



# **PARENT HANDBOOK**

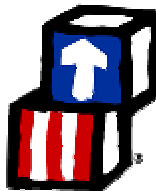
## **Plaza de Niños Preschool**

**3201 Southwest Trafficway  
Kansas City, MO 64111  
(816) 604-4140  
(816) 472-1735 fax**

**Licensed by the  
Missouri Department of Health  
Bureau of Child Care  
(816) 325-5876**

**Accredited by  
National Association of the  
Education of Young Children  
(202) 232-8777**

**Mid America  
Head Start Partner**



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# **Building Community since 1919**

## **SERVING KANSAS CITY FOR OVER 80 YEARS**

### **Guadalupe Centers Mission:**

**The mission of GCI is to improve the quality of life for individuals in the Latino communities of greater Kansas City.**

**We will accomplish our mission by:**

- **Providing early childhood, secondary and adult educational programs.**
- **Facilitating access to health and social services for all ages.**
- **Promoting and providing Latino cultural enrichment events.**
- **Sponsoring social activities that engage our diverse communities.**

### **Plaza de Niños is a program of the Guadalupe Centers, Inc.**

In 1919, a Catholic women's club established a volunteer school and clinic for Mexican immigrants who had settled in Kansas City, Missouri's Westside. Originally working out of the rectory of Our Lady of Guadalupe Shrine, Guadalupe Centers became one of the nation's first social service agencies for Latino's in the United States.

Today, Guadalupe Centers operates as a community based, non-profit, 501©3 corporation run by Latinos. We are a nonsectarian organization with two major affiliations; the Heart of America United Way since 1924, and the National Council of La Raza (NCLR), since 1985. While originally the Centers served Mexican immigrants, the center evolved by extending its traditional service boundaries to include metropolitan Kansas City-now home to an estimated 100,000 Latinos.

Working out of eight buildings, the center offers a full continuum of services ranging from health and social services to education, youth, and cultural events. The agency's staff, in conjunction with over 200 of our dedicated volunteers, reaches approximately 19,000 individuals (primarily latinos) every year.

The Guadalupe Centers was one of ten organizations nationwide highlighted in the Independent Sector's book, Profiles of Excellence, for effectiveness in the non-profit sector.

The Guadalupe Centers was highlighted nationally, in the Reinvesting in America: The Grassroots Movements That Are Feeding the Hungry, Housing the Homeless, and Putting Americans Back to Work.

### **Plaza de Niños Philosophy**

Plaza de Niños Preschool (PDN) program believes that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and learn firsthand about the world we live in. In early childhood years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking.) By using real materials such as blocks and exploring their ideas, children learn about sizes and shapes. They notice relationships between things. In time children learn to use one object to represent another object. This is the beginning of symbolic thinking. For example, a child might pretend that a stick is an airplane or a block is a hamburger. These early symbols, the stick and the block, are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures, which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during early childhood years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables children to achieve the key goals of our early childhood curriculum. Play is the work of young children.

### **Head Start Program**

Head Start is Federal program for preschool children from low-income families. The Head Start program is operated by local non-profit organizations in almost every county of Missouri. Children who attend Head Start programs participate in a variety of educational activities. Head Start helps all children succeed. Services offered meet the special needs of children with disabilities. Most children served by Head Start are between the ages of three to five. Head start also provides comprehensive social services.

### **Accreditation**

Plaza de Niños is accredited by the National Association for the Education of Young Children (NAEYC). The NAEYC Accreditation means that your child’s program meets 10 standards of excellence in early childhood education. Programs that meet these standards provide a safe and healthy environment for children, have teachers who are well-trained, have access to excellent teaching materials, and work with a curriculum that is appropriately challenging and developmentally sound. These programs are continuously improving themselves to provide the best possible educational opportunities for children.

### **The Americans with Disabilities Act**

The Americans with Disabilities Act (ADA), effective 1992, states that people with disabilities, including physical, mental, and/or medical impairments, are entitled to equal

rights in public accommodations, including early childhood programs. The ADA presents an exciting opportunity to plan for and include children with disabilities in all early childhood settings. All children and families benefit from inclusion. Children with disabilities can share learning opportunities with their peers, while inclusion is simply an example of the regular practice of meeting the individual needs of each child and family

## **Office Hours**

Because of the amount of time dedicated to our children and staff, Plaza de Niños has established office hours. Tours and applications for enrollment are offered by appointment. To schedule an appointment, please call (816) 604-4140.

## **Enrollment**

In accordance with our state license, all children enrolled in Plaza de Niños Preschool are between the ages of two through five. The status of our license also requires that all children served by Plaza De Niños Preschool be toilet trained. After 3 potty accidents within the same week, a child may be temporarily suspended from the program for 2 weeks. This time period is offered for parents who choose to maintain the child's enrollment while perfecting the potty training process. Full tuition payment is due for this time period. However, a parent may choose to use the allotted two weeks annual vacation at a charge of \$20.00 per week, a total of \$40.00 for the 2 weeks.

***Parent/Guardian must complete an enrollment packet, which includes:***

- Enrollment Form
- State Enrollment Form
- Parental Agreement Form
- Health and History
- Development Form
- Ages and Stages Socio-Emotional Questionnaire
- Nutrition Form
- Physical and Dental, required on a yearly basis and before being enrolled.  
***(Results need to be documented on form provided by center.)***
- Current Immunization Record
- Copy of the child's Birth Certificate
- Signed Child and Adult Care Food Program (CACFP) Income eligibility form for Child Care Centers
- An established daily attendance schedule that does not exceed 10 hours daily.
- Proof of current health coverage

All forms must be filled out completely and returned to the administrative staff *prior* to your child's first attendance day. Parents/Guardians are responsible for keeping immunizations current and must provide the office with any updated documentation.

Parents (mother, father or both) are required to schedule a site visit with the director and/or family advocate. The child, accompanied by an adult, will be required to visit with his/her class prior to his/her first day of school. Scheduled one hour visits occur Monday through Thursday. The first visit is in the morning at 9:00a.m, a second visit is scheduled in the afternoon at 3:15

p.m. During these visits, we ask that you encourage your child to participate in activities with the other children. Parents are required to stay with the child and the group.

On the first day of attendance your child is required to bring the following items: a complete change of clothing, including socks and underwear, a small blanket, (no quilts, please), two boxes of tissues and a tube of toothpaste. A **slender handled** toothbrush will be provided to each child quarterly at a cost of \$1.00 per toothbrush. This will be automatically charged to your account. Please mark your child's name on all items.

Please do not allow your child to bring to school money, toys, gum, food, jewelry, medicine, lipstick, lotion etc. Any type of toy gun or electronic equipment is also prohibited.

## **Plaza de Niños Program Policies**

### **Communication Policy**

Plaza de Niños recognizes parents as valued partners in their children's development. We encourage communication and close collaboration between parents, step-parents, guardians and staff members. Effective communication promotes a safe, healthy, and nurturing environment for children and families. PdN respects the importance of building long lasting and positive family relationships.

### **Cell Phone Policy**

To further promote communication between parents, children and staff, the use of cell phones is prohibited within the building. This policy allows parents to focus on their child.

(Staff use of cell phones is limited to break times outside of the classroom).

### **Parent Dress Policy**

(It is unfortunate that we must include this as a policy.) Parents and all adults must be appropriately dressed upon entering the Francis Institute Preschool Facility. Pajamas, slippers, low cut, revealing dress are all examples of inappropriate dress. Adults are role models for children and we want to create a comprehensively nurturing environment.

## **Fees**

Fees are due on a weekly basis, payable on Friday PRIOR to the week of attendance. If payment is not made, your child will not be accepted. **Fees that remain unpaid for more than two weeks are subject to action. Unless payment arrangements are made with the director, your child will not be able to return to the program.** If no arrangements are made or if no payment is received, the preschool will submit the account to GCI's Chief Financial Officer and/or a collection agency. Check or money

order may be used to make a payment. A \$30.00 fee is incurred for checks returned due to insufficient funds.

An annual registration fee of \$25.00 and the first week's tuition is due prior to your child's first day.

***Preschool Tuition:***

*(All prices are flat rates and are subject to change.)*

Registration: Fee: \$25.00 *(Due annually in September)*

Weekly Rate: \$150.00

Other weekly rates are determined by income eligibility based on the current Federal Poverty Guidelines. Proof of family income will determine weekly rate, based on Federal Head Start and/or State subsidy eligibility.

If you have more than one child attending the preschool program, a \$5.00 weekly discount is applied for the second child's rate.

Late fees are charged to parents who fail to pick up their child by 6:00 pm. A five dollar (\$5.00) fee is charged for the first fifteen minutes. Thereafter, \$1.00 per minute is applied. The late fee is due upon arrival.

Plaza de Niños accepts childcare assistance reimbursement from the Missouri Division of Family Services and Kansas Social Rehabilitation Services. For more information on the eligibility requirements of these programs, please contact your local office or the Family Advocate.

**Refunds**

Plaza de Niños does not return fees for services that have been rendered.

**Termination Policy**

Plaza de Niños renders childcare services to parents and children for a fee. Fees are due Friday or Monday of each week unless other payment arrangements are made. A child may be terminated from the program for nonpayment. A collection agency may be enlisted to address fee balance.

**Attendance Policy**

Children enrolled at Plaza de Niños must maintain an 85% attendance rate.

Consistent attendance is essential for your child's progress. Plaza de Niños reserves the right to terminate the enrollment of children whose families who cannot abide by the attendance policy.

**Vacation**

Plaza De Niños allows a maximum of two weeks vacation per calendar year. Vacation time is allotted in weekly increments. We require your request in writing at least one week in advance. The notice should indicate the exact dates your child will be leaving and returning. A vacation fee of \$20 per week is applied to your account. Vacation time does not accrue from year to year.

### **Sick Time**

Plaza de Niños allows five sick days per calendar year. To use this benefit, parents must call by 8:30 a.m. to notify the preschool of illness **and** request the use of a sick day in order to receive credit for the day. Without the request to use a sick day, the weekly tuition cost remains the same. Sick time does not accrue from year to year.

### **Calendar for school closings**

Plaza de Niños will observe the following days and will be closed:

- New Year’s Eve
- Martin Luther King Jr. Day
- Memorial Day
- Labor Day
- Day after Thanksgiving
- New Year’s Day
- President’s Day
- Independence Day
- Thanksgiving Day
- Christmas Eve / Christmas Day

• Closings for staff development will be announced as scheduled. There are six days allocated annually for staff development.

Guadalupe Centers, Inc. closes once a year for an all agency staff retreat. This date varies and will be announced. Holidays that fall on a Saturday will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. (This clause may vary for the Christmas Eve & Day). Administration provides advance notice of Plaza De Niños closings. School closings due to weather will be announced on the local news channels and correspond with the closings of the Metropolitan Community College Penn Valley Campus. For other information, call our administrative building at (816) 421-1015.

## **Program Description**

Each day is planned to provide children with an opportunity for emotional, cognitive, language, and physical development. Lesson plans are posted on the wall inside each classroom. The children’s schedule remains constant to help establish a routine. Occasionally changes are made to accommodate special events or to meet the needs of the child’s development.

## **Creative Curriculum**

Plaza de Niños Preschool implements the Creative Curriculum. The philosophy of this curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and learn firsthand about the world we live in. In early childhood years, children

explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking.) By using real materials such as blocks and exploring their ideas, children learn about sizes and shapes. They notice relationships between things. In time children learn to use one object to represent another object. This is the beginning of symbolic thinking. For example, a child might pretend that a stick is an airplane or a block is a hamburger. These early symbols, the stick and the block, are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures, which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during early childhood years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables children to achieve the key goals of our early childhood curriculum. Play is the work of young children.

The curriculum covers eight domains (areas of interest) of learning: Language development, literacy, mathematics, science, creative arts, social & emotional development, approaches to learning, and physical health and development. Teachers plan classroom and individual activities around these domains of learning, observe what the children are doing, and assess their developmental progress.

The environment in each classroom is organized in play areas: Housekeeping, Blocks, Art, Library, Listening, Music Center, Computer, Small Toys and Manipulatives, Science and Math, and Sand and Water Play.

Teachers use ongoing observation and plan lessons based on what they know about how children learn. Children’s learning is documented in portfolios and shared with parents during home visits and parent/teacher conferences. Parents, along with teachers then set goals for their child and educators incorporate those goals into the classroom curriculum.

Along with the information gathered through observations and work of children, Plaza de Niños utilizes the services of the Kansas City Missouri School District to conduct Developmental Screenings. These screenings assess the developmental age level of children in the areas of language, cognitive, and motor skills.

Our curriculum schedule begins at 9:00 am. Because late arrivals cause distractions for a classroom, students must arrive before 9:00 am. Children cannot control punctuality. Parents are responsible for arrival time. In the event of an emergency, parents must call the office to report the emergency and the late arrival. Parents arriving after 9:00 am without notice will not be able to leave their child.

### **Sample Classroom Schedule**

7:00- 8:05	Greeting Time / Learning Centers / free choice / <b>Bienvenida/Juego Libre</b>
8:05- 8:15	Wash hand / prepare for breakfast / <b>Lavado de mano y preparación de desayuno</b>
8:15- 8:45	Breakfast / <b>Desayuno</b>
8:45- 9:00	Dental Health, Transition / <b>Salud Dental, Transición</b>
9:00- 9:15	Morning Activity / <b>Actividad del día</b> Circle Time / <b>Hora de Círculo</b> Music and Movement / <b>Música y Movimientos</b> Today's Events / <b>Eventos del día</b>
9:15- 10:15	Learning Centers (free choice) / <b>Centros de Aprendizaje (Juego Libre)</b>
10:15- 10:25	Clean up, Transition / <b>Limpieza, Transición</b>
10:25-10:55	Outdoor learning Centers, (free choice)/ <b>Aprendizaje auera (juego libre)</b>
10:55-11:05	Wash Hands, Prepare for Lunch / <b>Lavado de Manos, Preparación de Alimentos</b>
11:15-11:45	Lunch / <b>Almuerzo</b>
11:45-12:00	Restroom/ <b>Baños</b>
12:00- 12:15	Story Time / Nap Preparation <b>Lectura / Preparación de la Siesta</b>
12:15- 3:00	Nap Time/ Story Time for early risers / <b>Siesta</b>
3:00- 3:15	Restroom, picking up cots / <b>Baños, Recoger las Camas</b>
3:15- 3:30	Snack Time / <b>Merienda</b>
3:30- 4:00	Individualizing, Small Group / Learning Centers (Free Choice) <b>Individualización, grupo pequeño / Juego libre</b>
4:00- 4:30	Outdoor Learning Centers, Gross Motor Activities <b>Actividades de Músculos Grandes</b>
4:30- 5:30	Learning Center / <b>Centros de Aprendizaje</b>
5:30- 6:00	Relaxation, Quiet Time, Parent Pick-up <b>Relajación, Llegada de los Padres</b>

\*\*Outside play is based on weather permitting. When weather does not allow outside play, music and movement activities will take place indoors. / Salir a jugar afuera solo cuando el tiempo lo permite. Cuando no, actividades de musica y ejercicios.

### **Inclusion Policy**

Plaza de Niños will honor the individuality of each enrolled child with disabilities by following the child's Individualized Family Service Plan (IFSP) or Individualized

Education Plan (IEP) and by ensuring that each child receives the specialized education and support he or she requires.

The program is designed to be inclusive of all children, including children with identified disabilities and special learning and developmental needs. For these children, Plaza de Niños requires an IFSP for toddlers and an IEP for preschoolers with disabilities, which contains the following:

- ◆ A statement of the child's present level of social, emotional, cognitive, physical, and speech and language development, or range of functioning and type of self help skills,
- ◆ A statement of expected outcomes (for IEP) or goals and objectives for each child and family,
- ◆ A statement of specific early intervention or special education and related services to be provided to each child, and
- ◆ An identification of the personnel responsible for planning, delivering, and supervising services, projected dates for the initiation of services, and expected duration of services.

The IFSP and IEP will provide activities that allow all children equal opportunity to develop skills, concepts, autonomy, initiative, independence, and self-esteem.

Reasonable accommodations will be made depending on the type and number of children with special needs whom the program serves. The inclusion of children with disabilities or special learning and developmental needs may necessitate lower staff-ratios, specialized staff training, and special environmental arrangement and equipment. Staff will also work in collaboration with appropriate professionals such as special educators, therapists and make appropriate professional referral where necessary.

### **Preschool**

Plaza de Niños Preschool serves children from the age of two (potty trained) to the age of five or until the child enters kindergarten. Children spend their day in the classroom except during transition time. Transition time is any time children leave their classroom to engage in an activity. Children are in mixed age group classrooms. This allows children the advantage of learning from one another.

Transition activities from the preschool to elementary school begin early in April through May. These activities are scheduled by the preschool's Family Advocate. The goal is to inform parents about the various types of schools available in our community. Kindergarten Round Ups and local elementary schools provide workshops as a part of these activities. In Missouri a child must be five years old by August 31 to be eligible for kindergarten and in Kansas the child must be five years old by July 31.

## **Goals for Children**

### *Cognitive Development:*

1. The child will develop a sense of curiosity and inquire about people, objects, and events.
2. The child will develop problem solving skills.
3. The child will develop concepts about people, objects, and events that are related, including matching, grouping, classifying, and ordering.
4. The children will be encouraged to find alternative solutions to problems.
5. The child will develop the ability to think imaginatively about people, objects, and events encountered in his or her world.

### *Language Development:*

1. The child will be able to express him/herself verbally by using new vocabulary.
2. The child will develop the ability to listen attentively and with appreciation.
3. The child will be able to use language to meet his/her needs.
4. The child will be exposed to a bilingual environment to learn some Spanish &/or English.

### *Physical Development:*

1. The child will develop skill in the use and coordination of large muscles and balance.
2. The child will develop skills in the use of small muscle and hand/eye coordination.
3. The child will develop skills and independence in self-care routines, including eating, dressing, washing, and using the restroom. The child will develop awareness and accurate perceptions of his/her body and its relationship to space.

### *Social Development:*

1. The child will develop empathy for the thoughts and feelings of others and will begin to care about the rights and needs of others.
2. The child will develop appropriate skills for initiating interaction and for responding and maintaining relationships.
3. The child will begin to see the relationship between his/her actions and surrounding events and will begin to take responsibility for his/her behavior.
4. The child will develop prosocial attitudes and behaviors that make group living gratifying, including helping, comforting, sharing, cooperating, and working together.
5. The child will develop an appreciation for cultural differences and non-sexist attitudes.

### *Emotional Development:*

1. The child will develop the ability to recognize, identify, and describe emotions.
2. The child will develop the ability to express emotions and release tension in socially appropriate ways, as well as respond to the emotional expressions to others.

## **Program Policies**

## **Arrival and Departure**

Plaza de Niños is licensed by the Missouri Department of Health's Bureau of Child Care. Hours of operation are Monday through Friday 7:00 a.m. to 6:00 p.m.

Every child must be signed in and out daily. This policy is for the safety of your child. Each child should be accompanied into the building and signed in by an adult. At the end of the day, children will be released to an authorized adult. If an emergency requires that an unauthorized person pick up your child, parents are required to call the office to inform our staff. In such a case, current photo identification is required to confirm identity. Without prior notice or proper identification, a child will not be released to an unauthorized adult.

In addition, children are released only to parents who are drug free. A parent or emergency contact person will be notified when there is a concern about the physical condition of the person picking up the child.

Children must arrive by 8:15 a.m. in order to have breakfast. All children must arrive by nine o' clock. Each classroom follows a daily schedule. When there is inconsistency in routine children cannot adapt. Plaza de Niños reserves the right to refuse childcare services to families who routinely arrive late.

Please keep in mind that arrival and departure times present an opportunity for communication between teaching staff and parents regarding your child and events occurring at the centers. However, teachers are responsible for children at this time. If you need an extended time to visit with a teacher, please schedule an appointment. This allows us to maintain the safe supervision of children at all times.

## **Parking**

Because our program is located on the Metropolitan Community College Campus at Penn Valley, our parking is governed by the Department of Campus Safety. There are 2 handicap parking slots located at the front of the childcare center. It is unlawful to park in these slots if you do not have the proper handicap permit hanging from the rearview mirror of your automobile. The Campus Safety Officers and the KCMO Police Department can issue citations for violation.

## **Health**

The State of Missouri's Health Department regulations state that if a child is showing any of the symptoms listed below, the child should not come to school. For the welfare of the child and the protection of others, should your child exhibit any of the following symptoms, they ***should remain at home for at least 24 hours***. Parents of a child who exhibits any one of these symptoms will be contacted to take the child home. Once

identified, the ill child will be cared for by administrative staff, isolated from others, until the parent arrives. Any one of the following symptoms applies:

\*Diarrhea - more than one abnormally loose stool. If a child has one loose stool, she or he will be observed for additional loose stools or other symptoms;

\*Gray or a white stool;

\*Severe coughing - if a child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;

\*Difficult or rapid breathing; \* Yellowish skin or eyes;

\*Pink-eye, tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;

\*Unusually dark, tea-colored urine;

\*Sore throat or trouble swallowing;

\*Infected skin patches (es)-crusty, bright yellow, dry or gummy areas of the skin.

\*Unusual spots or rashes;

\*Fever more than one hundred degrees Fahrenheit (100 F) by mouth or ninety-nine degrees Fahrenheit (99 F) under the arm;

\*A headache and stiff neck

\* Vomiting more than once;

\*Severe itching of the body or scalp. These may be symptoms of lice or scabies.

*Please note that if your child experiences one of the above symptoms prior coming to school, he or she must remain at home. The parent of any child arriving at Plaza de Niños with any of the listed symptoms will be contacted to pick up the student. If your child has a contagious illness, other parents will be notified via a Contagion Notice. This notice will have specific information on the type of illness, length of incubation period, symptoms and exclusion.*

PdN staff will conduct regular unscheduled head checks in order to avoid any lice infestation. In the event that we find your child has head lice, PdN staff (in accordance with Kansas City Ordinances 18.35.1 and Missouri State law 167.191) will notify you that your child has been excluded from school. Upon this notification it will be necessary for you to pick your child up as soon as possible. Your child will not be readmitted to school until proof of treatment is presented to the school. School staff will reexamine your child prior to readmittance. At this time there can be no live lice and all visible LICE EGGS (nits) must be absent from the child's head. If you have not met the criteria, re-admittance will be denied. Children showing any sign of illness will be sent home.

**The parent must arrive within one hour to pick the child up from the childcare facility. The child will not be allowed back into the program until 24 hours after the symptoms subside.** All parents will be notified in writing when children are exposed to a communicable disease.

If the Kansas City Health Department should recommend the use of insect repellent due to a high risk of insect borne disease, such as the West Nile Virus, you may bring a bottle of insect repellent. It must contain DEET in order to be an effective form of protection. It must have your child's name on it. A teacher will NOT apply repellent to a child that does not have his/her own bottle.

### **Medication**

In the event that your child must take medication during school hours, the following regulations must be observed:

\*The parent must provide the medication in its original container.

\*All medications both prescribed and over the counter, must be accompanied by a signed physician's order. This order must include the following current information; the child's name, name of medication, diagnosis, dosage and duration of administration.

\*Any remaining medication will be returned to the parent(s).

\* Plaza de Niños reserves the right to refuse to administer medication to any child whose symptoms continue and/or show no progress of improving.

**If your child takes medication on a regular basis, a "SPECIAL NEEDS" form must be completed by your child's physician.**

### **Environment and Injuries**

Plaza de Niños incorporates an Integrated Pest Management system that is performed when the facility is closed. This system is set to provide a pest free environment without the use of strong fumigants and traps.

Plaza de Niños is a smoke-free facility. A Kansas City ordinance prohibits smoking on the grounds; including the parking lot and playground.

Plaza de Niños is a violence-free workplace. Possessing a dangerous weapon or other harmful device is strictly prohibited.

Teachers are constantly alert to the need for providing a safe environment. However, accidents may occur that involve injury to a child. In the event of accidental injury to a child, the teacher in charge will check the injury for seriousness. If the teacher assesses that the child needs more than basic first aid, the parent will be contacted immediately. If a parent is not available, the first emergency contact person listed on the application will be contacted. If the parent or emergency contact cannot be reached, the child's physician will be called and his/her directions will be followed.

An “ouch form” will be completed detailing the incident and the action taken. The staff member, parent and director will sign the form.

### **Child Guidance**

The goal of child guidance is to help children become self-regulated. We believe that discipline is learned and the training process takes patience and practice. When an unacceptable behavior occurs we will redirect the behavior. This can be achieved by modeling alternative behaviors for children and teaching them socially acceptable ways of dealing with their feelings.

Choices encourage children to feel responsible for their own behaviors. When a child presents inappropriate behavior, he/she is given two choices, both promoting the same desired end. Learning to develop verbal skills is very important for a child. Teaching staff often remind children to “Use your words” to express those feelings. Examples of the appropriate words are modeled for children.

Plaza de Niños in conjunction with the Head Start Delegate, The Family Conservancy, provides parents with behavioral resources for children. These resources help families and teaching staff maintain a consistent pattern on dealing with behavioral issues.

*\*\*If behavioral problems continue, the child’s behavior will be observed to try to determine a pattern or cause for the problem. At this time the parent(s)/guardian will be consulted to actively participate in a solution.*

### **Field Trips and Transportation**

Field trips are offered throughout the year. While some field trips may be local, others may require transporting children from the center by bus outfitted with appropriate harnesses and seat belts. Parents will be notified in advance of any scheduled field trip including departure and arrival times. Parents will be asked to provide signed permission three (3) days prior to the field trips.

When appropriate, we welcome parents to attend field trips as chaperones. As a chaperone, a parent and child must remain with the class at all times. A parent interested in serving as a chaperone is asked to inform the child’s teacher. This allows us to make arrangements for the number of parents attending. In the event you do not want your child to attend a field trip, we ask that you make other arrangement for child care that day. The daily attendance fee is not affected by a parental decision to not participate in a field trip.

### **Pedestrian Safety Training**

The program offers annual pedestrian safety training for parents and children in July. This Head Start required training promotes safety practices for children and families.

The National Safe Kids Campaign offers the following safety tips:

- Do not cross the street alone if you're younger than 10 years old.
- Stop at the curb before crossing the street.
- Walk; don't run, across the street.
- Cross at corners, using traffic signals and crosswalks.
- Look left, right, and left again before crossing.
- Walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not play in driveways, streets, parking lots or unfenced yards by the street.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

### Sports Participation

Guadalupe Centers, Inc offers participation in seasonal sports. These include basketball, soccer, and baseball. The preschool will provide applications for participation. For more information on the program or to volunteer to coach your child's team, please contact Manuel Hernandez: [mhernandez@guadalupecenters.org](mailto:mhernandez@guadalupecenters.org)

### **Meals and Snacks**

PDN provides all children with balanced nutritional meals. The center provides breakfast, lunch, and an afternoon snack. These meals meet the guidelines set by the USDA Federal Government. Plaza de Niños participates in the Missouri Department of Health's Child and Adult Care Food Program (CACFP). During the enrollment process, you are required to complete the Income Eligibility Form for each child enrolled. This form enables Plaza de Niños to receive a partial compensation for monthly food costs.

Based on the recommendations by the Centers for Disease Control, families are prohibited from bringing food prepared at home for sharing with children.

Breakfast is served between 8:00 a.m. to 8:45 a.m. However, your child must arrive no later than 8:15 to eat breakfast. The lunch period begins at 11:00 a.m. Afternoon snacks are served at 3:00 p.m. If your child has a food allergy or any other special dietary considerations, we ask that you provide medical detailed information in writing.

As family members, you are welcome to eat breakfast or lunch with your child. In order to do so, please contact the office to schedule your meal. This will help insure that we have adequate portions available. We ask that parents pay the following amounts to help us offset the cost of your meal; breakfast - \$1.00 and lunch - \$2.00.

### **Clothing**

Your child should arrive dressed for active play. Children explore the environment indoors and outdoors every day. Outdoor play is essential in developing gross motor

skills. Children will experience outside play on a daily basis unless the temperature prohibits. During cold weather, please dress your child warmly in hat, coat, gloves, and long pants. In warm weather, lighter clothing should be worn. As the weather changes, please dress your child appropriately. Clothing that is easy for children to manage encourages independence and self-help. Many toilet accidents are preventable if the clothes worn are easy to remove or unfasten. All clothing and belongings should be **labeled** with your child's name.

Tennis shoes or other shoes with rubber soles should be worn. Cowboy boots, thongs, and other stiff, slick-soled shoes should not be worn. These shoe types are dangerous for play that includes running and climbing.

Parents must also provide extra clothing, including **labeled** underwear, socks, pants, and a shirt to be left at the Center in the event of toileting accidents or spills. To minimize the spread of disease, the teacher will not rinse soiled clothing caused by toileting accidents. Instead, soiled clothes will be placed in a plastic bag and returned to parents at the end of the day. Any soiled clothing should be taken home daily.

Children should bring a **labeled, small, lightweight blanket** and a **small pillow** if desired, for use during naptime. Large pillows and blankets are not appropriate. Parents are responsible for laundering blankets and pillows weekly. Blankets and pillows will be taken home every Friday. Please remember to bring them back on Monday morning.

Jewelry worn by children can be dangerous. It may be lost or caught on equipment. Therefore we ask that you children not wear jewelry to school. *Plaza de Niños is not responsible for lost or broken jewelry.*

### **Items from Home**

Toys from home are not allowed. Should there be a day for "show and tell" the toys should be presented to the appropriate teacher so that they can be **labeled** with the child's name. However, children should not bring any toy from home, especially those promoting violence.

Food from home is prohibited by the State of Missouri licensing agency. This includes homemade birthday cake. Plaza de Ninos provides children well-balanced and nutritious meals.

### **Parent Participation**

Parents are welcome at Plaza de Niños at anytime. However, all visitors must report to the front office so that staff is aware of your presence in the building.

Daily and informal conversations between parents and teachers are encouraged. Such conversations help the teacher be more familiar with the child's development, needs,

characteristics, and interest or concerns the parents may have. All conversations are shared with appropriate staff and kept confidential.

Parent / Teacher conferences are held four times a year. The schedule for each will be announced. Parent participation for conferences is mandatory.

### **Parent Committee**

The Plaza de Niños Parent Committee provides every parent of an enrolled child the opportunity to assist in the development of activities that address their interests and needs and that support the education and healthy development of their child.

The Parent Committee will elect officers at the beginning of the program year in September. The elected officers include: President, Vice-President, Secretary and Vice-Secretary.

Parent meetings take place the third Thursday of every other month. All families are *strongly encouraged to attend at least three parent meetings* throughout a one year period. The meetings help keep parents informed about early childhood education topics.

As active members of the Parent Committee, we hope you will support the activities sponsored by Guadalupe Centers, Inc. and Plaza de Niños. Your support may be in the form of volunteering and assisting with fundraisers and special events.

### **Grievance Procedure**

Differences of opinion or perception occur in all human relationships. Differences can hinder parent-teacher relationships. Any conflict should be addressed in an open and non-confrontational manner.

Resolution Process:

1. Discuss and try resolving the issue with the teacher.
2. Approach the Center Director about the issue. The Director will schedule a meeting with all parties involved to address the issue.
3. If the issue can not be resolved, the Director and/or parent may contact the Guadalupe Center Associate Director to schedule a meeting.

### **Emergency and Closing Information**

Plaza de Niños is under the direct supervision of Guadalupe Centers, Inc. Therefore, in case of an emergency requiring that the Center be evacuated, please contact the Executive Director, Cris Medina at (816) 421-1015 or Associate Director Gilbert Guerrero at (816) 471-2582.

When weather conditions are such that school closings may be required, you can obtain information through the following sources of information:

**Monday through Friday, via television and radio:**

Channels 4, 5, 9, and 41 (if you have cable, check your cable listing for the equivalent cable channel numbers); and most major radio stations. The Kansas City Star maintains a [list of metro-area closings](#).

MCC-Penn Valley: (816) 604-4000

**Being a Mandated Reporter**

*Nationwide child abuse law:*

Mandated reporters include: physicians, nurses, hospital personnel, dentists, medical examiners, coroners, mental health professionals, social workers, school personnel, law enforcement officials, and child care providers. 1. A mandated reporter is required by law to report any suspicions or observations of maltreatment of a child which includes: “a child whose physical or mental health or welfare is harmed or threatened with harm by the acts or omissions of his/her parents or other person(s) responsible for his/her welfare”. 2. As an early childhood provider you have the professional responsibility to provide for the well being of the children by fostering a positive and nurturing experience for the child while in care. Hence, providing the parents with the assurance that his/her child is receiving high-quality childcare at the center by providing positive teacher and child interactions and by exposing the child to a safe, healthy, and happy environment. The benefit of being a mandated reporter is that it allows childcare providers the ability to protect children from any suspected maltreatment. The state of Missouri does not require the mandated reported to have any proof that the child abuse and neglect is occurring. The law clearly states that, “reports must be made when the individual “suspects” or “has reasonable cause to believe the abuse or neglect has occurred”.” 2 The child abuse and neglect laws is beneficial for children because it allows providers the lee-way of helping a child that is too young and fragile to defend him/herself from physical, emotional, sexual, and child neglect that otherwise would continue if could only be made by the child, parents, or abusers.

The personnel at Plaza de Niños are mandated reporters and as such, mandated by law to report any suspicion of child abuse and/or neglect.

**Confidentiality Policy**

The families at Plaza de Niños are entitled to personal and financial privacy. Employees are not allowed to discuss the family’s personal or financial matters except as required to meet the needs of the child. Confidential documents are accessible only to staff who need the information to perform their job responsibility. A signed form determines the name, date and reason for reviewing personal information.

**Child Care Outside of School Hours**

Guadalupe Centers, Inc. is aware that teachers and other employees of Plaza de Niños Preschool may have part time occupations outside of the preschool. In particular, some teachers and employees provide child sitting or childcare services during evenings and weekends outside of the school setting. Guadalupe Centers, Inc. and Plaza de Niños take this opportunity to remind parents/guardians, teachers and other employees that the provision of child sitting or childcare services outside of school hours or away from the school grounds is not authorized, approved or sanctioned by Guadalupe Centers, Inc.

Guadalupe Centers, Inc. accepts no responsibility or liability for such child sitting or child care services. Parents/guardians are therefore encouraged to personally evaluate the physical surroundings and personal qualities of any person assuming a care responsibility for their child and should not in any instance rely upon Guadalupe Centers, Inc. for such purposes.

Accordingly, teachers and employees of Guadalupe Centers, Inc.’s Plaza de Niños Preschool are expressly prohibited from transporting children from Plaza de Niños to their homes, or to any other destination for child care or any other reason except with the express written consent of a school administrator and the child’s parents/guardians.



**Plaza de Niños Preschool  
3201 Southwest Trafficway  
Kansas City, MO 64111**

## Signature Page

I agree that I have received and will adhere to all polices included in this handbook.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Comments:

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Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by GCI Board Operations Committee  
December 20, 2007  
Revised October, 2009



**Plaza de Ninos Preschool  
3201 Southwest Trafficway  
Kansas City, MO 64111**

**Key Points**

- ❖ I understand my child must maintain an 85% monthly attendance rate.
- ❖ I understand payment is due the week PRIOR to attendace.
- ❖ I understand payment s made by check or money order payable to Guadalupe Centers, Inc.
- ❖ I understand that my child must arrive by 8:50am daily to be accepted in the program.
- ❖ I understand that I can call the center before 9:00 to report an emergency that will delay my child’s arrival by 30 minutes or less.
- ❖ I understand that no more than 3 late arrival times within a month are acceptable.
- ❖ I understand that more than 3 late arrivals per month will jeopardize my child’s eligibility to attend the program.
- ❖ I understand that if my child is ill, Plaza de Ninos preschool must adhere to care facility. These regulations are included in this handbook.
- ❖ I understand that to ensure my child’s safety, only tennis shoes are acceptable footwear for program participation.
- ❖ I understand that to ensure my child’s safety, I must report any changes of emergency contact information to appropriate Plaza de Ninos staff, I.e. Director, Family Advocate, Teacher.
- ❖ I understand that it is my responsibility to comply with all of the policies listed.

Child’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Family Advocate Signature: \_\_\_\_\_

Revised: October, 2009