

SAPPINGTON CHILD CARE CENTER
9915 EMIL AVENUE
ST. LOUIS, MO 63126
314-843-4971

CHILD CARE POLICIES FOR PARENTS

To clarify our policies and avoid confusion, please read the following information and acknowledge that you have read by signing and returning the acknowledgement and signature page. We will be happy to answer any questions you might have after reading these policies.

HOURS

SCCC is open Monday thru Friday, 6:00 a.m. to 6:00 p.m., 12 months a year. Any parent whose child is picked up after 6:00 p.m. will be charged a late fee of **\$1.00 per minute, payable to the employee who stayed with your child.**

REGISTRATION & TUITION

A non-refundable registration fee of \$_____ is paid in cash at the time of registration. If a child is absent over 30 days the registration fee must be paid again. The weekly tuition fee is \$_____ for _____ days per week. You must pay for days registered whether your child attends or not, including holidays. Tuition is due on the first day of your week. You are required to give two weeks' notice when leaving; otherwise you may be charged an additional two weeks' tuition.

LATE FEES

A late fee of \$1 per minute will be charged for any child picked up after 6:00 p.m., payable on the day it is incurred, in cash. There is a \$30 fee for all returned checks. The amount of the check, plus fees, will have to be paid in cash.

FORMS

All forms **MUST** be returned completely filled out before your child can attend, including a copy of your child's immunizations, with the exception of the medical form, which must be signed by your doctor. This form **MUST** be returned within 30 days. All forms must be kept up-to-date. Please keep us informed of any address or phone changes and keep us updated on immunizations.

ARRIVALS & DEPARTURES

Please be sure to sign your child in on the sign-in sheet in the office upon arrival and departure. No child will be allowed out the front door unless accompanied by the adult picking them up. Children will be released to authorized persons only. Proof of ID will be required for those people we do not know. **PLEASE BACK OUT OF OUR PARKING LOT AND DRIVE UP TO THE CIRCLE TO LEAVE THE STREET. ALSO, NEIGHBORS HAVE EXPRESSED CONCERN REGARDING SOME DRIVERS USING EXCESSIVE SPEED ON THE STREET. PLEASE OBEY THE 25 MPH SPEED LIMIT.**

VACATIONS

Each child is allowed a one-week vacation per calendar year, at no charge. Absences taken the rest of the year must be paid at the regular rate in order to reserve your spot.

HOLIDAYS

We are closed New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. On Christmas Eve we will close at 1:00 p.m. and on New Year's Eve we will close at 4:00 p.m. Those years when Christmas, New Years and July 4th fall on a weekend, we will close either the Friday before or the Monday after. There is no adjustment in tuition for these holidays.

NAPS

Per licensing regulations, all children are required to rest after lunch. A cot and two covers are provided for each child. Children are allowed to bring ONE item for nap time, i.e., small blanket OR pillow OR small stuffed animal. Please make sure any item you bring is small enough to fit in their cubbie.

MEDICATION

SCCC does not provide medicine of any kind. Prescription medication must be in the original container and labeled with the child's name, dosage instructions, including times and amounts to be given, and the doctor's name. This includes sample medicine provided by your physician. All non-prescription medication must be in the original container and labeled by the parent with the child's name and instructions for administration. Parents must bring in medication and hand it directly to the person at the desk. Children should never be allowed to carry medication into the Center or keep it in their bags during the day. You must also fill out a Medication Authorization form in order for us to give the medication. Sunscreen is now also considered a medication by the State and we will need to sunscreen your children during the summer. You MUST sign the Acknowledgements and Signature page and the Sunscreen Authorization page in this packet. No child can be sunscreensed without these signatures. You are welcome to bring your own sunscreen if you prefer, but you must sign that portion of the Sunscreen Authorization. Sunscreen that you provide must be labeled with your child's name and given to the teacher or person at the front desk. Sunscreen cannot be kept in your child's bag.

COLD/HOT WEATHER GUIDELINES

Weather permitting, children will go outside everyday to play. We follow temperature guidelines provided by Children's Hospital and approved by Child Care Licensing. These guidelines are posted in every room and in the office area. If you prefer different guidelines be used for your child, please inform the Director and provide a written copy for your child's file. Please provide hats and gloves in cold weather. We do not allow children outside in very cold weather unless they have hats and gloves to wear.

SPECIAL NEEDS

Those children with special medical needs (asthma, ADD, ADHD, etc.) must provide written information from their doctor regarding treatment and required medication.

ILLNESS

Please do not bring your child with a contagious illness, high fever, diarrhea or vomiting. If you are notified that your child is ill and needs to be picked up, please do so as soon as possible. Children exhibiting any of the following must be sent home: a fever over 100 degrees, diarrhea—more than one abnormally loose stool, vomiting more than once, pinkeye, head lice or any other symptoms the Center feels the child may be exhibiting. Ill children will be separated from the other children until someone arrives to pick them up. SCCC is a nit-free center. If your child is sent home with head lice, they must be treated and nit-free before returning to the Center. The person at the desk will check your child's head prior to them returning to their class.

ACCIDENTS

If your child is injured while at the Center an accident report will be filled out and filed. Parents receive a copy. A parent or guardian will also be notified by text, phone or email of the injury. If the injury is minor we will clean with soap and water, band aid, hugs and kisses. In the case of an emergency, an ambulance will be called first, then the parents will be notified.

TOYS FROM HOME

Please do not allow your child to bring toys, candy or unnecessary items from home. Children may occasionally bring a book to be shared with their class.

BIRTHDAYS & SPECIAL HOLIDAYS

We feel a child's birthday should be special. Parents are welcome to arrange for special entertainment—clowns, magicians, etc. to come and entertain the children. Otherwise, you are welcome to send a cake or other goodies for us to serve to your child's class, healthy options encouraged. We will send notices home for other holidays advising parents how we will be celebrating and what you can do to help.

CLOTHING

Dress your child in **comfortable** clothing suitable for both indoor and outdoor play. Do not send them in their Sunday best—we do a lot of messy things! Please label all coats, sweaters and jackets. **DO NOT SEND YOUR CHILD IN SANDALS OR FLIP FLOPS.** These can be dangerous when playing outside on our equipment. Please send some type of tote bag to carry papers and extra clothing.

SCHEDULE

- 6:00 to 7:30 a.m. -- Breakfast available (parent must provide cereal). Breakfast is NOT served after 7:30
- 7:30 to 9:30 a.m. -- Free activities, both indoors and out, in age groups, snack
- 9:30 to 12:00 p.m. -- Educational and enrichment program, including music, art, science
- 12:00 to 1:00 p.m. -- Lunch and free play
- 1:00 to 3:00 p.m. -- Rest/nap time
- 3:00 to 6:00 p.m. -- Snack, centers, activities in age groups, indoors and out, weather permitting

DISCIPLINE & GUIDANCE

Discipline and guidance are consistent, based on an understanding of individual children's needs and development, which promote self-discipline and acceptable behavior. Children are never punished. They may be asked to talk with the teacher and/or director, take "time-out", fix the problem or give up a privilege. If a situation requiring discipline persists, the parent will be notified.

CELL PHONES

Please end all cell phone calls in your car, both when dropping off and picking up your child. Your children need for you to concentrate on them for that minute or two that it takes for you to walk them up the sidewalk in the morning. They also deserve your undivided attention when you pick them up--they have a lot to tell you!! Many times there is something that the person at the desk needs to discuss with you, so hang that phone up before you get out of your car!

OPEN DOOR POLICY

Parents and visitors are always welcome at SCCC. We welcome constructive criticism and suggestions which will improve our service. We hope you feel comfortable enough to talk freely about anything concerning your child and our Center. A copy of the Child Care Licensing regulations is available from the Director for anyone wishing to review them.

NOTIFY THE CENTER IF

- ... Your child is going to be late or absent.
- ... Anything unusual or disturbing has happened to your child.
- ... You have changed address or phone numbers at home or work.
- ... Your child receives immunizations.
- ... There is anything you feel we need to know concerning your child.