

Family Handbook



Owners: Brenda and Shawn Thomas

Hours of operation: Monday through Friday 7:00 am to 5:30 pm

Phone number: 881-5555

Email: Brenda@wherefamiliesgrow.org

Lyndon Johnson once said, *"The family is the corner stone of our society. More than any other force it shapes the attitude, the hopes, the ambitions, and the values of the child."*

Where Families Grow appreciates and welcomes the families of the children enrolled in our program. It is our belief that enabling the child to be successful must involve the family in our daily routine.

Tuition and Additional Fees

FULL TIME TUITION RATES PER WEEK

Infants & Toddlers: \$170.00
Two Year Olds: \$120.00
Three & Four Year Olds \$110.00
Five Year Olds: \$100

ADDITIONAL FEES

Past 5:30: \$1 per minute
Late Tuition Payment: \$5 a day until current
Insufficient Funds Check Fee: \$20
Sunscreen Summer Fee: \$5 per child

Admissions

- Prior to enrollment, Where Families Grow must meet with the parents/ guardians and the child to be enrolled. Where Families Grow interviews the family in much the same way that the family interviews the program. Families look for the best program and we look for the best families to be a part of our program.
- Our program is filled on a first come first serve basis, unless a deposit and first week's tuition are paid to hold the spot for one week. Longer holds will be decided on a case by case basis.
- Parents understand that all enrollment papers must be filled out completely and turned in prior to child's start date.
- Our program reserves the right to not accept families whom we believe may not have the same values, goals, or beliefs as our program. If we disagree about certain issues then it is impossible to establish a working relationship on behalf of the child.

General Enrollment Guidelines

- First week's tuition and enrollment fee are due in advance to hold the opening for one week. The enrollment fee for one child is \$30 and for families with multiple children it is \$45. This fee and the tuition are **nonrefundable** since the program has agreed to hold the opening. The enrollment fee is a one time fee and the tuition is immediately applied when the child starts the program. Openings are only held for a maximum of one week from the date the deposit is paid. Families requesting an extended hold must pay the equivalent of each week's tuition for each week the spot is to be held. Example: to hold for 2 weeks, then 2 weeks of tuition must be paid.
- Each week's tuition is due **in advance on the Friday morning** before the next week of care. A \$5 late fee will apply effective Friday after 5:30 if full tuition was not received and will need to be paid on Monday morning with tuition or the child cannot attend until the account is paid in full. If tuition is not paid Friday then it will need to be paid **in cash** on Monday morning. The \$5 late fee accrues every evening at 5:30 if tuition was not received. If paying in cash parents will need to have the correct total. Any additional cash over the tuition fee will be credited onto the next week's tuition since Where Families Grow cannot guarantee the availability to make change.
- Parents are still responsible for full tuition in the event that their child misses due to illness or any other circumstances.
- All checks must be paid from a bank in Springfield. **NO CREDIT CARD CHECKS OR TWO PARTY CHECKS WILL BE ACCEPTED.** All checks must be cashable at the time it is dated to us. All checks are cashed on the date of receipt or on Saturday morning prior to the beginning week. If an insufficient check is received the parents have until the end of closing the day the parent was notified that we received an NFS check to bring their account current. Care will not be given for the child until the NFS check and NFS fee of \$20.00 is paid in full. If any parent writes one insufficient check at any given time the parents will be required to make all tuition payments by cash from that date forward. Checks need to be made payable to Brenda Thomas. At some point soon the center will begin a program for automatic payments and will only accept payments using this method.

General Enrollment Guidelines Continued

- All adults are required to conduct themselves in a respectful manner at the facility at all times. Any inappropriate language, confrontational or threatening interactions, signs of being under the influence of drugs or alcohol, or discrimination toward center staff or other enrolled families will not be tolerated. Any such interactions will be cause for immediate termination of the child enrolled and could warrant notification to the appropriate law enforcement agency or child services agency.
- Married couples must both read and sign any & all paperwork prior to enrollment. In custody situations, documentation must be given to the facility to ensure court requests are upheld. If there are no documents, we cannot legally intervene.
- While we respect everyone's rights under the Constitution, we respectfully ask that all guns and other weapons are not brought into the facility.
- If a family is approved to received child care assistance through other means, it is the family's responsibility to provide the center with the appropriate documentation prior to the child's start date or the family will be responsible for the full tuition until the center receives the documentation verifying the center's reimbursement.
- A **two-week** notice is required if withdrawing your child from the program. If a **two-week** notice is not given the full amount is still due and if not paid it will be sent to a collection agency or Where Families Grow may choose to sue in small claims court. Notices are required to be given on Fridays with tuition and end dates on Fridays since tuition is set up accordingly. Our program will supply a Termination Agreement form upon the date of notice for both parties to sign verifying the notice was received. Parents who do not give a two-week notice will be subject to an early termination fee in addition to the two-week tuition fee in the amount of \$150.00. If Where Families Grow can find another person to take the child's position within this time frame Where Families Grow may give the choice to terminate the notice sooner then the two weeks. If there is an extenuating circumstance for notice Where Families Grow will try in it's best interests and the family's to work out an alternate agreement if a two-week notice could not have been given.
- Any amount that is past due will be placed with a collection agency or Where Families may resort to small claims court to collect outstanding debts. Any further fees accumulated by Where Families Grow in an attempt to collect past due funds will be billed and paid by the person(s) who signed the contract with Where Families Grow. If a balance is owed, there will not be an Itemized Statement of Payment provided at the end of the year until payment is received.

Chain of Authority & Grievance Policy

Brenda is the Owner and Director of Where Families Grow. In the event that Brenda is unavailable, Danielle is the Center Coordinator and can assist you with any concerns. Questions relating to your child should be addressed with your child's teacher first. If at any time you have any questions or concerns, please feel free to seek Brenda or Danielle for guidance. If you have a grievance, please speak with Brenda to communicate your concerns and we will conference with you to resolve any issues that may have occurred.

Children with Special Needs

The program will accept children with special needs as long as their care does not interfere with the overall care of the other children. All children with special needs must provide prior to the child's start date, a specialized plan for their care in a preschool setting by their physician or therapist. This will help us to determine enrollment and how to implement the best and most adequate care for the child.

Missouri Licensing and Inspection Departments

Our program is licensed by the Missouri Section for Child Care Regulation. They inspect facilities unannounced multiple times a year. Each child care facility has a public record that perspective parents can review by contacting the office at 895-6541. We are also periodically inspected by Missouri Sanitation and the Fire Marshall. All of our inspections are available in our lobby for review.

Licensing Rules: As a licensed program we must meet Missouri licensing requirements as well as comply with all guidelines they have set forth. We have a rulebook if any parent would like to review Missouri's policies. Our licensing inspector is Penny Kreitzer.

Emergency & Fire/Tornado Drills: It is important that all the children know what to do in an emergency. Fire and tornado drills will be conducted each month. If you are dropping off or picking up your child during this time please allow us to finish our drill before leaving with your child.

Program Philosophy and Mission Statement

It is our program philosophy that from a child's birth and throughout their early childhood, children will explore their environment and learn essential skills they will need continually through life. Our purpose is to provide the children in our program an atmosphere of fun, warmth and security, acceptance and guidance, exploration and discovery, creativity and independence, and free expression and choice.

It is also our program philosophy that parents need a support system to help guide them through the challenging and rewarding experiences of parenthood. Our purpose is to provide for the parents/guardians in our program knowledge about their child's day, developmental milestones, a supportive relationship, advice about parenting, and connections to community resources.

Our mission is to provide a family friendly child care program that supports not only the child's needs, but that of the parents as well. By doing so, we will increase the success of the child, the parent, and the parent-child relationship. Increasing the success of the family will strengthen the family bond.



Parent Reminders and Requirements

- ☺ All children must have at least three complete changes of clothes in their cubby at all times.
- ☺ Any medications or ointments must have a medication authorization form completely filled out. Medicine must also be clearly marked with the child's name. This includes diaper ointments.
 - ☺ Parents are responsible for diapers and wipes.
- ☺ We ask that parents help us in checking items periodically to make sure your child will have enough for the week. If your child does not have enough supplies for the day, you will be called at work to bring them if we do not have extras available.
- ☺ Please make sure your infant has been fed and has a fresh diaper on upon arrival. This will help your infant start the day happy.
 - ☺ Parents of infants are expected to provide enough bottles to feed their child for the day.

Helpful Tips for Families

- ☺ All children must come to school dressed in comfortable weather appropriate clothing (including underwear) & shoes. No sandals or flip flops. We will not change children into different clothing/shoes for outside play.
- ☺ Children in diapers must wear clothing that covers the diaper to prevent leakage.
- ☺ Your child's name must be on all clothing, bedding and other belongings to ensure return to your child.
- ☺ We comply with the "Back To Sleep" campaign which is required through the Missouri Section for Child Care Regulation. All infants are placed on their back to sleep unless written instructions from the child's physician is received.
- ☺ Following the "Back To Sleep" guidelines, infants will not be allowed to have blankets in their cribs. We request parents bring sleep sacks or a special swaddle wrap. When infants are swaddled, their arms are not swaddled.
- ☺ If your child does not have enough clothing or supplies you will be called to bring some for the rest of the day.
- ☺ All parent and emergency contact information must be updated immediately if it changes.
- ☺ All children must have at least one emergency contact that we can reach if we cannot get hold of the parents. This is a licensing rule and cannot get a hold of anyone we are instructed to notify DFS.
- ☺ All people authorized to pick up must have a photo on file or bring photo identification upon arrival to pick up.
- ☺ All children wearing dresses are required to wear shorts or bloomers under their dresses.
- ☺ Licensing requires children to have outdoor play only when weather permits.
- ☺ Each child may bring one special soft belonging for nap. All other toys are not permitted. Please do not bring items that are sentimental because we understand that it cannot be replaced if broken or damaged.
- ☺ Children not allowed to bring foods or drinks into the facility. It is a sanitation and food program rule we must ask everyone to adhere to.
- ☺ Children older than three years of age are not allowed to go into the infant and toddler classrooms. Due to this licensing rules, parents are asked to drop off older children first and pick them up last.
- ☺ Computer codes are not allowed to be shared. Each person must have their own individual code. When codes are shared it falsifies the center's records.
- ☺ Physical or harsh forms of discipline are not allowed inside the center.

It is the parent's responsibility to read all of the enrollment forms and handbook before enrollment begins to ensure full cooperation of our policies, as they are not negotiable.

EVERYDAY YOU DROP OFF....

Please let us know the following things about your child:

How your child ate and slept the night before.

How was your morning with your child.

Will someone else be picking up.

Any diapering/potty training concerns such as rash or no recent bowel movement.

Any new behaviors such as separation anxiety, tantrums, or aggression.

Pick Up and Delivery of Children

Each child is required to have a current student schedule form on file. No child is to be brought before their scheduled time nor left after their scheduled time without consent. Children are allowed to attend a maximum of **ten hours a day**. Any person sent to pick up a child must be on the Pick Up Form or have a letter from the parent requesting the program discharge the child to that person. They must also have picture identification. **If your child is going to be absent or late, you are required to notify us no later than 9:00 am.** If you do not call by 9:00 am, your child will be marked absent and care may be denied. If your child is always going to be arriving after 9 am please make sure to note that on the student schedule. If your child is late, and they miss planned activities, any educational activity, or a meal it can not be made up.

General Appointments and Pick Up or Drop Off

We ask that when you are scheduling doctor's or other appointments that you try to keep the schedule of the children in mind if at all possible. We understand that available times to take off work are most important, but we want to remind parents that scheduling these appointments during naptime, either dropping off or picking up your child, causes disruption for your child and the other children and can completely throw off their balance for the day. If it is absolutely necessary to schedule an appointment during this time, please let us know in advance so that we can make subtle changes to the schedule to help the children. Also, please keep in mind meal times. If your child misses a meal due to an appointment, please make sure to feed them something before they arrive. Please let us know if your child will be arriving right before a meal and we can have it available for them. Meal times are... breakfast at 8:30, lunch at 11:30, and afternoon snack at 3:30.

Holiday Closings



We observe the following holidays...We close Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, and New Year's Day. If a holiday falls on a particular day of the week, the program may have to alter the original dates to meet the majorities needs as well as employees plans. If any holiday falls on a weekend the center will let parents know in writing whether we will close on Friday, Monday or both for the holiday. Tuition is not discounted for holidays since this time is used as vacation for the staff.

Inclement Weather Closings

We hold the safety of our families in the highest regard, so in the event that there is inclement weather we will make a decision on whether or not to close. If we do close we will post it on the news stations, try to call all of our families, or post it on our **Facebook** page. If Springfield Public Schools close we will more than likely close as well. If the Public School closes for extreme wind chill factor only, we will not close. If the weather starts to get bad before it is our scheduled closing time, please call to check and see if we will be closing early. If we decide to close early, we will start to call parents as soon as we make the decision so you can come pick up your child as soon as possible.

This decision will be made based on the fact that we must insure that all children make it home safely and do not get stranded at our program since our program is only licensed for specific hours of care. If we close tuition is still due and will not be discounted. This usually only happens during the most extreme weather conditions.



Birthdays, Holidays, & Other Nutritional Guidelines



Child care centers play a vital role in providing safe, nutritious food in a pleasant learning environment. Eating nutritious foods and learning good mealtime behaviors are important due to the rapid growth and the major developmental changes children undergo. Mealtime can also be an opportunity for learning and developing social and motor skills and for introducing new foods. Skills such as hand washing, table manners and carrying on a conversation can be developed and reinforced at mealtime.

Our Program will provide a snack/meal to children present at scheduled snack/meal times only. Our facility's menus are regulated by the Missouri Child and Adult Care Food Program (CACFP) and meet the United States Department of Agriculture (USDA) guidelines. All children are served the same meals at no separate charge, regardless of race, color, national origin, sex, or disability. Menus are posted on our monthly board with copies available upon request. All children will be served the same items during snack/meal time. We ask that children at least try new food items. We cannot accommodate food preferences, but do recognize your need to restrict certain foods in your child's diet for medical reasons. If your child has allergies to particular foods or is on a special diet, our facility must have signed documentation from a doctor or medical authority stating your child's special dietary needs and the foods that may be substituted to meet those needs.

Our Program is committed to providing safe, healthy and nutritious food to children in our care. We respectfully request that no foods be brought from home or elsewhere into the facility. Your child's diet, while in our care, is specifically planned to follow the Missouri CACFP menu requirements and meet the USDA guidelines for a child's recommended needs. Children arriving with food from an outside source will be asked to dispose of the food items.

RATIONALE: *Food-borne illness may occur when food has not been properly handled or maintained at appropriate temperatures. Although many of these illnesses are limited to vomiting and diarrhea, they can be life threatening, especially for young children. Restricting food brought into the facility reduces the risk of food-borne illness from unknown procedures used in home preparation and transport. The facility has an obligation to ensure that the food shared with other children complies with the food safety and nutrition guidelines for meals and snacks.*



Our facility realizes it is important to parents that their child be allowed to celebrate special occasions, such as birthdays and holidays. If you want your child to celebrate a special occasion while in our facility please let us know a few days ahead of time. We will provide special treats for each child's birthday or holiday celebration, with attention to good nutrition and healthful eating habits. Our "Healthy Foods for Celebrations" form provides a checklist of items the facility is able to provide. Foods from outside the facility are not allowed due to health and sanitation issues. If you want to provide something beyond what the facility provides, the items must be nonfood items. Please refer to the parent handout "Guidelines for Healthy Celebrations" for some examples of appropriate treats. In keeping with educating children on healthy food choices, we do not use food items as a punishment or a reward.

Breastfeeding mothers must label the milk with the child's name, expressed date, and whether or not it has been previously frozen. Moms must also make sure and leave us a back up plan if we were to run out of breast milk. Moms who want to come breast feed during the day are welcome to do so in our family room. Premade formula bottles cannot be reheated once heated once. Formula must be discarded. Families who use the center formula are required to fill out the Food Program Income Eligibility form.

Communication

Families will receive daily “**How Was My Day**” sheets. These sheets inform parents about eating, sleeping, and bathroom habits, along with educational activities.

Teachers will also provide families with a weekly class newsletter and curriculum plan.

Families are invited to come and sit in class and talk with teachers and interact with the children.

Bulletin boards are located throughout the building with information specific to each class, as well as important topics that may be useful for families.

Families will frequently receive questionnaires, so that we can assess our role in your families life and if we are fulfilling our goals.

All families understand that if the program decides to do a field trip that the parents will be notified and a consent form must be signed prior to the trip.

Our program prides itself on being a resource for our families. If you need or want any advice just let us know. If we don't have the info readily available we will help you find it.

Sometimes families might experience a crisis. If this happens to your family, do not hesitate to speak with us. Not only is it important for us to be aware of such issues for the sake of the child, but also so we can provide resources and assistance.

Parent/teacher conferences are available throughout the year as well as upon request.

We will work with families as quickly as possible to coordinate an appropriate meeting time that works for all parties involved.

“We will do our best to ensure that all our families receive personal communication daily about their child and what is happening at the center.”

Family Involvement & Volunteering

It is said that it takes a village to raise a child and here at Where Families Grow, we believe that it not only takes a village to raise a child, but it also takes a community to strengthen the family. By building a personal relationship with our families we not only become connected to the family unit, but also to the child.

Research has also shown that when parents feel connected to their community and have close friendships with others, it reduces parental stress.



FAMILY INVOLVEMENT IS THE CORNERSTONE OF OUR PROGRAM.

It is for these reasons we expect families to participate or volunteer throughout the year. Examples of participation include, but are not limited to parent education nights, family fun nights, parent support group meetings, or participating in questionnaires.

We are open to different ideas to help families be involved, since we understand sometimes work schedules can make it difficult for participation.

Child Welfare Policy

If at any time we have a child who has ongoing behavior, which is detrimental to the welfare of the other children in our care, we will have a conference with the child's family to make a decision on behalf of all children involved on whether the child will continue attending the program. If needed we will seek out assistance from the local Child Care Aware Inclusion office. If a child exhibits extremely aggressive behaviors during the day, which harm other children and cannot be redirected, the child will be sent home for the day. In the event a child harms another child seriously, we will not be able to allow the child who injured to return due to licensing rules that specifically state no child shall be permitted to intimidate or harm others. If a child should bring an item to the facility that constitutes a weapon, the child's care will be immediately terminated. Difficult behaviors will be handled on an individual basis with consideration of all circumstances; as well as, the age and development of the children involved. If a child exhibits behavior that destroys center property, the family is expected to provide the center with a similar item to replace the damaged one.

MANDATED REPORTERS: Child care providers are mandated reporters. It is our ethical obligation to report suspicions of child abuse or neglect to the Missouri Hotline (1-800-392-3738). The center has a specific protocol that is followed for observing, documenting, and reporting child abuse and neglect. It is our mission to help families when in crisis, but our primary goal is the safety of the children enrolled in our program. We encourage our families to discuss with us any difficulties they may be having within their families, so that we can help provide support and resources. In the event we have concerns about abuse or neglect, we will conference with the family to relay our concerns and create a plan of action. If we have a concern that a person picking up a child may be under the influence of drugs/alcohol, we will not release the child and another contact will be notified.

Confidentiality of Child's Records: Children records are open to the providers, the child's parents or legal guardian and any authorized employee of any state office.

Positive Guidance

Young children must explore to understand their environment and what is expected of them. This also includes what is acceptable and unacceptable behavior. As providers we must make sure that we plan the environment and set limits so that children feel safe, secure, and do not harm themselves, others or the physical environment. We do this in many ways including checking all toys for potential hazards, setting up the physical environment to deter accidents, repeatedly explain rules in a simple positive stated manner, and supervising the children in a manner that keeps all children in sight while playing.

We plan a flexible routine and schedule but provide predictability so that children learn order. During the day we plan activities that the children are interested in and are in the mood to do. We make time to do activities as a group and on an individual basis. We also make sure to provide age appropriate toys and activities so that children do not become bored or frustrated.

Children at such a young age do not have the concepts to understand sharing and turn taking so we provide as many multiples of toys as possible to limit arguments. In some situations a time out may be appropriate and in this circumstance time out is based at one minute per each year of the child's age. Along with these techniques we use redirection, praise, logical consequences, and clear and consistent responses to behaviors. We also do not use food as a reward or punishment.

Accidents and Injuries



In case of minor injuries the child will be treated with a first aid kit and we will fill out an accident report. After completion of the report, the parent will be notified. The parent will need to sign the form when the child is picked up at the end of the day. A copy will be given to the family and the original will remain in the child's file. In case of serious accidents, the hospital will be notified first, then the family to ensure the child's health.

If children have a conflict or behavior that is toward another child or teacher, then an Incident Report will be filled out documenting the situation and the parent will need to sign the report at pick up.

Research Based Curriculum

At the heart of *The Creative Curriculum* is knowledge of child development theory and careful consideration of the latest research in the field of early childhood education. Used to inform and shape the *The Creative Curriculum* and the guidance offered to teachers, the research base ensures that teachers know not only what and how to teach children, but why particular practices are effective. By understanding the theory and research behind how children's knowledge, skills, and behaviors progress over time, teachers are better able to support children's development and learning. *The Creative Curriculum* highlights the important balance between applying a general knowledge of child development with the particular knowledge a teacher gains by forming a relationship with each child and family. Until the 20th century, little scientific attention was given to studying how children develop and learn. In the past 75 years, however, research has provided a wealth of information about childhood as a separate and distinct stage of life with its own characteristics. That research informs developmental and learning expectations for young children in early childhood education programs (Berk, 2009).

Early childhood professionals make decisions about the education of children based upon three types of information (Copple & Bredekamp, 2009):

- child development and how children learn
- the individual strengths, needs, and interests of each child
- each child's family and community cultures



The Creative Curriculum for Preschool is based on five fundamental principles. They guide practice and help us understand the reasons for intentionally setting up and operating preschool programs in particular ways. These are the principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.



(Original text taken from *Teaching Strategies* Research Foundation: *The Creative Curriculum* 2010)

Potty Training

Potty training is a very important and difficult skill to master. Training too early can lead to issues such as bedwetting or regressing. For this reason, we will not consider potty training a child until they consistently exhibit all of the signs of being mentally, physically, developmentally, and socially ready. Children are usually ready around the age of 2, but it is common for children to not be fully ready until they are closer to 3. Boys are strictly potty trained sitting down and we expect parents to follow this rule at home as well, so that there will be no confusion for the child. We also require the child to wear pull ups. We must require these two rules due to sanitary reasons. If a child has an accident once they start wearing cloth underwear we will only clean out underwear as best as possible and will not wash or rinse out due to possible cross contamination. Once we have started the potty training process, if we feel the child is not ready or if a child begins having multiple accidents once in cloth underwear, the child will have to start wearing a pull up or diaper again. We can not potty train infants or toddlers due to the lack of bathrooms in these two classrooms. When potty training, we only use the positive reinforcement method; hugs, praise, stickers, etc. We do not use food as a reward or punishment.

Rest Time



In recent studies it has been proven that a child's body must have deep peaceful rest to release a hormone that allows a child to grow. This is crucial for children since they are so busy throughout the day with activities, which develop their muscles, as well as their minds. We try to allow infants and toddlers to follow their own schedule; napping when and however long they need to. We request that you do not bring in your child during nap time, so that is doesn't disrupt the other children who are resting. Exceptions are made depending on circumstances.

A Personal Note On Hygiene

Hygiene is an important key to being healthy. We require that all children in our program be kept clean. This includes making sure finger and toe nails are short enough that germs and dirt cannot build up under them. This will also help prevent injuries to themselves or other children. We will establish a routine for personal hygiene with the children by frequently washing their hands and faces.

Medical Policies: Ill Children

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents notified when they pick up their children. The ill child will not be allowed to attend the program until the period of contagion has passed. The facility will fill out an Ill Child Form, which outlines the licensing rules, and then we will contact the parent for immediate pick up. If we cannot reach the parents or an emergency contact within an hour we must notify the Division of Family Services. Upon the parents' arrival the parent must then sign the form and a copy will be given at that time.

Children with any outlined symptoms must stay home for at least 24 hours after the last symptom was exhibited, **medicine free**, or the program may request a doctor's written excuse for the child to return to school. In the event that your child is observed to have head lice you will have to pick them up immediately. The program has a no nit policy which means that a child cannot attend until there are no nits, not even one, in the hair. The child will be checked upon arrival before they can be allowed to stay. These policies have insured the program from extreme outbreaks in the past.

Reminders on Medication

All medications are kept in a locked container in the classrooms. Parents must fill out a Medication Authorization Form completely before the medicine can be administered. All prescription medication must be in its original container and have a label. The label must contain the child's name, physician's name, pharmacist, medication name, dosage, frequency, start date and expiration date. The program will not administer the first dose of any new prescription.

Any over the counter medication must have a form completed as well as the child's name written on the medication. Over the counter medication dosage labels must be specific to the age or weight of the child and symptoms the child is exhibiting. The program reserves the right not to administer certain medication or administer medication for a prolonged period of time. We will no longer give any over the counter medication that is listed for a child over six years

of age per FDA guidelines regardless of doctor's consent.

No medication can be given on an as needed basis. Any medications, which are to be given with a machine, must have a physician's directions form for operating the machine as well as dosage information on file at the center.

When deciding if your child is well enough to attend the program, try putting yourself in the place of the other parents and in the place of your child. Is your child possibly contagious? Would you want your child playing closely with a child displaying the same symptoms? If you felt like your child feels, would you be able to cope with a group or a busy schedule? Thoughtful and honest consideration of these questions can give your child a happier, more comfortable experience and also help curtail the spread of disease.



2872 South Meadowbrook
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417-881-5555

www.whererefamiliesgrow.org

*"Partnering with parents to provide a
family centered child care program."*