



**Stoutland R-II School District  
Tiger Cub  
Child Development Center  
Family Handbook  
2017-18**

Tiger Cub Child Development Center  
Stoutland R-II School District  
7584 State Road T  
Stoutland, Mo 65567  
417-286-3711 ext. 167  
Hours: 7:30-3:10 P.M.

<b><u>Table of Contents</u></b>	<b><u>Page Number</u></b>
Staff Names and Contact Numbers	3
Welcome Letter, School Motto and Mission Statement	4
Philosophy and Program Goals	5
Program Curriculum	6
Enrollment Requirements	7
Enrollment Forms & Orientation	8
Arrival and Departures	9
Class Schedule-Missouri Preschool Project Classroom	10
School Closings	11
Attendance, Insurance, School Guidance Services, School Pictures, Class Parties	12
Personal Property, Supply List, Toilet Learning,	13
Clothing and Food Services	14
Rest Time & Child Health Services	15
Medical Health Procedures	16
Policies regarding specific health conditions	20
Policies regarding accidents, injuries and emergency health care	22
Transportation & Field Trips	23
Tuition and Payment Procedures	25
Discharge, Termination, Withdrawal & Supervision	27
Safety	28
Security, Evacuation Plans, Drills, Inspections	30
Child guidance, Prohibited Practices, Suspected Child Abuse	32
Volunteer Policy	34
Communication	35
Parent Advisory Committee & Grievance Policy	36
Public Complaints	37
Public Information Law 107-110	38
Federal Programs and Parent/Guardian Notification, English As A	38-40
Second Language & Tiger Cub Parent Involvement Plan	39
Public Notice	41
Family Educational Rights and Privacy Act	42
Nondiscrimination and Student Rights, Harassment	43
Prohibition Against Firearms and Weapons, Miscellaneous & Policy Changes	44

Superintendent - Doug Dahman

Christy Rinear - Special Services Director

Samie Hill - Principal

Angela Stamper - Counselor

Nancy Koon - Teacher

Kathy Henson - Teacher Assistant

Billie Steward - Teacher

Susie Ruble and Keysha Kelley - Teacher Assistant

Amanda Foltz - Licensed Practical Nurse

Patty Patton - Food Service and Custodian

**Phone Numbers**

417-286-3711

Special Services-Ext. 106

Principal - 105

Elementary Office - Ext. 100

Nurse's Office - Ext. 119

Counselor's Office - Ext.163

Preschool Building - Ext.167

Superintendent - Ext.103

# Welcome to the Tiger Cub child Development Center

Dear Family,

It is our desire to form a partnership with parents to help each child reach his or her full potential by meeting their intellectual, physical and social needs through developmentally appropriate methods. Tiger Cub CDC is a state licensed facility providing quality care and developmentally appropriate preschool educational activities for children. The following information is provided to let you know more about us. Our mission, beliefs, and philosophy are guiding principles and at the core of everything we do. Our policies and procedures are designed to create an optimal environment for children and ensure safety, learning, and fun for all. Please help us by by doing your best to uphold these policies, procedures and guidelines. We appreciate the trust you are placing in us by giving us this opportunity to care for your child. We look forward to working with you family!

Sincerely,

Tiger Cub CDC Staff

---

## School Motto

Committed to lifelong learning  
today....tomorrow...always

## Mission Statement

Providing a safe, respectful, responsible environment that  
Encourages learning today, tomorrow and always.

### **Philosophy**

- Every child deserves a safe, healthy and secure environment.
- All children can be successful learners.
- We have an obligation to treat the children, the families and the community we serve with honesty and respect.
- Learning should be relevant, significant and developmentally appropriate.
- Parents and a child's first and most important teacher.
- Cooperation, collaboration and teamwork are essential to meeting our goals.

### **Program Goals**

- Provide preschool students a safe and accessible high-quality early childhood education that includes a developmentally appropriate curriculum; knowledgeable and well-trained staff and educators; and comprehensive services that support their health, nutrition and social well-being in an environment that respects and supports diversity.
- Provide families with access to early childhood education programs that are affordable and of high-quality designed to give families an opportunity for active participation in their child's education and respected reciprocal partners.
- Support parents in their role as a child's first and most important teacher by providing access to educational resources and information.
- Provide highly-qualified teachers trained in child development and a research-based curriculum who have continuing opportunities for professional development and access to professional resources.
- Ensure continuity and smooth transitions from home to early education and elementary school.
- Ensure accountable systems of high-quality early childhood education for all children through the continuous quality improvement using the Early childhood Education Rating Scale(ECERS), Missouri Early Learning Standards(MELS), the National Association for the Education of YOUNG Children Standards, Missouri Accreditation criteria, along with parental and community input.
- To provide and support a strong comprehensive parent involvement program that includes 100% of preschool parents in a variety of roles. To encourage family involvement through home visits, volunteer and educational opportunities, family resource center, field tips, and classroom activities.

- To ensure that 100% of the children entering kindergarten will have the necessary language and communication, social and emotional, cognitive, physical and early literacy skills for continued success in school.

Tiger Cub CDC is a state licensed facility that must meet licensing requirements. A licensure rule book is available at the facility for parent(s) review.

### **Program Curriculum**

The program curriculum represents a shared set of expectations for preschool children, expectations drawing upon current research about how your children learn. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the Missouri Early Learning Standards into the state-approved Creative Curriculum framework. In addition, district kindergarten readiness benchmarks are also used to guide instruction including Get It, Got It, Go individual growth and development indicators.

The MELS address: Math, Literacy, Social/Emotional, Physical Development, Health and Safety.

Creative Curriculum is a student-engaged curriculum based on the students' interest areas that also includes a assessment framework for children ages birth through third grade.

Creative Curriculum is based on a constructivist theory, which means children construct their knowledge and values by interacting with their environment.

The Creative Curriculum for Preschool is based on five fundamental principles. They guide practice and help us understand the reasons for intentionally setting up and operating preschool programs in particular ways. These are the principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social–emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher–family partnerships promote development and learning.

## **Enrollment Requirement**

Children are selected to enroll in the tiger Cub CDC based on the results of the preschool selection screening.

The preschool multi-criteria selection is based on a point system assigned for these areas”

Dial-4(5 areas):                      Motor subtest, Concept subtest, Language subtest, Behavior Observations, Parent/Teacher Questionnaire

Professional Referrals:            PAT educator, Director of Special Services, Center Director, Counselor, First-Steps

Prior to enrolling your child into the program, we encourage all families to observe in one of our classrooms and visit with teachers and other families. Once you have decided that our program will meet the needs of your child, we will begin the formal enrollment process. For your child, this includes a medical exam and proof of current immunizations. For you this includes completing the required paperwork.

To be eligible for enrollment, your child must be within two years of kindergarten enrollment, reaching age three or four no later than July 31 of the current school year.



### **Enrollment Forms**

The following forms must be on file. Please turn in any needed documentation to the Elementary Administrative Assistant, to complete the enrollment process. All incomplete forms will be returned to the parent/legal guardian for completion prior to your child's first day of attendance. **All addresses and phone numbers must be complete.**

- Child Enrollment Form
- Childcare Medical Exam Form
- Child Immunization History or Department of Health exemption
- Special Needs Plan(Completed by physician for special medical or other needs)
- Free and Reduced Price Family Application
- Consent for Child Care Program Activities
- Child Care Agreement
- Proof of Residency(Utility bill or property tax receipt )
- Birth Certificate (copy of official, hospital certificates are not acceptable)
- Social Security Card (copy requested, not required)
- Medication Authorization (if applicable)

### **Orientation**

Prior to your child's first day of attendance, a conference with a parent or child's legal guardian is required to acquaint each new family with the environment, staff and daily schedule. At this meeting you will have a interview with you child's teacher. You will receive a copy of the Tiger Cub Family Handbook, and be given an opportunity to review the handbook and other written materials maintained at the facility with the teacher. Each child will also be given the opportunity to visit and spend time in the program with the parent or legal guardian before remaining in care without a family member. The school will contact you to schedule this meeting after receiving completed enrollment paperwork.

In order to give your family additional opportunities to become familiar with our learning community, Tiger Cub CDC will host an Open House in conjunction with the rest of the district in August.

## **Arrival and Departure**

Each child must be brought into the classroom and signed in at the start of the day and signed out at the end of the day in the Sign-In/Sign-Out book located on the table in the front walkway. Please notify any unauthorized individual who will be picking up or dropping off your child of this procedure.

Tiger Cub CDC will maintain in the files, written authorization by the child's parent/legal guardian of the names, addresses and telephone numbers of individuals whom the parent(s)/legal guardian have approved to care for the child and/or to pick up the child for them. It will be the parents' responsibility to keep this file up to date.

In the event that an unauthorized person is seeking custody of a child, Tiger Cub CDC will contact the custodial parent/legal guardian named on the enrollment form.

A telephone authorization to release a child to someone who doesn't usually pick up the child will be accepted only in concert with prior written authorization from the custodial parent/legal guardian for such an exceptional release. The staff person who accepts such authorization will call the previously documented phone number of the parent to verify that the parent is activating a phone authorization for release of the child. The staff person will document the results of this call in the child's record, as well as the time and to whom the custodial parent/legal guardian gave the telephone authorization for release of the child.

**No child will be released without the presence or permission of the custodial parent/legal guardian.**

Any authorized person who is not recognized by the staff will be required to provide a photo identification such as a driver's license, work or school ID before the child is released. The custodial parent/ legal guardian may provide a photograph of authorized persons for pick up of the child, which will be kept in the child's record at the facility.

The child will not be released to any person who may pose a safety risk. This includes parents, legal guardians, or any adult who cannot take the child safely from the facility. Tiger Cub CDC will contact the emergency contact person to make arrangements for the child's transport to a place of safety.

### MPP/ECSE Class Schedule

7:45-8:15	Breakfast**
8:15-8:45	Carpet time**
8:45-10:15	Centers/Small Groups**
10:15-10:45	Recess**
11:00-11:30	Lunch**
<b>**11:30</b>	<b>Pick-Up for 3 year olds</b>
11:30-12:30	Rest Time
12:30-1:10	Large Group
1:10-2:00	Specials
2:00-2:30	Snack Time
2:30-2:50	Recess
2:50-2:50-3:00	Get Ready to Go Home

\*\*3-year old preschoolers

### **School Closing**

If Stoutland R-II School District decides prior to opening hours not to open the facility, families will be notified by telephone by our School Reach Phone System, radio, or television broadcast on radio/television broadcast on KLWT 107.9, Lebanon; KJEL 103.7 FM, Lebanon; KFLW 99 FM, Waynesville; KEBD, 97.9 FM, St. Robert, and television stations' central news services in Springfield, MO.

If the facility must close during operating hours because of snow or storm, Tiger Cub CDC will notify families by telephone, radio, or television broadcast on radio/television on the above stations.

If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, the center will care for the child (maintaining proper child/staff ratios) until such time as the parent or legal guardian can safely reclaim the child.

### **Attendance**

Children are expected to attend school each day. Regular attendance benefits both your child and our program. Full time enrollments pay 5 days per week regardless of attendance. It is requested that students have either a note or a phone call from a parent/ guardian within twenty-four hours of an absence. Prior notice is also appreciated if you know in advance that your child will not be attending for any reason. Our activities are based on the number of children attending. Feel free to call at anytime to let us know.

### **Insurance**

An accident policy, which may be purchased by the parents, is available to all preschool students. Forms will be sent home with the students.

### **School Guidance Services**

A guidance program is provided for students. Parents may contact the counselor through the office to schedule an appointment. The school guidance counselor will schedule weekly visits to the pre-school setting during the regular school year.

### **School Pictures**

School pictures are taken each fall. All children will have pictures taken for school use. Parents may purchase pictures at their discretion. Advanced information will be sent home to parents before the day pictures are taken.

### **Class Parties**

The instructional program is our first priority. Class parties will be limited to Christmas and Valentine's Day.

### **Personal Property**

All personal property such as coats, hats, backpacks, etc. should be labeled with the child's name for purposes of identification. Unmarked items that are found will be placed in a lost and found box. Personal property such as toys, games, etc. should not be brought to school. Unnecessary items brought to school will be taken from the child. Parents may pick up these items from the teacher. They will not be returned to the child. Items not claimed by the end of the school year will be discarded.

### **Supply List**

You child will need a backpack to carry to and from school each day. Also each child needs to bring large crayons, glue sticks, large pencils, blunt scissors, a box of Kleenex, a box of wipes and a change of clothes, including under garments and socks, in a gallon zip lock bag.

### **Toilet Learning**

All children attending Tiger Cub CDC must be completely toilet learned in order to participate in the program. We do understand that preschool is a huge transition time for many of our new students. We do allow some leeway, including medical exemptions to this requirement, however each of these cases are evaluated and dealt with differently. If a child does have an accident they should have a clean set of clothes at school to change into. The soiled clothes will be sent home with the child that day, and a new change of clothes should be sent back to school the next day. Parents should discuss all toilet learning issues with the preschool director or teachers.

### Clothing

At this school we believe outdoor play is very important. And for that reason, whenever possible we will have daily opportunities for outdoor play. So think of our playground, and provide your child with comfortable clothes to wear. Clothes should be durable, washable, and suited to the weather. **Straps on shirts need to be at least 1-inch wide, since we also have the same expectations as the rest of the school.** Shoes should be protective and have slip resistant soles as children will be playing on the tile surfaces and in pea gravel. **Open-toed and high heel shoes will not be allowed.** We encourage children to help themselves, so clothes need to have simple fastenings. Provide jackets or sweaters when weather first begins to turn cool. It is much easier to remove an unneeded item than to put on something you don't have.

An extra change of clothes should be kept in the school for any eventuality. All extra articles of clothing sent to the school should be placed in a plastic bag, such as a one-gallon zip-lock, and the bag labeled for identification. This bag will then be stored in the child's designated storage cubby. Remember to change the size periodically to accommodate your child's growth.

### Food

Your child will be provided with a nutritious breakfast, lunch and morning and afternoon snack each day. Preschoolers are required to participate in the school's food program and may not bring their lunch, but an optional breakfast will be served at 7:45 a.m.

Breakfast and lunch will be catered to the Center from the Stoutland School Cafeteria each day. The menu will meet the guidelines of the Child and Adult Care Food Program for the types of foods and portion sizes. They will be prepared and transported in a sanitary fashion, including maintenance of safe food temperatures for perishable items. **If your child has a food allergy or requires a special diet, a form must be completed by a physician with information about the diet, foods required, replacements, and recommendations. This form is a licensing requirement.**

4-5 year old parents will be asked to take part in a rotating snack schedule. We ask that you try to pick healthy choices, since we do encourage healthy eating habits as part of our program.

The center will help to make birthdays special for the children. If a parents would like to bring a classroom snack for a birthday, special, or holiday parties, please check with the teacher first. Treats must come in the store package and cannot be homemade. As the center has made a commitment to support the health and nutrition of the preschool

children attending the center, we respectfully request that treats have low sugar and fat content. Your child's teacher will be happy to provide some healthy options for celebration treats.

### **Rest Time**

A daily nap/rest time is required for all preschool age children attending full-day preschool. Children will be provided their own labeled, individual cot. A sheet and blanket will be provided. Parents may supply a pillow if they wish. Linens will be stored in the child's individual cubby and washed at least weekly but as often as needed by Center staff. If a child is unable to nap, they will be allowed to get up after a thirty minute rest period and participate in quiet activities.

### **Child Health Services**

#### **Immunizations**

Immunizations will be required prior to enrollment according to the current schedule recommended by the U.S. Public Health Service and the American Academy of Pediatrics.

Every January, the School Health Services Office will check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Missouri Department of Health and Senior Services regulations regarding attendance of children who are not immunized due to religious or medical reasons will be followed. Un-immunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department.

A child whose immunizations are not kept up-to-date will be dismissed after three written reminders to the parent/ legal guardian over a three month period. The School Health Services Office will check the center's records to be sure each child's immunizations are current at least every six month and will remind parents/ legal guardians to provide documentation of health assessments.



### **Medical Examination**

A medical examination report signed by a licensed physician or registered nurse who is under the supervision of a licensed physician must be provided prior to the child receiving care unless an agreement is made between the parent and Director of Special Services to complete this requirement within thirty days. The examination must have been completed within a twelve-month period prior to admission. This examination shall determine if a child's medical history and current state of health is satisfactory for participation in a day care program. The parent must also complete a report at the time of enrollment indicating the child's health history, any current health problems and any restrictions necessary for the child's care. A child who has a special physical, developmental or behavioral need shall have on file an individualized plan for specialized care from a professionally qualified source. Medical examination reports shall not apply to any child if the parent(s) files a signed statement of objection based on religious beliefs.

### **Head Lice**

It is the policy of the Stoutland R-II School District to have periodic head lice checks for all students. Children will be sent home immediately if live lice or nits are found. Parents are expected to provide transportation home when this happens. Children must be re-examined by school health personnel prior to re-admittance to school. No lice or nits may be present when they return.

### **Health Consultation**

The Camden County Health Department's R.N. Child Care Consultant will provide ongoing consultations to the Tiger Cub CDC and will help develop and approve all written policies relating to health and safety. The health consultant will visit the facility to review and give advice on the health component at least annually. The health consultant will provide advice about accommodations required for children with specific health problems, review and approve surveillance systems for injury and illness, assist with staff and family education, and be a source of contacts within the healthcare community.

### **Health Education**

Health education will be a part of the curriculum for staff, families, and children. Topic areas for staff and families may include: nutrition, stress management, exercise, child development, management of chronic disease, substance abuse, safety, first aid, control of infectious disease, and other topic areas based on community needs and interests. All health education activities and materials for children will be

developmentally appropriate. Health practices will be integrated into daily routines and focused on topic areas such as Child Passenger Safety Week, Health Month, Week of the Young Child, and Fire Prevention Month. Topic areas for children will include physical health, oral health, social health, emotional health, medication and substance abuse, safety, first aid, and preventing infectious diseases.

Tiger Cub CDC will notify parents/ legal guardians if sensitive topic areas are included in the health education plan. Parents/ legal guardians must notify the staff of the facility if they do not want their children to be involved in activities related to a specific topic.

### **Medication Policy**

Tiger Cub CDC will administer medication to children with written approval of the parent and an order from a health provider for a specific child or a specific condition for any child in the facility for whom a plan has been made and approved by the School Health Services Office. Because administration of medication poses an extra burden for staff, and having medication in the child care center is a safety hazard, medication administration in child care will be limited to situations where an agreement to give medicine in child care will be limited to situations where an agreement to give medicine outside child care hours cannot be made. The first dose of medication should be given at home to see if the child has any type of reaction. Parents/ legal guardians may administer medication to their own child during the child care day. Preschool children may not transport medication on school bus routes.

### **Medication Procedure**

The School Health Services Office or Lead Teacher will administer medication only if the parent/ legal guardian has provided written consent, the medication is available in an original labeled prescription or manufacturer's container that meets the following safety check requirements:

- Child resistant container
- Original prescription or manufacturer's label with the name and strength of the medication and physician's directions for use (phone or written)
- Name of child on container is correct for both first and last names
- Current date on prescription/expiration label covers period when medication is to be given
- Name and phone number of licensed health professional who ordered medication on container or on file
- Instructions are clear for dose, route, and time to give medication

The Tiger Cub CDC requires that the written or telephone instructions or a licensed clinician be on file to administer the specific medication.

- For prescription medications, parents/ legal guardians will provide their child's teacher with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage and disposal instructions.
- For over-the-counter medications, parents/legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.
- Instructions for the dose, time, method to be used, and duration of administration will be provided to the child care staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.
- A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The instructions should include the child's name; the name of the medication; the dose of the medication; how often the medication may be given; the conditions for use; and any precautions to follow. Example: children may use sunscreen to prevent sunburn; children who wheeze with vigorous exercise may take one dose of asthma medication before vigorous active (large muscle) play; children who weigh between 25-35 pounds may be given 1 teaspoon of acetaminophen 160 mg/5cc (1 teaspoon) for up to two doses every four hours for fever. A child with a known serious allergic reaction to a specific substance who develops symptoms after exposure to that substance may receive epinephrine from a staff member who has received training in how to use an auto-injection devices prescribed for that child (e.g., EpiPen). A child may only receive medication with the permission of the child's parent/legal guardian and when the staff person who will give the medication has demonstrated to a licensed health professional the skills required.
- Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant, closed container that is inaccessible to children and prevents spillage.

- Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.
- A medication log will be maintained by the Tiger Cub CDC staff to record the instructions for giving the medication, consent obtained from the parent/legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.
- Medication errors will be controlled by checking the following 5 items each time medication is given:
  - Right child
  - Right medicine
  - Right dose
  - Right time
  - Right route of administration

When a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the facility.

### **Care of Acutely Ill Children**

Ill children cannot be accepted into care. If the child becomes ill after arrival, the parent must pick up the child in a timely manner or have an emergency person do so. Children will be observed for contagious diseases and for other signs of illness on arrival and throughout the day. Symptoms of illness include but are not limited to:

- Child is cranky or less active than usual;
- Child cries more than usual;
- Child feels general discomfort or seems unwell; or
- Child has loss of appetite.

Children will be sent home if they exhibit any of the following symptoms: diarrhea, severe coughing, difficulty or rapid breathing, yellowish skin or eyes: pink eye, unusual spots or rashes; sore throat or trouble swallowing, infected skin patch(es); unusually dark, tea-colored urine, grey or white stool; fever of 100 degrees F under the arm; headache and stiff neck, vomiting more than once, severe itching of the body or scalp, or scratching of the scalp. Ill children will be kept isolated from other children until the parent(s) arrive but a familiar caregiver will remain in close proximity to the child until the parent arrives.

Each child's parent (s) will be notified immediately when any contagious disease occurs in the facility.

The center, not the child's family, makes the final determination about whether the acutely ill child can receive care in the childcare program.

Children will be excluded if:

- The child's illness prevents the child from participating comfortably in activities that the facility routinely offers for well children or mildly ill children.
- The illness requires more care than the childcare staff are able to provide without compromising the needs of the other children in the group.
- Keeping the child in care, poses an increased risk to the child, to other children or adults with whom the child will come in contact.

If the childcare staff is uncertain about whether the child's illness poses an increased risk to others, the child will be excluded until a physician or nurse practitioner notifies the childcare program that the child may attend.

### **Policies regarding specific health conditions**

Stoutland R-II Schools follow specific guidelines for attendance as outlined in the Missouri Department of Health and Senior Services' *Licensure Rules for Group Childcare Homes and Child Care Centers* (April, 2005) and the Department of Health and Senior Services Publication, *Prevention and Control of Communicable Diseases, A Guide for School Administrators, Nurses, Teachers, and Child Care Providers* (July, 2005). Examples of recommended procedures include:

**Common Cold:** The child should not attend if fever is greater than 100 degrees F by mouth or if excessive coughing is present. Need not be excluded if symptoms are mild/moderate and child is able to participate in routine activities.

**Conjunctivitis or Pink Eye- Tears (Bacterial):** The child should not attend school until examined by a physician and approved for readmission. The child should not attend if they are having a redness of eyelid lining, irritation, followed by swelling or discharge of pus or matting in the eye.

**Impetigo:** Child should not attend school until skin lesions are healed, or until 24 hours after medical treatment has been initiated.

Influenza: The child should not attend for the duration of the fever and until he/she is able to resume routine daily activities.

Rubella, German Measles: The child should not attend for at least seven days after the appearance of the rash.

Ringworm: The child should not attend school until effective treatment is started.

Scabies: The child should not attend school until the day after adequate treatment is completed.

Diarrhea: The child should not attend until 24 hours after diarrhea ceases. Diarrhea is more than one abnormally loose stool.

Strep throat: The child should not attend until they have been on antibiotic for 24 hours.

Tiger Cub CDC will decide whether a child who is ill will be permitted to come for the day, or remain in the program.

If a child appears mildly ill, but will be staying for the day:

- The child's caregiver will complete a symptom record to document date, time, symptoms or illness.
- The caregiver and the parent/ legal guardian will discuss treatment and develop a plan for the child's care. The staff should contact the child's health care provider if the caregiver has questions or does not understand the instructions provided by the health care provider.
- The caregiver will complete the symptom record during the period the child is in care and give a copy of the symptom record to the parent/ legal guardian when the child leaves the program for the day.

If the child becomes ill during the time the child is in care:

- The caregiver will notify teacher and complete the symptom record.
- The School's Certified Medical Assistant or the Lead Teacher in the absence of the School's Certified Medical Assistant will determine if the child may remain in the program or is too ill to stay in childcare.
- The Certified Medical Assistant/ Lead Teacher will call the parent or legal guardian.

- The child's symptoms will be treated as agreed upon with the parent/ legal guardian. The treatment will be written on the symptom record. The caregiver will reassure the child.
- The symptom record will be given to the parent/ legal guardian so that the parent/ legal guardian has the information needed to continue the child's care and, if necessary, to consult the child's health provider for management of the child's illness.
- If the child is too ill to stay in childcare, the child will be provided a place to rest until the parent, legal guardian, or designated person arrives. The child will be supervised at all times by someone familiar with the child. A child with a potentially communicable illness that requires the child be sent home from childcare will be provided care separate from the other children with extra attention to hygiene and sanitation until the child leaves the facility.

Some communicable diseases must be reported to public health authorities so that control measures can be used. The center will obtain an updated list of reportable diseases from the local or state health authorities annually. A copy of this list will be shared with each parent and legal guardian at the time of enrollment. In September, families and staff will be reminded to notify the center within 24 hours after the child or staff has developed a known or suspected communicable disease and to inform the center if any member of their immediate household has a reportable communicable disease. While respecting the legal boundaries of confidentiality of medical information, the center will notify the appropriate health department authority about any suspected or confirmed reportable disease among the children, staff or family members of the children and staff.

The telephone number of the responsible local or state health authority to whom to report communicable diseases will be posted.

Families of children who may have been exposed to a child with a communicable disease or reportable condition will be informed about the exposure according to the recommendations of the local health department.

### **Policies Regarding accidents, injuries, and emergency health care**

In case of accident or injury to a child, Tiger Cub CDC will notify the parent(s) immediately. If the child requires emergency medical care, staff will follow the parent's written instructions provided in the child's enrollment form under the section, Authorization for Emergency Medical Care.

Information regarding the date and circumstances of any accident or injury shall be documented in the child's record.

Additional procedures are contained under the **Safety** heading in this handbook.

### **Transportation and Field Trips**

#### **Daily Transport to and from the Program**

Your child's teacher will ask you to fill out a form indicating who has permission to transport your child; including who has primary responsibility for transportation. Changes in this routine will not be allowed unless we have a signed note from you. Your child will not be released to any individual unless we have written permission. Tiger Cub CDC does not provide transportation for children in the three-year-old program. Children in the year before their eligibility for kindergarten may be transported on the school bus routes. Due to licensure requirements, the parent/legal guardian of a four-year-old children must give Stoutland R-II Schools permission to transport their child to and from school.

Motor vehicle transportation provided by parents, legal guardians or others designated by parents legal guardians will include use of age-appropriate and size-appropriate seat restraints (car seat and/or seat belts). If the parent or legal guardian does not provide appropriate seat restraints or resists using them for their children, staff will remind them about the risk involved and any applicable laws that require use of restraints for transport transport of children. Staff may arrange for education of families and staff by local public safety and emergency personnel with specialized training. The trainer will be identified by the National Highway Traffic Safety Administration (800-424-9393) as an individual who has the necessary training. Restraints for children with special needs will be appropriate for the child.

Staff will encourage families to secure their children in seat restraints to assure that children arrive and leave the program safely. The number of adults and children transported in the vehicle should be limited to the manufacturer's stated capacity for the vehicle.



### **Walking Field Trips**

The majority of our educational field trips are within walking distance. A parent or legal guardian will sign an informed consent form for trips for each before each trip.

The Center Director will map out all routes in advance, provide this information to School Administration, parents, legal guardians and accompanying caregiver. The location of rest rooms, sources of water and telephones will be determined in advance. Children will only use a public restroom if a staff member accompanies them.

All trip participants will wear identifying information, and emergency transport authorization information for the children in the group will be taken on all trips.

Children will be counted every 15 minutes while on a field trip.

The children will learn pedestrian safety by caregiver role-modeling and verbal reinforcement. Caregivers will teach children to cross only when the staff indicates it is safe to cross, and only after looking left, right and left again. The children will be kept together through use of a travel rope.

### **Tuition and Payment Procedures**

Weekly fees have been established as follows:

<b>Lunch Price Qualification Rate</b>	<b>Daily Cost of Tuition</b>	<b>Weekly Tuition Cost</b>
Free	\$5	\$25
Reduced	\$7	\$35
Full	\$10	\$50

### **Yearly Tuition Total Based on 36 Week School Year**

Free--\$900

Reduced--\$1,260

Full--\$1,800

**MPP--Tuition fees include all meals and snack milk.**

**ECSE(4-year olds)--Parents will be responsible for their child's snack milk at the cost of \$.40 per day(\$2.00 weekly).**

Additional support for preschool tuition may be available through The Missouri Department of Social Services--Children's Division. Childcare services provide direct payment to eligible child care providers. The purpose of the program is to assist families with childcare expenses to allow parents to work or to attend school or training programs. If you would like additional information about this program, please contact the Children's Division in the county in which you live or ask your child's teacher for a brochure of additional information.

All payments are due in advance. The first payment is due the first day the child attends the Center and subsequent fees are due on the first operating day of the weeks following. The payment is considered late if not paid by 3:30 the following day. There will be an additional late fee of 15% added for late payments. Families may pay for more than one week in advance, if they wish. Families who are more than two weeks behind in their payments may have their childcare terminated unless other arrangements are made in writing with the Center Director. Tuition is based on enrollment, NOT ATTENDANCE. In order to reserve space for your child during an absence from the Center, all fees will be assessed whether or not your child is in attendance. **Fees are assessed even though the Center may be closed for official holidays or closings due to weather conditions.** The Center's rates have been established to be reasonable and ensure that all families are able to afford quality childcare. The school depends on each week's tuition to pay its current expenses and respectfully requests that payments be made on time.

A \$12 charge will be made on all checks returned due to insufficient funds. Checks issued from a payer account that is returned on two occasions due to lack of funds will not be acceptable for future transactions with our school. Such payer will be requested to make all their future payments to the center by cash, money order or cashier's check.

Children should not be allowed to bring any money into the daycare unless sealed in an envelope, labeled and left with the Director, Teacher, or Teacher Assistant.

### **Discharge/Termination/Withdrawal**

Stoutland R-II School has the right to dismiss children from the Tiger CUB Child Development Center. Termination of enrollment may take place is:

- The child is not toilet trained.
- The child does not attend class for 5 consecutive days or is absent for more than 12 days.
- Discipline issues cannot be resolved.
- Tuition or other fees are not paid.

If the situation should arise that you elect to withdraw your child from the center, it would be greatly appreciated that at least a two-week notice be given.

### **Supervision**

No child will be left unsupervised while attending the program. At least two staff will always be available if more than ten children are in care. Caregivers will directly supervise children by sight and hearing at all times, even when the children are sleeping.

Caregivers will regularly count children on a scheduled basis, at every transition, and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child at all times.

Child:Staff ratios followed by this program will always comply with the following requirements according to state Licensing and the Missouri Preschool Project guidelines:

Age	Child:Staff	Maximum group size
3-5 year-olds	10:1	20

A qualified substitute will be assigned as needed to assure that the required child:Staff ratios are maintained at all times. Substitutes and volunteers will work under direct supervision and not be left alone with a group of children at any time. A substitute who is regularly employed as a caregiver by the facility and who is well known by the children in the group will be considered staff and may function in the same way as the caregiver for whom the substitution is being made.

Observation of active (Large muscle) play in indoor and outdoor spaces will be as follows:

- high-risk play areas (i.e., climbers, slides, swings, and water play) will receive the most staff attention.
- All children using playground or indoor play equipment will be supervised. No children will be permitted to go beyond a caregiver's range of direct supervision. Child to staff ratios will be at least as stringent as for other childcare activities. Children will be specifically assigned to a caregiver to be regularly counted to confirm their safe whereabouts at all times.

## **Safety**

### **Staff**

Individuals employed with the Tiger Cub Child Development Center will be screened for child abuse/neglect and other criminal records prior to employment. Screening includes Registration with the Missouri Department of Health and Senior Services' Family Care Safety Registry, fingerprint screening through the F.B.I and Missouri State Highway Patrol, and Missouri Department of Social Services central registry screening.

Staff will be trained to handle emergencies promptly and intelligently. This training will include C.P.R. and First Aide classes.

### **First-Aid Kits**

First-Aid kits will be located in classroom of the center, kept inaccessible to children, and will be restocked following use to maintain the supply of items.

Additionally, the kit will contain an emergency dose of medication for any child in the group who may require such medication (e.g. Epipen, metered-dose inhaler for allergic reactions). An appropriately supplied first-aid kit will be taken on trips to and from the facility.

The teachers will check the contents of the first-aid kits and replace missing or expired items monthly.

### **Emergency Phone Numbers**

All caregivers will have immediate access to a device that allows them to summon help in an emergency.

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transportation will be taken along anytime children leave the facility in the care of facility staff.

Emergency phone numbers will be updated at least every six months. Emergency phone numbers will be verified by call the number to make sure a responsive, designated person is available.

**Lost or Missing Children**

To prevent loss or missing children, staff will count children frequently while on a field trip. A staff person will be responsible for performing a sweep of the area or vehicle the children are leaving to be sure that no child is overlooked. Staff will identify and implement specific systems for speedy recovery of missing children, such as uniform, brightly colored T-shirts, accessible identification and contact information for the children, and instructions to older children about what to do if they separate from the group. Staff will not make the child's name visible to a stranger who might use the child's name to lure the child from the group.

If it is determined that a child is missing or lost, the center will immediately notify the local police or sheriff, the program director, the parents or legal guardian, the Director or Special Services, the Stoutland R-II school superintendent, and other authorities as required by state regulation. If on a field trip, the staff will notify the Stoutland R-II School to assist in the search for the child.

**Injuries or Illness Requiring Medical or Dental Care**

The center will activate the Emergency Medical Services (EMS) system, by dialing 911 when immediate medical help is required. The caregiver who is with the child, and who has had pediatric first aid training will provide first aid. The center will contact the parent or legal guardian. If the parent or legal guardian cannot be reached, the alternate emergency contact person will be notified.

A staff member will accompany the child and remain with the child until the parent or legal guardian assumes the responsibility for the child. Child to staff ratios will be maintained at all times for the children remaining in the center. The center will provide a substitute for the missing caregiver in such emergencies.

Dental injuries will be given first aid as such a medical injury. If emergency dental care is required, a staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child.

**Serious Illness, Hospitalization, and Death**

Stoutland R-II School District will immediately notify the Department of Health, Bureau of Child Care of a serious illness, hospitalization, or death of a child or staff member that occurs related to childcare during the child care day. Stoutland R-II will plan and carry out communication with staff, families, children, and the community as appropriate.

## **Security, Evacuation Plans, and Drills**

### **Security Plan**

Entrances to the center will be protected from unauthorized access by keeping all doors into the center locked (to the outside).

In the event of an admission of an individual who subsequently demonstrates threatening behavior, the 2-way radio will be used to notify another adult to call the police and all caregivers to avoid the area where the threatening individual is located.

### **Evacuation Procedure**

During an evacuation of the center, child to staff ratios will be maintained, and the children will be moved to the appropriate place at Stoutland School. Staff will count the children in each group being evacuated and count the children again when they reach the evacuation destination.

Staff will remain calm and speak to the children in a reassuring manner. Children will be given clear, simple instructions about exiting the facility. Children will stop their activities immediately at the sound of the alarm, and proceed to the exit door.

Teacher will carry attendance and emergency contact information from the facility to the designated area and compare attendance to the attendance sheet to be sure no children or staff have been left behind.

To assure complete evacuation has occurred, the last person to leave each part of the facility will conduct a final, thorough 'sweep' of all areas accessible to children. If a child who should have been evacuated with the group is located as a result of a final sweep during an evacuation drill, the director will investigate the circumstances that led to the failure to evacuate that child and plan how to avoid such problems in the future.

A temporary shelter will be stocked with supplies and materials necessary for the program to take care of children until parents, legal guardians, or designated person can take the children home.

Families will be notified by telephone, radio, or television broadcast on KLWT 107.9, Lebanon; KJEL 103.7 FM, Lebanon; KFLW 99 FM, Waynesville; KEBD, 97.9, St. Robert, and the television stations' central news service in Springfield, MO.

Evacuation procedures will be posted in the facility by the door. Evacuation drills will be held monthly. The timing of the drills will be varied to include early morning, meal times, and nap times. Children will be appropriately prepared for and reassured during drills.

**Fire or Risk of Explosion**

Anyone who discovers smoke, fire, or risk of explosion will pull the fire alarm located in the classrooms, and notify Emergency Services by calling 911 from a safe location after being sure that evacuation of the building takes place.

Staff will follow the posted Evacuation Procedures. The last person to leave a room will close the doors of that room. All staff are trained and authorized to use the fire extinguisher where necessary and safe.

Stoutland R-II School District will immediately report a fire or explosion in the child care center to the Office of the State Fire Marshal and the Department of Health, Bureau of Child Care.

**Power Failures**

A staff member will investigate if the power outage is confined to the facility, includes the neighborhood or surrounding areas. Caregivers will comfort the children, explain the situation and model for them how to remain calm. Unless the power failure is accompanied by an emergency situation requiring evacuation of the building, staff will follow emergency evacuation procedures. Staff will look for and avoid any downed power lines. Flashlights are stored in both classrooms.

Stoutland School will call the local power facility, explain the situation, and request assistance.

If weather conditions do not permit the maintenance of safe temperatures with the facility, families will be notified by telephone, radio, or television broadcast on KLWT 107.9, Lebanon; KJEL 103.7 FM, Lebanon; KFLW 99 FM, Waynesville; KEBD, 97.9, St. Robert, and the television stations' central news service in Springfield, MO.

**Floods, Tornadoes, Earthquakes, Blizzards or other Catastrophes**

Stoutland School is responsible for contacting local Emergency Preparedness Authorities and obtaining written instructions for what to do in the event of emergency that may occur in the region. Staff will follow the appropriate, posted Emergency Procedures for the catastrophe and wait for authorities to arrive.

**Medical Inquiries**

Staff will refer all media inquiries to the Stoutland R-II School District's Central Administrative Offices. Media will not be allowed access to the facility during a crisis situation. Media access will be prearranged at times when staff and families have been informed and when such visits will cause the least amount of disruption to the program.



## **Drills**

Child care staff will conduct at least one fire drill each month and a disaster drill at least every three months. Children will have the opportunity to practice correct procedures for disasters such as tornados, earthquakes, and intruder alerts. Staff will conduct all drills in a manner that ensures that the students are well prepared.

## **Inspections**

Fire and safety inspections will be conducted at least annually by the state fire marshal, the marshal's office designee or officials of a local fire district. Annual health and sanitation inspections will be kept on file at the Center and will be available for review.

## **Child Guidance**

Caregivers will equitably use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. We use the term "guidance" for several reasons. It is a positive term, which implies working with the child to develop internal control of his or her behavior. Our goal is to encourage children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices as well as accepting the consequences of such choices.

Guidance takes several forms:

- Environment- A place designed for children where everything is developmentally appropriate. Children will be provided with many hands-on experiences that keep them challenged and interested.
- Expectations of Respect- Examples include: keeping our hands to ourselves, walking in the classroom, and taking care of the learning environment. These expectations are discussed with the children, as well as why we hold these expectations.
- Curriculum- A developmentally appropriate curriculum based on children's interests and levels of readiness is implemented.
- Descriptive Appreciation- We appreciate each child's unique contributions to the learning environment. By specifically recognizing a child's constructive behavior/interactions and limiting excessive generalized praise, we are building a child's self-esteem and self-respect.
- Redirection- We change the child's attention from something we do not approve of to something that is acceptable and of interest to the child. For example, a child who has difficulty keeping his hands to himself during circle time may be asked to hold a special object in his lap.
- Positive Reminders- We tell the child what we want him to do rather than using "no" or "don't."
- Choices- We always remind children that they have choices and natural or logical consequences resulting from each choice. We encourage children to actively make their own choices then allow them to experience the positive and negative

consequences that may result from the choice.

- Time Away- This is a valuable tool in teaching children self-discipline. Time away from a situation teaches children that we do not react in anger. Instead, we take the time and space we need to calm down before reacting to a situation. Time away is only used with children who are genuinely out of control and need time and space in the classroom under the teacher's direct supervision, but away from other students. In cases in which the safety of the child or other students may be a concern, the child may be removed from the classroom.

Time away will be used if other management techniques are ineffective. Removal of a child from the environment may be used selectively for children who are at risk of harming themselves or others. The period of "time-away" will be just long enough to enable the child to regain self-control. As a general rule this period will not exceed one minute per year of age. Caregivers will monitor the effectiveness of this method and seek the help of a mental health consultant when approved behavior management strategies do not seem to be effective.

- For acts of aggression and fighting (e.g. biting, hitting, etc.) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not learned to solve. In addition, staff may:
  - Separate the children involved.
  - Immediately comfort the individual who was injured.
  - Care for any injury suffered by the victim involved in the incident and document injury and care provided.
  - Notify parents or legal guardians of children involved in the incident.
  - Review the adequacy of caregiver supervision, appropriateness of facility activities, and administrative corrective action if there is a recurrence.

Caregivers will guide children to develop self-control and orderly conduct in relationship to peers and adults. Students will not be allowed to intimidate/harm themselves or others. Students will not be allowed to willfully leave the classroom or destroy property. In order to maximize the learning opportunities for all students, a child that cannot control his or her behavior may be dismissed from the program. This would only happen after the teacher and parent intervention strategies had proven unsuccessful.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as is necessary for control of the situation.

### **Prohibited Practices**

Caregivers will not use physical punishment or abusive language. Children will not be disciplined for issues associated with food, rest, or toileting.

### **Suspected Child Abuse**

All observations or suspicions of child abuse or neglect will be immediately reported to the child protective services agency no matter where the abuse might have occurred. The Center Director/Lead Teacher in consultation with the Center's Administrator, will call the Children's Division at 1-800-392-3738 to report suspected abuse or neglect. Tiger Cub Child Development Center staff will follow the direction of the child protective services agency. Reporters of suspected child abuse will not be discharged for making the report unless it is proven that a false report was knowingly made.

Staff who is accused of child abuse may be suspended or given leave pending investigation of the accusation. Such caregivers may also be removed from the classroom and given a job that does not require interaction with children. Parents or legal guardians of suspected abused children will be notified. Parents or legal guardians of other children in the program will be contacted by the Center's Administrator in consultation with the Stoutland R-II School Superintendent if a caregiver is suspected of abuse so they may share any concerns they have had. However, no accusation or affirmation of guilt will be made until the investigation is complete. Caregivers found guilty of child abuse will be summarily dismissed or relieved of their duties.

### **Volunteer Policy**

We'd love to have you! We ask that you schedule volunteer times at least one day in advance with your child's teacher. Regular classroom volunteers must meet briefly with an administrator to discuss confidentiality and guidelines before working in the classrooms for the first time.

When you are working as a classroom volunteer, wear comfortable clothing. Wear something that will not be ruined if it should get some finger paint on it and be sure that it is warm enough. Bring a sweater or jacket for outdoor play.

Volunteers working with children in the Center will not be counted in the required child to staff ratio and will be supported at all times by an employee of the Tiger Cub Child Development Center.

### **Communication**

The Tiger Cub Child Development Center will promote communication between families and staff by using written notes as well as informal conversations. Children will bring home a daily report of their activities at preschool. Families are encouraged to leave written notes with important information so all the caregivers who work with the child can share the parent's communication. Parents will be invited to share insight and solutions for any identified child behavioral issues.

A monthly newsletter from the center will be sent home. Dates for program activities and parent education opportunities will be included. Additional information regarding the program, staff, program events, child development, early literacy, and important school news will be provided to families through the school quarterly newsletters and through a Tiger Cub page on the school website. The Tiger Cub Child Developmental Center will also survey parents on important child care, program activities, special events, and program issues at least annually. This information will be shared with the Parent Advisory Committee and in an annual summer planning meeting with parents.

Teachers will meet individually with parents prior to enrollment. Monthly, family fun days will be planned to provide parents and students with opportunities to jointly participate in learning/enrichment activities. In addition, opportunities for individual conferences will be scheduled at least two times per year, one in conjunction with Stoutland R-II fall parent teacher conferences and one during the spring semester. Parent(s) and teachers will jointly participate in evaluations of student progress throughout the year. Additional meetings may be scheduled as determined necessary by the teacher or parent.

Communication needs to be two-way. Your news is important too! Please send notes to your child's teacher about any special circumstances that are important for us at school to know about.

Parents are expected to provide the center with emergency numbers. If this number changes, the center should be notified immediately.

Please feel free to express your opinions or concerns so that they can be addressed before turning into problems. Your involvement will serve to strengthen your child's experience.

### **Parent Advisory Committee**

The Parent Advisory Committee will play a vital role in planning and evaluation of the program. Members of the committee will be selected from each session.

The responsibilities of the committee include:

- 1) Providing suggestions for disseminating information about the early childhood programs.
- 2) Identifying topics of interest for parent meetings.
- 3) Assisting with the implementation of the licensing and accreditation regulations.
- 4) Developing ideas to help children transition from preschool to kindergarten.
- 5) Refining parent satisfaction surveys.
- 6) Reviewing program objectives and developing new objectives as the previous ones are met.
- 7) Suggesting program improvements.
- 8) Locating other sources of revenue to maintain the current programs when grant funding is no longer available.

If you are interested in serving on the Parent Advisory Committee, please tell your child's teacher as soon as possible.

### **Grievance Policy**

#### **Standard Complaint Resolution Procedure for Improving America's Schools Act Programs**

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

### **Public Complaints**

The board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

- 1) Complaints on behalf of individual students should first be addressed to the teacher.
- 2) Unsettled matters from above, or problems and questions concerning an individual school, should be directed to the Center Director and the Special Services Director.
- 3) Unsettled matters from above, or problems and questions concerning the school district, should be directed to the superintendent.
- 4) If the Superintendent cannot settle the matter satisfactorily, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education, and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the question of parent/guardians of the public. Accordingly, the district will inform patrons of this complaint procedures and its availability of lodging complaints against the local district or the state.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R), established for that purpose.

If the issue cannot be resolved at the local level, the complaint may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department of may require the parties to do so and may provide technical assistance to facilitate such a resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe the state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the local school district or Department personnel.

### **Public Information Law 107-110**

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Furthermore, families may access the following:

- Staff child abuse/neglect reports
- State licensing regulations
- Accreditation materials
- Their child's developmental records and student portfolio

### **Federal Programs and Parent/Guardian Notification**

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.

- Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/ guardians of students and appropriate private school officials or representatives.

- At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title 1 funds that they may request, and the district will provide in a timely manner, information regarding the professionals providing services to their child.
- A building that receives Title 1 funds must provide all parents/ guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
- When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title 1 building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
- Within thirty days after the beginning of the school year, a district must inform parents/guardians that their Limited English Proficient (LEP) child has been identified for participation in a language instruction educational program.
- Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

### **English As A Second Language**

Students whose native or home language is other than English are identified through enrollment procedures or teacher referral. The district assesses the educational needs of these students and makes necessary modifications. Appropriate programs are provided to aid the student in acquiring English and progressing in the content areas.

### **Tiger Cub Parent Involvement Plan Communication**

Tiger Cub Development Center recognizes that all parents genuinely care about their children's learning and want their children to do well in school. The school will offer a variety of meeting opportunities for parents that include but are not limited to pre-enrollment visits to classroom with parent, individual orientation meetings prior to enrollment, individual parent conferences in the fall and spring, monthly family fun nights, and planning meetings. Transportation and childcare will be available when necessary.

Parents will receive information in a timely manner regarding: Title 1 programs, the school's performance profile results, their child's individual assessment results, explanation of the curriculum in use at school, forms of assessment used to measure student progress, the proficiency levels students are expected to meet.

Timely responses will be made to parent suggestions offered in meetings.



### **Parent-School Compact**

A group of Tiger Cub Development Center parents, faculty, and staff met jointly to develop the Stoutland R-II School-Parent Compact during the fall of 2006. The School-Parent Compact's purpose is to communicate the responsibilities of the school and the responsibilities of the parents for provision of developmentally appropriate care and preschool programs. Each year at the Spring Planning Meeting the Compact is brought forth to those in attendance for review/revision. The School-Parent Compact meets all outlined requirements.

### **Building Capacity for Parental Involvement**

Through collaborative efforts the school will coordinate and integrate parental involvement strategies with other programs such as Head Start, Parents as Teachers, PTSO, and Missouri Ozarks Community Action (MOCA). This collaboration will provide parents with more assistance in understanding how to monitor a child's progress, how to work with teacher to improve the child's performance, how to participate in decisions relating to the education of their child. Interested parents will be given information on literacy training and materials. Parents will be provided assistance in understanding current provisions and requirements of state and federal educational policies upon request. All school personnel will be assisted in learning to value parent contributions, communicating and working with parents as equal partners, coordinating and implementing parent programs, and building ties between home and school. We will continue to reach out to organizations, agencies, and businesses that could have a role in parent involvement activities, such as Head Start, PTSO, MOCA, and the county libraries. We will continue to develop our parent library so parents will have an opportunity to learn about child development and child rearing issues. Should we have a change in our population we will be careful to make sure that all school information regarding programs, meetings, and activities is sent home in the family's primary language. We will provide requested reasonable support for Title 1 parental involvement activities.

*The Stoutland R-II School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran, including a Vietnam-era Veteran, in admission/access to, or treatment/employment in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups.*

*Any person(s) having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent for personnel services, 7584 State Road T, Stoutland, MO 65567, (417) 286-3711 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boys Scout Access), or the director of special services, (417)286-3711(Section 504), 7584 State Road T, Stoutland, MO 65567, or RELAY MISSOURI 800-735-2966.*

## **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Stoutland R-II School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment and blindness, and young child with a developmental delay.

The Stoutland R-II School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The Stoutland R-II School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Stoutland R-II School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's policies and procedures provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Stoutland R-II Schools in the Central Administration office from 8:00 AM to 4:00 PM Monday through Friday during the regular school term and 8:00 AM to 4:00 PM Monday through Thursday during the months of June and July.

This notice will be provided in native languages as appropriate.

## **Family Education Rights and Privacy Act** (FERPA)

The Family Educational Rights and Privacy Act (20 U.S.C § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of

time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper articles) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may write to the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

### **Nondiscrimination and Student Rights/Harassment**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined in this policy. It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, to promptly take appropriate action to protect individuals from further harassment or discrimination.

### **Firearms and Weapons**

There are absolutely no firearms allowed on the Stoutland R-II School property.

### **Miscellaneous**

#### **Use of Students in Promotion Projects**

The Stoutland School District shares information in many ways with the public about the district's programs and accomplishments. These can include news releases, photographs, school publication, the district's web site, radio programs, videos, slideshows and multimedia presentations, among others. Your child may be photographed, interviewed or videotaped for us in news stories or promotional materials about or for the Stoutland School District. The Stoutland School District or its official representatives will only use the materials for non-profit, non-commercial purposes. If you do not want your child included in news stories or promotional materials, please inform your child's teacher.

### **Policy Changes**

We reserve the right to change our policies and procedures at any time.