

HAZELWOOD



**CHILD DEVELOPMENT CENTER
HANDBOOK**

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OVERVIEW

Welcome to HCDC! We are excited about being a part of your child's life journey. The Before/After program is designed for children in K-sixth grade who require childcare for the afternoon, and/or for children who would enjoy an extended learning day.

HCDC builds on the well established connection to the familie in our community. Since 2010, we have had the pleasure and privilege of being a part of helping children learn and grow.

This handbook was designed to provide parents with information about the programs, policies, and procedures operating at the center. Throughout this handbook, there is important and useful information regarding your children and how they will be cared for. Please keep it handy for future reference

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Philosophy & Goals

At HCDC, we believe that it is essential to provide an enriching, safe, and nurturing environment for children. Our staff will provide a loving and supportive atmosphere where each child can experience a fun, stimulating program.

We embrace the fact that all children are unique and special and we strive to offer activities and experiences that will help each child develop physically, socially, intellectually, emotionally, and creatively. We are committed to working together with parents to help each child grow and learn to their fullest potential.

Our Key Goals are:

To support parents by providing a safe environment for their child.

To help strengthen each child's sense of self worth and confidence.

To continue to allow each child to develop his / her potential at his / her own pace.

To provide an academically stimulating and challenging environment for each child

To continue to encourage each child's natural curiosity and creativity.

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Daily Schedule

Arrival and table toys and free play	6 to 8 A.M.
Breakfast	8 A.M. to 9:30 A.M.
Hand washing and potty Time	9:30 A.M.
Fine motor skills activities	9:45 to 10:30 A.M.
Theme focus materials	10:30 to 11 A.M.
Calendar activities	11 A.M. to 12 P.M.
Lunch	12 P.M. to 1 P.M.
Nap	1:15 P.M. to 2:30 P.M.
Snack	2:45 P.M. to 3:15 P.M.
Circle time	3:15 P.M. to 4 P.M.
Movement and songs	4 P.M. to 4:30 P.M.
Team focused conversation, finger plays	4:30 P.M. to 5 P.M.

*Literacy and number lessons

*Centers

*Arts and crafts

*Dramatic play area

*Building blocks

*Puzzles

*Floor and table top toys

*Theme based learning activities

*Library and listening center

*Ready to read program

***All other activities rotate through the day, in 30-minute increments.**

Snack

Clean up, pack up, and say goodbye **5:30 to 6 p.m.**

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Health and Safety

Please keep your child at home if any of these symptoms are present: **fever, rash, vomiting, diarrhea, (severe, runny nose, that is not clear,) severe coughing, head lice, or nits, communicable illness.**

Any contagious or communicable disease requires notification from the public health department. If your child comes into contact with, or contracts a contagious, or communicable disease, please contact us immediately. If your child becomes ill at our center, we will make your child as comfortable as possible, until a parent arrives. You will be contacted, and or expected to pick up your child from the center as soon as possible.

Medication

Staff can only administer prescription medication if the medicine comes in the original container, clearly marked, with the current date and dosage on the label. Before we can administer any medication, all proper forms must be filled out and signed by the parent, and the staff member who gives the medicine to your child will initial this form. Non-prescription medication, such as Tylenol, will not be given to your child without a doctor's note stating a reason for the dosage, the dosage amount, and the time to administer the dosage.

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Guidance and Discipline

We believe that discipline should be done in a positive and gentle way, in order to maintain a child's sense of self esteem. We recognize that children are unique and special and that they have specific needs and considerations. Our goal is to help the children become self disciplined so that they are aware of ways to handle different emotions and situations.

Strategies that will be used:

A variety of strategies are used to help guide children's behavior. A strategy will be effective in some situations, with some children, but may not be effective at another time. Each child is different, so different strategies may be used. The following strategies will be used to promote positive interactions among children and adults in this facility:

1. We set clear and consistent limits by explaining what is expected of each child. We take the time to explain why behavior is expected and speak slowly and clearly, using a calm, friendly voice.
2. We reinforce appropriate behavior with both words and gestures. It is important to acknowledge positive behavior. This helps to encourage the child to repeat the behavior.
3. We redirect or divert children when appropriate. This means having a child be redirected to another activity or area.

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4. We offer simple reminders to children about the limits and expectations. Children will be often distracted during play activities and will need to be reminded of appropriate behavior patterns.

5. We encourage the children to use problem-solving strategies or techniques. This helps to build their self-esteem and communication skills.

6. We encourage children to verbalize their feelings and their needs at all times. This creates a sense of trust.

7. We provide children with appropriate choices for their behavior. This gives them the opportunity to make decisions, for example, **“Would you like to wait here for your turn to paint the picture, or would you like to play somewhere else, and I will call you when it's your turn?”**

8. We help the children with natural and logical consequences so they can understand the outcomes of their behavior, for example, **“When a cup is placed on the edge of the counter, it will fall and spill the water. Here is a sponge to wipe it up.”**

9. We do not use corporal punishment, spanking, hitting, shaming, or deprivation of meals or snacks.

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Confidentiality

Please rest assured that information and any matters concerning your child will be kept confidential. Please be aware, however, that we are legally required to report any suspected child abuse to the local authorities.

Clothing.

Children enjoy actively exploring their world around them. Therefore, we ask that the children wear comfortable, washable, and manageable, play clothes each day. Also, please be aware that we go outside whenever possible. It is important that your child is suitably dressed for outside play. Please mark everything with your child's name. For safety reasons we request children have a pair of non-slip shoes to wear at the center, and that any long strings on clothing be removed, as they can pose a hazard on climbing equipment.

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Facility Procedures

Please complete all registration documents. Please note the authorization for pick up form. A copy of immunization records and physical forms must be submitted to the center before your child's first day of attendance. All forms must be kept up-to-date. Please inform us immediately if there is any change in address, telephone number, emergency person, or medical information.

Each family will be assessed a \$50/week facility fee, which will be used for whatever is deemed necessary for the center. All payments, tuition, or otherwise, are due on Monday, for that week. By the end of day, Tuesday, dues will become late, if no arrangements are made in advance. There will be an additional \$20 fee starting Wednesday morning. By Friday, children will not be permitted to return until fees are paid.

School Closures

As we are all aware, we tend to get a few good snow falls each year, which make the roads unsafe to travel. Our general policy is, if the Surrey schools are closed, we will close too. Also, if one of our staff members cannot safely make it to the school, then we will have to close the program for that day. The teacher will keep an updated class list at home to personally call each family to inform them of any school closures. In the event of a power outage, our policy is to call Ameren to see if they have an estimated time for the power to be reinstated. If the power will be on within one hour, we will continue with the program. If the power is estimated to be out longer than 1 hour, or we cannot get confirmation from Ameren, we will contact all families to come and pick up their children.

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Pick Up Policy

Your child's safety is our main concern. Children will be picked up at the main entrance by a parent or approved representative. If your child is part of the after-school CARE program, they will stay in the room while the other children arrive for the CARE program. Please note that if your child is not part of the CARE program, you will pick up your child outside the classroom door, at, or before, 6:30 P.M.

Parents are asked to inform the center if their child will not be attending that day. Please notify the center if someone other than yourself is picking up your child. **We will not release your child to anyone, unless informed of any change of pickup by you.** Please call 314-551-0700 to inform us of any changes. Please make sure the authorization for pick up card is kept up-to-date. We understand that parents can be unavoidably detained, occasionally. If you are going to be late picking up your child, please inform the center, by phone, so we can reassure your child.

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Emergency Procedures

The staff at HCDC is trained in emergency procedures and is required to practice fire drills on a regular basis. We also feel it is important to practice earthquake drills with the children. We teach them how to duck, cover and hold, in the event of an actual earthquake. It is important for children to also practice these procedures at home, so we encourage you to take time to plan and practice emergency procedures with your family. In any event that the building must be evacuated, the safe place is located at **Prairie Commons Branch Library 915 UTC Lane, Hazelwood Missouri 63042.**

Thank you for taking the time to read through the handbook. Hopefully, it answered any questions you may have about our program. If not please do not hesitate to contact us.

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