

# Monett R-1 Daycare



## Child and Parent Handbook 2021-22

400 Linden Avenue  
Monett, MO  
417-354-2182 Ext.2365

August 1, 2021

Dear Parent,

Welcome to Monett R-1 Daycare! We are delighted that you are choosing our center for the care of your child. We will work with you to provide a positive, nurturing, joyful experience for your child. We hope this handbook will answer your questions and encourage you to ask any additional questions you have as we work together for the optimal development of your child.

We believe open, ongoing communication with families is vital to establish effective relationships between home and the center. In addition, to the typical program information please note the specific policies and procedures adopted to address health concerns. We recommend that you check the district health policy online for the most current version as recommendations may change throughout the school year.

We look forward to your interest and involvement with Monett R-1 Daycare.

Your Partners in Education,  
Monett R-1 Daycare Staff

We believe in caring for the “whole child.” Given time and experience, we believe all children will learn and grow. Our program is designed to help children develop social-emotional, cognitive, language, and motor skills. We offer age-appropriate, meaningful activities and play experiences. Activity centers encourage children to become decision-makers while engaging in creative, spontaneous play both independently and with peers and adults. Our facility is a safe, positive, healthy environment where nurturing, well-trained care providers offer constant effective care. We believe that parents are the child’s first and most influential teachers. We will work together to enhance development and encourage readiness for kindergarten. At Monett, we believe that families and children are worthy of our time and best efforts because parents are our present and children are our future.

**Our Goals and Objectives:**

1. We will provide a safe, secure, healthy environment.
2. We will use safe, healthy, consistent care practices.
3. We will provide age-appropriate, stimulating, culturally respectful toys and books.
4. We will provide nurturing, loving, positive care and guidance.
5. We will provide activities and lessons to encourage each child’s development, preparing him/her for school.
6. We will provide healthy, nutritious meals and snacks.
7. We will work closely with parents toward the welfare of the whole family.
8. We will encourage families to participate in the Parents as Teachers program in order to gain knowledge of child development and positive parenting practices.

**Parent Information:**

Our Center has an infant room for children ages 6 weeks - 24 months with a caregiver to child ratio of one to four. Children, ages 24 months and older, are in a separate room in which the caregiver to child ratio is one to ten. Toilet training will begin at age two if the child is ready and interested. Families and care providers will work together for toilet training success.

**Center Hours:**

We are open according to the Monett R-1 School District calendar and observe the same holidays and snow days. Our hours are 7:00am-5:00pm.  
*\*All children need to be checked out before 5pm.*

**Admission Policy:**

All required paperwork must be received prior to your child receiving care in

our facility. Paperwork includes, but is not limited to: Enrollment form, medical examination form, immunization record, specialized diet/individual feeding information, and emergency contact form. A \$100.00 deposit is required to secure your child's seat and will be applied to your tuition balance. Children of high school students will be required to complete a DFS day care application, food program application, and provide a \$50.00 deposit.

**Day Care Fee Schedule:**

The following rate changes will go into effect as of August 2021.

0-23 months: \$32/per day

24-35 months: \$28/per day

36+ months: \$25/per day

Staff members will have the tuition deducted from their monthly paycheck in twelve month increments. Charges are based upon the school calendar and tuition will not be reduced due to absences.

**Dismissal Policy:**

- a. After attempts have been made to meet a child's individual needs, any child who demonstrates an inability to benefit from the care offered at the Center or whose presence is detrimental to the other children may be discharged. Also, if the center cannot establish a mutually satisfactory working relationship with a parent, care of a child may be discontinued. Two weeks notice will be provided.
- b. If a child is found to be a danger to others, he/she will be dismissed immediately.
- c. If a family chooses to withdraw from the center, a two-week notice must be given to the coordinator.

**Arrival Procedures:**

All children must be signed in and out by a parent or authorized caregiver. Children are to be signed in at the entries of their rooms. Regular attendance is encouraged and fees are non-refundable. The Center will follow the Monett R-I school calendar.

*\*In the event that school is cancelled due to inclement weather, the Center will also be closed.*

*\*In the event that school is dismissed early for inclement weather, children should be picked up from the daycare in a timely manner in order for employees at the daycare to get home safely.*

**Child Abuse and Neglect Policy:**

As mandated reporters, we will notify the authorities if we suspect neglect or abuse.

**Home Communication:**

Please check your child's clipboard daily for daily reports, calendars, newsletters, or other important information. We encourage home visits with the Parents as Teachers parent educators and participation in family events. We also value continuous communication between home and school. You may schedule a conference with your child's teacher at any time. You may visit the center at any time to spend time with your child. If you have any concerns or grievances, please talk to the coordinator to schedule a meeting. If you are dissatisfied with your conference, the chain of command is posted on the Center Information Board. You may access your child's file at any time by request to the Coordinator or Director.

**Dress Policy:**

Comfortable, washable play clothes and tennis shoes are recommended. Please leave an extra change of clothes. Parents are to provide diapers and any creams or ointments. We require a signed medication permission form for our caregivers to apply creams and ointments

**We have four simple life skills for children:**

Polite  
Act Responsible  
Work Hard  
Stay Safe

Through modeling, encouragement, and verbal direction, every child learns expectations. Recognition and rewards encourage positive behavior. Consequences of redirection, verbal prompting and "practicing", and a time in a "safe spot" are used when needed. Children are taught to use the "safe spot" when they need it.

**Meals and Snacks:**

Breakfast, Lunch, and an afternoon snack are provided. A weekly menu is posted and planned according to the Missouri Child and Adult Food Program guidelines. Formula and baby food will be provided by the parents. No homemade foods can be brought for snacks. All staff are required to wear gloves when handling unpackaged snacks. Faculty and students will wash hands before eating or handling food.

*If your child has an allergy to particular foods or is on a special diet, our facility must have signed documentation for a doctor or medical authority stating your child's special dietary needs and the foods that may be substituted to meet those needs. Students with food allergies will be provided optional snacks to prevent exclusion from activities.*

\*\*\*\*NOTE:Meals will not be provided on Professional Development days on which the cafeteria is closed. Parents are required to pack all meals and snacks for each child on those days.

**Health Information: Daycare will follow the current district guidelines and health policy. Please see the district website [monettschools.org](http://monettschools.org) for the most up to date version of the Covid19 policy as recommendations may change over time.**

Please call our office (354-2182) if your child will not be attending. A child should not attend daycare if:

1. The child is vomiting or has diarrhea ***{24 hours vomiting-free/diarrhea-free}***.
2. Rash or draining wound that needs medical treatment.
3. One or both eyes are red and itching with crust on eyelids. These are signs of conjunctivitis and should be evaluated by a doctor.
4. There are signs of head lice. We have a no nits policy.
5. The child has a fever of 100 degrees F or above ***{24 hours fever-free without medications}***.

**Medication Policy:**

Please try to arrange for your child's medication to be given at home. Medications will be given only when proper procedures are followed: Parents/guardians should deliver the medication to the room in the original container, providing a signed note stating the child's name, date, name and dose of medication, time to be given, and purpose. The child's physician must provide the school with a written request that the student be given medication during school hours if the medication needs to be taken long term. The school will provide no medication.

**Covid19 procedures:**

- The daycare program will follow the same district policy for health procedures, including excluding a child from daycare due to health concerns. Please see the detailed plan on the school website.
- Parents will utilize a drop off and pick up zone at the front entrance. Parents are requested not to enter any of the daycare classrooms.
- Each child will have a temperature check at drop off using a touchless thermometer.
- Sanitation and cleaning protocols will follow the district plan.
- Staff members will be required to wear face masks or PPE when they cannot safely physically distance themselves from others.
- Families are encouraged to monitor child temperatures before leaving their homes in the morning. Anyone with a fever higher than 100

degrees should not come to school.

- Children and staff will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:
  - A fever of 100 degrees or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea.

## **Safe Sleep**

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

### **Safe Sleep Practices:**

1. Infants will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.
3. Sleeping infants will have a supervised nap period. The caregiver shall check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping or when they awaken.
4. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for

the environment, with no more than one layer more than an adult would wear to be comfortable in that environment.

5. All caregivers will receive training on infant safe sleep based on AAP safe sleep recommendations.

**Safe Sleep Environment:**

1. Room temperature will be kept at no less than 68 degrees F and no more than 85 degrees F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.
2. Infants' heads and faces will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of their crib.
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any objects that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. With parents consent, pacifiers will be allowed in the infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.
5. Only an individually assigned, safety approved crib with a firm mattress and tight fitting sheet will be used for infant napping or sleeping.
6. If an infant falls asleep in anything other than a crib, the child will be moved to their crib for the remainder of their sleep or nap time.
7. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

**Accident and Injury Policy:**

If a child is injured while at the Monett R-I Day Care facility, staff will take the following steps:

- Administer necessary first aid. There is always at least one person trained in first aid and CPR on duty at all times.
- If needed, the school nurse will be contacted.
- Parents will be notified if the injury is severe enough.
- An accident/incident report will be completed. This report will describe the nature of the injury and what first aid was administered. The report will be placed on your child's clipboard and you will need to sign a copy for our files.
- If the staff determines this is an emergency situation, 911 will be contacted to provide emergency assistance. If necessary, the emergency medical service will transport your child to the medical facility designated on your enrolment form. A parent or guardian will be notified ASAP.

**Typical Activities:**



- Group Play: Singing, dancing, playacting, games, reading, circle time.
- Free Play: Children may choose-blocks, kitchen toys, dolls and accessories, play sets, household toys, pull/push toys, and art materials.
- Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards.
- Dramatic play: Dress up, role-playing, puppetry, etc.
- Outdoor play: (weather permitting) swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls. Please remember to dress your child appropriately for the weather.

**Typical Daily Routines:**

- Arrival and greetings
- Breakfast and clean up, brush teeth
- Bathroom and or diaper change\*, hand-washing
- Infants usually nap in the morning as well as the afternoon.
- Circle time (including calendar, songs, finger plays, story time etc.)
- Arts and crafts or other learning activity
- Bathroom/Diaper change\*, hand-washing
- Outdoor play
- Hand-washing
- Lunch and clean up
- Rest Time
- Bathroom/diaper change\* and hand washing
- Snack and clean up
- Free play
- Calm down time, quiet table toys
- Parents pick-up

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