# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>CDC Mission</td>
<td>2</td>
</tr>
<tr>
<td>CDC Philosophy</td>
<td>2</td>
</tr>
<tr>
<td>CDC Goals</td>
<td>2</td>
</tr>
<tr>
<td>CDC Staff</td>
<td>3</td>
</tr>
<tr>
<td>CDC Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>Absences</td>
<td>5</td>
</tr>
<tr>
<td>Accident/Injury Policy</td>
<td>13</td>
</tr>
<tr>
<td>Admittance Policy</td>
<td>4</td>
</tr>
<tr>
<td>Arrival at the Center</td>
<td>9</td>
</tr>
<tr>
<td>Birthday Celebrations</td>
<td>11</td>
</tr>
<tr>
<td>Biting Policy</td>
<td>15</td>
</tr>
<tr>
<td>Changes</td>
<td>19</td>
</tr>
<tr>
<td>Child Abuse and Neglect Policy</td>
<td>16</td>
</tr>
<tr>
<td>Child and Adult Care Food Program</td>
<td>11</td>
</tr>
<tr>
<td>Clothing</td>
<td>5</td>
</tr>
<tr>
<td>Custodial and Non-Custodial Parents</td>
<td>17</td>
</tr>
<tr>
<td>Daily Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Diets (Special)</td>
<td>11</td>
</tr>
<tr>
<td>Departures</td>
<td>13</td>
</tr>
<tr>
<td>Disaster Plans</td>
<td>18</td>
</tr>
<tr>
<td>Enrollment Forms</td>
<td>8</td>
</tr>
<tr>
<td>Family Information Change</td>
<td>8</td>
</tr>
<tr>
<td>Family Involvement Policy</td>
<td>7</td>
</tr>
<tr>
<td>Family Orientation</td>
<td>7</td>
</tr>
<tr>
<td>Fees and Tuition</td>
<td>6</td>
</tr>
<tr>
<td>Field Trips</td>
<td>12</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>6</td>
</tr>
<tr>
<td>Financial Aid Payment</td>
<td>7</td>
</tr>
<tr>
<td>Guidance Policy</td>
<td>16</td>
</tr>
<tr>
<td>Holiday Celebrations</td>
<td>6</td>
</tr>
<tr>
<td>Holidays and Vacations</td>
<td>5</td>
</tr>
<tr>
<td>Hours/Days of Operation</td>
<td>4</td>
</tr>
<tr>
<td>Illness Policy</td>
<td>14</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>5</td>
</tr>
<tr>
<td>Infant Diets</td>
<td>11</td>
</tr>
<tr>
<td>Infant Sleep Policy</td>
<td>12</td>
</tr>
<tr>
<td>Late Pick-Up Fees</td>
<td>6</td>
</tr>
<tr>
<td>Licensing</td>
<td>1</td>
</tr>
<tr>
<td>Meals</td>
<td>10</td>
</tr>
<tr>
<td>Medication Policy</td>
<td>15-16</td>
</tr>
<tr>
<td>Nap Time</td>
<td>12</td>
</tr>
<tr>
<td>Observation and Research Class</td>
<td>3</td>
</tr>
<tr>
<td>Outdoor Play</td>
<td>12</td>
</tr>
<tr>
<td>Parent Concerns</td>
<td>18</td>
</tr>
<tr>
<td>Parent Mailbox</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>8</td>
</tr>
<tr>
<td>Payment Policy</td>
<td>6</td>
</tr>
<tr>
<td>Personal Belongings</td>
<td>9</td>
</tr>
<tr>
<td>Personal Records</td>
<td>17</td>
</tr>
<tr>
<td>Promotion Policy</td>
<td>13</td>
</tr>
<tr>
<td>Supplementary Education</td>
<td>17</td>
</tr>
<tr>
<td>Termination of Care</td>
<td>17</td>
</tr>
<tr>
<td>Toilet Trainers</td>
<td>12</td>
</tr>
</tbody>
</table>
The MSSU Child Development Center is operated in accordance with federal laws prohibiting discrimination on the basis of race, sex, age, disability, religion, or national origin.

The Child Development Center is licensed by the Missouri Department of Health and Senior Services. A licensing agent from the Bureau of Child Care inspects the center several times each year. We are also inspected by the sanitation and fire departments each year. A copy of Licensing Rules for Child Care Centers is available upon request or on the Missouri Department of Health and Senior Services web site for your review, [www.sos.mo.gov/adrules/csr/current/19csr/19c30-62.pdf](http://www.sos.mo.gov/adrules/csr/current/19csr/19c30-62.pdf). Our license number is 000183377. The center’s compliance and inspection reports can be viewed on [http://health.mo.gov/index.php](http://health.mo.gov/index.php).

**Introduction**

Welcome to the Missouri Southern State University (MSSU) Child Development Center (CDC)! We are housed in the south end of the Gene Taylor Education building on the campus of MSSU. We have been in operation since 1986.

This booklet provides information about the educational program at the CDC, and the policies that govern it. We hope that you will find this information helpful.

If you have any questions or concerns, please talk them over openly with your child’s teacher. We look forward to a long and rewarding relationship with you and your children.
Child Development Center Mission
To provide a safe, nurturing environment for the children of MSSU students, faculty, staff, and alumni.

Child Development Center Philosophy
To offer a developmentally appropriate curriculum in a warm and supportive environment. The CDC is committed to providing high quality care and enriched educational opportunities where children can develop emotionally, socially, intellectually and physically.

Child Development Center Goals and Objectives
Based on a developmental philosophy, the CDC proposes to aid each child in developing the following goals:

Cognitive Development (Goal)
- The child will begin to develop curiosity and intellectual abilities necessary for the enjoyment of lifelong learning.
- The child will recognize/remember and connect experiences.
- The child will demonstrate flexibility and inventiveness in thinking.

Communication Skills (Goal)
- The child will listen and express thoughts and needs with increasingly complex language
- The child will use conventional grammar.
- The child will engage in conversations with peers and adults

Physical Development (Goal)
- The child will begin to develop attitudes and skills that promote physical fitness and motor control.
- The child will demonstrate gross-motor skills of crawling, walking, kicking and throwing.
- The child will demonstrate fine-motor skills using drawing and writing instruments

Social/Emotional Development (Goal)
- The child will develop a beginning understanding of “self” as both an individual and cultural identity.
- The child will begin to acquire and develop language as a personal and social means to enhance communication and learning.
- The child will interact and form positive relationships with peers.
- The child will begin to develop social understandings necessary for interacting effectively with peers and adults in the environment.
Child Development Center Staff
The CDC employs four full time lead teachers. The acting director, Nikki Tappana holds a Master’s degree in Curriculum and Instruction and a Bachelor of Science in Early Childhood. The three lead teachers are required to hold Bachelor degrees and currently two of the lead teachers are licensed practical nurses. Teacher Assistants are all university students that are working towards degrees with an emphasis towards children. With the number of staff employed, we are able to easily maintain appropriate adult to child ratios. We are required to maintain ratios of 1:4 for the infant and toddler (1 year olds) room, 1:8 in our 2 year olds room and 1:10 in our preschool age rooms. All staff maintains current evidence of the appropriate medical examinations and background screening. All staff members register with the Family Safety Care Registry upon employment and a background check is obtained annually.

Observation & Research
Parents are welcome to visit the CDC anytime to observe their child in the classroom or from one of the observation rooms. Observing allows you to note age and individual differences related to behavior patterns and to watch your child as he or she interacts in a social environment. Keep in mind when observing you are only seeing a “glimpse” of a situation, so feel free to talk with your child’s teacher if you have any questions or concerns about an observation.

The CDC operates as an educational laboratory to many academic programs at MSSU. Early childhood education majors, nursing majors as well as other students from other departments use the center for observation throughout the year. When a student needs to work one on one with our children they are accompanied with a CDC staff member. Families are not obligated to allow their children to participate in any educational or research projects. Families will receive a permission slip requesting permission before a student works directly with one of our children. All research activities will be conducted within the Child Development Center.

Child Development Center Curriculum
The teachers and their assistants in the CDC realize that young children learn by hands-on, interesting and interactive experiences. The CDC uses Creative Curriculum to guide and scaffold children’s emerging intellectual and social growth. Creative Curriculum encompasses different learning environment; individual, small group and large group learning centers and outdoor areas.
Admittance Policy
Enrollment in the Child Development Center
Children or grandchildren, six weeks to five years of age in one of the following categories:

- MSSU student - Undergraduate students for Fall and Spring Semesters, a student must be enrolled in a minimum of six hours of course work each semester at Southern. Graduate students, for the Fall and Spring Semester, must be enrolled in a minimum of three hours of course work each semester at Southern. Summer undergraduate and graduate students, who was enrolled in the Fall or Spring, their child is eligible for Summer enrollment in the Child Development Center without having to attend Summer session university courses.

- MSSU Staff Member- An individual working in a regular part-time or full time position at MSSU

- MSSU Faculty Member- An individual under contract as a faculty member at MSSU.

- MSSU Alumnus- A person who has graduated from Missouri Southern State University.

Children will be accepted for enrollment on a first-come, first-served basis with priority given to children who are continuing from a previous semester and to siblings of already enrolled children. It is never too early to apply for a desired age of admittance. The CDC maintains a waiting list.

In order for children to have consistent care and full benefit of our educational program, they are enrolled on a regular schedule. Parents will be required to complete an Agreement Form at the beginning of each semester, in which they will specify the child’s schedule. For example: Monday, Wednesday, and Friday; 9:00am-2:00pm. Children must be enrolled for a minimum of two days per week. Schedule changes may be made up to one week after classes begin each semester. After that date, the schedule shown on the Agreement Form will be followed. Additional days may be added throughout the semester as room and staffing permits.

Hours/Days of Operation
The CDC is open from 7:00 am until 5:30 pm, Monday-Friday during the fall and spring semesters of the school year. Any child picked up after 5:30 pm will be charged a $1 a minute, the time clock automatically charges for every late minute.
Summer session hours of operation are: Monday –Thursday 6:45 am -5:30 pm. If summer enrollment is high, the CDC will also be open on Fridays 7:00 am – 5:30 pm. The CDC is open for MSSU intersessions.

**Inclement Weather**
Occasionally, MSSU will close campus due to hazardous weather or other unforeseen events. Notification of closed classes for MSSU will be posted on the MSSU web page, and announced on local television and radio stations. Parents will be notified if the campus closes early. The CDC will remain open until all children can safely be picked up.

**Clothing**
Children at the CDC will be involved in messy art projects, water/sand play, and outdoor play. Please dress your child in clothing appropriate for an active time. We prefer that children not wear sandals or other open shoes. Sandals also fail to offer adequate toe protection from riding toys. Each child is required to have a complete set (underwear, shirt, pants, and socks) or two of season appropriate clothing in his or her cubby at all times. Parents will be notified if we do not have a change of clothing for their child. Toilet Training children need to wear elastic waist pants. This will help the their toileting routine. Make sure your child is dressed appropriately for the weather—a coat, warm pants, boots, hats, and mittens are necessary during the winter months; shorts are appropriate when the weather is hot.

**Absences**
Classroom teachers are to be notified if your child is going to be absent from school. If your child is ill, please let the classroom teacher or director know especially if they are contagious. Classroom teachers will be calling to check on children that are absent 2 or more days without a phone call.

**Holiday & Vacations**
The CDC is closed in observance of holidays the following holidays: Labor Day, Wednesday, Thursday and Friday of Thanksgiving weekend, Independence Day, Memorial Day, and the December holidays until the day after New Year’s Day. Holiday closings will be on your monthly calendar and also posted in the center as a reminder to families. Families are not billed for holidays.

The CDC is closed two weeks directly after the summer session to allow for professional development and custodian access for cleaning and repairs.
**Holiday Celebrations**

It is the policy of the CDC to avoid interfering with religious beliefs. Should holiday celebrations run counter to your personal beliefs, please talk with your child’s teacher to determine an alternative arrangement. However, children may share their own individual holiday experiences with teachers and other children without censure. Children learn to respect and appreciate cultural differences through child-initiated sharing.

**Fees and Tuition**

- There is a $25.00 enrollment fee per child per semester (fall, spring, summer semesters)
- Infant and toddler classroom is $33.00 per day.
- Two year olds through six year olds are $27.00 per day.
- There is a $1.00 per minute fee past 5:30 pm.
- **Record of attendance is required for state licensing, federal food program and financial assistance. The key pad MUST be used to clock in and out your child.**
- Tuition is charged for days your child is scheduled to be at the CDC. No refunds will be made for absences.

**Payment Policy**

Families will pay for child care services two weeks in advance. Payments will be made in the lock box by the CDC doors. Checks may be put in the drop box; cash may be placed in an envelope labeled with the parent and child’s name. Debit and credit card payments may be made at the CDC front desk; however a $3.00 additional service charge will be added to your account.

**Late Payment Policy**

Payments are due every other Monday. If payment is not received by Wednesday, your door code will be blocked. Non-payment by the end of business on Wednesday will prohibit your child’s return to the CDC until all payments are up to date, including the days missed.

**Financial Assistance**

The CDC gladly accepts payments from agencies such as the Division of Social Services (DSS, also known as State Assistance), National Association of Child Care Resource and Referral Agencies (NACCRRA, military families), etc. Families should indicate on their Agreement Form that they will be receiving assistance from these agencies. It is the parent’s responsibility to contact the agency offices to determine eligibility and authorization amounts before enrollment.
Your child’s attendance directly impacts the amount of reimbursement that these agencies contribute. For instance, DSS requires that your child be present at the CDC for at least 5 hours a day to receive the full reimbursement amount for the day. Please keep in mind that the amount authorized may not cover the entire amount of your child care fees. You will be responsible for the remaining balance of your account that financial assistance does not pay. Additional forms are required for families using the agency assistance and will be provided by the director. If you have questions, please speak with the CDC acting director.

**Financial Aid CDC Payment Reimbursement to Parents**

MSSU Students who note on their child’s enrollment form that they wish to have Financial Aid applied to the Child Development Center tuition will have the full amount for scheduled days of attendance drawn from their MSSU Student Accounts. CDC parent(s)/MSSU Student(s) who receive financial assistance, such as DSS, will be reimbursed all funds upon receipt from agencies on behalf of their child. Agencies such as DSS pay for services rendered. Therefore, it is very important that parents clock in and out every single day with their pin number. Non-pin numbered adults picking up children need to sign-in on the clipboard (signature is required), note the time of pick up, and the name of child. Parents need to sign their monthly time sheets for the to assure payment.

**Family Involvement**

Each child’s social and emotional growth is positively fostered by bridging home life and school. Our open door policy encourages parents to come and visit, have lunch or play with their children any time. Parents may also view their child through observation windows. Teachers and classroom assistants are available to speak briefly every day when parents pick up their children. Parent teacher conferences are held twice a year (October and April) to discuss children’s goals and progress. Arrangements are easily made if parents and teachers feel a need for more frequent meetings.

Infant and Toddler parents receive a detailed daily note about their child’s day. Two year olds through preschoolers receive weekly “Happy Notes” on their cubbies. These “Happy Notes” give a brief description of what your child enjoyed playing that day. Parents also will receive a monthly newsletter (e-mailed) informing of upcoming events and classroom themes. The newsletter is also posted on the Parent Bulletin Board beside the front desk.

The Child Development Center will host a family activity almost every month (see calendar for exact dates and times). Back-To-School evening in August,
Grandparent’s Tea in September, Fall Festival in October, A Winter Activity, Valentine’s Day party, and the graduation of five year olds in May. These activities are not mandatory, but are a lot of fun for everyone!

**Family Orientation**

Making our families feel comfortable is one of our goals at the Child Development Center. To better orient parents and children, we allow drop-in visits to the facility before the child begins attending. These are to be short 15 or 20 minute visits. The parents may stay in the classroom or in the observation room while the child visits his or her class. Insurance constraints prohibit parents from leaving an un-enrolled child at the CDC. While the child is in the room, the parents will be able to go over any questions or concerns that they have with the CDC staff. Open communication between parents and teachers is essential for a positive school experience.

**Enrollment Forms**

The following information must be completed at least 24 hours prior to the admittance of each child:

- Signed *Agreement Form* (You will receive one each semester.)
- *Child Enrollment Form*
- *Medical Examination Report*—must be completed by child’s physician and returned no later than 30 days after initial enrollment
- Copy of child’s immunizations (current and updated)
- Signed *Note of Understanding*; receipt of a Family Handbook

It is the responsibility of the parent/guardian to maintain up to date information regarding their child. Failure to provide these items will result in your child’s enrollment being delayed or terminated. Parents will update their family information at the beginning of each semester.

**Family Information Change**

If there is a change in your address, home or work telephone number, emergency contacts, or family status, please notify us so that we can note the change in your child’s file. It is important that we have correct information on file in the event of an emergency. It is especially helpful to know of new family situations such as separations, divorce, remarriage, a new baby, family illness, etc.; as such changes may affect your child’s mood or behavior. We can often help your child deal effectively with a new family condition, if we are informed in advance. If your child has special health problems, unusual stresses, or obsessive fears, please let us know.
Parking
Parking spaces for families dropping off and picking up children are located west of the playground. Parents may also pull under the canopy or beside the sidewalk to drop off or pick up children. These spots are for temporary parking only, violators will be ticketed. Please do not leave your car running or leave unattended siblings in your vehicle when arriving or leaving the center.

Personal Belongings
Each child will be assigned a cubby in the hallway outside his or her classroom. Children may use the cubby to store jackets, backpacks, and nap items. Please check your child’s cubby or classroom mailbox daily for your child’s work. Since our teachers prepare many activities for your children to engage in while at the CDC, personal toys need to remain at home in order to avoid conflict, loss, or damage. Weapons, real or pretend, are never permitted at the CDC. Please check with your child’s teacher if your child has something unique to share with the class such as a book or other activity that may be enjoyed by the entire group. All clothing items should be clearly and permanently labeled to minimize loss or confusion.

Arrival at the Center
Children must stay with their parents/guardians when entering and exiting the building. Upon arrival at the CDC, you will use the key pad (using an assigned code) for admittance. Non-pin number people need to sign the clipboard by the front desk and record the date, time, child’s name and signature. The key pad maintains required attendance records for all children enrolled. Please notify your child’s teacher if there will be a change in your child’s daily schedule, especially if someone other than yourself is picking up your child.

After signing in your child, please accompany them to their classroom. This allows for a smooth transition for your child. Under no circumstances should your child be allowed to find his or her own way into the CDC.

We ask that you refrain from using your cell phone in the center as it is distracting to the activities in the classroom and interferes with parent-teacher communication. Your child deserves your full attention when being dropped off or picked up.

Some children are eager to attend school; others are hesitant to have their parents leave. If a child has difficulty separating from their parent, it is best if the child is given to a teacher or assistant and the parents leave, always saying goodbye and leave decisively. Do not sneak away from a child. Children who cry when their parents leave almost always settle down quickly and begin
enjoying their day. Parents are encouraged to call the center or use an observation room to check on how their child is doing if they are concerned.

Sample Daily Schedule

7:00-8:30am  Arrival & Work time
8:30-9:00am  Breakfast
9:00-9:30am  Small Group
9:30-10:30am Work time
10:30-11:00am Outside
11:00-11:15am Large Group & Prepare for Lunch
11:15am-12:00pm Lunch (each classroom is different)
12:00-2:00pm Nap
2:00-2:30pm  Wake Up & Quiet Activities
2:30-3:00pm  Large Group
3:00-3:30pm  Snack
3:30-4:30pm  Outside
4:30-5:30pm  Classes Combined for Activities
5:30pm  Center Closes

Meals

A nutritious breakfast, hot lunch, and afternoon snack are served daily at the CDC. Every meal and snack is planned to meet the child’s daily nutritional requirements. Therefore, we request that families not bring in outside food. Weekly menus are posted on the main bulletin board. Breakfast is served at 8:00 am. Hot lunches are catered by Sodexo, which is the food service that serves meals for the university dormitories. Lunch is served at approximately 11:15 am in the Toddler Room, 11:20 am and 11:30 am in the Preschool Rooms. An afternoon snack will be served at approximately 3:00pm. Please have your child here at those times, if he or she will be eating meals at the CDC.

Meals will be served in each classroom. Teachers and helpers will sit to eat with the children. Mealtimes are pleasant and relaxed times of food and conversation. Children are encouraged to try new foods, but are never forced. Small portions are served so that large amounts of food do not overwhelm children, but second helpings are readily available.
Parents are welcome to eat lunch with their children. Just let your child’s teacher know that morning so she can include you in the lunch count.

**Child and Adult Care Food Program**
The CDC participates in the Child and Adult Care Food Program (CACFP) sponsored by the Missouri Department of Health. Forms will be given to all families upon enrollment and then on an annual basis. The CACFP is a federal program of the Food and Nutrition Service, U.S. Department of Agriculture. It is operated in accordance with the USDA policy, which does not permit discrimination on the basis of race, color, national origin, handicap, or age, in the meal service, the admission policy, or use of any CACFP facility. Any person who believes that he or she has been discriminated against in any USDA activity should write to the Secretary of Agriculture, Washington, DC 20250.
The CDC is reimbursed by the CACFP for meals we prepare without having to change our enrollment costs for the inclusion of meals.

**Diets (Special Diets)**
Inform your child’s teacher of any food allergies or restrictions at the time of enrollment. If your child has a food allergy or requires a substitution, a *Medical Food Substitution Record* must be competed, signed by a pediatrician and in our files. Parent requests for vegetarian or religious/cultural substitutions are accommodated to a practical degree for feeding a large population of young children with government and program guidelines. The cook decides what vegetarian alternatives for meat, poultry, or fish are to be provided. These are usually cheese, peanut butter, beans, or eggs. If you need substitutions of this type, a written request from the parents will be required.

**Infant Diets**
Following the CACFP, the CDC provides formula, baby food and infant cereal. The CDC supplies one type of formula, Parent’s Choice Infant Formula with Iron (Wal-Mart brand formula). If your infant requires a different type of formula, then you will need to supply it. We also supply the basic vegetable and fruit baby foods. Parents need to introduce the foods first and then we will continue with them at the center when the parents have given permission. Rice and Oatmeal cereals as well as formula are supplied for the infant room by center at no extra charge to the parents.

**Birthday Celebrations**
Birthdays are a special time that we enjoy sharing with your child. Treats may be sent for your child’s birthday; however, all treats must be store bought. We cannot serve homemade goodies. Please give advance notice to your child’s teacher if you intend to bring treats. The teacher will inform you of the
number of children who will be in attendance on the day you plan to bring treats and of any food allergies or special dietary restrictions.

**Outdoor Play**
Outdoor play will be provided daily, unless it is raining, the temperature or wind chill falls below 32 degrees or during extreme heat in the summer months. All children in attendance will be expected to go outside. If your child is too sick to go outside, they should be kept at home until they can participate in all CDC activities including outdoor play. The CDC does not have adequate staff to supervise children indoors when all others are outdoors.

**Nap/Resting Time**
Rest time is a very important part of the child’s daily schedule. Nap time is scheduled from the end of lunch (12:00 pm) until approximately 2:00 pm. Each child will be supplied with a cot for resting purposes. Each child will also be provided a sheet and blanket. Children may bring a favorite stuffed animal, pillow, or blanket if desired. We ask that you not send items that would encourage children to play during nap time. Please be sure to label your child’s belongings with his or her name. Children are not required to sleep, but must remain quietly on their cot 45 minutes, according to licensing. During nap time we dim the lights, play soft music, read to, and help soothe each child. The atmosphere is very relaxing and most children welcome the break from activity.

**Infant Sleep Policy**
Infants sleep on their own schedule and when they are put in their crib to sleep they are placed on their backs until they are 12 months old. No pillows or stuffed animals are allowed in the crib with them. A light blanket is tucked in around the crib mattress, never covering the child’s head. If there are medical reasons as to why your baby cannot sleep on their back, the CDC requires a doctor’s note clearly stating such.

**Toilet Trainers**
If children are ready for toilet training in the toddler’s room, toilet training will commence but most toilet training occurs in the two year old room. The two’s room has two low toilets and two low sinks and toilet training occurs with positive motivation for independence. Messages will be sent home to let you know of successes and if clothing or diaper supplies are running low.

**Field Trips**
The children at the CDC do not take field trips off campus, but enjoy short walking trips on campus throughout the semester. We are fortunate to have access to wonderful campus resources such as the gym, Mayes Dining Hall,
Lion’s Den, library, biology pond, theater, and others. Parents sign a release to allow children to participate in these walking field trips on the Enrollment Form. To ensure safety and proper supervision, the children are accompanied by their classroom teacher as well as by the teachers’ assistants on such trips. A backpack first aid kit, cell phone and an emergency contact list are taken along on all trips.

**Departure**
The CDC staff will release a child to only the enrolling parent or to other adults authorized, in writing, on the Enrollment Form. Children will be released only to adults. For your child’s safety, the teacher on duty will ask for identification from people picking up unknown or not recognized. Do not allow your child to exit the center without your accompaniment. Once you and your child (or person designated by you) are reunited, he or she is no longer the responsibility of the CDC staff.

**Parent Mailbox**
A parent mailbox is located outside of each classroom. You should check your mailbox daily for newsletters, accident reports, announcements and billing statements. Your child’s teacher will have a mailbox beside the parent mailbox.

**Promotion Policy**
The children will transition from the Infant/Toddler Room to the Two’s Preschool Room, Preschool Room and then to the Prekindergarten Room. Movement between the Toddler room and Preschool rooms is based on the availability of the openings and the age of the child. Factors in addition to age of the child may be considered as well; such as progress of toilet training, developmental considerations, and parental preference. Teachers and parents will discuss promotion at the Parent/Teacher Conferences.

**Accident and Injury Policy**
If a child is injured while at the CDC, the staff will take the following steps:

- Administer necessary first aid. There is always at least one person trained in first aid and CPR on duty at all times in each classroom.
- Parents will be notified with a phone call and an Incident Report.
- In the event a parent cannot be reached, the director will secure proper medical attention as indicated by the parent on the Enrollment Form.
• If the staff decides this is an emergency situation, campus security and 911 will be contacted to provide emergency assistance. If necessary, the emergency medical service will transport your child to a medical facility as designated on your Enrollment Form. A parent or listed alternate will be contacted as soon as possible. An attempt to contact your child’s primary health care provider may also be made.

When a child receives a bump or scrape, the teacher will complete the Incident Report. This report describes the nature of the injury and what first aid was administered. This report will be placed in your parent mailbox. You will need to sign one copy for our files.

Illness Policy

Proper care at the beginning of an illness can often shorten its duration and severity. If a child shows signs of illness or infection while at the CDC, the parent will be notified immediately. The child will be provided a quiet place to rest until he or she can be picked up. Parents will be asked to make arrangements to have their child picked up within 30 minutes of notification. An Illness Form will be filled out for you to sign when you pick up your child. Children must be symptom free for 24 hours and able to fully participate in all activities before returning to the CDC.

The CDC will notify parents if their child:
• Has a temperature (100° orally, or 99° under arm) (your child must be fever-free for 24 hours to return)
• Has diarrhea (Has had 2 diarrhea stools)
• Vomits (has vomited 2 times)
• Shows signs of chicken pox, impetigo, or other rash
• Shows signs of “pink eye” (may return 24 hours after antibiotic treatment is started)
• Shows signs of head lice or nits (must be nit free to return)

Parents are required to notify the CDC if their child contracts a communicable disease or illness such as chicken pox, hepatitis, “pink eye”, strep, etc. Parents will be notified if their child has been exposed to a communicable disease or illness. A notice will be placed on the reception desk as well as on each classroom door. Please call the CDC if your child will be absent due to an
illness. If your child is absent from the center for two consecutive days, your child’s teacher will call to see how your child is doing.

**Biting Policy**
Biting is a normal developmental stage for children; however, the Department of Social Services Child Care Licensing Division requires MSSU Child Development Center to provide the safest and healthiest environment for all children under our care.

Biting can occur for many reasons; teething, a lack of language, frustration, want of attention, being overly tired, or simply wanting to see the reaction of another are all reasons why a child may bite.

The MSSU Child Development Center biting policy:

- The 1**st** bite will result in time out and the biting incident will also include a student/teacher discussion. An incident report will also be filled out.
- The 2**nd** bite will result in time out, a talk with the teacher, and an incident report. The child will also be shadowed, meaning the child will always be near or within an arm’s reach of a classroom teacher. A required parent-teacher meeting will also be held.
- The 3**rd** bite will result in an incident report, and the child will be sent home for the rest of the day.
- The 4**th** day will result in being sent home for the rest of the day, and the child the child must remain home for one day more.
- The 5**th** bite will result in suspension of enrollment for six months. The child may then return to the MSSU Child Development Center, if there is an available position.

Teachers will be working to control biting also.

- We will be shadowing students with biting tendencies.
- We will provide quick responses to children who bite, explaining that biting hurts, we don’t bite our friends, etc.
- We are open to implementation of parent approved behavior plans.
Medication Policy
The teacher of each classroom is authorized to administer medication to a child in her care when a parent requests it. To do this, the parent must complete a Medication Authorization Form from the teacher. All medication must be in its original container and labeled with the child’s name and instructions. Prescribed drugs must have a prescription label with the child’s name on it and dosage amount. Over-the-Counter drugs can only be followed by the printed instructions on the bottle and/or box. Please do not indicate to administer medication “as needed” without talking to the classroom teacher (exceptions are asthma medication, Epi-pens, etc.) Medication will NOT be administered if the authorization form is not complete. Please give medication and authorization form to the teacher on duty when you arrive. Medication will be kept in a secure place, locked out of the reach of children and will be refrigerated if necessary. Please do not leave medication in your child’s cubby or bag. A record will be kept for each child indicating dates and amounts of medication and the staff person who administered it.

Please do not leave medication at the CDC. All medication will be discarded if not picked up within one day of usage.

Child Abuse and Neglect
Children need a safe, nurturing environment that assists them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children’s minimum needs for proper nutrition, shelter, medical care, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn at their maximum potential. If you don’t meet your child’s minimal needs, as described above; our staff is mandated to report it to the county child protection agency. It then becomes the role of the child protection unit to work with your family to insure your child’s needs are being met.

All staff members of the CDC are mandatory reporters of suspected child abuse and neglect. This is the law. Anything suspicious in nature will be reported. The Child Abuse Hotline number is 1-800-392-3738.

Should you have difficulty in providing for your own child’s emotional or physical needs, or safety, you are encouraged to ask for help. Our staff can help you find a community resource that can offer assistance.
Guidance Policy
The CDC believes that a developmentally appropriately challenged child is primarily a happy and well behaved child. The CDC is an emotionally safe place to begin learning appropriate social skills within large groups. Positive reinforcement is used liberally and is the preferred choice of guiding children’s social interactions. When there are social disagreements among young children, redirection is used to de-escalate the argument and maintain their dignity in the situation. Older children are taught empathy, fairness, sportsmanship, cooperation and compromise. Sometimes it is necessary to use more tangible means of guidance. Timeouts or removals from the classroom are used to help the child regain self-control to discuss methods to solve their problem. Withholding of food or outside time is never used as a form of discipline. Corporal punishment is NEVER used at the CDC.

The CDC tries to be a comfortable and positive environment for children and families; however we realize we are unable to meet the needs of all children.

Supplementary Education
The CDC is willing to work hand in hand with First Steps, Parents as Teachers, Local School District and Child Care Aware of Southwest Missouri. If you choose to have any of these professionals work with your child at the CDC, arrangements may be made and a CDC staff member will maintain visual contact during instruction periods.

Termination of Care
We understand that, as a parent, you are concerned about the welfare of your child, but, as a center, we need to be concerned with the welfare of all children enrolled in our program. Be assured it is not our goal to exclude children and families from our program. On the contrary, it is our goal to work with families in providing the best possible care for their children.

The CDC may request dismissal from our program for the following reasons:
1. Non-cooperation of parent or child which jeopardizes the health and or safety of others
2. Delinquency in payment of fees
3. Inability of child or parent to adjust to the center’s program
4. Abuse of the 7:00 am opening or 5:30 pm closing times
5. Loss of required affiliation with MSSU.

Personal Records
Parents may ask for a Copy of Records Form from the front desk to request a copy of their child’s personal file from the CDC. The copy will be ready for you within 72 hours of the request.
**Custodial and non-custodial parents**

Custodial and non-custodial parents are expected to confer and agree upon pick up orders for their children. In the cases of joint custody, if a question arises between parents, we request that parents seek agreement without involving the CDC, and informing the director once they reach an agreement.

Should any reason exist why a parent would not be allowed to visit or pick up a child, the school must have a notarized statement to that effect on file. In the case of divorce, a copy of the court order prohibiting visitation rights must also be on file in the CDC. This statement will also be provided to the campus security office should a situation should arise.

**Disaster Plans**

The CDC has plans in place in the event of a fire, tornado, or other emergency. The CDC teachers will help in preparing the children for such disasters through monthly fire, tornado, and intruder alert drills. In the event that we need to evacuate the children and staff away from the center, we will relocate to the Leggett and Platt Athletic Center across the parking lot if the crisis causes us to move again we will move to Billingsly Student Center. Parents will be notified if an emergency situation arises. Emergency contact information will be taken to our relocation area so that we may contact families. A complete disaster plan is available upon request.

**Parent Concerns**

We recognize that parenting is one of the most difficult, intense, and rewarding experiences in your life. We want you to share your thoughts, hopes, and dreams for your child. You want what is best for your child, and we know it is your job to advocate and protect your child.

Occasionally, miscommunications may occur. It is our goal to offer your family the best child care services possible. In order to meet our goal, we need your input, suggestions, questions, and concerns.

- Please remember that the teachers want parents to feel very satisfied with the care their child is receiving. If you have concerns, talk to your child’s teacher directly.
- Don’t allow serious concerns to build up. As concerns occur, share them with teachers. It is disturbing to find out later that a parent had a number of concerns and never expressed them.
• Sometimes we cannot make the changes you request due to other restrictions, but we hope to make a satisfactory resolution through compromise.
• If you have not reached a satisfactory resolution between you and your child’s teacher, please set up an appointment for a conference with the CDC director.

**Changes**
The Child Development Center has the right to make changes to the Family Handbook at any time. Changes will be emailed to the families or put in the parent newsletter.
Missouri Southern State University
Child Development Center
Family Handbook Acknowledgement

I have received and read a copy of the “Family Handbook”. I am aware that the handbook is also available online at: http://www.mssu.edu/child-development-center/pdfs/Parent%20Handbook%20for%20Child%20Development%20Center.pdf.

__________________________________________________________________________
Parent/Guardian Printed Name

__________________________________________________________________________
Parent/Guardian Signature Date

__________________________________________________________________________
Child’s Name (Please Print)

__________________________________________________________________________
Acting Director Signature Date