

Strafford Child Development Center



2026-2027 Daycare Handbook

Hours of Operation

Monday - Friday: 7:00 a.m.- 6:00 p.m.

Closed: Holidays, School Breaks, Snow Days

Daycare Director: April Potter

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Welcome to the Strafford Early Childhood Development Center

Our Goal

One of the most critical stages of development and learning is from birth to five years of age. The first five years of child development are crucial to their health, well-being, and overall trajectory of their lives in a variety of ways. Keeping all of this in mind, we believe children's play is their work and through that work, they are learning. Each child is special and unique.

Our program serves children ages six weeks through five years. It is our goal to provide a quality program for children in a safe, healthy, and nurturing environment. By promoting the physical, emotional, social, and cognitive development of children, we strive to meet the needs of children and their families. Our daycare classes follow the same curriculum that our preschool follows, "Handwriting Without Tears", starting as early as the 3-year-old class. It is a program that uses entertaining, fun, and educationally sound instructional methods to teach handwriting to students.

It is important for each child in our center to:

- Feel safe and accepted.
- Learn how to share and play/work with others.
- Have opportunities to develop independence.
- Build and maintain positive self-worth.
- Learn and practice making wise choices.
- Develop a sense of self value and respect for others.
- Have successful learning experiences that build a foundation for academic experiences and lifelong pursuits.
- Develop knowledge of basic skills (i.e. counting, alphabet, colors, shapes, letter and number recognition, etc.)
- Develop beginner writing skills.
- Express themselves positively.
- Use curiosity productively to extend their interest.
- Gain self-confidence.

Enrollment Procedures:

To enroll a child in our program, parents must first visit our facility and receive the necessary forms to be used for enrollment. Enrollment is based on availability and waiting list placement. We will enroll children of Strafford High School students, Strafford School District employees, and children from families in the community (in that order).

The following enrollment forms must be completed and returned *prior* to admission into the program:

1. **Enrollment form**- must be completed thoroughly front and back (including full addresses)
2. **Medical form** - must be completed and signed by your child's physician *prior* to admission into the program, and must be updated yearly.
3. *****Immunization Records- Updates** are required when new immunizations are given. Those records can be faxed to us from your doctor's office to (417) 736-7017, or given to your child's teacher when your child returns.

*" In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Strafford Child Development Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact April Potter and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

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*****If Strafford Schools are closed or cancelled, the center will also be closed/cancelled.**

Parents should listen to public announcements concerning emergency closings due to inclement weather or reasons beyond our control. Parents should also check their program calendars for scheduled closings. We currently use the Remind 101 system and Procure App to reach parents. Please be sure to give an email address and cell phone number to ensure enrollment for notifications. **In the case of an emergency closing, children should be picked up from the center within one hour of notification.**

Security, Visitor, and Drop-off Policy

Security- In order to provide our students with the safest possible learning environment, the Strafford R-VI School District has a security system at the Cogdill Early Childhood Center.

The building will remain locked at all times. Entrance into the building is limited, and will require the use of our intercom/camera and buzz-in system. The first set of doors at our East entrance will be open, however the second set of doors will remain locked. To drop off your child(ren), please push the “doorbell” button located on the intercom unit and wait for assistance to speak to the attendant. The intercom/camera unit is located on the wall between the second set of double doors. Once the button has been pushed we can not only hear you, but see you as well so please face the camera when you push the button.

**** YOU MUST BRING YOUR PICTURE ID AND CAR TAG EVERY DAY TO PICK UP (You have the option of taking a picture on your phone of both of these items and show the picture to pick up if you prefer)**

- 1) Parents/Visitors-** In order to keep in compliance with the rules established by the school district at the beginning of the year, ***nonessential visitors are not permitted in the classrooms.*** ****Please be understanding of this rule, because it is done for the safety and security of your children.**
- 2) Drop-off-** Please make drop-off and pick-up brief.

***If you are dropping off late, please do not drop off during their scheduled naptime (12pm-2pm), this disrupts the entire classes nap.**

***If you have a child that is in the infant/toddler room, please drop off at the North Door. If you have a 2, 3 or 4-year-old, please drop off at the East Door.**

***If you have multiple children of different ages, you will have to drop off at both doors.**

Emergency Procedures

- **Fire-** Drills will be conducted monthly. An approved site is designated to provide maximum safety for children should a fire occur.
- **Tornado-** Tornado drills are conducted every 3 months. An approved site is designated to provide maximum safety for children should a tornado occur.
- **Evacuation-** Campus-wide evacuation drills will be conducted by the school district. Evacuation will be under the direction of the Superintendent, Principals, or Center Director. In the event of an evacuation, parents will be notified where to pick up their child.
- **Intruder / Lockdown** - In the event of a lockdown, NO ONE will be admitted or released from the facility until the all-clear command is given by the person in charge of the lockdown.
*Emergency Procedure maps can be found on the wall near the main entrance of each classroom.

Accidents/Injuries

In the event of an accident, parents will be notified by phone or when the child is picked up. First aid will be administered by the center staff or school nurse. The Director, supervisor in charge, or school nurse will determine if the child should be transported to an emergency facility. If the decision is made to transport, the parents will be notified before or as the child is being transported to the location listed on the enrollment form. An incident report will be completed, by the supervising teacher, for all parties involved. The incident report will need to be signed at the time of pick-up.

Medication

****A medication form must be filled out prior to medication being administered. All medication must be in the **original container with the label attached**. Prescription medications must be labeled and include the pharmacy, child's name, physician's name, date, medication name, dosage, and time information. We will not administer ANY prescription medication/over the counter medication beyond the recommended dosage.**

Ill Children

Upon arrival, observation of children for illnesses or contagious disease shall be noted. If a contagious disease occurs, parents will be notified immediately. Parents must pick up their child within **one hour of notification**. Symptoms include, but are not limited to:

- **Temperature of or above 100.0° by mouth or 99° under the arm**
- **Teething DOES NOT cause a fever**
- **Vomiting or loose stools**
- **Severe coughing** (turns red, whooping or croupy sounds)
- **Difficulty breathing**
- **Yellowish skin or eyes**
- **Unusual spots or rashes**
- **Sore throat / trouble swallowing**
- **Severe itching of body or scalp**
- **Matted or oozing eyes**
- **Any other medical concerns at the discretion of center staff and/or listed by Office of Child Care and/or Department of Elementary and Secondary Education**

Children will be monitored until they are picked up. If a parent does not respond, the center may be obligated to notify 911 emergency systems and have the child sent for medical attention.

*****Children WILL NOT be allowed to return until they are FREE of symptoms (without medication) for a minimum of 24 hours.**

Teething

*Classic signs and symptoms of teething include:

Excessive drooling

Chewing on objects

Irritability or crankiness

Sore or tender gums

Slight increase in temperature — **but no fever**

Many parents suspect that teething causes fever and diarrhea, but researchers say these symptoms aren't indications of teething. Teething often starts around the same time babies begin to outgrow the immunity they received from their mothers during the prenatal period. During this time (5 to 7 months of age) babies become more vulnerable to common childhood infections. Don't assume that fever or other symptoms are a result of teething, because serious infections might be overlooked.

Communication

Teachers communicate with parents throughout the day via the Procare App. Here you can be kept up to date with what's going on in your child's class, what and when they've eaten, how often they are being changed, pictures and videos, and any upcoming information that you need to keep in mind. We also use the Remind App to update parents with reminders of upcoming events. You will receive notifications on both platforms in the event of early dismissals or weather related emergencies. And as always, you can contact your child's teacher, or me, via phone or email.

Child's Supplies

Parents will need to provide the following supplies for their child:

- * **3 Boxes of Kleenexes (we may ask for additional boxes if supplies run out)**
- * **Diapers**
- * **If wearing Pull-Ups, they must have sides that refasten**
- * **Wipes**
- * **Bottles/Cup** - marked with your child's name, premixed/ready to heat
- * **Baby Food** - marked with child's name
- * **1 Blanket / 1 Travel Size Pillow** - Marked with your child's name
- * **Extra Clothes to be kept at school in case of accident**
- * **Shoes (children must wear shoes whenever outside of the classroom)**

Classroom Placement

Our classroom placement is made according to age and developmental progress. We make it our highest priority to ensure that your child(ren) are placed in an environment that support and enhance their current level of learning and development. If you have any questions or concerns regarding your child's placement, it must be addressed with the Director.

***Note: As of the 2015-2016 school year, prior to promotion to the three-year-old classroom, all students MUST be potty trained.**

Tuition and Fees

Our program is a **Full-Time** Daycare/Pow Wow Program. There will be a non-refundable enrollment fee of \$35.00 per child due at the time of enrollment. Accounts are billed on Mondays for the previous week. Tuition is due by that Friday for the previous week; late fees will be applied if your account is past due. A late fee of 10% of your daily rate will be applied for every day your bill is past due. Your child will be removed from the center if you have an outstanding account of more than 2 weeks. A late fee of \$10.00 will be charged per child, after 6:01 p.m., for every 10 minutes your child is picked up late from the program. If extenuating circumstances arise, and you need to make special arrangements to pay your bill, those arrangements must be made **and approved** prior to your bill being past due.

Daycare Tuition Rates

Community			Out of District		
Age (months)	Potty Trained	Weekly Rate	Age (months)	Potty Trained	Weekly Rate
0-24		\$225	0-24		\$235
24-36		\$205	24-36		\$215
24-36	*	\$190	24-36	*	\$200
36-48 +		\$180	36-48 +		\$190
36-48 +	*	\$150	36-48 +	*	\$160

Pow Wow Rates

****We are a full-time program that costs \$50 a week during the school year.** If you have multiple children, a discount will be applied. A \$35.00 yearly enrollment fee will be required at the time of registration. ***Our summer program is only available if your child has attended our after school program for at least two months prior to school being out.**

Our rates are as follows:

- ❖ \$50 a week for one child (3:00 - pick up)
- ❖ \$45 a week for each additional child

- ❖ \$15 for an early dismissal day for one child (12:30 – pick up)
- ❖ \$12 for each additional child

- ❖ \$25 per child for a full day (7:00 a.m. – pick up (or 6:00 p.m.))
- ❖ \$20 for each additional child

***Accepted Payment Methods:** We accept Cash, Check, State Pay, and Credit/Debit Cards. There is a 2.7% processing fee applied to all credit/debit card payments. There is no fee for paying by cash or check.

***Potty Trained (PT):** The child must have no more than two accidents within a two-week trial period.

***Multiple Child Discount:** If you have more than one child within the facility, there will be a 10% discount applied to the lesser tuition.

Infant Safe Sleep Policy

Facility Name: Strafford R-VI School District/Daycare

Facility DVN: 001149180

Date Adopted: 2015

Purpose:

The purpose of the Safe Sleep Policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics (AAP). Missouri child care licensing rules require licensed child care facilities to provide parent(s) and/or guardians(s) who have infants in care be provided a copy of the facility's safe sleep policy.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Child care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy:

Safe Sleep Practices

- ✓ Infants will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
- ✓ When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.
- ✓ Sleeping infants shall have a supervised nap period. The caregiver shall check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping or when they awaken.
- ✓ Equipment such as a sound machine, that may interfere with the Caregiver's ability to see or hear a child who may be distressed, is prohibited.
- ✓ Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment.

- ✓ The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the skin, and to check on the infant's breathing and placement of the pacifier (if used).
- ✓ All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed every three years.

Safe Sleep Environment

- ✓ Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.
- ✓ Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. **We may use sleep clothing (i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.**
- ✓ No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.
- ✓ Toys and stuffed animals will be removed from the crib when the infant is sleeping. **When indicated on the *Infant and Toddler Feeding and Care Plan* or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.**
- ✓ Only an individually-assigned safety-approved crib, portable crib, or playpen with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.
- ✓ Only one infant may occupy a crib or playpen at one time.
- ✓ Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep or nap time.

- ✓ No person shall smoke or otherwise use tobacco products in any area of the child care facility or school grounds at any time.
- ✓ Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.
- ✓ All parents/guardians of infants shall be informed of the facility's written Safe Sleep Policy at enrollment.
- ✓ To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

Nutrition

Breakfast, lunch and snack will be provided by the center unless previous arrangements have been made with the center director. Please do not allow your child to bring gum, candy, or food items to school unless you have approved it with the director prior to bringing it. If your child would like to bring a special snack to share with a class, please follow the guidelines below.

Please be aware, we have some children who have serious allergies to peanuts, dairy, tomato, soy, grains, and some fruit.

****Any food or drink must be purchased and in the original container. Content labels / purchase receipts must be presented to a staff member prior to serving the snack. Home baked items will not be served. The Director should be notified in advance of any special occasion snacks. Birthday candles or items with flames WILL NOT be used.**

Weather Appropriate Clothing

Each child must have an extra set of clothing at the center in the event of an accident. All clothing should be labeled with your child's name. Shoes and shirts must be worn during program hours. If a child does not have an extra change of clothes and an accident occurs, parents will be called to bring a change of clothing or pick the child up.

Children will be permitted to go outside if the temperature is between 40 and 100 degrees with wind chill and heat index figured in. Outside play is an important part of our program. Weather appropriate clothing should be worn daily. Every day, send your child with a coat/jacket during cooler months.

Toys

The center will make a wide variety of equipment and supplies available for children. We ask that **personal toys be kept at home** to avoid loss or broken items. Any exceptions should be discussed with the director. We **will not** be responsible for lost or broken toys. All center equipment is sanitized on a daily basis to reduce the spread of germs.

Conferences

Conferences between parents, staff, and children may be arranged at an acceptable time for all concerned parties. Parents wishing to have a conference should make their request to the center Director in writing.

Videotaping / Photographing

The center will not allow any videotaping or picture taking during center hours by anyone other than center or school district personnel, unless prior authorization has been obtained. Those tapes/photographs will be considered the property of Strafford Schools and will be used under the direction of the administration; **including, but not limited to, use on the school website**. If you do not wish to have your child included in media publications (which may include: district, building, classroom newsletters, district website, etc.), please notify the Director in writing.

Daily Activities

Daily schedules include time for the following activities:

Sensory Tables provide a variety of wet/dry materials to manipulate.

Art / Craft Center allows children the opportunity to create and explore with scissors, glue, paper, markers and other creative materials.

Dramatic Play enables children to explore their imagination, express their feelings, and role play using housekeeping equipment, dress up clothes, and a variety of other supplies.

Building and Construction can be done using blocks, Lincoln Logs, cars and trains.

Circle Time- We foster literacy by providing opportunities to use books and music.

Music and movement are a daily part of activities. We sing songs, read books, recite the alphabet, and count.

Manipulatives are a variety of Legos, puzzles, stringing beads and other equipment to foster fine motor growth.

Playground or Gym Provides opportunities for running, jumping and other gross motor skills.

Behavior Expectations and Discipline

The children in our Center will be allowed to express themselves, but will also be expected to follow a simple and understandable set of rules. The rules will be explained to the children on a level that they will understand. The rules and expectations will be appropriate for the developmental level of the children within the class.

The staff will use constructive and age appropriate methods and discipline to help the children develop self-control and the ability to assume responsibility for their actions, as well as praise and encouragement to reinforce good choices. A separation of one (1) minute for each year of the child's age may be used if necessary to resolve the issue at hand. However, **no child** will be permitted to intimidate or harm others, themselves, or destroy property. If this occurs the child may be removed from our facility at the discretion of the administration.

Biting Policy

We understand biting in young children is normal in early childhood development. Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response. Most of these reasons are not related to behavior problems. Therefore, we will not focus on the punishment for biting, but on effective techniques that address the reason for biting. Registration and tuition paid will not be refunded if a child is suspended for biting.

The Biting Policy is as follows:

- The bitten area is cleaned with soap and warm water. Ice is applied to the bite. If at any time the skin is broken due to a bite, both parents of the children involved will be contacted.
- The first time a child bites another child, the parent will be informed, but not required to remove the child.

The policy for HABITUAL biting is as follows:

- If a child continues biting and is biting 2 or more times a day (regularly), and is causing undue stress to the other children in the environment, this is considered

a severe situation and it will become necessary to send the child home.

- Any child who bites 2 times in the same day will not only have to be picked-up immediately, but they cannot return for 24 hours.
- If after returning to SCDC from the one-day suspension, a child bites for the third time, the child must be picked up immediately and cannot return for 48 hours.
- If the child bites again after returning from the two-day suspension, he or she will receive a one-week suspension from SCDC.
- If after returning from the one-week suspension the child bites, permanent suspension may occur at the discretion of the administration.

Written Notice

A written notice must be given two weeks in advance if a child is leaving the program.

Any teen mother enrolled in Strafford Schools wishing to enroll her child in the program must give a 90-day notice to the Director prior to admission. Preference will be given to children of Strafford Students and School District Employees. Space will depend on availability and will be filled according to placement on our waiting list.

Dismissal Policy

Children may be dismissed from the program after:

- *A child has been picked up late from the program three times.
- *Late fees must be paid before a child may return to the program.

*Office of Child Care / DESE

Rule 5 CSR 25-500.132 (11) and (12)

- 11) “After attempts have been made to meet a child’s individual needs, any child who demonstrates an inability to benefit from the care offered by the child care provider or whose presence is detrimental to the other children may be discharged from the facility.”
- 12) “Care of a child may be discontinued if the provider and the parent (s) cannot establish a mutually satisfactory working relationship.