



# **Little Precious Angels Childcare 2 LLC**

Samantha Cross, Director

3129-3131 Chippewa St

St. Louis, MO 63118

(314)296-3561

Childcare hours Infant/Toddler Unit

Monday – Friday 6:30am – 7:00pm

Preschool Hours Preschool Unit

Monday – Friday 8:30am – 4:30pm

## **PARENT HANDBOOK**

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## General Center Information

### Administration

LaDonna Smith C.E.O

[Lpacc11@gmail.com](mailto:Lpacc11@gmail.com)

Office: (314) 449-1811

Director: Samantha Cross

[Samanthacross5057@gmail.com](mailto:Samanthacross5057@gmail.com)

Office: (314) 296-3561

### Licensing

Little Precious Angels Childcare 2 LLC is a public program, voluntarily licensed by the Missouri Department of Human Service. A copy of licensing rules and regulations is available for review in the office, and on the web at [www.http//health.mo.gov](http://health.mo.gov)

### Hours of Operations and Holidays

Little Precious Angels Childcare 2 LLC is open

Childcare (2 years and under) Monday – Friday from 6:30am – 7:00pm.

Pre-K (3 years to 6 years) Monday – Friday from 8:00am – 4:30pm.

Pre-K Before care 7:00am – 8:00am (cost \$15.00 per day, per child, not covered under Subsidy Program)

Pre-K After care 4:30pm – 6:30pm (cost \$15.00 per day, per child, not covered under Subsidy Program)

We offer both full and part time services. Full time is considered from 5 – 10 hours of service. Part time is considered 2-4.9 hours of service.

The Facility will be closed for the following holidays: May have closing days not listed throughout the year.

New Year's Eve

Labor Day

New Year's Day

Thanksgiving (2 days)

Memorial Day

Christmas Eve

Independence Day (4<sup>th</sup> of July)

Christmas Day (2 Days)

Please keep in mind, the State of Missouri requires all Little Precious Angels Staff to take trainings throughout the year, some of those trainings are last minute (meaning they notified Little Precious Angels Childcare 2 LLC the week of the training deadline), therefore Little Precious Angels Childcare 2 LLC will give notice of early days or days off, so staff can attend those trainings as soon as possible.

## Weather Related Closing

The Owner (C.E.O.) and/or Director will monitor severe weather conditions through the local news stations to determine when it is appropriate to close the center early and/or cancel care for the following day(s).

If Little Precious Angels Childcare 2 LLC closes early or cancel care, parents will be contacted as soon as possible. Children should be picked up in a reasonable amount of time, to ensure all parents, children, and staff travel safely. All staff and families can also check with FOX 2 news, KPLR 11, and KMOX News talk 1120 (AM) for updates on closings.

## Programs

There are five (5) programs at Little Precious Angels Childcare 2 LLC

- |                   |                       |                              |
|-------------------|-----------------------|------------------------------|
| • Crawling Cubs   | Birth – 12 months     | Momma Bear/Lead Teacher      |
| • Busy Bees       | 13 months – 24 months | Queen Bee/Lead Teacher       |
| • Cool Koalas     | 2 years               | Cuddle Coach/Lead Teacher    |
| • Leaping Lizards | 3 years – 4 years     | Lead Lizard/Lead Teacher     |
| • Lion's Den      | 5 years – 6 years     | Pride Protector/Lead Teacher |

*Welcome! The following is a comprehensive explanation of Little Precious Angels Childcare 2 LLC, Policies and Procedures. If you have any questions regarding any information in this Parent Handbook, contact the Director. (Information is found in the General Information section)*

## History

Little Precious Angels Childcare opened in January 2011 from Ms. LaDonna's home. During the next three years, Little Precious Angels Childcare saw substantial growth. In July 2014, Ms. LaDonna opened her first center which consisted of 10 children ranging in ages 6 weeks – 12 years old. In July 2016, just a few years after Little Precious Angels Childcare opened its doors, the center nearly doubled its square footage and, shortly thereafter, its enrollment doubled.

In May 2016, a second childcare was added to accommodate a thriving community preschool program, introducing an academic curriculum and changing its name to Little Precious Angels Childcare 2 LLC.

## Mission Statement

It is the mission of Little Precious Angels Childcare 2 LLC to provide exceptional care and to provide each child a learning, nurturing, and safe environment. Our goal is to support a child's desire to be a life-long learner.

## Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is fun, encouraging, safe, and stimulating. We do this by understanding that:

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events
- Learning is sequential, building on prior understandings and experiences
- Learning proceeds at different rates in each area and with each child. Children can show a range of skills and understandings in any area of development.
- Learning in each area is interconnected. Children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in familiar cultural context.
- Learning begins in the family, continues in early care and educational settings and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Learning Standards with appropriate supports and instructions.

## Communication

Good communication is of the utmost importance. When a family is accepted into the daycare, we like to be sure that we can share openly about question that may arise. It is important that there is a similar childcare philosophy between the center and the parents.

We welcome questions, feedback, and discussions of any kind that are oriented towards a positive outcome for the child/ren. Sensitive issues will be discussed in private at a mutually agreeable time.

## Enrollment Policy

There are several forms that make up the Little Precious Angels Childcare 2 LLC enrollment Packet. This packet must be completed and in possession of Little Precious Angels Childcare 2 LLC, BEFORE, we can assume the responsibility of caring for your child/ren. This is to ensure that your child/ren will get the very best care possible and satisfies the record keeping state requirement.

We thank you for the information you filled out for us regarding your child/ren's individual needs and schedule.

A copy of your child/ren's shot records, must be up to date and turned in with the enrollment packet

A copy of your child/ren's Physical, signed by a physician, must be turned in with the enrollment packet

If your child/ren have mild allergies and/or severe allergies, an Emergency Medical Action Plan must be Filled out by your Health Care Provider and up to date, must be turned in with enrollment packet.

If your child/ren have Allergic Reactions and an Epi-Pen or Benadryl is needed, an Emergency Medical Action Plan must be filled out by your Health Care Provider and up to date, must be turned in with enrollment packet.

If you have any questions regarding the completion of the enrollment packet, feel free to ask the Director for assistance. All forms will be reviewed at time of enrollment, when Vaccinations are age appropriate, and annually. If you need to make changes to any of the forms, notify the Director to update your records.

Registration Fee of \$35.00 (non-refundable)

Security Deposit of: One (1) week tuition      Security Deposit, State Subsidy: \$50.00

A Space deposit can be put down to hold a spot for your child of \$50.00 per child, for a two-week period, if your child does not attend in the two-week period your deposit will be forfeited (if you decide after a day, or a week half the deposit will be forfeited. (The Space deposit is to hold a spot and should not be confused with the security deposit for entry into the center, this deposit is separate).

All paperwork listed and fees must be paid, in full, before service can begin.

## Tuition/Payment Policy

Your specific rate will be outlined in your contract and rate agreement. Tuition will be do before service (information in contract and rate agreement). Subsidy families must pay sliding fees for the month, by the first business day of the month.

Payments may be made by check, cash, money order, or cash app. There will be a \$5.00 late fee if the payment is not received before service, and \$5.00 will be added every day a payment is not receive, Half payments will have late fees until payment is up-to-date. Your child/ren will not receive service if you become behind five (5) days, however the late fees will still accumulate, until all payments are received, and your account is current. If your child is out for five (5) days, with no communication with Little Precious Angels Childcare 2 LLC, your child/ren will be dropped from our program. If you make a payment after you have been dropped and wat to continue care, you will be responsible for paying a new registration fee of \$35.00 (non-refundable) plus all late fees and past balance fees, before your child/ren can return. Repeatedly making late payments will result in the termination of service for up to six (6) months or permanently.

**Parent Vacations:** You must continue to pay your tuition on your vacation to hold your child/ren's childcare space, however adjustments can be made, if a waiver/adjustment contract form is filled out by parent and Director and Approved by Owner.

**Maternity Leave:** You must continue to pay your tuition on your vacation to hold your child/ren's childcare space, however adjustments can be made, if a waiver/adjustment contract form is filled out by parent and Director and Approved by Owner.

The success of our facility depends upon the prompt payments of tuition/fees in order to take care of day-to-day expenses. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, crafts/curriculum, toys, computers, play equipment, and books provided for children.
- Building rent, ac/heat, electricity, telephone, maintenance, and liability insurance.
- Additional time spent daily on record keeping, parent-provider communication, clean-up from daycare, and shopping for food and supplies.
- Little Precious Angels Childcare is not a drop off service, we require all children to be in attendance full time/ or subsidy approved days. Little Precious Angels is a weekly rated business and all payments are adjusted to the weekly rate requirements. You are responsible for paying the entire weekly rate, even when your child is not in attendance.
- All payments must be paid in full before service. Subsidy payments are due the 1<sup>st</sup> business day of each month for the number of days approved by State, if you do not use all your days, the amount paid will be used for a spot hold fee.
- Extra meals for children exceeding 10 hours must be paid, the next day. meals \$3.88 per child.
- Parents are responsible for paying all late fees (not covered by tuition or Subsidies).
- Children are only allowed in our care for 10 hours, unless discussed with the director (must have a schedule)
- All day shift children must be in attendance by 9am M-F, all day shift children must be picked up by 6pm or late fees will be charged. Children can only be in attendance for 10 hours per day. \$10.00 for every 15 minutes or part of 15 minutes will be charged per child.
- All Evening shift children must be in after 9:01am but before 11am M-F, all evening shift children must be picked up by 7pm.
- Subsidy and private pay parents are responsible for Pre-K Learning Fees of \$15.00 per day for Before care (before 8am) and \$15.00 per day for After care (after 4:30) per child (fee not covered by subsidy assistance) Second Floor Preschool Kindergarten Hours are 8:00am-4:30pm
- ALL SUBSIDY PAYMENTS, TRANSPORTATION FEES, and TUITION PAYMENTS ARE DUE BY THE FIRST BUSINESS DAY OF EACH MONTH FOR THE ENTIRE MONTH, *UNLESS DISCUSSED WITH THE DIRECTOR (Private pay only). If payments are not received late fees of \$5.00 per day, per child will be added to your account until payment is received in full. Payments not paid after 30 days will be turned over to State Subsidy unit and subsidy units will be stopped until payment is made, YOU WILL BE responsible for all court cost and a \$50.00 document fee regarding your account, late fees, sliding fees, before and after care fees, meal fees, and transportation fees, other fees may include property damage and lost facility items, such as books, learning supplies, and clothing.*

## Absences

Childcare fees are based on enrollment (a reserved space) not attendance. To maintain a space for your child/ren, tuition must be paid even when a child is absent due to illness, holidays, vacation, or any other reason. Maternity leave can be subsidized only if the owner and parent sign a waiver for hardship tuition changes and the mother is the head of household bringing in 100% of house earnings. Ask the director for Hardship Maternity Form.

## Bounced Checks

If a check is returned (bounced) for non-sufficient funds (NSF), there will be a \$35.00 fee per check. Service may be suspended until full payment of tuition and NSF charges have been paid in CASH. Second time a check has bounced, only CASH will be accepted for six (6) months.

## Late Fees

A \$10.00 late fee will be charged for children left in our care longer than 10 hours, \$10.00 will be added to your balance for every fifteen (15) minutes or portion of fifteen (15) minutes, until your child is picked up.

Payment for late fees will be due the night of incident or the morning after incident, if the fee is not paid, your child will not be able to attend until it is paid. Tuition payment is required if your child is not in attendance.

## Day Shift Versus Evening Shift

Day shift is from 6:30am to 4:30pm, day shift Preschool children will not be accepted before 8am unless Before Care service fee of \$15 dollars is paid or after 9:00am without a doctors' note, day shift preschool children in care after 4:30pm will receive a \$15.00 service fee for after care service.

Evening shift begins at 9:01am to 7:00pm, children our only allowed to be in care for 10 hours. Evening shift children will not be excepted until after 9:01am. Evening children will not be accepted after 11:00a.m. Any child left in care longer than 10 hours will receive a late fee charge for every fifteen minutes and/or portion of fifteen (15) minutes, until the child is picked up.

Parents on 10-hour shifts must have a copy of their work schedule to receive more than 10 hours of care. More than 10 hours must be approved by the director, before service can be received. If LPACC 2 staff do not have approval notice for your child to stay past 10 hours, late fees will be applied to your account, \$10.00 for every fifteen (15) minutes or portion of, until child/ren are picked up.

Little Precious Angels is not a drop off service, all children must be in at designated times. If your child is late do to a doctors appointment, a doctors note must be present at time of drop off (please notify LPACC in advance of all doctors' appointments)

Before and After Care, Late Fees, and Payment Late Fees are not covered under the Subsidy Benefits

## Parent Schedule Changes

Add-ons or work schedule changes may be accepted, ONLY if, there is an opening for that day. (First come first served). Please remember that even scheduled changes of this nature create disruption to our normal schedule. We would appreciate as much advanced notice as possible so that we can plan for





meals, outings, staff, and any other changes that may occur. It is important that the children's routine through the day stays as structured as possible, some children do not do well with changes.

PLEASE NOTIFY THE DIRECTOR IF YOUR SCHEDULE CHANGES ON A WEEKLY BASIS, THESE CHANGES WEEKLY EFFECT THE FLOW OF THE FACILITY AND CLASS RATIO.

## Arrivals and Departures

"Early experiences affect the development of **brain architecture**, which provides the foundation for all future learning, behavior, and health. Just as a weak foundation compromises the quality and strength of a house, adverse experiences early in life can impair brain architecture, with negative effects lasting into adulthood (Harvard, 2017)."

If you drop off after a meal is served and ended, you will need to feed your child/ren before bringing them in the building. Breakfast is served from 7:30am-9:00am, Lunch is from 11:15am-12:00pm, snack is served at 3:00pm. (This does not apply for Children under age 12 months, children under 12 months are feed on demand).

We do not allow outside foods in our facility. Do to state regulations all foods that enter the center must be approved, for the safety of all students and staff that may suffer from allergies or allergic reactions, if foods are brought in to the building and pre-approval by the Director was not given to bring in said food, the food will be sent home or disposed of, Little Precious Angels Childcare 2 LLC follows an [Allergy Policy](#) that help keep all children safe.

Children are to arrive clean. We will do our best to send children home in the same condition, however, we are a learning facility and our curriculum is hands on, please send extra cloths for science and art.

Please do not send your child through the door with a cell phone or other electronic devices, this cause's distractions amongst other children and may cause your child to have a melt down before their day even gets started.

Please make drop off brief. Some children have a difficult time separating from parents (including crying), this is normal in mental growth, the longer you prolong the departure, the harder it is for the child. A smile, cheerful good-bye kiss and reassuring words about your return work great. In our experience, children are nearly always quick to get involved in play or activities as soon as parents leave.

Please when picking up your child, be brief. When two different authority figures are present (the parent and the caregiver), children may test to see if the rules still apply. We expect parents to back up Little Precious Angels Childcare 2 LLC rules and policies.

Please be in control of your child during pick up, once you have signed your child out, the caregiver is no longer responsible for your child. Drop off and pick up is not a good time to discuss serious problems. Little ears and little minds can hear and understand many things. The Director can set up a time where issues and concerns can be discussed.

Keep in mind the State of Missouri Child's Abuse and Neglect department will investigate any situation that results in the injury of a child, therefore, you are putting yourself in the investigation if a child gets hurt during your long conversations with staff, your refusal to keep conversations short, or

inappropriate language and behavior during drop off or pick up times. If you enter the facility intoxicated or high and are unable to maintain composure resulting in falls or stumbles that cause harm to a child.

**Please when dropping off or picking up your child, be brief:**

Please refrain from discussing personal matters with staff during the dropping off and picking up process, Parents need to remember, when you drop off or pick up your child, the caregiver's still have other children to look after and other things to do regarding the center. Drop off and Pick up should be smooth, not rushed, however, not prolonged longer than 10 minutes. This will help caregivers keep other children safe and it will keep caregivers on their designated schedule. We are a ratio-based center and caregivers in, and out times are dependent on child ratio laws. Caregivers not only care for your child, but they also have many more duties that must be done every day. Long conversations hinder the caregiver's ability to stay on task and takes focus off the other children (this is a safety issue) still in care. The director can set up a time where issues or concerns can be discussed in private, or you can email the director at [samanthacross5057@gmail.com](mailto:samanthacross5057@gmail.com). HIPAA laws require Little Precious Angels Childcare 2 LLC to keep medical information private, all staff and parents are required to sign and date a confidentiality Form (Enrollment Packet).

We ask that parents be mindful when arriving or picking up during nap time. Please come and go as quietly as possible. If arriving during nap time, children will be expected to rest or play quietly until nap is over, children already in attendance need their rest.

## Authorized Pick Up

Our procedure is to release children only to their parents or person who is listed on the Authorization Pick up and Emergency Contact Form (Enrollment Packet). Notify Little Precious Angels Childcare 2 LLC if you are unable to pick up your child. Verbal notice from parent/guardian will be accepted, however the person picking up must also be on the Pickup list and have a valid State issued ID, If there is a family medical or serious injury emergency, someone other than the parent/guardian may pick up with verbal consent from parent , a valid State ID, and a password. (passwords change every day). Only the parent, staff, and person picking up will have the password. If the person picking up is not on any list and it is not a medical or serious injury emergency, a written note from parent must be present (name of parent, name of child/ren name of person picking up, date, and time must be on letter), a valid State ID, and password. Little Precious Angels Childcare 2 LLC must have written consent to release your child in a non-emergency pick up. Please inform people designated to pick up your child to bring Picture State ID and about the pickup policy. This is not meant to offend anyone, but to protect the children in our care.

FOR THE PROTECTION OF YOUR CHILD AND THE OTHER CHILDREN IN OUR FACILITY PLEASE KEEP YOUR CHILD'S ENROLLMENT FORM AND PICK UP FORM UP TO DATE.

PLEASE MAKE SURE THE PERSON/PEOPLE ON YOUR CHILD/REN'S FORMS ARE NOT ON THE SEX OFFENDERS REGISTRY AND ARE LEGALLY ABLE TO ENTER THIS FACILITY. IF YOU KNOWINGLY ALLOW A SEX OFFENDER TO ENTER THIS FACILITY TO PICK UP YOUR CHILD, YOU ARE KNOWINGLY ALLOWING

THEM TO BE AROUND OTHER PEOPLES CHILDREN AND WE WILL TERMINATE CARE FOR YOUR FAMILY WITH THIS FACILITY, WITHOUT HESITATION AND THE PROPER AUTHORITIES WILL BE NOTIFIED.

## Signing In/Out

It is required by the State of Missouri laws, that all parents sign their child/ren in and out daily. For your convenience, a sign in/out QR code is located by entries and exits, and a tablet for manual clock in/out is located in each room. This gives us a record of each child's attendance, hours attended, and the person dropping off and picking up each day. Pay close attention to your child/ren's sign in/out to make sure you submit each transaction successfully, if you make a mistake or forget to clock in/out, notify the director so the error can be corrected. If mistakes are made habitually (more the twice, State will not cover those days and you will be responsible for full payment of that day or days at full day price). If someone is picking up your child/ren other then yourself, please explain to them the sign in/out process so you will not be charged.

The new system is put in place by the State of Missouri and Little Precious Angels Childcare is not responsible for any changes that need to be made to your Subsidy account (please contact your State case worker for changes).

Little Precious Angels Childcare can help you set up your CBISS account the first time and walk you through the process, however, you are responsible for your account. Little Precious Angels Childcare will keep on file your password for your account, in case you forget, if you change the password on your account you must give the new password to the Director for your file.

Step 1: Download KinderSmartMO

## Registration Instructions

- Verify that the Smartphone is connected to wireless internet (WiFi).
- Using the Smartphone, open KinderSmart. Tap Scan on the Smartphone screen, which switches the Smartphone to scan mode. Scan the device across the KinderConnect QR code displayed on the computer screen or printed sheet into the view of the Smartphone camera. As soon as the whole QR code is visible to the camera, the Smartphone scans the QR Code automatically.
- Once the scan is successful, the Smartphone is registered to the parent and the smartphone will display the following message: Device Registered. Your device has been registered and is ready to use.

### Instrucciones de Registro de KinderSmart

- Verifique que su telefono inteligente esta conectado a la internet inalambrica (WiFi).
- Utilizando el telefono inteligente, abra KinderSmart. Pulse Scan (escanear) en la pantalla del telefono inteligente, lo cual cambia su telefono inteligente al modo de escaneo. Deslice su telefono frente al Codigo QR de KinderConnect que aparece en la pantalla de la computadora o en la pagina impresa hasta que el Codigo aparezca en la camara. Tan pronto aparezca el Codigo QR totalmente en la pantalla de la camara, el telefono inteligente escaneara el Codigo automaticamente.
- Una vez complete el escaneo exitosamente, el telefono inteligente estara registrado al padre y el telefono inteligente mostrara el siguiente mensaje: Device Registered. Your device has been registered and is ready to use. (Equipo Registrado. Su equipo ha sido registrado y esta listo para usarse.)

To set up the tablet and finish the QR code process, you will need to make an appointment with the Director. This process must be completed or Subsidy families will have to pay full price for days not seen in the CCBIS system.

## Clothing/Attire

Children should arrive dressed for play. We like to have fun! Having fun involves messy activities and/or outside play, so make sure your child is dressed appropriately. Please do NOT dress your child in nice clothing and expect them to be spotless when you pick them up. All clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots, and coats for cold weather. Summer weather they will need a towel for water play, swimsuits, and extra clothes.

Parents are responsible for bring extra clothes such as shirt, pants, underwear, socks, diapers, pull-ups, and baby wipes. Little Precious Angels 2 LLC does not provide them; however, we do have extra items on site. Parents will be charged a fee for using Little Precious Angels Childcare 2 LLC non-returnable items this includes diapers, wipes, and formula.

## Hygiene

We do our best maintain strict cleanliness and hygiene standards at Little Precious Angels Childcare 2 LLC. Children's hands are washed before and after each meal, after toileting, when coming inside from outside play and other occasions that may arise.

Toys are sanitized daily, cots and sheets/Blankets weekly (or as needed), tables and chairs are cleaned using a 3-step method and bathrooms and floors are cleaned two times (or more) daily. Highchairs and

trays, potty seats, etc. Are cleaned after each use. All infants sleep in separate cribs or pack and plays with clean fitted sheets, used only by that infant ([Safe Sleep Policy](#)).

Beginning at toddler age (12 mths) children are given a cot with their name on it, a sheet, a blanket, and a pillow. Cots are disinfected weekly.

Children should enter the facility for the day free of body odor, soiled clothing, and any disrupting smells like strong perfumes, cigarette smoke, marijuana smoke, vomit, feces/urine, and pet or animal smells.

Extra clothes should also be free of strong odors, body odor, soiled clothing, and any disrupting smells like strong perfumes, cigarette smoke, marijuana smoke, vomit, feces/urine and pet or animal smells.

Please be mindful; Some children have seasonal allergies and some children have severe allergies that may need medical attention if exposed to pet dander.

## Personal Belongings

Little Precious Angels Childcare 2 LLC understands the importance of teaching individuality, this includes the way children dress and how they accessorize, however for the safety of all children in our care, we must ask all families to be mindful of other children in the center. Children at Little Precious Angels Childcare 2LLC range from ages 6weeks to 12 years and are asked to dress appropriately for the day:

Do to choking hazards children with hair accessories and jewelry that can fall off, break or be removed by a child easily will no longer be appropriate for classrooms. All items that are consider a choking hazard will be evaluated be the director, if the items are a danger to children, you will be asked to be mindful of others and not return with the accessories. The State of Missouri Regulations has policies that support the safety of all children that attend a childcare center, this includes items to be found a choking hazard to smaller children.

All outside (from home) food will not be permitted in the center.

LPACC provides care for children with allergies that can result in serious injuries or death. Outside food for class parties must be approved by the Director, before going to a room.

Toys from home are not allowed at the center, this is a policy that helps keep children safe from foreign objects that may be missed, and a step to be proactive in avoiding choking hazards.

Check your child's bag before leaving to make sure medication's, lighters, or other items and material not appropriate for children are removed and leave with you. It is important all medication for your child be giving to the teacher and a medication release form be filled out. Medication not submitted to staff and left in a diaper bag or backpack is a safety hazard and can cause serious injury or death if ingested incorrectly.

Little Precious Angels Childcare provides bedding and pillows for all children, if would like to bring a blanket or pillow for your child/ren, you must write your child's name on the item and the item must stay at the facility(we do not send items home), we provide laundry service for all bedding items. This avoids unwanted illness and pests that like to travel (bed bugs, Lice, etc.).

Habitual disregard of these polices cause a health and safety concerns for all students and may result in the termination of care.

## Supplies

Parents must supply the following items to be kept in their child/ren's cubby:

Diapers, wipes, pull-ups, ointments, binkies on a certified safety string, bottles, bibs, nasal syringe, saline drops, sunscreen, bugspray, and complete change of clothes (replaced when soiled). Shirt, pants, underwear, socks. Please send children with weather appropriate clothing; hats, mittens, coats for cold months, and swimwear for hotter months.

All personal belongings should be labeled with your child's name, this includes bottles/cups, backpacks/diaper bags etc. To avoid mix-ups with other children at Little Precious Angels Childcare 2 LLC. It is the parent's responsibility to label all items being brought in. Little Precious Angels Childcare 2 LLC staff are NOT responsible for any missing items, all missing items will be replaced by the parent.

## Donations

Donations help us keep cost down. If you have any of the following (new or gently used) items, Little Precious Angels Childcare 2 LLC staff and families would greatly appreciate it.

- Dress up clothes, costumes, jewelry, shoes, hats, etc..
- Paper of any kind: paper plates, construction, card stock, sand, wax, etc..

- Art supplies: markers, Crayons, Watercolor paint, glue, Fabric scraps, Buttons, Sponges/Brushes, Foil.
- Baby wipes, diapers, and training pants
- IDEAS! We welcome ideas that you may have for fun activities and crafts for children
- TIME! We welcome volunteers to aid our teachers.

## Toilet Training

When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation. **PLEASE NOTE: We will only assist your child in potty training if you have successfully begun training at home for one week prior.**

We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and **must also** show signs of readiness (Please read the Potty-Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

The child **must** be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will use diapers until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups, diaper (until child is ready for pull-ups only) and a few extra changes of clothing.

### **Proper Clothing**

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During potty training your child needs to be dressed in “User friendly” clothing as much as possible. The best items are shorts and pants with elastic waist. Please **DO NOT** dress your child in the following:

No tight clothing

No shirts that snag in the crotch

No pants with snaps & zippers

No overalls or bib type clothing

No belts

No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child’s ability to do so.

### **Required Supplies**

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups – you will be notified when the supply is running low.

### **Potty Learning Schedule**

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

Upon arrival at the center  
Before and after breakfast  
Before and after lunch  
Before and after nap  
Before and after going outside  
Just before going home

### **Potty Training Readiness Checklist**

#### **Verbal Stages of Readiness**

Basic verbal skills. The child is able to speak in three to four-word sentences

Stage 1      The child tells you he/she has a wet diaper, recognized when he/she is wet.

Stage 2      The child tells you he/she is wetting, recognizes the sensation of being wet.

Stage 3      The child tells you he/she will wet, can control himself and uses the potty.

#### **Physical and Psychological sign of readiness**

1. Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement).

2. Can recognize when diaper is wet or soiled.

3. Has bowel movement at regular times (child chooses when to move its bowels)

4. Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels)

5. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)

6. Initiates interest in using the potty and asks to wear underwear.

7. Wants to be independent which is very important for the learning process.



8. Child is emotionally ready and is open to learning (is child generally cooperative?)
9. Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to Potty training, but it is a behavior that has been seen in children ready to use the Potty)
10. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands)
11. Can use consistent words or gestures to communicate.
12. Is able to physically get to the potty and sit on it without help.
13. Must show a willingness to want to sit on the potty and understand its function.

After your child has successfully used the potty without an accident for one (1) month, all teachers will become hands off and only observe your child and give direction. If your child still needs assistance with #2 wiping, the teacher is only aloud to help after the child tries cleaning themselves first. (only directions in front cleaning). ([Potty Training Policy](#)).

## Meals and Nutrition

2 meals and 1 snack will be provided and is included with tuition, extra meals will be added to your balance and paid by you. Extra meals cost \$3.88 and extra snacks cost \$1.00.

We provide nutritious meals for breakfast, lunch, dinner and all snacks, these meals are prepared at the center and served daily. Every meal and snack are planned to meet the child's nutritional requirements. Meals met guidelines by the Missouri Child and Adult Food Program (CACFP). Written menus are posted on the parent information board and in each classroom and a printed copy may be request for parents. Outside food is not allowed in the center.

Our program practices Family Style Dining. Family Style Dinning is an approach to serving meals that allow the children to serve themselves from sharing bowls and plates of food. Everyone is served the same meal and eats together at the same table. The teachers eat lunch with the children to create a home-like atmosphere. During this time, we teach the fundamentals of good nutrition, sound eating habits and table manners.

Food exceptions may only be made for medical or religious reasons. Food preference is not a State accepted reason and substitutes will not be available.

We do not force a child to eat or finish their plate. Sometimes children are surprised by what they like!

Food is never used as a punishment or a reward for behavior.

**MEALTIMES:**

Breakfast: 7am-9am

Lunch: 11am-12pm

Afternoon Snack 2:15pm-4:15pm

Supper/Dinner 6:30pm-7:15pm

Evening Snack 8:45pm-9pm

**INFANT Meals:**

Solid food cannot be added to infant bottles, unless a note is supplied by the child's doctor, handwritten parent notes may not be used, and an action plan must be present that includes written instructions and the medical reason for the practice.

## **Breastfeeding Policy**

Breastfeeding is the natural way to feed and provide many health benefits to both mother and infant. Since employees who breastfeed need ongoing support from childcare providers to provide their milk for their infants, Little Precious Angels Childcare 2 LLC subscribes to the following policy.

Breastfeeding mothers will be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, will be provided a private and sanitary place other than a bathroom to breastfeed their baby or express their milk, should she choose to use it although breastfeeding is welcome throughout the facility. This designated area has electrical outlets, comfortable chairs, a flat surface for a breast pump and nearby access to running water.

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers may store their expressed milk in a designated refrigerator. Mothers will provide their own containers, clearly labeled with their name, child's name and date. Staff will follow guidelines from the Center of Disease Control and Prevention in ensuring that breast milk is properly stored and handled.

Sensitivity will be shown to breastfeeding mothers and their infants. Little precious Angels Childcare 2 LLC staff is committed to provide ongoing support to breastfeeding mothers. This includes providing an opportunity to breastfeed their infant at any time and will delay giving a

bottle if possible, knowing the mother will be arriving soon. Formula and/or solid foods will not be given unless the mother has requested, or infant is at age 6mths. Infants will be held closely when feeding out of a bottle by staff, bottles will never be propped by Little Precious Angels Childcare 2 LLC staff.

Staff shall be trained in handling human milk. All childcare staff will be trained yearly in the proper storage and handling of human milk, as well as important ways to support breastfeeding mothers.

Breastfeeding employees will be given flexible breaks to accommodate breastfeeding or milk expression for their infants. This time will not exceed the normal time allowed for breaks and lunch. Breastfeeding employees must be off the clock when breastfeeding or extracting milk. Employees may come in early or leave late, with approval from the director, to make up the time.

Breastfeeding promotion information will be provided and displayed by Little Precious angels Childcare 2 LLC. There will be no advertisement or coupons for formula displayed at this facility. Little Precious Angels Childcare 2 LLC will only display positive promotions about breastfeeding

### Storing and Handling Infant Formula

Storing Prepared infant formula	Keep bottles of prepared infant formula in the refrigerator at a temperature at or below 40 °F (4 °C) until ready to use.  Never freeze infant formula  Use infant formula that has been in the refrigerator within 24 hours after it is prepared.
Handling Prepared infant formula * before a feeding	Do not take infant formula out of the refrigerator more than 2 hours before a feeding
Handling Prepared infant formula after a feeding	Once you start feeding a baby, make sure the infant formula is consumed within 1 hour.

\*Germs can get into the bottle during feeding. This can cause bacteria to grow, which can make a baby

### Maximum Storage Time and Temperate for Breastmilk at a Child Care site

	Countertop 77 °F or colder (25 °C)	Refrigerator 40 °F (4 °C)	Freezer 0 °F or Colder (-18 ° C)
Freshly Pumped Breastmilk	Do not use after 4 hours		
Thawed Breastmilk			

	Do not use after 3 days (72 hours) *	Within 6 months is best. Do not use after 12 months.
Do not use after 1-2 hours	Do not use after 1 day (24 hours)	Never refreeze thawed breastmilk.
Leftover from feeding (baby did not finish the bottle)	Do not use after 2 hours after the baby is finished feeding.	

\*Per policy memorandum CACFP 02-2018: Feeding Infants and Meal Pattern Requirements in the Child and Adult Food Program; Questions and Answers, this is the storage time for breastmilk in a childcare setting.



## Food ALLERGIES:

The center refrains from serving items that contain traces of peanuts, berries, shellfish and fish. If treats for birthdays and other classroom parties or brought, they must be approved through the Director, before being sent to the classroom. All foods containing traces of peanuts, berries, shellfish or fish will be unopened and sent home.

SEVERAL OF THE CHILDREN ENROLLED HAVE LIFE THREATING FOOD ALLERGIES. PLEASE HAVE YOUR CHILDREN WASH THEIR HANDS BEFORE COMING TO THE CLASSROOM, NO OUTSIDE FOOD.

### Little Precious Angels Childcare 2 LLC Allergy Policy

**Reason for policy is important:** Food allergies are becoming more and more common among infants and children. Allergic reactions can range from mild skin rashes to severe, life threatening reactions (like difficulty in breathing). It is important to reduce the likelihood that these reactions will take place while your child attends Little Precious Angels Childcare 2 LLC.

The Assistant Director or Director are responsible for reviewing all child/ren's files at time of enrollment. A check off list will be located at the front of the folder of every child enrolled and staff member working

at LPACC. All LPACC staff will be trained in Safe Sleep, Poison Prevention, Emergency Preparedness and Social Emotion Health during the orientation process. All staff must have First Aid and CPR in Pediatrics before being left alone with children. Attached too employee files will be a check off form to verify trainings were taken with the date and initials of the Director.

**Procedure and Practices:** When children with allergies attend LPACC 2 LLC, the Assistant Director or the Director will provide the family with a Food Allergy and Anaphylaxis Emergency Care Plan to be filled out by the family's health care provider. This plan must be filled out and returned to the Assistant Director or Director BEFORE child/ren can begin care with LPACC.

- Based on your child's food allergy and anaphylaxis emergency care plan, staff and caregivers will receive training and put into practice:
  - Preventing exposure to specific substances that trigger allergy
  - Recognize symptoms of allergic reaction
  - Treating allergic reaction
- Parents and staff shall arrange for LPACC 2 LLC to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while child is in the care of LPACC.

Child/ren's files are located in the office of the Director behind a locked door, in a filing cabinet. Staff do not have access to child/ren's files, do to HIPPA Laws. Management will be on the site so access can be gained for file reviews.

Staff including cooks, floaters and transportation will have access to the following forms only.

- Allergy Action Plan
- Emergency folder for each classroom containing Parent, hospital and physician information
- Medication

Staff including cooks, floaters and Transportation will be told of any changes and updates on action plans or policies by the Assistant Director or Director.

Staff including cooks, floaters and transportation will go over action plans and emergency procedures for each individual child with a medical need, before child's first day of enrollment.

LPACC 2 LLC staff will promptly take steps outlined in each individual child action plan if a reaction occurs.

LPACC 2 LLC staff will notify emergency medical personnel when epinephrine has been given.

LPACC 2 LLC staff will notify parents/caregivers of any allergic reaction or possible contact with substances that cause allergic reaction.

Steps in allergic reaction emergency:

- Epi-Pen
- 911
- Parent

- Child's Physician
- Director

Child/ren allergies will be posted in classrooms and wherever food is prepared.

Action plans and medications will be taken on field trips.

- Emergencies Go pack
  - First Aid kit
  - Classroom Emergency Folder
  - Bottled Water for each child in attendance +3 for emergency use
  - Snacks (Non-Perishable) for each child in attendance +3 for emergency use
- Medication Bag
  - Medication for each child with medical requirements
  - Action Plan
  - Medication Administration and Permission form
  - Emergency Numbers

**When the policy applies:** The policy will apply 100% of the time

**Communication plan for staff:** All staff and volunteers will receive information that applies to any individual's with medical needs, before individual first day of LPACC 2 LLC; this includes new children, staff or volunteers.

## Facility Physical Activity Policy

In an effort to provide the best possible physical activity environment for the children in our facility, we have adopted the following policies. The administration and staff appreciate support from parents in promoting health of the children.

### Active Play and Inactive Play

- Children have at least 120 minutes of active playtime each day.
- Children participate in structured physical activities (teacher-led) two or more times a day.
- Children participate in outdoor active play two or more times a day
- Active play time is not withheld when children misbehave. Additional active playtime is offered for good behavior.
- Inactive time (not including nap time or eating) when children are seated for more than 30 minutes at a time is limited to one time a week or less.
- Television or videos are only used at the end of the day, with options for another quiet area if children choose.

### Play Environment

- A variety of fixed play equipment (Slides, climbing equipment) is available to meet the needs of all children.
- A variety of portable play equipment is available for children to use at the same time.
- Playground is checked for debris and broken toys every day before children play'
- Any damage of playground equipment is report to the administrator.
- Water is available for all children and staff

### **Supporting Physical Activity**

- Staff members encourage children to be active and join children in active play.
- We display pictures or posters that promote physical activity.
- Staff members receive training on Physical Activity, Playground Safety, First Aid, CPR, Allergies, and How to Respond to Emergencies every year or more.

We do not go outside when temperature is below 20 degrees (including wind chill), above 90 degrees (including heat index, raining/thunderstorms or blizzards/heavy snow falls.

Parents/Guardians understand that injury can and may occur to your child, and hereby authorize Little Precious Angels Childcare Staff, to seek and consent to emergency medical attention for your child as needed. Parent/Guardian further agree to be liable for and pay all costs incurred in connection with such medical attention. [\(Outside Policy\)](#)

The State of Missouri requires all children to be outside and to join in outside activities every day that weather permits.

## **Indoor/Outdoor Play**

**Indoor Play:** We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or replaced temporarily, so children do not become bored. Younger children have less developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help clean up when there are toys everywhere, because it is overwhelming for them. For this reason, during free play, each child may select one or two items to play with at a time. The children will be shown how to put those toys away before selecting something else.

**Outdoor Play:** We will be playing outside every day that weather permits, please make sure your child is always dressed appropriately for outside play. Such activities may include walks, playground, water play, field trips and more. We provide a variety of age-appropriate toys for outside play. Toys may be rotated or replaced temporarily or permanently depending on the weather on the outside toys. Broken or damaged toys are fixed or disposed of. We do not go outside when temperatures reach 20 degrees or lower (including wind chill), or above 90 degrees (including heat index), raining/thunderstorm, or blizzards/heavy snow fall.

## **From Home: Television/Electronics**

Children are not allowed to bring in any kind of electronic devices. If you do require your child to have a cell phone, please note, all devices will be signed in and put away until child is picked up by parent/guardian. Electronics of any kind are a distraction, cause arguments and fight, may become broken, lost, or stolen. Little Precious Angels Childcare 2 LLC is not responsible for any lost, broken, or stolen items you or your child bring into the facility.

Little Precious Angels Childcare 2 LLC provide child appropriate tablet, gaming devices, and television for the children. All electronics provide by Little Precious Angels Childcare will be monitored for proper use. If your child breaks an electronic device provide by Little Precious Angels Childcare 2 LLC, you the parent/guardian will be responsible for the repair or replacement of the electronic device.

## **Infant/Toddlers**

Infant and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc...

Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set schedule.

A My Day sheet will be prepared for your child each day. It will include time of feeding, what was eaten and the amount, time of diaper changes, supplies needed, nap times, and other information about your child/ren's day.

## **Safe Sleep Policy**

Purpose: 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 death (SUIDS) in children less than one year of age. Missouri Law (210,223,1 RSMO) requires all licensed childcare 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 childcare



licensing rules require licensed childcare facilities to provide parents/guardians who have infants in care a copy of the facilities Safe Sleep Policy.

SIDS 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.

SUIDS is 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 deaths include, but are not limited to, metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning and accidental suffocation.

Childcare providers can maintain safe 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 childcare 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 Practice**

1. Infants will always be placed on their backs to sleep. When in the opinion of the infants licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instruction signed by the infants 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 an easily turn from their stomach to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adapt whatever position they prefer for sleep. The AAP recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to stomach, they may adapt whatever position they prefer for sleep. We will follow this recommendation by the AAP.
3. Sleeping infants shall have a supervised nap period. The caregiver shall check on the infant frequently during napping/sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty while napping or when the awoken. One caregiver is always present in the room at all times.
4. 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.
5. All caregivers will receive in-person or online training on infant safe sleep practice based on AAP safe sleep recommendations. This training must be completed within thirty (30) days of employment or volunteering and will be completed every three (3) years.

### **Safe Sleep Environment**

1. Room temperature will be kept at no less than 68 degrees Fahrenheit and no more than 85 degrees Fahrenheit when measured two feet from the floor. Infants are supervised to ensure they are not chilled or overheated.
2. Infants heads and face will not be covers during sleep/nap time. Infant 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 are 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 the cribs, playpens or other sleeping equipment.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping/napping. When indicated on the INFANT and TODDLER FEEDING CARE PLAN or with written parent consent, pacifiers will be allowed in an infant's crib while they sleep/nap. A 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-fitted sheet will be used for infant napping or sleeping.
6. Only one (1) 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 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 a crib or playpen for the remainder of their sleep/nap time.
8. No person shall smoke or otherwise use tobacco products in any area of the childcare facility during the time when children cared for under the license are present.
9. Home monitors or commercial devices marketed to reduce the risk of SIDS shall not be used in place of supervision while children are sleeping/napping.
10. All parents/guardians of infants shall be informed and given a copy of the facility's Safe Sleep Policy upon enrollment.
11. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and play.
12. Soft music does play during nap time at a low volume, so the children are able to be heard if they became distressed.
13. Lighting during nap/sleep is always on with at least a lamp so that children can be seen.



# Preschool

Preschoolers enjoy a structured schedule; it helps the day flow smoothly and allows the children to know what is next. A schedule helps keep anxiety and confusion low and bolsters independence, maturity and ability to understand schedules.

At Little Precious Angels childcare 2 LLC. Schedules are flexible. There may be times when we must adjust the schedule. These adjustments may be based on the number of children, the children's wants and/or needs, the weather, or anything else.

Children entering the Preschool program must be completely potty trained. If your child is 3 and not yet potty trained, your child will not be able to participate in the Preschool program, therefore your child will be dropped from the preschool program. Your child must use the restroom 98% of the time, 2% of the time is allowed for accidents only. If your child is already enrolled with little Precious Angels Childcare and you are working with us on helping your child complete the potty training hours, your family will on be allowed 30days from your child's 3<sup>rd</sup> birthday before they are dropped from the program.

Preschool ready 2 year old's can participate in the preschool program as long as they are completely potty trained, if your 2 year old is Preschool ready and not potty trained the must wait until they are completely potty trained or 3 years of age to enter the preschool program (3 year old's must be potty trained before entering the preschool program or they may be dropped from the program).

# Special Needs

Little Precious Angels Childcare 2 LLC will make reasonable adjustments and/or modifications to our policies and practices to accommodate children with special needs. Little Precious Angels Childcare 2 LLC will not discriminate against anyone with any type of disability; however, Little Precious Angels Childcare 2 LLC has the right to refuse service to anyone based on special needs services or equipment that the facility does not provide.

# Center Rules

There are certain rules that all children will be taught and expected to follow. These are for the safety and well-being of everyone. There will be no running permitted in the building, NO hitting, pushing, biting, grabbing, kicking, spitting, or pinching other infants/children/or adults. No standing or climbing on chairs, tables, shelves, or bookshelves. There will be no use of obscene, derogatory, or disrespectful language by children or adults while inside the facility.

Children may not walk around the facility with food, cups, or bottles. Respect treatment of other people and all property, toys, and furniture. This includes outside equipment, property, and toys.

We realize that we must expect a certain amount of wear and tear where children are concerned. Willful destruction of property will be charged to the parent/guardian at the cost to replace or repair that item. This includes your child causing damage because they decided to not follow center rules.

DO NOT COME IN the facility smelling of marijuana

NO smoking is permitted on the premises. Please remain off your cell phone when picking up or dropping off your child/ren. Please support Little Precious Angels Childcare 2 LLC in the enforcement of these rules in order to create a better environment for all.

## Staff to Child Ratio

At Little Precious Angels Childcare 2 LLC, we maintain the following staff to child ratio at all times in our classrooms. These ratios can be found in the Missouri Rules of Department of Health and Senior Services: Licensing Rules for Child Care Centers.

Age of Children	Minimum Ratio of Staff to Children
Birth – 2 years	1 Staff for every 4 Children
2 years	1 Staff for every 8 Children
3 years – 4 years	1 Staff for every 10 Children
5 years – 12 years	1 Staff for every 16 Children

**Infant Ratios must always be maintained, including outside, nap time and when emergency procedures are in effect.**

Volunteers such as college students, parents, or retired individuals may be used to meet staff to child ratio, however, cannot be left alone with the children, unless they have: Background check, TB test, Safe Sleep Training and First Aid & CPR Pediatric Training (Adult First Aid & CPR will not qualify).

Rules and Regulations code: Licensing Rule 19CSR30-62.082(1)(C) "Children shall have no access to areas not approved for childcare." 19 CSR 30-62.112 Staff/Child Ratio

Children are not allowed in unapproved space connected to the building, not even in an emergency (if heat goes out, or intruder enters building), Stated by Missouri State Rules and

Regulations, However, In case of a fire or emergency evacuation, children may be taken of site to the designated areas in the emergency action plan,(these space are also unapproved by the State of Missouri Rules and Regulations) Please be aware of your surroundings at all times.

Licensing Rule 19CSR-62.042(3)(W):

“The number and ages of children the facility is authorized to have in care at anyone (1) time shall be specified on the license and shall not exceeded except as permitted within these rules.”

## Nap/Quite Time

There is a designated nap/quite time each day, ask your director for the time. All children must participate in nap/quite time by resting or playing quietly during this period. The State of Missouri requires all children to rest. Rest time gives children a much-needed break during the day. Without rest time, some children can be argumentative or short tempered with others in the afternoon and not real happy when they go home in the evening. Some children can also become aggressive toward themselves and others.

Infants nap at varying times and their schedule will be accommodated. Somewhere between 12 and 18 months, children usually go down to one (1) nap per day. At this time, we will attempt to put them on the scheduled nap/quite period at the center.

Little Precious Angels Provides Blankets, sheets, and pillows for all children that attend this facility, no from home objects are needed. If you choose to bring in these items for your child, items must be labeled with your child’s first and last name, and must stay at the center until Friday for laundry proposes, your child’s items my not return unless they have been clean properly and smell of cleanliness and not soiled. If your child brings in items that smell or look unclean, you will be asked to take them home. NO OUTSIDE TOYS ARE ALLOWED FOR NAP TIME.

# Classroom Schedule Infant Toddler

Daily Classroom Schedule	
Infant and Toddler	
6:30	Center Opens: Welcome Families, Friend, and visitors
6:15	Tummy Time/Open play
7:15	Diaper Changes/Wash Hands/Prepare Breakfast
7:30	Infant and Toddlers go to their room
7:30	Breakfast Served until 9am (Serve on Demand for infants)
8:00	Open Play
9:00	Group Play (Alphabet, Colors, Numbers, etc....)
9:15	Gross Motor Activities (Dancing, Outside Play ect...)
9:45	Diaper Check/Change/Wash hands
10:00	Arts and Crafts
10:15	Moring Snack
10:30	Tummy Time/Open play/Outside Play
11:00	Transition Back Indoors
11:10	Wash Hands/Prepare for Lunch
11:15	Lunch Served (Infants on Demand)
11:45	Diaper Check/Change/Wash hands
12pm	Naptime/Quite Time
2:30	Wake Up
2:45	Diaper Check/Change/Wash hands
3:00	Snack Served
3:15	Open Pay/Tummy Time
4:15	Diaper Check/Change/Wash hands
4:30	Open Play/Outside Play
5:00	Transition Back Indoors
5:10	Diaper Check/Change/Wash hands
6:00	Day Shift End Pick Up
6:15	Dinner/Supper Served
6:45	Open Play
7:00	Diaper Check/Change/Wash hands

This schedule may vary due to the wants/needs of the children and the weather...

# Classroom Schedule Preschool

## Daily Classroom Schedule

### Preschool Schedule

7:30	Before Care Service Begins and ends at 8:00 (fees start before 8:00am)
7:45	Open play/Breakfast Served until 9:00am
8:00	Preschool Starts
8:15	Bathroom/Wash Hands/Prepare for Transition
8:30	Meet and Greet Children/Transition to Classroom
9:00	Group Time
9:15	Curriculum: Art, Math, Science
9:45	Open Play/Outside Play
10:25	Transition Back to Classroom/Bathroom Break
10:40	Center Play
11:00	Circle Time/Library/Smart Board/Music
11:30	Lunch Served
12:00	Bathroom Break/Wash Hands
12:15	Naptime/Quite Time
2:15	Wake Up
2:30	Bathroom Break/Wash Hands
2:45	Afternoon Snack Served
3:10	Open Play/Outside Play
4:05	Transition Back to Classroom
4:15	Bathroom Break/Wash Hands
4:30	Open Play
5:00	After Care Services Starts (fees start at 4:31pm)
6:00	Dayshift Closed
6:15	Dinner/Supper Served
6:50	Bathroom Break/Wash Hands
7:00	Open Play

Pick Up/Center Closed

This schedule may vary due to the wants/needs of the children and the weather...



## Activities/Curriculum

Our main objective is to have fun, improve social skills, encourage creative play and prepare them for their next curriculum level as well as their future. We will utilize a variety of activities to accomplish these objectives. Free play, computer programs, reading, arts, and crafts, music/singing, dancing, dramatic play, puzzles and educational TV/Videos are just some of the activities we incorporate.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities (during arts and crafts or during mealtimes). Some of the music we play include classical, Jazz, Children's songs, foreign language and more.

Television will be used as a tool to help children unwind and relax. We usually watch no more than one (1) hour of television per day and some days none at all. There are exceptions: rainy days, excessive heat or cold, or if we are having a particularly difficult day. Viewing will be limited to child-friendly, educational style shows and videos. We carefully screen everything the children watch and watch along with them. We avoid any type of graphic images, potentially frightening images, unpleasant language or anything of that nature, as we believe that children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate television shows and videos.

Children two (2) and older will participate in a year-round, daily preschool; curriculum. This will include a variety of activities ranging from arts and crafts, tracing sheets and worksheets, games, science, exercises and yoga, and much more.

## FIELD TRIP POLICY

Reason this policy is important: The childcare facility is structured to provide a safe place for children to explore; however, other environments off-site aren't always as child-friendly or safe. It's important to make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

Procedure and Practices, including responsible person(s):

- The Director will notify parents in advance of all field trips requiring transportation and any other special arrangements necessary.
- A parent or legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fees. (Consent for Child Care Program Activities)
- A well-stocked first aid kit along with the children's emergency contact numbers will be taken on offsite activities
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.

- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the caregiver will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children will be counted before leaving the facility, during the field trip, and again at the time of departure for return to the facility to ensure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany children to a public restroom.
- All children will wear identifying information that gives the facility's name and phone number.
- While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- Caregivers will keep younger children together on walking trips with the aid of a travel rope (a knotted rope) that the children hold onto which is stretched between 2 caregivers while they walk. Children may also hold the hand of an adult or use another means that keeps the child physically connected to an adult at all times.
- If a child has medication needs, Little Precious Angels Childcare 2 LLC staff will be responsible to take and administer the medication as needed.
- Children under age five (5) years must have a parent/guardian present during fieldtrips or long distant outside excursions.

When the policy applies: This policy is in force anytime children are away from the property of the childcare program.

Communication plan for staff and parents:

- The Director will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by the Director with the parents and parents will sign the Consent for Child Care Program Activities. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook given during enrollment/orientation.
- Parents may receive an additional copy of the policy at any time upon request. Parents and staff will receive written notification of any updates.

# Transportation Policy

At Little Precious Angels Childcare 2 LLC, we provide convenient transportation to and from school for your child/ren. We have designated, labeled and certified vans to transport your child/ren safely to school. All drivers undergo safety training and driving history is reviewed to ensure safety.

The following are rules and guidelines that all children must follow when transportation is provided.

1. Children are always to remain seated
2. Seat belts are always to be worn until the driver instructs children to unbuckle/or assist to unbuckle.
3. Children must sit in designated seats, depending on their height/weight/age. They will be designated a booster seat, child seat or other according to the law.
4. Children are encouraged to talk amongst themselves, this is a social part of their day, however, we do discourage loud/screaming voices.
5. Children are reminded that there is o food/drink allowed during travel to ensure safety and avoid choking.
6. The windows on the van are to be adjusted by the driver only, to ensure the children feel comfortable in warm weather.
7. Children are not allowed to get out of their seat while the vans are in operation. In case of an emergency, they may comply with the driver's directions to do so.
8. There is a mobile phone on the vans for emergency calls only.
9. If there is a behavior concern or safety concern, the driver will relay the information back to the Supervisor and Director of Operations and may than be relayed to the parent/guardian if necessary.
10. If behavior concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers on the vans, including the driver.
11. Little Precious Angels Childcare 2 LLC. Haas the right to refuse transportation for your child with limited notice.

Children will be transported to Little Precious Angels Childcare 2 LLC vans that have been reviewed and approved by the department of Social Services and will be serviced on a six (6) month basis with registered development. Overall checks will be performed on the vans by the drivers before leaving the facility. All drivers are employees of the facility and all drivers have appropriate and approved driving records. There will be times posted in the facility to inform you of what times the vans will be leaving the facility. All children that will be using our transportation will receive a packet that will list the school details for your child, along with consent and guidelines to follow. All seats on the van will be on a first come first serve basis as there are limited spaces available. (please see registration packet for consent forms and rules and guidelines for your children).

Safety is our priority and we will make every effort to ensure your child will arrive to school safe and on time. Our policy follows the Vehicle Safety Act in regard to the Child Restraints a Booster Seats Laws. The following is provided by the Vehicle Safety Act Website:

For all children using our transportation van, we require the child's height, weight, and the age of the child.

**Booster Seats:**

Required by law for children under the age of 8, weighing between 18kg and 36 kg (40-80lbs) and less than 145 cm (4'9") tall. Once a child exceeds any one of the above criteria, they may be ready to use a seat belt alone.

The middle of the child's ear should not be above the back of the vehicle seat, headrest or booster seat. The following is provided by the Vehicle Safety Act website:

**Child Restraint Systems:**

Every child restraint system must have indelibly molded into or onto it, or indelibly printed on a label affixed to it in a permanent manner, in both official languages, in a readily visible location,

- a. The name and principal place of business of the company that manufactured, imported, and/or sold the system
- b. The model name and number of the system
- c. The date of manufacture of the system, in the form set out in schedule 8
- d. A statement that indicates
  - The weight and height range of the children for whom the system is designed, as recommended by the manufacturer, if the system is designed as a forward-facing system for use by children, or
  - In a seating position that is equipped only with a continuous-loop lap and shoulder belt and secured to the vehicle by means of the seat belt, and if the system is equipped with a tether strap, by means of the tether strap, if the manufacturer recommends the installation of the system in such a seating position, and
  - In a seating position that is equipped with a lower universal anchorage system and secured to the vehicle by means of a lower connector system and, if equipped with a tether strap, by means of the tether strap.

**Booster Cushions:**

Every booster cushion must have indelibly molded into or onto it, or indelibly printed on a label affixed to it a permanent manner, in both languages, in a readily visible location,

- a. The name and principal place of business of the company that manufactured, imported, and/or sold the booster cushion
- b. The model name and number of the booster cushion
- c. The date of manufacture of the booster cushion, in the form set out in schedule 8
- d. A statement that indicates that the booster cushion is for use by children who weigh at least 18 kg (40 pounds) and who are at least the minimum height recommended by the manufacturer

**Transportation and School Transportation Consent**

- ✚ Children will be transported to and from school in the Little Precious Angels Childcare 2 LLC Vans, and in case of emergencies, in a registered facility vehicle.

- ✚ Little Precious Angels Childcare 2 LLC will assure any vehicles used are approved by the safety standards and all drivers will have appropriate and approved driving records.
- ✚ I will contact and advise the teaching staff at Little Precious Angels Childcare 2 LLC of any changes for transportation and will give ample time to meet these changes
- ✚ Due to unforeseen circumstances my child may arrive late for transportation and will understand that Little Precious Angels Childcare 2 LLC will make every effort to transport children on time ensuring safety is priority
- ✚ At times children may forget or leave belongings at school, in which the driver will not have time to return to the school to collect them. A list of P.A. Days, early dismissals, and holidays will be provided 1 month in advance
- ✚ At times transportation may be cancelled due to poor weather conditions. It is the responsibility of the parent to notify the school that Little Precious Angels Childcare 2 LLC willing be dropping off or picking up their child up from school or that Little Precious Angels Childcare 2 LLC will not have transportation for that day
- ✚ It is the responsibility of the parent to arrange a bus buddy or helper to help your child to the vehicle as the driver may not be able to leave the vehicle unattended.

All signatures and forms are to be filled out and completed in full (no blank spaces), in order for Little Precious Angels Childcare 2 LLC to transport your child/ren. This form is found in the **Enrollment Agreement Packet**. If you have any questions, please talk to the Facility Director.

We do not provide residential pick up and drop offs and can not take your child to their home or any other locations not designated by the Enrollment Agreement.

## Discipline

We maintain a positive policy, which focuses on prevention, redirection, love, consistency, respect, and firmness. We stress to main patterns of behavior: Respect for other people and respect for property. The children are explained the rules of the center and the rules of the class they are in, frequently, this way they are familiar with the guidelines. Please keep in mind there will be disagreements between children. Young children have a hard time expressing their feelings, especially when they don't have the vocabulary. Sometimes, they hit, throw toys, bite, ect.. We do our best to prevent problems and redirect when necessary, discuss inappropriate behavior, discuss alternative actions, encourage making amends when the offense involves another person and sometimes withdraw privileges based on principle of "natural consequences". For example: a child is misusing a toy, then he/she will no longer be allowed to play with the toy for a period of time.

The use of time outs will be rare except when a brief cooling off period is needed (known as a breather). Sometimes when children are fighting over a toy or misusing a toy, we will put the toy away for a short period of time. This seem to work better than giving children a timeout.

(Discipline Continued)

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling, or isolation used as a form of discipline or punishment. Food/Drink nor sleep will EVER be withheld from children as a means of discipline or punishment.

Aggressive behavior towards other children and staff, continued biting, and destruction of property, will be tracked by a written report and kept in your child's file.

Should a discipline problem arise that does not respond to the techniques mentioned above, we will hold a conference with parent/guardian. Together, we will try to find a reasonable solution. You may be called to remove your child if his/her behavior prevents the staff from being able to properly care for the other children. For the safety of your child, staff, and other children you must pick up your child within one (1) hour of receiving notice from the director. If your child is not picked up within the given time frame and you have not made arrangements with the director, your child will be unable to attend the following day. If the problem continues, other arrangements for care of your child will have to be made for the safety and well-being for all. You have the right to have copies of behavior reports in your child's file to help you track the behavior of your child only, you may not have copies of reports for/about other children. If we cannot come up with a solution after multiple attempts for your child's behavior, your child may be terminated from this facility. Parent cooperation and follow through in addressing child behavior is very important for children to grow and understand their feelings. Referrals can be made to First Steps for children birth up to the child third birthday. Ages 3 and up can be referred to the Saint Louis Department of Education for evaluations and IEP/504 plans to help assist the child and their families.

# Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving skills and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

<b>WE DO</b>	<b>WE DO NOT</b>
Praise, reward and encourage the children	Spank, shake, bite, punch, pinch, slap or otherwise physically punish the children
Reason with and set limits for the children	Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children
Model appropriate behavior for children	Shame or punish the children when bathroom accidents occur
Modify the classroom environment to attempt to prevent problems before they occur.	Deny food or rest as punishment
Listen to children	Relate discipline to eating, resting, or sleeping
Provide alternatives for inappropriate behavior to the children	Leave the children alone, unattended or without supervision
Provide the children with natural and logical consequences of their behavior	Place children in locked room, closets or boxes as punishment
Treat children as people and respect their needs, wants, and feelings	Allow discipline of children by children
Ignore minor misbehaviors	Criticize, make fun of or otherwise belittle children's parents, families or ethnic groups
Explain things to children on their level	
Use short supervised periods of time-out (a breather) sparingly	
Stay consistent in our behavior management program	
Use effective guidance and behavior management techniques that focus on a child's development	

# Mandated Reporting

As a childcare provider, Little Precious Angels Childcare 2 staff are mandated reporters to the Department of Human Services, if we feel or see a child is being abused or neglected. Always be sure to let your child's teacher or center director know when you drop off your child, if he/she has any cuts or bruises, so the marks can be documents for the safety of the child, the family, and the facility. All children that come to the center with injuries will have them logged and the report will be in the child's file. Child abuse and Neglect 1-800-392-3738.

## Sick Child Policy

Little Precious Angels Childcare 2 LLC is a "well-child" care facility. At no time do we provide sick childcare services, we are not a hospital or doctor's office. The following illness policies will be strictly enforced for the health, well-being and safety of children and staff.

Under no circumstance may a parent bring in a sick child to Little Precious Angels Childcare 2 LLC. If a child shows any signs of illness or is unable to participate in the normal routine and daily activities of the program, other arrangements need to be made for the care of your child and they may not attend the facility. Children will be visually screened when they arrive at Little Precious Angels Childcare.

Sick children will expose their illness to all children and staff who come in contact with them, (some children under the age of 12 months can become extremely ill and become hospitalized for illnesses. Please be mindful of them and their growing bodies.) These people can in turn expose other friends and family members to the illness. If other children and/or staff become ill due to exposure from your sick child, either because he/she was not picked up promptly (within one (1) hour of receiving notice from the director) or the child returned to the facility before full recovery, other parents and Little Precious Angels Childcare 2 LLC will be unnecessarily inconvenienced. Because this is disruptive to other children, staff, and families, your cooperation on this issue is extremely important. If your child is constantly coming into the facility sick with illness and disruption of daily activities occurs on a regular bases, you will be asked to not return until your child has seen a medical professional and a doctor's note is written stating your child is not contagious and may return to the facility and an action plan describing the proper way to care for your child is present on the day your child returns. If a doctor note and action plan is not present, we will not know how to properly care for your child and can cause confusion amongst staff, when your child shows signs of the illness. For the safety and proper care of your child, these documents must be on file before your child returns.

Every effort is taken to reduce the spread of germs and illness by encouraging hand washing and other sanitary practices.

In the event your child became ill and needed to be picked up, the parent/guardian will be called and are expected to come and pick up their child within one (1) hour. If the parent/Guardian cannot be reached emergency contact people will be notified and asked to come pick them up. If child/ren are not picked up within one (1) hour and you have not spoken to the director, you may be asked to not return the following day, for safety of other children and staff.



For the benefit of our staff and other children in our care, a sick child will not be permitted to return for 24 hours after conditions of the sick child have returned to normal. The child may return 24-48 hours (depending on the illness) after receiving the first dose of antibiotics and an action plan to correspond with the illness, signs and symptoms and how to treat if illness returns. When a child receives an antibiotic for an ear infection, he/she may return immediately as long as they are free from any other symptoms for at least 24 hours and a doctor's note is given providing an action plan for care of an ear infection.

Allergy related symptoms and non-communicable illness do not require exclusion IF you have a note from the doctor and an action plan for allergies (seasonal, sinus).

If you are not sure about bringing your child to the facility, please call the director to discuss it.

**Symptoms requiring removal of a child:**

- Fever: A fever is defined as having a temperature of 100 degrees or higher when taken under the arm, 101 degrees taken orally, or 102 degrees taken rectally. For children 4 months or younger, a rectal temperature of 101 degrees is considered at fever threshold. A child needs to be fever free for 24 hours without assistance from fever reducing medications before returning to the facility.
- Fever and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Vomiting 2 or more times in a 24-hour period. Please do not bring your child if they vomited during the night.
- Breathing problems, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Running nose yellow or green discharge (other than clear), draining eyes or ears.
- Frequently scratching of body or scalp, lice, rash, or any other spots that resemble childhood contagions, including ringworm and pink eye (for ringworm and pink eye a doctor's note must be given that includes the date the antibiotics started).
- Child is irritable, continuously crying or requires more attention than we can provide without harming the health, safety, and well-being of the other children in our care.

Just a note: Sick children want care from their parents in the comfort of their own home. How would you feel if another parent brought in their sick child and exposed your child?

We require documentation such as a note from the doctor (note must have doctors name, address, and phone number) stating whether your child is contagious or not. We appreciate your cooperation in this matter. Thank you for keeping all children safe.

If your child has been diagnosed with RSV or Community-Acquired Pneumonia they will NOT be able to return without a doctor's note, this form of illness is contagious and effects the lungs and could cause hospitalization or even death in children under 1 year of age.

# Hand Foot Mouth Policy

Hand, foot, and mouth disease is a common viral illness that usually affects infants and children younger than 5 years old. However, it can sometimes occur in older children and adults. It usually starts with

- A fever
- Reduced appetite
- Sore throat
- A feeling of being unwell (malaise)

One or two days after the fever starts, painful sores can develop in the mouth (herpangina). They usually begin as small red spots, often in the back of the mouth, that blister and can become painful.

A skin rash on the palms of the hands and soles of the feet may also develop over one or two days as flat, red spots, sometimes with blisters. It may also appear on the knees, elbows, buttocks or genital area.

Some people, especially young children, may get dehydrated if they are not able to swallow enough liquids because of painful mouth sores. You should seek medical care in these cases.

Not everyone will get all of these symptoms. Some people, especially adults, may become infected and show no symptoms at all, but they can still pass the virus to others.

Most people who get hand, foot, and mouth disease will have mild illness or no symptoms at all. But a small proportion of cases can be more severe.

## Transmission

The viruses that cause hand, foot, and mouth disease can be found in an infected person's:

- **Nose and throat secretions (such as saliva, sputum, or nasal mucus)**
- **Blister fluid**
- **Feces (poop)**

You can get exposed to the viruses that cause hand, foot, and mouth disease through:

- **Close personal contact, such as hugging an infected person**
- **The air when an infected person coughs or sneezes**
- **Contact with feces, such as changing diapers of an infected person, then touching your eyes, nose, or mouth before washing your hands**
- **Contact with contaminated objects and surfaces, like touching a doorknob that has viruses on it, then touching your eyes, mouth, or nose before washing your hands**
  - **Generally, a person with hand, foot, and mouth disease is most contagious during the first week of illness. People can sometimes be contagious for days or weeks after symptoms go away. Some people, especially adults, may become infected and not develop any symptoms, but they can still spread the virus to others. This is why**

**people should always try to maintain good hygiene, such as frequent handwashing, so they can minimize their chance of spreading or getting infections.**

- **You should stay home while you are sick with hand, foot, and mouth disease.** Talk with your healthcare provider if you are not sure when you should return to work or school. The same applies to children returning to daycare (NCIRD, 2017).

If a child shows signs of hand foot mouth disease, a parent or guardian will be called to pick the child up. To avoid spreading the disease to other children in the center, children may not return until all blisters scab over, even if there is a doctor's note, since every doctor diagnosis's differently, the decision was based off the safety of all children attending LPACC and will be enforced. To return to LPACC:

1. Children may have a doctor's note confirming they seen a doctor.
2. Staff will look over child for open and fresh blister's and determine if, child can stay.

## **Lead Poison Prevent Notice**

We at Little Precious Angels Childcare 2 LLC take pride in keeping a clean and safe environment for the families and staff at LPACC.

It is important to checking child/ren under age 6 for lead annually, if they live or spend 10 hours or more a week in a home or building built before 1978.

The building located at 3129 Chippewa street was built in 1978 or before. LPACC has a cleaning action plan for lead exposure to help keep children safe.

If you would like more information, have any question's or want information regarding our action plan for lead exposure please email me or call the Director.

## **Medication and Medication Authorization**

Parents will provide and medications needed by their child including over the counter and prescription medication. Written authorization is needed for any Little precious Angels Childcare 2 LLC staff to administer ANY medications. A medical authorization form is provided from Little Precious Angels Childcare 2 LLC, please ask the lead teacher or director for a form.

All medication must be in the original packaging or containers with the pharmacist's or manufactures instructions. Medication must have the following: Label, Child's name (receiving the medicine), dosage instructions, current date, name of medication, times to be administered clearly written, and clearly readable expiration date.

Over the counter medications such as bug spray, sunblock, diaper rash creams, baby powders, Vaseline, Chapstick, hand lotions, and any other topical creams, sprays or powders must be signed in on the

medicine authorization form and be in the manufactured packaging, with child's name, dosage times, date purchased and expiration date.

If medications prescription or over the counter are not labeled properly or signed in on the medication authorization form. We will not be able to give it to your child, and you may be called to come in to give the medication to your child or to pick your child up.

Medication Authorization forms expire on the last day of the month and a new one must be filled out. If you fill a form out on the 20<sup>th</sup> of the month it still expires on the last day of the month and a new one will need to be completed.

Epi-pens are no exception to the rules above and all forms need to be filled out monthly, expiration dates on epi-pens must be checked and confirmed before a new medication authorization form can be complete.

## **Medical Emergencies**

Minor bumps, bruises and scrapes are inevitable; however, we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Children will not be left alone by Little Precious Angels Childcare 2 LLC staff during an emergency transportation when a parent is not present.

Please make sure we have your child/ren's emergency contact information up to date.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Little precious Angels Childcare 2 LLC will not be held liable for any sickness/injury/accidental death of either parent/guardian or child while on the premises.

**Emergency Medical Procedures are updated as  
New information is given.**

**All emergency numbers including Poison  
Prevention Hotline can be found in  
Emergency Plan**

# Allergy and Anaphylaxis Emergency Procedure

In the event of an allergic reaction

- Retrieve child's individual action plan from the medical supply cabinet
- Follow the instructions in detail on the action plan
- If creams or antihistamines are used, use the medication report form to document.
- Notify parents (let the parent be aware of the situation, Child's reaction, time medication was given, any changes) let the parent make the choice to let the child stay or go home.

In the event of an Anaphylaxis Emergency

- Inject epinephrine right away! Note time when epinephrine was given.
- CALL 911. DO NOT WAIT  
Ask for an ambulance with epinephrine.  
Tell the rescue squad when epinephrine was given.
- Call for help from other staff members to watch the class
- Stay with child and:  
Call parents and child's doctor  
Give a second dose of epinephrine, if symptoms get worse, continue, or do not get better in 5 minutes
- DO NOT USE other medications in place of epinephrine
- Give inhalers/bronchodilator or Antihistamine after epinephrine is given and seem to be working.
- Document the emergency in the accident incident report.
- Label a gallon bag with the date, time, child's name and insert the used epinephrine(s) with a copy of the incident report and give to emergency responders to go with the child. (keep the original document for the child's file)
- Notify the Director

# Seizure Emergency Procedure

In the event of a Seizure

- Keep calm, provide reassurance, remove bystanders
- CALL 911
- Keep airway clear, turn child on one side, DO NOT put anything in the mouth
- Keep safe, remove objects, DO NOT restrain
- Call the parents and child's doctor
- Record the time and observe the person to keep them safe
- Document the emergency on an accident incident report
- Give copy of report to the emergency responders
- Notify the Director

# Termination Policy

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of your child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet your child needs
- Lack of compliance with handbook guidelines
- Serious illness of your child.
- Dropping off or picking up your child while under the influence of drugs, alcohol, and/or having a strong marijuana smell come from you or your child, including children clothes, backpacks, and diaper bags

We appreciate as much advance notice as possible when families volunteer terminate care, and we will give you the same courtesy, unless your child's attendance will cause harm or distress of other children if they were to continue care. Parents are required to give two weeks written notice when they choose to terminate care with Little Precious Angels Childcare 2 LLC. The two weeks will be paid in full, regardless of whether your child is in attendance. A two weeks' notice is required to receive any portion of deposits. Deposits are only returned on the 30<sup>th</sup> day counting from last day of service end date.

We will give two weeks' notice of termination for which tuition is due, whether your child is in attendance or not. Little Precious Angels Childcare 2 LLC reserves the right to give written notice of immediate termination of care, when there are extreme circumstances that affect the well-being of Little Precious Angels Childcare 2 LLC Staff or other children in attendance.

Anyone who terminates childcare services and as a balance, will need to make a payment in 30 days from the last day of child being in attendance to settle their account. All accounts not settled in 30 days from child's last day in attendance will be turned in to the collection agency regardless of amount owed. All accounts turned over to a collection agency will have a \$25 dollar per week late fee plus 35% collection fee added to the amount due. All fees will continue unless a payment arrangement is made, and all payments are received on time. If you have any questions regarding Termination, please contact the Facility Director.

# EMERGENCY PLAN

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**Little Precious Angels Childcare 2 LLC  
Samantha Cross (Director) (314) 296-3561  
LNS Fine Living (Building Owner) (314) 606-6210  
3129 Chippewa  
Saint Louis, MO 63118  
Lpacc11@gmail.com**

# **DISASTER AND EMERGENCY PLAN FOR Little Precious Angels Childcare 2 LLC**

## **I. Purpose**

This emergency plan has been developed to assist Little Precious Angels Childcare 2 LLC in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Little Precious Angels Childcare 2 LLC

## **II. Assignment of Responsibilities**

Samantha Cross and all Staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

## **III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies**

Children's daily attendance records are kept at entrance to each classroom. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in each room's Emergency Bag and in the file cabinet in the pre-school room.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in each room's Emergency Bag and First Aid kits. These supplies are updated every six months.

## **IV. Children in Care**

All children in care are between the ages of 6 weeks-12 years of age. We have no special needs children, all non-ambulatory and physically challenged children will be provided assistance to help relocate to a safe area and/or evacuate the building. Infants will be placed in a crib and moved to a safe area and/or evacuate the building. We do not offer overnight care.



## V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area.

### **Types of emergencies and/or Hazardous situations**

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	○ Other _____

## VI. Types of Emergency Response

### **Medical Emergencies**

Assess the situation and contact 911, if necessary. Notify the parent's immediately. Document the date and circumstance regarding the medical emergency in the child's record.

### **Lock Down / Shelter in Place**

Location: 3129 Chippewa (Basement)  
Code Word: Childcare

All staff are to stay in the lock down / shelter in place areas until an all clear is given.

### **Evacuation**

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Little Precious Angels Childcare 2 LLC does NOT provide transportation.

Two off-site locations are listed below:

1<sup>st</sup> Evacuation Location

Location: A&R Specialty Finds Resale  
Address: 3125 Chippewa  
City, State Zip: Saint Louis, MO 63118  
Telephone Number: (314) 260-9409

2<sup>nd</sup> Evacuation Location

Location: Schnucks  
Address: 3430 Grand Blvd.  
City, State Zip: Saint Louis, MO 63118  
Telephone Number: (314) 772-5500

**Evacuation from a vehicle**

**VII. Staff Training & Monthly or Quarterly Drills**

All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted monthly and disaster drills every three months. All drills must be documented. In addition to these drills, fire alarm and extinguisher training will be completed.

**VIII. Access to Disaster and Emergency Preparedness Plan**

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the office and each room used for childcare.

## **Emergency Contact Numbers**

All Emergencies	911
Poison Control Center 1-800-366-8888	
Fire Department (314)289-1900	
Police Department (314)444-2500	
Ambulance Service (314)646-7108	
Fox 2 News (314)877-0210	
KMOX News Talk 1120 (AM) (314)969-1120	
Q95.5 (FM) (314)989-9550	
Child Care Facility Specialist: Regina Watkins (314)877-0218	
Owner/Manager of building Melissa LLC (314)229-5027	
Principle place of business (if operated at more than one location)	
Little Precious Angels Childcare (314)296-3561	

09/18/2018

Dear Parent / Guardian:

In the event of an emergency situation, Little Precious Angels Childcare 2 LLC, has outlined the below response plan. Please know that Little Precious Angels Childcare 2 LLC, will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

#### Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Little Precious Angels Childcare 2 LLC, e.g. fire, and the children cannot stay on the premises, the children will be taken to 3125 Chippewa. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is wider spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to 3430 Grand. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

#### Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations, KMOX News Talk 1120 (AM), Q95.5 (FM) and Fox 2 News (Television).

#### Emergency Supplies

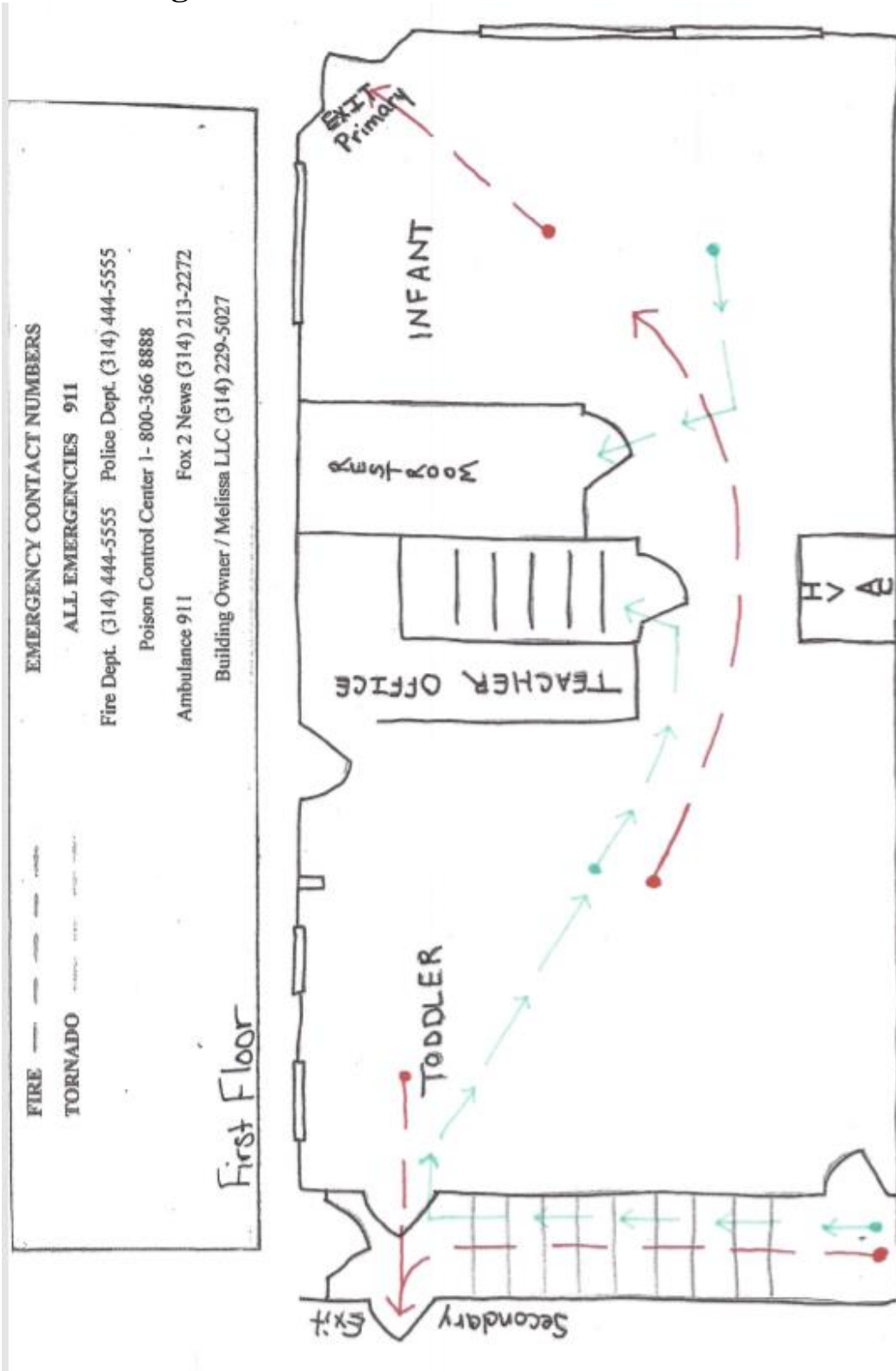
1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

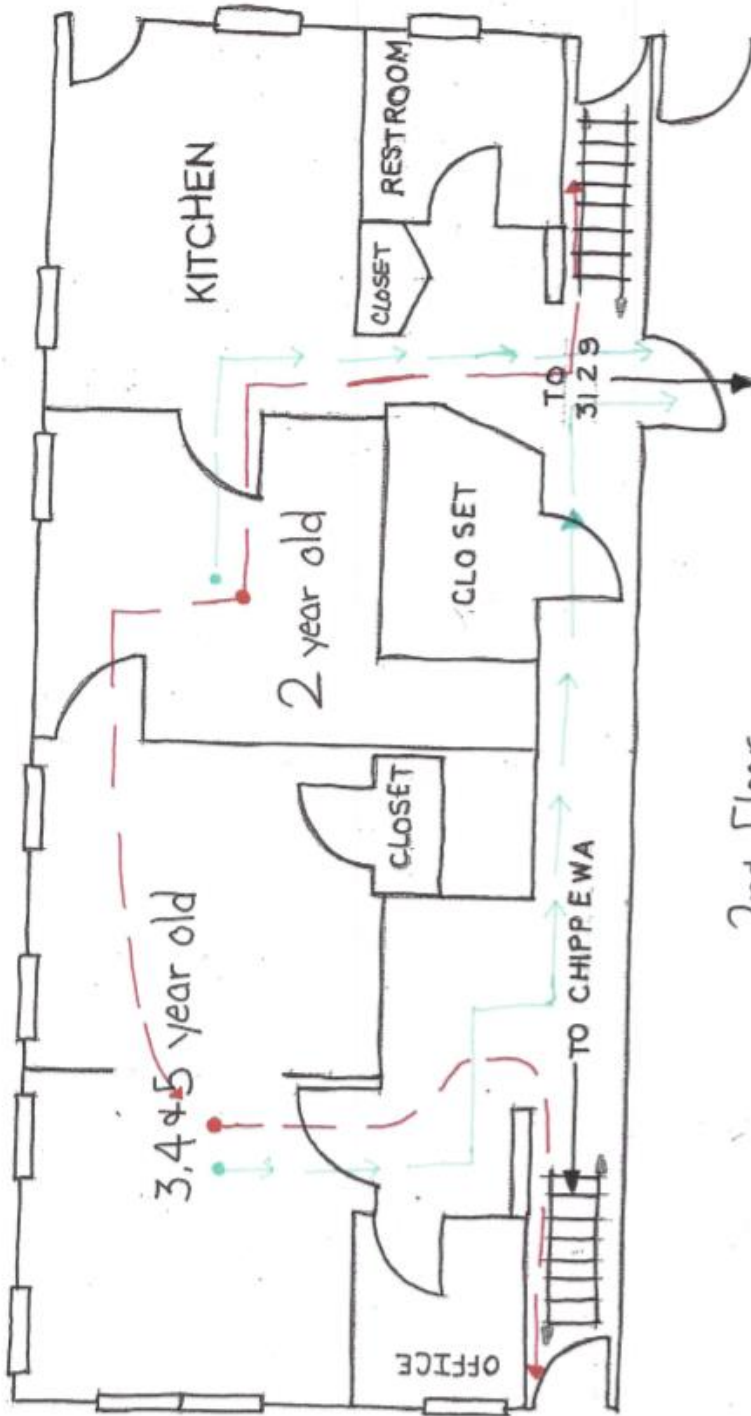
Please rest assure that Little Precious Angels Childcare 2 LLC staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

LaDonna Smith- Owner  
Samantha Cross- Director  
N/A- Assistant Director

# Diagram of Routes to Safe Location inside the Facility





2nd Floor

Little Precious Angles Childcare  
 3129 Chippewa Ave., St. Louis, Mo. 63118  
 2nd Floor Expansion - West  
 Scale: 0.2ins. = 1.0ft. Area: 1000 sq. ft.

Tornado ---  
 Fire ---



EMERGENCY CONTACT NUMBERS

FIRE

TORNADO

ALL EMERGENCIES 911

Fire Dept. (314) 444-5555 Police Dept. (314) 444-5555

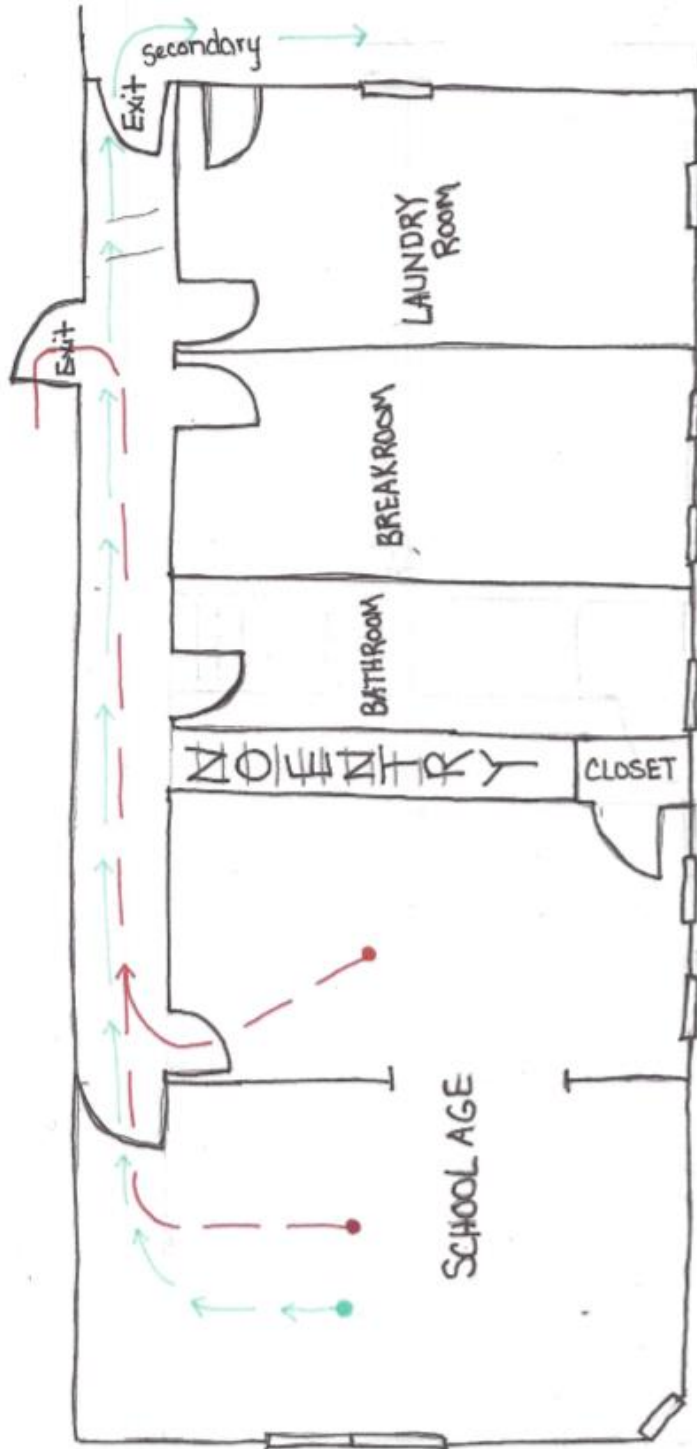
Poison Control Center 1-800-366-8888

Ambulance 911

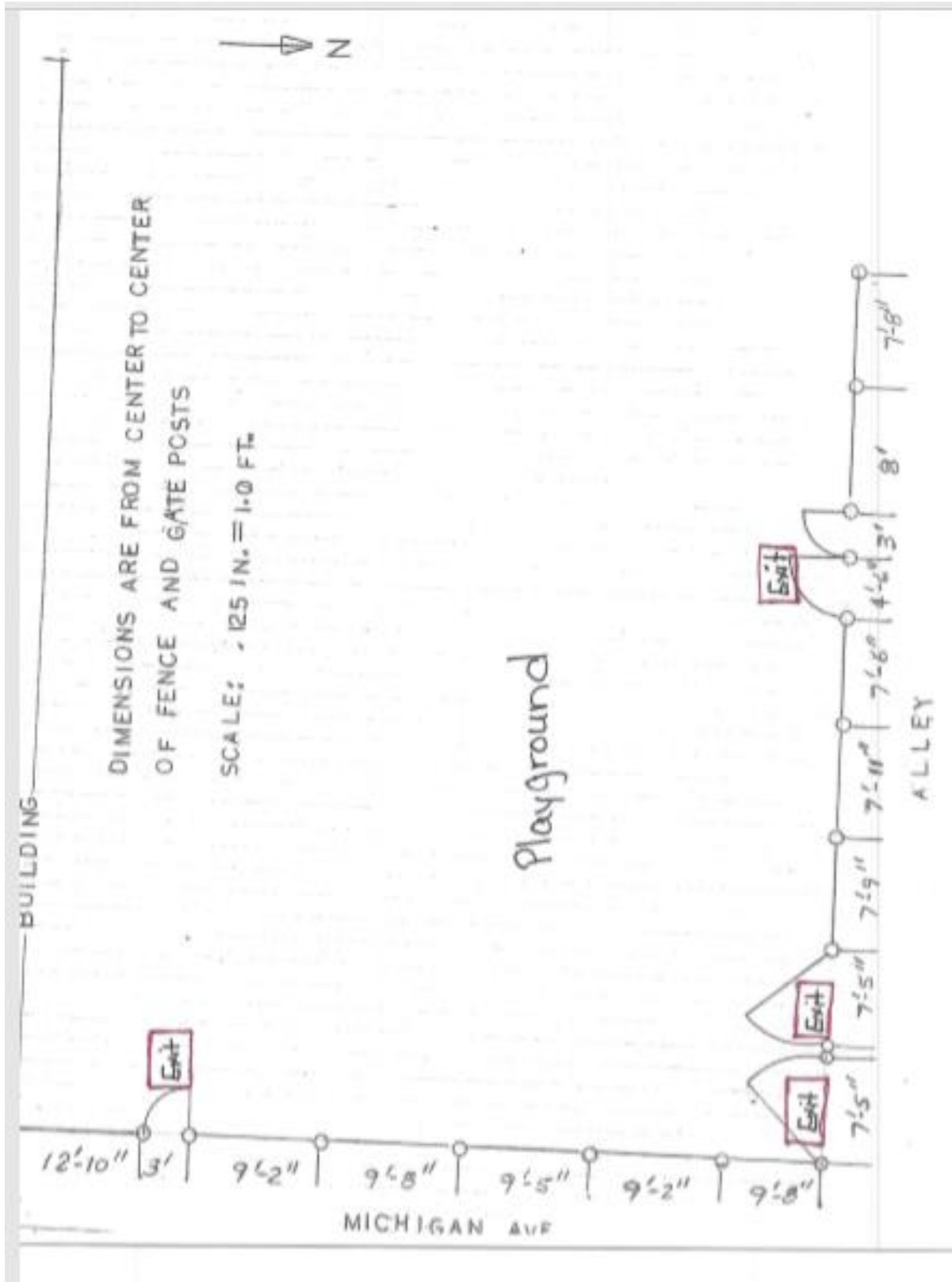
Fox 2 News (314) 213-2272

Building Owner / Melissa LLC (314) 229-5027

2nd Floor



# Diagram of Exit Routes to Safe Location Outside of Facility





## References

NCIRD. (2017, December 22). *Hand Foot Mouth Disease*. Retrieved from [www.cdc.gov](http://www.cdc.gov):  
<https://www.cdc.gov/hand-foot-mouth/about/index.html>

Rules and Regulations Missouri [www.http//health.mo.gov](http://health.mo.gov)

### Poison Control Center

1423 N Jefferson Ave, Springfield · (800) 366-8888

Missouri Child Abuse and Neglect Hotline is **800-392-3738**.

Health Department

**Location:** 1520 Market Room 4051, St. Louis, MO, 63103

**Phone:** (314) 612-5100

Little Precious Angels Childcare 2 LLC 314-296-3561

[www.littlepreciousangelschildcare2.com](http://www.littlepreciousangelschildcare2.com)