



Tell me and I forget.  
Teach me and I remember.  
Involve me and I learn.

~ Benjamin Franklin

Parent Handbook

## **Our philosophy**

The philosophy of BLS Education Center is designed to help develop positive self-concept, enhance creativity, and enrich each child's life socially, intellectually, and emotionally. There is an atmosphere of acceptance in which the individual needs of each child are considered and in which each child can flourish and grow under the guidance of qualified teachers.

This program is based on the developmental approach to early childhood education that places emphasis on learning skills that are geared to each child's stage of readiness or development.

## **Mission Statement**

All children can learn. It is the mission of BLS is to provide opportunities for children to grow and develop. We provide a learning environment that is conducive for learning and allows for individual development to take place. Center personnel will strive to provide the children with support needed to build a solid foundation as each child evolves into a lifelong learner.

## **PROGRAM GUIDELINES**

### **Payments:**

**All payments will be withdrawn on Monday through Tuition Express.** If you have any questions about your account, please contact Scott Alley at 816-847-6550 or [scott@blsecc.com](mailto:scott@blsecc.com). Students are allowed one week of vacation per year after a 6 month enrollment period. If you are needing separate accommodations for this time frame, please speak to the director. You are required to pay tuition unless you are using vacation time. We are closed the following days: Christmas Eve, Christmas, the day after Christmas if it on a Sunday, Thanksgiving, the Friday following Thanksgiving, Memorial Day, Labor Day, Independence Day, and New Year's Day, and 4:00PM on New Year's Eve.

### **Delinquent Account Balances:**

If your account is delinquent you may choose to participate in a "Past Due Tuition Payment Agreement" option. The plan will be written by the director with parent input. Once the payment plan has been agreed upon and signed payments MUST be provided on the designated days or your child will not be able to return until the overdue balance is paid in full and your family will be subject to an enrollment fee upon their return. BLS Education Center has the right to seek outside collection services in an effort to collect ta dept for services rendered, if no attempt is made to rectify your account balance.

### **Annual Fee:**

Each account will be charged \$50.00 per family.

### **Absences:**

We do not reimburse payment for absences.

### **Expulsion or Dismissal:**

If the child requires one-to-one supervision for behavior issues.

Aggressive behavior from a child that is exhibited while enrolled at BLS shall be observed for detrimental effects on other children, the environment and the staff. If, after attempts are made to meet the aggressive child's needs, and the aggressive behavior has not improved then discontinuance of enrollment will occur.

There may be times that a child's behavior becomes so detrimental to the other children, the classroom environment and the staff that it is necessary to remove the children from the facility on a temporary or permanent basis.

Destruction of property without payment for repairs may lead to removal from the facility on a temporary or permanent basis.

After 3 documented incident(s) that require documentation and signed confirmation, BLS Education Center reserves the right to terminate enrollment.

A delinquent account

### **Biting Policy:**

BLS treats each child as an individual. We have a biting procedure that takes into consideration that each child is created uniquely. We consider individual factors of each biting occurrence on a case by case basis. If a child bites, you can expect the following:

- An incident report will be reported on the "biter".
- An accident report will be completed of the child who was bitten.
- If a child bites 3 times, the director will meet with the parent to develop a plan. If the biting continues, the child may be dismissed.

### **Damage to school property:**

Intentional damage to school property is PROHIBITED. If damage occurs, repairs will be made and the responsible party will be invoiced for full payment. If payment is not received in 30 days, services may be suspended and/or legal action may be taken.

### **Property**

Children **should not** bring their personal property to school (toys, games, etc.). This will prevent the items from becoming misplaced or damaged. There will be certain occasions when toys are requested for special days such as "Show & Tell".

### **Items Needed for School:**

The children in the program enjoy painting, coloring, cooking, and playing indoors. For your child to participate in these fun activities, (s)he should wear comfortable play clothes. (s)he should also wear clothes that can be independently managed in the bathroom.

**\*\*\*All items should be labeled with the child's name INCLUDING CAR SEATS\*\*\***

- A back pack or carry bag store personal items.
- An extra set of clothes must be kept in school in case there is a need to change your child.
- Diapers/Wipes if not potty trained. If potty training, several outfits and shoes that can be rinsed.
- Crib sheet and blanket (small enough to fit in their bag) for naptime. Mats are provided.
- Sunscreen for outside play

## **School Calendar**

BLS is open 12 months a year, Monday through Friday, 5:30 AM to 6:00 PM. Holiday closures will be posted January 1<sup>st</sup> of each year and sent through the Procure App for parent information.

## **School Closings**

BLS Education Center does **not** close on **EVERY** day the local school district is closed. If we need to close or have a late start due to inclement weather, we will send you a message through the Procure Parent App.

## **Discipline:**

The BLS discipline procedures may be summarized as follows:

- Prepare the environment to avoid unnecessary conflicts for children.
- Create psychological safety through predictability of routines, expectations and schedules.
- Help children to know and understand the "limits".
- Give children positive verbal redirection if necessary.
- Help children express their wants, needs, and feelings.
- Help children to understand the wants, needs, and feelings of others.
- Support children in learning to resolve conflicts with others; give opportunities for children to solve problems.
- Protect the safety of others by gently restraining or removing a child from a group if necessary.
- Use of "safe seat" and/or "buddy room" if necessary. If these strategies are not effective the child maybe sent to the office to sit until they are able to return to class. If the behaviors continue and we are unable to redirect your child, they maybe sent home. This is the LAST resort and could result in an Incident Report. Depending on the incident, the child could be unenrolled for their behavior. If a classroom is evacuated to keep the other children safe, your child will have to be picked up and result in an Incident Report.
- Keep parents informed of their child's behavior and work out strategies with parents.

On occasion we may need to protect the physical and emotional safety of a group by removing a child who is not ready to manage his or her behavior. If a child's behavior management issues reach such a point, the parent will be called to pick up the child for the rest of the day (parents are normally forewarned that this may occur). Usually the issues resolve after one or two such occurrences. If not, we will continue to work with parents to find solutions that maintain the safety of the BLS children and staff, while helping the child and family as much as possible. School to home behavior plans may be developed to help support the child.

At no time will the following be permitted: corporal punishment, punishment that causes humiliation, fear, pain or discomfort, locking children in an area or using mechanical restraints, associating punishment with illness, toilet training, food or rest, or the use of verbal abuse, threats or derogatory remarks about a child's family. Parents are encouraged to communicate frequently with teachers about expectations for their child's behavior. Concerns about serious behavior problems will be documented by the staff on incident report forms and shared with the child's parents.

## **Arrival and Dismissal Procedures**

Parents are to check their child in and out on the provided computers. You will be charged \$1.00 per minute after 6:00 PM. At 6:00PM we will attempt to contact the parent. If there is no response we will call alternative numbers

provided by the parent/guardian. If the parent has not communicated with us by 6:15 we will contact the local police department as a safety precaution. Habitual late pick ups may result in dismissal.

**\*\*\*If your child is dropped off after lunch or snack time, please feed them prior to drop off as there may not be a staff member available to supervise them during feeding.**

**\*\*\*Students will not be allowed to be dropped off after 12:00 AM.**

**We only Will Release Your Child to Authorized Persons with a valid ID.**

### **Building Security**

To maintain a safe and well monitored school environment, all of our exterior doors will be locked during the school hours of 5:30 AM and 6:00 PM in Grain Valley and 6:00 AM to 6:00 PM in Blue Springs. All parents and visitors must enter through the main entrance during these hours. You must have the key card to open the entrance door.

**Infant Room: Per State Law...only staff and parents, or those approved by the parents to drop off and pick up of enrolled infants are allowed to enter the infant room.**

### **Communication**

Communication between parents and staff is extremely important at BLS, ECC. We recognize the importance of working together with you as a team. Listed below are some of the ways the staff will be communicating with you;

- **Procure Parent Connect App/land line Phone**
- **Email**
- **Conferences**

### **Emergency Evacuations/Drills**

BLS has devised several procedures to follow in the event that an emergency occurs while your child is in the school's care. Monthly fire and emergency drills are held to comply with the State law to ensure all staff and students are familiar with procedures to use in the event of a building emergency.

### **Field Trips**

School Age Children field trips are planned throughout the school year. Parents will receive notice of the field trip and permission/medical forms to sign. Any child who has not been given written permission prior to the field trip will remain at school in a class assigned by the building administrator.

### **Immunization and Physical policy**

All students must have completed appropriate vaccinations. Any child who has not completed their immunizations will not be permitted to attend school unless they provide an "Immunization Exempt" form from their physician.

### **Medications in Schools**

To receive any medication (including over the counter medications) during the school day, a medication form on file signed by a physician and parent or guardian. An adult must bring all medications. Medications must be in pharmacy prepared containers and labeled with the child's name, name of drug, strength, dosage, frequency, physician's name, and date of the original prescription.

### **Injury Forms**

When a child is injured at BLS we will notify you immediately via the Procure Parent Connect App and/or telephone. We will notify you IMMEDIATELY of any serious injury. Prompt arrangements will be made for medical treatment. In the event the parent cannot be contacted, prior authorization for emergency treatment will allow the child to be treated.

### **Health Guidelines**

The following are guidelines for the protection of the health of your children as well as other children in the school:

**1. If your child is ill during the night or complains of stomach pain, nausea, vomiting, diarrhea, or headaches in the morning, please do not send him/her to school. Keep him/her home. A student should remain home at least 24 hours after his/her temperature has returned to normal. (Under 100 degrees without medication.) If at BLS a child vomits or has diarrhea more than once, they will have to go home until they are symptom free without medication for 24 hours.**

2. All students are required to be immunized against polio, diphtheriapertussis-tetanus, measles, mumps, and rubella, unless you choose not to immunize. Should you choose not to immunize we need a not from your child's doctor stating the decision. Should a child in the facility test positive for a communicable disease, the children that are not immunized must stay home until the infected child's physician determines it is safe for the non-immunized child to return.

3. If your child should have a communicable disease, please follow the instructions below.

4. If your child has a medical condition or injury which limits physical activity (i.e. a fracture, asthma, etc.), a physician's note is required specifying special instructions for physical activity.

**Chicken Pox:** Exclude student a minimum of seven (7) days after appearance of first eruption.

**Measles:** Exclude student a minimum of seven (7) days after appearance of rash.

**Mumps:** Exclude student until all swelling disappears.

**German Measles:** Exclude student a minimum of four (4) days.

**Whooping Cough:** Student may stay home twenty-one (21) days from a typical "whoop." Reentry with note from physician. Other children may attend school if they have been immunized.

**Scarlet Fever, Scarletina, Strep Throat:** Exclude student a minimum of seven (7) days if not under treatment or forty-eight (48) hours after institution of specific treatment (usually penicillin).

**Hepatitis, Mononucleosis, Pink Eye:** Student may reenter school with a note from the doctor.

**Scabies:** Student must have note from physician stating that s/he is under treatment and ready to return to school.

**Lice:** Contact personal physician so that the source of infection may be investigated. Student must be excluded from school until treated by a physician.

**Impetigo, Ring Worm:** Student may attend school only with a note from the physician and area is covered to prevent swelling.

**Hand, Foot, and Mouth:** Student may attend school only with a note from the physician that child is no longer contagious.

**Strep Throat:** The student may return to BLS if they are fever free without medication and on anti-biotics for 24 hours.

### **Nondiscriminatory Policy:**

BLS Education Center admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and any other school-administered programs.

### **Child Abuse Reporting:**

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate

supervision, sexual abuse, or exploitation. In this very serious and legally narrow area the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is reasonable suspicion of abuse.

### **School Transportation**

BLS will provide transportation from the center to and from the Grain Valley Elementary Schools and in Blue Springs we currently transport to Cordell Mason, William Bryant, and Franklin Smith. This transportation is provided by privately owned equipment.

### **Absences**

Please notify BLS Learning Center if your child will be absent on his/her regularly scheduled day. IF you are running late for school, we ask that you call the school office BEFORE 10:00 to assure that your child will have a lunch available to them when they come to school.

### **Vacation Time:**

Students will be allotted one-week vacation per year. Vacation time must be requested in writing with at least 2 weeks' notice after 6 months of enrollment unless approved by the director. Please put all written requests in the payment drop box.

### **Meals**

All meals served at BLS meet the nutritional guidelines set by the Department of Human Services.

### **State Subsidy:**

Families accessing state subsidy must sign our terms and agreement policy. Children receiving state subsidy for child care may only miss 5 days of school per month. Any days missed after the 5 allotted, must be paid by the parent/guardian. Only foster/adoptive, children are exempt from paying a "co-pay" for tuition.

## PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT

Please Print

I, \_\_\_\_\_ the parent of  
Parent/legal guardian first and last name  
\_\_\_\_\_,  
Child's first and last name.

- Have received the parent handbook and agree to abide by the BLS's policies and procedures.
- I will keep my telephone, address, and job information current at all times.
- I will keep my child's immunization record and medical form up to date at all times.

Please circle your response.

My child has permission to access all sensory and playground equipment.

Yes No

My child has permission to access all technology equipment. Yes No

My child's photograph maybe posted on the BLS Facebook page, advertisement and/or website. Yes No

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date