



# Country Club Christian Church

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Kansas City, MO 64113  
816-333-6311  
E-mail:  
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## PARENT HANDBOOK

Accredited by:  
Missouri Accreditation of  
Programs for  
Children and Youth

Revised June 2020



## ENROLLMENT PROCEDURES—PRESCHOOL AND PDO

1. Call us at 816-333-6311 to schedule an appointment for a tour of our program and facility. Although you are always welcome to stop by at any time, we recommend an appointment so that we may spend as much time with you, answering any questions you may have.
2. Complete the enrollment form and return it with the **NON-REFUNDABLE** application fee.
3. Complete and return all required paperwork (available in the school office) and make the tuition payment.
4. Attend the “Meet the Teacher” event before school starts in the fall. Families who enroll mid-year will have an opportunity to meet the teachers and visit the classroom before their first day.

ALL PAPERWORK IS DUE, WITH THE FIRST TUITION PAYMENT, BEFORE YOUR CHILD CAN ATTEND THE PROGRAM.

We look forward to making your experience at Country Club Christian Church Early Childhood Programs an exceptional one! We strive for excellence in all of our programs. We recognize that working creatively and conscientiously with parents is essential to a quality program; we, therefore, invite you to express your feelings, comments and concerns to us at any time.



2012 Cherry Hill Drive  
Rosewood Building Suite 206  
Columbia, Missouri 65203

Toll-Free: 866.528.1288  
Local: 573.256.1288  
Fax: 573.256.6877

Dear Parents,

Congratulations! You have chosen to place your child in a program that is accredited by the Missouri Accreditation of Programs for Children and Youth.

Accreditation is a stamp of approval designed to promote quality programs for young children by giving recognition to those meeting prescribed indicators of quality. It does not involve mandatory controls. Rather, the decision to seek accreditation is a voluntary indicator of the commitment of the staff and controlling board of your program toward offering your child high-quality education.

The process of accreditation requires many hours by the staff to meet the prescribed quality indicators. A review team has visited your center to approve the results of this hard work, which is designed to insure quality of curriculum and to encourage communication between home and center.

Missouri Accreditation was chosen over other accrediting bodies because of the higher educational standards required by Missouri Accreditation – a direct indicator of quality.

Meanwhile, be assured that the program you have chosen for your child and the Missouri Accreditation of Programs for Children and Youth is working continually to improve the quality of education that Missouri's children experience. Your support is also appreciated.

Missouri Accreditation Board

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## PRESCHOOL FEES

**REGISTRATION FEES:** A **NON-REFUNDABLE** fee of \$200 is required at registration. If you remain in the program the entire year, and your account is in good standing, \$100 will be credited to your account for the next school year or remitted to you via check from Country Club Christian Church.

The **non-refundable** registration fee of \$20 per day is assessed for each day of Extended session your child attends. A registration fee of \$25 is due for Preschool Camp or Before School Care; you are only charged one fee if you register for both programs. This fee is also **NON-REFUNDABLE**.

**LATE PICK-UP FEE:** Children must be picked up by 3:00 pm during the school year and during the summer session. If you are late picking up your child, a late pick-up fee of \$2.00 will be assessed for the first 5 minutes past pickup time, and \$1.00 per minute thereafter. Following the third late pick-up, the fee doubles to \$2.00 per minute, per child.

**SEMESTER PAYMENT SCHEDULE:** Tuition is due in advance of services. First semester, the tuition payment is due before the start of school; second semester tuition is due on or before the day we return from Christmas break in January. If you withdraw your child from the program, you are required to provide two weeks’ notice, and your tuition is due for those two weeks whether or not your child attends.

**MONTHLY PAYMENT PLANS:** if you wish to be on a monthly payment plan, please contact the office. Monthly payments are due the first business day of the month, in advance of services. If payment is not received by the 5th of the month, it is considered late and a late fee will be assessed to your account. Tuition is due in full by April 1st of the current school year. If you withdraw your child from the program, you are required to provide two weeks’ notice, and your tuition is due for those two weeks whether or not your child attends.

**LATE PAYMENT FEE:** A \$25 late payment fee is added to your account when fees have not been paid by the 5th of the month. If payment is not received by the 10th of the month, your child’s space will be considered available for replacement by a family on the waitlist. Enrollment fees would need to be paid and the account brought current for the family to continue in the program.

**EXTENDED CLOSURES:** If CCCC Early Childhood programs were to close due to safety or health concerns, tuition refunds will not be made, and any remaining tuition will be due per your payment plan.

It is CCCC’s intent to do what is necessary to make fiscally responsible decisions during this time. If, for any reason, your family has been put in financial hardship, such as losing a job or reduced hours/pay, CCCC may, in its discretion, take into consideration such hardships in determining your ability and eligibility to stay enrolled on a case-by-case basis.

A **LIBRARY**, maintained by church volunteers, is available to parents and children in the Early Childhood Programs. Preschool classes visit the library weekly and may check out books, with the approval of the teacher and parent. A child who does not return his library book on the appointed day his class goes to the library will not be able to check out another book until his previously checked-out book is returned. Parents will want to avail themselves of the excellent books on parenting. Parents are responsible for replacing, or paying for, any lost books.

**OPTIONAL SCREENINGS** for sensory-motor perception and for speech and language development are available for a fee.

**CONFERENCES** are offered annually or as requested. The teachers and the Director are always available to resolve problems with you. We want to make this preschool experience a positive one for you and your child. Please allow us the opportunity to work with you if issues arise.

**CHILD ABUSE AND NEGLECT POLICY:** Staff are alert to the physical and emotional state of all children. When any sign of injury/suspected abuse is detected, the center’s Director is notified immediately.

Country Club Christian Church staff will not discipline children by use of corporal punishment or failing to provide necessities of care.

**WHAT TO BRING:**

On the first day of each semester (to leave here):

- Box of tissue
- Rest rug
- Change of clothing in a marked plastic bag if your child has an accident

Each day:

- Lunch, if your child is staying for Extended Session
- Clothing appropriate to the weather and outdoor play
- A large school bag in which to carry home treasures and notes

**SUMMER SCHOOL** is offered Monday through Friday from 8:30 am to 3:00 pm during June and July. Children may be enrolled for individual days or weekly sessions. All preschool children are invited to attend.

Tuition is payable at enrollment. If you are enrolling your child for more than one day, half payment is due at enrollment with the remaining payment made by May 1.

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Dear Parents,

Your interest in Country Club Christian Church as a program to serve the needs of the children in your family is exciting for us!

We are dedicated to providing an excellent care and teaching facility in which your child may develop toward the highest potential God has envisioned for him or her. Our programs are planned to enrich the family unit through openness, inclusiveness, and support.

We endeavor to assist you in meeting your needs or to resolve any issues that may develop.

Thank you for the opportunity to serve you.

Sincerely,

Lisa McCleish  
Director of Early Childhood Programs

Please note: While we genuinely believe all boys and girls are uniquely special and equally important, for the sake of brevity and clarity, we have chosen to use masculine pronouns (where we do not use both) when referring to children in this booklet. As we realize some parents may not agree with this practice, we appreciate your understanding and accommodation of this decision.

## NUTRITION POLICY

\* *Snacks*—CCCC will provide a daily snack to the Transition Program. The menu is posted in each classroom and it is subject to change. The culturally diverse menu items provide for at least 2 different food groups each day. Portions follow the guidelines for MO Eat Smart Program.

Preschool children will take turns providing snack for their own class. Families will be provided a list of recommended snack ideas; teachers will work with children to choose items from 2 different food groups each day, when families send a variety of snacks.

Children may drink water or milk with snacks.

\* *Lunches*—Good nutrition is vital to childrens' learning and physical development. Please provide a nutritionally sound lunch for your child; age-appropriate components include: whole grains, meat/meat alternatives, vegetables and fruit. Please note that when fruit juice and "sweet" treats are included in lunches, the children will be required to eat some of the healthier options before eating/drinking the treats.

Lunches will be refrigerated when they are sent in a small paper/reusable sack or a small single container (such as a divided Ziploc container). Large padded or hard-surface lunch boxes should contain an ice pack as we have limited refrigerator space.

**Accommodations for food allergies will be made on a case-by-case basis in each room. Please contact the office if your child has special dietary needs.**

**DROP-OFF AND PICK-UP:** Parents are expected to bring their children into the classrooms. Parents will be notified at the beginning of the school year where the teachers will bring the children to meet them for pick-up. If a person other than the parent who brings the child is picking up the child, please contact the office and inform the teacher. Identification will be requested if this person is not known to the teacher. Parents must sign their children in and out daily.

**SPECIAL EVENTS** provide many additional learning experiences. The cost of these is included in the tuition.

**FIELD TRIPS** are experienced by the Pre-Kindergarten children. These trips are taken in a leased school bus with seat belts, which all children must wear. The Country Club Christian Church Early Childhood Programs Medical Information form (which you will receive, complete and return before your child begins his school year) must be **notarized** on its reverse side in order for your child to participate in off-campus field trips.

**PROGRAM DESIGN:** The Preschool consists of three-year-old classes which meet Tuesday, Wednesday, and Thursday from 9:00 am to 12:00 pm, and pre-Kindergarten classes which meet Monday through Thursday from 9:00 am to 12:00 pm (a Tuesday/Wednesday/Thursday Pre-K option is also available). If you are enrolling your child in a pre-Kindergarten class but do not plan to send him to Kindergarten the following year, or if you want to leave open the option of another year of preschool, please notify us so we may work out a program to allow you the most flexibility.

In order for your child to enter the three-year-old preschool program, he must be 3 years old and potty-trained by the first day of school. In order to enter the Pre-K program, your child must be 4 years old by November 30th and potty-trained.

**EXTENDED SESSION** (12:00—3:00 pm) is offered Monday through Thursday and administered by our preschool teachers. The program is more relaxed, but there are always planned activities. Children who stay provide their own sack lunch. The teacher for Extended Session may not always be the same teacher that your child has during regular preschool classes. No Extended Session is held after the Christmas Program in December or the Family Picnic in May.

**SELLING DAYS/BACK-UP CARE:** A child who is enrolled in Extended Session may sell his Extended day to another child in the same classroom, if he is ill or away on vacation. Also, if your child is not signed up for Extended Session and you wish for him to “drop in” for Extended Session only on special occasions, call the office a maximum of one week ahead of time to ensure sufficient space; we will charge your account the current daily rate plus \$5.00 for the day(s) your child “drops in” for Extended Session.

**PRESCHOOL CAMP:** Camp is available on Mondays and Fridays from 8:30 am to 3:00 pm for Pre-K and 3-year-old preschoolers. **Children must be 3 years old and potty-trained to attend Camp.** You may enroll for an entire year, or on an as-needed basis; however, as-needed care must be scheduled in advance to ensure we maintain our licensing ratio.

**BEFORE SCHOOL CARE:** For those parents who need an earlier drop-off, you may send your child to Before School Care, from 8:30 am to 9:00 am. **Children who are not enrolled in Before School Care cannot be dropped off at Preschool until 9:00 am.** Families using this option on an as-needed basis will need to call the office in advance to ensure availability.

**CLASSROOM SIZE:** Our preschool is small with small classes to allow for maximum learning opportunities. We expect to have about 10-12 children per class in our Threes Classes and 12-13 in our Pre-K classes. If more children are enrolled, an aide will be hired. Classroom sizes and adult/child ratios are important considerations in enrolling children.

**HISTORY:** The Early Childhood Programs of Country Club Christian Church were first established in 1965 with the first preschool program designed mainly for the children of members of the church. The following year, the Moms Day Out Program (now called the Parents Day Out Program) began. Both programs have changed through the years and have become an important service to many community children.

Country Club Christian Church Early Childhood Programs come under the auspices of the Early Childhood Programs Advisory Committee and the Director of Children and Family Ministries.

All children of the community, regardless of race, sex, or religion, are accepted in the Early Childhood Programs and will be accorded the same rights and privileges due all children of God.

**PROGRAM EMPHASIS:** We are dedicated to helping your child develop his own personality and abilities. We strive to minimize competitive activities, with emphasis instead on personal, social, emotional, intellectual, and spiritual development. Cooperative activities and positive interactions with adults and peers promote the development of your child’s self-esteem. Additionally, a variety of experiences with age-appropriate art, music, literature, and physical activities assist in your child’s knowledge of himself and his effect on his environment.

**CHILDREN AS INDIVIDUALS:** Each child is accepted on a trial basis and encouraged to develop at their own pace. Although our staff is not specifically trained in special needs, we welcome all students and will work with parents to develop a plan to include the child in all aspects of our program. As an example, if a child is unable to master a specific skill, the teachers will provide alternative ways for that child to practice and improve that skill. Because we believe that all children develop at their own pace, many of our activities are open-ended, and children feel comfortable working at their own pace. If we find that our school setting can’t meet the needs of a specific child, we will meet with the parents to develop a plan to find a school setting that is more suited and can better meet the child’s needs. We have annual speech and hearing screenings, as well as community resource contacts that are shared with parents on a regular basis. If a therapist needs to work with a child or observe a child, we are happy to schedule that, as well as share information with them as allowed by the parents.

**PARENTAL PARTICIPATION** is always encouraged. We are hopeful you will contribute of yourself and take the time to “experience” your child’s classroom. You are always welcome to visit the Parents Day Out rooms. The Preschool encourages parental participation in the program through volunteering in the classroom, helping with special events and attending field trips.

**FAMILY ATMOSPHERE:** Since we encourage parental participation, and since there are less than 60 children in either the Parents Day Out Program or the Preschool on any day, we can provide a family atmosphere, with much personal contact, for you and your child. We will make every effort to work with you regarding concerns or situations that arise.

**CLOTHING:** Your child will be actively involved with other children throughout the day in the classroom and outdoors. Even infants and toddlers will go outside as much as possible. Please dress your child to be able to enjoy the outdoors and be comfortable inside doing all kinds of creative activities. Since your child will be increasingly encouraged to care for his/her own needs, please see that clothes offer the opportunity for increased self-esteem that children experience from caring for their own needs. Each child should have a change of clothing in his or her backpack.

**SNOW DAYS** will be observed when an announcement is made on ABC, Fox 4 and NBC 41 that “Country Club Preschool” is observing a Snow Day. You may call our number (816-333-6311) to find a recording if school is cancelled. If bad weather necessitates the closing of the church during a program day, an effort will be made to reach the parents and ask them to pick up the child early. Of course, a caregiver or teacher would stay with the child until he is picked up. There is NO reduction of tuition when bad weather days occur.



**SHORT TERM CLOSURES:** On rare occasions, there may be a special event at CCCC that necessitates closing the school for the safety of the children, families and staff. The Early Childhood Programs also reserves the right to close the program for citywide celebrations. There is NO reduction in tuition for short term closures.

**SAFETY:** Fire escape plans and tornado plans are posted in all rooms. Either a fire drill or tornado drill is practiced monthly during the school year. Earthquake procedures have been discussed with the staff. Because of the age of the children and the fact that most children are not here daily, more emphasis is placed on staff preparedness than on training the children for such an emergency.

For your child’s safety, we ask that you sign-in children when you bring them and indicate who will pick up the child by printing the name on the right side of the sign-in sheet. The person picking up the child must also sign him out. If we are not familiar with that person, please advise them to provide identification.

**SECURITY:** All families will be issued a security code, which will open the north door during program hours. We will give the code only to parents. Parents may give the code to those who may be picking up their child. If you or someone picking up your child does not have the code with them, entrance may be made through the East Door.

**CONFIDENTIALITY OF FILES:** All files of children who attend Country Club Christian Church Early Childhood Programs are confidential. Only the Director, office staff and your child’s teacher/caregiver can access these files. Parents have the right to view their child’s file, which is located in the office, at any time.

## PRESCHOOL

**PHILOSOPHY:** Country Club Christian Church Preschool is an outreach ministry of the church which supports the spiritual, social, emotional, intellectual, and physical growth of the child through a developmentally-based curriculum. A nurturing atmosphere is essential to encourage the child to fully develop the spirit of inquiry and discovery of knowledge. Active exploration, with all the senses, in a variety of experiences is the manner in which children learn best.

### OBJECTIVES:

1. The child will experience the love of God through interacting with the school staff and teachers in the church setting.
2. To provide the families with a quality program, enabling them to comfortably entrust their children to us.
3. To build each child’s self-esteem and personal security through positive interactions with other children and the teachers.
4. To encourage the development of each child, as an individual, through a variety of age-appropriate experiences such as the arts, language and literature, movement, and knowledge of objects.
5. The child will learn to express him/herself through actively working and playing in cooperative situations with peers, adults, and individually.
6. The child will develop decision-making and task-completion abilities through maximum opportunities of choice.

**CURRICULUM:** The High Scope Curriculum (also called Cognitively Oriented Curriculum) is designed to encourage the child’s growth by hands-on experience with a variety of materials and resources under the direct supervision and encouragement of a highly qualified teacher. This curriculum encourages personal growth and problem-solving skills. It balances teacher-directed learning and child-initiated activities to encourage a joy of being actively involved in the learning situation. The curriculum is enriched by weekly music classes, Spanish, a gymnastics series, special events, guests, and field trips.

**TEACHER QUALIFICATIONS:** Preschool and Pre-K teachers are required to have a degree in Early Childhood Education or a closely related field. Teachers with non-education degrees, who have significant experience, are considered on a case-by-case basis.

In keeping with licensing regulations and standards set forth by MO Accreditation, preschool staff must complete 18 hours of approved training per calendar year.



## PARENTS DAY OUT FEES

**REGISTRATION FEE:** A \$50 fee is assessed for each day of the week a child is enrolled during the school year. This is a **NON-REFUNDABLE FEE**.

**LATE PICK-UP FEE:** Children must be picked up by 3:00 pm during the school year and during the summer session. If you are late picking up your child, a late fee of \$2.00 will be assessed for the first 5 minutes past pickup time, and \$1.00 per minute thereafter. Following the third late pick-up, the fee doubles to \$2.00 per minute, per child.

**SEMESTER PAYMENT SCHEDULE:** Tuition is due in advance of services. First semester tuition is due before the start of school; second semester tuition is due on or before the day we return from Christmas break in January. If you withdraw your child from the program, you are required to give a two-week notice, and tuition is due for those two weeks whether or not your child attends.

**MONTHLY PAYMENT PLANS:** If you wish to be on a monthly payment plan, please contact the office. Monthly payments are due on the first business day of the month, in advance of services. If payment is not received by the 5th of the month, it is considered late and a late fee will be assessed on your account. Tuition is due in full by April 1st of the current school year. If you withdraw your child from the program, you are required to give a two-week notice, and tuition is due for those two weeks whether or not your child attends.

**LATE PAYMENT FEE—MONTHLY PAYMENTS:** A \$25 late payment fee is added to your account when fees have not been paid by the 5th of the month. If payment is not made by the 10th of the month, your child's space will be considered available for replacement by a family on the waitlist. Enrollment fees would need to be paid and the account brought current for the family to continue in the program.

**EXTENDED CLOSURES:** If CCCC Early Childhood programs were to close due to safety or health concerns, tuition refunds will not be made, and any remaining tuition will be due per your payment plan.

It is CCCC's intent to do what is necessary to make fiscally responsible decisions during this time. If, for any reason, your family has been put in financial hardship, such as losing a job or reduced hours/pay, CCCC may, in its discretion, take into consideration such hardships in determining your ability and eligibility to stay enrolled on a case-by-case basis.

**ENROLLMENT:** The Parents' Day Out enrollment process is very similar to the Pre-school Enrollment process listed on page 20. Please contact the office for more information: (816) 333—6311.

**HEALTH POLICY:** All enrolled children must provide immunization information and a health assessment signed by a professional as required by the Missouri Health Department. **Before your child starts our program, current immunizations and a health assessment signed by a licensed physician are required to be in our office.** If your child has special health needs, you will be asked to complete a Specialized Care Plan form which will be kept in our office. Please notify us if your child acquires a communicable disease so other parents may be alerted to possible contact with the disease.

If your child, any immediate family member, or a person with whom you have been in direct contact with, is diagnosed with any illness such as COVID-19 or another virus of known or unknown origin or identity, you are required to immediately contact CCCC and report developments so the Early Childhood Programs may take action it deems necessary to protect those enrolled or involved in any way with the program.

In accordance with Section 210.003.7, RSMo. (Revised Statutes of Missouri Legislature), the parent or guardian of a child enrolled in any of our programs may request notice of whether there are any enrolled children at our facility with an immunization exemption on file. If you would like to request this information, please contact the Director and the information will be provided to you. Please note: the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

We prefer NOT to give medication - especially considering the limited time children are here. Should it be necessary to give medication, please complete a form, which will be provided upon request, and bring the medication in a prescription container with a measuring dispenser. No aspirin will be given due to its link with Reyes Syndrome.



**ILLNESS:** In an effort to provide a healthy environment for all children, we cannot accept children who have vomited or had a fever or diarrhea within the last 24 hours or who have an infectious, running nose.

There are no facilities or staff to care for sick children at Country Club Christian Church. It is important that you notify us of a means to contact you or another person authorized by you who can pick up your child in the case of an emergency or illness. Sign-in sheets have a space for this information, as does the paperwork you submit to us. You will be notified if your child becomes ill. You must pick him up within one hour or make arrangements for someone else to do so.

**EMERGENCIES:** In the event of an emergency, your child would be transported by ambulance to the nearest emergency room that is available to provide services appropriate to the injury of the child. You may specify on your health form if you have a preference. Every effort will be made to notify you or others listed on your enrollment form. Please keep this information up to date to facilitate reaching you. Medical treatment is the financial responsibility of the parent.

If, for any reason, an unforeseen epidemic/pandemic or illness infects a portion of the surrounding area's population, the Early Childhood Programs will be of service to families as long as it is able, but the program reserves the full right and discretion to shut down the school for the safety of the families and staff.

Emergencies occur when we are least prepared for them. It is imperative that you keep current the information in our files and provide us with an emergency number when we cannot reach you at home or work.

It is extremely important that you keep information current as to how you or another trusted person can be reached if there is an emergency. If you are away from home, please make a note on your child's classroom sign-in sheet informing us who should be called and at what number they can be reached.

**ACCIDENTS:** Minor accidents will be treated by caregivers and office staff. If the child sustains a head injury or requires more than minor first aid, his/her parent will be contacted. An incident report will be completed by the caregiver to be signed by the Director and parent.

No **SICK DAYS** are allotted in the fee schedule. However, we would appreciate you letting us know if your child will not be attending due to illness. This makes it possible to allow substitutions, as explained immediately following, which may be of benefit to you at some time.

**BUYING/SELLING DAYS:** In our Parents Day Out program, parents can buy and sell days within their child's classroom. If you know in advance that your child will not be in attendance in his classroom, you may fill out a "I Would Like to Sell a Day" flyer to post on the classroom door. An interested parent may contact you to buy your child's day. Likewise, if you would like to buy a day from another family in your child's classroom, you may fill out a "I Would Like to Buy a Day" flyer. An interested family may contact you to sell their child's day to you. Parents, please make contact with each other regarding payment transactions; the office will not be responsible for arranging payments between parents.

**DROP-IN ATTENDANCE:** Families may request to drop-in on a day when their enrolled child doesn't already attend. A \$10 fee will be added to the daily rate.

**VACATION:** Early Childhood Programs does not allow make-up days for absences. Families may attempt to sell or trade days (see **BUYING/SELLING DAYS** above) in the event of a vacation or days not attending.

**DISCIPLINE:** We feel that the most effective discipline occurs in an interesting, active program planned to meet the needs of the individual children served. Caregivers and teachers will try to anticipate potential situations and redirect a child's attention or move a child away from what is dangerous to himself or others. Children will be encouraged to discuss differences of opinion, express their own feelings, and learn to work out problems with their peers. At no time is physical punishment used.

Should continuous unacceptable behavior occur, the problems would be discussed with the parents in the hope that we can work together for the benefit of the child and other children in the room.

Every effort will be made to work with the parents to develop an appropriate response for the child that assures his safety and self-respect, the safety of the other children, and the respect of the staff. If a child is unable to fit into the program, the parents may be asked to remove the child from the program.

If you have concerns about your child's behavior or discipline in his room, please discuss your concerns with the teacher or the Director of Early Childhood Programs.

**TRANSPORTATION:** Parents Day Out does not include field trips. Transportation would be utilized only by ambulance for an emergency.

**CHILD ABUSE AND NEGLECT POLICY:** Staff are alert to the physical and emotional state of all children. When any sign of injury/suspected abuse is detected, the center's Director is notified immediately.

Country Club Christian Church staff will not discipline children by use of corporal punishment or failing to provide necessities of care.

**TRANSITION CLASS:** For those children who are nearly ready for preschool, parents should consider the Transition Class. This class is designed to emphasize school readiness through self-help skills, large and small group participation, structured activities and beginning academics. There will also be opportunities to participate in special events of the preschool. The curriculum is based on the High Scope Curriculum used by the preschool. The schedule is the same as Parents Day Out: children attend 8:30 am-3:00 pm and parents can enroll for 1-5 days per week.

**CAREGIVER QUALIFICATIONS:** Upon hire, all teachers and staff are required to have (or get) a current physical and TB test. A background check is completed through the MO Dept. of Health and Senior Services.

All teachers are required to have experience, knowledge, and love of children. They are encouraged to continue their education at the college level.

Teachers are required to meet licensing requirements of 12 in-service training hours per year. Teachers have planning time built into their schedule to enable them to plan activities for your child that are age-appropriate and fit the needs of individual children in their class.

**DROP-OFF AND PICK-UP:** Take your child directly to the room to which he is assigned. Use the provided sign-in sheet to sign in your child, and leave information about how to reach you during your absence, as well as information as to whom will be picking up your child. Identification will be requested from those persons with whom we are not acquainted. Please have previously written information or specific directions you want to give the teacher. Do not expect the teacher to remember verbal instructions. If it is important to you or your child, **WRITE IT DOWN.**

**WHAT TO BRING:**

The first day of each semester:

A box of tissue

Baby wipes—1 container per each day of attendance.

Each day:

Diapers-disposable or cloth

Lunch and drink (or pre-made bottles)

Change of clothes

For children in rooms 17, 18 and 21, a crib sheet and blanket are needed.

**NAPS:** All children will be given the opportunity to rest after lunch as required by state licensing regulations and the standards set for accreditation. Children are not required to sleep but we find that, because of the extra activity of being with other children and playing outdoors, most children do. **If you do not wish to have your child sleep here, you may pick him up before naptime.**

**BIRTHDAYS** are great fun for all of us. Can you think of a more fun way to celebrate than planning a party for your child with his/her friends at Parents Day Out? Please discuss your plans with the teacher in advance.

**CHRISTIAN TRAINING** will be included in the curriculum in the same manner that Jesus taught those who lived around Him:

1. By example,
2. Talking with those around Him and serving their individual needs,
3. Telling stories or parables in meaningful situations.



While there is no specific requirement of a Christian curriculum, prayer before eating, seasonal stories, and examples of love are incorporated into our programs.

**STAFF DEVELOPMENT:** Research clearly shows that the adult/child ratio and educational level of staff most directly forecast the quality of early childhood education and care.

Parents Day Out and Preschool teachers have monthly staff meetings that frequently include training. In addition, the teachers and caregivers are expected to meet Missouri state licensing requirements regarding in-service education, which is 12 hours annually. Our Staff Development Program encourages early childhood college classes at all levels.

Criminal record and child abuse/neglect checks are conducted on all staff and volunteers. Staff training includes information about signs of possible child abuse and the approved procedures for reporting.

**MISSOURI STATE LICENSING:** Country Club programs are in compliance with the Department of Health Rules for License-Exempt Facilities. You may ask to view inspection papers, and/or a copy of regulations.

In May, 1989, the Preschool was proud to obtain accreditation. Annual reports are required to remain accredited, in addition to a full review every 5 years. Your child will be the beneficiary of the high standards that we maintain.

**FUNDRAISERS:** A few fund raisers are planned for the school year. These are specifically designed to maintain the high quality of care and education for which we are known and to allow us to keep the cost of the program as low as possible. The church is extremely generous in providing a well-maintained building, custodial services, utilities, and many other practical and necessary services. However, the program does share in the cost of these services.

## PARENTS DAY OUT

**PHILOSOPHY:** The mission of the Parents Day Out Program of Country Club Christian Church is to reach out to the parents of our church and community by providing safe childcare in a loving, Christian environment that encourages the social, physical, intellectual, emotional, and spiritual growth of each child.

### OBJECTIVES:

1. The child will experience the love of God through interacting with the school staff and teachers in the church setting.
2. To provide the families with a quality program, enabling them to comfortably entrust their children to us.
3. To build each child's self-esteem and personal security through positive interactions with other children and the teachers.
4. To encourage the development of each child, as an individual, through a variety of age-appropriate experiences such as the arts, language, literature, movement and knowledge of objects.
5. The child will learn to express him/herself through actively working and playing in cooperative situations with peers, adults, and individually.
6. The child will develop decision-making and task-completion abilities through maximum opportunities of choice.

**TYPE OF PROGRAM:** Our program is planned to meet the needs of your child. Activities are planned for each class that are age-appropriate and offer a variety of art, music, drama, and well-supervised social interaction with other children. The processes of art (gluing, coloring, painting, etc.) are stressed above the finished product to help children gain skills and confidence in their new abilities.

All children will use the outdoor playground as frequently as weather permits. Please dress your child appropriately for outdoor play. Children under 12 months will be taken outside in a stroller when possible.

**SCHEDULE:** Parents Day Out is open Monday through Friday from 8:30 am to 3:00 pm, during the school year. The Summer Program is open on Monday through Friday from 8:30 am to 3:00 pm, during June and July. Children are assigned to classrooms according to their age and remain in that classroom for the entire school year. Classes have approximately a 6-month age span. We strive to maintain the same caregivers in each room throughout the year. We will assign children who are here more than one day per week to the same classroom as much as possible. Since all staff work part-time, children may not always have the same caregiver each day of the week.

## NUTRITION POLICY

- \* *Breastfeeding*—CCCC is committed to providing a breastfeeding-friendly environment for our enrolled children. We have information available on breastfeeding, including names of area resources, should questions or problems arise.

There is a private breastfeeding space on the 1st floor; mothers are also welcome to breastfeed in the classroom. The classroom refrigerator is available to store expressed breast milk. Frozen breast milk can be stored in Room 22. Mothers should provide their own containers, clearly labeled with name and date.

The center will follow human milk storage guidelines from the American Academy of Pediatrics and the Centers for Disease Control and Prevention to avoid waste and prevent foodborne illness.

- \* *Snacks*—CCCC will provide a daily snack for the PDO classes and the Transition program. The menu is posted in each classroom but is subject to change.

The culturally diverse menu items provide for at least 2 different food groups each day. Portions follow the guidelines of the Missouri Eat Smart Program.

When families are providing snacks for a special event such as a birthday or holiday celebration, they should check with their child's teacher (insuring that all special dietary needs are met). A healthy alternative will always be provided in addition to "sweet" treats; only milk and water will be served to drink.

- \* *Lunches*—Good nutrition is vital to children's learning and physical development. Please provide a nutritionally sound lunch for your child; age-appropriate components include: whole grains, meat/meat alternatives, vegetables and fruit. Please note that when fruit juice and "sweet" treats are included in lunches, the teachers will give the children the main course items first before allowing them to have the dessert-type items.

Lunches will be refrigerated when they are sent in a small paper/reusable sacks or small single containers (such as the divided Ziploc containers). Large padded or hard-surface lunch boxes should contain an ice pack as we have limited refrigerator space.

**Accommodations for food allergies will be made on a case-by-case basis in each room. Please contact the office if your child has special dietary needs.**