

# SHOW-ME CHILD CARE CENTER

(573) 761-9998

www.Showmechildcare.com

## Policies and Procedures Statement

### Purpose:

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 integrate learning and playing by guiding, directing and encouraging positive intellectual, social, and physical development.

### I. General Policies:

1. Center is open from 6:30 a.m. to 5:30 p.m., Monday through Friday. There is a \$1 per minute late fee for late pick up. Fee is due at time of pick up.
2. Center is open year round.
  - a. SMCCC is licensed for 69 children with a 1/3 overlap permit. (92 total during overlap)
  - b. State licensed by Department of Health and Senior Services
  - c. Serving children ages 2 – 12 years.
  - d. Breakfast, Lunch and PM snack provided meeting the CACFP guidelines.
  - e. SMCCC has an open door policy and parents are welcome at any time, announced or unannounced.
3. Center is closed the following holidays:
  - a. New Year's Day
  - b. Memorial Day
  - c. Juneteenth
  - d. 4<sup>th</sup> of July
  - e. Labor Day
  - f. Thanksgiving day **AND** the day after
  - g. Christmas day **AND** Christmas EVE
    - If the holiday falls on a Saturday, it will be observed on Friday.
    - If the holiday falls on a Sunday, it will be observed on Monday.
  - h. Two annual days for in-service training (dates to be announced annually).
4. Center is protected by a keypad security system. A four digit entry code will be given to each family just prior to first day of attendance. Please only share code with individuals who pick up your child on a regular basis. If someone is picking up sporadically, request them to ring the doorbell. *The security code is changed once a year.* For increased safety, between the hours of 9 am and 3 pm, the security system is only accessible by ringing the doorbell.

5. Upon entering/exiting the center, you must use electronic attendance system for signing child in and out **every day**. If someone unfamiliar to the center's staff will be picking up your child, please notify Julie or your child's teacher that morning. Please remember all persons picking up a child from Show-Me Child Care Center should have identification with them in case the supervising adult has not previously met them.
6. Please keep everyone safe by driving slowly and carefully – there are many pedestrians (adults and children) as well as cars pulling in and out. It is very important that upon entering SMCCC to turn your vehicle **OFF** in the morning and evening. Also, to keep flow of traffic smooth, follow the “Enter” and “Exit” signs painted on the driveway.
7. If your child is going to be absent, call or email the center as early as possible. SMCCC needs lunch head count completed by 9:30 a.m.
8. SMCCC's van is used to transport school-age children to and from Immaculate Conception and Moreau Heights elementary schools. Bus transportation is provided by Jefferson City Public Schools to/from East elementary.
  - A signed parent permission (on enrollment form) is required for all trips that need van transportation.
  - 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.
  - SMCCC requires completed van card for transportation and field trips with parent and emergency information.
9. If your school-aged child will not be riding the “before” and/or “after” school van, please call and let the center/driver know as early as possible.
10. A parent will be notified when their child gets ill. This includes fever exceeding 100°F, diarrhea, stomach ache, irregular behavior. If neither parent nor emergency contact is available, Show Me will transport child to designated preferred hospital. Notify the center when your child has a contagious illness so we can take necessary precautions to prevent further spread of the illness.
11. Absolutely no gum at Show-Me Child Care Center.
12. Dress appropriately for the weather. SMCCC will go outside “weather permitting”.
13. Parents of a child age two or three must send two changes of clothing. Parents are responsible to provide diapers. SMCCC will provide wet wipes. If your child is allergic to wet wipes provided by SMCCC, parents will provide specific wet wipes.
14. Show-Me CCC provides a cot, sheet and light weight blanket for nap (SMCCC laundries bedding weekly). Your child may bring a special pillow or item for naptime. We request that the item you select remain at the center.
15. If a toy is brought from home, it is assumed to be shared and SMCCC does not accept the responsibility for any items or toys brought from home. Guns and gun-play are not allowed.