

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. 4th of July
 - d. Labor Day
 - e. Thanksgiving day **AND** the day after
 - f. 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.
 - g. 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.

16. Parents are responsible to provide updated email address to receive monthly calendar and newsletter. Parents without an email address may pick up a monthly calendar and newsletter to know about the scheduled field trips and future events. Any additional fees for activities appear on the calendar. If you do not pay for your child's scheduled activity, he/she will not be allowed to participate.
17. Conscious Discipline (CD) is the discipline model. Once a year a CD parent evening will be offered. Julie, or acting director, is available to brainstorm any behavioral concerns as they arise.
18. Sunscreen may be provided by parents. Sunscreen dates shall not be expired and will be applied to child as needed through summer months (Memorial Day through August 15th). Annually, a new sunscreen form must be completed and signed.
19. SMCCC offers a full-time summer school-age program for children that attend Show-Me September through May. Summer Activity Fee must be paid before April 1st.
20. Show-Me offers holiday, snow day and school cancellation care for those children enrolled in the before/after school program for an additional charge of \$15 daily.
21. Discipline is implemented by the "Conscious Discipline" method. Children are guided through choices, given self-empowerment, self-direction and use of "Brain Smart" routines. Show-Me also uses natural consequences for discipline. For example, when two children want the same toy, it can be more effective to put the toy in "time out" rather than the child.
22. Parent responsible for child custody and visit schedule updates should keep director current, **in writing**, with the latest developments of custody.
 - A copy of the latest court order is to be in the child's file in order for staff and police to be compliant with the request.
23. Emergency closing procedure: The director will announce any changes in SMCCC's hours of operation group email and/or available media/ Facebook posting. If inclement weather necessitates canceling of the day's activities, SMCCC reserves the right to cancel services or alter hours if weather conditions are extremely dangerous.
24. Disaster Plan/Emergency Preparedness:
 - Tornado drills are held quarterly.
 - Fire drills are held monthly. Each classroom practices designated escape routes.
 - Fire and tornado drill procedures are posted in each classroom and all staff is trained to know what to do in these emergency situations.
25. Meals: Child and Adult Care Food Program (CACFP)
Show-Me Child Care Center participates in CACFP as administered by the Missouri Department of Health and Senior Services.
 - SMCCC's meals and snacks meet or exceed the daily requirements set forth by the CACFP guidelines.
 - CACFP requires parents to sign an annual enrollment/income eligibility form (Refer to enrollment forms).

- SMCCC provides breakfast (7:15 am to 8:30 am), hot lunch (11:00 am to 12:30 pm), and afternoon snack (2:30 pm to 3:45 pm).
26. Required licensing documents are public records and may be reviewed by appointment with the Department of Health and Senior Services. Refer to information listed on posted license at entrance.
 27. Copy of current license is posted by main entry door. Also posted is the City of Jefferson Food permit and license inspector contact information.
 28. SMCCC accepts *Division of Family Services (DFS) assistance (traditional contract not foster care contract)*. Qualification is determined by the local DFS office located on Flora Drive. Co-pay is charged for amount not covered by DFS program. Contact Julie or acting director for estimated co-pay.
 29. SMCCC will take action to recoup unpaid fees through Small Claims Court or by a collections agency.

II. Enrollment:

1. A \$50 initial registration fee is charged at the time of application for admittance. The supply fee rolls over annually on your child's start date. This fee is per child, per year. The year your child enters Kindergarten is the last year for this charge. Enrollment of a school-aged child will be required to pay a one-time fee of \$50 at time of enrollment.
 - Fees may be paid by check, direct deposit, cash, or money order. Payment of fees is to be placed in the tuition drop box next to the check-in swiper cards.
 - Families whose childcare is partially funded by the DFS must pay the family co-pay on or before the tenth day of the month. Parents must notify SMCCC of any changes in their DFS authorizations.
 - If DFS authorization expires, full tuition is due until DFS assistance is re-authorized to SMCCC.
 - A late fee of \$40 will be assessed if payment is delinquent ten days past agreed payment date. Termination will be immediate with no notice.
 - \$15 daily fee applied for school children attending full time when school is dismissed for any reason.
2. Tuition is based on a full-time position (includes absences due to illness and/or vacation). No part-time positions are accepted at SMCCC. Show-Me reserves the right to adjust tuition rates annually, effective on January 1st.
3. Payment is due according to signed enrollment form at time of enrollment. Late fees assessed accordingly.
4. Parent is required to give a two-week notice for termination of child care services. If a notice is not given, parent(s) will be responsible to pay the two weeks of tuition.

5. A child will be discharged if behavior interferes with group situations. Behavior is evaluated and decided by director.
6. Director reserves the right to terminate child care services for any reason. Termination of care does not always mean there is a problem with your child. It may simply mean that your child is unhappy or just an overall feeling that Show-Me does not fit the needs of the child or the parents. There will be a written statement of termination. These decisions are immediate and non-negotiable. Every program is not for every family; therefore, it is important to work together to decide if Show-Me is the right program for your child/family.

III. Enrollment Check List:

1. To enroll -- Complete the following (attached):

- Read and understand the Policies and Procedures.
- Complete and return SMCCC Enrollment form.
- Complete and return Preschool or School-age Medical form with required immunizations.
- Complete and return Disaster/Emergency Contact form.
- Complete and return CACFP/Food Program Enrollment form.
- Complete and return Income Eligibility form (if applicable). Refer to income guidelines chart provided (attachment)

- Pay \$50 annual/non-refundable supply fee.
- Pay first two weeks tuition as deposit when committing to a start date.

A position at SMCCC is not guaranteed until all of the above forms have been completed and returned. Annual Supply Fee and two weeks tuition is required as a deposit to guarantee enrollment.

Thank you for considering Show-Me Child Care Center for your family.