

Early Childhood Center

# Parent Handbook

2017-2018



**Charlotte's Web**  
Early Childhood Center

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## Welcome

We are pleased you have chosen Charlotte's Web Early Childhood Center to enroll your child for the coming year and hopefully beyond. Charlotte's Web ECC promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We are proud to serve the South County area and we proudly offer a positive, child-centered daycare and preschool experience that fosters a love of learning in a nurturing community.

Please take a moment to review this handbook as it will guide you through our policies and procedures and please let us know if you have any questions at any time. We strive to provide the best learning and caring environment that duplicates as much as possible the care they receive at home. We encourage you to be an active partner in the education of your children and if you have any questions at all please don't hesitate to ask your teacher or the center's director.

## Philosophy and Curriculum

Charlotte's Web Early Childhood Center (CWECC) promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. In each child, we strive to cultivate:

- Autonomy
- A sense of belonging
- Respect for others
- Enthusiasm for exploration

### Our Curriculum

We offer child-centered and developmentally appropriate programs for 6 weeks up to 3 (35 months) year-old children. Plans are to add a classroom for 3-4 age children within 1 year of opening the center. CWECC has a goal to build children's independence throughout everyday play based programs. As they get older, we give them free choices and freedom to express themselves. CWECC teachers pursue child initiated programs in the class. Throughout this process, children can practice decision making and critical thinking to develop creative idea making skills. Also, Charlotte's Web ECC promotes children working together in their classrooms to build their collaboration skills early on.

Our teachers use their early childhood care knowledge, their own experiences, as well as the children's interests, to adapt the curriculum to be unique to each CWECC class. Classroom observations and assessments become important tools for the teachers to communicate with parents to help continually help the program progress forward.

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. Charlotte's Web Early Childhood Program provides extensive guidance for teachers in the content areas of

physical, social-emotional, cognitive development and the arts. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas.

Our child initiative and collaborative approach offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the CWECC community.

**Daily Schedule of Activities**

In our infant classes, each infant will have their own individual learning schedule based on their specific development stages. The toddler schedule would consist of:  
See Appendix C for the full daily schedule for each.

**Staff to Child Ratios**

Age Level	Staff	Children	Max Group Size	Teachers in Class
Infant	1	4	8	2
2's	1	8	16	2
3-4	1	10	20	2
5	1	16	16	1
Mixed (2-5)	1	10	20	2

Note: with a mixed age group class a maximum 4 2 year old's allowed in a class of 10.

**Nondiscriminatory Policy**

CWECC is a nonsectarian early childhood center. CWECC admits students of any race, color, religion, and national and ethnic origin and does not discriminate in administration of its educational and admission policies.

**Staff Qualifications and Accreditations**

All CWECC teachers meet or exceed the Missouri Department of Health and Human Services licensing requirements. Many of the lead teachers hold a four-year college degree and all have completed required basic coursework in early childhood education. Every year, the director, teachers, and assistant teachers must complete a required number of continuing education hours to stay in compliance with the State of Missouri. All of the staff has previous experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

**Licensing**

CWECC is licensed through the State of Missouri.

## Safe Sleep Policy

The purpose of the Safe Sleep Policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law (§ 210.223.1, RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics (AAP). Missouri child care licensing rules require licensed child care facilities to provide parent(s) and/or guardian(s) that have infants in care be provided a copy of the facility's safe sleep policy.

Sudden infant death syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of the clinical history.

Sudden unexpected infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to investigation. Causes of sudden unexpected infant death include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Child care providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in child care and to work with parents to keep infants safer while they sleep. To do so, this facility will practice the following safe sleep policy:

### Safe Sleep Practices

1. Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.

2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics.

3. Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken.

4. Equipment, such as a sound machine, which may interfere with the caregiver's ability to see or hear a child who may be distressed, is prohibited.

5. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.

6. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).

7. All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed every three years.

### **Safe Sleep Environment**

1. Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.

2. Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. **We may use sleep clothing (i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.**

3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens or other sleeping equipment.

4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. **When indicated on the *Infant and Toddler Feeding and Care Plan* or with written parent consent, pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.**

5. Only an individually-assigned safety-approved crib, portable crib, or playpen with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.

6. Only one infant may occupy a crib or playpen at one time.

7. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib, portable crib, or playpen must be placed in the crib or playpen for the remainder of their sleep or nap time.

8. No person shall smoke or otherwise use tobacco products in any area of the child care facility during the period of time when children cared for under the license are present.

9. Home monitors or commercial devices marketed to reduce the risk of Sudden Infant Death Syndrome (SIDS) shall not be used in place of supervision while children are napping and sleeping.

10. All parents/guardians of infants shall be informed of and given the facility's written Safe Sleep Policy at enrollment.

11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.

## Confidentiality

CWECC adheres to the Family Education Right to Privacy Act. Families in our center have the right to have their information regarding their child protected and treated in a confidential manner. Please do not disclose or exchange any information regarding other children attending the center. Parents are not allowed to take photographs or videos of the other children in the center without obtaining written permission from the parent or obtaining verbal permission from the center director or lead teacher.

## Communication

Communication between home and school is vital to a successful program.

### School-Wide (Nonemergency) Information:

- The CWECC office communicates with parents in a number of ways:
  - Email
  - Telephone
  - CWECC website
  - Parent orientation
  - Parent/Teacher Conferences
  - Notices sent home with parents during pick up time

### Classroom Information:

- Monthly plans for each class are sent via email to parents by that classroom teacher.
- Each teacher will post a note inside the classroom at the end of each school day so that parents will know what activities were included in the day for their child.
- Weekly lesson plans are posted in the classroom.
- For information about bringing food for birthday and classroom parties, please make sure to review the "Food at CWECC" section. In accordance with our **Class Party and Birthday policy**, only store-bought foods can be served, and the food provided must be

preceded by a completed list of ingredients and food label notifications, submitted to the teacher **at least 2 class days** before the food is served. Food must adhere to our nut-free policy.

Please see the “Emergencies” section of the handbook and our Emergency Plan (found online at [www.eccpreschool.com](http://www.eccpreschool.com)) about how communications will occur during a school-wide emergency.

### **Child-Specific Information:**

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- Parent-teacher **conferences** are held two times per school year (winter and spring). For the winter and spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child’s developmental progress.
- If, at any time, you have special concerns, please feel free to contact your child’s teacher – use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please email or leave a VM and the teacher or director will respond as soon as possible.
- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please **do not discuss** problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child’s behavior, and it is useful for staff to be aware of these developments. CWECC will always respect your privacy.
- **If your child is going to be out of school for any reason, please let the office know.** For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

## **Admissions**

CWECC admits students of any race, color, and national and ethnic origin. If parents have any major educational, social, or developmental concerns about their child entering CWECC, parents need to discuss these concerns with the director before the child’s first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, CWECC reserves the right to place children in classes by age, gender, and developmental level. CWECC does not

discriminate in administration of its educational and admission policies.

CWECC does reserve the right to refuse admission to any child at any time with or without cause. Possible reasons for inability to allow admission at any point in time would include but not be limited to: lack of staff to maintain appropriate staff-to-child ratios to meet state requirements, need to maintain compliance with licensing regulations, domestic situations that could present a risk to other children at the center, parent's failure to provide proper application documentation.

## Tuition

- All parents or custodians are required to sign a contract prior to enrollment of their child at Charlotte's Web. Please indicate who will be responsible for tuition payments and where they should be addressed.
- Tuition payments for each month are due on the 1<sup>st</sup> and 15<sup>th</sup> of the month for the following bi-monthly payment, as noted in the Enrollment Agreement, whether or not your child is in attendance or school is in session (ex: the first payment for September is due by August 15th).
- Cash, check, or Auto Debit will be available for payment.
- **A late fee of \$25.00 will be charged if payment is received after the 7th or 22<sup>nd</sup> of the month.**
- **There will be a \$50.00 fee for any returned check.**
- Tuition payments may be set up on ACH, mailed or submitted to the office.
- There is a one-time registration fee of \$100 upon the registration of your child.
- No credit is given for scheduled school holidays, child illness, or for school closings due to weather or emergency situations.
- Sibling Discount: Each younger sibling receives a 10% tuition discount if enrolled at the same time as their sibling.
- CWECC reserves the right to terminate enrollment should an account become overdue.

**Tax Identification:** CWECC's federal tax ID number is 82-1923875.

## Procedures for Enrollment and Withdrawal

Enrollment:

- Registration for enrollment begins in July for the upcoming year but children can be enrolled year round pending availability. If there are no current openings, children can be placed on a waiting list for next availability for that class.
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration takes place, applications are taken on a first-come, first-served basis.
- Class placement is made on the basis of age and gender (in order to maintain a reasonable balance of boys and girls in each class).
- There is no supply fee at this time for any child.

#### Withdrawal:

- Written notice must be provided to CWECC at least 30 days prior to withdrawal.
- If a child is withdrawn, there will be no refund after monthly tuition has been paid.
- The registration fee and first bi-monthly advance tuition are not refundable.
- If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

**PLEASE NOTE:** On occasion, a program is not an optimal fit for a child or family. CWECC is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, C W ECC reserves the right to dismiss a child from the program.

## Required Forms for Enrollment

These forms must be on file before a child attends class.

1. Enrollment Form
2. Child's Medical Exam Form
3. Emergency Form
4. Emergency Preparedness Form
5. CWECC Contract
6. All About Me Questionnaire
7. Medication Authorization Form (if applicable)

Below is a brief description for each form:

1. **Enrollment Agreement:** The Enrollment Form outlines the details of the relationship between your family and CWECC. It includes payment guidelines, withdrawal details, and other policies. As per your signed enrollment agreement, you have indicated that you had access to information on the requirements and standards for childcare in Missouri. You can access the Missouri Department of Health and Senior Services at any time by going to <http://health.mo.gov/safety/childcare/>. In addition, it states that you have read, understand, and agree to the contents of the parent handbook (available online at [www.charlotteswebecc.com](http://www.charlotteswebecc.com)).
2. **Child's Medical Exam Forms:** Please be sure to refer to instructions accompanying these forms. Please include a copy all required immunizations and medical report from the child's pediatrician.
3. **Emergency Form:** YOU MUST FILL OUT BOTH SIDES
  - Document allergies and medical problems on the back. In the event of an emergency, this information is critical.
  - When you list persons to contact in case of an emergency, please list persons who live

within a reasonable distance of the school, who are known to your child, and who would be willing to pick up your child in any emergency. Please bear in mind that, if your child is ill and ECC cannot reach you, we may call those persons listed on your card. This list can be updated at any time during the year with written authorization to the office.

- **Unless we have a note or an email from a parent, a child will only be released to person(s) listed on the Emergency Form.** Please advise your child's teacher and the office, in a signed note or email (email bailey@eccpreschool.com only please), each time your child is to be picked up by someone not previously authorized. **We will not release your child without this prior written notice.**
  - It is the responsibility of the parent to keep the emergency information up to date.
  - It is a MODofH requirement that this Emergency Form be signed and dated by the parent annually.
4. **Emergency Preparedness Form:** CWECC has formulated emergency procedures to notify parents of any unexpected events, such as our school closing or an evacuation. In the event of an emergency situation, CWECC will contact you by text message and/or phone call from an CWECC staff member. **Please keep your information up to date throughout the school year.**
    - Please make sure to let the office know if your emergency contact number does not receive text messages so that we can make other arrangements for reaching you in case of a school-wide emergency. A school-wide text message will be our preferred way of reaching out to parents during an emergency. If a school-wide text message is not possible, you will receive a phone call from an CWECC staff member.
  5. **CWECC Contract:** This form stipulates the terms of the child's enrollment and payment arrangements.
  6. **All About Me Questionnaire:** This form provides valuable information to your child's teacher about your child's temperament and interests.
  7. **Medical Authorization Form:** There are circumstances that make it necessary for a child to receive medication while attending school. Trained child care providers can give prescription and nonprescription medication under certain circumstances with **prior written permission** from the child's parent/guardian and doctor. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen®, or over-the-counter medicine for allergies and pain. You will find this form on the ECC website, or you can request a Medication Authorization Form from the office. This form must be filled out correctly, signed by both the parent and the child's doctor, and returned to the office. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Nonprescription medications must be in the original

container labeled with directions for dosage.

- A parent must provide a medicine spoon or cup for administering medicine.

## Positive Discipline Policy

CWECC is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of CWECC's values, including self-control, respect for others, and a positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of our early childhood center and it helps children grow as successful, lifelong learners.

CWECC's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.
2. The teacher will discuss the child's behavior with a parent and inform him or her of learning based strategies the teacher will implement. The teacher will discuss options with the director.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with teacher, parent, and director to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may

include removal of a child from the classroom and/or calling the parent to take the child home. Repeated severe problems may result in CWEECC excluding a child from attending CWEECC.

## What to Bring

**Please remember to label each item that your child brings to school** (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.).

### Dress

- Your child should be dressed for active and participatory play. CWEECC does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty.
- Your child should wear sturdy, protective shoes (no sandals or Crocs®), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately.
- In the winter, hat and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

### Infants

Bottles, formula, diapers, wipes.

### Extra Clothes

In school, at all times, each child should have at least one set of seasonal clothes that fit – pants, shirt, underwear, socks — which should remain in the child's backpack. In addition, each child must have a change of clothes in their My Important Stuff (MIST) bag for emergencies.

### Backpack

At CWEECC we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. Each day your child needs to bring a backpack, clearly marked with your child's name, to hold his or her lunch box, extra clothes, art, treasures, and important communication.

Please be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

Note: please feel free to include some of your child's favorite items (i.e. favorite book, stuffed animal, coloring book, seasonal clothes) and we will label them and store in their individual cubby space.

## Food at CWEECC

### SPECIAL DIETARY NEEDS

We ask that parents of children with special dietary needs should alert the director and the teacher of any allergies or considerations (i.e. foods unable to be consumed due to religious beliefs) prior to enrollment. If any allergy situation changes after enrollment, please submit a new emergency medical form with the information. In classrooms where children have potentially life-threatening sensitivities, CWECC may consider additional safety measures and address the situation on a room-by-room basis. We ask that parents of all children not send any store bought food or food product that lists peanuts and/or tree nuts on the ingredient label. CWECC has adopted a **“No Peanuts or Tree Nuts at School”** policy.

Parents of children with allergies are asked to talk with your child and help him/her understand that food sharing is not allowed. This is a preventative safety measure to reduce food allergy exposures. Hand washing and tabletop washing are additional risk-reduction measures that are used at C W ECC. Parents can help by ensuring adequate hand and face washing at home before arrival at school.

### **PEANUT-FREE/TREE NUT-FREE SNACK LIST**

**Thank you for your consideration and support in keeping the food-allergic children safe from having a life-threatening allergic reaction at school.**

CWECC will make every attempt to avoid snacks that contain the following: peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This list includes snacks with almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts. Coconuts are generally okay.

Kellogg’s, Keebler, General Mills, Betty Crocker, and Quaker Oats brands are excellent at clearly labeling allergens on the box. Examples of clear labels include: CONTAINS PEANUT AND EGG INGREDIENTS.

Healthy snack alternatives include:

#### **FRUITS/VEGETABLES**

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementine’s, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

#### **CHEESE/DAIRY**

- Yogurt in individual cups or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies
- Cottage cheese

#### GRAINS/ SEEDS

- Sunflower butter is a great alternative and makes great PB and J!

#### Crackers:

- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers/dinosaurs/sticks
- (NOT Ritz bits or sandwiches)
- Town House, Club, Toasted crackers
- Cheez-Its, Cheese Nips, Better Cheddars
- Saltines, oyster crackers
- Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
- Kashi Tasty Little Crackers (TLC)
- Breton/Dare brand crackers
- Goldfish crackers
- Graham crackers, graham cracker sticks
- Teddy Grahams or Teddy Graham character brands
- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Pirate brand snacks (pirates booty, smart puffs, etc.)
- Snikiddy brand snacks (fries and puffs)

#### Cereals:

- Cheerios (NOT Honey Nut or Frosted)
- Chex (Rice, Corn, Wheat)
- Corn Flakes
- Crispix
- Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix
- Life
- Wheaties
- Other unsweetened cereal without nuts

#### Other snack ideas:

- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Popcorn
- Pretzels (most all brands, but some Snyder's products are not peanut/nut free)
- Nutrigrain cereal bars/yogurt bars

- Special K Bars (NOT Honey Nut)
- Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes (NOT Quaker brand, not nut free)
- Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
- Potato Soy Crisps
- Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)

## **LUNCH**

CWECC provides lunch for those children old enough to be eating solid foods. Lunch or snacks are not allowed to be brought from home with the exception being store bought snacks for birthdays or special occasions.

## **SNACK**

CWECC provides small daily snacks during the afternoon. We make every effort to provide healthy snacks every day often consisting of items like fresh fruit or vegetables, whole grain crackers, etc...

## **BIRTHDAYS AND CLASS PARTIES**

Simple birthday snacks (store bought only please) may be provided by parents to recognize children's birthdays. Please set a date with the teacher one week in advance. Less notice may result in a date other than your first choice. This time is necessary to assess the safety of all children who use your child's classroom, primarily with regard to life-threatening allergies. Be prepared to tell the teacher the snack that you would like to serve so that other parents can send a safe alternate treat, if needed. Snacks provided by families must be store bought and should be small portions (one cookie, mini-muffin, doughnut hole, etc.).

Thank you for your attention to these matters. Advance planning is vital to the safety of our children and to smooth daily classroom procedures.

## **Arrival and Dismissal**

- **Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.**
- Upon arrival at the center, the parent or authorized guardian dropping off the child must sign the child into daycare with one of the teachers or director. Parents are allowed into the classroom to help their child put away their belongings and must allow a member of Charlotte's Web staff to accept the child into their care.

### Arrival:

- Attendance sign-in: Upon arrival, please record time and initials on your classroom attendance sheet and/or iPad at sign in station (required by MODofH).
- Special Instructions: Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day (and iPad form). Special instructions might include but not limited to: early pick up, alternative pick up person, health issues that need attention, general issues that need attention.
- Notice of Absence: Parents are asked to inform the center by 9:00 if a child will not be at the center on a scheduled day. This will allow us to notify the teacher and help them plan their day. If your child is ill, please notify the center director so they may keep track of any illnesses at the center. Any communication about any communicable disease will be relayed to all parents and all effort will be made to ensure confidentiality of the child. Parents are not required by law to disclose and enrollment will not be based on your decision to share the reason for your child's absence from school.

### Dismissal & Pick-Up

- Attendance sign-out: Upon arrival, please record time and brief information about your child on your classroom attendance sheet (required by MODofH).
- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly.
- Late pick-up: Please keep CWECC's phone number (314) 833-9090 handy so you can let us know if you will be late. If you are late picking up your child, you will be charged a dollar a minute. Payment will be due upon arrival to office.
- Early pick-up: Be sure to follow the regular attendance sheet sign-out procedures—time and initials on class attendance sheet.

### Authorized pick-up:

- Anytime someone other than the typical pick-up person is going to pick up your child, please let your teacher know in advance.
- If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child" (listed on your child's *Emergency Form*), you must provide written notification via note or email (email to the director [julie@charlotteswebecc.com](mailto:julie@charlotteswebecc.com)) for each instance. Give the person's full name and inform this person that CWECC will require proof of identification before releasing your child.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the *Emergency Form* in order for us to be assured that CWECC staff is speaking to

the parent.

- CWECC wants to ensure each child's safe transition from CWECC's care to an authorized adult at dismissal time. Following MO Department of Health training guidelines, staff members are encouraged to observe the state of the adult picking the child up from CWECC. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's *Emergency Form*. (Excerpt taken from the Emergency Preparedness Training and Information for Child Care Providers MODofH training booklet.)

## Illness

- We use the EMERGENCY FORM to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from the center:
  - temperature higher than 100°F
  - loss of appetite
  - nausea or vomiting (more than once)
  - red, pink, or crusted eyes
  - stomach ache
  - earache
  - diarrhea (more than one occurrence)
  - rash/infection of skin
  - pale or flushed face
  - headache
  - severe cough
  - loss of energy/decrease in activity/falling asleep
  - sore throat
  - yellowish skin or eyes
  - severe itching

**IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.**

**24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.**

- **Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours

before returning to school

- **We observe this health department regulation for children (and staff) to protect the health of everyone at ECC.**
- **Parent must notify the office immediately if a child:**
  - Is diagnosed with any **communicable diseases** including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that CWECC can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that CWECC will not release the name of the child or family involved. We simply post "There has been a case of \_\_\_\_\_ reported \_\_\_\_\_".
  - Has any **allergies** or if you have any concerns about any aspect of your child's health.
  - Is taking **medication**, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.

## **Inclement Weather Policy**

School closing and delays are made to assure the safety of our children.

CWECC follows the Lindbergh School District calendar, with a few exceptions. An up-to-date calendar can be found on the CWECC website.

The decision to close because of snow or other emergency is in accordance with the LSD. In the event of snow or other emergency, please note the following:

- IF LSD IS CLOSED, CWCC WILL BE CLOSED.
- **CWECC reserves the right to close regardless of the LSD decision, because local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to post a message on the school answering machine and to contact parents through email.**

## **How to Know If Schools Are Closed**

School closings are communicated on local radio and TV stations (MCPS cable channel 34). In addition, LSD website will have up-to-date information (<https://go.lindberghschools.ws/>).

Every effort will be made to send an email on the parent email list by 7:00 a.m. Please make sure your email address is up-to-date for important notifications.

## **Emergencies**

CWECC has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. The CWECC Emergency Preparedness Plan is posted on the CWECC website at [www.charlotteswebecc.com](http://www.charlotteswebecc.com). CWECC educates parents about the emergency plans at Parent Orientation at the beginning of the school year. The safety of the children and staff is always the school's primary concern.

MODofH requires that staff members take emergency preparedness training and maintain an emergency preparedness plan for the school. Staff undergo emergency training every year, and the school runs two emergency evacuation drills in addition to monthly fire drills with the children.

### **Types of Emergencies**

The types of emergencies that CWECC prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

### **Notification of Emergency Situation**

CWECC regularly monitors weather emergencies with a NOAA Alert Radio, and will listen to Emergency Alerting System stations on the radio for instructions if an emergency were to arise. The school will follow directions broadcasted on those stations. CWECC office staff is also registered with the St Louis County Alert systems.

CWECC recommends that parents sign up for St Louis County Alert. Both systems send out alerts in an emergency that is city or county wide. Please go to the following websites to sign up:

### **Communication With Parents of an Emergency Situation**

CWECC will communicate with parents during an emergency through either a text message sent to cell phones and/or a phone call from a member of ECC staff and/or email. If possible, staff will post a message on the CWECC voice mail and/or a sign on the door.

### **Emergency Phone Contact Information for Each Child**

ECC maintains emergency phone and email lists to notify parents of any unexpected events, such as a school closing or an evacuation. The *Emergency Preparedness Information Form* and the *Emergency Form* will be supplied during the enrollment process. These forms must be completed and returned to the office before the child's first day of class. It is important, if possible, that parents provide an emergency phone that can receive text messages. If your phone cannot receive text messages, please let ECC know so that the school can make other arrangements for reaching you.

- The **Emergency Preparedness Information Form** includes at least one out-of-area contact and information for three local emergency contacts.
- The **Emergency Form** includes the name and phone number of the child's local

physician. The preschool has the right to call the physician or other emergency personnel in case of emergency. It is the responsibility of the parent to keep emergency information up to date.

**Shelter and Evacuation Sites and Plans**

CWECC is prepared for an emergency shelter-in-place or evacuation. In case of an evacuation, parents will be notified by text, email, or phone call. Please see our Emergency Plan for our evacuation locations and other important details. You may also request a printed copy from the office if you are unable to access the version online.

**School Calendar**

<b>School Closed</b>	
New Year’s Day	<b>Jan 1</b>
Martin Luther King Day	<b>3<sup>rd</sup> Monday in January</b>
Memorial Day	<b>May</b>
Independence Day	<b>July 4<sup>th</sup></b>
Labor Day	<b>1<sup>st</sup> Monday in September</b>
Thanksgiving	<b>3<sup>rd</sup> Thursday in November</b>
Day After Thanksgiving	<b>3<sup>rd</sup> Friday in November</b>
Christmas Eve	<b>Dec 24<sup>th</sup></b>
Christmas Day	<b>Dec 25<sup>th</sup></b>
New Year’s Eve	<b>Dec 31</b>

**Playground**

Whenever parents are on the playground with their child or other children, parents are responsible for supervision of their own child or children after school hours. Please do not leave a child or children alone or unsupervised on the playground at any time.

Outdoor play is an integral part of the children’s day. Parents should be aware of weather conditions and dress their children accordingly. In general, children will participate in outdoor play when temperatures are between 40 - 90 degrees Fahrenheit and weather dictates it’s safe for the children to be outside.

**Volunteer Opportunities**

CWECC encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. Please let us know if you would like to be involved in volunteering to help with any of the center activities.

**Mandated Reporting of Suspected Child Abuse and/or Neglect**

Under the Child Protective Services Act, mandated reporters are required by law to report any suspicion of abuse or neglect to the authorities. The employees of Charlotte's Web are considered mandated reporters under this law. The employees of CW are not required to discuss their suspicion with parents prior to reporting the matter to authorities, nor would they be required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to make a report of suspected child abuse. We take this responsibility very seriously and strive to protect the welfare and best interest of the children in our care.

As mandated reporters, the staff of CW cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in good faith.

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