

# The Christian Academy

## Parent Handbook



11621 W. Florissant Florissant, MO 63033 314-838-DOER (3637)

**The purpose of this handbook is to provide our parents with important information about our policies and procedures that will affect you and your child. If you have any additional questions or concerns please feel free to contact the director or speak with your child's teacher.**

# Table of Contents

Mission, Philosophy, Goals and Objectives.....	2
Staffing, Curriculum, Class Schedules.....	2
Admission.....	3
Vacation Policy .....	
Orientation.....	3
Physical Examination and Immunization.....	3
Developmental Care Plan/Special Needs Indicator.....	3
Children’s Personal File.....	4
Guidance.....	4
Hours of Operation.....	4
Severe Weather Closing Procedure Schedule.....	5
Holiday Closing.....	5
Arrival and Departure.....	5
State Assistance.....	5
Fees.....	6
Licensing Manual.....	6
Emergency Preparedness.....	7
Back Ground Screening.....	7
Camera System.....	7
Volunteers and Substitutes.....	7
Guidance and Discipline Philosophy/ Child Abuse and Neglect .....	7
Injuries/Incident Reports.....	8
Parent Education.....	8
Health.....	8
Illness.....	9
Emergency Contact Form.....	9
Medication.....	9
Medical Care Plan.....	10
Health & Safety.....	10
Transportation for Field Trip Policy.....	10
Transportation for Before and After Care.....	10
Birthday and Holiday Treats.....	10
Nutrition.....	10
Child Care Food Program.....	11
Nutritional Counseling, Special Dietary Needs, and Education.....	11
Grievance Procedure.....	12
Clothing.....	12
Daily Care Needs & Bedding.....	12
Toys.....	12
Supply List.....	12

## **Mission**

Our mission is to proclaim the Gospel of Jesus Christ through the teaching and demonstration of God's love. TCA. offers an age-appropriate and developmentally appropriate environment that teaches preschool children entering kindergarten how to begin to read, count, write, identify colors and shapes, follow directions, and most importantly to love the Lord, Jesus Christ.

## **Philosophy**

We believe that children are a gift from God who entrust us to nurture his/her faith. To that end, we work diligently to assist parents in following our Lord's instruction to parents regarding the Christian training of children by providing a loving atmosphere for learning which includes the total academic development of children. We seek to provide a child with developmentally and educationally appropriate activities that meet the spiritual, moral, emotional, social, physical, and intellectual needs of the individual child. We plan a daily curriculum that incorporates Christian values that are appropriate to the learning styles of each child.

## **Goals and Objectives**

Our goals and objectives are to "Train up a child in the way he should go; and when he/she is old, he/she will not depart from it". This model will help develop children that will later become academic scholars and leaders in our society.

## **Staffing**

TCA staff offers trained teachers with a variety of appropriate educational backgrounds and experiences. The classroom teachers' training range from a degree, CDA, to an associate's, along with past child care experience.

## **Curriculum**

The Creative Curriculum is the researched based curriculum we have chosen to use for our program. This curriculum is state approved and used by most accredited facilities in Missouri. This curriculum is age and individually appropriate and promotes all areas of development.

## **Schedule**

Each class has a flexible daily schedule. During daily schedules, times for self selected activities and teacher-planned activities are allotted. These schedules also consist of group time for literacy and language activities, gross motor activities, meals, and rest times.

## **Admission**

All programs are open to children of any resident of the St. Louis Metropolitan Area. Registration fees are (nonrefundable):

## **Orientation**

- Child and parent(s) must commit to a minimal 2 hour pre orientation day prior to acceptance to our center. This will assist our families with the decision to enroll. And allow TCA time to highlight our curriculum, policies and procedures.
- There is a \$35 registration fee for new students/families.
- All parents are given an orientation checklist
- Parents are required to **pay tuition one week in advance.**
- Each parent is required to sign a parent agreement approving the tuition fees and policies regarding all fees.

Before your child (ren) start school, you will receive a registration packet that MUST be completed and returned on or before the child's first day of attendance. Parents are expected to notify TCA. of any changes pertinent to these forms that may happen during the school year. In addition, each year you will be required to update the enrollment packet information. For example, your family address may have changed, one may wish to authorize a different adult to pick up your child or the child has taken their yearly physical and immunization(s).

## **Vacation Policy**

Each family is given one week per year for vacation or sick time. The time can be used after the child has been enrolled for one year. If your child attends three days per week, you will receive three days of vacation. Children enrolled in the summer program are not eligible for vacation. Please request to use your vacation prior to your child's absence. The week you take vacation your child should be an absent. The entire week from TCA. Your account must be paid in full before vacation time can be used. Vacation days may not be carried over to the next year.

**Physical Examination and Immunization** State licensing requires all children enrolled to supply evidence of a complete immunization record and physical exam within the last 12 months. TCA supplies a form to be signed by a physician on a TCA form is the only form that can be completed and turned in. This form is required prior to the child's first day of attendance (see Admission Process).

**Developmental Care Plan/ Special Needs Indicators** As educators, we recognize that children develop at various levels along with a predictable path of development. If your child needs additional services through our recommendation or the recommendation of another professional, we will request a parent meeting to develop an individual plan outlining what your child's needs are and what accommodations are needed. Regularly scheduled updates will be requested in order to assess the effectiveness of the plan and make modifications.

**Assessments:** If a staff member senses that there is a need for further observations and assessment of a child, they must submit a formal request to management as well as the family. If we assess that a child has shown indications of any disabilities that are different from the norm for their developmental age, we will perform observations and assessments to determine if additional help should be provided. Some of our assessments may include but are not limited to anecdotal records, observations, the ESQ screening through the Ferguson-Florissant School District Early Education Program.

### **Children's Personal Files**

Parents may have access to their child's personal/portfolio files via written/verbal request in a 24-hour time frame. Parents are welcomed to view files in the administrative office between the hours of 9:00 am and 3:00 pm. Original files must remain on site, but a copy may be given upon request. All staff at TCA is knowledgeable and compliant with HIPPA regulations and policies.

### **Guidance**

In accordance with the laws of the State of the Missouri, no physical or verbal abuse is allowed. Children who arrive at TCA will be offered loving care, reasonable order, and the promise of an interesting, blessed day. In such an environment, we strive to teach children to respect "the Lord's" value system, which includes themselves and others. This atmosphere also reduces the number of discipline problems.

Recognizing that children are not emotionally mature enough to be in charge of themselves over long periods of time, caring adults set limits and maintain calm, consistent approach to guiding children's behavior.

Praise and positive reinforcement of good behaviors are consistently used with all children as a method to build their self-esteem and encourage self-control. We feel it is important to stress the development of conflict and resolution skills. Toward this end, we work with children on the specific skills necessary to begin to solve their own disagreements among themselves.

Experienced teachers can recognize the possibility of potential behavior problems before they occur and therefore can redirect the child's behavior before it becomes unacceptable. Sometimes a child's behavior results in a logical consequence that helps the child learn the cause-effect relationship of his or her action. For example, the rule might be that children pick up toys before going outside to play. If the child does not pick up any toys; therefore, the logical consequence is that going outside is delayed until he or she has assisted in putting some of the toys away.

Occasionally a child who is being disruptive or losing control may be given time-away to assist them with gaining control. Time-away is: setting the child apart from his group for one minute per the child's years of age.(a four year old would receive four minutes of time away), they are then invited to rejoin the group and reminded of appropriate behavior.

Regardless of the methodology of behavior management, the goal of the Center staff is to assist each child toward the development of self-control and positive interactions with other children and adults. Parents are invited to ask teachers any questions they may have concerned behavior management. We want to meet the needs of each individual child. If we are not able to meet these needs, we will confer with the parents to share additional resources and discuss options. If we feel that this is not the best environment for the child, other childcare arrangements will need to be made.

### **Hours of Operation**

TCA. is opened for full day nursery, preschool and school-age children from 6 a.m. to 6 am every day of the week except for holidays. TCA is opened twelve months a year. Students are allowed to be in our care for no more than 10 hours per day. All students' **daytime students** must be in attendance by 9:45 a.m. in order to be accepted for that day. The preschool educational training time is normally 8:30a.m.-11:30a.m. Monday through Friday. Evening care hours will be approved by the director only.

### **Severe Weather Closing Procedure**

TCA parents can call (314) 838-3637 and listen to a message that will state whether we are on a snow schedule or closed. You can also watch the local news stations featured on Channels 2, 4 and 5.

### **Holidays Closed**

**New Year's Eve/New Year's Day**  
**Martin Luther King Day**  
**President's Day**  
**Good Friday**  
**Memorial Day**

**Independence Day**  
**Labor Day**  
**Thanksgiving Day**  
**The Friday after Thanksgiving**  
**Christmas Eve/Christmas Day**

**Arrival and Departure Procedures** Children in full-day programs (nursery, preschool & summer camp) must arrive by 9:45 a.m. Both arrival and departure times are to be scheduled/arranged at the time of registration. During daytime arrival each child receives a visual daily health check given by a teacher. Please note that an authorized adult (18 years or older) must sign his or her child in and out of the computer system daily which is located at the front desk. Any unfamiliar person who comes to pick up your child will be asked to show a picture ID for identification. Signing in and out is very important, as these papers are legal documents retained by the center. Also, in case of emergencies, signing your child in and out generates a computer printout of attendance.

**Note: All sign in sheets must be signed at the child's arrival every day. This is mandatory! Parents will be asked to return to sign their sign-in sheet if they fail to do so.**

### **State Assistance**

TCA accepts children whose parents are receiving State Assistance for childcare. Parents must provide their caseworkers with TCA. It is the parent's responsibility to contact the caseworker and ensure that TCA receives, in a timely manner, the official State documents. The state documents must include the approval letter with a full or part time status, start and ending approval dates, and the name(s) of the child (ren). TCA contract with the state requires a co-payment, which is the difference between what the state pays per day and TCA. daily fee. Payment from the state is based upon a child's actual attendance records. If a child is absent for more than five days a month, the state will not pay TCA. Thus, this unpaid fee will become the financial responsibility of the parents; therefore, an increase in the parent's co-payment for that absent time period will occur.

**Special Note: If parents fail to sign a child in or out, the state will not pay for that day's service. This will increase the parent's co-payment amount. ADMINISTRATION WILL REVIEW THE SIGN-IN SHEETS DAILY AT 9:30 A.M. AT THAT TIME, IF YOUR CHILD IS NOT SIGNED IN; YOU WILL BE CONTACTED TO RETURN TO THE CENTER TO DO SO.**

### **Fees**

Tuition fees are always paid in advance.

Checks are accepted **with a \$50 check minimum.**

Tuition can be prepaid either weekly or monthly.

Tuition payments must be paid by Monday 6 p.m. of the current week, or the payment must include a \$15 late fee. **LATE PAYMENTS MUST BE PAID IN CASH.**

Students will not be allowed to return on Thursday if tuition has not been paid by Wednesday of the current week unless arrangement was previously made with the director. In the event that your child is ill and requires an absence in an excess of one week, please submit a Physician or ER statement to the Director for a tuition waiver. There is no waiver of tuition for illnesses under one week. (A doctor's statement must be given to administration to approve any waiver of tuition)

**\*Students who will be absent are required to notify TCA. . . . If we are not notified, this can result in termination of enrollment.** Tuition reimbursements or credit will not be given for individual family vacations until your child is enrolled for 1 year of service. After a year of enrollment, a family is awarded a one-week vacation. There is a 10% discount given to siblings when enrolled in the full-time day care program. Tuition payments can be paid via check, cash or money order. A return check is charged an additional \$25 and must be paid with cash. **One returned check will result in termination of check writing privileges and/or enrollment termination.** Students will not be accepted the following day until the return check as been paid with a money order.

\*See Brochure for fees and enrollment information.

**Late Pick-Up Fee** A late fee of \$3 per child every 5 minutes will be charged beginning after 10 after your assigned pick up. The parent or authorized person must complete and sign the late pickup form. Chronic lateness will necessitate enrollment termination from program. We will notify parents by a call when 10 min past scheduled pick up. If their child is only enrolled in our day program, they are not allowed to stay past 6 pm and not picked up will result in further actions. If we are not successful in contacting the parents, we will then notify someone listed on the emergency contacts and pick-up list. If we are still unsuccessful, Division of Family Services will be contacted 45 minutes after your assigned pickup.

**Licensing Manual** - The Missouri State License Manual is available in the Directors office and is always accessible to staff. During pre orientation, new staff will have the opportunity to read and discuss information in the license manual. Employees must sign that they reviewed the license manual.

The Compliant and Inspection reports from the Missouri Department of Inspections can be found in the Director's office in the complaint folder.

**Parent Handbook** - All families are given a parent handbook at registration. A copy of the handbook is also available on the parent board. Staff members are encouraged to read and become familiar with the parent handbook.

**Emergency Preparedness** In the event of an emergency, the Center Director shall declare an emergency situation and institute the appropriate response actions. If the Director is not available, the next person in authority shall assume the responsibilities of the Director. All staff members are required to become familiar with TCA emergency plan. A copy of our emergency plan manual is located in the Directors office and in every classroom's emergency backpack. Tornado drills are conducted every three months and fire drills are conducted monthly. In the event that there is any disaster all parents would be notified to pick up their children as soon as possible. Please remember to keep emergency phone numbers current. All our staff is trained on emergency procedures. All Lead and Assistant Teachers are CPR and First Aid Certified.

**Background Screenings** Every employee is required have a cleared background screening submitted and approved through Health and Senior Services at the initial start of employment and throughout employment at The Christian Academy. TCA may do **random background checks** at any time. The employee is responsible for reporting any charges of a felony or misdemeanor to TCA throughout employment.

**Camera System** TCA utilizes a camera recording system (audio/video) in classrooms and throughout the facility 24 hours per day. Recordings from the camera system may be used by the Director(s) as an additional tool to monitor work performance, teacher child interactions and training purposes.

**Volunteers and Substitutes** - All Substitute Staff and volunteers at TCA work under the direct supervision of our teaching staff at all times. A modified orientation with a checklist for specific job duties is done by the Lead Teacher or Director. A cleared background screening must remain on file for all permanent volunteers and substitutes. Attendance Sign-in is required.

**Guidance and Discipline Philosophy/ Child Abuse and Neglect** - I. Children entrusted in our care will always receive love and guidance from our teaching staff. There will be zero tolerance for abuse or neglect. No hitting, threats, shaming, or name calling. At all times, we must use positive interactions and logical consequences. As part of a licensed facility and as advocates for children, all staff is familiar with the signs of abuse and neglect. The staff members of TCA are mandated by the state of Missouri to report any child abuse or neglect to the Division of Family Services. If you or someone on our staff suspects any form of abuse, you must first notify the Director. If there is any disagreement with administrations decision on the matter, you are obligated to report the incident on your own.

II. Indications of a child being abused by a TCA employee are immediately handled. The Director is responsible for notifying our license representative followed by the hotline. The employee is immediately put on administrative leave until the situation is investigated. If allocations are founded, termination is the end result.

Page 7

**Injuries / Incident Reports** - If a child or adult is injured, an incident report must be completed. Incident reports are kept at the front desk. If a child is injured, the observing teacher must complete and sign the incident report and ensure that the child's parent sign the report. The injury and treatment thereof should be documented clearly. If another child causes the injury, his / her name is NOT recorded on the report. The child's parents receive a copy, while the original is retained in the child's center file. If a child receives a serious injury such as an injury to the head, neck, chest, possible broken bones, or cuts that do not stop bleeding with pressure, the parent and director must be notified immediately. All other injuries must first be evaluated by the lead teacher or program coordinator in the lead teacher's absence. Gloves must always be used when treating injuries. If the injury is serious, 911 must be called. If the child is transported to the emergency room, the front desk staff will inform the child's parent. The director (or supervising lead teacher) will accompany the child to the emergency room. When a teacher is injured on the job, the director or supervising lead teacher completes an incident report \_\_\_\_\_ **Initial and date.**

**Parent Education** Conferences are planned two times a year. This time enable the parents and the teacher to meet and share information concerning the child. Informal communication between the parent and the teacher continues throughout the year.

A Parent Advisory Council comprised of parent representatives from each classroom, will work together to promote family education and involvement within TCA Their activities include family-focused events, parent education evenings and fundraisers to purchase materials for the children.

**Health** The health policy of TCA as outlined here has been formulated for the purpose of safeguarding the health and safety of all children and adults who participate in our school's activities. TCA. has a LP Nurse on staff. She can be found in the Directors office from 10:00am to 5:00pm three days a week. She may be reached at 314-838-3637.

If your child has a fever while he/she is in the care of TCA they will be isolated. Your child will be cared for in the director's office until he or she is picked up. The only exceptions to this are cases involving instances when another child is in the office or treatments are being given. A Child Illness Report requiring your signature will be sent home with the child, stating what the symptoms are, and when the child may return. We do expect your child not to be present at school until they are symptom-free for 24 hours (without administering a fever reducer).

Children who have a constant cough, runny nose, etc. and is on medication must have the proper medication available for administering along with a signed medication authorization form for the child to be accepted for childcare.

If a symptom persists (such as a rash or cough, etc.), or if a communicable disease is confirmed (such as chicken pox, pink eye, head lice, or ring worm), we may require a statement from the child's physician declaring the condition noncontiguous. There may be other situations where we require a physician's statement before being allowed to attend.

**Illness** In an effort to keep down the incidences of disease and in thinking of the comfort of the children, parents are expected to keep their child home in the event of any of the following symptoms that may indicate diseases:

- |  |   |
|--|---|
| *Fever (over 100.1° F)                             | *Pain   |
| *Pink Eye  | *Ringworm/Head Lice                                 |
| *Vomiting  | *Diarrhea (2x)                                      |
| *Skin eruptions/Rash                               | *Extreme fatigue                                    |
| *Swelling/redness of throat Reddened, weeping eyes | *Constant sneezing/productive cough/runny nose/etc. |

**Should any of these symptoms develop while the child is at school, you will be contacted and expected to pick up your child immediately. Failure to do so will result in immediate termination of enrollment**

**Communicable Disease** If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to TCA. Information of possible exposure to communicable disease will be posted at the classroom entrance for all classes involved. If a child will be absent from school because of illness, please notify TCA. (314) 838-3637.

**Emergency Contact Form** Emergency release forms must be completed, signed, and submitted prior to the child's admission to the classroom (**see Admission Process**). Information must be accurate and updated every six months or with any changes.

**Medication** There may be times when you desire your child to receive medication while at TCA.

We will be happy to administer medication according to these guidelines:

1. A Medication Authorization Record Form is to be completed by the parent for every medication.
2. Prescription drugs must be in the original container and labeled with the child's name, physician's name, prescription number, date, name of medication, dosage, and frequency of administration. Most medications can be scheduled so that only one dose needs to be administered at TCA
3. Non-prescription drugs must be in the original container and labeled by the parent with the child's name, date, and instructions for administration including times and amount of dosage.
4. Medication administered will be documented on the medication authorization form; a copy of the record will be supplied to the parent daily.
5. Children with special needs will have medication records Specific to their needs.

**Medical Care Plan** 1. Any child that has a special medical need or diagnosis will be required to have a medical care plan completed and signed by the parent and physician before care can begin. This would include allergies: food, medical, or environmental as well as other special needs.

2. The care plan will remain in the medical file of the child, and a copy will be kept in the teacher's file.

3. The plan will be reviewed and updated or revised by the parent and TCA. assistant director every semester.

**Health & Safety** TCA staff makes every effort to ensure the safety of all God's children. Signed and witnessed emergency release forms must accompany the child on his or her first day of school each year. This form may be given to the teacher during the daily health check. We appreciate and expect parental cooperation in following these guidelines:

1. Food, drink, candy, or chewing gum is not allowed to be brought into the building. In the event of special occasion, please receive approval from your child's teacher.
2. Balloons, etc. that are hazardous to children's health, are not allowed on the premises.
3. Please supervise children when transporting them to and from TCA Hold the child's hand; do not allow running on the parking lot or in the building. Do not leave children unattended in the car or in the building.
4. Children are active on the playground. Comfortable closed-toe shoes (preferably tennis shoes) are a requirement to aid in preventing injuries.

Health & Safety (continued)

5. Bike helmets are required for any cycling activity

**Health & Safety (continued)**

6. Children should be dressed appropriately for the weather conditions. Loose, comfortable clothing should be worn. Sweatshirts with strings around the hood are not allowed.

7. If an illness or accident occurs, a report that will be completed by the director, assistant director, and teacher. The report will describe the incident, injury, and treatment. The parents will receive a copy at the time of departure. Parents will be contacted via telephone for any and all emergencies. Universal Precaution is used with all blood and bodily fluids.

## Chapter 500—Licensing Rules for Group Child Care Homes and Child Care Center

**5 CSR 25-500.192 Health Care PURPOSE:** This rule sets forth the requirements for reporting communicable diseases, caring for a child when ill, medication, emergency care and handwashing.

(1) General Requirements. The provider shall report to the local health department if any child in the facility is suspected of having a reportable disease as defined by section 210.003, RSMo. In the event of an outbreak of communicable disease in the facility, caregivers shall implement control measures recommended by a local state health authority as required by the department. (2) The Ill Child. (A) Each child shall be observed for contagious diseases and for other signs of illness on arrival and throughout the day. (B) Each child's parent(s) shall be notified immediately when any contagious disease occurs in the facility. (C) Unusual behavior shall be monitored closely and parent(s) shall be contacted if the behavior continues or if other symptoms develop. These behaviors include, but shall not be limited to: 1. Is cranky or less active than usual; 2. Cries more than usual; 3. Feels general discomfort or seems unwell; or 4. Has loss of appetite. (D) The parent(s) or his/her designee shall be contacted when signs of illness are observed. Unless determined otherwise by the parent(s) or provider, a child with no more than one (1) of the following symptoms may remain in care: 1. A child with a temperature of up to one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm; 2. After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by a licensed physician; 3. When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken; 4. When a child has vomited once with no further

vomiting episodes, other symptoms, or both; or 5. When a child has experienced loose stools only one (1) time with no further problems or symptoms. (E) If children exhibit any of the following symptoms, they must be sent home: 1. Diarrhea—more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms; 2. Severe coughing—if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing; 3. Difficult or rapid breathing (especially important in infants under six (6) months); 4. Yellowish skin or eyes; 5. Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus; 6. Unusual spots or rashes; 7. Sore throat or trouble swallowing; 8. An infected skin patch(es)—crusty, bright yellow, dry or gummy areas of the skin; 9. Unusually dark, tea-colored urine; 10. Grey or white stool; 11. Fever over one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm; 12. Headache and stiff neck; 13. Vomiting more than once; and 14. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies. (F) Parental contact and the decision made shall be recorded and filed in the child's record. (G) The ill child shall be kept isolated from the other children until the parent(s) arrives. (H) The caregiver shall be in close proximity to the child until the parent(s) arrives. Close proximity means that a caregiver is close enough to hear any sounds a child might make that would indicate a need for assistance. (3) Medication. (A) The provider is not required to administer medication but may

choose to do so. (B) All medication shall be given to a child only with the dated, written permission of the parent(s) stating the length of time medication may be given. (C) Prescription medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by a physician. (D) 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. (E) All medication shall be stored out of reach of children or in a locked container. (F) Medication shall be returned to storage immediately after use. (G) Medication needing refrigeration shall be kept in the refrigerator in a container separate from food. (H) Medication shall be returned to the parent(s) or disposed of immediately when no longer needed. (I) The date and time(s) of administration, the name of the individual giving the medication and the quantity of any medication given shall be recorded promptly after administration. This information shall be filed in the child's record after the medication is no longer necessary. (4) Immunizations. (A) No child shall be permitted to enroll in or attend any day care facility caring for ten (10) or more children unless the child has been immunized adequately against vaccine preventable childhood illnesses specified by the department in accordance with recommendations of the Immunization Practices Advisory Committee (ACIP). The parent or guardian of the child shall provide satisfactory evidence of the required



immunizations. Satisfactory evidence means a statement, certificate or record from a physician or other recognized health facility or personnel, stating that the required immunizations have been given to the child and verifying the type of vaccine and the month, day and year of administration. (B) A child who has not completed all immunizations appropriate for his/her age may enroll, if— 1. Satisfactory evidence is produced that the child has begun the process of immunization (see form at 19 CSR 40-61.185). The child may continue to attend as long as the immunization process is being accomplished according to the ACIP/Missouri Department of Health recommended schedule; or 2. The parent(s) or guardian has signed and placed on file with the day care administrator a statement of exemption which may be either of the following: A. A medical exemption (see form at 19 CSR 40-61.185), by which the child shall be exempted from immunization requirements upon certification by a licensed physician that the immunization would seriously endanger the child's health or life; or B. A parent or guardian exemption, by which a child shall be exempted from immunization requirements if one (1) parent or guardian files a written objection to immunization with the day care administrator. Exemptions shall be accepted by the day care administrator when the necessary information as determined by the department is filed with the day care administrator by the parent or guardian. Exemption forms shall be provided by the department (see 19 CSR 40-61.185). (C) In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the facility, the administrator of the facility shall follow the control

measures instituted by the local health authority or the department, or both the local health authority and the department. (D) The administrator of each day care facility shall prepare a record of immunization of each child enrolled in or attending the facility. An annual summary report shall be made by January 15 showing the immunization status of each child enrolled, using forms provided by the department (see 19 CSR 40-61.185). The immunization records shall be available for review by department personnel upon request. (5) Accidents, Injuries and Emergency Medical Care. (A) In case of accident or injury to a child, the provider shall notify the parent(s) immediately. If the child requires emergency medical care, the provider shall follow the parent's(s') written instructions. (B) Information regarding the date and circumstance of any accident or injury shall be noted in the child's record. (C) When planning for activities away from the facility, the provider shall establish a procedure for handling emergencies. (6) Handwashing. (A) Caregivers shall wash their hands with soap and running water after toileting or assisting a child with toileting, after diapering a child, before food preparation or serving of food and at other times as needed. (B) Caregivers shall teach children to wash their hands before eating and after toileting. AUTHORITY: section 210.221.1(3), RSMo Supp. 1993.\* This rule previously filed as 13 CSR 40-62.192 and 19 CSR 40-62.192. Original rule filed March 29, 1991, effective Oct. 31, 1991. Changed to 19 CSR 40- 62.192, effective Dec. 9, 1993. Emergency amendment filed Aug. 18, 1993, effective Aug. 28, 1993, expired Dec. 25, 1993. Emergency amendment filed Jan. 4, 1994, effective Jan. 14, 1994,

expired May 13, 1994. Amended: Filed Aug. 18, 1993, effective April 9, 1994. Changed to 19 CSR 30-62.192 July 30, 1998. Moved to 5 CSR 25- 500.192, effective Aug. 30, 2021. \*Original authority: 210.221.1(3), RSMo 1949, amended 1955, 1987, 1993. 5 CSR 25-500.202 Nutrition and Food Service PURPOSE: This rule provides the requirements for nutritious meals, snacks and methods of food service. (1) General Requirements. (A) The provider shall supply and serve nourishing food according to the Meal and Snack Food Chart provided in this rule. (B) The required meal schedule shall include breakfast or a midmorning snack, lunch and a midafternoon snack for children in care during daytime hours, with a maximum time of four (4) hours between any meal or snack. School-age children shall be served a snack after school. (C) Children in care during evening hours shall be served a snack. Upon parental request, children in care during evening hours shall be served supper and children spending the night shall be served breakfast. (D) Snacks of fruit juice, raw fruit or vegetable, milk, crackers, cheese, peanut butter or similar nutritious food shall be served. (E) One (1) serving of fluid milk shall be served with each meal. (F) If the facility is licensed exclusively for school-age care, the child may be permitted to bring sack meals. The provider shall supply one (1) serving of fluid milk with each sack meal and shall supply nutritious snacks. (G) The acceptable food components and serving sizes for meals and snacks are outlined in the following chart for each age group. Menus and amounts served shall be based on this chart.

**Transportation for Field Trip Policy** Children must be secured in seat belts. A first-aid kit and the emergency release cards for that particular group must accompany each group that travels in a vehicle. The driver must be certified with chauffeur's license. All children must have a permission slip signed by a parent or guardian in order to participate in a field trip. Attendance rooster is taken on every field trip. Child-head counts will be done throughout the field trip, before departure and upon arrival of the building. As mandated by licensing, staff/child ratios will be maintained on all field trips.

**Transportation for Before and After Care** Children must be secured in seat belts. A first-aid kit and the emergency release cards for that particular group must accompany each group that travels in a vehicle. The driver must be certified with chauffeur's license. It is the parent's responsibility to contact us to verify the need to pickup for after care if their child is not present for before care. If a before and after care child does not show up for before care and the parent doesn't contact us to pick the child up the child for the evening route, **WE WILL NOT PICK UP** the child. \_\_\_\_\_ (initial and date)

**Birthday and Holiday Treats** Birthdays, holidays, and special events are an important part of every child's life. All arrangements for birthdays or other special occasions must be made with the child's teacher in advance. In an effort to promote snacks and treats as nutritious foods, parents are encouraged to avoid items that contain high sugar content. The treat should also be commercial wrapped and purchased. No home cooked treats please.

**Nutrition** Mealtime should be an enjoyable experience for all children as well as provide proper nutrition. We feel that children should receive foods from the basic food groups and that food should not be encouraged as a reward or denied as punishment. The goal of the food service staff is to provide a nutritious breakfast, lunch, and afternoon snack that the children will eat.

**Child Care Food Program** TCA participates in the Child Care Food Program (CCFP). The goal of the CCFP is to improve the health and nutrition of the nation's children while promoting the development of good eating habits and the furtherance of nutrition education. Parents must complete an application each year so that we may receive CCFP reimbursement for the meals served.

**Menus** Copies of menus are available on the parent board and in the cafeteria for parents' review. Once the menu is printed, every effort is made to adhere to it. If a substitute is necessary, the food substituted is from the same food group. Food items considered "choke items" have been eliminated from TCA menus.

**Nutritional Counseling, Special Dietary Needs, and Education** Mealtime is an important learning time for children. Children are learning self-help skills, social skills, and nutrition awareness. We make every effort to ensure children eat healthy while they are here. Balanced meals are important for children's health and development. Our food service manager plan meals that meet USDA requirements for balanced nutrition for children. Weekly menus are available outside of the main office. TCA. serves breakfast, lunch, and snack. Each meal offers children milk, vegetables and/or fruit, and a carbohydrate. Lunch and dinner meals also include a protein source. Teachers sit down with the children at mealtimes and taste all of the foods and encourage the children to do the same. Meals and snacks are scheduled at specific times. Your child will be served if in attendance during this time. Meals will not be saved or held. We understand children have favorite foods, and food preferences are part of normal development. We define our role as offering what to eat and when to eat. It is the child's role to decide how much to eat or whether or not to eat. Peanut butter and bread will be offered as an alternative to meals. However, no other alternative will be offered unless a child has a doctor's note outlining specific dietary intolerances and acceptable substitutions.

**Grievance Procedure** TCA makes every effort to work with families regarding their child's care. There will, however, be times of disagreement and issues that need further resolution. The following procedure should be implemented if parents have a concern with TCA.

1. Parents contact their child's classroom teacher to see if the issue can be resolved at that level.
2. The classroom teacher makes the director and/or assistant director aware of the concern and the teacher's plan of action.
3. If the issue is not resolved at the classroom level or involves more than an individual classroom, it should be brought to the attention of the director and/or the assistant director. The director or the assistant director will meet with the parents and teacher to discuss the concern, do research as needed and, if necessary, hold successive meetings.

**Clothing** Children should be dressed in play clothes that are comfortable, washable, and suitable for all activities both indoors and outdoors. In order to reduce the slipping and falling, children need to wear closed-toe rubber-soled shoes. All children need to provide at least one extra set of clothing appropriate to the season, here at TCA.

Parents should be aware of weather conditions and dress children accordingly, as outdoor play is an integral part of the daily schedule. Please mark your child's name on all outdoor clothing and all the clothing to be left at school. This enables the staff to easily identify items. TCA **will not be financially responsible** for any items sent from home including: covers, sheets, jackets, clothes, shoes, toys, socks, diapers, food, formula, bags, jewelry, and all other items!

**Daily Care Needs & Bedding** Parents of infants and toddlers are required to bring their daily needs in order for your child to be accepted. For example, baby wipes, diapers, etc. TCA. does not provide these items.

Parents of toddlers - preschool please note that TCA. does furnish napping linens. Personal items will be sent home each week to be laundered. The child's name needs to be marked on each item.

Rest times are observed in all full-day programs as required by licensing. Although not all children nap, they will have a quiet, restful time that is vital to their well-being.

**Toys** TCA classrooms are adequately equipped with toys, games, and materials of special interest to young children. We ask that personal toys be left at home. It is difficult to be responsible for personal play items, as they can easily be damaged, misplaced, broken, and/or lost at school.

**Supply Lists** Your Child's Teacher will give you a copy of the individual classroom supply list requests. We asked that you bring these items to school during your child's first week of attendance. Personal items will be labeled.

**I have read and/or have access to this documentation via [www.thechristianacademystl.com](http://www.thechristianacademystl.com) the above policy and procedures of The Christian Academy's Parent handbook and thoroughly understand them.**

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_