



Dear family, welcome to Koala-T Care Learning Center!

We are happy you have entrusted Koala-T Care Learning Center for the early education and care of your child. Koala-T Care Learning Center would like to ensure you that we are committed to the families enrolled in our center. My husband, LeRoy and I decided to open Koala-T Care Learning Center to help meet an important need in our community. My educational background includes earning a Bachelor's Degree in Elementary Education, Master's Degree in Elementary Education and an Early Childhood Certification. I have worked with children for over 20 years with 10 of those years as a child care provider in our home. LeRoy earned a Bachelor's Degree in Industrial Management and has 16 years of management experience. With our passion for children and combined education and management skills we are confident Koala-T Care Learning Center will stand up to its name!

Koala-T Care Learning Center's Goals:

- ✓ provide consistency between child care center and home practices
- ✓ develop the child's sense of trust through continuous, warm, concerned care givers
- ✓ provide opportunities for the child to relate positively with other children and adults
- ✓ allow each child to grow as an individual and to meet each child's needs
- ✓ nurture the child's sense of wonder in the world
- ✓ support a positive self-image so that each child sees him/herself as a worthy individual
- ✓ provide a clean and safe environment
- ✓ include a daily curriculum with a variety of exciting, stimulating activities
- ✓ ensure healthy meals and snacks

This family handbook has been prepared to explain our policies and operating procedures. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office.

Welcome to the family!  
We are looking forward to working with you and your child!

LeRoy Clubine, Off-Site Operations Manager  
Darla Clubine, On-Site Director  
Kelsey Clubine, Office Assistant  
Mikayla Clubine, Office Assistant  
Spencer Clubine, Lawn Maintenance





## Mission Statement

Koala-T Care Learning Center will provide stimulating early childhood care and educational experiences which promotes each child's social, emotional, physical, and cognitive development.

## Core Values

- ✓ We value each child and provide stimulating activities that are balanced across the important dimensions of activity (quiet or active), location (indoor or outdoor), and initiator (child-initiated or adult initiated).
- ✓ We encourage children's natural desire to learn and explore their environment.
- ✓ We value respect for every child, staff member and family.
- ✓ We honor a parent partnership by providing weekly newsletters and daily information sheets to help with communication.

## Teachers and Staff

Our teachers are experienced professionals, trained to guide your child's development and education. To maintain that high level of professionalism, Koala-T Care provides ongoing training for all our teachers. In every classroom, the lead teachers direct your young child's days of educational play and learning. Lead teachers will have an assistant teacher or an associate to ensure that your child is with familiar people throughout the day. The only exception is in the pre-K room where the child to teacher ratio will be 1:16. At Koala-T Care, the ratio of teachers and associates to children meets the licensing requirements for the state of Missouri.

## State of Missouri Child/Teacher Ratio Requirements

4 wks-24 months	1 teacher for 4 children
2 years-36 months	1 teacher for 8 children
3 years-4 years	1 teacher for 10 children
5years-6 years	1 teacher for 16 children

## Security

We believe strongly in the importance of security for you, your child and our teachers. Koala-T Care has procedures in place for proper pick-up and drop-off of children in our care. Every time you arrive at the center your child must be checked in on the keypad in the front lobby and on the sign-in screen. The director will assign a personal identification number (PIN) to parents and others authorized to drop off or pick up your child. Every time you pick up your child you must check him/her out on the keypad in the front lobby and on the sign-in screen. If an authorized person is picking up your child, he/she must show proper ID, such as a valid driver's license, before we will release your child. It is important that you indicate on your enrollment form who the custodial parent is and who may pick up your child. The parent with custody is required to provide a notarized custody declaration, which will be kept in your child's confidential file. If someone who has not been indicated on the authorized person list is required to pick up the child, a parent must contact the center prior to pick-up. Koala-T Care may contact the parents after the initial call to ensure that the request is legitimate.



## Visitors

All visitors are asked to sign the visitor log and state the purpose of their visit. To ensure the security of the children, teachers and center directors require picture ID from all unfamiliar visitors. If a visitor is listed as an authorized person to pick up a child, the visitor must still show picture ID if he/she is not known by the director and or staff.

## Emergencies

Emergency procedures are posted at Koala-T Care Learning Center. If an emergency occurs, it is crucial that children respond in a safe and orderly fashion. Therefore, your child will participate in regular drills and practices so he/she will know what to do in the case of an actual emergency. Should an emergency affect the center, we will notify you as soon as possible. As a safety measure, we keep an updated file of names, addresses and phone numbers of the people you have authorized to pick up your child in case of an emergency. It is important for you to notify the center in writing of any changes to your, or the emergency contact's, phone numbers as soon as possible.

## Nutrition

At Koala-T Care, we believe in the importance of regular nourishment. Your child will be served a minimum of three nutritious meals and or snacks each day. Menus include foods children love, which meet their daily nutrition needs as well as state licensing requirements.

**Baby Food and/or Formula:** You are to provide baby food and/or formula.

**Food Allergies, Religious or Special Dietary Needs:** All arrangements for special dietary needs must be discussed with the director prior to enrollment to determine if your child's needs can be accommodated. In some cases, a physician's note may be required.

**Birthday Treats:** Special treats brought in to share with your child's class and/or other children must be commercially prepared and packaged. Please check with your child's teacher to see if there are any children with food allergies that may need to be accommodated.

## Inclement Weather

The outdoor play experience is an important part of your child's day at Koala-T Care. It is our policy for all children to participate in outdoor activities on a daily basis, weather permitting. With this in mind, we ask that you dress your children accordingly. In the event of inclement weather or extreme temperatures, outdoor play experiences will be limited or cancelled based on our state requirements. The center will apply sunscreen on your child, which you provide and as you direct. Your written authorization and instructions for applying the sunscreen are required. Remember to label your child's sunscreen with his/her first and last name.

## Toilet Training

Toilet training occurs over a period of time that can range from a few weeks to several months and includes several stages of development. Regressions are not unusual during the process. Accidents are to be expected and never met with disapproval. After the switch from diapers to pants is agreed upon, parents are responsible for always maintaining at least 3 pairs of underpants and changes of clothes in the child's cubby. Clothing should be easily removable, such as elastic waist pants, to help eliminate frustration when the child attempts to use the toilet without help.



## Admission Procedures

An application form and visit to the Center by parent and child is required before enrollment is offered. Upon a parent's acceptance of enrollment, forms needed include: method of payment, emergency and health information. The registration fee of \$45.00 and first week tuition is due at least two business days before the child's start day.

## Hours of Operation

Koala-T Care Learning Center is open Monday – Friday 6:00-6:00

Koala-T Care Learning Center is closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. We will close early on New Year's Eve and Christmas Eve. In the event of severe weather or unforeseen emergencies, we reserve the right to close the center. No reductions in weekly rates will be made for these days.

## Tuition Fees

Registration Fee.....	\$45.00 (non-refundable) annual due Jan.
Infant Care.....	\$205.00 weekly
One Year Old.....	\$195.00 weekly
Two Year Old.....	\$185.00 weekly
Three Year Old.....	\$175.00 weekly
Four Year Old.....	\$170.00 weekly
Five Year Old.....	\$170.00 weekly
Six Year Old.....	\$170.00 weekly

**Parent Agreement/Options:** Parents will be required to sign an agreement indicating the method of payment they will use while their child is attending the Center. Payment needs to be paid to the center in advance of care on a weekly, bi-weekly or monthly basis, with either a personal check, cashiers check or debit card. Payment is due and payable on Monday, or on your child's first program day of each week. If your child will not attend for any reason- illness, vacation or holiday we require that the entire week's tuition be paid in full prior to the absence; this will guarantee his or her space upon return. Weekly statements are available through the director, and tax statements are available for you at the end of January. For safety reasons we do not accept cash payments for tuition or any other fees.

**Additional Fees:** Activity classes may be offered to parents as an extra option.

**Late Fees:** A late payment fee is charged if your payment has not been received by Tuesday or your child's first scheduled day. If you have difficulty making your weekly tuition payment on time, please speak with the director. There is a \$30.00 returned check fee. After the insufficient check, cashier check payments are required.

**Late Pick-up Fee:** Your child may become very upset when you are late picking him/her up. If you arrive at the center past 6:00 you will be charged \$1.00 for every minute you are late. Please call the center if you know your going to be late so we can reassure your child that you are on your way.



## **Vacation**

Each child will be allotted one week of half tuition per year. These five days must be taken consecutively, Monday through Friday.

## **Behavior Policy**

The primary goal of discipline at the Center is to help the child develop self-control and assume responsibility for his/her actions. It is crucial to this effort that parents and staff maintain an on-going dialogue about all aspects of the child's development and behavior. Positive reinforcement and redirection are two important tools to be utilized in encouraging acceptable behaviors. Negative behaviors will be handled in a developmentally appropriate manner. Neither corporal punishment nor verbal abuse is tolerated in the Center. Respect for children is central to our discipline philosophy. Parents will be kept aware on an on-going basis of unusual behaviors or behavioral patterns (both positive and negative) that develop and, as warranted, conferences shall be scheduled. Parents are encouraged to bring any questions or concerns that they have to staff's attention.

### **Examples of positive behavior instead of negative:**

"Olivia, thank you for sharing the blocks with Julie"  
"Brennah, I like how you are using your inside voice"  
"Macey you are doing a great job sitting in your chair"

### **Examples of indirect guidance:**

Give previous warnings: "We have 5 more minutes to play before it is time to clean up."  
Give choices: "You may sit in your chair or stand on the floor."  
Regular routine: "We always wash our hands before we eat lunch."  
Keep it consistent: Each day is scheduled the same so the children know what is expected and learn to trust and feel safe in their classroom.

### **Examples of direct guidance:**

Staff will communicate at the child's eye level while speaking quietly and asking the child to repeat the directions.  
Staff will examine expectations to make sure they are age-appropriate.

## **Transitioning Between Rooms**

Children are transitioned between classrooms in the Center to ensure that individual developmental needs are met and not strictly according to their age. The classroom placement of children is determined by the director based on a number of factors, one of which is parent input regarding their child's needs. Conferences are scheduled prior to all transitions to discuss the child's readiness for transitioning and to familiarize the parents with the day-to-day routines in the child's new group.



## **Conferences**

Orientation meetings are held prior to a child entering a new classroom. After that point, parent/teacher conferences are held periodically or as needed to assure on-going communication. Parents are encouraged to request a conference whenever they would like to discuss something at length with staff. Staff will do the same. Daily communications are encouraged to discuss routines and incidental matters.

## **Health Policy**

Koala-T Care attempts to maintain an environment as free of infectious agents as possible. Special housekeeping and staff procedures are key parts of this effort, but parents play a critical role in maintaining the health of the children at the center. All parents should be familiar with the following health policies to ensure that children receive proper immunizations and that sick children do not expose others to illness.

- fever-100 degrees Fahrenheit or higher
- diarrhea
- vomiting
- rash
- discharge from eyes or ears
- lice and scabies
- impetigo, until 24 hours after treatment has been initiated
- strep throat, until 24 hours after initial treatment has been completed
- mumps, until 9 days after onset of parotid gland swelling
- measles, until 4 days after onset of rash
- rubella, until 7 days after onset of rash
- uncontrolled coughing
- mouth sores with drooling until physician determines child noninfectious
- any other communicable disease (chicken pox, pink eye, influenza, etc)

If your child becomes sick while at the center we request that a parent makes every attempt to pick up their child as soon as possible, no more than 1 hour after being contacted.

## **Medication**

Before Koala-T Care teachers can give prescription or non-prescription medication to your child, we must have written authorization from you. We will need your written authorization each week for as long as your child needs the medication. In some instances, a doctor's note for administering prescription and non-prescription medications may also be necessary.

## **Allergies**

If your child has allergy issues, please speak to the child's teacher and the director so we can take the right precautions. The director can provide a copy of our policy regarding caring for children who have allergic reactions.



## **Personal Belongings**

Many children need a security item from home to feel comfortable during rest time. We encourage you to bring this special item for your child, keeping in mind that it needs to fit into your child's cubby for storage throughout the day. In addition, we ask that you clearly label the item.

Koala-T Care will have a designated Show-And-Tell day in their classrooms. Ask your child's teacher about the guidelines and clearly label your child's items to avoid loss. We cannot be held responsible for lost or damaged items. Please note that latex balloons are not allowed at the center.

## **Video/Television Viewing**

Koala-T Care does not offer video or television viewing at the center.

## **Injuries and Accidents**

Safety at Koala-T Care is our number one priority. However, as children begin exploring their developing abilities, accidents sometimes happen. We take precautions to prevent childhood accidents. We safeguard our building, playground, and all equipment meets all applicable safety guidelines and requirements. Our staff is trained to be watchful and take precautions to prevent accidents and injuries. Children receive instruction on safe practices and are guided away from hazardous behavior. We constantly seek input from you, licensing authorities and other safety and child care professionals, and we put the best practices into ongoing training.

Although safeguards are in place, accidents and injuries are still possible. Should your child have an accident or suffer minor injury while at Koala-T Care, we will administer basic first aid and you will be notified. If your child needs non-emergency medical care, we will call you promptly so you can arrange for him/her to be seen by a doctor. In the event of an emergency, we will call 911 and notify you.

If your child is injured at Koala-T Care and requires medical attention, you will be asked to sign a form acknowledging that the matter was reported to you in a timely fashion. This is in accordance with state licensing regulations.

## **First Day at Koala-T Care**

**Arriving Together:** The first day at Koala-T Care can be an emotional one for everyone. However, there are some positive steps you can take to help make the day a great experience for your child.

Talk with your child about what's coming—new friends, fun activities and a nice teacher. Make sure your child brings a special security item from home for rest time. Start early, so the day doesn't feel rushed.

After checking in on the keypad and signing in, take your child to his/her classroom and alert the teacher that your child has arrived. Since we are open for 12 hours a day your child's lead teacher may not begin until later in the day. You are welcome to visit your child's class anytime, especially the first morning, you can stay as long as you like. A good-bye kiss and positive smile are important for children. It's also important to tell them when you will be back to pick them up.



## Our Classrooms



**Infant Room:** You have a beautiful baby! It's hard to leave your baby in the trust of others. That's why at Koala-T Care, infant teachers strive to provide a stimulating, safe, and caring environment for the babies. Physical contact such as hugging, cuddling and lots of TLC are an important part of each infant's day.

We keep it clean- rooms, toys and furniture are cleaned and disinfected daily to help stop the spread of germs.

Our infant room will be using Bright Baby™ curriculum written by High Reach Learning. This curriculum contains daily age-appropriate activities in which staff will talk, play, sing, move, and incorporate American Sign Language and yoga!

**Wobblers:** Our young toddler room is full of stimulating and fun activities!

We understand that routines are an important part of their everyday activities - knowing what comes next during their day gives toddlers a sense of safety and security. Therefore, our programs are designed to give them that sense of structure.

Toddlers are developing many new skills in their quest for independence-walking, talking and discovering who they are and what they can do. High Reach Learning Curriculum for toddlers helps children build vocabulary, encourages imagination and personalizes learning for each child.



**Toddlers:** Our toddler rooms are designed for hands on learning with lots of room to play!

Our program is designed to help toddlers develop self-help skills. The teachers strive to work with each child in the following developmental areas: fine and gross motor skills, social-emotional development, cognitive skills, language development, the ability to explore their surroundings freely and the ability to develop independent skills.

Toddlers have a growing need for autonomy, which is respected, while their needs for nurturing are still met. Parent requests with regard to potty training will be followed.

Toddlers will experience the *Itty Bitty Book Worm* curriculum called *Bailey's*. A Literature-based Preschool Curriculum for Young Minds Everywhere. Written with learning standards in mind to:

- ✓ Develop a love of books
- ✓ Expand their creativity
- ✓ Get excited about learning
- ✓ Become self-confident
- ✓ Experiment and play

## Young Preschoolers: Where friendships bloom!

Our program offers a variety of activities to both stimulate learning and socializing as they make the transition from toddler to active, social and independent children. This is the year that most children move from playing alone to looking forward to playing with friends!



Young Preschoolers will experience the *Itty Bitty Book Worm* curriculum called *Bailey's*. A Literature-based Preschool Curriculum for Young Minds Everywhere. Written with learning standards in mind to:

- ✓ Develop a love of books
- ✓ Expand their creativity
- ✓ Get excited about learning
- ✓ Become self-confident
- ✓ Experiment and play

## Preschoolers: Preschoolers Have Fun!

Our preschoolers arrive at their rooms ready for a full day of fun and learning. The preschool environment is semi-structured, although there is more structure than the younger classrooms, we allow children freedom of choice in unstructured activities.

In preparation for kindergarten the following areas will be emphasized: language arts, science, math, social skills, literacy, music, arts and crafts, creative dramatics and large and small motor skills will be developed, with plenty of time for outdoor fun.

Attention spans will be strengthened and children will be encouraged to begin problem solving and thinking about consequences of behavior and alternate solutions.

We will also work on building self-esteem and confidence in your child, which will also help them to achieve success in their future years. Computers are used to reinforce learning at this age but the children will not have access to the internet.



Preschoolers will experience the *Itty Bitty Book Worm* curriculum called *Bo's*. A Literature-based Preschool Curriculum for Young Minds Everywhere. Written with learning standards in mind to:

- ✓ Develop a love of books
- ✓ Expand their creativity
- ✓ Get excited about learning
- ✓ Become self-confident
- ✓ Experiment and play

