



# Restoration Temple Early Learning Center



## PRESCHOOL & CHILD CARE CENTER PARENT HANDBOOK

Come Learn and Grow with Us!

**Location:**  
1801 Kienlen Ave  
St Louis MO 63133  
Phone: (314) 925-8871  
[www.RTlearning.com](http://www.RTlearning.com)

**Owner/CFO :** Carma Henderson  
**Owner/CEO:** Jackie Henderson  
**Director:** Pastor Carma Henderson  
**Asst Director:** Rachael Askew



## **Our Mission**

*Restoration Temple Early Learning Center is committed to being a caring and nurturing place for children to Learn and Grow. We are privileged to teach the children of our Lord and Savior Jesus Christ, while introducing them to a developmental curriculum and classroom setting. We provide resources and engaging activities to help children achieve self-discovery, self-discipline, social competence, and academic readiness. We encourage each child to develop an inquisitiveness and eagerness toward learning. Our program is well rounded, providing our children with a stimulating environment.*

## **Programs**

### **Infant/toddler class (6 weeks-24 months) Coming Soon!**

Staffing ratio: 1 adult to every 4 infant/toddler

During the first three years of life, a child's brain absorbs more information from the environment than at any other point in their life. Every sight, sound, touch, taste, and smell are taken in and processed. It is an amazing, wondrous period in a tiny, complete human being's life.

Infant/Toddler environment provides a safe, calm, carefully designed setting for optimal learning that nurtures the physical and spiritual being. Sensory, cognitive, language, social, and cultural activities address the natural tendencies of the child's developmental process. Even at this early stage, a child is soon able to make choices for his own independence.

### **Preschool program (2 years old)**

Staffing ratio:1 adult to every 8 children

Our toddler curriculum has different activities that include music, exercise, painting, use of scissors, creative and dramatic play. They are also introduced to colors, numbers, shapes, and letters. These activities promote social, cognitive, physical, and emotional development.

#### *Examples:*

- Develop speech and language skills
- Repetitive play to practice recently acquired developmental skills
- Develop social and communication skills
- Self-help skills such as feeding and toilet training
- Walking and climbing
- Manipulative experiences to develop large and small muscles and perceptual coordination.
- Increase attention span through group and individual play
- We will help toilet train your toddler in a manner and time frame consistent with your child's readiness.

### **Preschool program (3 to 5 years old)**

Staffing ratio:1 adult to every 10 children

We will provide activities and materials to stimulate interest in readiness concepts, such as shapes, sizes, colors, numbers, letters, and opportunities for problem solving and language development. All activities are planned to promote cooperative play, understanding of other's

needs, positive peer relations, and the ability to handle and understand their feelings in an acceptable manner. Some will be reading before kindergarten!

### **School Age Program (5 to 12 years old)**

Children spend time with friends and enjoy activities that are relevant to school-age interests. We help children think, feel, and experience new challenges. In our programs, school-age children will develop complex coordination skills, engage with peers, and practice group study. They will begin to express their goals and wishes as they seek self-identity and explore interest and behaviors in an age-appropriate way.

With before-and after-school programs at RTELC, your child will ride a wave of success toward social, emotional, physical, and intellectual maturity.

### **Staff**

Our staff are certified and trained. Staff members are certified, coached and receive regular developmental training. We require our staff to complete a physical exam, including a TB-testing and a Hepatitis A vaccine, insuring they are on good health while caring for our children. All staff must complete 16 hours of in-service training in childcare courses every year and CPR-First Aid course. Also, all staff **must** complete a child abuse/neglect screening and a police background check. For added protection of staff and children, each classroom is equipped with recording video surveillance including 2-way voice and sound. By asking our staff to meet these requirements, we ensure your children are in safe and the best care.

### **To Enroll Your Child**

The first thing a family should do is schedule an appointment to take a tour. Your child(ren) are welcome to accompany you on the tour. We recommend visiting during classroom time, to view student engagement and interaction. During the first week, take some time to ease your child into the new school. You may call or visit during the day to check up on your child to provide comfort as your child adjusts to daily routines. Registration forms can be completed on the day you come in for your tour or taken home to complete and return to us. The registration fee per family is paid at the time of registration and every September thereafter. This non-refundable fee is to reserve your child a place in our Center at that time each year.

#### ***Forms Needed for Registration***

- Child Enrollment form filled out completely and signed
- Notice of Parental Responsibility read, signed & dated
- Physical examination (less than a year old)
- Immunization records
- Administration of Acetaminophen (Tylenol, Mortin,etc.)
- Income eligibility forms required for food program

- Enrollment Form required for food program
- Current Emergency Contact Information
- Transportation Authorization
- Financial Agreement
- Parent Handbook Agreement
- Safe Sleep (if under 1 year old)



## Tuition and Fees

**Registration:** A \$50.00 non-refundable enrollment fee, (number of children may cause increase in enrollment fee) is due with the application for enrollment.

**Security Deposit:** The security deposit, which is equal to one week of tuition, is due with the application for enrollment.

**Tuition:** Tuition is due every FRIDAY. The following Monday will be considered a grace period. Late fees will be accessed on Tuesday if tuition has not been received by close of business (6:00pm) on Monday. Even if a child is ill or absent for the week, a full week's tuition is still due unless the family is using vacation time for 1 week only every year.

**Forms of Payment:** Check or money orders only please, made out to Restoration Temple or RTOJC Early Learning with the child's name noted on the payment. ACH transfer via Brightwheel ([www.brightwheel.com](http://www.brightwheel.com)). **Cash will not be accepted as Termination of Enrollment payment.** Cashapp will be accepted as a viable form of payment. You will receive a weekly receipt upon request and a yearly tax statement.

**Late Fees:** If payment has not been received by Tuesday for the current week, a late fee of \$25.00 will be added to the tuition cost of that week. If full payment is not received for the week at all, the child will not be allowed back in the center on the following Monday unless approved by the Director. **Failure to keep your account current will result in termination of enrollment.**

**Bank Fees:** A charge of \$36.00 will be made for all checks returned or refused by the bank to our Center. Two insufficient fund checks to our Center will require future tuition payments to be made by money order or cash.

**Late Pick-Up Fees:** For children picked up after 6:00pm, a late fee of \$1 per minute, per child will be charged, until the child is picked up. Payment is due upon pickup. If payment is not received at pick up, your child will be unable to return until payment has been made. Please call us if you are running late so that we know what to expect.

Restoration Temple Early Learning Center reserves the right to revise any tuition, fees, and/or policies with written notification to the parents.

**State Aid:** Parents receiving financial assistance for dependent children must bring a State-issued certificate showing payment amount to be made by the State. Parents are responsible for paying the difference between the state funding and the total tuition charge. Parents will be charged the full tuition until such a time as the State issued certificate is made available to the Center. Adjustments to your account will be credited to your account **IF** the State makes back payments.

**Tuition Concessions:** To be a desirable employer for quality early childhood education professionals, we offer paid holidays and severe weather closures. Therefore, holiday and weather-related closures do not grant families a concession on tuition payment. The only time RTELTC will grant a concession on tuition rates is if, for any reason, construction or renovation on our building requires that we cease operations.

### Termination of Enrollment

If you wish to terminate your child's enrollment, you need to give the Center a dated, written notice one week in advance of termination.

## **Arrival/Departure Procedures**

Children must arrive by 9:30 AM unless other arrangements have been made with the Director and/or teacher. This will ensure adequate classrooms, naps, and food preparation. Please notify your child's teacher in the event of an absence. Upon arrival, a staff member will greet you and your child in a warm and friendly manner. Please sign in/out your child into the program and staff will walk your child into his/her designated area/class to be greeted by his/her teacher. Please note that we are required by the Department of health to observe children for contagious illnesses upon arrival each morning. If your child appears to be ill, please expect for your child's teacher or Provider to do a brief health check. In some cases, your child will not be accepted into our care. You are expected to notify us if your child was injured prior to arriving at the center. Restoration Temple Early Learning Center (RTELC) closes at 6:00 pm. Unless other arrangements have been made with parents, children are to be picked up at the agreed upon time. Parents should notify the staff prior to early pick up. It is best to notify the center if the parents are late. If someone other than person(s) on the "Authorized pick-up list" is to pick up your child, a written, signed note should be given to the teachers at the child's arrival. If it's an emergency, please call and talk to the Director or Assistant Director.

## **What to Wear**

Play Clothes: Children do best during the day with easy on, easy can get dirty and are washable. During the day, we paint, play, and go outside., spill things and are just busy children. An extra set of clothes is required for each child as we sometimes have accidents and need to change clothes. Children need to wear athletic shoes to prevent hurt and squished toes. As with clothes, their shoes may get dirty during play. Please make sure the clothing is weather appropriate. Send a hooded jacket/coat, hat and mittens with your child during colder months.

## **Daily Activities**

Our day will consist of one or more of the following: Language, Social/Emotional, Music & Movement, Sensory and Fine Motor Skills. Our curriculum encourages creativity and imaginary play, daily indoor and outdoor activities (pending weather), team building play, individual and group activities. This will help in learning new ideas and skills, exposure to a variety of cultures, and protect children from excess fatigue and over stimulation.

## **PROMOTION OF CHILDREN (MIGRATION)**

Children are not automatically promoted on their birthdays. The children are grouped according to age, in addition to the curriculum over the course of the year that promotes growth with the child(ren) needs. Therefore, parents should expect their child to be in an assigned room for the entire year, until the following August. Room assignments and all promotion decisions will be made by the Director in consultation with the teachers and the Waiting List Coordinator. These assignments will consider not only age, but also, developmental readiness of the child. All children placed in an Early Preschool or Pre-K room must be potty trained. If a child is held back in a 2-year-old classroom during yearly promotion due to lack of potty training, the child will be reconsidered after potty trained to move to the Early Preschool room when the next classroom opening is available. Prior to the child's first day in his/her new classroom, the teachers will work to introduce the child to his/her new teachers and environment through visits to the new room. Parents will be notified of the class and date their child will be migrated.

## **Discipline & Guidance**

We encourage self-control by setting clear, consistent limits and having realistic expectations. Children have different levels of ability to control their behavior. Therefore, brief supervised separation of each year of child's age. Praise and positive reinforcement are consistently used with all children. Recognizing that children are not emotionally mature enough to oversee themselves over long periods of time, caring teachers set limits to maintain calm, using a consistent approach to guiding children's behavior. On occasion we may find it necessary to confer with families to further resources and discuss options which will serve the child's best interest. If we feel that this environment is inappropriate for the child, other daycare arrangements may need to be made.

## **Positive Guidance Techniques**

1. Redirection: We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
2. Verbal Intervention: We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.
3. Logical Consequences: We help the child understand the logical consequence of his/her actions by removing the object or activity.
4. Take a Break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or significantly reduced. If taking a break occurs constantly or not working the child's parents will be contacted.
5. Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal abuse, withholding or forcing food, and other forms of physical punishment are PROHIBITED.

## **Habitual Behavioral Problems**

In the event your child(ren) behaves in an aggressive manner potentially resulting in harm to himself/herself or others such as biting, hitting, kicking, etc., the problem will be discussed with the parent to determine what changes can be made. For severe discipline or behavior problems, if after documentation of behavior, parental contacts, and notification of Pastor, if there is no noticeable improvement, at the Director's discretion a written notice of three (3) days suspension may be given with no reduction of fees. After three (3) days the child may be reinstated. If after five (5) days of reinstatement there is still no observable change, the child will be expelled from the Center. Every effort will be made to work with the child and parent before a final decision is made.

## **Withdrawal of Parents for Problem Behaviors**

Restoration Temple Early Learning Center places the highest priority on the health and safety of its employees, parents, children, and visitors. Consequently, acts of violence, threats, harassment, intimidation, and other disruptive behavior as defined by Restoration Temple "Workplace Violence and Threatening Behavior and Sexual Harassment Policy are prohibited

and will not be tolerated. If the parent of a child enrolled in the center exhibits any of these behaviors towards the Facility Director, a teacher, a group of teachers, other parents, any child, a member of the Board of Directors, or any member of RTELC while on facility grounds, the Facility Director can evict the parent and his/her child from the center and terminate enrollment immediately. Neither the parent in question, nor the parent's spouse, will be placed on the waiting list at any future time. Acts of violence, threatening behavior, or sexual harassment that are observed or experienced while on the premises should be reported to the Facility Director and/or Board of Directors immediately. All reports of incidents will be taken seriously and will be dealt with appropriately and confidentially.

### **Children with Special Needs**

Children with a special medical condition or developmental needs may be enrolled with the permission of the Facility Director after a screening process is completed. The screening process is performed to ensure that the special needs of the child does not compromise the effective delivery of childcare services to the other children enrolled and does not cause other members of Restoration Temple Early Learning Center to incur higher tuition due to needing to hire nurse or other medical personnel.

## PARENT CODE OF CONDUCT

Courteous and respectful behavior between all program participants is essential for Restoration Temple Early Learning Center to achieve the program's mission and to provide the highest quality childcare and educational service that promote and enhance each child's development; while assuring a safe and positive environment for children, families, and staff. Associates, consultants, parents, guardians, volunteers, participants, and anyone else involved with the program are expected to follow the Code of Conduct outlined below.

### ***Standards of Conduct:***

All associates, consultants, Parents, guardians, volunteers, and participants involved with the program will:

1. Respect and promote the unique identity of each child and family. Refrain from discriminating based on gender, race, ethnicity, culture, religion, disability, or sexual identity.
2. Follow program confidentiality policies concerning information about children, families, and other associates.
3. We shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.
4. In cases where family members are in conflict with one another, we shall work openly to sharing our observations of the child to help all parties involved, make informed decisions. We shall refrain from becoming an advocate for one party.
5. Leave no child "alone" or "unsupervised" while under their care.
6. Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic need.
7. Conduct themselves personally and professionally in a manner that reflects positively upon the program's reputation, the children, and families the program serves.
8. Maintain courteous and respectful relationships with program associates, consultants, Parents, guardians, volunteers, children, and other participants.
9. Not solicit or accept personal gratuities, favors, or anything of monetary value from contractors or potential contractors if they are involved in the award and administration of contracts or other financial awards.
10. Treating all members, guests, and fellow employees in a courteous manner Refraining from offensive or undesirable conduct or behavior

*Restoration Temple Early Learning Center* **will not** tolerate behavior by associates, parents, guardians, volunteers, other participants, or anyone else involved with the program that violates the Code of Conduct. Examples of violations include, but not limited to the following:

- Threats to children, Parents, guardians, volunteers, associates, consultants
- Physical or verbal punishment of a child
- Derogatory language or cursing
- Verbal fighting, loud shouting, and displays of anger
- Physical violence, workplace violence
- Smoking or vaping
- Bringing drugs, alcohol, or weapons to program centers or events
- Inappropriate dress (ex: a low-cut top, cuts or slits or revealing, clothes with words or pictures inappropriate for young children)
- Inappropriate displays of physical affection between adults
- Any action that disrupts the Restoration Temple Early Learning Center Program

If a parent, guardian, or volunteer violates the Code of Conduct. Restoration Temple Early Learning Center reserves the right to:

- Restrict access to other program children, classrooms and activities.
- Restrict access to property/grounds.
- Contact the Missouri Department of Social Services.
- Contact the police.
- Take civil or criminal action.

## **Procedures**

1. Any associate who witnesses a violation will speak directly regarding interaction or observations with the person in private, when permissible and under safe conditions.
2. When the safety of children or staff is threatened, an associate will call the police.
3. Associates will report violations to the Center Manager/Supervisor immediately. In the absence of the Center Manager, the Senior Education Operations Administrator at Central Office will be contacted. In the absence of the Senior Education Operations Administrator, Restoration Temple Early Learning Center Director will be notified.
4. Program responses to the violation will be made by the Sr. Education Operations Administrator or Restoration Temple Early Learning Center Director.
5. The Director will govern employee violations of the policy.
6. The Standards of Conduct policy for associates is outlined in the Restoration Temple Early Learning Center employee Handbook.

## **Hours of Operation**

Restoration Temple Early Learning is open Monday through Friday from 6:00 am to 6:00 pm. Each child is only allowed to be at the daycare center for up to 10 (ten) hours each day.

## **Holidays Closed & Professional Development days**

New Year's Eve  
New Year's Day  
Dr. Martin Luther King Day  
Jan. Professional Development Day (2)  
Good Friday  
Memorial Day  
Juneteenth (June 19<sup>th</sup>)  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day and the Friday after  
Christmas Eve  
Christmas Day

If any holidays fall on a Saturday, the Center will be closed on the Friday before. If any holidays fall on a Sunday, the Center will be closed on the Monday after. If one of these holidays falls on a working weekday, tuition is still paid as if the Center was open, and your child was attending. This is how we pay our staff for their dedication to the children. If your child will be out of town during the holidays, please inform us, so we can staff accordingly.

## **Holiday, Absences, and Illness**

**Scheduled Holidays:** We will be closed on the following days: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, Day after Christmas, New Year's Day, Good Friday, Memorial Day, and Independence Day. The normal weekly tuition will be charged during weeks that include these holidays.

**Snow Days:** When the Center is closed for snow days or emergencies, announcement for such days will be KMOV Television Channel 4 as "**Restoration Temple Early Learning Center**" as well as notification on **Brightwheel**.

**Sick Days:** Credit will only be given for absence due to illnesses which last three (3) consecutive school days or longer, with a doctor's note. The consecutive days will be counted from the time the Center is notified of the illness until the child's return. Failure to notify the Center of illness forfeits tuition credit. To be sure you will receive appropriate tuition credit, please speak with the Director or Assistant Director when phoning in.

**Absences:** If your child will not be attending for the day, due to illness or any other reason, we must be notified. Please speak with the Director or Assistant Director when phoning in.

## **Health**

We require a current copy of your child's immunization records before the first day of attendance. Upon enrollment, you will be given a health assessment form. This form must be completed and signed by a Physician or you can have the doctor to use his on form. Each child will be observed for any signs of illness each morning upon arrival. If there is an indication of fever or other signs of illness, the child must be removed from the Center until all

signs of illness are gone for a period of twenty-four (24) hours. If a child becomes ill during the day, the parent will be notified, and the child must be picked up. The child cannot return to the Center until all symptoms have disappeared for twenty-four (24) hours. If your child has a contagious disease such as Chicken pox, Impetigo, Hepatitis, Head lice, Pinworms, Ringworm or Scabies, your doctor must sign a statement giving his approval that the child is no longer contagious and can return to our Center. You may also request notice at enrollment or anytime there after whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

### **Illness**

Children who are ill must NOT be brought to the Center. Since we have no facilities to care for these children, any child who becomes ill, will be isolated in the Director's office, or off to the side in the classroom. The parent or guardian will be notified to come and take the child home. Illness constitutes as: contagious skin or eye infections. If your child is sent home due to illness, he/she must be free of all the above for at least 24 hours child is no longer contagious to return.

**Illness Guidelines:** Restoration Temple Early Learning Center is a "Well Childcare Facility". This means if your child is not feeling well, you must make other arrangements until they're feeling better or return with a physical statement. If a child is sent home with symptoms, he or she may not return until they are symptom free and have not required fever/pain medication for a minimum of 24hrs. If a child is diagnosed with a contagious disease, please notify the director. All parents will be notified when there has been a contagious disease diagnosed onsite. Please note the parent/ guardian will pick up child within one hour of being notified. Promoting good health and safety is a goal at the center. To prevent the spread of childhood diseases and illness, please DO NOT bring your child that is ill to the daycare.

Children with a contagious illness will not be allowed in the daycare until they are properly medicated. A child must be on antibiotics 24hrs before returning to the daycare.

Restoration Temple Early Learning will exclude any child who exhibits any of the following:

- Fever of 100 degrees or higher. (Need to be fever free for 24hrs)
- WITHOUT THE USE OF A FEVER REDUCING MEDICINE
- Diarrhea (2 or more stools while here that differ from normal bm)
- Vomiting (2 or more times during the day)
- Draining rash anywhere on the body- must be gone before returning
- Eye discharge – Pink eye or from a cold- must be gone before returning
- Lice or nits- must be free of them 24hrs before returning
- Communicable disease: chicken pox, measles, etc. 24hrs before returning
- Consistent complaints of ear, stomach or headaches, or other pain
- Any color of nasal discharge, it must be clear to return
- Severe coughing- congested with phlegm, gets red face, gags, throws up, or high-pitched whooping or croup sound- must be mild before returning

## **Medication**

Administration of Medication: Medication will ONLY be administered as prescribed. All medication must be in the original container, with instructions for administering. Including times and amounts of dosage. There must be a completed medication authorization form in the child's file to receive any medication at the facility. **NO MEDICATION WILL BE ADMINISTERED WITHOUT A COMPLETED MEDICATION AUTHORIZATION.** Restoration Temple Early Learning Center reserves the right to reject the request to administer medication.

## **Immunizations: According to current Missouri Child Care and Preschool**

*Immunization Requirements:*

- All Children must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending childcare/preschool.
- Parental /Guardian and Medical exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from childcare/preschool when outbreaks of vaccine-preventable disease occur.
- Parents may inquire if the facility has any children who are unimmunized due to parent or medical exemptions.

## **Health & Hygiene**

We promote good health and hygiene practices through brushing teeth and washing hands. Restoration Temple Early Learning Center uses the 1,2,3 Step Cleaning method to clean, disinfect and sanitize the center and its entirety.

## **Food & Birthdays**

A weekly menu will be posted on the parent bulletin board. Our Center is designed to assure that healthy and nutritious meals are served to those in our Center. Our center participates in the Missouri Child Care and Food Program. This program monitors our meals and reimburses us for the cost of our meals. We provide breakfast, lunch, and an afternoon snack. A grace will be said before all meals. We provide 1% milk for all children for every meal. Water is offered throughout the day. If your child has an allergy or special dietary need, we must have a doctor's statement to document the problem and to name a food substitute to be served. If you would like to bring in a treat for your child's birthday, we ask that you please purchase any edible items from a bakery or grocery store. Home baked items are not allowed. This is to ensure safety to our children. Birthday treats are optional. If you plan to bring in a treat, please notify us ahead of time so we can plan snack around it. Snack time is normally at 2:30 every day. We will also inform you as to how many children to plan for. Parents are always welcome at their child's birthday celebration. \*\*Please do not bring food or drinks into the center, we provide breakfast, lunch and snack. \* We follow Missouri Eat Smart Child Care Guideline.

## **Clothing**

Children are to be dressed for the season comfortably and for play. They are to wear rubber soled shoes (avoid hard/slippy soles, open toe sandals and thongs) shoes should be easy to slip on and off as necessary and allow the child to run freely. Washable clothes are preferred because clothes may become soiled during activities. Clothes should be safe and appropriate for a child's setting. A paint smock/apron or shirt for art activities will be provided.

***Please remember to:***

1. Keep a supply of pull ups and wipes for your child
2. Label all your children's belongings with their full name using a permanent marker.
3. Call if your child will be absent or late
4. Notify the director of any changes affecting the child (ex. Address, phone numbers, employment, etc.)
5. Sign your child (ren) in and out daily, and ensure they are under proper supervision before leaving the center
6. Sign the bottom of Attendance Sheet at the beginning of each month.
7. Notify director when someone else is picking up your child
8. Read monthly calendar/ check bulletin board daily

***Please Do Not:***

1. Bring toys to the facility except during show and tell time
2. Forget to check cubbies, book bags every day for soiled clothing or information
3. Put food in cubbies/bags
4. Bring snacks unless they are for the entire class
5. Forget to notify the director if you will be late or absent

**Rest Time**

After lunch is rest time for the children in our Center. Each child will be given its own cot to nap on. No child will be denied rest time if they are tired. We supply cot sheets and blankets. Small pillows are optional. If your child sleeps with a special blanket or stuffed animal, you may send this item with your child. These items will only be used at nap time and not allowed to be carried around throughout the day. We wash sheets and blankets every week. Children who cannot go to sleep but have shown us that can rest quietly for ten to fifteen minutes are given a small bag of "nap toys" to play by themselves while others are sleeping.

**Safe Sleep**

If your child is less than (1) year of age, please carefully read our safe sleep policy upon enrollment. ABC's. Always on Back alone in Crib.

***Signs of illness include***

- Temperature of 99.0 or more degrees F. Axially (under the arm) for children 3 months or older, or 100.0 F. by mouth.
- Diarrhea or no more than 3 watery stools during the day
- Vomiting
- Upper Respiratory infection
- Rash or other symptoms of a communicable disease
- Persistent cough (coughing more than once every 2 minutes on a continual basis)
- Inflammation of the eyes

If your child is exposed to a contagious disease while in our Center, you will be notified. We ask that you please let us know if your child (ren) has been exposed to a contagious disease while not in our Center. It is imperative that you have a backup caregiver the days your child is ill and cannot attend.

## **Child Release**

Every child must be signed in each morning and signed out each evening. This is extremely important for attendance and to account for all the children in case of a fire or other emergency situations. No child will be released to anyone other than a parent or person whose name is on file for "child release designee." If a situation occurs where you need someone else other than the person on your form to pick up your child, you must notify the Center Director and sign a release form to give permission that this person can pick up your child. If it is an emergency and you need someone to pick up without following the above steps, you must talk to the Director for approval and the person must pick up with a valid ID. We cannot deny release of a child to a natural parent unless legal custody documents prohibiting such release is on file in the director's office.

## **Security Camera's & Photography**

We do have cameras in all facilities to monitor the classrooms for safety and training. All classrooms, playgrounds, and common areas are equipped with video cameras that record activities occurring at the centers. Video recordings will be used solely by the facility Head Staff and subcontracted employees. Video records may not be shared with any other individual or agency, except when they are specifically subpoenaed by a court of law or when the release is required by other relevant laws or regulations.

## **Emergency Procedures/ Lockdown**

We have regular fire and disaster drills. We urge each family to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. You will find helpful disaster planning information in your phone book. In some rare occasions, some situations will require "Full Center Lockdown". This involves heightened security, no one (including Parents/Guardians) will be allowed access IN or Out of the facilities until the situation is under control by local authorities. This will help to ensure the safety of all the children and staff current on-site. The children are taught to listen to the teachers' directions. We will assemble and count everyone and give aid and comfort as needed. We will still stay with your children until you or someone of your choice can get here. We have stored flashlights, radio, first-aid supplies, blankets, food, and water. Our teachers have first aid training and CPR. Also, our building meets earthquake codes. In the event we must evacuate/relocate we will go directly to outer left of parking lot. In the event an emergency is widespread we will transport to Wellston Community Center located 1414 Evergreen St Louis MO 63133. In case of severe weather please watch the local stations, 2, 4, 5 or 30, listen to center voicemail or center's Facebook page. If the Center is closed and tuition for that week has been paid, then the unused paid days cannot be transferred to another week.

## **Child/Abuse Neglect**

The staff is required to report to the Local Division of Family Services, as required by laws, any suspicions of child Abuse, sexual or otherwise neglect or endangerment of which they may become aware.

## **Grievance Procedures**

Restoration Temple Early Learning Center has an "Open Door Policy" that gives the parents access to the Facility Director at any time for grievances or concerns. Though parents are

generally encouraged to discuss a concern first with their child's teacher, they are welcome to contact the Facility Director to discuss any issue of concern.

### **Parent/Center Communication**

Our teachers are available at any time during Center hours to set up conferences to discuss any questions you may have concerning your child. Your child's teacher will observe and assess their level of development prior to this conference. Conferences are your opportunity to sit down with your child's teacher and to discuss your child in depth. Please feel free to drop a note at the office requesting a call back or a note of response for your child's teacher any time.

Conferences are normally in Fall and Spring but can be requested at any time. A bulletin board is available with announcements for you to read. Please take the time to scan the Parent board regularly to keep informed of the center happenings and/or announcements. Weekly lessons plan and monthly newsletter will be posted for viewing and in your child's Friday folder.

### **Brightwheel**



Brightwheel has features to give you a real-time feed of school activities. Photos can be delivered straight to your mobile phone. Provide us with your email address and sign up. Brightwheel, is a free and easy to use mobile app that helps schools and teachers stay better connected with families. Teachers use Brightwheel for recording and tracking daily events and activities in the classroom and managing administrative tasks.

As a parent, you'll get private, real-time updates on your child delivered to your mobile device throughout the day.

- Daily updates-Real time feed of your child throughout the day.
- Photos-Watch your child's day unfold with snapshots delivered right to your mobile device.
- Stay connected-Stay in touch with your teacher and strengthen school learning with activities at home. Notifications coming soon!
- Messaging-Leave notes for your teacher when your child is sick or running late.
- Calendar-Quickly view upcoming events and important dates at your child's school.
- Documented incidents, accidents, previous injury report and medication when given.

### ***Why use Brightwheel?***

We know it's tough being away from your little one all day. With Brightwheel you'll feel connected and engaged with your child's development with a peace of mind.

### ***Ways you can get Involved***

Parents are encouraged to be involved in the program in a variety of ways. Here are some examples of parent involvement:

- Parent surveys
- Volunteer in the classroom
- Assist on fieldtrips
- Send treats to parties
- Volunteer your talent or work experience
- Help with fundraisers
- Help organize events
- Parent Advisory Board
- Parent/Grandparent appreciation days

If you would like to help us in other ways, please let us know!