



# HANNIBAL CHILDREN'S CENTER FAMILY HANDBOOK

## ***OUR VISION***

At the Hannibal Children's Center, team members, families, and the community collaborate to empower each child to become healthy, self-confident individuals by providing the resources to develop a passion for learning through interactive play.

## ***STATEMENT OF PHILOSOPHY***

- Children will develop socially, emotionally, physically, and intellectually through positive experiences that are challenging, engaging, and nurturing.
- Parents are partners with the Hannibal Children's Center team and are involved closely in the care and development of their child.
- Teachers will build an environment full of authentic learning experiences that will enhance the development of children by building on their passions.
- Leadership team members will exhibit a strong commitment to children, their families, and the Hannibal Children's Center team.

## CHILDREN AND PLAY



Children learn best when they are actively involved with teachers, the materials provided to them, and the ideas that are formed from their experiences. The teachers at the Hannibal Children's Center provide many enriching experiences for children to encounter through a consistent daily schedule. Within this daily schedule are opportunities for children to plan many of their own activities, carry them out, and talk with other children and their teachers about what they have done and what they have experienced.

## PARENTS ARE OUR PARTNERS

Many of the activities we do in our program can also be done by families at home. To incorporate the structure of the daily schedule, talk to your children about their plans, help them carry their plans out, and talk about what they have learned from their experiences. Provide consistent and predictable family routines. We will learn from one another and become partners in promoting the growth of your child by keeping an open line of communication. Your input is vital to the learning experience of your child. Please always remember that families are welcome to visit their child's classroom at any time.



## ARRIVAL AND DEPARTURE

Your child's arrival and departure should be a smooth transition for both you and the staff. To ensure this occurs, please clock your child in and out at the front desk. Please ensure that your child's teacher is aware of all comings and goings. Never leave your child in a classroom where teachers are not present, even if it is your child's classroom. Each child, upon arrival and departure from the Hannibal Children's Center, must be accompanied by a parent or guardian.

## SECURITY

We pride ourselves on the outstanding security measures taken at the Hannibal Children's Center. Emergency information is kept on file. Please notify the Hannibal Children's Center secretary if someone other than the parents will be picking your child up. They will also be asked to provide a picture I.D. before they are allowed to remove your child from the Hannibal Children's Center. Hannibal Regional's security department patrols the Center's grounds and facility as part of their regular routine.



## FEES AND SCHEDULING

The cost of caring for your child at the Hannibal Children's Center will be shared during the enrollment process and evaluated annually. Please refer to the rate sheet for specific information. To ensure appropriate staffing is available to meet your child's needs, we ask that each parent or guardian provide his or her schedule one week in advance. If the schedule is not received, your child will be accepted on a space available basis.

Payment is due the week the service is provided. Should a parent neglect to pay by 6:00 p.m. Friday, a late fee will be assessed to the account and attendance may be disallowed until full payment is received. If partial or full payment is to be made by a party other than the parent, the party signing the contract maintains responsibility for full payment.

A family registration fee will be assessed every year to re-enroll your children for the upcoming school year. Summer activity fees for children who take field trips are paid annually. Registration fees, infant hold fees, and summer activity fees are non-refundable. A late pick-up fee will be charged to your account for each 15 minutes your child is in attendance after 6:00 p.m. In the event a check is returned, the parent will be assessed a returned check fee.

## GENERAL INFORMATION

The Hannibal Children's Center welcomes children regardless of race, creed, nationality, or ability. We maintain an open door, encouraging parents to visit and participate anytime.

**Meals:** We serve two meals and a snack each day. Menu selections are approved by the United States Department of Agriculture's (USDA) Child Care and Adult Care Food Program. Our meals provide a balance of nutrients needed for optimal growth, development, and learning. All snack and meal menus are posted outside the kitchen and are available upon request. Please refer to your child's classroom schedule for specific meal times. Mealtime is an opportunity for teachers and children to engage in family-style dining.

**Rest Time:** A rest period is given daily for each child. The time and length depends on the age of the child. Your child's teacher can give you more information on when the rest period is planned. Each child will have his or her own crib or cot (depending upon age) and sheets.

**Hours of Operation:** The Hannibal Children's Center operates from 6 a.m. to 6 p.m. Monday through Friday. The Center is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas. Hours of operation for days around holidays will be evaluated on an as-needed basis. The Center is also closed for two workshop days each year. These dates will be on the school calendar distributed each year.

**Missouri State Licensing:** You can view the Center's inspection reports at [health.mo.gov](http://health.mo.gov).

**Program Collaborations:** The Hannibal Children's Center collaborates with local high schools and colleges to offer a positive environment for students to observe teaching practices as well as observe children.

**Inclement Weather:** If winter weather prohibits the Center from operating normal business hours, an email will be sent out in a timely manner. In the event of an early closing due to weather, you will be notified by email at least one hour before closing. Inclement weather decisions are made for the health and safety of the children, parents, and team members.



**Classroom Celebrations:** Food that comes from home for a classroom celebration must be either whole fruits or vegetables, or commercially prepared and packaged in factory sealed containers. Please check with your child's teachers regarding food allergies before bringing food from home for the classroom.

**Confidential Information:** Your child's personal information will be kept confidential and viewed by the Hannibal Children's Center team on an as-needed basis only. Please inform the Director if you would like to view your child's personal file.



## ILL CHILDREN

To minimize the likelihood of your child's exposure to other children who may be ill, children will not be allowed to attend HCC if they show signs of illness. A team member will contact you if your child should become ill while at HCC. While awaiting your arrival, your child will be separated from the other children. It is necessary to pick your child up within thirty minutes for the comfort of your child and to control the spread of infection. Please note that your child cannot return to HCC for 24 hours after symptoms that required exclusion have resolved.

## MEDICATION

The Hannibal Children's Center team members may administer medication to your child in accordance with the following guidelines:

- A signed and dated consent from a parent or guardian must be provided.
- Medicines must be given to the front office team upon arrival at the Center so they may be stored in the appropriate place.
- Prescription drugs must be in the original container with a pharmacy label indicating:
  - child's name
  - name of drug
  - instructions for administering (dosage instructions must match parent's request).
- Over the counter medications will be given only if the following criteria are met:
  - Medicine is in original container.
  - A physician's authorization is received which must include the dose, frequency, and symptoms for providing the medication.
- "As needed" medications may be given when signs and symptoms are present indicating a "need" for the medication. The parent will authorize the need for medication.
- Please check expiration dates. The Hannibal Children's Center team members cannot administer expired medications.
- Only FDA approved medications may be administered. No "home remedies" may be administered.

## COMMUNICATION



The success of your child at Hannibal Children's Center depends greatly on the communication between the Hannibal Children's Center team members and your family. We consider this communication our most valuable form of feedback. Parent-teacher conferences are held once a year to discuss your child's development.

If you have more immediate questions or concerns, please address them with your child's teacher. A member of our leadership team is also available if you feel uncomfortable discussing a concern with your child's teacher.

## VACATION

Upon completion of one school year of enrollment, each child will receive one week of equivalent contractual vacation. He or she will receive one week each school year thereafter. Vacation time must be used annually and cannot be accrued. You must give notice prior to using vacation time. Vacation cannot be carried over from one week to the next. For example, a full time family must use a Monday - Friday for their vacation.

## GUIDANCE

Teachers and caregivers understand that children need help learning how to work out disagreements together. We often view conflicts as valuable learning opportunities through which we can help children develop social skills and become more aware of the impact their actions have on others. This approach creates a caring community in the classroom and a place where children come together to make decisions. We emphasize the positive to help children act responsibly and develop their own self-control, a skill needed throughout life.



## SERVICES AVAILABLE

The Center's Coordinator can assist you and your family with support services, should the need arise. This individual is knowledgeable of services available in our community and will be there to assist you as needed.

A breastfeeding room is available to mothers who would like a private location to breastfeed their infants. This private room is located between the Explorer classrooms.

The Lending Library is provided to you and your family to assist in promoting literacy. Your child can check out books to read and return to the Center. The Hannibal Regional Auxiliary supports our library through reading to the children and maintaining the library.

## PARENTAL RESPONSIBILITIES

In order to ensure the highest quality education for your child, we have listed several responsibilities that will enhance the care your child receives:

1. Informing the Hannibal Children's Center team of any medications your child is currently taking.
2. Informing the Hannibal Children's Center team of your child's medical, emotional, mental, or physical development.
3. Informing the classroom teacher of your child's weekly schedule and any deviations from the schedule.
4. Ensuring more than one seasonally appropriate change of clothing is available.
5. Providing personal items for your child that are clearly labeled, including items such as bottles and diapers.
6. Ensuring a primary contact is available during the hours your child is in care.
7. Picking up your child within 30 minutes if he/she is unable to participate in scheduled daily activities.
8. Working cooperatively with teachers to provide quality care and education for your child such as taking advantage of parent-teacher conference opportunities.
9. Informing teachers and/or leadership of your concerns.
10. Paying weekly tuition by 6:00 p.m. Friday.
11. Adhering to all Hannibal Children's Center policies as outlined in this family handbook.
12. Providing documentation of your child's immunizations.
13. Attending a Parent Orientation Tour upon enrollment.

**Get news and updates wherever you are with the Hannibal Children's Center app! HCC communicates personalized information to parents using the Kaymbu for Families app, available through the following links:**

*For Apple users*



*For Android users*

