



— NANNY'S —  
**Early Learning Center**  
— *Inspiring Kids Since 2004* —

# PARENT HANDBOOK



## **Philosophy**

The philosophy of Nanny's Early Learning Center is based on using "Developmentally Appropriate Practice" to structure our educational curriculum.

Our belief is that children learn best in a safe, clean environment, furnished with quality equipment that is appropriate for the child's age and developmental level. Equally important is the connection between the child, the parents, the childcare facility and staff. We believe that offering children a structured environment, that is kid friendly, appealing to the child's eye, yet allows the child to learn while playing, is the optimal childcare setting.

## **Mission Statement**

We become the "Village" of support for our students and their families.

## **Goals & Objectives**

1. To provide your child with a safe, clean, healthy, and happy environment.
  - We follow all safety guidelines per licensing, sanitize daily and provide nutritious meals.
2. To allow your child to freely express his/her own thoughts and interests, while learning on a continual basis.
  - Children express themselves through artwork and decision making.
3. To provide clear and concise documentation on the individual growth and development of each child enrolled at Nanny's Early Learning Center. To prepare each child for social, emotional and academic success in Kindergarten.
  - This is demonstrated through our ASQ assessments and lesson plans.
4. To provide the parents of Nanny's Early Learning Center with positive Community resources and referrals.
  - This can be found on our parent board and in our resource cabinet.
5. To provide the optimal childcare setting for the children, the parents and the community of Nanny's Early Learning Center.
  - All classrooms are arranged according to license guidelines. There are various learning centers within the classrooms.

## **Discrimination ACT**

Nanny's Early Learning Center does not discriminate against any race, religion, sex, physical impairment, origin, or for any other reason.

Nanny's Early Learning Center is open to everyone, regardless of level of income. Families receiving state funding for tuition assistance will be given special priority to available openings.

## **Organizational Chart**

Director / Diane Patrick, R.N.

Assistant Directors / Shae Brown and Jalisa Coleman

Administration will be available 7:30am – 5:30pm

The above list represents the Administrative Staff who shall be in charge at Nanny's Early Learning Center. If any of the above listed individuals are not readily available, a specific staff member shall be appointed in their absence.

## **Staff members at Nanny's Early Learning Center**

- \*Director
- \*Assistant Director
- \*Cook / Supply Manager
- \*Lead Teacher
- \*Assistant Teacher
- \*Teacher Aide

*In addition, the following staff may be on hand:*

- \*Grandparent(s) from the Foster Grandparent Program
- \*Volunteer(s) from the local schools, career centers, colleges, and/or University
- \*Participants of the Youth C.A.R.E. Program
- \*Participants of the Back-to-Work Program
- \*Other organizations, students, or individual volunteers
- \*Jumpstart Program staff



## **Family Care Safety Registry (FCSR)**

All staff members and volunteers at NNCC have successfully passed the background screening by the “*Family Care Safety Registry*”. Documentation is on file for every employee at Nanny’s Early Learning Center.

## **State Licensing**

The Missouri licensing regulations handbook is available for viewing upon request, or you may go to: <http://health.mo.gov/safety/childcare/lawsregs.php>. A copy is also placed in the Parent Resource Cabinet.

Our center specific compliance/inspection report is also available upon request or you may go to: <https://webapp01.dhss.mo.gov/childcaresearch/SearchEngine.aspx>

## **General Description**

Nanny’s Early Learning Center opened on November 1, 2004. Our original name was Nanny’s Neighborhood Childcare Center. Our name was changed to reflect our philosophy, mission and goals. Nanny’s Early Learning Center is owned by Patrick Enterprises, LLC. I, Diane Patrick, am the owner and Director. I have 16 years of experience as a nurse, and I previously managed my own family childcare center for 12 years. I have an Associate Degree in Early Childhood Education; an Associate Degree in Nursing; and a Bachelor’s Degree in Business Administration.

NELC is licensed for 64 children, by the state of Missouri.

NELC accepts children between the ages of birth through 12 years of age.

There is a total of 8 classrooms during the day and an evening program. The child/staff ratio is in compliance with state licensing regulations, and is as follows:

- ***Forest Green Classroom:*** 16 children (0 – 12 months) – 4 Teachers
- ***Lime Green Classroom:*** 8 children (12 – 18 months) – 2 teachers
- ***Yellow Classroom:*** 8 children (18 months – 24 months) – 2 teachers
- ***Red Classroom:*** 16 children (2 year olds) – 2 teachers
- ***Orange Classroom:*** 8 children (2 & 3 year olds) – 1 teacher
- ***Sky Blue Classroom:*** 20 children (3 & 4 year olds) – 2 teachers



- ***Deep Sea Blue Classroom:*** 20 children (4 & 5 year olds) – 2 teachers
- ***Lilas Classroom:*** 16 children (K – 6<sup>th</sup> grade) – 1 teacher
- ***Evening Program:*** varies / classrooms set up to accommodate enrolled students at that time

## **Classroom Arrangements**

The requirement for student/teacher ratio has been met, according to licensing regulations. Throughout the day, there will be teacher aides and/or volunteers, in the classrooms, to assist the teachers.

The classrooms are set up to accommodate the physical, social, emotional, and developmental level of the children. Your child may be moved to another room if it is determined, by both staff and parent that the child will benefit from the move. Parents of the child being moved will always be notified, prior to any move.

## **Curriculum**

Nanny's Early Learning Center has chosen to use the "High Scope Curriculum" for its basis of teaching in all of the classrooms. Our teachers attend a training course and/or read current literature pertaining to the High Scope Curriculum.

\*Student Portfolios & ASQ's: A Portfolio is provided for every student enrolled at Nanny's Early Learning Center. Inside the Portfolio is anecdotal notes on the student's daily activities and completed ASQ's. The ASQ is a written screening tool that is completed on every student at different ages. This tool is used to follow the student's developmental progress throughout his enrollment at Nanny's. If at any time we observe a student to not be performing at the Developmentally Appropriate level for his/her age, we will refer the family for outside screening by a professional.

\*Parents can review their child's Portfolio and enrollment folder at any time. A request should be made to Administration, and they will assist the parent.

## **Enrollment Procedure**

Parents interested in enrolling their child(ren) at Nanny's Early Learning Center will need to complete the following steps:

- Schedule appointment time with Administration, for parent and child to tour facility, and ask questions
- Schedule a time to allow parent and child to visit with teacher and classroom they will be enrolled in.
- Schedule a time to meet with Director to fill out required forms in the Admission Packet.
- Once all forms in the admission packet are completed and returned to Administration, your child will be enrolled into our program.

## **Immunizations**

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Nanny's Early Learning Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Diane Patrick and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

Currently, Nanny's Early Learning Center requires that every child enrolled at our center, be current with all immunizations. Parents or guardian are responsible for following up with the child's physician and getting future immunizations done in a timely manner. Failure to keep your child in compliance with the immunization guidelines, will subject them from attending our center, until their immunizations are current.

The above is in accordance with the state requirement listed above. If you have any questions about this requirement, please speak to Diane Patrick.

## Nanny's Early Learning Center - Safe Sleep Policy

- In accordance with Section 210.223.6, RsMo, Nanny's Early Learning Center has implemented a Safe Sleep protocol for all infants under the age of one (1) year. This protocol is in accordance with the Academy of Pediatrics (AAP) recommendations.
- Every teacher and/or volunteer will complete the Infant Safe Sleep training on their first day of employment, via the online class provided by the state of Missouri. This training shall be taken every three (3) years.
- Parents enrolling an infant under the age of one (1), will receive documentation explaining this in detail, and will need to sign a form stating that they have received the printed policy.

## Admission Packet

The following items will be included in your admission packet. All forms will need to be completed, prior to your child being accepted at Nanny's Early Learning Center.

- Nanny's Early Learning Center Parent Handbook
- Child Enrollment Form
- Permission Form
- Medical Exam Report (to be completed and signed by your physician within 30 days)
- A current list of child's immunizations
- Parent's specialized instructions for Infants/Toddlers
- Infant's feeding preference form
- Food program enrollment form
- Emergency contact form
- Individualized Plan for Specialized Care (if applicable)
- A signed copy of **Parent Contract** (to be signed by parent and director at the time of interview).
- Current year's Holiday Closing list for Nanny's Early Learning Center
- Written Disaster Plan for Nanny's Early Learning Center

All admission paperwork is kept in the administration area. Parents may have access to their child's file upon request.

## Orientation Process

### *On or before the first day of enrollment:*

- Allow time to visit with your child's teacher.
- Confirm telephone contact information for parent or guardian is correct.
- Allow time to revisit with Administration to complete any final forms, make tuition payment, etc.

### *After enrollment:*

- Once enrolled, a weekly progress report will be sent home for the first four weeks of enrollment
- After the first 4 weeks of enrollment, the director will revisit with the parents for feedback on child's transition to our facility. At that time, both parties can decide on child status for remaining at Nanny's Early Learning Center or not.

## Hours of Operation

### Monday – Friday

Day Program: 6:30am – 5:30pm (must arrive by 9:00am)  
Evening Program: 4:00pm – 11:45pm

Children are allowed to attend Nanny's Early Learning Center for **either** the day program or the evening program; unless the parent has made special arrangements with the director. Staffing is based on the number of children in each classroom at certain times, in order to meet state licensing requirements. Having too many children would put us in noncompliance. This means that your child must be picked up on time.

If your arrival and departure time needs to change after your child has been enrolled at Nanny's Early Learning Center, you must receive approval from the Director, prior to the time switch becoming official. Changes will be honored, as long as our child/staff ratios are in compliance with state licensing regulations.

If a child is picked up past his/her departure time, the parent(s) will be charged ***\$1.00 per minute, per child, no exceptions.*** The late fee must be paid in full when the child is picked up, or the child cannot return to Nanny's Early Learning Center until the late fee is paid. If you are having someone other than you pick up your child, please be sure to stress this with them, because if they are late, you will still be charged the late fee.





## **Holiday Coverage**

Nanny's Early Learning Center will close for thirteen (13) – fifteen (15) holidays per year. The holiday closings will be determined by December for the upcoming year. The days may change slightly, depending on which week day the Holiday actually falls on.

DFS subsidy allows for us to charge tuition for eleven (11) days each year. All days past the eleventh day, will be without a fee charged to parents. It will be determined which Holidays are without pay, when you get the printed Holiday schedule.

## **Tuition Rates – Day Program**

0 – 24 months:	\$200.00/week
2 – 3years:	\$150.00/week
3 years – 5 years:	\$140.00/week

## **Tuition Rates – Evening Program**

Birth – 24 months:	\$200.00/week
2 – 12 years:	\$120.00/week

Family discount of \$10.00 per week off total bill for two or more children enrolled.

## **Tuition Rates – Drop in care**

Under 2 years:	\$50.00
2 years – 3 years	\$40.00
3 years – 12 years	\$35.00



## **Tuition Payment**

All tuition is due on Monday for the current week. Tuition not paid by 5:30pm on the date due, will be charged a late fee of \$20.00, beginning the next day.

**NO EXCEPTIONS!** All payments must be made current by the end of each week, late fees included or your child cannot return until you have satisfied your outstanding bill with the Director. Continuous late payments will result in NELC requesting advance payments from the individual family or termination of your child from our program.

## **DFS Subsidy Payment:**

DFS assistance is prorated to cover approximately 75% of the total tuition. Parents are responsible for the other 25%. Depending on your income level, you may have an additional sliding fee, which will increase the amount you are directly responsible for.

DFS will not pay for days missed over five per month. You will be expected to pay the remaining balance if your child misses more than five days a month. DFS payments are based on individual family income. Therefore, you may or may not be subjected to a Co-pay by DFS. At the time of enrollment, we will calculate the total payment from DFS, subtract this from the total charge, and the parent is responsible for the difference.

## **Transition Period**

Children enter Nanny's Early Learning Center on a 30 day transition period. This time is to give the parent(s) and Nanny's Early Learning Center a chance to decide if Nanny's Early Learning Center is a good fit for the child. Either party can terminate the agreement during the 30 day transition period. Parents will be responsible for charges accrued for the time their child was in attendance at Nanny's Early Learning Center. After the 30 day transition period, parents must give a 2 week written notice prior to their child leaving Nanny's Early Learning Center.



## **Discharge/Termination Agreement**

Nanny's Early Learning Center reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payments of fees
- not observing the rules of Nanny's Early Learning Center as outlined in the enrollment agreement
- child has special needs which we cannot adequately meet with our current staffing patterns
- physical and/or verbal abuse of staff or children by parent or child

Nanny's Early Learning Center reserves the right to immediate termination.

## **Family Vacation**

After being enrolled at Nanny's Early Learning Center for 1 full calendar year, families may take 2 weeks per year, for vacation time, without having to pay tuition. Families are asked to give a 2 week written notice to the Director prior to their vacation time, so that we can plan the classroom arrangements accordingly. The vacation time can be divided into 2 separate weeks, or taken as 2 weeks together Nanny's Early Learning Center cannot accommodate separating the vacation time by selected days. This means that your child will not attend during the vacation weeks.

## **Discipline Methods**

Children at our center will never receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers and concerns. Even infants without verbal skills will hear their caregivers describing problems, solutions and logical consequences. The role of the adult at Nanny's Early Learning Center is to be a helper to positive problem solving. Our staff members guide rather than punish.

Children whose behavior endangers others will be supervised away from other children. The child then will process the problem with a staff member and any other concerned parties. Staff uses a "safe spot" instead of "time out" when a child needs a private time to regain composure. Verbal processing is our preferred technique.

Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse **by staff or by parents** on the premises or during field trips.

**Behavior Contract:** Children who have repeated episodes of misconduct in the classroom will be given a written behavioral contract. This contract will be between the child, his parent, the teacher(s) and Administration.

### **What to bring from home**

- change of clothing, labeled with the child's name
- photo of family
- security items (blanket, teddy, favorite doll)
- sweater or jacket
- pillow
- disposable diapers

### **What not to bring from home**

- toys of any kind
- candy/gum
- jelly shoes
- sandals
- flip flops
- anything unlabeled

### **Clothing**

Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Snow pants and boots are needed for snowy days. Light sweaters or jackets should be made available, as well.

All children should have a complete change of clothing in their cubby. Infants and/or toddlers please refer to guidelines for your specific age group.

“Jellies”, “flip-flops” and sandals are not acceptable foot wear at Nanny’s Early Learning Center. These forms of shoes are prone to injured toes, feet, and ankles. Tennis shoes or another type of enclosed shoe is acceptable.

Our focus at Nanny’s Early Learning Center is to make learning fun, therefore we tend to get a little messy most days. Please take this into consideration when you dress your child in expensive clothing and/or shoes. Nanny’s Early Learning Center will not be responsible for any damaged clothing due to normal craft and activity materials.

Children should be dressed in clothing that they can manage themselves, with minimal assistance. Belts, buttons, snaps, over-the-shoulder bibs, etc. are hard for young children to manage. When children are rushing to the bathroom, attempting to get their clothing down is hindered by these types of clothing. Remember this when you dress your child for Nanny’s Early Learning Center.

While we appreciate your need to dress your child nicely, please do not send your child in expensive clothing. Nanny’s Early Learning Center will not be responsible for any items damaged due to an accident at the Center. Inexpensive play clothing is the ideal choice.

## **Health**

\*Our center operates for healthy children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the center, providing that they are able to participate in their normal capacity. If a child is “too ill” to participate in the normal classroom routines, he is also “too ill” to be at Nanny’s Early Learning Center. Children should be able to fully participate in all activities, including outdoor play.

\*Children with symptoms of a communicable disease will be removed from the daycare population, and placed in a secluded area, under observation of a staff member, until the parent or designated representative arrives for the child. **Once Nanny’s Early Learning Center notifies the parent that their child is ill, parents are responsible for making arrangements to have their child picked up from Nanny’s Early Learning Center with in 1 hour.**

\*If a child exhibits any of the following symptoms, they must be sent home:

1. Diarrhea—more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms;
2. Severe coughing—if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;

3. Difficult or rapid breathing (especially important in infants under six (6) months);
4. Yellowish skin or eyes;
5. Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
6. Unusual spots or rashes;
7. Sore throat or trouble swallowing;
8. An infected skin patch(es)—crusty, bright yellow, dry or gummy areas of the skin;
9. Fever over one hundred degrees Fahrenheit (100 F) by mouth or ninety-nine degrees Fahrenheit (99 F) under the arm;
10. Headache and stiff neck;
11. Vomiting more than once; and
12. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

**Children may be readmitted:**

When they are visibly free from communicable disease; fever free without benefit of fever reducing medications for 24 hours and free of vomiting /diarrhea for 24 hours while on a normal diet.

**Injury/Accident Guidelines:**

In the event of an injury/accident, we will

- provide first aid and comfort for the child as required
- record details of the injury or accident in the record book
- notify the parents/guardian either immediately after the accident, or when they pick up their child from the center
- call 911 for assistance if warranted

## **Medication:**

- All medication shall be given to a child only with the dated, written permission of the parent(s) stating the length of time medication may be given.
- Prescription medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by a physician.
- All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages.
- All medication for each child will be placed in an individual zip lock baggy and labeled with the child's name and placed in a secure cabinet in the child's classroom.
- **Medicine from home shall never be left in the child's diaper bag or backpack.**

## **Nutrition and Food Service**

Nanny's Early Learning Center will serve breakfast, lunch and an afternoon snack for the day shift children.

Nanny's Early Learning Center will serve an afternoon snack, dinner and an evening snack for the evening shift children.

Nanny's Early Learning Center is a participant of the *Child and Adult Care Food Program*. Per their requirements, our menus will include, but is not limited to:

Breakfast:

Fluid Milk  
Juice, Fruit, or Vegetable  
Grains/Bread Component

Lunch and/or Dinner

Fluid Milk  
2 servings of Fruit and/or Vegetables  
Grains/Bread Component  
Meat or Meat Alternate



Snack

(2 of 4 choices)

Fluid Milk

Juice, Fruit, or Vegetable

Grains/Bread Component

Meat or Meat Alternate

\*Meal times will vary per classroom. The menu and the meal times will be posted on the parent board in each classroom.

\*All food items will be supplied by Nanny's Early Learning Center.

### **Parent Education, Involvement and Communication Plan**

Parents will receive information from Nanny's Early Learning Center concerning their child and the Center in several different forms, including: A daily display board for each classroom; a weekly classroom schedule; a weekly menu for the entire center; and a quarterly newsletter will go out with happenings and updates about the center. We will have a suggestion/question box located in the Parent Resource Cabinet for anonymous questions/concerns/ideas from our parents. Each month we will select one or more of these questions to be printed in the quarterly newsletter, hoping to share the concerns of one parent with the whole group. Lead Teachers will meet with the parents for parent/teacher conferences, once a year to discuss their child's growth.

\*Potential Developmental Delay: If a student is observed to have a potential Developmental Delays, Nanny's will refer the family to either "First Steps for Children" or the "Columbia Public School System". This is done with a signed consent form from the parent. Once the evaluation is done, we will work with either party to help the student reach his/her full potential.

### **Parent Resource Cabinet**

There is a Parent Resource Cabinet located in the hallway. It contains various brochures and books that may be helpful to both parent and child. A copy of the "Parent Handbook" will be in the cabinet, along with a copy of the State of Missouri Daycare Rules & Regulations. Our **Emergency Disaster Plan** is also located in this cabinet (additional copies can be found in all classrooms as well).





## **Typical Daily Schedule for Toddler/Preschooler**

6:30a – 8:45a	Arrival/Free Play/Play is Learning
8:45a – 9:00a	Cleanup Time/Bathroom
9:00a – 9:30a	Breakfast
9:30a – 9:45a	Cleanup Time/Bathroom
9:45a – 10:15a	Large-Group Time
10:15a – 10:45a	Free Play/Play is Learning
10:45a – 11:00a	Bathroom/Wash Hands
11:00a – 11:30a	Outdoor Play
11:30a – 12:30p	Lunch
12:30p – 12:45p	Bathroom/Wash Hands
12:45p – 1:00p	Prepare for Nap/Story Time
1:00p – 3:00p	Nap Time and Team Planning
3:00p – 3:30p	Wake Up/Bathroom
3:30p – 3:45p	Snack
3:45p – 4:15p	Plan-Do-Review Time
4:15p – 4:30p	Bathroom
4:30p – 5:00p	Outdoor Play
5:00p – 5:30p	Indoor Work Time/Free Play/Play as Learning/Departure

## **Individual Classroom Procedures**

Individual classroom information will be given to each parent, by the teacher for your child's classroom, at the time of enrollment to Nanny's Early Learning Center. Our goal is to serve you and your child, and making his/her experience at Nanny's Early Learning Center a successful time. Please feel free to share any questions and/or concerns with your child's teacher or the Director of Nanny's Early Learning Center.

## **Child Abuse & Neglect**

As per licensing guidelines, all staff members are mandated reporters. Teachers are responsible for knowing the child abuse and neglect law and can make a report of any suspected child abuse or neglect to the Division of Family Services at the toll free number, 1-800-392-3738.

A written child abuse & neglect policy is followed for any suspected case of abuse and/or neglect.

## **Safety**

\*Keeping the children safe at Nanny's Early Learning Center is our top priority. Please be sure to list the individuals who are allowed to pick up your child from Nanny's Early Learning Center. If the person is unknown to the Teacher or Director, the individual will be asked to show a picture I.D.

\*Parents must sign their child in and out each day. This is a requirement at Nanny's Early Learning Center.

\* Nanny's Early Learning Center practices a monthly emergency drill. Once a month we will practice a fire drill, and we will practice a weather drill every other month. Nanny's Early Learning Center's evacuation plan is posted in each classroom.

\* Nanny's Early Learning Center has a complete Fire Alarm System. The alarm system is connected directly to the local Fire Department. A pull alarm station is located in each classroom. The exit doors are clearly marked, and there is an exit door in every classroom. Nanny's Early Learning Center has evacuation baby beds, to assist in transporting the infants outdoors, if the need should arise. There is also an audible alarm located in the building, along with the required strobe light system.

\*Parents must sign a permission form, prior to any child being taken off the premises to attend a field trip. The children will either walk to their destination or they will ride the public City Transit bus. Emergency contact information is taken on every field trip, pertaining to each child on the outing. The teacher will also have a photograph of each child, a first aid kit and a cellular phone.

\*If an accident should happen, we will consider the seriousness of the incident to determine if the parent should be called first or the ambulance and rescue team. If an ambulance would need to be called, we would immediately notify the parents. Please be sure to always keep your emergency contact information up to date, along with the physician and hospital of choice.

Thank you for becoming an enrolled family Nanny's Early Learning Center. We hope that this handbook is helpful and can answer most of your questions, if not all of them. Please don't hesitate to call if you have any questions or concerns. Again, Welcome to Nanny's Early Learning Center

Sincerely,  
Diane Patrick, Director