

Willow Woods Philosophy, Mission, and Vision

Our philosophy at Willow Woods is that early childhood is a time of fun, warmth, security, exploration, and discovery. We strive to nurture and encourage these qualities in the children who attend Willow Woods. Our purpose is to provide an atmosphere that encourages the social, emotional, physical and intellectual growth and development of each child as a whole. Willow Woods, established in 1983, is licensed by the State of Missouri, and is an educational not-for-profit organization.

Welcome

Welcome to Willow Woods Child Development Center. We are glad to have you as part of the Willow Woods Family! For over thirty years, this organization has dedicated itself to providing a safe, friendly, open environment where children feel protected and parents feel comfortable entrusting us with their children.

Willow Woods is a Not-For-Profit Corporation and operates within the by-laws of incorporation for both the federal and state governments. We operate the center with the regulations and guidelines of all licensing agencies, which govern our operations. Willow Woods is governed by a Board of Directors and as such the Directors are the ones who set policies for the day to day operation of the school.

Contact Information

Sarah Cayton – co-director, 504-782-4542
Wanda Hewitt – co-director, 816-389-1646
Chuck Gleason, board president - gleasco@gmail.com
Courtney Wasson, vice president
Kaitlyn Bunch, secretary
Karen Elmer, treasurer
Kim Keaton, board member
Lezlie Paden-Dowdell, board member

Organization of Willow Woods Child Development Center

- I. Board of Directors
 - a. Sarah (administration)
 - i. oversee all staff
 - ii. documentation
 - iii. payroll
 - iv. parent concerns
 - b. Wanda (staff)
 - i. oversee all staff
 - ii. teacher supervision
 - iii. classroom
 - iv. parent concerns

Admission

Touring Willow Woods

We welcome the opportunity to open our doors to prospective parents. If you are interested in visiting Willow Woods, meeting with the directors, and seeing our school in action, please call 816-753-5540, or email willowwoods83@yahoo.com.

Enrollment

The Directors will work with each new family to determine availability of openings for each child, or place the family on a wait list. Once a child is given a place in a classroom, there is a one-time, non-refundable enrollment fee of \$100.00. Willow Woods requires a completed Enrollment Form, Consent Form to apply sunscreen and diaper rash ointment, Photo Release/Consent, a Well Child Report completed and signed by your child's physician, and a current copy of immunization report. Children ages 2 and over will also require a release form to go to the library and gymnasium next door. Please notify the Director of any change in contact information to keep your enrollment form up to date.

Willow Woods offers full time care (5 days a week) or part time care for 2 or 3 set days a week.

Ages Served

Willow Woods provides quality care for children 6 weeks to Pre-K.

Tuition

Infant/Toddlers (6 weeks to 24 months)

Weekly rate \$259.00

Daily rate \$70.00

2s class (24 months to 36 months)

Weekly rate \$202.00

Daily rate \$60.00

Young 3s, 3s and 4s, and Pre-K

Weekly rate \$191.00

Daily Rate \$55.00

*Discounts are available for siblings and advance tuition payment

Tuition may increase at times, when deemed appropriate by the board and directors. Families will be notified of any tuition increase at least two weeks before put into effect.

Referrals

Willow Woods offers a week of free tuition for one child for families who refer students to our services. Speak to a Director for details.

Policies

Late Fees

Tuition is due on Monday of the week of service. You will be charged a late fee of \$10.00 Wednesday afternoon on the week of service if payment has not been made.

Method of Payment

We accept check, cash or money order. Please leave all payments in the Tuition Box located in the kitchen. Teachers cannot accept tuition payments.

Hours of Operation

Willow Woods is open Monday through Friday, 7:00am to 6:00pm.

Holidays and other closings

Willow Woods is closed for the following holidays: Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas, and New Year's Day. We close early on the Friday before Labor Day (12:00pm) for Staff Development, and New Year's Eve (3:30pm). If the holiday falls on a Saturday, we will be closed Friday, the day before; if the holiday falls on a Sunday, we will be closed on Monday, the following day.

Inclement Weather

In the case of inclement weather, Willow Woods will make every attempt to remain open. However, the safety of our families and staff is our primary concern and there may be times that we must close or have a late start/early close due to weather. Should Willow Woods be closed or start late, notice will be given by email, on the Willow Woods Facebook page, and on Channel 4 news by 6:30am. Should Willow Woods need to close early, parents will be given at least one hour's notice.

Drop off, Pick Up, and Absences

We encourage all parents to bring their child/children in by 10:00am. If you will be dropping off your child later than 10am, please let us know, so we do not worry about your child! When dropping off, please sign in at the front door, walk them to the appropriate

classroom, and greet the teacher to make sure the teacher is aware of your child's arrival. We kindly ask that you not be on your phone during drop off or pick up time, in order for teachers to have the opportunity to give/receive any important updates about your child.

When you are picking up your child/children from care, have signed them out, and have retrieved them from their class they are now in your care. Children are not allowed to wander around the building or go in other classrooms without a teacher being present.

Pick up is no later than 6:00pm. If your child is still here at 6:05pm we will begin to contact parents/guardians and emergency contacts. You will be charged a late pick up fee of \$20.00 per child that is due at the time of pick up or at drop off the following day. If we have not reached someone by 6:45pm, according to Missouri State law, we are mandated to contact the police and there will be an additional charge of \$20.00.

Please notify Willow Woods as early as possible in the case of absence, or if your child will be coming in late, so our teachers can plan accordingly.

Please let your child's teacher know if your child has an appointment and will need to be picked up early. If someone other than the parent is picking up, we require written permission by the parent (email, text, or on enrollment forms) and a picture I.D. from the adult picking up at the time of departure. We cannot release your child to another individual without written or verbal consent from the parent.

Vacations

All families are allowed two weeks of tuition-free vacation per school year. Two weeks' written notice is required for vacation days; failure to provide written notice means you are required to pay for the weeks. Vacation days must be used at a minimum of five consecutive days at a time, and do not roll over into the next year.

Extended Absences

Absences beyond the two weeks of vacation time, and up to one continuous month, will require full tuition. Should a child be absent from Willow Woods for up to 3 months, the child will be unenrolled, or parents may instead choose to pay half tuition to retain his/her place. If a child will be absent for longer than three months, he/she must be unenrolled. If a

child is unenrolled, he/she will be removed from our roster and his/her place may be given to another child. Upon returning to Willow Woods, you will need to re-enroll your child and pay the \$100 enrollment fee, upon the availability of a spot for the child.

Withdrawal/ Termination

Two weeks of written notice must be given when withdrawing a child from the school, or changing a child's schedule. If two weeks written notice is not given, you will be responsible to pay for those two weeks, as well as all current tuition, in full prior to the last day of service. Willow Woods reserves the right to discontinue services at any time for non-payment of tuition.

Feedback/Grievances

We encourage all families to provide feedback and suggestions on how to improve Willow Woods, and to communicate any issues or grievances you may have. You are welcome to speak to a director, call the center, or send us an email at any time.

Health and Safety

Emergencies

Emergency policies and evacuation routes are posted in each classroom, and drills are conducted regularly.

In the event of an emergency (fire, tornado, etc.) we will immediately evacuate the building and/or move the children to a safe location. Once the children are in a safe location, we will begin to contact parents. If the emergency is confined to the immediate area of Willow Woods, and children cannot stay on the premises, the children will be taken to the Westport Presbyterian Church, located at 201 Westport Rd, Kansas City, MO 64111, 816-931-1032 or the Westport Public Library, located at 118 Westport Rd. KCMO, 816-701-3488. The staff and children will remain at this location until you or your emergency contact is notified of the emergency.

In the event that a child is in need of medical treatment or emergency care, he/she will be transported to the nearest healthcare facility, as advised by emergency responder.

Every effort will be made to contact you as soon as the children and staff are safe. Children will only be released to you or your alternate contact. Please also check with your local news stations and our Facebook page for information.

Willow Woods staff will remain with and care for the children at all times during an emergency.

Accidents, Injuries and Emergency Medical Care

In case of accident or injury to a child, parents will be notified immediately. If the child requires emergency medical care, the provider shall follow the parent's written instructions as noted on the enrollment form, or as instructed by emergency responders. Information regarding the date and circumstance of any accident or injury shall be noted in the child's record.

Illness

Willow Woods follows Missouri State Licensing regulations for handling children's illnesses.

- Staff will observe children for contagious diseases and for other signs of illness on arrival and throughout the day. Staff may not allow a child exhibiting signs of illness to be dropped for the day.
- Parents shall be notified immediately when any contagious disease occurs in the facility.
- Staff will monitor unusual behavior and notify parents at the end of the day if the behavior continues. These behaviors include, but shall not be limited to:
 - Is cranky or less active than usual;
 - Cries more than usual;
 - Feels general discomfort or seems unwell; or
 - Has loss of appetite.
- Staff will contact parents when signs of illness are observed. Unless determined otherwise by the parent(s) or provider, a child with no more than one (1) of the following symptoms may remain in care:

- A child with a temperature of up to 100°F by mouth or 99°F under the arm;
- After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by a licensed physician (parents must provide a doctor's note to Willow Woods Directors);
- When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken;
- When a child has vomited once with no further vomiting episodes, other symptoms, or both; or
- When a child has experienced loose stools only one (1) time with no further problems or symptoms.
- A child who exhibits any of the following symptoms must be sent home:
 - Diarrhea—more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms;
 - Severe coughing—if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;
 - Difficult or rapid breathing (especially important in infants under six (6) months);
 - Yellowish skin or eyes;
 - Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
 - Unusual spots or rashes;
 - Sore throat or trouble swallowing;
 - An infected skin patch(es)—crusty, bright yellow, dry or gummy areas of the skin;
 - Unusually dark, tea-colored urine;
 - Grey or white stool;
 - Fever over one hundred degrees 100°F by mouth or 99°F under the arm;
 - Headache and stiff neck;
 - Vomiting more than once; and
 - Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.
- If an ill child must be sent home, staff will first contact parent(s). Should staff be unable to reach a parent after 15 minutes, emergency contacts will be notified. Parents are expected to pick up an ill child within an hour of initial contact attempt.
- Parental contact and the decision made shall be recorded and filed in the child's record.

- The ill child shall be kept isolated from the other children until the parent(s) arrives.
- The caregiver shall be in close proximity to the child until the parent(s) arrives. Close proximity means that a caregiver is close enough to hear any sounds a child might make that would indicate a need for assistance.
- A child may return to class when he/she has been free of symptoms for 24 hours, without the use of fever-reducing medication.

Willow Woods reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Medication

Willow Woods staff will administer medication with a completed Medication Consent Form. Prescription medication must be in its original container and labeled with the child's name, instructions for administration, and the physician's name. Parents may choose to leave over-the-counter medication with your child's teacher for administration as needed. This medicine must also be labeled with the child's name and instructions for use. This includes any emergency medication your child may need for allergies.

Immunization

Upon admission, all children must submit a current immunization record. Please update immunizations as required by your doctor. If your child will not be receiving vaccines, you must provide an immunization exemption obtained from the Jackson County Health Department.

Dress

Please make sure your child is dressed in clothing appropriate for the season and his/her age. Children should wear comfortable clothing that they can run, play, and have fun in (and that might get a bit dirty during the day!), and that they can put on/take off themselves. Footwear should be appropriate for the season, and comfortable for your child to wear on the playground. (Please, NO flip-flops or open-toed sandals, or shoes that can easily fall off your child's feet). If the weather necessitates rain or snow boots for outside,

please make sure your child has other indoor shoes to wear throughout the day. Please keep weather-appropriate spare clothing in your child's cubby and be sure to switch as the seasons change.

Program and Curriculum

Curriculum

Willow Woods provides quality early childhood care and education for children ages 6 weeks through Pre-K. Our curriculum is play based, and includes sharing and conversation time, sign language, stories, music and movement, creative art activities, games, large & small muscle activities, field trips within the community, food preparation, science and nature activities, exposure to shapes, colors, numbers and letters, as well as the celebration of birthdays and holidays.

- **The Infant Program** (ages 6 weeks to approximately 12 months) is a multi-sensory program designed for the primary care and development of age appropriate skills and milestones of a child's first year.
- **The Toddler Program** (ages 12 months to 24 months) utilizes directional teaching in all areas of development, including language and vocabulary. Children are also involved in self-help skill development, such as self-feeding, social development, and awareness and discovery of the world around them.
- **The Preschool Program** (begins at age 2 and continues through graduation from our Pre-Kindergarten class) focuses primarily kindergarten readiness which consist of math, reading readiness, fine and gross motor skill development, music, arts and crafts, science, and physical education. The development of self-help skills and social awareness continues throughout a child's journey at Willow Woods.

Daily Activity Schedule

Each classroom follows its own daily schedule, clearly posted in each classroom.

Classroom Developmental Requirements

- **Infant to Toddler** Child must be 12 months of age, eating table food, off daytime bottles, and walking (or at least standing independently).
- **Toddler to 2s** Child must be 2 years old, able to pull pants up/down, able to take off diaper/pull up, able to communicate basic needs (more please, drink, help, etc.), either verbally or nonverbally
- **2s to Young 3s** Child must be 3 years old and potty-trained (2 weeks consecutively accident-free and able to verbalize the need to use the restroom).
- **Young 3s to 3s and 4s** Child should meet general developmental milestones and be able to recognize their name, colors, shapes, and some letters and numbers, and be able to cut with scissors and hold a pencil.
- **3s and 4s to Pre-Kindergarten** Child must be at least 4 years of age and have mastered the developmental milestones for 3 year olds, prepping for kindergarten, turning 5 before the next August

Behavioral Expectations

We expect children to behave in manner that is not harmful or dangerous to themselves, peers, or Willow Woods staff.

Child Discipline

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Willow Woods uses a positive approach to discipline and practices the following discipline and behavior management techniques.

At Willow Woods, we do:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.

- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Provide the children with natural and logical consequences of their behaviors.
- Use short supervised periods of "time out," no longer than one minute per age of the child

At Willow Woods, we do not:

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Willow Woods will document unsafe or harmful behavior exhibited by a child when observed or reported. We will schedule conferences with parents if particular disciplinary problems occur, in order to develop a plan of action agreed upon by the parents, staff, and/or other parties. If a child's behavior consistently or seriously endangers the safety of the children around him/her, then the Director has the right to terminate child care services for that particular child.

Diapering and Potty Training

Staff will check diapers on an hourly basis when children are awake, and change each child frequently and when needed. Families may choose to use disposable or cloth diapers, it is the responsibility of the parent to provide diapers, wipes, and any creams. Teachers will give reminders when a child's supply is low.

Teachers in the two-year-old class are here to help your child potty train and work with parents to make the transition. It is a process, and we do not expect your child to be fully trained before you send him/her to school without diapers. When you feel you and your child are ready to begin, have a conversation with your child's teachers. We provide potty chairs and a daily report of the children's progress as the children are on a very consistent schedule. The children will go to the potty room every 1 ½ to 2 hours each day when they are awake. Parents will need to provide extra changes of clothes as needed during potty training. We will consider your child potty trained after 2 accident-free weeks, and when your child can verbalize the need to use the restroom.

Meals and Snacks

All of our meals and snacks are prepared onsite at Willow Woods. We serve two snacks (morning & afternoon) and lunch daily. We provide a nutritious lunch representing all four food groups. Our meals and snacks are all in compliance with Missouri State Licensing nutritional guidelines. Breakfast is available for children arriving before 8:00am for a daily fee of \$1.00. Please no outside food after 8:15am. Morning snack is only available until 9:30am. If your child arrives after 9:30, he/she may miss morning snack time.

If your child has any basic food allergies or dietary needs of any kind, our chef will be happy to prepare an individualized meal for your child, or you may bring an alternative.

Supplies

Please refer to each classroom's Welcome Letter for a list of supplies for your child and the classroom.

Community Enrichment

Community is very important at Willow Woods. We host an array of activities throughout the year that bring our children and families together, such as music programs, playground work days, field trips, and an annual birthday party. Information on all upcoming events is posted on the HiMama app, and can also be found on the bulletin board in the front hallway or on the Willow Woods Facebook page.

Parent Communication

Willow Woods uses an app called HiMama to communicate with parents. To participate, parents must sign a waiver and download the app. HiMama will keep parents up to date on daily happenings (meals, activities, naps) as well as upcoming events at Willow Woods and things you need to know (reminders for holidays, notice of upcoming WW events or special days). In addition to the app, we will post reminders on the Willow Woods Facebook page and the bulletin board in the front hallway.