mo.gov/cd/pdf/Mandated-Reporters-CAN-Online-Reporting.pdf>
 - <http://dss.mo.gov/cd/pdf/Mandated-Reporters-CAN-Online-ReportingInstructions.pdf>
- The hotline will require disclosure of the child's name, address, parents/guardian's name, and details specific to the reason for the call. A child's safety and welfare are always priority over a family's right to confidentiality.

Child Abuse/Neglect Hotline

1-800-392-3738 - or - 1-844-CAN-Tell

Mandated reporters can report online at

<https://dss.mo.gov/cd/can.htm>

For hearing and speech impaired, please contact Relay Missouri

1-800-735-2466 / voice or 1-800-735- 2966 / text phone

Missouri Department of Social Services Children's Division

V. SAFETY POLICIES AND PROCEDURES

SMCCC Security System: **SMCCC** has a working security system with keypad entry into the building during pick up hours of 6:30 am - 9:00 am and during drop off hours of 3:00 pm – 5:00 pm. The four-digit entry number is changed annually (usually in August).

- NOTE: From 9:00 am - 3:00 pm, the keyless entry feature is locked and **all parents, guardians or authorized visitors MUST RING THE BELL TO ENTER.** This is for the safety of children and staff as the entry is unsupervised while staff are located in the classrooms tending to the children's needs.

Parking Lot Safety: Please keep everyone safe by driving slowly and carefully – there are many pedestrians (adults and children) as well as cars pulling in and out of the parking area. It is very important to turn your vehicle **OFF** upon entering the parking lot each morning and evening. Please follow the “Enter” and “Exit” signs painted on the driveway to keep everyone safe and the flow of traffic smooth.

Transportation Safety: SMCCC utilizes a van or bus for group transportation. Parents must provide permission (as signed on the initial enrollment form) for their child(ren) to be transported by the van for field trips, etc. While children are being transported in the SMCCC van, safety is the highest priority. As such, emergency van cards will be present, all van gauges will be checked prior to each use and the driver will drive slower than the posted speed limit. While the bus is in motion, the following rules apply:

- Children must be seated at all times wearing seat belts.
- Doors will remain locked while moving.
- No eating or drinking in the van.
- Noise will be kept to an appropriate level so the driver can concentrate

Playground Safety: The Director and staff are responsible for just-in-time safety checks daily. The following safety rules should be followed by all children on the playground:

- Sidewalks are for walking, not running; children may run on grass
- Outside snacks must remain at table area
- Children are **NEVER** to be outside alone
- Children must use playground equipment as it is intended, examples:
 - climbing on designated climbing equipment only
 - Sliding down slides, not climbing up slides
 - Swinging on swings, not climbing on swings, etc.

Annual Fire and Safety Inspections: SMCCC is compliant with state and city annual fire and safety inspections and written inspection documents are available to parents for review upon request.

Disaster and Emergency Preparedness Plan for SMCCC: In Missouri, emergencies are associated with weather events such as ice storms, snowstorms, tornadoes, floods, and earthquakes. Other types of emergencies that may impact childcare providers include fires, electrical outages, and car/van accidents. This emergency plan has been developed to assist SMCCC in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation, or its community. The safety of the children and staff is the primary goal of SMCCC.

Disaster and Emergency Preparedness Online Training: SMCCC participates in annual training through Missouri's Department of Elementary and Secondary Education (DESE) per the Section for Child Care Regulation. They provide, at no cost to providers, a [1-hour training on Disaster and Emergency Preparedness](#) in childcare that meets the department's required annual training requirement.

This [training](#) is designed to increase awareness of disasters and emergencies should they occur in our area and to assist in developing a written plan specifically for our facility on how we would deal with these events to meet the department's licensing rules (19 CSR 30-62.090 and 19 CSR 30-61.090).

Staff Training & Monthly or Quarterly Drills: All staff and children will participate in fire and disaster drills regularly. All drills will be documented. Staff will be trained annually on the use of the fire alarm and extinguisher. Drills will be held as follows:

- Fire drills will be conducted monthly
- Disaster (tornado, etc.) will be conducted quarterly

Assignment of Responsibilities: The Director/Assistant Director is responsible for implementing the disaster and emergency plan and ensuring the safety of the children. It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

Daily Attendance, Emergency Contacts and Emergency Supplies:

- A hard copy of the children's daily attendance records are kept in the office. Records are also kept on iPads in each classroom on the SmartCare app which is available for staff to access as needed. Attendance records are updated as children arrive and leave throughout the day.
- Children's Emergency Contact Information is kept in the office.
- Emergency supplies are stored in nine (9) different emergency bags placed throughout the center. These supply bags are updated annually and staff are trained to grab a bag in case of an emergency.

Children in Care: All children in the care of **SMCCC** are between the ages of 2 to 12 years to include those with special needs. Overnight and weekend care is not offered by **SMCCC**.

Emergency Assessment: Below is a list of possible disaster or emergencies that may affect our area:

- Fire / smoke
- Tornado; watch / warning
- Ice / snowstorms
- Flooding
- Carbon monoxide exposure
- Gas leak or water line leak
- Power failure
- Missing child (kidnapping)
- Intruder
- Disgruntled employee
- Disgruntled parent / guardian
- Potentially violent Situation
- Bomb threat
- Medical emergencies

Medical Emergencies: All medical emergencies will follow our Injury/Accident Procedures as listed in the Health Policies and Procedures section of the family handbook. Medical emergencies will also be documented in the child's record to include the date and circumstance regarding the medical emergency in the child's record.

Lock Down/Shelter-in-Place Plans: **SMCCC** has designated safe spaces in the event of an emergency that requires shelter-in-place (e.g., tornados, earthquakes) conducted and documented quarterly.

- Escape route designations are posted in each classroom.
- Tornado drills are held quarterly.
- Tornado drill procedures are posted in each classroom and all staff are trained to know what to do in these emergency situations.
- All staff and children will stay in the designated safe space until the Director/Assistant Director provides the "All Clear" notification.
- In the event of a lock down due to the threat of a disgruntled employee, parent, guardian, or external individual, parents/guardians must know the code word which is a color that is updated annually and will be told to the parents upon enrollment and as changed.

Emergency Evacuation Plans: SMCCC's emergency plan for evacuation (e.g., fire, flood, gas, or chemical spill) is conducted and documented monthly. Escape route designations (evacuation maps) outline where the staff and children will go in the event of an evacuation emergency to remain safe.

- Escape route designations (evacuation maps) are posted in each classroom and by all exits.
- Fire drills are held monthly, and each classroom uses the designated escape routes.
- Fire drill procedures are posted in each classroom and all staff are trained to know what to do in these emergency situations.
- Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.
- In the event of evacuation, Emergency/Disaster forms will be taken by with the staff and children to the of site location so parents/guardians may be contacted.
- In the event of evacuation, we will walk to Missouri Electric Co-Op located next to **SMCCC**.
 - In the event we must evacuate the entire area, **SMCCC** will transport children to the Jefferson City Jaycee Fairgrounds. Information for these two off-site locations is listed below:

1 st Evacuation Location	2 nd Evacuation Location
<u>Missouri Electric Co-Op</u> 2722 E McCarty Street, JC, MO 65101 (573) 635-6857	<u>Jefferson City Jaycee Fairgrounds</u> 1445 Fairgrounds Road, JC, MO 65109 (573) 893-3950

Van Evacuation Plan: In the event of an emergency while children are being transported in the **SMCCC** van, the van will pull up to a curb or protected driveway so that children may be unloaded from the curbside of the vehicle in an orderly fashion. Emergency van cards will be evacuated with the children and driver.

Access to Disaster and Emergency Preparedness Plan: A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each classroom used for childcare.

Emergency Contact Numbers:

- | | |
|--|--------------|
| • All Emergencies | 911 |
| • Poison Control Center | 800-366-8888 |
| • JC Fire Department | 573-634-6404 |
| • JC Police Department | 573-634-6400 |
| • Ambulance (Cole County Emergency Medical Services) | 573-634-5678 |
| • Cole County Sheriff's Office | 573-634-9160 |
| • Capital Region Medical Center | 573-632-5000 |
| • St. Mary's Hospital | 573-681-3000 |

Other Emergency Management References:

- Cole County Sheriff's Office <http://www.colecountysheriff.org>
- Centers for Disease Control and Prevention <http://www.cdc.gov/>
- Missouri State Emergency Management Agency (SEMA) <https://sema.dps.mo.gov/>
- Federal Emergency Management Agency <http://www.fema.gov>
- Federal Emergency Management Institute <http://training.fema.gov/>
- NOAA Weather Watch <http://www.noaawatch.gov/>
- National Weather Service <http://www.nws.noaa.gov/>
- The Weather Channel <http://www.weather.com/>

VI. COMMUNICATION EXPECTATIONS

Communication Responsibility of SMCCC: SMCCC has an open-door policy and parents/guardians are welcome at any time, whether announced or unannounced. All families can expect the following communications, at a minimum:

- A **SMCCC** staff member will greet parents and children daily during drop off and pick up.
- **SMCCC** provides a monthly newsletter which is sent via email to the most current email address on file for each family; printed copies are also available on the entry table.
- Provide program updates and changes via monthly newsletters and summer field trip/activity calendars.
- Printed parent resources are provided outside of the Director's office door.
- All families will receive an annual tax statement/tuition receipt and families may also request weekly or monthly statements as needed.
- **SMCCC** has a Facebook page and has the ability to communicate via Messenger.
 - In the event of a late start or emergency closure, the Director will post on Facebook as early as possible (examples of emergency closings would include water main break in the area, lack of electricity, sewer concerns, or natural disaster recommendations).
- The Director is available to families daily at pick up or by scheduling an appointment to answer questions or discuss concerns.
- The Director is available via email at showmechildcare@embarqmail.com or via
- phone at (573)761-9998; the Director will respond to emails and phone calls within 24 hours (unless out of the office).

Communication Responsibility of Parent/Guardian:

- When children will be absent, the Director shall be notified by phone or email as early as possible (preferably before 9:30 am)
- When children will not be riding the "after school van", the driver shall be notified by phone as early as possible (preferably before 12 pm noon).
- To keep email address updated; to receive monthly newsletters and summer calendars.
- To provide the most current copy of court orders, child custody or visitation schedules; these must be on file for staff and police to ensure compliance.
- To inform **SMCCC** of any updates or changes to the list of authorized individuals for pick up.

VII. ADDITIONAL RESOURCES FOR FAMILIES:

Central Missouri Community Action - Central Missouri Community Action is part of a national network of Community Action agencies founded in 1964 to build relationships to empower people, strengthen resilience, and improve quality of life for all members of the community.

807 N. Providence Rd., Columbia, MO 65203 (573)443-8706

Website: <https://cmca.us/cole-county/>

- **Cole County Family Resource Center** (573)635-4480
- **Cole East Head Start** (573)636-3577

Children's Trust Fund of Missouri - Missouri's Foundation for Child Abuse Prevention

Harry S Truman Office Building, Room 680 – 301, West High Street; P.O. Box 1641

Jefferson City, MO 65102-1641 (573)751-5147

Email: ctf@oa.mo.gov or Website: <https://ctf4kids.org/>

- **Make Time for Nine:** The most important 9 minutes of the day
Website: <https://fiveforfamilies.org/wp-content/uploads/Make-Time-for-Nine.pdf>
- **Strengthening Families Protective Factors: (Children's Trust Fund)**
Website: <https://ctf4kids.org/strengthening-families-protective-factors/>

Early Childhood Special Education Program (ECSE)

812 St. Mary's Blvd., Jefferson City, MO 65109 (573) 632-3435 or 3436

Email: swecc@jcschools.us

Environmental Protection Agency (EPA) - Training, webinars and resources for childcare providers

<https://www.epa.gov/childcare/training-webinars-and-resources-child-care-providers>

Etta & Joseph Miller Performing Arts Center

501 Madison Street, Jefferson City, MO 65109 (573) 632-3444

Email: millercenter.events@jcschools.us

Missouri Department of Elementary and Secondary Education - Office of Childhood: The organization responsible for licensure and inspections (573)522-8762

Website: <https://dese.mo.gov/childhood>

- **COVID Information for Licensed Childcare Centers:**
Website: <https://dese.mo.gov/communications/coronavirus-covid-19-information>
- **Kindergarten Entry Assessment (KEA)**
Jefferson City Public School Kindergarten Screening
<https://dese.mo.gov/kindergarten-entry-assessment-kea-available-school-year-2022-23>
- **License Inspector:** Contact information is posted by main entrance at **SMCCC**
Lauren Ray-Warnke (updated 04-2022) (573)526-7968
Email: Lauren.Raywarnke@health.mo.gov

Missouri Department of Elementary and Secondary Education - Office of Childhood (*continued*)

- **Report a Compliant or Concern**

Website: <https://dese.mo.gov/childhood/child-care/concerns>

- **Rules & Laws**

Website: <https://dese.mo.gov/childhood/child-care/rules-laws>

- **Show Me Child Care Provider Search**

Web-based listing of all licensed, license-exempt, and subsidy contracted providers in Missouri (includes past inspections):

Website: <https://healthapps.dhss.mo.gov/childcaresearch>

Jefferson City (Public) School District

Website: <https://www.jcschools.us/>

Alphabetical listing by Category (includes physical address, phone, email and/or web addresses)		
Elementary Schools / Special Programs		
Belair Elementary 701 Belair Drive, JC, MO 65109 (573) 659-3155 belair@jcschools.us	JC Schools Foundation 501 Madison Street, JC, MO 65109 (573) 659-2769 foundation@jcschools.us	Pioneer Trail Elementary 301 Pioneer Trail Dr., JC, MO 65109 (573) 632-3400 pioneertrail@jcschools.us
Callaway Hills 2715 State Road AA Holts Summit, MO 65043 (573) 896-5051 callawayhills@jcschools.us	Lawson Elementary 1105 Fairgrounds, JC, MO 65109 (573) 659-3175 lawson@jcschools.us	South Elementary 707 Linden Drive, JC, MO 65109 (573) 659-3185 south@jcschools.us
Cedar Hill Elementary 1510 Vieth Drive, JC, MO 65109 PH: (573) 659-3160 cedarhill@jcschools.us	Moreau Heights Elementary 1410 Hough Park Jefferson City 65101 (573) 659-3180 moreauheights@jcschools.us	Southwest Early Childhood Center (JC Preschool) 812 St. Mary's Blvd., JC, MO 65109 (573) 659-3026 swecc@jcschools.us https://www.jcschools.us/southwest
East Elementary 1229 E. McCarty, JC, MO 65101 (573) 659-3165 east@jcschools.us	Parents as Teachers 812 St. Mary's Blvd, JC, MO 65109 (573) 659-3026 swecc@jcschools.us https://www.jcschools.us/pat	Thorpe Gordon Elementary 1101 Jackson St. Jefferson City, MO 65101 (573) 659-3170 thorpegordon@jcschools.us
Exploration, Enrichment and Research (Elementary Gifted Program) (573) 659-3026	North Elementary 285 South Summit Dr., Holts Summit, MO 65043 (573) 896-8304 north@jcschools.us	West Elementary 100 Dix Rd, JC, MO 65109 (573) 659-3195 west@jcschools.us

If there is a specific resource or additional resources you need, please see the Director for additional resources.

VIII. FAMILY HANDBOOK AGREEMENT

I _____ (parent/guardian name) have received a copy of the

SMCCC family handbook and have read through it thoroughly (initial each line below):

_____ I understand and agree to the responsibilities/expectations of parent and of **SMCCC**.

_____ I understand I can review all fire, sanitation, and licensing inspections upon request.

_____ I understand I can review my child's files at any time.

_____ I agree to complete and/or provide all required enrollment forms:

_____ **SMCCC** Enrollment Form

_____ CACFP Enrollment Form

_____ CACFP Income Eligibility form, If applicable

_____ Parent Connection Form

_____ Disaster/Emergency Training form

_____ Signed Medical form

_____ Provide copy of up-to-date immunizations

_____ I have shared information regarding my family's cultural values, beliefs and linguistic practices and beliefs related to my child.

_____ I understand the staff at **SMCCC** are mandated child abuse/neglect reporters.

_____ I agree to pay the annual \$50.00 enrollment/supply fee for children over the age of five.

_____ I agree to pay tuition within the agreed upon payment schedule.

_____ I agree to keep information about children that attend **SMCCC** confidential.

_____ I understand and agree I am responsible for understanding, and complying with, the terms and conditions outlined within the **SMCCC** employee handbook.

The agreed upon start date for my child(ren) to begin care at **SMCCC** is: _____

Parent/Guardian Signature		Date	
Director Signature		Date	