



WILDWOOD
EARLY LEARNING CENTER
NURTURING YOUR CHILD'S LOVE OF LEARNING!

Parent Handbook

Policies & Procedures

**Wildwood Early Learning Center
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**Parent Handbook
of Policies & Procedures**

Dear Parents:

Welcome! This Parent Handbook was developed to give you a complete outline of the procedures and operations of our center, and our approach to planning educational experiences for children enrolled at Wildwood Early Learning Center.

If you ever have any questions, comments, concerns, or suggestions, please contact me.

Sincerely,

Joe and Amy Deters – Owners

Mollie Shaw - Director

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PARENT HANDBOOK

Introduction and Philosophy

Objective

Wildwood Early Learning Center is designed to provide the children and families we serve with a safe, clean and nurturing environment, where every child can develop emotionally, physically, intellectually, and socially.

Description

At Wildwood Early Learning Center, we provide early care and education services for children ages 6 weeks through 12 years of age.

The center is located at 16930 Manchester Road. The center is open Monday through Friday, 6:30 A.M. until 6:30 P.M., with the exception of the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. If any of these Holidays fall on the weekend, we will be closed on the weekday recognized for the Holiday. Children may attend the center on a full or part time basis.

The center has a fenced outdoor play yard with age appropriate equipment.

Staff

Teachers at Wildwood Early Learning Center are committed to providing children with daily opportunities to explore, create, and problem-solve through unstructured and structured time to promote a balance of self and teacher instructed activity.

Teachers are well trained in early childhood development. The staff continues to grow professionally through participation in workshops, reading professional literature, and attending training offered by the Missouri Department of Child Care.

Substitutes

When caregivers have to be absent, we try to cover by reassigning available staff. When this cannot be done, the owner/director of the school will care for the children.

Program Information

Admission

Admission is on a first come first served, space available basis, for full-time care. The same is true of part time care, if the requested hours will fit into the overall schedule. A phone call is all that is needed to be placed on the waiting list if space is not available. No child will be discriminated against because of race, creed, color, national origin, or sex. In order to enroll a child at Wildwood Early Learning Center a number of forms need to be completed and returned with the required enrollment fee.

Fees

In order to secure a space at Wildwood Early Learning Center, a completed Child Care Registration Form must be returned with the enrollment fee. This fee is not refundable. This is a one time (not an annual) fee.

An annual activity fee will be due for each child at registration and annually on the anniversary of enrollment.

Payment for Service

Payment is due every Monday and will be considered late after 6:30 P.M. on Tuesday. See Tuition Sheet for late payment fee. The weekly rate remains the same regardless of attendance or holidays, with the exception of the vacation/sick discount.

Late Penalty

Please arrive by your scheduled pick-up time. If you can't avoid being late please call to make arrangements with your classroom teacher. The center closes at 6:30 P.M. Please arrive in time to collect your child and belongings and exit by 6:30 P.M. See tuition sheet for late pick up charge.

Sibling Discount

Enrolled siblings receive a 10% discount off the oldest child's tuition.

Vacation/Sick Discount

Children whom are enrolled in the center full time, will receive two weeks per year (Monday through Friday) at 50% off tuition when your child is absent for vacation or illness.

Extra Hours

Parents request specific hours of care at registration. If on any given day a parent needs additional time for care for their child, they must obtain prior approval from their child's teacher and the fee will be \$1 per minute before normal opening hours and \$1 per minute after normal operating hours. Please make a request 24 hours in advance. Space or staffing schedules may make it impossible to accommodate additional hours of care.

Early Pick-up

Parents who want to pick up their children at a time earlier than their scheduled pick-up hour are allowed to do so, but please let the child's teacher know in the morning, so they are able to gather any information that is to go home with the child.

Weather Policy

Delays and closing will only be undertaken when there is significant cause of concern for student, parent, and staff due to snow, ice or road conditions. Cancellation or delays will be communicated to parents by KSDK and email.

On days when snow accumulates during the day or severe weather warnings are in effect, the Director may decide to close early. In such cases, parents will be called to arrange for early pick-up for their children.

Termination of Services

We reserve the right to terminate childcare services at any time, with or without notice.

Withdrawal from Program

A minimum of two weeks notice is required to withdraw a child from the program. This withdrawal request must be in written form and delivered to the Director of the program.

Parent Contact

Parent's wishes for their child's care are always solicited, and will be respected whenever possible within the policies of the school. All discussions regarding children's development, health, family situations, and so on will be treated confidentially; only those staff members who need such information will be informed.

Communication is vital to a successful relationship between school and home, and so many opportunities for parent communication have been established.

Arrival/Departure

At the front desk is a daily sign-in/out sheet. You must make sure to sign in your child in the morning and out in the afternoon. The teachers try to greet you when you arrive, but please be sure to make contact with a teacher if they are busy when you arrive or when

you are departing with your child. The Center opens at 6:30 A.M. Please do not drop off your child before then. If staff members are in the building, they have come in early to do things they can't get done while supervising children. Only an authorized adult may pick up your child from the Center. An authorized adult is one whose name is on the registration form as a parent/guardian or listed on the release form as authorized to pick up your child without notification. Anytime another adult will pick up your child you must fill out a release form, and please be sure your child and teacher know of your plans. In case of emergency, you may call a teacher to give verbal authorization, which will be acceptable if your voice is recognized.

General Communication

Besides calling the center to let us know when your child will be absent, we also encourage you to use the phone whenever you have a question or concern about your child or the program, or when you just want to see how they are doing that day. If you have anything to discuss that will take more than a minute or two, the teacher may need to arrange to call you back at a mutually convenient time.

Parents Bulletin Board

There is a "parents" bulletin board in the lobby, which contains breakfast forms, medication forms, weekly menus, and any other important information we like to communicate about the center. Inside of each classroom there will be a schedule of the weekly lesson plans that your child will be involved in. Daily record sheets are sent home nightly in all classrooms.

Message Boxes

Each child has a cubby or folder where projects, daily record sheets, messages, and statements are put. Please make a practice of checking it each time you pick up your child.

In the front lobby, there is a box where you may leave tuition payments and notes for the Director.

Information Sheets for Infants and Toddlers

Teachers work with you in order to develop your child's daily schedule including naptimes, playtimes and bottle times. We document diaper changes, naps, and feedings on a form that goes home with you every evening.

Information for Preschoolers

Daily Preschool Record Sheet – Teachers record food intake, nap times, notes and reminders, and special activities your child participated in that day.

Cubby/Folders – Children have a cubby and a parent pocket assigned to them. Cubbies will hold your child’s outdoor clothing, change of clothes, bedding items and any other personal items. Parent pockets should be checked each time your child comes to school. Newsletters, notes from your child’s teacher, and other pertinent information are placed here.

Daily Verbal Communication – We encourage parents to talk with their child’s teacher at drop-off and/or at pick-up. If you have any questions, concerns, or just want to get an update on your child’s progress feel free to talk to your child’s teacher or the Director. We believe parent – teacher communication is essential to a successful program.

Parent Visits

We encourage you to visit our center anytime. You are welcome to observe your child during class time and to participate in any special activities arranged by the center. However, in order to prevent disturbing the children during scheduled nap time, please avoid visits to your child between the hours of 12:30 – 2:30.

Child Care and Health

Clothing & Belongings

Please dress children in clothing appropriate for the season as we play outdoors every day except in extreme weather. Please include boots, waterproof mittens, hats, and snow pants for the winter.

Children should always have a full change of clothes including socks and underpants in their cubby. All clothing should be appropriate for active play and messy play. We ask you to provide a “smock” or long t-shirt for arts & crafts; however, enthusiastic children still manage to soil their clothes occasionally so special or dressy clothes should not be worn to school. PLEASE LABEL anything that could be mixed up with another child’s, especially outerwear.

Aside from a cuddly doll or stuffed animal for naptime or a special item to share on show & tell day, other articles from home should not be brought to the center because of the difficulties they create.

Diapers and Supplies

Parents must provide all diapers, wipes, and necessary ointment or cream. Cloth or disposable diapers are both acceptable. If cloth diapers are used, please bring plastic bags for staff to store them and send them home in.

Toileting

Wildwood Early Learning Center does not participate in toilet training until the age of two. Children over the age of 24 months will begin learning to use the toilet when the parents and teacher together feel your child is ready. Teachers will notify you if they see signs of readiness while your child is at the Center. When teaching toileting, teachers use a gentle approach with lots of positive reinforcement and a consistent routine. When teachers are helping you toilet train your child, they will have a chart located in the restroom that will help assist you in knowing what your child has accomplished that day.

Nap and Rest Time

Your child's day will be very full, so children up to the age of five years have a scheduled rest period for each day.

Each infant has his or her own crib in the room. Infants will be placed on their backs to sleep in a crib. The infants at Wildwood Early Learning Center are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. All infant and toddler bedding is provided by the center.

For the preschool age children the rest period is between 1-1/2 and 2 hours. All children are encouraged to rest quietly during this time. Please send the following items to school for your child to use during nap time:

- ✚ 1 fitted sheet
- ✚ 1 small blanket
- ✚ 1 drawstring bag or pillow case to store the sheet and blanket

Rest items should be labeled with your child's first and last name with permanent ink. Cot sheets and blankets must be laundered weekly. Teachers will put all rest items in your child's bag and will place it in your child's cubby on Friday. Please retrieve items on Friday and bring them back on Monday.

Outdoor Play

Children play outdoors twice a day for at least a 30 minute period. When weather does not permit outdoor play the children participate in dancing, aerobics, marching, obstacle courses, and other active indoor games.

Health Policies

When your child is sick, we try to prevent the spread of illnesses by asking you to keep your child at home if he/she has behavior that indicates illness such as: lack of energy, sleepiness, loss of appetite or severe congestion, had a fever, vomited or had diarrhea (two or more very loose stools) during the previous 24 hours.

In case of emergency, Parents will be called immediately, not only if your child is sick, but also in case of an accident. Please see that our records are kept up-to-date on your location during the day. When parents or their designated alternate are unable to be reached in the case of an emergency, the staff will proceed with getting medical attention for the child as they see appropriate, as authorized by the registration form. We will, of course, document all that we do and continue trying to reach you.

Medical Updates

By State law, every child must be immunized as appropriate for his or her age, and have a health form from their doctor completed and returned before enrollment can begin. We also need to be informed when the child receives additional immunizations so that our records can be brought up-to-date.

Medications

We will administer medication to a child only with the dated, written permission of the parent(s) stating the length of time medication may be given. This information will be provided on a Medical Administration Authorization Form. Prescription medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosage, and the physician's name. All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages.

The date and time(s) of administration, the name of the teacher giving the medication, and the quantity of any medication given will be promptly recorded. All medication will be stored out of reach of children.

Food and Nutrition

At Wildwood Early Learning Center, we offer a morning snack, lunch and an afternoon snack to all children ages 12 months and up. All meals and snacks are nutritious and meet state requirements for nutritious meals, snacks and methods of food service. Parent's of infants must prepare and provide all infant formula/breast milk and any additional baby food or finger food. Menus are available to all parents and are posted on the parent's communication board in the front lobby.

Allergies

Please provide the Director with a detailed list of your child's allergies or any special dietary restrictions. A list of children with allergies will be posted in each classroom.

Guiding Children's Behavior

The techniques used at our Center are consistent with a positive, problem solving approach to classroom management. Our teachers understand children are not born knowing what is safe and appropriate to do. Children need years of practice and guidance. The teacher's job is to set age-appropriate limits to help children develop self-control and to provide a sense of security. When problems arise, the child's feelings and emotional needs will always be acknowledged and respected. Teachers will use several methods to teach discipline. Teachers will establish clear and simple limits, so the children always know what is expected of them. Teachers will always be consistent, use a positive approach, talk in a calm, yet firm voice when enforcing rules, and reinforce positive behavior with praise. In the case of misbehavior, teachers will use the following techniques: redirect the child to an alternative activity, explain why the behavior needs to be corrected, help the child to find better solutions to his or her problems, and provide opportunities for the child to make amends. In all cases the inappropriate behavior is the target, not the child. A child may need to have a brief "time-out" to calm down in a quiet but supervised area if they lose their self-control, but this is used as the exception not as a rule after other methods have failed.

**STAFF WILL NEVER USE ANY FORM OF BEHAVIOR MANAGEMENT THAT
MAY JEOPARDIZE CHILDREN'S MENTAL OR PHYSICAL HEALTH.**

Safety and Security

As a licensed child care program and a professional in the field, the staff of Wildwood Early Learning Center is required to report any incidents of child abuse or neglect to state officials.

Emergency Procedures

In cases of emergency, Wildwood Early Learning Center's staff will follow the following procedures:

- ✚ First aid will be administered immediately, as needed.
- ✚ A member of the staff will call 911. A member of the staff will stay with the child until emergency personnel has arrived.
- ✚ One staff member will accompany the child to the emergency room until the parent/guardian, or designated emergency, contact arrives.
- ✚ Parent/Guardian will be notified. If parent/guardian cannot be reached, emergency numbers will be called.

Evacuation Plan

In the event of an emergency, such as a building evacuation, it may be necessary for staff or emergency personnel to transport children. Staff regularly schedules practice emergency evacuations as required by state licensing regulations. Posted in each classroom is an emergency plan with telephone numbers and the center's emergency procedures.

Field Trips and Transportation

Many field trips are planned during the summer to build community involvement, learn from hands-on experience, and expand classroom experiences. The following procedures must be followed in order for your child to participate in field trips:

- ✚ Child must be four years old
- ✚ Staff must notify parents/guardians at least two weeks in advance of each field trip.
- ✚ Staff must send home permission slips that include the location, time, schedule, and any extra fees that must be collected. Permission slip must be signed and dated by a parent in order for the child to participate in the field trip.

Typical Day

We do not adhere to a rigid schedule of activities in any program, since part of operating a developmentally appropriate program is to be able to adapt to the changing needs of children. However, teachers do approach each day with a planned framework. Each age group has a different set of policies and a schedule that is available for you to view.

Curriculum

The curriculum of the center is based on research that indicates that children learn best by "doing" and re-creating their understanding of the world. The role of the teacher is to help children increase their understandings by supporting their explorations and gently challenging their misconceptions. Children are offered many opportunities to read, write, count, reason, create, and use their muscles during the day. The following content areas are included in Wildwood Early Learning Center's curriculum:

Language Arts

Early literacy skills are taught through activities which include: multi-sensory activities, songs, story-telling, rhymes, finger plays, rhythm activities, puzzles, matching games, and exercises for hand and eye coordination. Other language development is supported through discussions, circle times, puppets, dressing up, story telling, and role play.

Mathematics

Students will have many opportunities to practice pre-number skills during center time. They will develop math concepts through sorting, comparisons, sets, patterning and sequencing, recognition, counting and identification of numerals. Computation skills, as well as the skills of problem solving, measurement, fractions, space, and simple graphing will be introduced. We introduce basic math concepts through:

- ✚ Sorting by shape, color, and size
- ✚ Finding and building patterns
- ✚ Sequencing
- ✚ Counting games
- ✚ Number songs
- ✚ Literature
- ✚ Construction toys and materials

Social Studies and Science

Social Studies/Science topics are integrated into the curriculum during hands-on activities, small group projects, and centers. Emphasis is placed on developing inquiry skills such as questioning, obtaining and using information, making decisions, and communicating.

We develop the child's understanding of his responsibility toward living and non-living things through:

- ✚ Exploration
- ✚ Experimentation
- ✚ Discovery

Circle Time

Each day, children will be involved in circle time activities and center time. Teachers develop short activities during circle time to support the development of children's listening skills, cooperative skills, verbal language skills, self-confidence, conflict resolution skills, literacy appreciation, and social skills.

Center Time

Center time is an important part of the school day. Teachers are an active part of center time. While children are exploring activities of their choice, teachers observe their choices and encourage independence and cooperation. Center activities include:

- ✚ Language/Library
- ✚ Arts and Crafts
- ✚ Manipulatives/Math
- ✚ Science and Sensory
- ✚ Housekeeping/Dramatic Play
- ✚ Action Play
- ✚ Music
- ✚ Construction/Blocks.

Positive behavior is reinforced and encouraged. Teachers use this time to gather information about the children's interests, knowledge, and learning styles, which they will use to plan future lessons.