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PARENT HANDBOOK

2021-2022

* **LOCATION AND DIRECTIONS**

Little Paws Daycare is located at 8043 State Highway 86 E, Blue Eye, MO (next to J.J’s service station.) Entrance to the daycare facility is at the rear of the Church building. Please follow the driveway (ONE WAY) to the left (south side) of the church entrance. Access to daycare is ONLY available at the rear of the building. NO EXCEPTIONS. Access from inside the Church is not permitted.

* **LICENSING**

Little Paws Daycare is a License Exempt facility meeting the Missouri state required regulations and is inspected annually by the State.

* **AGES SERVED**

Children ages 3 through Grade 4 will be accepted for enrollment following the waiting list procedures. Children must be potty-trained prior to enrollment. If enrollment is closed, parents may request to be placed on the waiting list. We will also try to accommodate those children not attending preschool as space allows.

* **WAITING LIST**

Children enrolled as a 3-year-old will automatically be placed on the class roster as a 4-year-old unless you indicate your child will not be returning in the Fall. Staff will fill remaining openings by following the waiting list, calling families in the order in which the request for Daycare services was received. Should an opening become available during the school year, priority will be given to the first 4-year-old child from the waiting list who will begin Kindergarten in the Fall.

* **DAYCARE FEES**

Little Paws Daycare is a not-for-profit tuition-based Daycare. Daycare fees are determined based on total enrollment, regardless of absences and may be subject to change when enrollment numbers warrant. The current fee is $70.00/week per child for children enrolled in the Blue Eye Elementary Preschool program. The rate for full-day care is currently $120.00 weekly (M – F) for children not enrolled at Blue Eye Elementary Preschool program. After school care is available for students enrolled in Preschool or K through grade 4 at Blue Eye Elementary. The current fee for after school care is $35.00 weekly. Part-time or occasional care is available by appointment only for a fee of $5.00 per hour with a 2-hour minimum. Scheduled days for 3-day care $45.

Payment is due weekly in advance on MONDAYS for the upcoming week unless previous arrangements are made with the Daycare Director. **Check** or **Money Order Only.** **NO CASH**. Make payable to: **Little Paws Daycare.** If payment is not made as agreed, your account is considered delinquent. Delinquent accounts are grounds for termination of services following two (2) weeks of non-payment.

**PLEASE NOTE:** Children remaining after 5:30 PM will incur a Late Fee of $15.00 for every 15 minutes you are late in picking your child up (no exceptions.)

For information on receiving child care payments through the Missouri Dept. of Health and Senior Services, contact the Family Services Division [https://dss.mo.gov/cd](about:blank) or [https://dss.mo.gov/child-care/help-for-families/](about:blank) 417-357-6118 or 855-373-4636.

* **HOURS OF OPERATION**

Daycare hours are Monday through Friday, from 7:30 AM to 5:30 PM on scheduled school days. Children enrolled in the Morning Session of Daycare will be transported to Blue Eye Elementary via District school bus for Lunch and the Afternoon Session of Preschool. Morning Session Preschool children will have lunch at Blue Eye Elementary school and then be transported via District School bus to the Afternoon Session of Daycare. After school students will be transported via District school bus to Daycare.

We will be open except for holidays (Thanksgiving, Christmas, etc.). If it becomes necessary to close at any other time we will make every effort to notify parents in a timely fashion. Summer hours will be announced in the spring.

* **SNACKS AND MEALS**

For students enrolled in Preschool at Blue Eye Elementary, Lunch is available at Blue Eye Elementary School. Snacks during daycare sessions are provided as needed and implemented by the supervising administrator. Children should have breakfast before being dropped-off at the daycare facility. Those not attending Preschool in Blue Eye need to bring a sack lunch from home. Little Paws Daycare does not prepare or serve meals.

* **DROP OFF & PICK UP**

Morning Session Preschool children will be signed-in at the School as usual. Morning Session daycare children need to be dropped-off and signed-in at the Daycare entrance at the rear of Ozark Mountain Community Church. After school daycare students will be dropped off at Little Paws Daycare via district school bus after being dismissed at school.

**SIGN-IN/OUT**: Each child must be signed-in upon their arrival and signed-out upon departure by parents, guardians or authorized substitutes listed on your child’s enrollment form. The sign-in sheet is located at the check-in desk near the entrance door located at the rear of the Church.

**PLEASE DO NOT LINGER FOLLOWING SIGN IN AND DROP OFF** as this can delay your child’s developmental progress for easy separation from you, the parent or guardian; an essential skill for Kindergarten readiness.

Daycare children will only be released to siblings if they are Licensed drivers age 16 or older. If your child will be riding to and from Daycare with a sibling, the sibling must have their photo on file and be listed on the enrollment form as an authorized substitute.

**Only those individuals designated on the enrollment form will be allowed to pick up your child** as per Daycare, school district policies, and State requirements. You may authorize as many individuals as you need, and you may make changes to your authorized list during the school year. Your child **will not** be released to anyone who is not listed on the form. Staff may request a photo ID upon pickup.

* **DISCIPLINE PROCEDURES**

Staff will utilize positive behavioral support and time-out consisting of 1 minute per year of age of the child to redirect inappropriate behavior. It is important to speak with the children about any problems or feelings they may have, how staff can help, and how problems might be handled in the future.

* **CLOTHING**

Daycare activities can sometimes be messy. Comfortable play clothes with simple fastenings and soft-soled shoes are best. Please bring a change of clothing (shirt, shorts or pants, underwear, and socks) to leave at Daycare for your child in the event of an accident. Check your child’s cubby every day for soiled clothing. When the Seasons change, please adjust the clothing for the anticipated weather.

* **SPECIAL EVENTS**

You will be notified when there will be holiday parties, celebrations, and birthday parties. Please do not forget to check your child’s cubby daily.

* **SAFETY AND SECURITY**

Please Note: The entrance to Little Paws Daycare is at the rear of the Ozark Mountain Community Church. Please follow the drive to the back of the building. This is the only entrance to Daycare. You will not be able to enter Daycare by any other door. The double doors are the entrance and are opened for your convenience during the following times on school days: 7:30 AM – 8:15 AM and 2:45 PM – 3:30 PM. All doors will remain locked at other times. To enter Daycare when doors are locked, press the doorbell to the right of the doors. Staff will be able to speak to you and unlock the door from the inside.

All inner doors will remain locked. Children are discouraged from opening any door without approval from the Staff. Only Staff will open the door for entrance into Daycare. Photo identification is required when the individual requesting entrance to the Daycare is unknown to the Staff.

Restricted Custodial/Parental Rights must be accompanied by a Court Order Document on file at the Daycare.

If there is a Daycare Lock-Down situation the children will be kept safe without being alarmed.

* **INCLEMENT WEATHER**

Children at Blue Eye Elementary school will follow the procedures listed in the Little Pups Preschool Parent Handbook. Children at Little Paws Daycare will be housed in the interior of our building as safely as possible. If time permits, early pick up by any of the persons designated on your enrollment form is allowed.

* **INFORMATION FOR OUR FILES**

All information submitted by you is strictly confidential. We must have the following information on file for your child to attend Daycare:

1. Daycare Enrollment Form
2. Immunization Record (up-to-date or in the process of updating)
3. Parent/Daycare Payment Agreement
4. Medical Exam Form signed by your Doctor or the Nurse.
5. Medication authorization Form (if your child must have medicines during the day.)
6. Please notify us of any changes in address, phone numbers, e-mail, etc.

If you have already turned in any of the medical forms to Blue Eye Elementary, you will also need to provide us with copies or complete the forms provided in the Daycare Enrollment package available online at https://www.ozarkmountaincc.org/little-paws-daycare

* **TOYS FROM HOME**

Little Paws Daycare will supply all the necessary supplies: paper, crayons, markers. glue, etc. Please discourage your child from bringing toys, books, and other personal items from home. Items from home often cause conflict and may become lost or broken.

* **HEALTH AND SAFETY**

Daycare and School policies, and State requirements prevent daycare attendance by any child exhibiting symptoms of a contagious illness, and require parent or guardian notification if your child develops symptoms of a contagious illness.

Children are not permitted to remain at Daycare should they develop any of the following symptoms:

* A temperature of 100 degrees or more
* More than one episode of diarrhea, or vomiting
* Severe coughing with wheezing, croupy or whooping sounds
* Yellowish skin or eyes
* Pinkish eyes with redness of eyelid lining, irritation, swelling or discharge
* Unusual spots or rashes
* Sore throat or trouble swallowing
* Headache and stiff neck
* An infected patch of crusty, bright yellow, dry or gummy areas of the skin
* Severe itching of the body or scalp, or other indications of lice or scabies or nits
* Covid – a doctor’s not is needed to return
* Flu
* Vomiting 2 or more times in a 24 hour period.
* Some illnesses may require a doctor’s note to return.
* “Child just not feeling well.” Child must be well enough to participate in the entire childcare program to be at daycare.
* If child has green or yellow drainage or cough that is persistent, sore throat, trouble swallowing, pain anywhere, unexplained or undiagnosed pain.

Children must be free of symptoms for 24 hours before they return to Daycare. If your child is injured at Daycare, a complete report will be kept on file and will be available to you.

Medication must be hand-delivered by an adult to staff in a Ziploc bag with dosage instructions clearly written. Placing medication in a child’s backpack is not acceptable.

* **COMMUNICATION**

If you have questions, comments, or concerns please feel free to speak to a member of the Staff. A list of staff members is included in this handbook. Watch for newsletters and notes to let you know what has been going on, what we have planned next, things we may need your help with, news about any special events we are planning, and general information.

If you need to contact the daycare for any reason, please feel free to phone 417-294-1683. If you get our voice mail please leave a message, as we often are out or busy with the children and unable to get to the phone at that moment. We do check message regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your children are doing during the day. We do please ask to limit them to 2 per day, as they do disrupt the classroom to pull a teacher out to speak on the phone. Thank you for your understanding.

If you call outside of daycare hours please leave a detailed message. Someone will return your call at our next earliest convenience.

* **DAYCARE DAILY SCHEDULE**

Little Paws Daycare operates Monday through Friday when Blue Eye Elementary School is in session.

If the school is closed for any reason, Daycare is also closed.

Both AM and PM Daycare children will receive a balance of activities including outdoor play time. (weather permitting,) indoor games or other activities, story time, music, with emphasis on interactive motor and social skills as well as age appropriate rest periods, rest room times, and snacks.

Specialized services are available for those children in need and meeting the eligibility requirements.

Community helpers come in occasionally and speak providing information on topics such as fire safety, nutrition, hygiene, and spirit development.

At approximately 11:30 AM each day, Morning Preschool children will be transported after their lunch time via Blue Eye School District bus to Little Paws Daycare for the afternoon. Morning Daycare children will be taken by that same bus to Blue Eye Elementary for lunch time and the Afternoon session of Preschool.

**Morning** **Preschool** children must be picked up at Little Paws Daycare by 5:30PM.

**Afternoon** **Preschool** children must be picked up at Blue Eye Elementary School.

**After School Care** children must be picked up at Little Paws Daycare by 5:30 PM.

* **TERMINATION OF SERVICES** Services will be terminated for the following reasons:
* Your child is not happy here
* Fees become delinquent
* Your child is absent for 5 consecutive days without any communication from you
* Your child consistently intimidates, harms, or threatens another child.
* **TUTORS, VOLUNTEERS, INTERNS**

Blue Eye Elementary Preschool participates in the school district’s A+ Tutoring program. Blue Eye High School became a designated A+ in the Spring of 2010. Tutoring must be performed on Blue Eye R-V school premises under the supervision of a classroom teacher.

Daycare Volunteers and/or College Student interns are under the direct supervision of Daycare Staff while interacting with the children. When available, Interns who are majoring in early childhood education or music and seeking experience for daycare related career goals may be present to receive academic credit toward their degree.

* **DAYCARE STAFF**

**Director (Interim) Tracy Fugitt** (417) 527-6348

Childcare Assistant Lisa DeWitt

Childcare Assistant Abby Stricker

Childcare Assistant Olivia Stricker

* **RESOURCE CONTACT INFORMATIOM**

Missouri Department of Health & Senior Services,

Family Services (to receive child care payments) (417) 357-6118

Missouri First Steps Birth to 3 1-800-873-6623

Missouri Dept. of Health (417) 895-6543

Early Childhood Special Education Program (417) 779-4318 ext.126

* **BLUE EYE SCHOOL DISTRICT STAFF**

Superintendent Dr. Doug Arnold

Director of Academic Services Dr. Christine Butler (417-779-4318)

**Parent/Guardian Acknowledgment of Receipt & Payment Form**

I hereby acknowledge and confirm that I have received and read the Little Paws Daycare Parent Handbook. I agree to comply with the policies and procedures stated in the handbook. I understand that if I have questions about any program policy, I should immediately consult with the Daycare Director or a member of the board of Directors.

Further, I agree to pay tuition payments of $\_\_\_\_\_\_\_\_\_\_\_\_ by CHECK or MONEY ORDER on the day of service OR every Monday for weekly service in advance of the first week of service, unless other arrangements have been agreed upon by Little Paws Daycare, in accordance with policies stated in the Parent Handbook. This agreement is to run for the duration of my child’s participation in the daycare program or until the end of the regular school year. I understand I may withdraw from the program by giving written notice 14 days in advance of such withdrawal.

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| Parent Signature |  |  | Date |  |