

GREEN MEADOWS PRESCHOOL



Parent Handbook

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HOURS OF OPERATION

Green Meadows Preschool is open from 6:30 am to 5:45 pm.

OUR CENTER

Welcome to Green Meadows Preschool!

This handbook is designed to help new, current, and prospective parents understand who we are and what our Center offers. Each section addresses different aspects of Green Meadows Preschool and how we care for your children.

Being able to understand who we are and what we offer helps you to see our commitment to high quality child care for all children.

As with any policy manual, this handbook is subject to amendment as policies change or are added. Information on revisions and changes will be available to parents as soon as possible after adoption, either in hardcopy supplements or online at Green Meadows Preschool's website at www.greenmeadowspreschool.com.

Who We Are

Green Meadows Preschool has enjoyed an excellent reputation for quality childcare since it was established in 1983. The Center is licensed by the State of Missouri Department of Health and Senior Services and complies with all of the standards put forth by that department (a copy of the licensing rules for group child care centers is available for review). Green Meadows Preschool is licensed to serve 137 children between the ages of birth through twelve years. Trained early childhood educators offer a program that recognizes that development in the physical, cognitive, verbal, and psychosocial areas occur at a predictable, yet highly individualized rate. We are concerned with the development of the whole child. Since there is no single theory of child development that attempts to explain all aspects of the learning process, our program is eclectic. That is, we include the predominant theories in all major areas of development and adhere to the philosophy that the best approach for the child and their families is one that provides successful experiences.

We also employ teachers who have chosen to contribute their talents and expertise to the Center. Without these dedicated individuals, our Center could not serve the community at large.

Last, but perhaps most importantly, we have families like you who have chosen to allow us to share in helping their children grow and learn. We take that responsibility very seriously.

Welcome to Green Meadows Preschool!

The Center's leadership consists of the following individuals and positions:

Debra Renz: Owner / Administrator

Carla Arinder: Center Director

Stacey DiBlasi-Gordon: Assistant Director

MISSION STATEMENT

The purpose of Green Meadows Preschool shall be to provide a high quality preschool and child care program that is developmentally appropriate and includes rich learning experiences that will benefit all children, parents and caregivers, and the community.

STATEMENT OF PROGRAM GOALS

A. For the Children

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences contributing to the developmental needs of all children.
3. To provide opportunities for meaningful play and learning experiences based on children's individual needs, interests and abilities.
4. To provide rich learning experiences for all children, taking into consideration the developmental needs and interests of each child in the program.
5. To respect each individual child as a unique individual with individual learning needs and styles.
6. To individualize instruction for each child so that all students flourish by meeting the unique learning and developmental needs of each and every child.

B. For the Parents and Caregivers

1. To recognize that parents are the most important aspect in a child's life and development, making parent involvement and communication an essential aspect of each child's growth and learning.
2. To provide opportunities to meet and work with other parents, caregivers, and child care providers who have as their common concern the interests and needs of all children.
3. To provide care for the child while parents and caregivers pursue their own work or other interests.
4. To provide opportunities to grow in the understanding of child development.

C. For the Community

1. To help meet the needs of the community for a quality early childhood preschool and child care facility.
2. To contribute to the wholesome growth and development of the future citizens of the community.

PROGRAM PHILOSOPHY

We believe in preserving childhood and the right of every child. This premise helps keep our focus on meeting the individual strengths, interests, and needs of each child in our program.

We believe children are competent and capable both as learners and as teachers to others by extending their knowledge to their peers.

We believe all children are born strong and ready to learn.

We believe children are not just learning but that they are learning how to learn.

We view the child as a protagonist, an artist, a philosopher, an investigator, and a scientist.

We believe each child is a unique individual, with their own personality, skills, interests, experiences and desires.

We strive to accommodate each type of learner through a variety of activities in a multitude of ways, because each child is an individual.

We believe it is our role as teachers and facilitators to foster each child's unique and authentic growth through play based activities that assist in guiding every child to reach their full potential on many different levels, including emotional, social, cognitive, physical, and spiritual.

We believe that all children are social beings embedded within a family, community, and culture. We value the involvement of family and community members in the life of our school.

We view parents as partners, collaborators and advocates for their children.

We believe that curriculum emerges from children's ideas.

We want to create a learning environment that encourages exploration with multiple opportunities for self-selected exploration, social interaction, and problem solving.

We believe in the use of positive child guidance methods that encourage problem solving and support children's emerging self-regulation.

We believe creativity is a venue for children to express what is learned.

SCHEDULE

Each age-grouped classroom has a schedule developed just for their developmental stage. Below is the general schedule that applies to all the classes at Green Meadows Preschool. For a specific schedule relating to an age-grouping, please contact the office at GMP.

Daily Schedule

6:30-7:30	Good Morning! (Free Play)
7:30-7:50	Breakfast Snack
8:00-10:45	Age Appropriate Learning and Play Activities (specific schedules in the office)
10:45-11:00	Age Appropriate Lunch Prep – Cleanup-Toileting-Diapering-Washing Hands
11:00-11:30	Lunch
12:00-2:30	Age Appropriate Nap Time
2:30-3:00	Wake Up from Nap, Toileting, Diapering, Washing Hands -
3:00-3:30	Afternoon Snack
3:30-5:45	Age Appropriate Learning and Play Activities (specific schedules in the office)

OPEN DOOR POLICY

Green Meadows Preschool maintains an open door policy for parents. You are invited and always welcome to call or drop in to see your child(ren) at any time during regular hours. We ask that you avoid visiting during nap/rest time as much as possible. (12:00 pm – 2:30 pm). If you need to pick up your child during nap/rest time, please let us know in the morning so we may have your child waiting for you, so as not to disturb the other children.

ARRIVALS / DEPARTURES

Please send your child(ren) clean, well rested, and dressed for the day. It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home. Please be very brief during these transition times.

The longer you prolong the departure, the more difficult it can get and we need to focus our attention on all the children. Children are almost always quick to get involved in play or activities as soon as parents are gone.

This is also a time of testing when two different authority figures are present (the parent and the provider). Sometimes children will test to see if the rules still apply. During arrivals and departures, we ask that parents/guardians please back up our rules. If you do not, we will remind the child that their behavior is inappropriate and take action to correct, if needed.

You are responsible for your child during drop off/pickup times so please be in control of your child(ren). For their safety, children are not permitted to go out to their car or run out the door unattended at pick up time. We will only release your child(ren) to the parent/guardian or someone else you designate. If someone else is to pick up your child, please notify us ahead of time. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, we will need to see a photo ID. Please Note: If there is a court order keeping one individual away from the child(ren), we must have a copy to put in the child's file. Otherwise, we cannot prevent the parent from picking up the child(ren).

NUTRITION

The preschool serves a morning and afternoon snack and a hot lunch. Our kitchen staff prepares and serves a nutritious, well balanced, state approved, variety of foods. All of our selections are served with 2 % milk or 100% fruit juice. Children under the age of 2 years will be served whole milk fortified with vitamin D for their meals or 100% fruit juice. Also, we are a NUT FREE ZONE! (any nut, nut product or items produced where food containing nuts is manufactured is prohibited from GMP)

For those children with food allergies or dietary needs we will ask that parents supplement menu items when the child's diet is limited. For those with severe allergies we may ask that you provide an entire well-balanced meal for your child. We find that this is the easiest way to keep the allergen from children with severe allergies that are found in many foods.

With advance notice, children may bring special treats for their birthday or any other time during the year. Cookies, cupcakes and juice are typically easiest for the children to handle. Please check with your child's teacher about age-appropriate snack choices, as well as any food allergy that might be present in the classroom.

All special diet food must be supplied by the parents/guardians.

You are responsible for feeding your child if he/she will arrive at child care after the beginning/end of a meal time.

INFANTS:

Parents are required to bring breast milk or pre-mix formula prepared in bottles each day, supplying enough formula or milk for that day only. GMP will only store up to 3 bags of frozen breast milk to be used only after the day's bottles have been depleted. All bottles, unused milk and open, unused food containers will be sent home each day or food containers will be discarded by parent request. All bottles and jar foods must be clearly marked with the child's name. **In the event an infant is on formula with directions that specify feeding the infant immediately after mixing the formula, parents must bring enough bottles, the formula powder mixture and Green Meadows Preschool will add water just prior to feeding the baby.

Our Meal and Snack Schedule is as follows:

Morning Snack: 7:30-7:50 am

Lunch: 11:00-11:45 pm

Afternoon Snack: 3:00 – 3:30 pm

ENROLLMENT POLICY

There are a few forms that **must** be completed and in our possession **before** we can assume the responsibility of caring for your child. There are **no** exceptions. These forms include:

- Enrollment Form & Signature Page
- Certificate of Immunization
- Child Medical Examination Report
- Infant and Toddler Feeding and Care Plan (Children 23 months and under)
- Parent's Health Statement for School-Age (Kindergarten and up)
- Emergency Contact Form
- Medication Administration Permission Form (if applicable)
- Photo / Media Permission
- Sunscreen Permission
- Infant or Toddler/Preschool Resume

You are required to keep us informed of any change in address, phone numbers, and any other pertinent information on these forms as they arise, including notifying GMP of additional childhood immunizations. If you have any questions regarding the completion of the forms, please feel free to ask. Each child's file will be updated on January 1st.

TRIAL PERIOD

There is a two (2) week trial period beginning on your child's first day of care. During this time the child care agreement can be terminated. After the trial period, a two (2) week notice is required. Any and all pre-paid fees are non refundable.

HOLDING A SPACE

If it is decided that your child(ren) will enroll in the preschool but you will not be placing your child(ren) in our program until a later date, you must pay a deposit for tuition to hold the spot. All fee rules apply. The deposit is **NON-REFUNDABLE** if you decide, for any reason, that you will not be enrolling your child(ren). Also, an Intent to Contract form must be filled out and signed to hold this space.

TERMINATION POLICY

GMP services can be terminated with two (2) weeks written notice. No other notice will be accepted. If parent(s) wish to terminate this agreement without a two (2) weeks notice, he/she agrees to pay the two (2) weeks tuition fee at time of notification.

Green Meadows Preschool reserves the right to terminate for the following reasons (but not limited to):

- Lack of compliance with handbook policies
- Failure to pay or pay on time
- Failure to complete required forms
- Lack of parental cooperation
- Disrespect
- False information given by parent, either verbally or in writing
- Consistent late pickups/early drop offs disrupting our routine
- Failure of child to adjust to child care after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Inability to meet child's needs
- Serious illness of child or provider
- Attendance – we reserve the right to terminate a part time position in the event that a full time position can be filled. You may opt to pay for a full time position to maintain your spot.

We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of staff or other children in attendance (with all fees due and payable). Re-admittance, if accepted, will include all back pay including late fees. If parent/guardian breaches contract he/she will be liable for all collection, attorney, court, any/and all costs involved in breach. We will also give two (2) weeks notice if the child is to be terminated from care (with all fees due and payable).

TUITION & FEES

TUITION

We offer both full-time and part-time care. Full-time positions will generally be preferred over part-time positions. We reserve the right to terminate a part time position if the position can be filled with a full-time family. You may opt to pay for a full-time slot in order to keep your part-time position.

Please be advised that tuition is set up in a standard, UNCHANGING WEEKLY RATE. We have already discounted for holiday and snow day closings by subtracting them from the 52 weeks and then dividing, thus producing lower unchanging weekly tuition rates. If the snow days are not used during the year, we will not make tuition adjustments; your weekly tuition rate will continue to remain the same.

The tuition reserves a space for your child and must be paid even if your family misses a day or more.

ENROLLMENT FEE

There is a \$50 per family fee due at the time of your child's enrollment. This fee is non-refundable.

TUITION PAYMENTS

You are responsible for paying your child's tuition, in advance. You must do this on the Friday before the following week, or on Monday morning. Some parents prefer to pay the entire month at one time, or bi-weekly. If this is the case, we will be happy to figure a bi-weekly / monthly tuition statement. Just let the front office know.

LATE PAYMENT FEE

Your child's enrollment is subject to immediate cancellation if you become two weeks past due in your payments. You will then be responsible for the two weeks missed tuition, as well as a 20% late fee. Delinquent accounts that are not collected at Green Meadows Preschool within two weeks are turned over to a collection agency and their collection fee of 33% is attached to the delinquent account. If they are unable to collect, they turn these delinquent accounts over to their legal department. Should this occur, you will be responsible for whatever legal fees are incurred through this process. If you are experiencing a temporary problem in remitting payments in a timely manner, please contact the Director immediately. We will try to work with you.

SIBLING DISCOUNT

Green Meadows Preschool offers discounts for families enrolling two or more children. Sibling discounts are applied to the older children's tuition rate. The youngest child will be charged full tuition, the next oldest child will receive a 10% discount, and the older child(ren) will receive a 15% discount.

RETURNED CHECK FEE

We will charge \$25 plus any additional costs we may incur for any returned checks. Service will be halted until we receive full payments in cash. In addition, we will only accept cash payments from that point forward.

MISCELLANEOUS CHARGES

Late Pickup/Early Drop Off Fee

*CHARGES ARE \$2.00 PER MINUTE, PER CHILD, FOR EACH MINUTE PAST OUR CLOSING TIME OF 5:45 PM. WE REALIZE THIS MAY SEEM EXCESSIVE, HOWEVER, WE CANNOT STAFF PERSONNEL BEYOND OUR CLOSING TIME. OUR STAFF HAVE WORKED A FULL DAY AND ARE ANXIOUS TO GET HOME TO THEIR FAMILIES, AS WE KNOW YOU ARE. Any late fees will be charged to your account and payment is expected with the next weekly tuition payment.

Repeated late pickups/early drop offs, even if you call to let us know, can be grounds for termination of services (with all fees due and payable). Please choose your drop off and pick up times carefully, allowing for your daily commute.

REFERRAL FEE

When you refer GMP to your friends, and they choose to enroll their child, you and your friend are eligible for a discount on your tuition, once the new child is attending. The discount is \$100 spaced out over four months.

To the enrolling parent: \$25.00 off each month for the first four months up to \$100.00

To the referring parent: \$25.00 off each month for the first four months up to \$100.00

To receive the referral fee you must complete the Student Referral Form and submit it to the front office.

FEDERAL AND STATE TAXES

We will supply you with a year end summary of all child care fees paid for the year for your tax purposes. You may request this summary from the front office.

We will provide receipts at the time of payment, if you request one.

CLOSURES & TIME OFF

HOLIDAYS

Green Meadows Preschool will be closed for the following paid holidays:

- New Years Eve
- New Years Day
- Memorial Day
- 4th of July
- Labor Day
- Day before Thanksgiving
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a Saturday then Green Meadows Preschool will be closed the Friday before and if a holiday falls on a Sunday, Green Meadows Preschool will be closed on the Monday after.

INCLEMENT WEATHER POLICY

GMP always plans to be open on snow days. However, in the event the road conditions become so extreme that our staff is not able to make it to work, we have structured our tuition to allow for school closings. Please listen to your local radio/television stations for such GMP school closings when the weather is extreme. We will also post it on our Facebook page.

Radio: KPLA 101.5 FM Television: KMIZ.com or KMIZ Channel 17 / KOMU.com or KOMU Channel 8

ABSENCES

We ask that you notify us as soon as possible if you will not be bringing your child or if you will be arriving late. For children who are sick, please see the Children's Illness Policy in this handbook.

CURRICULUM

Green Meadows Preschool uses as its guideline Emerging Language and Literacy Curriculum, developed at the University of Missouri, a state and nationally approved curriculum that also adheres to the Missouri Early Learning Guidelines. It is a theme based curriculum that provides learning opportunities for vocabulary development, letter recognition, sounds and learning through engaging projects and fun activities. GMP also introduces beginning number sense and science in its overall curriculum. Our developmentally appropriate curriculum provides for the whole child; it combines physical, emotional, social, and cognitive learning through an integrated approach. Each of these domains is interconnected and impacts the others. Children in our classrooms are encouraged to

explore. The teachers inspire the children by asking open-ended questions and finding new ways to teach new things within the subject area. Lesson Plans are prepared weekly and available for parent viewing.

CLASSROOM LEARNING CENTERS

Learning centers are an important part of a child's exploration and learning. Centers you will see at GMP are Art, Block / Building, Reading / Books, Math / Manipulatives, Science Exploration, Dramatic Play, Writing and a Quiet Spot for children who wish to have a few moments of alone time or quiet.

DEVELOPMENTAL AND AGE APPROPRIATE PRACTICES

Our teachers use developmental and age appropriate practices to nurture the social, emotional, physical, and cognitive development of each child. The theories of early childhood education are used to implement the ELLC curriculum. Knowledge of the typical development of children within the age span provides the framework from which teachers prepare the learning environment and plan appropriate experiences. Assessments are done to identify the strengths of each child as well as the needs of each child. Each child is a unique person with an individual pattern and timing of growth, as well as an individual personality, learning style, and family background. Both the curriculum and adults' interactions with the children are responsive to those individual differences. Learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people.

ELEMENTS OF LEARNING

- **Large Group Activities:** In large group activities the entire class participates in an activity. This allows the children to use peer interaction to help one another with ideas. This is a great way to teach and use cooperation skills. Older children who have mastered skills are usually willing to help the younger ones. This helps to teach both of the children.
- **Small Group Activities:** Teachers take groups of 2-3 children to work on projects or special projects. The children get more individual attention in the small group.
- **Outside Play:** Outside play gives the children an opportunity to meet and play with the children from other classrooms. Outside we also play active games and, best of all, we get to do lots of things that are unacceptable inside, like yelling and running.
- **Gross Motor Play:** Gross motor play develops and builds large motor skills (walking, crawling, running, jumping, climbing, etc.). Children develop these skills outside while using the play equipment, running, taking walks, and inside by exercising, climbing on the soft blocks and dancing. These skills are important in many ways. The children develop large muscle movements that ultimately translate into beginning writing skills. Children grow from the trunk of their bodies out to their fingers. They need to master large movements before they can master the small ones.
- **Fine Motor:** Once a child has developed large muscle control, the children begin to play with smaller items found in the classrooms learning centers, learning to grasp and manipulate them.

HEALTH AND SAFETY MATTERS

It is the policy of Green Meadows Preschool, that each child must have an up-to-date copy of their immunization records on or before the first day of their enrollment. For the safety of all, we do not enroll children whose parents choose not to immunize them. Each child is required by state regulations to have on file a health/medical form, which includes a record of up-to-date immunizations and a signature of the child's source of medical care. Should your child have any additional vaccinations once enrollment has begun, we will require the most recent copy of the child's shot records. Each child who has not had a physical examination within the last year must have one within thirty (30) days of enrollment. A copy of this medical/health form must be turned in within the 30 days otherwise the

child will be excluded from the program until the document has been submitted. A licensed physician or a public health nurse under the supervision of a physician may do the physical.

For those children with special health care needs such as serious allergies, a doctor’s written specialized health care plan must be on file at the time of enrollment that describes the diagnosed allergy; symptoms to look for in the child; steps for staff to take if a child begins to have an allergic reaction including, but not limited to, medications to be administered in this situation. The child’s health care provider should update this specialized plan as needed.

The center must have on file for each child a signed Permission for Emergency Medical Care (listed on the enrollment form) and an Emergency Contact form which is placed in your child’s classroom. Emergency numbers for reaching a parent and/or guardian and another authorized person must also be on file and **MUST BE KEPT CURRENT**. If you are new to the area, we require that you identify a “preference” for a physician and hospital until a more permanent one has been chosen.

We also require, without exception, emergency numbers for reaching parents and/or guardians and another local authorized person who may be contacted in case of an emergency.

Hand washing - Hands will be washed before and after meals, after bathroom use, after nose blowing and wiping and after handling an ill child.

Toys & Equipment - Toys will be sterilized daily or as needed with the recommended bleach solution.

Fire/Tornado Drills - Practice drills will be conducted quarterly and recorded.

Symptoms Requiring Removal Of Child From Childcare (no exceptions)

Please do not bring your child if he/she is sick; the health and well being of all the children here are of the utmost importance to us. It is for the protection of the children that we must insist on a strict adherence to our illness policy. Please read it carefully.

CHILDREN’S ILLNESS POLICY

Young children frequently become mildly ill. Infants, toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can develop one of two gastrointestinal infections (vomiting and/or diarrhea) each year. Deciding when children can go to child care or school can be difficult. Parents should discuss the child’s symptoms and decide what to do and call the child’s physician if deemed necessary. Parents should contact Green Meadows Preschool when a specific diagnosis, (such as strep throat or “pink eye”) is made by a doctor (health care provider), so other families can be alerted.

Sometimes it is necessary for a child to remain at home. There are three reasons to keep (exclude) sick children out of school:

1. The child is not able to participate in usual activities. Child may be very tired, irritable or cry a lot.
2. The child needs more individual care than the program staff can provide.
3. The illness or symptoms are on the exclusion list.

Look at the symptoms and/or illness list below to help you decide if your child should be kept home from child care.

ILLNESS OR SYMPTOM	SHOULD I KEEP MY CHILD HOME?
BODY RASH <u>with</u> fever	Yes – seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. Note: Body rash without fever or behavior changes usually does not require exclusion from the program; seek medical advice.

CHICKEN POX	Yes – until blisters have dried and crusted (usually 6 days).
CONJUNCTIVITIS (pink eye) (pink color of eye and thick yellow/green discharge)	Yes – until 24 hours after treatment (if indicated). If your health provider decides not to treat your child, a note is needed authorizing return to group care.
COUGHING (severe, uncontrolled coughing or wheezing, rapid or difficulty breathing)	Yes – medical attention is necessary. Note: Children with asthma may be cared for with a written health care plan and authorization for medication/treatment
CROUP (see COUGHING)	Seek medical advice Note: May not need to be excluded unless child is not well enough to participate in usual activities
DIARRHEA (frequent, loose or watery stools compared to child’s normal pattern; not caused by diet or medication)	Yes – two or more watery stools within a 24 hour period. Also, diarrhea with fever; diarrhea with vomiting; diarrhea that is not contained in the toilet or diaper
EARACHE	No – unless unable to participate in usual activities or fever with behavior changes (see FEVER)
FEVER (an elevation of body temperature above normal) Note: An unexplained temperature of 100° F or above is significant in infants 4 months of age or younger and requires immediate medical attention	Yes – when fever is accompanied by symptoms of illness, such as rash sore throat, vomiting, etc. Note: Fever of 100°F or above is reason to keep your child home. Young toddlers with immunization shot related fevers may come to school if they are able to participate in the routine of the day care facility.
FIFTHS DISEASE (Hand, Foot, Mouth)	Yes – until pediatrician clears the child to return to school
GENERALIZED RASHES	Yes – must be evaluated by a health care provider to determine their cause before the child can return to the day care facility – including those covering multiple parts of the body
HEADLICE or SCABIES	May return after treatment and when nit free
HEPATITIS A	Yes – until 1 week after onset of illness or jaundice and when able to participate in usual activities
HERPES	No – unless child has mouth sores and blisters and does not have control of drooling
IMPETIGO	Yes – until 24 hours after treatment starts
JAUNDICED	Yes – until a health care provider evaluates the cause and authorizes the child to return to the facility

RESPIRATORY OR COLD SYMPTOMS	No – may attend if able to participate in usual activities
RINGWORM	No – May return after treatment starts
ROSEOLA	No – unless a child cannot participate in usual activities and has a fever with behavior changes
RSV (Respiratory Syncytial Virus)	Seek medical advise Once a child has been infected, spread is rapid. Note: A child does not always need to be excluded unless child is not able to participate in usual activities
SHIGELLOSIS or SALMONELLA	Yes – until the child has no diarrhea or fever, the child’s parent or guardian produces documentation that 2 stools, taken at least 24 hours apart, are negative for shigellosis or salmonella, and the local health authority has given written approval for the child to be readmitted to the day care facility.
SKIN INFECTIONS (Such as draining burn or infected wounds or hangnails)	Yes – until treated with antibiotics for 24 hours
STREP THROAT	Yes – until 24 hours after treatment and the child is able to participate in usual activities
VACCINE PREVENTABLE DISEASE (Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough).	Yes – until judged not infectious by the health care provider
VOMITING (2 or more episodes of vomiting in the past 24 hrs; vomiting with fever; recent head injury)	Yes – until vomiting resolves or a health care provider approves return to program
YEAST INFECTIONS (Thrush or Candida diaper rash)	No Follow good hand washing and hygiene practices

Please take the rules seriously. It is always best to call the school and ask if you are unsure whether or not you may bring your child. It is always best for you to have a back up plan available to in the event your child is ill and you cannot miss work. Any infractions of the rules (on previous pages) and you will be called at work or school to come and pick up your child. Repeated calls to have you return to the child care to pick up your child may result in termination (with all fees due and payable).

MEDICAL EMERGENCIES – FIRST AID

Any non-life-threatening injury will be handled on a case by case basis. For minor injuries like bumps and bruises, we will provide first aid and a report will be taken. Cuts and scrapes will be cleaned and a band-aid will be applied to the area. If we feel an injury needs more medical treatment than we are qualified to give; a parent or guardian will be notified and asked to seek proper medical attention.

If a child suffers a potentially life threatening injury or sudden serious illness, 911 or the poison control center (1-800-525-5042) will be called immediately. You will be notified as soon as possible, and given an injury report documenting the injury and its' cause.

All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The owner and staff of Green Meadows Preschool cannot be held liable for any sickness or injury of either the parent, guardian or child while on these premises, or while the child is in the company of staff during outings.

MEDICATION POLICY

If at all possible, please administer medications at home; however, in the event that medication must be administered while the child is in our care, we are required by law to receive additional paperwork to do so. If a child requires medicine while in our care, a Medication Administration Form must be filled out and signed by the child's parent or guardian. In addition, Green Meadows Preschool requires a written form of doctor's authorization to administer over the counter, as well as prescription medication. Last, the Medication Administration Log in the Children's Binder must be filled out as well.

ALL medications must be in the original container. Parents are required to supply any and all medications including: Tylenol, Motrin, gas drops, teething tablets and gel, as well as diaper rash lotions. Medications will need to come with you in the morning and go home with you in the evening.

Prescription medications must come in the original container labeled with: child's name, name of medicine, time medicine is to be given, dosage, date medicine is to be stopped, and licensed health care provider's name. Pharmacy name and phone number must also be included on label.

Over the counter medication must be labeled with child's name. Dosage must match the signed health care provider authorization, and medicine must be packaged in original container. If at all possible, please give children medicine at home.

*NOTE: We have a written Medication administration policy included in our Risk Management Plan located in the front office and in each classroom.

GUIDANCE & BEHAVIOR

We have summed up the expectations in our program in one word... "respect". Children are taught to respect themselves, respect others, and respect our belongings and our environment. This means that any behavior that would hurt themselves, hurt others or damage property is discouraged and further action may be required.

We will do everything in our power to maintain the safety and well-being of your child. Please remember that biting is a normal stage of development; we will try our best to protect your child while some children pass through this stage.

DISCIPLINE

Safety concerns and respect for the rights and feelings of children are incorporated into GMP's method of discipline. A safe environment is provided in hopes of preventing problems by:

- Arranging the classroom environment to contribute to all children's success
- Establish structure and basic routines for the day
- Removing and keeping the child away from harmful areas
- Talking to him/her about his/her feelings and giving him/her words to express those feelings
- Redirecting attention

Preschool and school age children are better able to understand and remember rules and consequences. The children are reminded what is expected of them at all times. When children know what is expected of them, problems are less likely to occur. The basic rules are:

- Walk while inside
- Use quiet voices while inside
- Use polite words (no name-calling, foul language)
- Be kind to our friends (no hitting, kicking, pushing, biting, pulling hair, taking toys away)
- Use manners (please, thank you, etc.)
- Use toys respectfully
- Follow directions

When a problem does occur, positive methods of discipline are used in a quiet, calm manner. These methods encourage self-control, self-direction and cooperation. The child is directed and encouraged to solve his/her problems using polite words. "I" messages are used with children such as: "I don't like to hear those kinds of words" or "My job is to keep you safe and I can't allow you to stand on the table." The methods used are:

- Maintain composure (you can't teach self control if you don't have it)
- Redirect attention
- Focus on "do's instead of "don'ts". Explain a more appropriate behavior.
- Have child go to the "safe" place, if necessary, to gain control of him/herself
- Offer choices: (choices that you can live with)
- Use natural consequences
- Delay consequences
- Use empathy

If a child is misbehaving or hurting another child, and does not cease after attempts at redirection and verbal warnings, we will send him or her to the "safe" place. This is a place where the child can go whenever he or she needs a little time or space to regroup and reconnect with what was happening around them. Once the child is ready to return, we use behavior-modification techniques to encourage appropriate ways of acting. Our goal is to help each child develop a strong sense of self-discipline and self-esteem.

If a child seems to exhibit a behavior that is not age-appropriate and it continues to be a problem, we will set up a time when we can meet with parents and work together on possible solutions. If a problem becomes so severe that it is disrupting the other children's daily activities, removing the child from the program will have to be considered.

We believe children are responsible for their actions and we teach them to respect other people's property and the value of those items. Should a child break a toy or personal item due to excessive roughness after they have been asked not to, or because s/he broke a rule, parents will be responsible for AT LEAST 50% of the replacement cost.

The following methods of discipline will **never** be used on any child at any time.

- spanking, hitting, pinching, slapping or any forms of physical force
- restricting a child's movement by binding or tying him/her
- mental or emotional cruelty
- depriving meals, snacks, rest or toilet use
-

CLOTHING AND PERSONAL BELONGINGS

PERSONAL BELONGINGS

We prefer that children **not** bring toys from home **unless** it is something that can be shared with all the children. If toys are brought, please note they may be put away if they cause problems among the children. All personal items must be clearly marked with child(ren)s name. We take no responsibility for lost, stolen or broken toys brought from home. Should the child(ren) deliberately destroy GMP's toys or other property through misuse or willfulness, the parent will be required to replace it. If your child needs a special toy or item for sleeping, it will be put away until naptime.

SUPPLIES NEEDED

Parents are responsible for supplying disposable diapers/pull-ups (if necessary), wipes (if necessary), (1's, 2's & PreK) nap blanket & sheet, (1 year olds) 2 sippy cups, (2 year olds and up) 1 water bottle, weather & play appropriate clothes (including a warm jacket, hat and gloves during the winter months). Children will need to have at least one change of clothes. All supplies need to be marked with child(ren)s name.

CLOTHING / ATTIRE

Children should arrive dressed for FUN! Having fun includes outdoor activities and can include messy activities within the classroom, so please make sure your child is dressed appropriately for learning, outside play. Also make sure your child is dressed for the weather. We will go outside until the wind chill is too low or the temp is too high.

POTTY TRAINING

Potty training at GMP begins in the 2-year old rooms and when the child is ready. Before a child can move into our PreK program (at age 3), they must be fully potty trained.

We will be more than happy to help with the potty training. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress themselves, and interest in staying dry or clean. We work together with the parents in order for potty training to be a success.

When we see that a child is showing signs of being ready to potty train, we ask for pull-ups to be provided. We will then offer the potty each time that the child would have normally been diapered. We then use positive reinforcement each time the child attempts or gets on the toilet. Once we see that the child is using the toilet and staying dry and clean, we will ask for big girl / big boy

underwear. We use timers as a method of ‘reminding’ the child to go to the restroom. Once they start to ask to go to the restroom before the timer goes off, we slowly take the timer away. We celebrate each step of the way!

COMMUNICATION WITH PARENTS

Keeping close communication with our families is a priority

~Daily Conversations~

Drop off and pick up times can be hectic, but we always want to know how your child’s evening / morning went and we want to let you know how their day went when you pick up. If either the parent or the teacher can’t say all that is needed in a short time period, then we are happy to set up a time for further and more detailed conversation.

~Phone Contact~

We may be reached at 573-449-3359 during the day. Often the teachers are busy with children and will not be able to come to the phone, but either the Director or the Assistant Director would be happy to chat with you.

~Parent Conference~

At times, parents will be invited to meet and discuss their child’s development and concerns. This may be initiated by either the parent, the Director, or one of our staff. If there is ever a concern or issue that you wish to discuss, please feel free to set up a conference time.

~Newsletters~

A monthly newsletter will be distributed to keep you informed about learning themes, special dates and topics of interest.

~Parent Board in Entry Way~

We will post upcoming notices that impact the entire school on the Parent Board. Please remember to check it for any new item.

PARTIES / FIELD TRIPS

Green Meadows Preschool loves to party! You are always invited to join us and bring Grandma and Grandpa as well! The classes will put out the specific information and will post a sign up sheet for their classroom. The office also puts out the upcoming party dates and times and posts it on the Parent Board.

Our field trips are for children aged 2 and above. Both 2-year old classes and all the PreK classrooms go to the Pumpkin Patch every October. Parents are always welcome to join us! The children love finding the perfect pumpkin and the hayride! In the Summer, the PreK classrooms go on a second field trip, usually to a bounce house. The school aged students who spend their summer with us, also have the opportunity to learn through visiting local businesses and going on nature related field trips.

Each field trip requires its own signed permission slip and any admission fee will be communicated to you well in advance.

NAP / REST TIME

NAP / REST TIME Sleep is an important part of healthy growth and development. When children sleep their brains develop, they heal and they grow. Regular naps provide predictable routines and help children cope with the stimulating activities in child care settings.

In Missouri, [licensing regulations](#) require a [supervised](#) nap period that meets the child’s individual needs. All children shall be given the opportunity to nap or rest without distraction or disturbance from other activities at the Center.

SAFE SLEEP POLICY

Providing infants with a safe place to grow and learn is very important. For this reason, Green Meadows Preschool has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff at Green Meadows Preschool will follow the AAP safe sleep policy.

PICTURES AND MEDIA

PICTURES We may take candid pictures of the children at various times. Generally, the photos will be used for bulletin boards, cubbies, projects to be sent home, special events, and sometimes just for fun! We may also use children’s photos on our website and Facebook page. As long as we have permission and the Photo Permission Form signed, we will use such pictures.

TRANSPORTATION OF CHILDREN

Green Meadows Preschool provides transportation to and from Mill Creek Elementary, Beulah Ralph Elementary and Rockbridge Elementary through Little Darlings Limo, LLC. Occasionally, classrooms may schedule a field trip or extracurricular activities as well. On such occasions, Green Meadows Preschool provides transportation through Little Darlings Limo, LLC. A signed permission slip for your transportation choice is **required** for each individual field trip. All transportation is done within the requirements under state law.

REPORTING CHILD ABUSE

We are required by law, and it is also our responsibility as teachers, to report any suspected abuse or neglect. We cannot turn our heads on a child that has been abused or neglected. Therefore, we will notify Children’s Protective Services and the Police Department when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited.