



**EAGLE CARE INFANT/TODDLER PROGRAM  
PARENT HANDBOOK  
2019-2020**

**I. Mission Statement:**

*The mission of Nixa Public Schools, dedicated to our legacy of excellence, is to ensure all students achieve maximum potential and graduate with the knowledge, skills and character necessary to succeed as productive, informed, and engaged citizens in a diverse society by providing a quality, comprehensive, world-class education in a safe and secure learning environment.*

**II. Program Objectives:**

Eagle Care Infant/Toddler program strives to provide a safe, nurturing environment for every child. Through the use of developmentally appropriate activities and materials our goal is that your child will develop a positive self-image. Social-emotional development is a large part of our program. Our caregivers strive to provide a safe and secure environment and promote a sense of independence by allowing children to explore, experiment, and problem solve. We also encourage language development through the use of songs, books, and social interaction with the children throughout the day, helping to set the foundation for future communication skills. We provide an abundance of gross and fine motor activities during our daily routine. This helps to promote the growth process of the children in our care.

**III. Admission:**

Eagle Care Infant/Toddler program is designed to serve children ages six weeks to 3 years and preschool eligible. Children are preschool eligible if they turn 3 prior to August 1<sup>st</sup> of the upcoming school year. Once the child turns 3 and is potty trained, they are eligible to move up to our Preschool age program, if a spot is available. Moving up to the preschool program is determined by space availability and at the programs discretion. Nixa Preschool programs are only available to Nixa city residents or children of certified Nixa Schools staff.

Eagle Care Infant and Toddler Program will first be available to Nixa Public Schools employees. We will only accept non-employee children if spots are unable to be filled by staff after May 30 each year.

Eagle Care will not discriminate in providing services to children on the basis of race, ethnicity, religion, cultural heritage, marital status, sexual orientation, or disability.

To enroll your child in our program you may complete the interest form at [www.nixaxlt.net](http://www.nixaxlt.net) or visit the XLT Office at the Faught Administration Center, 301 S. Main St, Nixa, MO 65714. When a spot becomes available, those on the interest form will be contacted to fill that spot.

The following enrollment forms must be completed and returned prior to admission to the program:

- **Online Registration Form:** must be completed thoroughly including full addresses and complete phone numbers
- **Immunization Records:** an updated immunization record must accompany forms at the time the child is enrolled. Updates are required when new immunizations are given.
- **Medical:** a current medical examination form completed and signed by your child's physician.

#### **IV. Hours/Days of Operation:**

Eagle Care Infant/Toddler age program is available Monday through Friday starting July 29, 2019 through June 19, 2020 . (258 student days)

The hours of operation will be from 6:30 a.m. until 6:00 p.m.

\*\*\*Due to the rapid growth of the Nixa Public Schools, we are unable to offer drop-in care.\*\*\*

#### **V. Contact Information and Program Locations**

##### Important Phone Numbers:

Program Coordinator XLT office, Faught Administration Center,  
301 South Main Street, 417-724-3871

Assistant to the Program Coordinator XLT office, Faught Administration Center,  
301 South Main Street, 417-724-3878

Office Manager XLT Office, Faught Administration Center,  
301 S. Main St, 417-724-3872

Eagle Care Lead Supervisor XLT Office, Faught Administration Center,  
301 South Main Street, 417-724-4051

Eagle Care Supervisor XLT Office, Faught Administration Center,  
301 S. Main Street, 417-724-3870

##### Eagle Care Infant Room

Room # 114 Peggy L. Taylor Early Learning Center, 301 S. Main St, 417-724-4053

##### Eagle Care Toddler Room

Room #115 Peggy L. Taylor Early Learning Center, 301 S. Main St, 417-724-4057

#### **VI. Withdrawal from Program:**

If withdrawal from the program is needed for your child, please complete a "Schedule Change Request" online at [www.nixaxlt.net](http://www.nixaxlt.net) or submit notice in writing to the XLT office. Schedule changes made prior to the 10th of each month will be applied to the end of the current month. Changes made after the 10th of the month will not be applied until the end of the following month. This is due to the tuition schedule being broken down over a year of payments spread out evenly across the school year. at least 1 month prior to the last date of care.

Written notice should include the following:

Child's' Full Name

Parents' Full Name

Current Date

Effective Date of Change (See above) (one month from current date)

School Child Attends (Eagle Care Infant/Toddler)

Reason for Withdrawal

Parent Signature

- o **Tuition will not be prorated, appropriate notice must be given to stop tuition from being charged.**
- o If your child will not be attending the program as scheduled, please notify your class Supervisor in advance. Cooperation in this matter is for the safety of your child.

**IF YOUR CHILD DOES NOT ATTEND FOR ONE MONTH AND EAGLE CARE HAS NOT BEEN NOTIFIED, YOUR CHILD WILL BE DROPPED FROM THE PROGRAM.**

- **Tuition will continue to be charged unless we have received one month' notice in writing.**

**Re-enrollment will be determined by availability and requires the \$25 re-enrollment fee, along with the first month of tuition.**

- **All balances must be paid in full in order to return.**

*If your family should have an unusual or emergency type financial problem that may affect the prompt payment of tuition, please call 417-724-3872 to discuss the situation with the XLT Office Manager.*

**VII. Tuition & Attendance Schedule**

Our tuition schedule is based on a daily tuition fee multiplied by the number of student days for the year. It is then divided by 11 monthly billing cycles. Your payment amount will remain constant for the year; however, you are not being charged for days that school is not in session. Therefore, we do not prorate for days out from school (i.e. Thanksgiving, Christmas Break, and Spring Break.

**FULL TIME INFANT CARE:** \$33.26 DAILY\*215 SCHOOL DAYS=\$7,150.00 FOR THE SCHOOL YEAR/11 MONTHS=\$650.00 PER MONTH

**FULL TIME TODDLER CARE:** \$29.42 DAILY\*215 SCHOOL DAYS=\$6,325.00 FOR THE SCHOOL YEAR/11 MONTHS=\$575.00

PAYMENT DUE DATE	LATE FEE DATE	COVERAGE DATES
AUG 1	AUG 20	AUG 2019
SEPT 1	SEPT 20	SEPT 2019
OCT 1	OCT 20	OCT 2019
NOV 1	NOV 20	NOV 2019
DEC 1	DEC 20	DEC 2019
JAN 1	JAN 20	JAN 2020
FEB 1	FEB 20	FEB 2020
MAR 1	MAR 20	MAR 2020
APR 1	APR 20	APR 2020
MAY 1	MAY 20	MAY 2020
JUNE 1	JUNE 20	JUNE 2020

Schedule	MONTHLY Fee
Infant Room (0- 2 years old)	\$650.00
Toddler Room (2-3 years olds)	\$575.00

Ten percent (10%) discount for each additional full-time child per family. The discount will be applied to the older child's tuition.

There is a \$25 registration fee due at the time of enrollment. This is a one-time registration fee as long as you remain enrolled within an XLT program. **If you withdraw from the program, you will be required to re-pay this fee when you re-enroll.** You must also pay the first month of tuition at that time.

**There are no credits or refunds for snow days.**

**VIII. Tax Information:**

Tax information will be emailed or available XLT office after January 31<sup>st</sup> each year. For reimbursement plans, our Tax ID number is: 44-6003670.

**IX. Billing Policies and Procedures:**

- Statements will be released by the 25th of each month
  - Tuition may be paid by SchoolPay for credit/debit, check and ACH payments. Check, cash, or money order, (*make payable to Nixa Public Schools.*)
  - Payments are accepted at the XLT office below the gym in the Faught Administration Center. Please mail to 301 S. Main Street, Nixa, MO 65714. A drop box is also located on the back side of the Faught building in front of the Technology Center.
  - Tuition payments are **not** accepted at the Eagle Care (building) site.
  - Tuition is due for the full month . Tuition payments are due regardless if your child attends each day or not. **Credits will NOT be given for missed days.**
  - Tuition must be paid by the payment due date. All account balances that are not paid in full by the 20th of each month will be assessed a \$20.00 late fee.
  - If payment is not made in full by the 20th of the month, , care for your child(ren) will be suspended. Parents will receive notification that their account is delinquent, and an opportunity will be given to pay the account balance.
  - Suspended accounts with a balance will continue to incur a \$20.00 late fee every billing cycle until paid in full or until the account has been referred to a collection agency. Once childcare has been discontinued due to non-payment, we will send a certified notice to the home address of the financially responsible parent and an opportunity will be given to pay the balance in full. If the balance remains unpaid after 60 days, the account will then be referred to the collection agency.
  - Accounts turned over to collections will be billed an additional 35% to cover collection costs, plus attorney fees incurred by the district.
  - Payments must then be made to the collection agency. Failure to pay the account in full will result in the inability to re-enroll your child(ren) in Eagle Care.
- When an NSF check is returned to the district, the following process will take place to collect on the check.
- All procedures to collect on the NSF checks will be done at the Faught Administration Center Business Office and all payments for an NSF check are to be made at the Business Office.
  - The Business Office will send a letter to collect the amount of the check plus an insufficient check fee.
  - Payment must be made in the form of a money order or cash and the money order must be made out to Nixa Public Schools.
  - If payment has not been received by the Business Office within 30 days of notification, the check will be sent to the Prosecuting Attorney for collection.
  - If a person has written three (3) insufficient checks in one school year, they will be required to pay cash only.

## X. Child's Supplies

In effort to keep child care rates affordable, you are required to provide all meals/snacks and

supplies for your child. A recommended list of supplies by age group are below:

→ **Infants (0-12 months)**

- Pre-Mixed Formula/Breast Milk (we will provide refrigerated storage)
- Bottles, pacifiers, sippy cups, and teethers
  - (no glass bottles)
- Baby food (for solid foods, see section for meals under Toddlers)
  - All food storage must be in a plastic or non breakable container.
- Rice/Oatmeal cereal
  - All food storage must be in a plastic or non breakable container.
- Diapers/wipes/diaper cream
- Sleep sack (we will not use blankets for infants, see Safe to Sleep section below) we will provide a crib and crib sheet
- 2 changes of clothes including socks; shoes for children who are walking
- Non-aerosol Sunscreen labeled with your child's name

→ **One to Two's (1-2 years)**

- Pre-Mixed Formula/Breast Milk (we will provide refrigerated storage)
  - Eagle Care will provide whole milk at class meal times in sippy cups.
    - If your child has not transitioned from a bottle to a sippy cup as of their first birthday, you will need to continue to provide their milk, breastmilk, and/or formula premixed.
- Meals: including age appropriate breakfast, lunch, and snacks.
  - Breakfast and lunch can be purchased from the cafeteria for \$1.30 for breakfast and \$2.10 for lunch
  - All food storage must be in a plastic or non breakable container.
- Diapers/pull-ups/wipes/diaper cream
- Change of clothes to be kept at school, including underwear if potty trained
- Nap items-blanket, (we will provide a cot and sheet)
- Non-aerosol Sunscreen labeled with your child's name
- 2 Sippy cups or training cups

→ **Toddlers (2 to 3 years)**

- Formula/Breast Milk (we will provide refrigerated storage)
- Eagle Care will provide 2% milk at class meal times in sippy cups provided by the parent. (no bottles).
- Meals: including age appropriate breakfast, lunch, and snacks.
  - Breakfast and lunch can be purchased from the cafeteria for \$1.30 for breakfast and \$2.10 for lunch
  - All food storage must be in a plastic or non breakable container.
- Diapers/pull-ups/wipes/diaper cream
- Change of clothes to be kept at school, including underwear if potty trained and shoes/socks
- Nap items-blanket, small pillow (we will provide a cot and sheet)
- Non-aerosol Sunscreen labeled with your child's name
- 2 Sippy cups or training cups

**\*\*ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME\*\***

**If adequate supplies and/or meal items are not provided, the parent will be contacted to bring the supplies or pick up the child. Adjustments to the lists above can be made at the Eagle Care supervisor's discretion without notice.**

## **XI. Bottles and Meals:**

Eagle Care does not provide formula, meals, baby food or snacks for children.

### → **Infants (0-12 months)**

- o For Infants: Parents will provide all formula, breast milk, and baby food/snacks. Infants (0-12 months) will be bottle fed in accordance to the schedule provided by the parent. Once a child begins solid foods, they will be fed solid foods during the scheduled class meal times. Please talk to your lead teacher regarding specific meal time information.
  - Bottles must be individually labeled with the child's name (no glass bottles)
  - Breast milk can be stored frozen for up to 4 months.
  - Formula should be provided premixed for each day. You may leave powdered formula in the classroom in the event that there is not enough premixed formula.
  - Bottles will be rinsed after each feeding and returned home to be cleaned
  - Eagle Care will provide nursery water for formula
  - Bottles will be warmed in the crockpot; the microwave will not be used.
- o The Eagle Care program follows the most up to date American Academy Pediatrics standard guidelines for bottle feeding. Families requesting an alternative method of bottle feeding will be required to have a medical waiver from the child's pediatrician to keep on file.
  - **0-8 Weeks:** babies usually take 2 to 3 ounces per feeding every 2 to 3 hours.
  - **2-4 Months:** babies usually take 4 to 5 ounces per feeding every 3 to 4 hours.
  - **4-6 Months:** babies usually take 4 to 6 ounces per feeding every 4 to 5 hours.
  - **6-8 Months:** babies usually take up to 8 ounces per feeding every 4 to 6 hours.

### → **Older Infants/Toddlers (1-3 years)**

- o For 1 year olds and toddlers: for children eating solid food, breakfast and lunch can be purchased from the Peggy L. Taylor Early Learning Center cafeteria.
  - Meal prices are:
    - \$1.30 for breakfast
    - \$2.05 for lunch
- o When packing a lunch please send the following:
  - Lunch box labeled with your child's name and the current date.
  - Afternoon snack.
  - Drinks for each meal (we will provide whole milk and 2% milk for those over 2 years)
  - We do not have access to warm up any foods, please send foods that



your child will eat cold or send warmed food in a thermos.

Eagle Care requests that parents send healthy lunches and snacks. We will provide adequate storage for food.

Below are some tips on healthy foods for toddlers per the American Association of Pediatrics:

- Select a mix of foods from the five food groups: vegetables, fruits, grains, low-fat dairy, and quality protein sources, including lean meats, fish, nuts, seeds and eggs).
- Offer a variety of food experiences.
- Avoid highly processed foods.
- Use small amounts of sugar, salt, fats and oils with highly nutritious foods to enhance enjoyment and consumption.
- Offer appropriate portions.

If your child is not provided a meal, or is missing crucial components of a meal, a school lunch will be provided to your child at your expense.

**Eagle Care is peanut and tree nut free.** Please check labels before sending food with your child. If the food item includes peanuts or tree nuts the snack will be sent home with the child.

**Breakfasts for children eating solid foods: (including baby food and baby cereal) :**

Breakfast time will be set by the classroom teachers.. Please discuss with your classroom lead teacher what time a child should arrive in the morning for breakfast. If your child is not present during the designated breakfast time, please feed your child prior to bringing them to school.

## **XII. Care & Discharge of Children:**

### Sign In/Out Procedure

It is mandatory that you, or someone approved on your child's enrollment form, bring your child to the room and sign your child in and/or out each day. This is for the safety of your child and provides us a chance to share with you any information you may need regarding your child or the program.

- o **Confirmation of communication is the responsibility of the parent. Important information such as program or policy changes are made available at this time through postings, newsletters, text, e-mail, the XLT website or flyers.**

Your child may not be dropped off before 6:30 am.

Children in our care will only be released to the people listed on the child's enrollment form. Everyone should be prepared to show ID each time the child is picked up. Due to staffing changes and substitute teachers, our staff may not be able to recognize each individual who picks up the child. This policy helps us to ensure the safety of your child and is mandatory.

Only individuals **sixteen years of age or older** may pick up a child from the program.

In the event your child will be absent from care or when you are notifying the office or building site of an alternate person picking up your child, **you will be asked to provide the last four digits of your Social Security number.** This is to ensure the safety of your child.

### Children Not Picked Up by 6:00pm

Children must be picked up by 6:00 pm. The school's clock will serve as the "official clock." If not picked up by **6:00pm**, you will be charged a late fee of \$5.00 (per child) for the first 1-10 minutes late, with an additional \$1.00 for each additional minute. Payment must be made to the XLT office within five working days of the infraction or your family may be dismissed from the program.

There will be no exceptions or warnings. If you are late for any reason (flat tire, work-related issues, miscommunication between parents, etc.), a charge will be issued. A "no exceptions" policy makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not.

A form indicating the child's name and at what time the parent arrived has been developed with the policy clearly stated. The parent and Site Supervisor or assistant will sign this form for documentation of the infraction.

**After all attempts to contact parents and emergency contacts have failed, a child who is not picked up by 6:30 pm will be considered abandoned. The Nixa Police Department and Division of Family Services will then be called.**

**AFTER THREE LATE PICK UP CHARGES, YOUR CHILD WILL BE DISMISSED FROM THE PROGRAM.**

### Custody Issues

In cases where the child is the subject of a court order (e.g., Custody Order, Family Plan Restraining Order, or Protection from Abuse Order), Eagle Care must be provided with a Certified Copy of the most recent order and all amendments. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal variation of the order in writing and it is approved by the court.

In the absence of a court order, Eagle Care cannot limit the access of one parent (or guardian) by the request of the other parent (or guardian), regardless of the reason.

### Parent/Guardian Visitation-Open Door Policy

Parents/guardians are always welcome to visit the program at any time. Visitation will be limited to persons listed on the child's enrollment form. If visitation interferes with the operation of the program or upsets the child, visitation may be limited or denied.

- o We encourage communication with our Eagle Care staff at all times. If there is a situation you feel must be discussed with the Supervisors or Program Coordinator, please make an appointment with them. This allows them to specifically address your situation and not take time away from the other children in the program.

### Reporting of Child Abuse

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The staff of Eagle Care is considered mandated reporters by law. The staff of Eagle Care is not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally

responsible if they fail to report suspected abuse or neglect. We at Eagle Care take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interests of all children.

As mandated reporters, the staff of Eagle Care cannot be held liable for reports made to Child Protective Services that are determined to be unfounded, provided the report was made in "good faith."

### **XIII. Department of Health License Exempt Child Care Facilities:**

Nixa Public Schools Eagle Care program is a License Exempt facility and is not required to be inspected by the Department of Health and Senior Services. A copy of our license exemption letter is available upon request.

### **XIV. General Policies:**

#### Confidentiality

Within Eagle Care, confidential and sensitive information will only be shared with Eagle Care staff who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Eagle Care strives to protect everyone's right of privacy. Confidential information includes, but is not limited to, names, addresses, phone numbers, disability information, behavior, and health information.

Outside of Eagle Care, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Staff may consult with school administrators and teachers at your child's school regarding your child's development or behaviors.

Staff may also discuss your child if making a report of child abuse as a mandated reporter (see section entitled **Reporting of Child Abuse**).

You may observe children at Eagle Care who are disabled or who exhibit behavior that may appear inappropriate. You may be curious or concerned about the other child. Our Confidential Policy protects every child's privacy. Staff is strictly prohibited from discussing anything about another child with you.

#### Clothing

Each child should have an extra 2 sets of clothing in event of an accident. All clothing should be labeled with your child's name. For children who are walking, , shoes with socks must be worn during program hours (except for nap). On the first day of care, parents should bring 2 complete changes of clothes, including socks and shoes, in a Ziploc bag to be kept in the classroom. Dirty clothes will be sent home in a plastic bag to be washed, and a new set of clothes should be provided the next day. If an accident occurs and no clothes are available, the parent will be called to bring a change of clothes or pick up the child.

**\*\*Reminder, clothing in the Ziploc bag may need to be changed when the seasons change\*\***

### **XVI. Ill Children**

Children who are suspected of having a contagious illness shall not be accepted into care. If a child becomes ill while in the childcare program, parents/guardians are requested to come pick up their child at once.

**If children exhibit any of the following symptoms, they will be sent home:**

- Diarrhea—more than one abnormally loose stool.
- Fever- 100 degrees or over (auxiliary temperature by forehead, under arm, or by ear).
- Severe coughing—if the child gets red or blue in the face or makes high-pitched croup or whooping sounds after coughing
- Difficulty breathing, wheezing, or rapid breathing
- Yellow skin or eyes
- Pink Eye—tears, redness of eyelid lining, irritation followed by swelling or discharge of pus.
- Unusual spots or rashes
  - When a rash is accompanied with a fever or behavioral changes until a doctor has determined that the rash is not contagious and the child can return to school.
  - When skin sores are weeping fluid or on exposed body surface that cannot be covered with a waterproof dressing.
- Sore throat or difficulty swallowing
- An infected skin patch –crusty, bright yellow, dry, or gummy areas of the skin
- Vomiting
- Lethargy or the child is inconsolable and unable to participate in the program
- Severe itching of the body or scalp or scratching of the scalp

In order to return to the program after illness, a child must be symptom free for 24 hours without the aid of acetaminophen or Ibuprofen.

If questionable symptoms are present, a note must be obtained from a licensed physician stating that the child is free from contagion and able to participate in care. Each note provided is only good for the length of the current fever/and or symptom. Future symptoms/temperatures will require a new note for each incident.

**Medication Policy**

A child may not receive medication of any type from the Eagle Care program unless medication is absolutely necessary. If this is the case, we require parents/guardians to please follow these procedures:

- Complete a Medication Form, advising the lead teacher of the amount and frequency of dosage.
- The medication must be in the original container, marked with the date, child's name, and the physician's name, and original pharmacy label (if applicable). (Your pharmacist will provide an additional container for this purpose.)
- At the end of the medication period, parents should take home any unused medication.
- Eagle Care can only accept instructions concerning medication directly from the child's parent/guardian.

***What we can do:***

- We can administer some oral medications, including over the counter medications. We must have the Permission to Administer Medication Form signed by the doctor and/or parent to administer *any* medication.
- All medications must be in their original containers and labeled with the child's full name.
- We can administer medication/treatments that require one-time training by licensed medical personnel, family member, or healthcare provider such as Emergency EpiPen Allergy Kit.

***We cannot administer medications and treatments such as:***

- Injected medications
- Gastric tube feedings
- Catheterization
- Blood collection for glucose monitoring

***Safe to Sleep Practices***



Eagle Care follows Safe to Sleep standards for all children birth-12 months of age per recommendation from the Missouri Department of Health and Senior Services.

Practices include:

- Infants will always be placed on their back to sleep, unless a signed sleep position medical waiver is on file. In this case, the medical waiver will be posted on the infants crib. When babies are able to roll over themselves, they will be placed to sleep on their back but are allowed to adopt whatever position they prefer to sleep.
- No loose bedding, blankets, pillows, bumper pads, etc. will be allowed in cribs. Parents may provide a sleep sack or one piece sleeper for their child to use during naps.
- Eagle Care will provide a safety-approved crib with a firm mattress and fitted sheet to be used.
- Only one child is permitted in a crib at a time, unless the crib is being used to evacuate during an emergency.
- Pacifiers can be used while sleeping, but may not be attached to the infant in any way. For mobile infants, pacifiers will only be allowed during nap times.

***Toilet Training***

Parents are responsible for providing diapers and wipes until their child is fully toilet trained. Parents and Eagle Care staff will determine when the child is ready to toilet train. Children over age 2 should show some definite signs such as the ability to stay dry for long periods of time, showing interest in using the toilet, etc.

- Opportunities are provided for children to sit on the toilet during the time they are having their diaper changed.
- Children will be taken to the restroom several times during the day.

- Please provide several changes of clothing while your child is toilet training.

When your child turns 2 you will be asked to complete a potty contract for your child. Please discuss with your lead teacher.

Children who are not potty trained and are 3 and preschool eligible will only be allowed to remain in the toddler classroom through the end of the current school year. Children must be potty trained to enter the preschool age program.

### Special Care Plans

Unfortunately, there are times our programs cannot meet the needs of all the children. In this case, we will be glad to offer suggestions or resources for appropriate care through other programs. You may call Child Care Resource and Referral at **1-800-200-9017**.

### Special Needs/Allergies

Besides information in the children's files, each site will confidentially post on the cabinets the children who have special needs and allergies.

### Immunizations

Each child must have a Medical Examination Report on file signed by the child's physician prior to the first day of care. A copy of the child's immunization record must be on file by the beginning of the first day of care.

### Accidents

Throughout the course of the day, children will get occasional bumps, cuts and scrapes associated with active play. Every effort will be made to document and notify parents of these minor accidents. We will cleanse cuts and scrapes with warm water and apply a Band-Aid.

Nixa Public Schools' Eagle Care is not responsible for any personal injury incurred while the children are at the childcare program. Parents are encouraged to enroll in insurance to cover accidents.

### Staff Training and Professional Development:

All staff will be required to attend 6 hours of professional growth each year. This will include CPR/First Aid. Staff will be assessed continuously for training topics.

### Behavior Guidance

Behavior guidance is often the most difficult part of our job. At this age they are learning their own feelings as well as how to express them. Our teachers will encourage the children in our program to make good choices about their behaviors and how to identify and express their feelings. This will include our teacher becoming role models for the children by demonstrating appropriate behaviors and expressing emotions in the classroom. Eagle Care Infant/Toddler will use Positive Reinforcement strategies to promote a positive learning environment.

The teachers in the classroom will take measures to anticipate, redirect, and prevent behaviors before they occur. Despite these efforts, at times, infants and toddlers will resort to unpleasant behaviors to express their feelings. They are not capable to fully understand

how their behavior affects those around them. When these incidences happen our teachers will assist appropriate ways to communicate the feelings of all the children involved.

Eagle Care Infant/Toddler will approach inappropriate behaviors as follows:

1. Verbal Warning/Redirection
2. Separation of children
3. Documentation of Behavior
4. Communicating with parents of behavior. Persistent behaviors may result in meeting with parents and Lead teacher and Eagle Care Site supervisor to create a behavior plan.

Eagle Care Infant/Toddler believes that parents and program staff must work together to deal with persistent behavioral issues and/or unusually and dangerous aggression to self, others, or property. If a child appears to be unusually stressed, anxious, or otherwise motivated to negative behaviors, parents will be consulted.

When an unusual and dangerous aggression to self, others, or property occurs, Eagle Care Infant/Toddler program will follow the above methods **and**:

1. The child will be set home for the day. A suspension could be issued to the student.
2. Set up meeting with Lead Teacher and EC Site Supervisor to discuss a behavior plan.
3. Failure to comply or violate terms of the behavior plan will be cause for dismissal from Eagle Care Infant/Toddler program.

The timeline of any suspension issued to a child with a problem behavior In EC will be determined by the Eagle Care Site Supervisor with the support of the XLT Lead Supervisor and/or XLT Program Coordinator.

No child shall be questioned, interviewed, or disciplined without a second staff member present. In the event a second staff member is unavailable, the aforementioned actions must take place in an area visible to others in the classroom.

Documentation of anyone (staff, child, parent, or adult) that uses words in a threatening tone or speaks in a threatening manner must occur within 24 hours of said incident. This documentation will be provided to the XLT Program Coordinator for review and follow-up. Depending on the severity of the situation in question, termination of employment or the child's dismissal from the program may result.

### *Biting*

Biting is a typical behavior often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior.

Eagle Care will follow the following steps when dealing with a child who is biting:

- When a child has bitten, we will move quickly to the scene and get down on the child's

level. We will tell the child, “Biting hurts, we do not bite”. We will offer a choice for them to sit quietly or help us to make the child who was bitten feel better.

- o We will respond to the child who was hurt by offering comfort and applying first aid to the area if needed. An incident report will be written and the parents of both children will be notified. (We will not release the names of the children to the parents, see *confidentiality* policy above).
- We will then calmly talk to the child who bit and re-state the “we do not bite” rule. And the child will be redirected to another area.
- If biting becomes a recurring problem for a child, a meeting with the parents, Eagle Care staff, and Program Coordinator may be necessary to create a behavior plan.

### Outdoor Weather Safety

Outside play gives children an opportunity to run off excess energy generated during the regular school day. However, precautions need to be taken to ensure a safe and enjoyable play period.

Children 18 months and older will have 30-60 minutes of outside exercise/play or gross motor time each day.

- Children will go outside when the outside temperature is 25 degrees Fahrenheit or above. (Wind chill be taken into consideration.)
- Over 100 degrees, students will remain indoors.
- Tornado/fire drills are conducted on a monthly basis.
- Ask Site Supervisor for evacuation procedures and routes.

At the first indication of lightning or severe weather, staff will bring children indoors. The XLT Program Coordinator monitors the weather during these conditions.

**If parents request their children be excused from participating outdoors, a doctor’s note must be on file.**

### Program Changes

Eagle Care reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program that may become necessary during the school year.

## **XV. Inclement Weather**

**No School:** if school is closed for inclement weather, Eagle Care will also be closed.

**2 Hour Late Start:** Eagle Care will open at 8:30am to allow time for staff to arrive safely.

**Early Release:** In the event of school being dismissed early, children will need to be picked up as soon as possible.

## **XVI. Social Media**

Nixa Public Schools and Eagle Care try our best to communicate with our parents as quickly and efficiently as possible. Most information is available on our website at [www.nixaxlt.net](http://www.nixaxlt.net). We also use Seesaw to communicate with parents and share pictures of your child with you. Please see your lead teacher regarding Seesaw information.



You may also find us on the following social media:

Facebook: <https://www.facebook.com/NixaXLT>

Pinterest: <https://www.pinterest.com/nixaxlt/>

**XVII. SCHOOL YEAR CALENDAR**

**EAGLE CARE INFANT/TODDLER 2019-2020 (215 Days)**

JULY (3)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST (22)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER (23)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER (18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY (20)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY (20)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH (17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL (22)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY (20)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE (20)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DATES CLOSED						
SEPTEMBER 2						
NOVEMBER 27, 28, 29						
DECEMBER 23-JAN 3						
MAY 25						