

# Child's World



# Play School

Hours of operation 7 a.m. – 6:00 p.m.

Owner/Director: Debbie Wren  
407 North Street  
Ashland, MO 65010

Phone number (573) 657-1234

## Contents

Philosophy.....	3
Program Goals & Curriculum .....	3
Emerging Language and Literacy Curriculum (ELLC) .....	3
Licensing regulations .....	4
Orientation of Child/Family to program .....	4
Non-Discrimination.....	4
Hours of operation.....	4
Holidays .....	4
Admission & Enrollment .....	5
Forms to be completed prior to admission .....	5
Rates:.....	5
Payments .....	5
Late Charges: .....	6
Returned checks .....	6
Signing In/Out.....	6
Visitations .....	6
Written Notice.....	7
Parent Access to Information .....	7
Child abuse/neglect policies and procedures .....	8
Toilet Training and Toddler Needs .....	9
Behavior Guidance and Discipline.....	9
Meals & Snacks .....	10
Health & Safety Practices .....	10
Illness .....	11
Injury/accident Guidelines .....	12
Medical Emergencies .....	12
Medications .....	12
Communicable Disease Policy.....	13
Outdoor Play .....	13
Field Trips .....	13
Nap Time.....	13
Children's Belongings.....	13
Birthdays .....	14
Termination of Enrollment Policy .....	14
A Typical Day for Preschool Children – summer Schedule .....	15
A Typical Day for Preschool Children – Fall/Winter Schedule .....	16
A Typical Day for School Aged during the Summer.....	17
A Typical Day for School Aged- During school year .....	18
Rate Sheet.....	19

## **Philosophy**

Welcome to the Child's World Play School. It is the objective of this center to offer a safe environment, encourage learning and build character in each child. We will work on our 3 rules which are:

**“Be Safe”, “Be Kind”, and “Be Responsible”.**

Please work with your child on these rules at home also.

At Child's World we will provide a complete educational curriculum (preschool children work on the Emerging Language and Literacy Curriculum in combination with principals from Project Construct Curriculum model and school age children use the Project Construct Curriculum) suited to the age and maturity of each child. We will provide all areas of development including cognitive, language, fine motor and gross motor, social emotional and self help skills through developmentally appropriate techniques. We will treat each child with respect and love and offer a positive, fun learning environment.

## **Program Goals & Curriculum**

### **Emerging Language and Literacy Curriculum (ELLC)**

The ELLC curriculum is an intentional, integrated, interactive program of instruction. The goals for our preschool children at Child's World are to develop self awareness through interaction with children and adults in a planned learning environment. To build on prior knowledge, construct new knowledge and practice skills in an interactive environment. To expand abilities in all developmental domains: social/emotional, physical /motor, cognitive/academic, and language/literacy. To develop foundational skills for emergent language and literacy. To acquire knowledge and skills consistent with school readiness.

## **Licensing regulations**

This facility is regulated by the Department of Health and Senior Services. The license is issued for a 2 year period with regular visits occurring during that period by the food inspector, state fire safety and Bureau of Child Care

## **Orientation of Child/Family to program**

- All families that show an interest in the facility will be schedule for a tour of the facility to be made with their child for a pre-enrollment visit
- If the child is enrolled the parent will receive all paperwork and the parent handbook
- New children may come prior to their first day for a 2 hour visit on 2 different days (this is very useful for preschool age children)
- On the first day of attendance and after, parents are always welcome to stay with their child as long as they feel necessary. We do ask that once the parent tells the child goodbye that they do leave the facility (even if the child is crying). This helps the child begin to separate and usually the child will only cry for a few minutes while we work to get them involved in activities.
- Preschool parents are also invited to attend parent/teacher conferences twice a year.

## **Non-Discrimination**

The Child's World Play School admits children of any race, religion, sex, ability or national origin. We do not discriminate in any way within the administration of our policies and programs.

## **Hours of operation**

Hours of operation are 7 a.m. – 6:00 p.m. Monday through Friday.

## **Holidays**

Child's World Play School is open 12 months a year except for the holidays listed. If the holiday falls on a weekend, then we will be closed the same days as the federal and state offices. The following days will be considered holidays:

New Years Day  
Martin Luther King Day  
Memorial Day  
Juneteenth Independence Day  
4<sup>th</sup> of July  
Labor Day  
Thanksgiving Day and the day after  
Christmas Eve  
Christmas Day

There will be no change in the weekly tuition due to holidays.

## **Admission & Enrollment**

- Definitions of full enrollment
  - Full time- full days Monday through Friday (maximum of 11 hours each day/ additional care provided at an additional fee)
  - Before &/or after school care for area students
- Ages of admission- 3 years through twelve years of age
- Full time are accepted subject to availability of space and accommodations.

Pre admission conferences for parent and child with Child's World are scheduled during business hours. Visiting the Play School allows both parent and child to become comfortable with our environment, staff and schedule.

## **Forms to be completed prior to admission**

- Registration form signed by parent or guardian
- Complete record of immunizations
- Medical Examination report
- Written consent for child to receive emergency medical treatment
- Signed contract.
- A signed agreement for the Play School to provide transportation for field trips.
- A deposit of the first week's tuition is due at this time also.

## **Rates:**

Rates will be determined according to the following ages:

- 3 years – School age
- School age- during the school year

Please refer to rate sheet for actual fees.

## **Payments**

- Tuition will be due each week on Friday by 6:00 p.m. for the next week of care.
- Any additional charges may be paid as they occur, such as early dismissal of school.
- If tuition is not received by the designated time a late fee of \$ 5.00 per day will be assessed. An account two weeks past due will result in cancellation of your child's enrollment.
- When you enroll your child in the Play School, space in their classroom is reserved specifically for him/her. Due to this fact, tuition will be due whether or not your child is in attendance.

## Late Charges:

Fees are based on a maximum of 11 hours per day. A late charge will be assessed:

- For hours in excess of contracted time, at a charge of \$ 5.00 per hour will be assessed.
- For children picked up after 6:00 p.m., a charge of \$ 1.00 per minute up to 10 minutes will be assessed. After 10 minutes, the charge will be increased to \$ 5.00 a minute.
- If a late charge is assessed three times in a year, your contract will be reviewed for possible termination.

## Returned checks

- A charge of \$25.00 will be assessed for any returned checks, plus an additional fee of \$ 5.00 per day until payment is made in full with cash or money order. If two checks are returned then cash or money order will be the only accepted form of payment.

## Signing In/Out

- **Check in procedure:** Each child shall be signed in and then escorted to their classroom and the classroom teacher must acknowledge that they have the child. Preschool children are checked in by the parent on the Brightwheel app. School age children are checked in on the sheets in the hallway. In the morning, parents of school age children, must wait for their children to put away their belongings downstairs and then bring them into the dining room or preschool classroom to the teacher in charge. Preschool parents must bring their child into the preschool classroom to the preschool teacher.
- **Pick up procedure:** The parent should come to the classroom and communicate with the teacher that they are taking the child. The teacher will acknowledge to the parent that they are taking that child. In the case of parents who have more than one child, the teacher will ask the parent, by naming each child, that they are taking that child. After the parent has taken the child from the classroom, they must go to the sign out board and sign the child out. Preschool children will be signed out on the Brightwheel app.
- **No child may leave the facility without an adult. No child may be in the parking lot without their parent or authorized pick up person.**
- Daily attendance sheets shall be kept in each classroom.

## Visitations

- Parents shall have access to the facility at any time during child care hours.

## **Written Notice**

- 2 weeks written notice is required when you wish to terminate your contract. There will be no refund for early withdrawal.
- We will give two weeks notice to parents if it should become necessary to terminate your contract.
- We will give 30 days written notice prior to any contract changes.

## **Parent Access to Information**

- All parents have access to the licensing regulations that apply to the facility. This facility is licensed by the state of Missouri and subject to the rules for a Child Care center in Missouri. This program is also evaluated by Missouri Accreditation, the state Fire Marshall, and the county Sanitation department. These records are available upon requests.
- All parents have access to the weekly lesson plans which are posted on the parent information board.
- All parents have the right to access their child's developmental records. This may be done by informing the Director of the facility of the desire to see these records.
- Also, the facility has resource information available on a wide range of childhood topics that can be borrowed for personal use.

## **Child abuse/neglect policies and procedures**

Suspected child abuse, neglect or exploitation can be reported by call 1-800-392-3738. Child care workers are mandated by law to report suspicions. Mandated reporters must identify themselves when making a report.

Policy to follow: When a teacher suspects a child is suffering from abuse or neglect:

1. Inform the director immediately.
2. The director and teacher together will decide together if enough information has been gathered to warrant the suspicion and if so will make the report.
3. In a emergency situation when the director is not available, the teacher will make the report and write up a summary of the situation and give to the director.

Policy to follow: When a child makes a disclosure to a staff member:

1. Offer reassurance to the child, listen to the child and let know that you will take action.
2. The staff member should not question the child.
3. Make a record of child's name, address, age, date and time of disclosure, describe what was disclosed using the exact spoken words of the child, the name of the person that the concern was reported to and if anyone else was present.
4. Make report to director so further action can be taken.

Policy to follow: When a teacher is suspected of abuse or neglect:

1. Inform the director immediately.
2. The director and person who is making the charge together will decide together if enough information has been gathered to warrant the suspicion and if so will make the report.
3. The person who suspects the teacher will call in a report with the directors support.



## **Toilet Training and Toddler Needs**

- Diapers will be supplied by the parents. Child's World will purchase wipes.
- We will use disposable diapers only.
- Changes will occur approximately every 1 ½ hours, except during nap time, when the child will be diapered as soon as she/he awakens.
- In addition, a child will be changed when needed.
- We will work with parents/guardians to initiate potty training when the child shows interest. It is important that Child's World and the parent/guardian are consistent in their techniques.
- Daily reports will be sent home to provide parents with an overview of our day.

## **Behavior Guidance and Discipline**

- Staff shall provide each child with guidance that helps the child acquire a positive self-concept. Discipline and behavior guidance used by each caregiver will at all times be constructive, positive, and suited to the age of the child.
- The following rules and standards will apply in the center.
- To prevent unacceptable behavior from occurring, the staff will:
  - Model appropriate behavior for the children
  - Arrange the classroom environment to enhance the learning of behaviors that are acceptable
  - Use descriptive praise when appropriate behavior is occurring (i.e. "Look how high you're building the blocks! Let's count then.")
  - Clarify expectations
  - Practice roles
  - Give choices
- When unacceptable behavior is about to occur/is occurring, the staff will use:
  - Redirection: substituting a positive activity for a negative activity
  - Close proximity
  - Encourage using their words, help as needed
  - Problem-solve using words
  - Distraction: change the focus of the activity or behavior
  - Active listening: to determine the underlying cause of the behavior
  - Quiet area: separation from the group is used only when less intrusive methods have been tried and the behavior of the child is dangerous to himself or the other children. In the event that separation is used, the child will remain in sight and hearing of the staff. The child will be separated from the group for a maximum number of minutes determined by the age of the child.
- Holding and rocking of the child will be done frequently. (This is especially useful with toddlers.)

Child's World believes that parents and child care staff must work together to deal with persistent behavioral issues such as biting, or unusual or dangerous aggression to self or others. If a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors, parent will be consulted.

## Meals & Snacks

- Child's World does not serve breakfast to school age children on school days. On non-school days school age children will eat breakfast from 7:45am-8am. Children arriving after 8am will not be offered breakfast.
- Preschool children are given the choice to eat breakfast at 8:00 a.m. Children arriving after 8 am will not be offered breakfast.
- Lunch is served in a staggered schedule. School age class eats at 11:30 am and preschool at noon.
- An afternoon snack is served after nap/after school.
- We will offer well balanced meals and a weekly menu will be posted. If you or your children have suggestions, please let us know. Meals are served family style, thus creating additional opportunities for the child's social and language development.
- Please do not bring food items for your child unless you have discussed this with the director and received prior approval. Also have them finish eating items from home in your car. Please do not bring these items into the facility. We have some children with allergies so we must monitor this. Items such as pop tarts and donuts brought in by one child, creates problems for the other children that are not receiving these items.

## Health & Safety Practices

- Diaper changing: Hands will be washed before and after changing diapers. Changing mat or area will be sanitized with bleach solution before and after each use. Soiled diapers will be disposed of in a closed container.
- Hand washing: Hands will be washed before meals, after bathroom use, after nose blowing and after handling an ill child.
- Toys will be sanitized as needed with bleach solution
- Bedding: These items will be sent home weekly for parent/guardian to laundry
- Fire drills: Practice drills will be conducted on a monthly basis and records will be kept of these drills. Evacuation procedures will be posted on the wall next to exits
- Accidents & Injuries: Accidents and injuries will be recorded on a report kept at the Center, and note will be sent home with the child so the parents are aware of what happened. Parents will be notified of serious accidents or injuries.
- There will be a staff member on duty at all times who is certified in CPR & first aid.
- Children will not be released to anyone except those authorized to pick up the child on the enrollment form. If you wish someone else to pick up your child, it will require that you give written permission in advance.
- Child Abuse/neglect: If a child exhibits one or more signs of physical, emotional or sexual abuse or neglect it will be reported to the proper authorities.

## Illness

- Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should not be brought to the facility until a physician has certified the symptoms are not associated with an infectious agent or until the symptoms have subsided.
  - Fever: 100 degrees or higher , especially accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
  - Respiratory symptoms: Difficult or rapid breathing or severe coughing, croupy or whooping sound after he coughs, child is unable to lie comfortable due to continuous cough.
  - Diarrhea: An increased number of abnormally loose stools in the previous 24 hours.
  - Vomiting: Two or more episodes of vomiting within the previous 24 hours
  - Eye/nose drainage: Thick mucus or pus draining from the eye or nose
  - Sore throat: Sore throat, especially when fever or swollen glands in the neck are present
  - Skin problems: Skin rashes, infected sores, sores with drainage that cannot be covered by clothing or bandages
  - Itching: persistent itching of body or scalp
  - Appearance/behavior: Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken
  - Unusual color: eyes or skin yellow, stool grey or white, urine dark or tea colored

Parents will be contacted to come for their children if they have the following:

- Fever over 100 degrees
- symptoms such as vomiting, sore throat, diarrhea
- Difficult or rapid breathing or severe coughing
- Thick mucus or pus draining from the eye or nose
- persistent itching of body or scalp
- Child looks or acts differently

Child will be isolated from other children if the following conditions occur:

- Fever over 100 degrees
- symptoms such as vomiting, sore throat, diarrhea
- Thick mucus or pus draining from the eye or nose
- persistent itching of body or scalp

Child will be allowed to return to the program when:

- physician has certified the symptoms are not associated with an infectious agent
- no symptoms for 24 hours

## **Injury/accident Guidelines**

In the event of an injury the following guidelines will be followed:

- minor injuries will be treated with cleansing and bandaids or ice packs
- moderate injuries will be evaluated by the person in charge, these will be logged on the injury sheet or in Brightwheel. We will either treat the injury or call the parents or guardian
- severe injuries will result in calling 911, then contacting the parents and then entering on the injury sheet and completing an accident report.

Steps to follow in evaluating an injury:

- Look at the injury and assess the severity
- Stop any bleeding and cleanse area and bandaid
- Apply ice if swelling occurs
- If you feel the injury is severe, notify the person in charge
- Complete injury/illness/accident form for those injuries where parent is being notified.

## **Medical Emergencies**

- All children must have on file a Medical Emergency Form
- In the event of a medical emergency, Child's World will call 911, then the parents or guardians.
- We will follow the wishes on the Medical Emergency form.

## **Medications**

- Child's World will administer medication as follows:
  - ◆ Parent must fill out a Medication Authorization Form
  - ◆ Medication must be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name on it. This may include sample medication provided by the physician with written verification from that physician
  - ◆ All nonprescription medication shall be in the original container and labeled by the parents with the child's name on it. Written instruction including times and amounts for administration shall accompany it.
  - ◆ Nonprescription medication shall only be given for the maximum days recommended on the label, unless extended by a physician statement.

## **Communicable Disease Policy**

- Parents are asked to notify Child's World within 24 hours if their child has been exposed to any communicable disease. Child's World will notify all parents when their children have been exposed
- An Illness log will be maintained by Child's World to record any symptoms of illness with children or staff.

## **Outdoor Play**

- Outdoor play is an important part of your child's day and total health. Weather permitting; the children will play outdoors each day. All children who are well enough to be at Child's World will be expected to participate in this activity. Please dress your children in play clothes, they love to play in the dirt and sand and it is a great way to learn about nature.
- You can help your child enjoy this time outdoors by being sure that he/she is dressed for the existing weather conditions. In winter this includes warm coat, gloves or mittens and hat.

## **Field Trips**

- Field trips are an important part of our program. A notice will be sent home each time a trip is planned. You will need to give written permission for field trips. No child will be taken on a field trip without written permission from parent or guardian. Children in the preschool program will go on occasional field trips or special classes. Such items in the past have included weekly library trips, ice skating lesson in Jefferson City, visit to the Runge Center, etc...

## **Nap Time**

- Nap and quiet time will be held immediately following the clean up of lunch. During nap time we require all children to rest on a cot.
- Each child may bring a small stuffed toy that can be laundered for nap time. We will provide sheets and we will laundry items once a week.
- Our nap time is 1 1/2 hours. All children will rest quietly on their cots during this time.

## **Children's Belongings**

- Toys and items of value should remain at home. It is hard for children to share toys from home, and bringing these items creates unneeded conflict.
- Each child should have a change of clothes at all times in case his/her clothes get wet or soiled during the day. Please label all clothes items.
- Each child may bring a small blanket and/or stuffed toy for rest time from home.

## **Birthdays**

- We invite each family to celebrate their child's birthday with us. We will celebrate during our afternoon snack time.
- We want to keep Birthdays fun but simple. Child's World will provide the snack and cupcakes or cake for the child's class.
- Small treat bags are optional, but do not feel obligated to bring these. Ask your child's teacher how many are in their class.
- Your child will also be encouraged to bring in their favorite book and a picture of themselves as a baby.

## **Termination of Enrollment Policy**

- If a child is unable to adjust to our program, is consistently insubordinate, or has a serious behavior problem, we reserve the right to suspend or terminate his or her enrollment.

## A Typical Day for Preschool Children – Winter Schedule

7 a.m. – 8:00 a.m.	Arrival and Free Play - Each child will have the opportunity to freely choose a variety of activities. Outdoor play if weather permits.
7:40 a.m. – 8:00 a.m.	Children will wash their hands before eating.
8:00 a.m. – 8:45 a.m.	Children will eat breakfast, bathroom and wash hands and center play
8:45 a.m.- 9:00 a.m.	Weather, schedule and show and share
9:00 a.m. – 10:00 a.m.	Focus group time (T & Th), activity centers,
10:00 a.m. – 10:20 a.m.	Large Group time
10:20 a.m.- 11:30 a.m.	Gross motor indoor/outdoor
11:30 a.m. – 11:55 am	Calendar and group dancing and Bathroom if needed and wash hands and prepare for lunch
11:55 am. – 12:30 p.m.	Lunch
12:30 p.m. – 1:00 p.m.	Bathroom/ quiet reading
1:00 p.m. – 2:30 p.m.	Nap
2:30 p.m. – 3:20 p.m.	Afternoon story and circle & jobs
3:30 pm – 6:00 pm	Indoor or Outside play & snack

## A Typical Day for Preschool Children – Summer Schedule

7 a.m. – 8:00 a.m.	Arrival and Free Play - Each child will have the opportunity to freely choose a variety of activities. Outdoor play if weather permits.	1 hour 30 min
7:40 a.m. – 8:00 a.m.	Children will wash their hands before eating.	20 min
8:00 a.m. – 8:45 a.m.	Children will eat breakfast or center play and go to bathrooms	45 min
8:45 am – 9:00 a.m.	Weather, schedule and calendar	15 min
9:00 am – 10:00 am	Gross motor indoor/outdoor	1 hour
10:00 a.m. – 10:20 a.m.	Large Group time	20 min
10:20 a.m. – 11:30 a.m.	Focus group time (T & Th), activity centers, art (M & W) And send to bathrooms	1 hour 10 min
11:30 a.m. – 11:55 a.m.	Show & share, group dancing and Bathroom if needed and wash hands and prepare for lunch	25 min
11:55 am. – 12:30 p.m.	Lunch	35 min
12:30 p.m. – 1:00 p.m.	Bathroom/ quiet reading	30 min
1:00 p.m. – 2:30 p.m.	Nap	1 hour 30 min
2:30 p.m. – 3:00 p.m.	Wake up from nap; bathroom, put on shoes	30 min
3:00 p.m. – 3:10p.m.	Afternoon story and circle & jobs	10 min
3:10 p.m. - 6:00 p.m.	Snack, Indoor or outdoor play time Children will use the bathroom if needed and wash hands. Go Home.	3 hours



## A Typical Day for School Aged during the Summer

7 a.m. – 8:30 a.m. Arrival and Free Play

Each child will have the opportunity to freely choose a variety of activities.

7:00 a.m. – 8:00 a.m. Children will use the bathroom if needed and wash hands.

Breakfast is served at 7:45 a.m.

8:30 a.m. – 10:30 a.m. Activities following the weekly lesson plans. See posted plans for details.

10:30 a.m. – 11:30 a.m. Children will use the bathroom if needed and wash hands.

Indoor or outdoor play time (depending on weather)

11:30 a.m. – 12:30 p.m. Children will use the bathroom if needed and wash hands.

Eat lunch

12:20 a.m. – 12:30 p.m. Start to relax and quiet down by reading stories and listening to quiet music.

12:30 p.m. – 1:00 p.m. Rest Period/Quiet Activities

Each child is required to rest for 30 minutes.

1:00 p.m. - 3:15 p.m. Field trip or special activities.

3:15 p.m. – 3:30 p.m. Children will use the bathroom if needed and wash hands.

Afternoon Snack

3:30 p.m. – 4:30 p.m. Indoor or outdoor play time

4:30 p.m. – 6:00 p.m. Children will use the bathroom if needed and wash hands.

Group activities and departure

We have a summer camp for the 5 weeks of summer.

## A Typical Day for School Aged- During school year

7 a.m. –7:25 a.m. Arrival and Free Play

Each child will have the opportunity to freely choose a variety of activities.

7:26 a.m. - 7:30 a.m. Load bus and leave for school

3:10 p.m. Pick up children at primary & elementary school (K-4)

3:20 p.m. Bus returns from school

3:20 p.m. – 3:30 p.m. Children will use the bathroom if needed and wash hands.

3:30 p.m. - 3:50 p.m. Afternoon Snack/free play

3:50 p.m. – 4:15 p.m.

### **Indoor Only Play**

Homework Time

Book Club

Quiet activities

### **Indoor & Outdoor Play**

Homework Time

Book Club

Sports Club

Free Play Outdoors

4:15 p.m. – 5:15 p.m.

Free choice activities  
Teacher directed choice-  
(see weekly schedule)

Free Choice Activities

Sports Club

Free Play Outdoors

5:15 p.m. – 6:00 p.m.

Clean up of school age area by children. Preschool & School age children will be combined until departure. Free choice activities. Children will use the bathroom if needed and wash hands.

## Rate Sheet

Rates at Child's World Play School effective ~~Oct. 1, 2022~~ Feb. 1, 2024 are as follows:

### Preschool Children

**Full time care**                      ~~\$ 32.00~~ \$ 33.00 per day or ~~\$ 160.00~~ \$ 165.00 per week

### School Age Children

#### Full time care

**Before and After School**              \$ 15.20 per day

**After school only**                      \$ 14.00 per day

**School Closed**                      \$ 29.00 per day

**½ day of school (release at 12pm/12:30 pm)**      B/A school \$ 21.40 per day  
After only \$ 20.40 per day

**Early out Wednesday (release at 2pm)**      B/A school \$ 17.60 per day  
After only \$ 17.00 per day

#### Late fee:

Tuition is to be paid in advance. If tuition is not received on Friday for the next week a fee of \$ 5.00 per day will be assessed.

#### Fee for late pick up of child:

\$ 1.00 per minute for the first 5 minutes, then \$ 5.00 per minute after that.

#### Fee for care exceeding 11 hours per day:

\$ 5.00 per hour after 11 hours of care.

#### Fee for absence of school age child:

If prior notice of absence of a school age child is not given by 2:00 p.m., a \$ 5.00 fee will be charged per family.

Families will receive a minimum of 20 day's notice when a rate adjustment is planned.