

Myles Ahead Child Care & Learning Center, LLC

Welcome to Myles Ahead Child Care & Learning Center, LLC

I am honored and extremely grateful that you have entrusted me/us with caring for your little ones. I realize that you could have chosen anyone, but you chose me/us! I am happy and look forward to growing with your family.

Child Care Philosophy

We believe the foundation for learning includes the total development of the child. We seek to provide developmentally appropriate activities which meet social, emotional, physical, and intellectual needs of the individual child. Believing that children learn through play, we plan curriculum within a caring and creative environment. Our programs are carefully designed to enlarge the child's repertoire of knowledge and skills, to increase self-confidence, and promote curiosity and initiative.

We strive to:

- Help children to become self-sufficient in care for their personal needs;
- Help children to feel good about themselves by learning skills and by forming
- friendships with other children;
- Provide opportunities for children to become aware of and to use their senses;
- Provide children the opportunities to develop speech and language;
- Help children learn to express themselves through arts and music.
- Introduce to children learning concepts that are appropriate for their age level;
- Reinforce self-pride through learning techniques.

Staff

Our center is staffed with qualified teachers; they may be experienced or trained in early childhood education. Our cook does a fine job preparing and maintaining the kitchen.

Typical Activities

Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music) and circle time.

Free Play: Children have a choice of – blocks, kitchen, toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes.

Language: Nursey rhymes, finger play, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards.

Dramatic Play: Dress up, role play, puppetry,

Outdoor Play: (Weather permitting) Swinging, climbing, riding toys, running, catch and throwing and catching the ball, gardening, strolling dolls. (Please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothing)

Typical Daily Routine

- ☺ Arrival and Greeting
- ☺ Breakfast and clean up
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Infants usually nap in the morning as well as the afternoon
- ☺ Circle time (including calendar, songs, finger plays, story time etc.)
- ☺ Arts and crafts or other learning activity
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Outdoor play (weather permitting) or other large muscle activity
- ☺ Hand washing
- ☺ Lunch and clean up
- ☺ Nap time
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Snack and clean up
- ☺ Free play
- ☺ Calm down time and TV/VCR – Children’s programs (approximately a half an hour before pick up time)
- ☺ Parents arrive to pick up children

Note Bathroom and /or diaper change times vary to meet the child’s needs. This is a general schedule and is dictated mostly by the children’s needs and feelings each day.

(Your child is released to my care after you leave the premises in the morning, and

he/she is released to your care as soon as you walk in the door at pick up time)

Policies and Procedures

If illness or other emergencies, accidents and or injures should arise during child care hours' **parents will be notified immediately** about the situation at hand!

Paid holiday closings: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day.

When the holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails; i.e. Christmas is on Sunday and the acknowledged Federal holiday is Monday December 26th.

*I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e loss of electricity, water, heat or in extreme circumstances loss of air conditioning and medical epidemic. **Child care fees are still due for any of these occurrences.***

Discipline

We discipline children by time away from the group. If behavior continues, the child is written up and parent is informed. You, as parents, are expected to cooperate with the center in the discipline of your child. ***No physical discipline is EVER used in my care.***

Gross Misconduct:

I will communicate to you immediately if your child is frequently causing harm to others and/or is destructive. This behavior is unsafe and will not be allowed – this may result in immediate termination.

Child's Health

- All children must present documents of up to date immunization status, including month, day, and year of each immunization before attending child care/preschool.
- The Advisory Committee on Immunization allows 4-day grace period. Children may receive immunization up to four days before the due date.
- Immunization should be administered per the current Advisory Committee on Immunization Practices Schedule, including all spacing are ([http://www.cdc.gov.vacines/schedules/index.html](http://www.cdc.gov/vacines/schedules/index.html))
- Parents/Guardian (ImmP.11) and Medical (Imm.P12) exemptions are allowed. The appropriate exemption care must be on file. Unimmunized children are subject to exclusion from child care/preschool when outbreaks of vaccine-preventable diseases occur.

- To remain in child care/ preschool, children “in progress” must have an immunization. In progress for, (Imm.P14), which includes the appointment date for needed immunization, on file and must receive immunization as soon as they become due.
- In progress means that a child has begun the vaccine series and has an appointment for the next dose. The appointment must be kept and an updated record provided to the y. If the appointment is not kept the child is no longer in progress and is noncompliant.

In accordance with the Missouri State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the Daycare Center he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children!

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care. I am sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than I can provide with out compromising the health and safety of the other children in my care, Or
- C. The child has any of the following conditions:
 - Temperature: Oral temperature 100 degrees or greater; axillary (armpit) temperature 99 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature shall be taken only by persons with specific health training.
 - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
 - Diarrhea if there is bloody in stool, fever, vomiting and abdominal pain.

Exclude until diarrhea ends.

- Tuberculosis, Chronic cough, weight loss, fevers, night sweats and positive skin test. Contact Health Department. Exclude until cleared from health care professional.
- Impetigo, small red pimples of fluid filled blisters with crusted yellow scabs on the skin. Exclude as soon as infection is suspected. Return after 24 hours of medication.
- Strep throat or other streptococcal infections, sore throat, fever, headaches, stomach aches, swollen lymph nodes. Exclude until antibiotics have been administered for at least 24 hours.
- Chicken pox, rash (small red blistering bumps) fever, runny nose, cough. Contact Health Department. Exclude until rash becomes dry and crusted.
- Impetigo small red pimples of fluid blisters with crusted yellow scabs on skin. Exclude as soon as infection is suspected return in 24 hours of medication.
- Mumps, swollen glands, fever, headache, earache. Contact Health Department. Exclude for at least 9 days after the beginning of swelling.
- Hepatitis A virus, fever, fatigue, jaundice (yellowing of skin or eyes). Contact Health Department. Exclusion is dependent upon local and state health department guidelines.
- Measles, fever, cough, runny nose, red and watery eyes, small spots in mouth, rash spreading from the hairline downward. Contact Health Department guidelines.

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

Injuries: I will supervise your child closely to prevent injuries, but accidents resulting in injury do occur. **ALL PARENTS WILL BE NOTIFIED IMMEDIATELY UPON ANY ACCIDENTS OR INJURES!** I have been trained in first aid and CPR and will follow my training. If the injury is serious and or severe, I will call 911 for assistance first, then contact the parent. If I am unable to reach a parent. I will call emergency contacts on your "Child Information Card" (Please remember to keep this card up-to-date). FYI if any emergency occur that requires your child to be transported to the hospital a staff member will accompany your child.

Child's Medication:

1. Children that the staff must administer any type of treatment such as inhaler and nebulize the center must have an action plan on file. In addition, if child has been diagnosed with seizures it is of the utmost importance that we have **ALL** information in child's file.
2. Prescription medicine **must**:
 - a. be dated with in the past 30 days
 - b. have child's name printed clearly on the label
 - c. have dosage amount and times
3. Prescription medicine must also be accompanied by a "medication log" which **must include**:
 - a. date
 - b. Child's name
 - c. Doctor's name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication is to end
 - j. Special directions, i.e. take before eating, etc.
 - k. Parent's signature

Days/Hours of Operation:

Myles Ahead Child Care & Learning Center, LLC will be opened from 6:00am to 11:59pm Sunday through Saturday. Please do not arrive before 6:00 am with your child unless other arrangements have been made. Your child has to be picked up with the 10-hour allotted time from drop off time!! **A \$5 late fee will be charged every 5 mins that you are late picking up your child past the 10-hour allotted time of care!**

Late Drop Off and Pick Up:

Please understand that the contracted drop -off time is important because I plan our day around each child that is present as well as other phase of our morning routine. Please call if you know that you will be more than 15 mins. Late.

Our contracted pick up time is equally important; there are several things to do before the child/children leave – snack time, calm down time, clean up personal as well as daycare room(s), shoes etc. Of course, another reason is to know my "quit" time so I can complete personal commitments.

I'm sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stressful to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. **I do understand** that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call me and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. **A \$5.00 late fee for each additional 5 minutes past our agreed pick up time will be payable upon arrival.**

Nutrition:

Children are fed nutritionally on a daily basis – breakfast, lunch and a snack as required through Child and Adult Care Food Program. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays.

Potty Training:

No potty training will be done @ Myles Ahead Child Care & Learning Center, LLC because there isn't a bathroom in the infant/toddler (I/T) room.

Release of Children:

It is important that I protect your child by ensuring that your child does not leave my center with a person you have not authorized on your “Child Information Card” to pick up your child. **Also, please provide in writing** when someone else that you have authorized on your “Child Information Card” will be picking up your child. Even if it is an emergency, I must have a **written statement** to release your child to someone other than you. I will need the person's name and a description of what the person looks like. The person picking up your child must show me a picture ID before I will release your child from my care.

I must assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or emergency contact person listed on the “Child Information Card” to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

Missouri's Child Restraint Law (RSMo 307.179)

Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat. Children age 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall. Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.

Supplies:

Parent/guardian will provide diapers, diaper wipes, powder, ointment (i.e. Destin etc.) **baby bottles and formula will be prepared by parents before arriving to the center.** To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. **All** items will be marked with the child's name.

Parent/guardian will provide a change of clothes daily or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

I will supply sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

Fee Payment Guidelines:

Child care fees are paid in advance on a weekly basis – the Friday **before** the week begins or the last scheduled day of attendance for the week. Payment obligation is based on the hours agreed to use child care, not on actual attendance. There is no **change** in fee due to your child's absences, unless your child has a Dr. statement, stating that child can't be at daycare, only then will fees be waived. If I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please make sure that payment is paid in full prior to you leaving. **The pre-enrollment fee of \$50.00 is non-refundable. Tuition is not prorated by days.**

Late payments – A **\$25 late payment fee** (per child) applies for any payment not received on the **Friday morning** before the week begins. If payment is not received on the **Friday evening**, you will be charged a **\$25 late fee**. If payment isn't received on **Monday morning** of that week an additional **\$10 fee per day** will be added not exceeding 5 consecutive days (**\$50**). Your child will not be permitted to return on the following week until **ALL**. Tuition and or late fees are paid in FULL. **Form of payment consist of cash, credit, debit & money orders.** I do not accept checks at all! Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.

A two-week notice of any increase will be posted.

Early drop off

Any care needed prior to my normal opening time will need be scheduled at least by the Friday prior to the week care is needed. Thus, there will be a charge of **\$5.00** per 15 minutes (or part of) for care prior to normal opening time. Payment for this additional

time is due by the Friday prior to the week care is scheduled. **This fee is non-refundable.** This includes if you decide not to bring the child early.

Termination:

Parent/Guardian will give two weeks written notice, and two weeks' full payment to terminate your child's enrollment in child care regardless as to whether your child is present (except for the trial period). If two weeks' notice is not given, you are still financially obligated for the two weeks of child care fees and late payments; two weeks' full payment still applies when notice is given in conjunction with provider's vacation. We reserve the right to terminate any child at any time for any reason, if this unity isn't working out.

A Few Final Thoughts:

As a parent in my child care home, please...

- ☉ Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with me;
- ☉ Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;
- ☉ Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;
- ☉ Call me! Your concerns and feed back are important to me.

Signature of Parent/Guardian: _____ Date: _____

Signature of Daycare Provider: _____ Date: _____



Myles Ahead Child Care & Learning Center, LLC
We go the extra "MYLE" for your child