

## **PHILOSOPHY**

We at Hand In Hand Children's Center, Inc. understand how important the family is to society. Hand In Hand Children's Center, Inc. offers a strong consistent and healthy environment for the development and growth of each child as an individual.

Hand In Hand Children's Center, Inc. provides a qualified and loving staff. The staff will guide your child through the developmental stages of early childhood, nurturing them at each step along the way.

Hand In Hand Children's Center, Inc. will offer a safe and secure environment for your child, developing warmth and trust between family, child, and staff.

## **ENROLLMENT PROCEDURE**

- Parents and child should meet with the director to discuss the child's day care needs (appointment times are available).
- An appropriate space for the child must be available according to the Missouri State guidelines for staff/child ratio.
- All enrollment forms must be filled out and signed.
- Registration fee must be paid at time of enrollment.
- Parents will receive a Parent Handbook explaining our program.
- If space is not currently available, the parents may choose to place their child on a waiting list.

## **WITHDRAWAL PROCEDURE**

- The parents must submit a two (2) week written notice of intent to remove a child from Hand In Hand Children's Center, Inc.
- If a child is removed without the two (2) week written notice, the parents will be held responsible for all tuition fees for the required two (2) week written notice period.
- Enrollment fees are non-refundable.
- In the event the child is being removed for health reasons, a statement from the attending physician stating such will serve as a waiver of the two (2) week written notice.
- Hand In Hand Children's Center, Inc. will make every effort to provide Parents a two (2) week notice of intent to terminate care for their child.

## **PARENTAL INVOLVEMENT**

Hand In Hand Children's Center, Inc. has an open door policy. Parents are welcome to visit the center at all times.

## **PARKING**

Parking is very limited. Due to this fact, please be sensitive to others who may need to get to work or meet other family obligations after work. High parking congested times are primarily from 7:30 a.m. – 8:30 a.m. & from 4:30 p.m. – 5:30 p.m.

Hand In Hand Children's Center, Inc. requests that parents in need of a longer conference with their child's teacher set aside a scheduled time to ensure communication needs can be met. Teachers are also available during naptime (12:30p.m. – 2:30p.m.) for brief telephone questions or concerns from parents.

## **ARRIVAL PROCEDURES**

- Parents must walk the child into Hand In Hand Children's Center, Inc.
- For the safety of all of the children, parents will be provided with a security code on the first day of attendance. Other persons dropping off/picking up a child should ring the bell for assistance.
- Parents must sign their children in/out daily. The sign in/out book is located in the front entryway.
- Medication requires a signed consent form and must be handed directly to a staff member.

## **DEPARTURE PROCEDURES**

- Parents must come inside our facility to pick up children.
- Parents must sign their child out each day.
- Children will not be permitted to leave Hand In Hand Children's Center, Inc. with anyone other than the parent, unless the parent has given written notice that day for an alternate adult (who must be listed on the child's enrollment form) to pick up the child. A driver's license must be presented and verified by the alternate pick up person before the child will be permitted to leave our facility.
- In the event of an emergency, a child will be permitted to be picked up by an alternate adult if the parent telephones the center Director for verbal verification and approval.
- Late Pick Up Fee: \$10.00 per every fifteen minutes you are late.  
Re-occurring late pick up will result in dismissal from our program
- If there is a court order whereas a non-custodial parent does not have the authority to pick up a child from our center, a copy of the decree must be in the child's confidential file. In the event of an emergency and the custodial parent cannot be contacted, the non-custodial parent may be notified if the child's well being is at risk.

## **MEALS/SNACKS**

- Breakfast 8:00a.m. – 8:30a.m.
- Lunch 11:15a.m. – 11:45a.m.
- Snack 2:30p.m.

## **“OUTSIDE” FOOD/DRINK POLICY**

For health reasons, (other than infants/toddlers) no outside food or drinks will be permitted in the facility. Parents of children with special dietary restrictions, due to medical reasons, must provide Hand In Hand Children’s Center, Inc. a written statement from the child’s physician stating such a need. A meeting will then be held between the parents and the center Director to adhere a specialized feeding plan for the child.

\*\*\*Special snacks for holidays and birthdays must be store bought and pre-packaged. Final approval of the distribution of such snacks is at the center Director’s discretion.

## **“OUTSIDE” BABYSITTING POLICY**

Hand In Hand Children’s Center, Inc. staff are not permitted to baby-sit children enrolled at our facility outside of normal working hours.

## **WHAT SHOULD YOUR CHILD WEAR?**

Each child should come dressed in comfortable washable clothing. Clothing with “hard to do” buttons, straps, or buckles should be discouraged.

**Socks and shoes are required!** Hand In Hand Children’s Center, Inc. requests that sandals or other thong type shoes not be permitted due to risk of injury. Alternate activities may be designated for children not in proper footwear for safety purposes.

Parents should leave a complete change of clothing for their child. This includes children who are past potty training and school age children as well. Please try and keep in mind the changing seasons and growth of your child throughout the year.

Please clearly label all clothing and undergarments.

Weather permitting children will go outside!! Please be sure to dress your child appropriately for outside playtime.

## **WHAT SHOULD YOUR CHILD BRING?**

Disposable diapers or pull-ups. No cloth underwear is permitted until the child has been accident free for a full week of attendance.

A naptime blanket and small travel size pillow can be brought and left at the center for your child. Clearly labeled please.

Toys from home are not permitted. Our center does not accept responsibility for lost or broken personal toys!!

All personal items must fit inside your child’s cubbie/drawer for organizational and health reasons.

Infants and Toddlers should bring formula, bottles (prepared with water at home), pacifiers, and several changes of clothing, diapers and diaper cream.

## **TOILET TRAINING**

Hand In Hand Children's Center, Inc. does not toilet train children under 2 years of age.

Children must be in diapers or pull-ups until the child has been accident free for one full week of attendance.

Soiled cloth training pants will not be rinsed out at the center to reduce the spread of germs. Soiled items will be placed in an airtight bag and sent home.

It is especially important to have several changes of clothing for your child in their cubbie throughout potty training. Hand In Hand Children's Center, Inc. does not accept responsibility to ensure your child has suitable clothing to wear home.

If your child does "borrow" clothing from our center, please return it laundered as soon as possible.

## **SWIMMING POOL REGULATIONS**

No children under the age of three (3) years of age will be permitted in the swimming pool. Alternate water activities will be provided for younger children.

For the health of all the children, our facility requires children to be potty trained a minimum of 60 days prior to being included in pool activities.

The swimming pool is a privilege! Failure to adhere to pool safety or classroom rules may result in loss of swim time for children.

Pool toys from home are not permitted.

## **EMERGENCY TELEPHONE NUMBERS**

Hand In Hand Children's Center, Inc. has "CALL NOTES" for your use (816) 350-7500. Most calls will be answered personally; however, there will be times when all staff members are busy interacting with the children. Your call will be returned as quickly as possible.

## **SEVERE WEATHER POLICY**

Hand In Hand Children's Center, Inc. will make every effort to remain open during severe weather. Our center has approved the following guidelines to be adhered to regarding emergency closings:

- Ice or snow, resulting in the closing of major roadways.
- Weather conditions that could endanger the well-being of Hand In Hand Children's Center, Inc. families and/or staff members.
- Conditions causing power failure, (i.e. heating, cooling, lightning, water sewer) that could result in our facility being in non-compliance with State regulations.

\*\*\*Our center reserves the right to dismiss early if severe conditions continue or worsen throughout the day.

## **SPECIAL NOTICES CONCERNING WEATHER POLICY**

Notification of all closing will be made via Hand In Hand Children's Center, Inc. CALL NOTES (816) 350-7500, please listen for a updated message. Parent notification will be made as soon as possible.

\*\*\*Regardless of weather conditions, **all late fees will be billed!!** Please allow for extended travel time to and from our center during severe weather. It is very important for you to have an emergency back up plan regarding the above stated severe weather policies. Please be sure that anyone you have delegated to pick up your child during severe weather is listed on your child's enrollment form.



## **UPDATED ENROLLMENT/IMMUNIZATION INFORMATION**

Please remember to update your child's enrollment file whenever you have a change in address, home, work or cell telephone numbers.

Please provide your child's updated immunization record throughout the year to keep your child's enrollment file in compliance with State records.

## **DISCIPLINE POLICY**

First Offense.....Verbal reminder/redirection

Second Offense.....Verbal reminder/redirection

Third Offense.....Time Out

Fourth Offense.....Time Out with Director or Supervisor

Fifth Offense.....Parent conference

\*\*\*In the event a child intentionally causes harm to another child or staff member, an immediate time out will be given. If the behavior continues the Director will contact the parents immediately.

\*\*\*A child who bites or causes injury due to aggressive action (i.e. scratching, hitting with a toy) more than two (2) times in a day will be sent home for the remainder of the day.

\*\*\*Persistent biting may result in dismissal from our center, after the above steps have been taken.

\*\*\*Persistent behavior that is physically or emotionally inappropriate and causes physical and/or emotional risks to others will result in dismissal from our center.

## **PAYMENT**

Payment is due on or before Friday of the preceding week of childcare. IF payment is not received by 10:00 a.m. the following Monday, a \$5.00 per day late fee will be added to your child's account.

## **HOLIDAYS**

Hand In Hand Children's Center, Inc. will be closed the following holidays:

New Year's Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Day and the Friday after Thanksgiving Day

Close at 3:00 p.m. Christmas Eve

Christmas Day