



### ***Family Handbook***

Rules, Policies, and Program Overview.

Kids First Daycare LLC

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## **1. Welcome**

- Welcome to Kids First Daycare! We are thrilled to have your child as part of our family. Our mission is to provide a nurturing and educational environment where your child can grow, learn, and explore.
- It is the philosophy of our childcare center to provide your child with a program in which he/she can grow and develop to their fullest potential. We believe all children can and will learn and develop with the proper support and care. In addition, agreeing with Missouri Compliance, we will promote the health, safety, and welfare of all children in the facility at all times. Provide safe, comfortable physical, materials, and equipment in the facility. Ensure adequate supervision of children by capable and qualified staff. Provide adequate and proper nutrition. Provide an overall environment conducive to the children's mental and physical development and a sense of wellbeing.
- We are dedicated to supporting your family by creating a warm, safe, and enriching space for your children.
- We are Licensed Exempt. This means we are a Faith based Early Childhood Center, in compliance with all state regulations, but considered exempt from certain rules.
- We provide care for children 6 weeks (about 1 and a half months), to 5 years old and entering Kindergarten. All children are eligible to apply for enrollment, regardless of race, gender, creed, socioeconomic status, or ability. Acceptance is based on enrollment availability, and subject to approval by the Director. Families are enrolled, if and when their needs align with our availability.

## **2. Program Overview**

- At Kids First Daycare, we offer a range of programs to meet the needs of children at various developmental stages, from infants through preschoolers, and even enrichment classes, (Baseball, Soccer, Dance, Gymnastics, Music, Art and or Spanish, etc.,) not all extracurricular's will be offered year round, availability may vary by season).

- **Curriculum Approach**

Our preschool curriculum is designed to be developmentally appropriate, flexible, and engaging. We utilize a **play-based learning model**, where children learn best through hands-on activities, interactions with peers, and exploration of their environment. We integrate core areas of development through playful, meaningful experiences that foster creativity, critical thinking, and problem-solving skills.

- **Literacy Development:** Our curriculum includes a variety of activities that promote language and literacy skills. From storytelling and group reading to phonics and writing exercises, children build vocabulary, comprehension, and a love for reading.
- **Math and Logic Skills:** Children engage with age-appropriate math concepts such as counting, number recognition, sorting, patterns, and simple addition and subtraction through fun, interactive games and activities.
- **Creative Arts:** We incorporate music, art, and movement into our daily routines. Whether it's painting, singing, dancing, or acting, children express themselves creatively and develop fine motor skills while exploring their imagination.
- **Science and Nature:** Hands-on science experiments, nature walks, and exploration of the world around them encourage children to ask questions, investigate, and discover. Concepts like weather, seasons, plants, and animals come alive through exciting, interactive activities.
- **Social-Emotional Development:** At this stage, children learn important skills like communication, cooperation, conflict resolution, and empathy. Our classroom fosters a supportive and inclusive environment where children practice positive behaviors and learn how to build meaningful relationships with their peers.
- **Physical Development:** We provide a variety of opportunities for children to develop both fine and gross motor skills through activities like puzzles, building blocks, outdoor play, and structured physical activities. Our outdoor play areas and gymnasium provide ample space for running, climbing, and socializing, helping children build strength, coordination, and confidence.

### **Daily Schedule**

Our preschool day is designed to balance active play with quiet learning time, creating a rhythm that supports children's ability to focus, learn, and rest. A typical day may include:

- **Arrival and Free Play:** Children are welcomed into the classroom with a period of free play where they can engage with different learning stations, such as blocks, puzzles, art supplies, or books.
- **Breakfast-** 8:30-8:50 am. Except for Infants who eat on demand.

- **Circle Time:** The group gathers for a welcoming circle where we discuss the day's activities, sing songs, and share stories.
- **Theme-Based Learning Activities:** Children participate in small-group or whole-group activities based on a weekly theme (e.g., animals, the weather, friendship, or holidays). These activities encourage hands-on learning, creativity, and social interaction.
- **Small Group Activities:** 2/3's and Preschool also have small group activities, where the students are divided into smaller primary groups and do activities based on their developmental stage. This is teacher initiated.
- **Outdoor Play and Physical Activity:** A crucial part of our preschool program, outdoor play gives children the chance to exercise and explore nature. Whether it's a structured game or free time, outdoor activities promote physical development and provide an opportunity for children to socialize. When the weather is not appropriate for outdoor adventures, we move our bodies inside.
- **Snack and Mealtime:** Healthy snacks and meals are provided throughout the day. We teach children about nutrition, table manners, and the importance of eating together as a community.
- **Quiet Time or Rest:** After a busy morning, children have the opportunity to rest or engage in quiet activities such as reading or listening to calming music.
- **Closing Circle:** We end each day with a closing circle, where children reflect on what they've learned, share stories, and look forward to the next day.

### School Readiness

We understand the importance of preparing children for the transition to kindergarten. Our preschool program places a strong emphasis on school readiness by helping children develop the foundational skills they need for future academic success, including:

- **Following Directions:** Children learn to listen and follow simple instructions.
- **Self-Regulation:** Through routines and structured activities, children practice managing their emotions and behaviors.
- **Independence:** Children are encouraged to complete simple tasks on their own, such as cleaning up after themselves, putting on their coats, and using the bathroom independently.
- **Cognitive and Social Skills:** As children prepare for kindergarten, we focus on building their critical thinking and problem-solving abilities, as well as helping them develop strong social skills, such as cooperation, sharing, and respect for others.

### **Individualized Learning**

We recognize that every child learns at their own pace. Our teachers are committed to observing and understanding each child's strengths, interests, and areas for growth. We tailor activities to meet the needs of all learners, whether they are ready to move ahead or need additional support. Through individualized attention, we create a learning environment where all children feel supported and challenged.

### **Enrichment Activities**

To enrich the preschool experience, we offer several special programs and activities throughout the year, such as:

- **Extra Curriculars-** baseball, soccer, dance, music, art. **Seasonal, and depends on coach/instructor availability.**
- **Guest Visitors:** Experts in various fields, such as artists, musicians, or local farmers, occasionally visit the preschool to offer interactive learning opportunities.
- **Seasonal Celebrations:** We celebrate holidays, seasons, and cultural events, helping children understand and appreciate diversity.
- **Water Day-** During the summer months (June-July) we will set up age-appropriate water play activities on each classroom's designated day. Parents are required to send in swimsuits, swim shoes, and a towel that will stay at the daycare until the conclusion of the water days. We will wash all materials after use with a hypoallergenic laundry detergent.

### **Parent Involvement**

We believe that parents are a vital part of the preschool experience. Throughout the year, there will be opportunities for you to engage in your child's learning through take home activities, parent-teacher conferences, special events, and volunteering events. Your feedback is always welcome, and we encourage open communication to ensure that your child's needs are met.

### ***3. Hours of Operation***

- Our daycare operates Monday through Friday, from 6:00 AM to 6:00 PM. We are closed on major holidays, Professional Development Days, and in case of inclement weather you will be notified through the parent app. A calendar is created for each year, August 1-July 31, with a preview of the next August and given to you upon enrollment.

- Drop-off is between 6:00 AM and 8:45 AM, and pick-up is based on your 9-hour timeslot. All pick-ups must occur by 5:45 pm to ensure cleaning and closing can be done. A family's shift can be 6:00-3:00, 6:30-3:30, 7:00-4:00, 7:30-4:30, 8:00-5:00, or 8:30-5:30 with 15 min buffers. If you need to change your shift for a one-day occurrence, you must ask 48 hours in advance to see if we can accommodate you. If you need to change permanently, we request a 2-weeks' notice, or as soon as you learn about the change. Late fees occur at the rate of \$1.00 per minute, per child, after your allotted time to pick up. Communication is required, and grace is given on uncontrollable issues such as natural disasters/extreme weather, unexpected road closers, or medical emergencies of a family member. (the \$1/min/child kicks in after your 15 min of grace, example, your time slot is 7:00-4:00, at 4:16 pm, you owe \$1.00)
- Early Closing, there are a few days a year that we close at 1:00 pm, for professional development, or at 4:00 pm for building usage, or preparing for holidays or training. Please pay attention to the calendar and reminders in the parent app, and the parent calendar by the office.

#### ***4. Enrollment and Registration***

- To enroll your child, please complete the registration form and submit the required health records, emergency contacts, and any other necessary documentation. For Kids First, we require a tour, an intake interview, and all paperwork submitted 48 hours before the agreed upon start date.
- Our programs are available for children ages 6-weeks, to 5 years. We recommend completing the enrollment process at least 2-4 weeks in advance, to ensure availability. Infant and Toddler rooms have less availability, and it is encouraged to tour and get on the waitlist as soon as possible. We do enroll year-round, assuming we have space.
- There is annual paperwork that must be filled out and kept current. This includes enrollment forms (Which also must also be updated with any changes, phone number, address, job, emergency pickups, health information, including and not limited to annual physicals, immunizations, or exemptions, and any medical or health changes.

#### ***5. Tuition and Fees***

- Tuition is due on Friday, for the upcoming week, and must be paid in full BY Monday at 5:00 pm. Late fees will be added at 5:01 pm on Mondays, for any tuition not paid.

The weekly rate for each age group, and enrollment spot is on the tuition rate sheet, and may go up annually, or bi-annually per costs of materials and supplies.

- A late payment fee of \$35 will be applied for payments received after the Mondays. At 5:00 pm. Payments can be made in the Parent engagement App. Return check fees will also be applied at a rate of \$35.00 per insufficient return.
- Please see all other Tuition/Fees on the Tuition Rate Sheet.

## **6. Health and Safety Policies**

- The health and safety of your child is our top priority. If your child is sick, please keep them at home until they are symptom-free for 24 hours. This includes Fever of 100.4 or higher, diarrhea, vomiting, or confirmation of any contagious illness. If your child is at school and gets sick, with any of these symptoms, or anything else the team determines is a concern, you will be notified to pick up your child and must do so immediately.
- In case of emergency, we will immediately contact you and the emergency contacts listed on your child's registration form. Emergencies include Sick child, Natural Disaster, Facility Emergency, Injured child.
- Check In and Out: Parents or authorized persons on the child's account, will need to walk them into our facility around the time of that families agreed upon enrollment slot, in clean, and appropriate clothes for playing all day, this includes CLOSED TOE Tennis Shoes. The authorized person has to physically walk the child into their classroom, as well as verbally greet and update the staff on any news and sign them into the Child Care/Parent portal. All authorized adults will have their own code, and we prohibit code sharing. Individuals will sign the child in and then leave the premises.
- Visiting does need to be scheduled and approved, and unless asked to bring supplies needed for that day, we limit the number of people entering the building after 8:45 and before 3:00 pm. Our Parking Lot is also considered private property, and shared space, and cannot be used for virtual meetings or idling.
- Do not let anyone else in the daycare, regardless of who it is, parent, therapist, grocery order. If they don't have their own code, they can ring the bell. The status of someone you may recognize could have changed, and we take security very seriously. Please NO admittance of anyone but yourself at drop off or pick up time.
- Medication can and will be administered after all steps have been followed, you have brought in the medication in a new unopened, and untampered container, that is appropriate for your child, (infant Tylenol for an infant), a medication

authorization must be completed and signed by an enrolling parent. If it is a prescription, it must be in the prescription container and be current.

- A Medical Exam form must be filled out by a Licensed Physician and kept current. Any diagnosis will have to have a specialized care plan. Asthma, Allergies, ADHD, Eczema, anything other than “normal” written on the child medical exam form will need the specialized care plan form signed, please inform us at enrolment if you need any, we are happy to give you one to take to your pediatrician.
- Toilet Learning: we have a Toilet Learning Checklist and Agreement form here at Kids First. We cannot accommodate toilet learning in children under 2, as we do not have a restroom close enough and cannot allow home style plastic toilets in the center. When a child and family are thinking the child is ready, we have a checklist the family and Teacher will fill out. If/when the child is reaching 5/7 items, and is not in another transition, we can fill out the agreement and begin. Another transition includes things like, a recent move, being new here (less than 6 weeks), just having had a new sibling, or death in the family, just taking away a binky. Please read the TLC and TLA and schedule a time to talk to the teacher and or director to get started, or if you have questions.
- Injuries: our staff will make every effort to ensure the safety of all children while in our care. Unfortunately, accidents do happen. We will notify you in the parent portal, if and when your child gets hurt, for things like a scratch, a scrape, a bug bite, a bonk, or a fall. We will also provide a phone call if a child hurts their head or has an open wound on their face. Incidents will be documented from what we witness and or are told. There are times when a child is having fun and gets hurt but doesn't stop telling a teacher, or their personality is not that to cry or ask for help and scratches or small owies are missed. If your child comes home with any marks or scratches or bites, you may send a message to inform us and or ask if we knew and got too busy to update. Please note that injuries that occur at school are not the financial responsibility of the school, and parents are still responsible for all bills that arise due to a child's injury.
- Animals- We do not currently have animals on the premises. We do not currently allow animals inside without approval.
- If your child has gone through anything that could result in behavior changes in their life or at school, it is your responsibility to inform the director, and or the teaching staff of your child so we can prepare to support them and their emotional health.
- Topical Form: We require a topical form to be filled out in order to apply sunscreen, bug spray, Aquaphor, Vaseline, after bite, or any other possible needed ointment.



This form must be signed yearly. If you prefer a certain brand of any of these items, you must specify and provide them.

## **7. Daily Routine**

- A typical day at Kids First includes a balanced mix of activities: morning circle time, individual play, outdoor play, lunch, nap time, and afternoon activities. We try to remain flexible but have a wide variety of developmentally appropriate engaging activities.
- We aim to create an environment with activities that help develop fine and gross motor skills, language, and socialization. We do a developmental screening on each child so we can assess where they are and what goals they should be meeting to remain on target and include those in our lesson plans. Routines are good for stability and decrease anxiety, and boost confidence. However, there are times when things will change, such as a visiting reader, or enrichment class, or bad weather. We try to keep you as posted as we can!
- Naps are a part of our routine and encourage developing brains and bodies. Each age range has a different recommended course of sleep, but all classrooms promote healthy rest time and must have a period of time where children are preferably sleeping, but quiet and resting.

## **8. Parent Communication**

- We believe in open communication between parents and staff. Daily reports about your child's day will be provided, and we encourage you to reach out with any questions you may have. Teachers will enter all pertinent information, as well as academic, social emotional, sleeping, food, and toileting. We will use this app to remind you of needed supplies, materials, and important events!
- We host parent-teacher conferences twice a year to discuss your child's progress and address any concerns.
- We plan to send out monthly newsletters with important updates, dates to know, and fun facts!

## **9. Behavioral Expectations**

- We use positive reinforcement and redirection to encourage good behavior. Children are encouraged to express their feelings, share, and collaborate with others.
- If behavioral concerns arise, we will work closely with you to develop a plan to support your child's needs and ensure a positive experience for everyone.
- If your child harms another child, staff, or is abusive to materials, that is grounds for immediate pick up, and a plan of action to be created. While we know that children have tantrums, and there is a level of “typical” back and forth rough play, we will not tolerate intentional, and continuous negative treatment.

## **10. Meals and Snacks**

- We provide healthy, balanced meals and snacks. A typical lunch may include fresh fruit, vegetables, protein, and grains. Please inform us of any allergies or dietary restrictions your child may have.
- We provide breakfast, lunch, and snacks. We serve Whole milk to children 2 and under, and 2% for children 3 to 5. If your child cannot have Cow milk, an alternative can be bought. There will be a “special milk” charge added to the tuition. We cannot allow it to be brought in due to Safety and health regulations
- Kids First is Nut Free, and no nuts can be brought in, in any food. This means your child cannot finish a granola bar with peanut butter and come inside as we have other children and staff who cannot be exposed to peanuts, and tree nuts. If your child needs a snack in the car, please have them finish it entirely. Do not bring food or wrappers inside, and be mindful of other students’ allergies, and our mealtimes.
- Water is available at all times, and Apple Juice is offered to children 2 and up once a week in replacement of milk for snack.
- Infants will bring their own formula; we use bottles of infant water to prepare bottles. (or breastmilk can be brought in, stored, and served). When infants are 6 months of age, able to sit on their own, and parents, pediatrician and staff are all on the same age, they can begin fruit and vegetable purees. Typically, we transition to pouches around 9-10 months, unless a family is interested in baby led weaning and prefers diced fruit/vegetables. When ready, toddlers are given softer foods and one of each food group. Parents can lead the transition from formula to milk; however, we are happy to offer suggestions of what has worked for us.

- Birthdays/Holidays: We do allow parents to donate, and or provide food and or drink items for birthdays and holidays, if they are NUT free, individually wrapped, and or prepackaged, to ensure the safety and accuracy of allergy Friendly items.

## **11. Parent Involvement/Belongings:**

- Parents are encouraged to participate in take-home activities and special events. We value your involvement and look forward to building a strong partnership with you. There is approximately 1 family engagement activity per month, sometimes 2!
- We value our community and the work you all do as well and would love feedback on how we can support you and the community.
- Each child must have 2 changes of weather appropriate clothing at all times. It is your responsibility to check your child's cubby for soiled clothes, take them home, and replenish them. It is your responsibility to monitor the weather, and size, to make sure your child has appropriate outfits. This includes, 2 pats or shorts, 2 underwear, 2 socks, 2 shirts, 1 hoodie and or jacket, 1 water resistant jacket, 1 pair of shoes that can be worn to get wet or muddy, in the summer, 1 swim suit, and or trunks, towel, and water shoes or crocs to stay at school all summer. 1 blanket for nap/rest time, that stays at school and we will wash weekly with the cot sheets. Please label all belongings with your child's name.
- OPEN TOED and HIGH-Heeled shoes are NOT ALLOWED.
- Children are not allowed to bring TOYS or items from home; UNLESS Teachers have created and or invited a show and tell day, which will have lots of reminders.

## **12. Withdrawal and Termination Policy**

- If you wish to withdraw your child from our program, we require a three-week notice to allow us to adjust staffing and accommodate other children. 2 weeks paid, and 1 week will come from your deposit. Attendance is optional in case your life changes occur right away.
- We reserve the right to terminate care if a child's needs cannot be met, if tuition payments are consistently late, and/or if any adults on a child's enrollment form are disrespectful/breaking any rules of our Center.
- I understand that enrolling my child \_\_\_\_\_, means I am to uphold the parent/family policies in this handbook. Failure to uphold the rules, and terms of childcare enrollment mean I may not be able to continue receiving care. I

will follow the rules, and agree too (the following are a few but not limited to the entire book, it is a primary example)

- Providing the immediate needs of my child, diapers, wipes, extra and weather appropriate clothing, shoes, jacket, blanket (and Infants-formula).
- Paying tuition on time each week, On Friday for the week ahead, and or BY MONDAY at 5:00 pm for each week. (at the latest). If I have any issues, I will communicate with the director, and I understand that late fees may apply. I understand that I am allotted one week of vacation per year, after I have been enrolled for six months. I must give two weeks' notice of that vacation not to be charged, and my account must be current. I understand that if I get behind on tuition, or do not keep my word when I ask for an extension, my care might be suspended.
- My child will be in attendance, each scheduled day, unless they have a doctor's appointment or they are sick, in which case I will send a message through the parent portal to us before the cut off arrival time of 8:45 AM. (Or preferably by my child's normal arrival time). I understand If I do not ask in advance, if my child can come after 8:45 am, that the center may not be able to accommodate a late arrival, will get confirmation from the Director in advance if I am requesting a drop off of between 9:00 am and 11:00 am. Drop off will not be permitted after 11:00 am, and or between 11:00-3:00 due to the multiple nap times, and needs of the children present. I will do my best to schedule appointments for early morning, and notify them in advance, or in the afternoon and pick them up early. I will always message you first if I have an urgent issue and must come suddenly, not at my normal time, or at nap time so a member of staff can bring my child to me.
- It is our goal to support and provide care for all families that we offer enrollment too, in case your family is offered and accepted care, but either we or you feel our values are not a good fit. Either party can ask for intervention, resolution, or termination. We try to use our resources and give them any extensions as to not Uproot a child from care, but there are times we may not be able to meet the extent of the needs of all families.
- I will bring my child in their timeslot, and if I need to change that time I will request 48 hours in advance for a one-time change, and 7-10 business days for a permanent change.
- I understand that my timeslot means I can come after, but I still must pick up by my normal pick-up time, unless I asked in advance and got approval from the Director.

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Parent Signature & Date of Termination Policy

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Director Signature & Date of Termination Policy

### ***13. Special Needs and Accommodations***

- We are committed to supporting children with special needs and will work with families to create individualized care plans that meet each child's unique requirements. If it is within the scope of what our staff and facility can support.
- If your child has specific needs or requirements, please let us know during the enrollment process, and we will ensure appropriate accommodation is provided, if possible.

### ***14. Emergency Contact Information***

- In case of an emergency, please contact the Daycare Director, through the admin channel on the parent portal, or at the Center Phone # 636-936-1918. The portal is checked between 6:00-7:00pm. Calls after 4:30 pm will be returned the next day.
- Please ensure that we have up-to-date emergency contacts on file. It's essential that we can reach you or another authorized person quickly if needed as well.

### ***15. Infant Safe Sleep Policy:***

Infant Sleep Policy- The purpose of the safe sleep policy, is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS), and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri law requires all licensed childcare facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safety recommendations of the American Academy of Pediatrics. Missouri

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childcare licensing rules require licensed childcare facilities to provide parents and or guardians who have infants in care, a copy of the facility's safe sleep policy. Sudden unexpected infant death syndrome is the sudden death of an infant less than one year of age, that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, and examination of the death scene, and a review of the clinical history. Sudden infant death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death. Not immediately obvious prior to investigation. Causes of sudden unexpected infant death include but are not limited to: metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation. Childcare providers can maintain safer sleep environments for infants that help lower the chances of SIDS. Our goal is to take proactive steps.

### **Core Safe Sleep Practices**

- **Infants must be placed on their backs** for all sleep
- If a health provider prescribes another sleep position, it must be supported in writing
- **Supervision during sleep:** staff must be properly positioned, room lighting must allow visibility, infants must be physically checked regularly (e.g. to ensure not overheated or in distress), and no devices that impair hearing/vision of a sleeping child may be used

### **Environment Requirements**

- Cribs and playpens must have **firm mattresses**, tight-fitting sheets, and be **free of loose bedding, bumper pads, pillows, soft toys**, or blankets covering the head
- **Heads must remain uncovered** during naps/sleep
- **No smoking** in childcare facilities during hours of care
- Infants less than one year of age will be placed on their backs to sleep when, in the opinion of the Infants licensed healthcare provider and infant requires alternative sleep physicians or special sleeping arrangements, the provider must have on file at the facility written instructions signed by the Infants licensed healthcare provider. Detailing the alternative sleep positions or special sleeping arrangement, caregivers will put the impending sleep as specified in the written instructions.
- When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be

allowed to adopt whatever position they prefer to sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer to sleep in. We will follow this recommendation by the American Academy of Pediatrics.

- Sleeping infants shall have a supervised nap. Sleep period. The caregiver shall be positioned where he or she can see and hear the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them when they are asleep in case they have difficulty during nap or sleep time or when they first awaken.
- Equipment such as sound machines could interfere with caregivers' ability to see or hear a child, and they must be used with caution.
- Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not overdressing or over wrapping the infant. Infants should be dressed appropriately for the environment with no more than one layer more than the adult would wear to be comfortable in that environment. Caregivers will conduct (frequent) physical checks on the infant to ensure that the infant is not overheated or distressed.
- The lighting in the room must allow the caregiver slash teacher to see each infant's face, to view the color of their skin, and to check on the infants' breathing and placement of the pacifier if used.
- All caregivers will receive in person or online training on Infant Safe Sleep based on AAP Safe Sleep recommendations. This training must be completed within 30 days of employment or volunteering and will be completed every three years.
- Toys and stuffed animals will be removed from the crib when the infant is sleeping.
- When indicated on the Infant Toddler Feeding and Care Plan or with such written parent consent, Pacifiers will be allowed in the infant's crib while they sleep.
- Only one infant may occupy a crib or playpen at a time.
- To promote healthy development, infants who are awake will be given supervised tummy time for exercise and for play.

### **Where Infants Must NOT Sleep**

While infants may briefly **fall asleep** in swings, car seats, rockers, or bassinets, Missouri licensing requires they be **moved into a crib once asleep** and not remain in such equipment during sleep.

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***Parent Signature & date of Safe Sleep Policy***

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***Director Signature & date of Safe Sleep Policy***

**16. Parent Signatures & Mandated Reporter Information:**

\* I understand that all staff at this Child Care Facility are mandated reporters, and it is their job to keep children safe and report any suspicion of unfair treatment. Part of our job is to document in writing, any and all bruises, bumps, abrasions, etc. That your child may enter the center with. Please let your child's teacher know of any injuries that occurred when away from the center. In our Center, if we suspect abuse, or neglect, we are required to document it and report it immediately.

Child Abuse Hotline # is 1-800-392-3738

- By signing below, you acknowledge that you have read and understood the policies outlined in this Parent Handbook and agree to abide by them.
- Please return this signed form by \_\_\_\_\_ to complete your enrollment.

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Parent Signature & Date

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Director Signature & Date