



# **Clayton Early Childhood Center Parent Handbook**

1 Oak Knoll Park  
Clayton, MO 63105

314-725-2325

Hours of Operation  
Monday - Friday  
7:30 AM – 6:00 PM

[www.claytonecc.org](http://www.claytonecc.org)  
[contact@claytonecc.org](mailto:contact@claytonecc.org)



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CENTER**  
at oak knoll park

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## CLAYTON EARLY CHILDHOOD CENTER

### MISSION STATEMENT

Clayton Early Childhood Center provides a safe, nurturing, and loving educational environment for children ages six weeks to five years in an intimate, schoolhouse setting.

CECC's exceptional educators are committed to providing engaging, challenging, and developmentally appropriate lessons and play that address the unique needs and interests of each child, develop positive character, demonstrate the value of community, and foster an eagerness to learn.

### PHILOSOPHY

To accomplish this mission, Clayton Early Childhood Center promotes an educational philosophy which seeks the following:

**Professionalism:** In order to cultivate excellence and encourage innovation across our programs, CECC provides and supports ongoing education and professional development for all faculty and staff.

**Reciprocity:** In order to foster trust, respect, and collaboration, CECC promotes regular, open communication between all members of our school community.

**Community:** In order to nurture our students as global citizens, CECC embraces the diversity and complexity of our students' families and backgrounds, and seeks opportunities for shared experiences.

**Discovery:** In order to engage and challenge our students, CECC promotes active, hands-on learning, allowing children to find their own way with teachers as their guides, and emphasizing the joy of learning.

**Transparency:** In order to fairly represent all members of our school community, CECC commits to both a spirit and a practice of openness in all activities.

**Sustainability:** In order to ensure the long-term health of our school and our broader community, CECC commits to developing responsible and prudent policies that take into account all stakeholders, as well as the natural world.



## OUR STORY

Clayton Early Childhood Center began as a partnership between parents and teachers who imagined a school that would provide loving, creative, and thoughtful education to children from their very first weeks of life.

This initial group of parents became a committee, began to share their talents and formalize their ideas and soon evolved into the governing board of CECC.

Momentum built and the future of CECC came into focus: An intimate, educational community where families and teachers work together to support the creative learning, health, happiness, and social growth and development of our children.

Today, CECC offers high quality education and care in a tranquil setting, at competitive tuition rates, with flexible, full-day programs (7:30 am to 6:00 pm) which meet the needs of working parents without additional before or after school care.

We work to build long-term relationships with the families we serve, and consider the opportunity to share in their children's growth and development to be an honor and privilege.

Our school is a nonprofit, cooperative effort with a strong commitment to maintaining responsible, transparent, and flexible practices to maintain trust among those we serve and to ensure the organization will grow and evolve with its members.

Clayton Early Childhood Center is licensed by the Missouri Division of Health and Senior Services and is accredited by the National Association for Education of Young Children. Our school is inspected by State and local Fire Marshals, State Sanitation Inspectors and State Child Care Specialists.



## **PROGRAM OVERVIEW**

### **State License**

Clayton Early Childhood Center is licensed by the State of Missouri's Department of Health and Senior Services. The license is posted in the main lobby and copies of licensing requirements are available in the Executive Director's office.

### **National Accreditation**

Clayton Early Childhood Center is accredited by the National Association for the Education of Young Children (NAEYC). Accreditation ensures high quality programs provide safe and nurturing environments while promoting the development of young children. CECC meets all 10 of NAEYC's Early Childhood Program Standards, which are based on the latest research on the education and development of young children.

### **Board of Directors**

The Center is governed by a Board of Directors. Members consist of parents of children enrolled in the Center and community members. Board positions are elected and are non-compensated.

### **Staff Qualifications**

The administrative team consists of an Executive Director, Program Coordinator, Business Manager and Communications-Development Coordinator.

Each of the eleven teaching teams consists of 1 full-time lead teacher, 2 full-time assistants and 1 part-time teacher assistant. Some classrooms have 2 part-time assistants. Lead teachers and full-time teacher assistants rotate their working schedule to accommodate the needs of families and provide parents access to the lead teacher at both drop off and pick-up. The teacher-child ratio exceeds State requirements 60% of the day. The majority of staff hold degrees in early childhood education and varying fields. Annually, all staff members complete a minimum of 12 clock hours of training in early childhood, including child and infant CPR and First Aid. Clayton Early Childhood Center prides itself on a stable staff with low teacher turnover and teachers with many years of experience working with young children.

All employees, volunteers and contracted workers must pass an annual criminal record review from the Missouri Family Care screening prior to working in the center. All staff must have a clean health record, TB test, and Hep A shot.



## **Volunteers**

Volunteers are always welcome at the Center. Teachers appreciate the extra help which allows for more one-on-one attention for children. Volunteers may enrich the existing curriculum by sharing special talents, their culture or by presenting to the children. All volunteers are supervised by classroom teachers and are never alone with children.

## **Practicum Students**

College students from Fontbonne University, Washington University, Webster University and other area colleges and universities may observe the teaching process and may interact with children in small group activities. All practicum students must have a background screening and TB test prior to working in the school and are never left alone with children.

## **Language**

The Center uses a variety of methods to obtain ongoing communication with families. At this time, all information is presented and discussed in English due to the make-up of our families. Those who prefer to receive written or verbal information in a language other than English, should inform the Executive Director. Every effort will be made to accommodate requests.

Through Kindermusik and Creative Curriculum, children are taught a few words in Spanish. A formal language program for upper-preschool children is provided by Spanish Clubhouse for Kids.

## **Diversity**

Clayton Early Childhood Center serves all families. We value the differences each family and child brings. Whether the differences are within family structure, culture, ethnicity, religion, or language, we will gather information from you so that we can specifically meet the needs of your family. We also value the common bond that similarities can create. We look forward to learning about your family.

## **Inclusion**

Some of the children in our Center may have special needs. We accommodate children diagnosed with disabilities. We will work with therapists on-site and incorporate IFSP (Individualized Family Service Plan) or IEP (Individualized Education Plan) goals into lesson plans and daily activities. If we suspect a child has a developmental delay, we will first work with the family within our own system and then make appropriate referrals and collaborate with area agencies.



## PROGRAMS

### **Creative Curriculum**

Clayton Early Childhood Center uses the State approved curriculum entitled, Creative Curriculum. Creative Curriculum is an award-winning, thematic based curriculum for preschoolers. It features researched based content and daily resources that are fully aligned with the Missouri State Early Learning Standards.

Using exploration and discovery as a way of learning, the curriculum enables children to develop confidence, creativity and lifelong critical thinking skills. Children are encouraged to explore the environment and learn from hands on experiences.

### **Kindermusik**

Kindermusik is an award winning, standards-based music program provided to all children, infants to pre-kindergartners. Kindermusik uses music and movement to advance language and early literacy skills. Parents have access to an amazing website where music used in the classroom may be downloaded, and children have access to eBooks, learning activities and lyrics. Kindermusik is free of charge.

### **Spanish**

Spanish Clubhouse for Kids is a local program designed and dedicated to providing foreign language classes for young children. Bi-lingual educators, with experience in working with young children, use their own unique curriculum to engage children with hands-on learning through songs, games, art, and play. This program is taught to the upper-preschool students.

### **Swimming**

During the summer months, water safety and basic swim instruction is offered to children in specific classrooms. A certified swim instructor provides lessons. Children travel with their teachers by bus to Washington University's swimming pool where swim instruction takes place. Lifeguards, teachers, and extra teacher assistants supervise children at all times. Permission slips are required by parents prior to participation in the program. Swim instruction is provided free of charge.

### **Enrichment Opportunities**

The following are fee based cultural experiences which parents may choose to enroll their children.

#### **Soccer Shots**

Children learn the fundamentals of soccer through the "Soccer Shots" curriculum. Collegiate soccer players teach teamwork, healthy lifestyle habits and character traits.



### **Gym Bus**

The *Gymnastics on Wheels* bus visits the Center once a week. Children ages 1-5 years enjoy varied activities of tumbling, mini trampoline, padded balance beam and other beginning gymnastics. All activities are supervised by Center staff and by a National Champion Gymnast.

### **Infant/Toddler Program**

Our infant/toddler classrooms serve children six weeks to two years of age.

Clayton Early Childhood Center is small by design. With student: teacher ratios that meet or exceed state guidelines, teachers are able to develop relationships with each child they serve. Small class sizes offer an intimate, family atmosphere.

During the child's first year, teachers work closely with parents to coordinate care and schedules that maintain consistency between home and school, and to address each child's unique needs and development.

Simultaneously, teachers create regular routines and procedures in their classrooms that promote stability, continuity and order children naturally seek. This allows older children to serve as role models, fostering a sense of community even as feeding and nap schedules differ.

As children enter the toddler stage, they begin to participate more fully in planned, daily classroom activities. Teachers encourage structure, but also experimentation and creativity, and continue to monitor and support each child's unique, individual development.

Both part-time and full-time care for infants and toddlers are offered on a full-day basis. Drop-off and pick-up times are flexible to accommodate the needs of busy families. Parents are welcome at any time and encouraged to visit their children during the school day.

Observations and assessments are an integral component of our program. Teachers are trained to administer assessments and interpret results through onsite staff development sessions. Children are assessed on an individual basis in their regular classroom by the lead teacher. Data collected serves as a tool for understanding individual children and lesson planning. Assessments may include the Creative Curriculum Continuum, a developmental checklist and the Ages and Stages Questionnaire (ASQ). The ASQ is a monitoring tool particularly useful for social/emotional development and requires parental input. Teachers regularly assess and report children's progress to parents informally and twice annually during



scheduled parent-teacher conferences. Teachers aim to support the families they serve through consistent and open communication.

In regards to diapering both disposable and cloth diapers are accepted. Please refer to the supply chart. Modern cloth diapers with snaps or Velcro are welcomed. No diaper pin closers are allowed. Cloth diapers must be sent in sets with both outer and inner liners prepared for each change. At each change the inner and outer liner will be removed. The inner liner will be disposed, while the outer will be placed in a blue bag to be taken home daily. CECC does not launder cloth diapers or rinse liners in accordance with health and safety performance standards.

### **Preschool Program**

The preschool program maintains a homelike atmosphere established in our infant/toddler classrooms. Because full day programs are offered, children receive high quality preparation for kindergarten with greater continuity of care; no before or after school programs are necessary.

The State approved curriculum, Creative Curriculum, provides the foundation from which all lessons are planned. Preschool teachers model consistency in lesson planning and daily routines. Children provide input as thematic lessons are created and creativity, exploration, and discovery are encouraged.

Age and developmentally appropriate lessons are taught in small and whole group settings. Individualized attention is provided as needed. Content areas include pre-reading skills, literacy, dramatic play, science, art, physical activity, sensory activities, play, show and share, and much more. Music is taught through the award winning Kindermusik program. All children receive Kindermusik one to two times per week. Spanish is taught through Spanish Clubhouse for Kids. Specific, upper-preschool classrooms are taught weekly. Cultural activities such as dance, gymnastics, swimming, and soccer are offered during specific times of the year. Learning excursions in Oak Knoll Park are often planned with parent permission.

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## Summer Program

During the summer months curricular objectives are taught outdoors. Full advantage is taken of the park where learning and play are combined to create rich learning experiences. Weekly themes such as zoo animals, the ocean, fitness and sports, may include art, literacy, math, science, water play, messy play, etc.

Operating hours 7:30 am - 6:00 pm are maintained during the summer months, without a separate enrollment process.

## TRANSITIONS

### Kindergarten Transition

Pre-Kindergartners are prepared for both private and public kindergarten. Through carefully planned lessons, children build a foundation for future learning by developing concepts of number, learning letters, sounds, simple sight words, and by writing simple sentences. Some children enter kindergarten reading; however, children are taught at their own individualized rate of learning. Parents are encouraged to contact the new school to arrange a kindergarten tour or transition day. In the spring, children promoted to kindergarten will participate in Preschool Graduation.

### Transition Plan

As children learn and grow they will transition from one classroom to another. Every effort will be made to move children with their peers; however, a child may be promoted based on developmental readiness. On or around the child's birthday the child may transfer to the next room **depending on availability** and developmental appropriateness. First, parents receive a personal phone call and/or a letter regarding the transition plan. The week prior to the move, the child along with the current classroom teacher will visit the new classroom several times per week. Visits increase in duration and the child is given opportunities to interact with children in the new classroom, participate in center activities and enjoy a snack or meal. The current teacher will help the new child acclimate to new surroundings. Parents are always welcome to visit the new classroom at any given time.

In August, a number of preschoolers will leave the Center to attend either a private or public kindergarten. This creates availability and the opportunity to promote multiple children to the next classroom. In addition, a family's circumstance may change and as a result space becomes available in classrooms. Most often children will transfer with a group of their peers in August; however, children develop at their own pace and some may be more ready than others for the next phase of the curriculum cycle prior



to the end of the school year. When an individual space becomes available these children will be provided the opportunity to move to the next classroom.



## BEHAVIOR MANAGEMENT

### Discipline

Clayton Early Childhood Center's discipline policy is individualized and consistent for each child; it is appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. An emphasis is placed on acquiring language, positive social skills, problem-solving strategies, and empathy for others.

Caregivers only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Methods may include using praise and encouragement of positive behaviors opposed to focusing on unacceptable behaviors, reminding a child of behavior expectations, redirecting behavior using positive statements, and using brief supervised separation or time out from the immediate group (This is limited to no more than one minute per year of the child's age.) Teachers are encouraged to make expectations clear and age appropriate, model behavior expectations, anticipate potential conflicts, plan proactively, and use redirection and/or discussion as needed.

**There will be no harsh, cruel, or unusual treatment of any child. Physical punishment, threats, or derogatory marks will not be used. Psychological abuse, coercion or withholding food is never allowed as a form of discipline.**

### Challenging Behavior

Parents will be notified if their child is demonstrating aggressive behavior. Physical aggression and hurtful behavior includes, but is not limited to: biting, hitting, kicking, pushing, and pinching. Relational aggression includes verbal bullying, tantrums, testing limits, refusal to follow directions or observe classroom rules. CECC acknowledges that children in the toddler years are learning boundaries and teachers will be using methods to help children learn appropriate behavior. In the event challenging behavior cannot be handled through a standard classroom setting, CECC will work with the parents to set up a behavior plan:

- Step One: Director, teacher, parent conference to establish a behavior plan with goals.
- Step Two: Teacher/director coach the child and provide regular updates to parents.
- Step Three: Second conference, at which time the director and the parents will evaluate the child's progress and make adjustments to the age appropriate methods being used to modify the child's behavior.
- In extreme circumstances if no progress is being made and CECC has exhausted all methods to help the child, parents will be required to find alternate childcare.



Any or all of the steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstances, and CECC may, in its sole discretion, suspend or terminate services.

Biting is a typical but often frustrating behavior for toddlers, two year olds and some young preschoolers. There are many reasons why a child bites including simple exploration, teething, learning self-control and learning to communicate or talk. The teachers will work with parents to discover why a particular child bites and then create a plan of action for that child. Some solutions may include a biting necklace or teething toys, adding additional sensory experiences and encouraging pro-social skills. Both families of the “biter” and “bitee” will receive an incident report. Names of children involved in the incident will be omitted. We understand this situation is a very emotional one for both families. Parents are encouraged to work with teachers as both parents and child work through this difficult time.

### **Character Education**

CECC has been nationally recognized for practices in teaching character education. Character Education is interwoven into all daily lessons and activities. Children are taught to use core ethical values of honesty, respect, cooperation, trust, service, safety, kindness, responsibility, fairness and caring at school, home and in the community. Teachers intentionally teach each value and model how to use character traits in real life.

## **GENERAL OPERATIONS**

### **Hours of Operation**

Clayton Early Childhood Center will be open from 7:30 am to 6:00 pm daily. No children are to be brought in to the classrooms before 7:30 am. Teachers use time prior to 7:30 am to prepare activities and lessons. If you arrive before 7:30 am, you may wait with your child in the foyer until the day begins.

### **Full and Part Time Options**

Clayton Early Childhood Center offers full-time and part-time attendance options. Full-time is considered Monday through Friday any hours between 7:30-6:00 pm. Part-time attendance may be a Monday-Wednesday-Friday or Tuesday-Thursday combination between the hours of 7:30-6:00 pm. Half-day options are not available.

### **Part-time Options**

Part-time enrollment is offered for all age groups. Students may attend two (Tuesday/Thursday) or three days (Monday/Wednesday/Friday) a week depending



on availability. Scheduled days must be consistent from week to week. Children in the part-time programs receive the same curriculum and participate in the same activities as full-time children.

The part-time program for Infants and Toddlers is comprised of a mixed-age grouping ranging in age from six weeks to two years. Preschool children enrolled in the part-time program will be in a group of children ranging 2-3 years, 3-4 years, 4-5 years. A part-time family may add additional days if there is space available in the assigned classroom on the requested day.

Though we do not offer a half-day program, our drop-off and pick-up times are flexible to suit each family's needs. Children in the part-time program pay the same annual registration fee rate as the full-time children.

### **Enrollment Records**

All enrollment records must be submitted before the child is considered fully registered. Enrollment records must be updated as cell phone numbers and other contact information change.

### **Emergency Contact Forms**

The emergency contact information forms are very important documents. Only those people listed on this form are authorized to pick up your child if we are unable to contact you in the event of an emergency. Please be sure all information is current and inform the front office and/or the director of any changes.

**Parents/guardians should inform the classroom teacher and the school office if someone other than themselves, who is listed as an emergency contact, will be picking up the child.** Escorts will be asked to provide photo identification prior to the child's release from the Center's care. Should an adult attempt to pick up your child from school and the office has not been notified, we will call a parent for authorization and ask for photo identification. **Children will NOT be released to any party without parental approval or prior written authorization listed on the emergency contact form.**

Please inform the office and classroom teacher in the event you will be out of town or unable to pick up your child. Changes in routine often affect a child's experience at school. If both parents/guardians will be away from home, please provide written instructions with the name and contact information of the adult who will be responsible for your child in your absence.



## Tuition

Tuition statements are sent at the end of each month and payment is required by the tenth day of the following month. Full-time tuition payments are paid in advance by the month, with no deductions for absences, vacations or holidays. Part-time tuition does not include holidays.

## Tuition Assistance

Tuition assistance is based on annual income and is available through a third party, FACTS. Applicants may register through the following link: <https://online.factsmgmt.com/sign/4IJM1>. Candidates are selected on a first-come-first-served basis and must qualify for full tuition assistance.

## Late Payments

Payments made after the 10<sup>th</sup> of the month will be considered late. **A late payment fee of \$100 per week will be applied to the monthly bill.** If payment is more than two weeks late, CECC may, in its sole discretion, suspend services until full payment is received or a payment plan is agreed upon. Interest will accrue at a rate of 18% per annum after the 15<sup>th</sup> day on any unpaid amount. Recipient will be responsible for all costs connected to collection of any past due amounts, including but not limited to collection fees, court costs, and attorney's fees. If services are suspended, and if at the sole discretion of CECC, services are to be resumed, a \$75 re-entry fee and full payment of any amounts due must be paid before the resumption of services.

## Payment Method

FACTS Management Company manages CECC's tuition payment program and financial aid assessment. Invoices will be sent via email at the end of each month to be paid by the 10<sup>th</sup> of each month. Please be sure the school office has your most recent email address. Invoices will be sent through the postal service should an invoice be returned due to an incorrect email address. Payments made after the 10<sup>th</sup> of the month will be considered late. A late payment fee of \$100 per week will be applied to the monthly invoice. If payment is more than two weeks late, CECC may, in its sole discretion, suspend services until full payment is received or a payment plan is agreed upon. Interest will accrue at a rate of 18% per annum after the 15<sup>th</sup> day on any unpaid amount.

A user account may be created in FACTS after receiving the first invoice. If received via email, there will be a link to click on for setup. If received via postal mail, there will be a code to enter for setup.



Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction. You are able to log in to the FACTS system each month and initiate payment, mail in a check, cashier check or money order, or set up auto pay for your payment to be processed from your account on file automatically on the 10th of each month.

### **Withdrawal Procedure**

Parents must give CECC at least four weeks prior written notice of withdrawal or reduction in schedule, before the original deposit is applied to the last four weeks enrollment. If a complete four-week withdrawal notice is not given, the deposit will be forfeited.

### **Annual Registration Fee**

A registration fee of \$300 **per child** for all children attending CECC is assessed each year. The annual registration fee will hold your spot for the following school year that will start August/September and will be applied to the September tuition payment. If the annual registration fee is not paid by the due date, the spot will be made available for incoming students for following school year.

### **Inclement Weather**

**Clayton Early Childhood Center will make every effort to remain open on all scheduled days. In the event severe and hazardous weather hits the area before or during regular operating hours the center may close. The following types of communication are used to alert families of school closings or late starts:**

- Local media: KSDK (Channel 5); KMOV (Channel 4); Fox2 TV (Channel 2)
- SMS (Short Message System) Text (registration required)
- Every attempt will be made to post closings prior to 5:30 am

The decision to close CECC is made independent of the surrounding school districts.

### **Arrival Procedures**

Classroom arrival may take place any time after 7:30 am. **For continuity of learning, we ask that preschool children arrive no later than 9:00 am daily.** Arriving prior to 9:00am reduces classroom disruptions and helps your child feel a part of all daily activities. If you will be arriving after 9:00 am, please contact the office so the teacher is aware of the late arrival. Infant/Toddler children are welcome to arrive at any time during the morning.

If your child will not be attending school, as a courtesy, please contact the office so we can inform the child's teacher.



### Classroom Arrival:

- Please escort your child to his/her classroom and make the classroom teacher aware of your arrival.
- Have your child wash his/her hands upon entering the classroom
- Sign your child in on the classroom attendance sheet.
- Write any special instructions of which the teacher should be aware.
- Share important information with your child's teacher regarding the morning or previous evening (example: your child was up late the night before or spent the weekend with relatives).
- Be enthusiastic and excited about projects, activities, and artwork. Your excitement will rub off on your child.
- If the teacher feels your child's health may affect other children, you will be requested to take your child home.
- Always tell the teacher you are leaving the school, thereby placing the child in the teacher's care.
- Please say good-bye to your child, as it is very important to let your child know you are leaving.
- If someone other than the parent is dropping off, please make him/her aware of all the arrival procedures.

### Departure Procedures

CECC will release your child only to the legal guardian or authorized adults listed on the enrollment forms. **If an alternate person is to pick up your child, please notify the office in writing prior to his or her arrival.** Any new authorized pick-up person will be required to show identification before a child is released. In the event a person attempts to pick up your child without pre-notification, the child will not be released and parents will be notified immediately.

### Classroom Departure:

- Cross out your child's name on the roster posted at the office desk.
- Sign your child out on the attendance sheet in the classroom or playground.
- Please check your child's cubby and clipboard for important information or child's work.
- Please say good-bye to your child's teacher, as it is very important to let the teacher know you are leaving.



### **Late Policy:**

All children are expected to be picked up prior to 6:00 pm as the center closes for the day at **6:00 pm sharp**. CECC acknowledges that unintentional delays may occur. Please call the office if you are delayed and provide an exact time as to when you or an authorized adult will be arriving for pick up. However, even if you do call, and this happens more than once within six months, a late fee will be assessed.

- 1<sup>st</sup> time - no charge
- 2<sup>nd</sup> time - \$1 for every minute past 6:00 PM
- 3<sup>rd</sup> time - \$2 for every minute past 6:00 PM
- 4<sup>th</sup> time - \$2 for every minute past 6:00 PM plus
- 5:00 PM pick up time for 20 days and probation status.
- PROBATION STATUS: For 6 months from the first offense which will follow penalties of 4<sup>th</sup> offense.
- REPEAT OFFENDERS: Will be asked to make other school arrangements.

Fees will be added to your tuition account.

If the Center is unable to reach a parent and/or emergency contact on the enrollment form within one hour of the center closing, CECC may, in its sole discretion, call the Clayton Police Department.

CECC reserves the right not to release a child to a parent if CECC believes the parent is under the influence of drugs or alcohol, and CECC also reserves the right to notify the police of the situation.

### **Absences**

In the event your child will be absent from school, please contact the school office before 9:00. This helps in activity and meal planning.

### **New Student Orientation**

All new families are invited to visit their child's new classroom prior to their child's start date. This orientation is highly recommended. Parents should bring any outstanding enrollment or medical forms.

### **Infant/Toddler Visits**

Before your child begins the infant/toddler program, the lead classroom teacher will make a home visit to better know you and your child on a personal level. The goal of the visit is for the teacher to learn as much as she can about your child's development, discuss goals for your



child, and to answer any questions you may have about the school. An initial meeting of the teacher in the comfort of the child's home, creates a sense of security for the child.

Prior to starting, a one half-day visit is recommended with both parent and child. This is time for your child to become familiar with their new classroom. Your child will be encouraged to join in activities, learn about the daily schedule, meet the teachers, and new classmates.

This half-day visit begins at 9:30 am and lasts until 11:00 am; however, if these times do not work for you please discuss this with your lead teacher during the home visit.

### **Preschool Visits**

Prior to starting, a one half-day visit is recommended with both parent and child. This is time for your child to become familiar with their new classroom. Your child will be encouraged to join in activities, learn about the daily schedule, and meet the teachers and new classmates.

This half-day visit begins at 9:30 am and lasts until 11:00 am; however, if these times do not work for you please discuss this with your lead teacher. Lunch or snack may be included.

### **Infants Starting at 6 Weeks**

CECC understands there are family situations which require an infant to start at a very young age. While CECC recommends infants start at age 12 weeks, outlined are the following guidelines for families of 6 week old infants:

- Premies or traumatic birth babies may be enrolled with written pediatrician's approval.
- Hours of attendance vary by age (with the exception of part-time rooms)

6 - 7 week olds – 6 hours daily maximum

8 – 10 week olds – 8 hours daily maximum

11 – 12 week olds – 8 ½ hours daily maximum

## **CLASSROOM PROCEDURES**

### **Hand-washing**

The Center for Disease Control states, "With the possible exception of immunizations, hand-washing is the most effective disease preventing measure anyone can practice." Clayton Early Childhood Center takes the importance of hand-washing very seriously. **Children are expected to wash their hands upon arrival to the classroom each day.** Staff follow hand-washing guidelines throughout the day; after toileting or each diaper change, before eating, after eating, before serving food, coming in from outdoors, before and after water/sensory play and other times deemed necessary.

### **Daily Schedule**



The daily schedule is posted in every classroom. The schedule includes time for free exploration / play, small and large group learning activities, outdoor play, gross motor play, toileting, hand-washing, snack times, meal times, and rest periods.

### **Outdoor Play**

Children will play outdoors twice daily unless the wind chill is 20 degrees or below or the heat index is 100 degrees or higher. Please provide your child with appropriate, daily outerwear, as classrooms go out in varied weather conditions. Special precautions will be made for children due to extremely high environmental allergens and outdoor time may be limited should the surrounding area be under an air pollution alert.

### **Lesson Plans**

Instruction is planned for every age level. Lesson plans are created each week and are posted in the classrooms. This allows parents insight into the academic program and opportunities to plan extension activities at home which may enhance the learning process at school.

### **Items From Home**

Children are welcome to bring “security” items from home. A soft toy or cuddly blanket may help the transition between home and school and be a comfort during nap times. Classrooms are fully stocked with learning toys for children’s use. Actual play toys from home are discouraged as they may be broken, lost, or have difficulty being shared. Periodically, classrooms have a “Show and Share” day when children are invited to bring items from home. Toy guns and weapons are never allowed at school.

### **Sleeping**

In compliance with section 210.223, RSMo, caregivers are provided safe sleep training every 3 years or within 30 days of hire and CECC follows safe sleep practices including:

Infants will be placed on their backs to sleep. Those requiring alternative sleep positions or special sleeping arrangements must have a written statement from a licensed health care provider. Infant heads must be uncovered during nap times. Pillows, comforters, bumper pads, stuffed toys, pacifiers with stuffed toys and other soft items are not allowed in cribs nor used to cover the sides of cribs. A light blanket or swaddler may be used. Weighted blankets or quilts may not be used under any circumstances.

Infant classrooms are equipped with nap areas to meet the individual needs of each child. Nap areas must be well lit and supervised by Center staff. Teachers have full view of sleeping children at all times and must rely on personal sight and sound opposed to baby monitors. Sound machines are prohibited. Physical checks to ensure the child is not overheated or in distress are made on a regular basis.



Upon registration parents will sign a Safe Sleep Policy in compliance with section 210.223, RSMo.

On or around the time a child turns one year of age, parents sign consent for their child to sleep on a toddler cot. Teachers help with the transition from bed to cot by patting or rubbing the child's back until he/she falls asleep.

Toddler and preschool classrooms have a scheduled time to nap as part of the daily schedule. Per licensing regulations, preschool children who do not sleep shall rest on their cot for at least 30 minutes. The Center provides cot sheets and ask that you bring a cot sized blanket from home. All bedding is washed weekly or more if needed.

### Screen Time

At Clayton Early Childhood Center we feel children need direct contact with adults and peers. Screen time includes use of computers and DVDs. Classrooms do not have televisions. Children do not watch videos or television programs at school. Preschool children will have limited use of computers to access learning activities.

### Celebrations / Birthdays

Classrooms will celebrate (birthdays, holidays, going away, etc.) during the afternoon snack period. Parent participation on your child's special day is welcomed. Feel free to stop in and read a book to the class or plan a special craft. **All snack foods must be store bought and absolutely no peanut products will be permitted.** CECC encourages families to bring in store bought cake, cookies, cupcakes or other treats to celebrate a special occasion. Please consider the sugar content and portion size when purchasing treats. Mini cupcakes should be considered opposed to adult sized cupcakes.

No goodie bags will be allowed; however, as an alternative your child may bring a special birthday gift to give to his/her classroom. Items may include a book, CD, games or puzzles. Please discuss all party plans with teachers prior to purchasing items. Home party invitations should not be brought to school unless all classmates are invited.

Because we value diversity among our families, we respect and acknowledge many traditions. Please speak with your child's teacher regarding holidays or family traditions that you would like shared in the classroom. Sharing a variety of cultures enriches the academic program.

### Toilet Training

Teachers will help toilet train children after 24 months of age when both the parents and teachers agree the child is ready. Parents and teachers will agree on the training methods for consistency between home and school.



## Clothing

Please dress your child in comfortable clothing in order to engage in daily activities. Parents should select clothes that may be soiled during the school day. Per licensing standards, teachers are prohibited from rinsing out soiled underwear and clothing. Soiled clothing will be placed directly in a plastic bag and tied for parents to take home.

Preschool children love to run, jump, and climb on the playground. For safety reasons, CECC only allows **closed toe shoes (preferably tennis shoes)** to be worn at school. **Crocs and flip flops are not permitted at any time during the school day.**

## Winter Guidelines

During the winter months, children will go outside weather permitting. Children must be dressed appropriately for outdoor play. Please be sure to send a hat, mittens/gloves, boots, and snow pants with your child. Should the wind chill reach 20 degrees or lower children will remain indoors.

## SUPPLY LIST

Toys should not be at school as they become a distraction in the classroom. Special arrangements may be made should a toy be required to help your child through the transition period.

Please check your child's cubby and clipboard periodically. Teachers will send home reminders for supplies to be replenished.

## Infant/Toddlers

During your initial visit, please bring the following supplies marked with your child's name.

Supplies	Key Reminders
Disposable Diapers (large bag)	Disposable diapers must be provided from home. Please anticipate refilling the diaper supply regularly. <ul style="list-style-type: none"> <li>• 3 - 12 months    1 large box every 2 weeks</li> <li>• 12 - 20 months    1 large box every 3 weeks</li> <li>• 20 months    1 large box a month</li> </ul>
Cloth Diapers	Cloth diapers with snap or Velcro closers are allowed. No pins. Cloth diapers must be sent in sets with both outer and inner liners prepared for each changing. Inner liners must be disposable.
Container of Wipes	Wipes are to be provided from home and will need to be refilled approximately once a month.



Supplies	Key Reminders
Diaper Ointment or Cream	All diaper or ointment creams must be supplied.
3 Changes of Clothes (include socks and underwear if toilet trained)	Please provide washable clothing. Items may get messy during art activities or outdoor play. CECC will not be responsible for any damaged clothing. Please plan accordingly. Please check your child's clothing during the change of seasons for correct size and weather appropriateness. Long pants should be provided for those who wear dresses.
Light Jacket	Provide a sweater or jacket at the beginning of the program to be left permanently in your child's cubby.
Baby Food and Cereal (if needed)	Baby food is to be supplied from home. It is recommended you bring in a one week supply of food at a time and discuss the feeding schedule with your child's teacher. CECC supplies all the appropriate utensils and bibs.
1 Can of Extra Formula	Please supply an extra can of formula in the event the teacher needs to make an extra bottle any given day.
1 Extra Bottle	Please supply one extra bottle. Please provide the same brand used on a daily basis.
2 Pacifiers (if required)	Should your child use a pacifier, please leave an extra one in the cubby. Pacifiers may be lost and a spare may be needed.
Light Blanket	Please supply one child-size blanket to be left at the center. Please label the items as they will be laundered.
Picture of Your Family	Please bring in a picture of your family so we can include that on our bulletin board.
Tylenol (with note from doctor)	If at any time you want your child to be given Tylenol, please bring in a bottle with a signed note from the doctor.
Sunscreen	Please supply your preferred sunscreen with written consent for daily use.
Sunhat/Sunglasses	Sunhats are required during the summer months. Please be sure to have one in the child's cubby at all times.



## Preschool

During your initial visit, please bring the following supplies marked with your child's name.

Supplies	Key Reminders
3 Changes of Clothes (include socks and underwear)	Please provide washable clothing. Items may get messy during art activities or outdoor play. CECC will not be responsible for any damaged clothing. Please plan accordingly. Please check your child's clothing during the change of seasons for correct size and weather appropriateness. Long pants or shorts should be provided for those who wear dresses.
Light Jacket	Provide a sweater or jacket at the beginning of the program to be left permanently in your child's cubby.
Helmet	CECC requires preschoolers to have a helmet in order to ride tricycles. Please purchase a helmet that will remain at school.
Blanket and Pillow	Please supply one child-size blanket and pillow to be left at the center. Please label the items as they will be laundered.
Picture of your family	Please bring in a picture of your family to be included on our bulletin board.
Tylenol or Motrin (with note from doctor)	If at any time you want your child to be given Tylenol or Motrin, please bring in a bottle with a signed note from the doctor.
Sunscreen	Please supply your preferred sunscreen with written consent for daily use.
Sunhat/Sunglasses	Sunhats/baseball caps are recommended for preschoolers during the summer months.

## NUTRITION SERVICES

Your child's nutrition is important to us. A healthy diet is essential in providing for normal growth and development and a successful day at school. Clayton Early Childhood Center follows the USDA food guidelines for preschools and will serve breakfast, a morning snack, lunch, and an afternoon snack. Breakfast will include a fruit or vegetable, grains or breads, and milk. Lunch consists of a meat (protein), grains, one serving of fruit and one serving of vegetables, and milk. Snacks may include fruits, grains or a meat (protein). Clayton Early Childhood Center is peanut restricted and limits products made with or near peanuts. Meals are prepared on site by a cook-manager through Food Service Consultants, with experience preparing healthy, nutritious meals.



Children are offered a diet:

- of hormone free milk and eggs
- of whole grain products, fresh vegetables and fruits in season
- low in saturated fat and cholesterol
- moderate in sugars and salt
- rich in calcium and iron to meet growing body requirements.

Menus are created by a Registered Dietician, are posted in the classroom and on CECC's website and are available in the school foyer.

Breakfast is served daily at 8:00 - 8:30 am. Those who arrive after 8:30 am, please be sure your child has been fed. A hot lunch is served daily at 11:30 am. Nutritious mid-morning and afternoon snacks will also be provided.

**For special occasions such as birthdays, store bought treats may be provided. Homemade foods are not allowed.**

Under no circumstances will a child be forced to eat a food or have food withheld. Children will be encouraged to take one bite in order to try a new food.

### **Food Allergies**

CECC is a peanut restricted campus. **No peanut products and/or by products will be served and/or prepared.**

Parents will be responsible for supplementation of menus for children with food allergies. For severe food allergies, parents should work with the Executive Director and teacher to document a food allergy action plan. In addition, all required medication for the food allergy action plan will need to be onsite the first day of school.

### **Infant Nutrition**

The parent and teacher will document individual feeding plans for each child. The teachers will ask parents to complete a daily menu for their child, which will include the amount and time a bottle is to be given and the amount and time for baby food. Teachers will document all food intakes on the daily menu form for parent's reference.

Parents are to provide the required number of premade bottles and baby food (if applicable) each attendance day. For example, if your child takes three, 6oz bottles during the hours he/she receives care at CECC that amount should be provided. Upon arrival, please store your premade bottles in the classroom refrigerator. Teachers will utilize a bottle warmer prior to your child's routine feeding time. All burp cloths will be supplied by CECC. At the end of each day, please collect used bottles to be taken home.



CECC recommends parents bring in a one week supply of baby food at a time. All supplies, appropriate utensils and bibs will be provided.

Mothers who wish to breastfeed their child throughout the school day are welcome at any time. Please work with the teacher to plan a daily feeding schedule to ensure your child is ready for your arrival.

The recommended diet from the National Association for the Education of Young Children (NAEYC) serves as a guideline. Cereal or food will not be mixed into bottles. If this procedure must be used for your child, written consent from a pediatrician is required.

Table foods and hormone free milk will be provided as your child transfers to table foods.

## MEDICAL AND HEALTH

### Health Care Resources

Health care resources include the St. Louis County Department of Health, the Missouri State Licensing and Sanitation Regulations and the Infection Control in Child Care Centers and Preschool manual.

### Illness

Children who show signs of any symptoms listed below, should remain at home for care. When children develop symptoms during the school day, parents will be notified immediately and are expected to arrive within **one hour** of receiving the phone call to take the child home. Your child will be separated from other children, yet kept as comfortable as possible with supervision. If a parent cannot be reached, an emergency contact will be notified.

Children who have been sick may return when they are no longer contagious and have been **fever free WITHOUT MEDICATION for 24 hours**. Children absent for three or more consecutive days or those with a contagious illness may require a doctor's note to return to school. The following further outlines CECC illness and return to school policy:

Illness	Symptoms	Return Timeframe
FEVER	Temperature of 100.4°F taken from the ear or 99.1°F axillary (under the arm)	24 hours after fever is gone without medication
DIARRHEA & VOMITING	2 abnormally loose stools or 2 instances of vomiting within a 24-hour period	24 hours after symptoms are gone
EAR INFECTIONS	Trouble sleeping, drainage from the ear, fever	24 hours after fever is gone without medication
STREP THROAT	Pain or difficulty with swallowing, fever, swollen lymph nodes	24 hours after medication is started and fever free for 24 hours
CHICKEN POX	Fever, feeling sick, tired, and sluggish. Headache and sore throat. Red or swollen spots will appear 1-2 days after initial symptoms.	When sores have healed, no discharge
IMPETIGO	Honey-colored, crusting skin rash	24 hours after medication is started, everything scabbed over
SEVERE COUGHING	The child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing	Physician note required for child to return to the center
DIFFICULTY OR RAPID BREATHING	Child breathing at a high paced rate and he/she may appear to be hyperventilating	Physician note required for child to return to the center
HEAD LICE	Itching of the scalp, allergic reaction	After treatment with prescription shampoo and all eggs removed
CONJUNCTIVITIS (PINKEYE)	Tears, redness of eyelid lining, irritation, followed by swelling or discharge	Eye must be totally cleared up, no discharge and treated with medication
PERTUSIS	Whooping Cough	5 days after antibiotic treatment

Please be prepared. Update contact numbers and have a backup plan in the event you are not available to pick up in the middle of the day. If this policy is violated more than three times, services may, in CECC's sole discretion, be suspended or terminated. It is our desire to create a healthy environment for all children.



### **Communicable Diseases**

Parents will be notified in the event there has been possible exposure to a communicable disease. If your child is exposed to or contracts a communicable disease, please report this information to the office. Your child's name will be kept confidential.

### **Prescription/Over the Counter Medication**

CECC will administer prescription medication upon written parental permission. The medication must be in its original container and clearly labeled by the pharmacy, with dosage, content, schedule, instructions, expiration date and directions for storage. Over the counter medication will **NOT** be administered, except with written instruction from the child's physician.

**Per State Licensing requirements, parents must complete and sign a Medication Authorization Form which is available in the classroom or front office if you would like CECC to administer any medications.**

### **Allergies**

It is the parent's responsibility to alert the office and classroom staff of the child's allergies.

We will work to be sure all staff is aware and proper precautions are taken. Allergies should be documented in your child's file and will be posted in the child's classroom. Epi-Pens may be used for severe allergies. Special foods or milk may be provided from home.

### **Accidents or Injuries**

Parents will be notified immediately should an accident occur. An overview of the accident, your child's current mood, and treatment applied will be provided. If we feel the child needs further assistance, the parent will be asked to come immediately.

In the case of minor incidents, such as scratches, scrapes, bruises, and bug bites or stings, the teacher will apply the appropriate first aid. Parents will receive an Injury Report form at the end of the day and will be asked to sign and return it to the teacher.

### **Medical Emergencies**

In the event of an emergency, CECC will contact 911 and notify parents immediately. If the child needs to be transported to the hospital and a parent has not arrived, a CECC staff member will accompany the child to the hospital. Please be sure you notify the office when health insurance information changes. Parents will assume all financial responsibilities for medical treatment.



## **Immunizations**

A copy of your child's immunization record from a pediatrician must be presented before the child's first day of attendance. Every child must be properly immunized.

Current information on immunization status must be maintained while the child is enrolled at CECC to meet Missouri State Licensing Regulations. Please provide updated immunization records as they become available. If your child is behind on immunizations, the Center has the right to refuse care until they are current. The parent is still responsible for tuition during this time.

Parents and guardians of each child currently enrolled in or attending the facility may request notice of whether there are children currently enrolled or attending the facility for whom an immunization exemption has been filed.

## **Lead Testing**

State Licensing Regulation 19 CSR 20-8.03o defines areas of the state where children are at high risk for lead poisoning and requires annual testing of children younger than six years of age who live in those areas or attend school in those areas.

Clayton Early Childhood Center resides in the City of Clayton and is considered a high risk area for lead poisoning. As a result, all children enrolled in the Center need proof of lead testing regardless of where the child lives.

All children shall have a blood lead test by age 12 months and annually thereafter until the age of six years. Newly enrolled children 12 months to six years should receive a blood lead test within 30 days of their enrollment, then yearly thereafter.

An Evidence of Blood Lead Testing form must be on file for each child. Parents have the right to sign a statement stating they are aware of the risks, but refuse a blood lead test on their child. This form will be reviewed annually.

## **SAFETY**

Regular fire, tornado, earthquake and intruder drills are scheduled and executed.

### **Fire**

The Center will hold a fire drill every month. The facility contains a fire suppression system, smoke detectors, and CO detectors on all levels. CECC follows all State and local licensing rules for smoke detectors, alarms, and emergency lights. In addition, the state and local fire marshals perform routine inspections of the building. In the event of a fire, children will be evacuated to the park and the fire department is automatically alerted.



## **Tornado**

In the event of tornado or extreme weather, the emergency signal to seek cover will be given from the office. The emergency signal will alert teachers and children in the building to proceed to the basement area. A weather radio and television are onsite and monitored at all times by administrators at the front desk.

## **Earthquake**

Children and staff participate in earthquake drills. Children and staff take cover in designated areas. After the initial shake, all children are evacuated from the school to the park away from trees and light poles.

## **Intruder**

Intruder drills have become a necessity. Staff is alerted of an impending intruder by intercom or walkie-talkie. Children are hidden in designated areas or evacuated immediately. Classroom doors are locked and lights are turned out. Staff will wait for further instructions by police.

## **Parent Notification**

In the event of a wide scale emergency families will be notified through the SMS text messaging system. All emergency procedures are reviewed by Clayton Police and Fire, Missouri State Fire Marshal, Department of Health and Senior Services, and the National Association for the Education of Young Children.

## **PARENTS AS PARTNERS**

### **Parent Visitation**

CECC practices an open door policy for parent visitation. Parents of infants are encouraged to visit as often as possible. Parents of toddlers and preschoolers are also welcome; however, should consider the impact a parent visit may have on their child. When parents arrive during the school day often the child believes he/she will be going home. Please consider your child's feelings when planning a visit during the school day. CECC, may in its sole discretion, exclude parents from visitation.

Phone calls to check on your child are always welcomed. Feel free to call the office at anytime during the school day to speak with the classroom teacher.

### **Parent Conferences**

Parent conferences are offered two times per school year. A sign-up sheet in the classroom will notify parents of available conference times. In addition, parents and/or teachers may request a conference at any time. It is not necessary to wait for conferences to be offered. Should parents have concerns or complaints regarding a classroom and/or an individual teacher, a meeting may be scheduled immediately, preferably with the classroom teacher and with the director if appropriate.



Conferences are an opportunity for classroom staff to learn from families about children's progress, interests and approaches to learning. The fall conference is an opportunity for parents to share valuable information about their child, parents' goals for their child and concerns. We actively seek family information to incorporate every family's needs into our classroom planning.

The spring conference is a report of progress. Teachers will share information in terms of developmental milestones, academic growth, methods used to assess children, and areas of concern. Working closely with families provides for continuity of care between home and school. Face to face conferences are preferred. Parents unable to meet will be contacted by phone.

All Clayton Early Childhood Center staff are responsible for ensuring information concerning any child and her/his family is held in strict confidence. Information may be used for the sole purposes of providing appropriate care for the enrolled child, compiling administrative data, and complying with state and federal regulations. Parents of enrolled children have complete access to their child's records while their child is in care.

### **Parent Communications**

We are interested in building trusting relationships between parents and caregivers. Strong relationships create a positive experience for all involved. Parents are encouraged to speak directly with their child's teachers when there are questions or concerns. When teachers have concerns regarding a child's social/emotional behavior or developmental progress, they will share information with parents and make appropriate recommendations. Outside resources will be shared as needed. The Executive Director will always assist with issues or concerns.

Children's behavior is affected by what happens both at home and school. Teachers will keep you informed about your child's day at the Center and we urge parents to share any information from home that may impact a child's day at school.

Communication takes place in a variety of ways; classroom bulletin boards, notes on clipboards, emails, phone calls, weekly classroom updates and monthly newsletters. In addition, menus, extra-curricular activity information and announcements may be found in the front lobby.

Teachers are not to use cell phones in the classroom or when in the presence of children. On rare occasions teachers may text a photo of your child or text a short message; however, **please do not contact teachers by phone or text as this is not an appropriate form of communication. Parents are encouraged to call the school office and ask to be transferred to the classroom.**

### **Confidentiality**

All family and child assessment information will remain confidential. Lead teachers and administrative staff have access to children's records. All staff are required to follow a code of  
CECC Parent Handbook



ethics and be professional and respectful when handling private information regarding families and children. Written parental/guardian consent is required prior to sharing information with outside providers, agencies or programs. Student files are stored under lock and key in the school office. Parents may have access to their child's records at any given time.

### **Social Media**

Clayton Early Childhood Center has a website page, [www.claytonecc.org](http://www.claytonecc.org), a Facebook page, Twitter and Instagram accounts to communicate with parents, gain exposure in the community and advertise the Center. Parents sign consent during the registration process for photographs to be used in publications, publicity for the Center and social media. Children's names are never used on social media sites. Teachers are forbidden to post photos of children enrolled in the Center on their personal Facebook pages or other social media even if requested by a parent or when photos are taken from an outside event.

### **Parent Grievance Procedure**

In the event a parent has a concern regarding their child or the child's classroom, we encourage communication first with the lead classroom teacher. If further assistance is needed, the Executive Director should be contacted. If this fails to achieve a satisfactory solution, the parent may request to speak with a member of the Board of Directors.

## **MISCELLANEOUS INFORMATION**

### **Parking and Car Safety**

Parking in front of the Clayton Early Childhood Center facility is limited, thus we ask parents to be timely when dropping off and picking up children. Please reserve the closest parking spaces for those with heavy infant carriers and expectant mothers. In the event your children will be playing in the park after pick-up please park in the upper lot. If your child's classroom is hosting a party, we ask that you park in the upper lot in order for Center spaces to be available to other families for pick up or drop off.

**For the safety of our children, please do not park in the fire lane and never allow your child to enter the parking lot or walk around your car without holding the hand of an adult.**

As mandated reporters, staff are very concerned about car seat safety. All children under the age of 12 should travel in the back seat. All children should be in a rear-facing car seat until 20 lbs. and one year of age, at which time they may transition to a forward facing seat. Missouri car seat safety laws require children under age four and under 40 lbs. to ride in a federally approved child car seat that is appropriate for the child's age and size. Children ages four to seven who weigh more than 40 lbs. but less than 80 lbs. or who are not 4'9" tall must ride in an appropriate child car seat or booster seat. All older children must wear a seat belt.



## **Child Custody**

Clayton Early Childhood Center will honor all legal documents regarding child custody and parental visitation. If one parent is to have limited access to a child, we must have a copy of the custody ruling on file. The center will not intercede on behalf of one parent if the custody decision has not been specifically defined. We cannot refuse a parent the right to take a child from the center unless that parent has legally been denied permission to do so and documentation is on file in the school office.

In the event of an emergency, both parents will be notified. Although both parents will be notified in an emergency, the custodial parent will receive the first call. Parents who do not pick up their child at the center may request to have written communications sent by mail. Responsibility for tuition payment must be determined between the two parents.

## **Discharge Policy**

CECC may, in its sole discretion, cancel an individual child's enrollment. Reasons for discharge may include without limitation one or more of the following reasons:

- The child's behavior creates a threat to him/herself, other children, staff, parents, or volunteers
- Parent threatens or disturbs the safety and welfare of the children, staff, parents, or volunteers
- Required forms are incomplete or are not kept current after three requests
- Policies outlined in the Parent Handbook are not followed
- Tuition Policy and Late Pick Up Policy are not followed
- The relationship between CECC and a parent has become dysfunctional
- Any other reason deemed appropriate by CECC

## **Parent Organization**

The purpose of the CECC Parent Organization is three fold:

- Build community among parents, teachers and students
- Provide a forum for parents to share ideas and information
- Support the school, classrooms and teachers through activities and fund raising opportunities

As a CECC parent, you are automatically a member of the Parent Organization and we welcome your participation on whatever level is best for you. Visit [claytonecc.org/our-crew](http://claytonecc.org/our-crew) to learn more.

## **Mandated Reporter**

All staff are acquainted with the child abuse and neglect law and shall make a report of any suspected child abuse or neglect to the Division of Family Services.



**No Smoking Policy**

Clayton Early Childhood Center and Oak Knoll Park are SMOKE FREE environments.

**No Weapon Policy**

We love our children and care for their safety. Weapons are not welcome in the school regardless of conceal and carry permits or open carry licenses. The only exception is that of police officers and FBI agents.

**Key Contacts**

School Office 314-725-2325

Name	Area of Responsibility
Executive Director	<ul style="list-style-type: none"> <li>• All Aspects of the School</li> <li>• Supervises Staff, Daily Operations and All Programs of the Center</li> <li>• Address Questions, Suggestions, Concerns, Issues</li> </ul>
Program Coordinator	<ul style="list-style-type: none"> <li>• Infant/Toddler &amp; Preschool Program</li> <li>• Curriculum</li> <li>• Center Tours</li> </ul>
Office Manager	<ul style="list-style-type: none"> <li>• Enrollment &amp; Tuition Rates</li> <li>• Monthly Billing</li> <li>• Withdrawal Procedures</li> <li>• Facility Questions</li> <li>• Food Service</li> </ul>
Communications/Admissions	<ul style="list-style-type: none"> <li>• Social Media</li> <li>• School-wide communications</li> <li>• School Events</li> <li>• Admission questions</li> </ul>
CECC Parent Organization	<ul style="list-style-type: none"> <li>• Room Parent Volunteers</li> <li>• Special Events</li> <li>• Fundraising Ideas</li> <li>• Teacher Appreciation Events</li> </ul>



### **Parent Handbook Updates**

CECC, in its sole discretion, may change any policy contained in the Parent Handbook. Parents will be notified of any changes by email or written notice.

### **Non-Discrimination Policy**

Clayton Early Childhood Center, Inc. does not discriminate against any person on the basis of race, color, national origin, religion, ancestry, disability, national origin, sex, veteran status, marital status, sexual orientation, citizenship status, pregnancy, or age in admission, treatment, or participation in its programs, services and activities, or in employment.

**ALL POLICIES, PROCEDURES, AND PRACTICES ARE SUBJECT TO CHANGES BASED ON MISSOURI STATE LICENSING AND NATIONAL ACCREDITATION REGULATIONS.**

## **COMMUNITY RESOURCES**

**Division of Family Services, Missouri  
Child Abuse Hotline  
(800)392-3738**

**Parental Stress Hotline  
Department of Family and Children Services  
(800)367-2543**

**Kids in the Middle  
Kidsinthemiddle.org  
(314)909-9922**

Kids in the Middle strengthens family relationships by providing quality, affordable therapy, education and support to children and families coping with divorce and other transitions.

**First Steps  
(866) 583-2392**

First Steps is designed for children, birth to age 3, who have delayed development or diagnosed conditions that are associated with developmental disabilities.

**ADA and Information Technology Center  
(800)949-4232**



**Missouri Developmental Disabilities Resources Center**

[www.moddrc.com](http://www.moddrc.com)

**Parents as Teachers National Center, Inc.**

[www.parentsasteachers.org](http://www.parentsasteachers.org)

**(314)432-4330**

Parents as Teachers provides parents with child development knowledge and parenting support. They may be used as a child's first referral for developmental delays.

**Nurses for Newborns**

[www.nfnf.org](http://www.nfnf.org)

Nurses for Newborns Foundation provides services to babies who are born with medical issues, born to teen moms, born to mothers with disabilities/mental health concerns, or who are born into families with financial concerns.