



Tell me and I forget.

Teach me and I remember.

Involve me and I learn.

-Benjamin Franklin

Parent Handbook

Our Philosophy

All children can learn. 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 where 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 readiness and development.

Program Guidelines

Attendance/Drop Off/Pick Up Guidelines:

WE WILL NOT ACCEPT STUDENTS AFTER 11:00 AS IT WILL DISRUPT THE NAPPING CHILDREN AND WE WILL BE STAFFED ONLY FOR NUMBER OF STUDENTS IN THE BUILDING PRIOR TO YOUR ARRIVAL.

If you are running late for school, we ask that you call the school or message through the ProCare App no later than 9:00 to assure that your child will have a lunch available to them when they arrive.

Please notify the facility if your child will be absent by 9:00 AM. Childcare facilities operate on staff to child ratios required by the state. We will send staff home by 9:00 if they are not needed for the day.

If you are going to arrive after morning snack or lunch, please feed your child prior to bringing them to school. If you do arrive after our scheduled meal times and you brought food for them, please be prepared to stay with your child until they have finished eating as we have cleaned all eating areas and all staff are assigned to rooms and we will not have anyone available to supervise your child(ren)

Arrival and Dismissal Procedures

Parents are to check their child in and out on provided computers. You will be charged \$5.00 per minute after 6:00 p.m., if your child is picked up late. Foster parents will have to pay out of pocket, as the state does not pay for late fees. At 5:50 p.m. we will attempt to contact the parent. If there is no response, we will call alternative numbers provided by the parent/guardian. If parent has not communicated with us by 6:15 we will contact the local police department as a safety precaution. Three late pick-ups will result in a permanent dismissal.

We will only release your child to authorize 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 school hours. All parents and visitors must enter through the main entrance door during these hours. Parents will be issued a key card at the time of enrollment, \$10.00 each; this will allow them access to the building. Please do not share key cards with anyone. Visitors must ring the door bell and will be greeted by a staff member, they will be asked for identification. To replace lost or malfunctioning key cards, there is a \$10.00 fee per card.

The school has motion sensor and voice recording cameras in each room.

Payments

Payments are due on or before Monday. If payment is not received your child will not be allowed to attend until the account is current unless arrangements have been made with our finance department. You can call or text Scott Alley at 816.847.655, FAX 816.847.6555 or email scott@blsecc.com. We will not take a cash payment in the center. Payments can be made through the ProCare app or auto-withdraw can be set up. You will need to complete a form and provide account information to set up auto-withdraw. If you have questions about your account, reach out to the center director, or the owner Scott Alley at 816.847-6550 or scott@blsecc.com.

Vacation Time

Students will be allotted one-week of vacation per calendar year, after the period of 6 months enrolled. You are required to pay tuition each week, regardless of attendance, unless you are using your vacation time. Please contact Scott Alley to request vacation time.

Absences

We do not reimburse payment for absences. You pay for a week of childcare and we will staff accordingly. You may use as much time as you wish.

Delinquent Account Balances

If your account is delinquent, please contact Scott Alley for payment arrangements.

Expulsion or Dismissal

We are a privately owned facility. Per Missouri law, we reserve the right to refuse service.

A delinquent account may warrant dismissal.

Aggressive behavior from a child that is exhibited while enrolled shall be observed for detrimental effects on the 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, the discontinuance of enrollment or suspension will occur.

After 3 documented incidents that require documentation and signed confirmation, the facility reserves the right to terminate enrollment permanently.

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

Biting Policy

We consider individual factors of each biting occurrence, case by case. If a child bites, you can expect the following:

- An incident report sent home to the parents of the "biter".
- An "Ouch Report" sent home to the parents of the child who was bitten.
- If a child bites three times in a day or breaks the skin, drawing blood, the biter will be sent home.
- The director will discuss with the parents a plan if the biting continues.
- A child may be expelled from the center, if biting continues after measures have been taken to prevent biting.

Outdoor Playground Safety

Children must wear playground appropriate footwear and clothing to avoid injury. Playground safety will be discussed with all students. Any child that refuses to use the playground equipment safely, will not be permitted to play on the equipment.

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 the full payment. If payment is not received in 30 days, childcare services may be suspended or terminated, and/or legal action may be taken.

Personal Property

Children should not bring their personal property to school (toys, games, etc.). This will prevent items from being misplaced or damaged. The facility is not responsible for lost, broken, or stolen personal items.

Items Needed for School

Please see items list provided in your enrollment packet.

Transitioning to a New Classroom

Entering Toddlers (One's):

- Must have shoes and wear them
- A blanket and crib sheet for naptime
- Child will be sleeping on a cot/will need 2 pieces of bedding THAT FITS IN THEIR BAG
- Must adhere to toddler room schedule
- Will no longer use bottles
- Will be introduced to eating utensils

Entering Two's:

- Will be introduced to toilet training
- Will drink from an open cup
- Will adhere to the 2's schedule
- Will need 2 pieces of bedding THAT FITS IN THEIR BAG

Entering PreK:

- All children must be potty trained to be admitted to our PreK program per our state license.
- Children will nap on mats/ will need 2 pieces of bedding THAT FITS IN THEIR BAG
- Children will rotate classes during the day

School Calendar

The facility is open 12 months a year, Monday through Friday. Times of operation may vary due to holidays, weather, and emergencies.

The center is closed for the following FULL holidays; However, these holidays are factored into weekly tuition:

New Year's Day Memorial Day Independence Day (July 4th) & July 5th

Labor Day

Thanksgiving & the day after

Christmas Day & December 26

*****We will close at 4:00 p.m. on Christmas Eve and New Year's Eve*** We will occasionally have a sign-up sheet for care during the weeks of the holidays so that we may staff accordingly.**

School Closings-Inclement Weather

The facility will close on days the area school district closes for ROAD CONDITIONS, not cold temperatures. We will NOT close every day that the school district is closed. When the facility closes for inclement weather or for any other reason, a message will be sent to families via the ProCare application.

Discipline

Discipline procedures may be summarized as follows:

- Prepare the environment to avoid unnecessary conflicts for children.
- Create psychological safety through predictability of routines, expectation, and schedules.
- Help children to know and understand "limits."
- Give children positive verbal redirection if necessary.
- Help children express their wants, needs, and feelings appropriately.
- Support children in learning to resolve conflicts with others; give opportunities for children to solve problems.
- Use of "safe seat" and/or "buddy room" if necessary. If these strategies are not effective, the child may be sent to the office to sit until they are able to return to class. If behaviors continue and we are unable to redirect your child, they may be sent home. This is a last resort and could result in an incident report. Depending on the incident, the child could be unenrolled for their behavior. If a classroom has to be evacuated to keep the other children safe, your child will have to be picked up and will 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 their behavior. If a child's behavior management issues reach such a point, the parent will be called to pick up their child for the remainder of the day (parents are forewarned that this may occur). Usually, the issue resolves after one or two occurrences. If not, we will continue to work with parents to find solutions that maintain the safety of 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 the child's family. Concerns about serious behavior problems will be documented by the staff of incident report forms and shared with the child's parents.

Communication

Communication between parents and staff is extremely important. We recognize the importance of working together with parents/guardians as a team. Listed below are some ways the staff will communicate with you: Email, ProCare Application, Conferences, and Phone Call.

Emergency Evacuations/Drills

The facility 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 state law and to ensure all staff and students are familiar with procedures to use in the event of a building emergency.

Field Trips

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

Immunizations 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 must be on file signed by a physician and parent/guardian. An adult must bring all medications. Medications must be in pharmacy prepared container and labeled with the child's name, medication name, strength, dosage, frequency, physician's name and date of the original prescription.

Injury

When a child is injured, we will complete an "Ouch Report" to inform you of the incident, what actions were taken, and for you and administrator to sign. We will also send a picture of the injury in the ProCare app. You will be called immediately to be notified of any serious injury. EMS will be called for severe head injuries and seizures. In the event a parent/guardian cannot be contacted, we will communicate with the listed emergency contacts. All employees are Adult/Pediatric: CPR/First Aid/AED certified.

Health Guidelines

NUTS/NUT PRODUCTS ARE PROHIBITED IN THE CENTER.

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

1. If your child has a 100-degree temperature, you will be notified. We will remove any clothing that might be overheating the child and recheck in 20 minutes. If the temperature does not drop to 98.9 degrees or increases, the child will have to be picked-up and not return until their temperature is below 100 degrees without medication for 24 hours.
2. If your child vomits more than once, they will have to be picked up and may not return for 24 hours.
3. If your child has a runny stool more than once, they will have to be picked up and may not return for 24 hours.
4. If your child has a combination of a runny stool and vomits, they will have to be picked up and may not return for 24 hours.
5. Should you choose not to immunize, you will need an exemption note from your child's physician. If the exemption is due to religious practices, a note from the Health Department will need to be provided. Should a child(ren) in the facility be diagnosed with a communicable disease, your child will not be able to return to the facility until the infected child's physician gives consent.

6. 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.
7. We do not administer daily medications.

Nondiscriminatory Policy

We admit 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 time, to report 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 mandated that a report be made when there is reasonable suspicion of abuse.

Meals

We provide an AM and PM snack and lunch, served with milk. All meals served meet the nutritional guidelines set forth by the Department of Health and Senior Services. We have been granted a food variance that allows parents to provide their own snacks and lunch. The state requires those alternative snacks and meal to meet the required components required by the Department of Health and Senior Services. If you do not provide these components, we are required, by licensing rules and regulations, to offer your child the components we are serving.

State Subsidy

Families accessing state subsidy must sign our terms and agreement policy. Children receiving state subsidy for child care may only miss five days of school per month. Only foster/adoptive children are exempt from paying a "copay" if required for tuition.