

WELCOME TO OUR PROGRAM



FAMILY HANDBOOK

NOVEMBER 2023-2024 EDITION

All information contained in this booklet is subject to change at the discretion of Children's Learning Center Board of Directors.

TABLE OF CONTENTS

Welcome	4
CLC Contact Information	4
School Year Calendar	5
History	6—7
Philosophy	6
Mission Statement	6
Program Goals/Objectives	6
Performance Standards	7
Licensing Regulations	7
Step-Ahead Program	8—12
General Information	8
State Approved Curriculum	8
Inclusion	9
Behavior Management	9
Adult/Child Ratios	10
Transition	10
Daily Schedule	10
Step Ahead Program	11—12
Home-School Communication	12
Home-School Social Media Communication	12
Parent-Teacher Conferences	12
Health & Hygiene	13—15
Illnesses	13
Medications	13
Immunizations	14
Emergencies	14
Physical Examination	14
Accidents & Injuries	15
Embedded Objects/Foreign Body	15
Early Intervention	15
Diapering/Bodily Fluids	15
Disinfecting	15
Nutrition & Physical Activity	16—17
CACFP	16
Birthday & Holiday Celebrations	16
Meals	17
Physical Activity (Let's Move! Child Care)	17

TABLE OF CONTENTS

Parent Involvement	18—19
Parent Participation	18
Parent Volunteers	18
Family Advisory Board (FAB) Parents	18
Parent Meetings	19
Field Trips	19
Program Procedures	20—27
Arrival & Departure	20
Late Pick-Up Fee	20
Attendance	20
Child Abuse & Neglect	21
Cancellations/Inclement Weather	21
Clothing Considerations	21
Developmental Screening	22
Emergency Preparedness	22
HIPAA Compliance Practices	22
Privacy Practices	22
Non-Discrimination	22
Grievance Policy	22
Orientation	23
Personal Items	23
Program Options	23
Rest Time	23
Safety Policies	23
Video Surveillance Policy	24
Screen Time Policy	25
Smoking Policies	25
Toileting Considerations & Bodily Care	25
Transportation	25
Tuition	26
Multi-Child Discount	26
Delinquent Accounts	26
Early Intervention	26
Child Care Assistance	26
Visitors	27
Withdrawal	27
Community Resources	28—33

CHILDREN'S LEARNING CENTER

Welcome to Children's Learning Center. We look forward to partnering with you to meet the needs of your child and your family. This handbook was developed In order to assist in your preparation for the CLC experience and familiarize you with the program, its components and policies. An Orientation will be held prior to your child beginning programming at CLC to cover this handbook. Please read it and keep it handy throughout your child's stay at CLC. If you have questions or concerns about the information contained in this handbook, please feel free to discuss them with the center director. Our friendly and committed administration and teachers are looking forward to working with you to make this an exciting year for you and your child.

CHILDREN'S LEARNING CENTER CONTACT INFORMATION

PHONE: 573.346.0660
FAX: 573.346.0688
WEBSITE: www.CLCFORKIDS.org
EMAIL: clc@clcforkids.org
ADDRESS: 88 Third Street
Camdenton, MO 65020

CENTER HOURS

7:30 AM—4:30 PM Monday—Friday

OFFICE HOURS

7:30 AM—4:30 PM Monday—Friday

CLASS SCHEDULE

8:30 – 4:30 Step Ahead Session (Monday—Friday)

All sessions are inclusive, serving children with individual developmental plans as well as children from the community. Individual therapy sessions are scheduled in addition to the class and care sessions.

Let us know IN WRITING of any change in your address, phone numbers, email, or the phone number of any Emergency Contact. We must have current information on all children.

**WE REQUIRE A WRITTEN NOTICE OF A CHANGE IN ANY PERSONAL
GENERAL INFORMATION.**

CALENDAR

CHILDREN'S LEARNING CENTER 2023-24

**Teacher Work Day
CENTER CLOSED**

**Early Release
CLC Closes 3:00 PM**

**Parent Involvement
Opportunities**

**Holiday
CENTER CLOSED**

Aug-2023				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Sep-2023				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct-2023				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Nov-2023				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-2023				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

School Cancellations

CLC cancels classes due to inclement weather when the Camden County R-III Public Schools cancel classes. Listen to Springfield TV Stations: KY3, KOLR10, KSPR33, or local Radio Stations KRMS 1150AM or 93.5FM for cancellations due to inclement weather.

AUGUST

14-18 Teacher Work Days, Center Closed
 15-17 Mandatory CLC Parent Orientations
 21 CLC CLOSED
 22 1st Day Of School

SEPTEMBER

1 & 4 Labor Day - Center Closed
 8 Goulash with Grandparents
 15 Early Release - Staff Meeting, CLC Closes 3pm

OCTOBER

17 Last Day of 1st Quarter
 20 Teacher Work Day, Center Closed
 24-26 Parent-Teacher Conferences
 28 Pumpkin Patch CLC Day Out
 31 CLC Trunk or Treat 9:30am

NOVEMBER

3 Center Closed Comp Conferences
 17 Early Release - Staff Meeting, CLC Closes 1pm & Family Thanksgiving Meal 11:30am-1pm
 20-24 Thanksgiving Vacation - Center Closed

DECEMBER

8 Early Release - Staff Meeting, CLC Closes 3pm
 19 Last Day of 2nd Quarter
 20 Camden County R-III Closes @ 1pm (CLC is CLOSED)
 20-29 Winter Break - Center Closed

JANUARY

1 Winter Break - Center Closed
 2 Teacher Work Day, Center Closed
 3 CLC Resumes
 15 Martin Luther King Day - Center Closed
 26 Early Release - Staff Meeting, CLC Closes 3pm

FEBRUARY

16 Early Release - Staff Meeting, CLC Closes 3pm
 19 President's Day - Center Closed

MARCH

2 Last Day of 3rd Quarter
 8 CLC Closed, Pizza for a Purpose @ Redhead's 6pm
 12th-14th Parent Teacher Conferences
 25-29 Spring Break - CLC Closed

APRIL

1 Spring Break - CLC Closed
 19 Early Release - Staff Meeting, CLC Closes 3pm

MAY

10 Early Release - Staff Meeting, CLC Closes 3pm & Muffins for Mom 2:30pm
 21 Camden County R-III School Year Ends @ 1pm
 23 CLC Graduation & End of the Year Celebration Location: CLC/CCDDR yard @ 4:45pm
 23 Year 2023-2024 Ends Last Day of 4th Quarter
 24 Teacher Work Day, Center Closed
 27-31 End of Year Break, Center Closed

ALL DATES ARE SUBJECT TO CHANGE

2nd Tuesday of each month:
 Camden County SB40 Board (CCDDR) meets @ 6pm
 2nd Wednesday of each month: CLC Board meets @ 8:30am
 Summer Session to be determined

Jan-2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Feb-2024				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Mar-2024				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Apr-2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May-2024				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

CLC Contact Information:

Phone: 573.346.0660
 Fax: 573.346.0688
 Email: clc@clcforkids.org
 Website: www.clcforkids.org
 Facebook: Children's Learning Center
 Emergencies: Adrienne 573.552.1011

HISTORY

Philosophy

Children's Learning Center supports the philosophy of inclusion education. Supported by research, inclusion fosters the belief that children with special abilities do better in general education settings with typically developing peers. CLC believes that inclusion is more than just the physical placement of a child in a classroom. Inclusion holds that children of broadly differing abilities can succeed with appropriate support.

Mission Statement

The mission of Children's Learning Center is to provide comprehensive services to all Camden County children and youth, guiding them toward a successful future by meeting and enhancing their intellectual, social, and physical needs in a supportive, developmentally appropriate manner.

Program Goals/Objectives

- Provide activities that promote child and family growth and enhance the capacity of families to meet the needs of their child.
- Encourage child development and heighten their learning through meaningful family, community, and classroom experiences in order to maximize the child's potential.
- Ensure ongoing professional development and continuing education among staff.
- Deliver family and child centered intervention services to children with developmental delays or disabilities and their families in the Lake of the Ozarks area.
- Employ and contract with Missouri certified, licensed, and registered therapists, special educators, counselors trained in current intervention, philosophy, practices, and policies.
- Provide special services that reinforce a child's education while focusing on adaptive, social, and behaviors.
- Maintain public relations with area communities and school districts.

HISTORY

PERFORMANCE STANDARDS

Children's Learning Center's program follows the Missouri Early Learning Standards as set forth by the Department of Elementary and Secondary Education. DESE, along with a broad based group of individuals whose backgrounds are representative of the early childhood community in Missouri, developed a set of standards of what most children should know and be able to do before they enter kindergarten. The Standards are intended to be used in a variety of early childhood settings by a variety of people: parents, parent educators, child care providers, Head Start and public/private school teachers, etc. They are consistent with current research and recommendations from other state and national initiatives. The Missouri Early Learning Standards cover the areas of literacy, mathematics, science, physical, health & safety, social & emotional development. Parent Guides for these Standards are kept on the Family Resources Board in the Reception Hall.



LICENSING REGULATIONS

Children's Learning Center is licensed by: The State of Missouri Department of Health & Senior Services Section for Child Care Regulation. This means we follow precise guidelines and regulations and are inspected a minimum of 5 times per year in areas that include sanitation, fire, and licensing. These inspections insure the cleanliness and safety of the facility, as well as the training and qualifications of the staff and well being of the children. A copy of the State Licensing rulebook is kept in every classroom and is available for your review by asking teaching or office personnel. A copy of the State Licensing rulebook is also kept on the Family Resources Board in the Reception Hall.

A criminal background check, FBI fingerprinting, TB test, and Medical Exam Report are completed on all employees who have direct contact with children.

STEP-AHEAD PROGRAM

General Information

Our program reflects a developmental approach to early development. Activities are planned to help every child progress naturally, at his/her own rate, through a predictable series of maturational skills in all areas. We introduce skills based on children's developmental ages rather than chronological ages. Growth occurs as children explore materials in activities that increasingly challenge them, which happens best in play. This developmental approach to early learning encourages children to be active learners by exploring both people and materials in their environment. The daily schedule is a predictable routine, which allows children to feel secure and comfortable and helps them to follow directions and participate independently, functionally, and effectively in activities.

The class has up to 20 children with a teacher, assistant teacher, and paraprofessionals. Early Intervention Specialists participate in class, offering routines-based intervention activities. An in-class motor program is facilitated on a regular basis. Sensory and fine motor activities are natural and common occurrences. The teachers and therapists work cooperatively, sharing individual expertise and responsibility in providing developmental activities within the classroom. All activities promote independence and socialization skills.

State Approved Curriculum

Children's Learning Center utilizes the High/Scope Curriculum, promoting an active learning environment where children are explorers using all of their senses. Children are active learners, who learn best from pursuing their own interests while being supported and challenged by adults. The content of the child's learning is guided by 58 key developmental indicators in language and literacy, mathematics and science, social-emotional development, physical development, and the arts. Socialization and self-help skills are key focuses to promote independence and group acclimation. The heart of the High Scope approach is the *plan-do-review sequence* in which children make choices, carry out their ideas, and reflect on what they have done. These activities promote initiative and independence. In addition, children engage in group activities, socialize during meals, develop self-care skills, and exercise large muscles during outdoor time. High Scope serves children from diverse backgrounds and with and without special needs.

The CLC staff follows the Individual Family Service Plan for each child, addressing socialization, adaptive, and developmental skills needed to participate successfully in a small group setting.

STEP-AHEAD PROGRAM

Inclusion

All classrooms are inclusive where children with and without special needs play, learn, and grow together. There are significant advantages of educating young children with and without special needs together in inclusive classes. Considerable research has proven that all children learn best when they are exposed to peers with a variety of skills. Children with special educational needs achieve at a higher level when they interact with their peers. A shared common interest at school creates friendships outside of school. The children obtain positive self-esteem and a sense of self worth. Many learn patience, compassion, and acceptance of the strengths and abilities of others. Children's Learning Center respects each child's individuality and supports an environment where all children learn from and with each other. Special Services (OT, PT, ST, and SI) can be delivered within the child's normal program setting, if authorized.

Behavior Management

Children's Learning Center provides a safe, comfortable and relaxed setting where learning and fun occur. In accordance with the philosophy of CLC, as well as the state of Missouri, no verbal abuse or physical abuse/discipline (including but not limited to spanking, yelling, manipulation, etc.) is allowed on CLC property. Teachers provide limits in a calm and consistent manner allowing the child to grow in self-control and self-esteem. The staff strives to keep children active, challenged, and engaged. When the environment is engaging, children seldom exhibit inappropriate behaviors. Teachers and staff work with children to develop conflict resolution skills necessary to solve their own disagreements in an appropriate manner. Experienced teachers recognize potential problems before they occur and can redirect the child's behavior before it becomes unacceptable. Teachers:

- Help children express and acknowledge their choices
- Help children evaluate their actions, verbalize alternatives, and consider the perspective of others
- Guide and support children as they learn to accept the natural consequences of their actions

If a child should behave inappropriately, redirecting the child to another activity or setting usually eliminates the behavior. The program supports and encourages positive self-esteem, and social behaviors. Modeling appropriate behaviors and role-playing social situations encourage children to be sensitive to a diverse population. Behavior management policies are in place should more formalized intervention be required. These policies are available for review at your request and will be covered during Orientation.

Adult/Child Ratios **STEP-AHEAD PROGRAM**

Adult/child ratios are maintained on the premises according to licensing guidelines. Every effort is made to maintain a lower adult/child ratio during peak hours of operation or when more children with special needs are enrolled than is required by licensing. Maximum adult/child ratio allowed:

- Step Ahead Room (2-6 years old): 1 adult to 8 children (ideally 1:6)

Transition

CLC strives to grow strong, trusting relationships with children and their families. Parents and the lead teachers collaborate to plan for a child's initial transition into the program based on the individual needs of the child and family. It is required that parents participate in Orientation to learn about CLC. Parents should schedule a time to visit CLC with their child and meet the teacher before enrolling. You are encouraged to talk about the upcoming event in positive terms, letting the child know you are excited and comfortable with the experience. Some children feel comfortable right away and others need several days of short visits with you in attendance. Parents are welcome to call the classroom anytime to check on their child during the transition. Children may need a comfort item from home.

The classroom at CLC is a mixed-aged group: 2—6 years, keeping transitions to a minimum. Continuity of care is an extension of primary teaching, working to keep relationships between teachers, children, families, and peers in tact. The process of learning to live as one community, learning each other's interactive styles, and developing an interest in each other's lives takes time.

Daily Schedule

The daily schedule provides a balance of free and directed play, as well as active and quiet, large and small group play both indoor and outdoors. The daily schedule allows for long periods of time for center-based activities that focus on socialization and interaction, self-help skills, math, language, writing, art, science, blocks, sensory exploration, music, reading, and dramatic play. Individualized class schedules and lesson plans are available on the parent boards by the child's room.

The daily meal schedule is as follows:

8:30—9:00 Breakfast
11:30—12:00 Lunch
2:30—3:00 Snack

The schedule is predictable but flexible to allow for individual child temperament & natural rhythms to be accommodated. Primary components of the schedule are present daily and the teacher takes cues from the children about the length of activities based on their engagement. Bodily Care times are scheduled around individual child needs. Meals are well spaced throughout the day. Nap times are flexible in their duration and occurrence.

STEP-AHEAD PROGRAM

Step Ahead Program

Children are in mixed-aged groups, 2—12 years of age. This allows the teacher to develop a long-term relationship with the child and family. The learning environment and daily routine are designed with all areas of children's development in mind. Interest areas in the classroom are labeled and stocked with diverse materials to help children develop conceptual and linguistic representations of their environment. Materials are easily accessible to promote initiative and independence. Children engage in small and large group activities, assist with clean up, socialize during snacks and meals, develop self-care skills, and exercise their large muscles during outdoor time. The Step Ahead schedule is comprised of key components that are arranged to fit the needs of the present enrollment best. A copy of your child's classroom schedule is contained in your enrollment packet. Key components of the child's day are as follows:

Group Meetings

Children and staff anticipate the daily routine and review past activities. The children share "news", sing, engage in finger plays, and experience a story. Early literacy skills are incorporated with phonemic awareness and sign language. Early math concepts strengthen number skills through calendar patterning activities.

Choice Time

Child-directed play is an important learning tool for all young children. At various times in the day the children may choose from any of the learning centers and the activities. Learning Centers change with the theme and interests of the children and include dramatic play, blocks, puzzles, writing, listening, library, games, science, creative arts, and sensory experiences.

Outside Play

Children experience outdoor play when weather permits. Large muscle development and coordination are promoted through outside playground time.

STEP-AHEAD PROGRAM

Step Ahead Program (continued)

Music & Movement

Musical movement and rhythm activities promote listening and memory skills in addition to using both large and small muscle coordination. Music is incorporated into much of the preschool day. Children naturally move their bodies in fun, rhythmic ways when listening to music. Music from different cultures and across genres is incorporated into balance and coordination activities. Large muscle equipment (trampoline, scooter board, swing, slide) is used to develop balance, strength, and coordination. Children are provided physical activities that allow them to be safe, successful, and challenged.

Sensory Integration

Sensory integration is provided in the context of play in order to motivate the children to work on skills that build muscle tone, perception, attention, and coordination. Suspended equipment, seating cushions, weighted materials, and a variety of textures are provided on a daily basis and are specialized to each child. Check out our sensory room!

Home-School Communication

Our teachers post weekly classroom newsletters in emails to the parents or on the CLC website, CLCFORKIDS.org, to tell you about the developmental activities, songs, recipes, etc that your child has experienced. If you do not have access to a computer or require a paper copy of the newsletter, please inform your child's teacher. Teachers occasionally send daily notes specific to each child and the day's events. We like parents to send notes, too, to tell us about things that happen to your child outside of school. It helps us to have special things to talk about with your child, particularly if your child has delayed language or speech. Some children will receive a notebook to aid in communication about things that happen at the center. There is a Parent Information Board located in the front reception area for additional information.

Home to School Social Media Communication

All communication between home and school should remain professional at all times. Communication is preferred through Kaymbu (COR Advantage) so that all communications remain professional. Families are discouraged from using social media, such as Facebook or Instagram to communicate with teachers unless communicating directly through CLC's Facebook account. The teacher is required to use CLC based sites and not personal sites. CLC teachers are not permitted to add families to their personal social media accounts in order to maintain a professional relationship. Please do not request to be "friends" on social media with staff.

Parent-Teacher Conferences

Staff offer two conferences with each Steps Ahead enrollee's parent or guardian during the year. Conferences will be at times that are mutually convenient for families and staff in the fall and spring. Developmental progress and any other information pertinent to the child will be discussed.

If you would like to speak to a staff member, we are available daily. Please stop by or call, and we will speak to you as soon as possible.

HEALTH & HYGEINE

Illnesses

Children exhibiting any of the following symptoms may be sent home. For the protection of your child and their classmates, please keep your child at home if one or more of the following symptoms are present:

- Temperature of 100° or higher (99° if taken under the arm)
- Vomiting
- Sore throat
- Diarrhea, gray or white colored stools
- Unusual spots or rashes, yellowish or infected skin
- Discharge from the eyes
- Severe coughing or difficulty breathing
- Head lice, nits, or scabies



If the child exhibits any of these conditions while at CLC, they will be isolated from the other children immediately and supervised. The parent or emergency contact will be notified to pick up the child. An Illness Report will be completed, discussed with parent, and signed. Parents will need to follow the procedures on the Illness Report before returning. Children on medication for any infectious illness must have been taking the medication for at least a full 24 hours before returning to the center. **Children must be absolutely free of fevers, vomiting or diarrhea for 24 hours without the aid of medication before returning to school. In ALL instances CLC staff reserves the right to make final judgment as to child's attendance.**

Medications

It is the policy of Children's Learning Center not to administer medication to children enrolled in morning preschool programming only. Because the children attend the program for a short time each day, parents/guardians are asked to administer medication prior to attendance or following, whichever is most appropriate. Parents/guardians who are in attendance with their child may administer medication to their child while at Children's Learning Center.

For full day children requiring medication (including over-the-counter and sunscreen) while in attendance at CLC, a current doctor's prescription must be on record. The medication must be in the original container with the child's name, name of medication, dosage, route of administration, time to be administered, physician's name, and expiration date. The parent fills out a Medication Authorization form **before** ANY medication can be administered by CLC staff. The medication is kept out of reach of children. Sunscreen is considered medication. **Medication (including over-the-counter) cannot be shared among siblings.** Every child must have their own container of medication with their name and appropriate dosage for them. **Staff must be informed if a child is taking any medication while enrolled at Children's Learning Center, even if CLC staff is not administering the medication.**

HEALTH & HYGEINE

Immunizations

An annual physician’s statement testifying that the child is free from infectious diseases, able to participate in activities of the program, and immunizations are up to date is to be kept in each child’s individual file. Missouri law requires that all children enrolled in a licensed childcare facility must have current immunizations against vaccine preventable diseases. A copy of the child’s immunization record or appropriate Medical Exemption card is to be kept in each child’s individual file. Children who are not immunized are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

The following table is used to determine whether a child is in compliance with Missouri childcare regulations and is not an immunization schedule:

Vaccines Required for Child Care and Preschool Attendance	Doses Required by Age				
	Birth to 2 Months	3 to 4 Months	5 to 6 Months	7 to 18 Months	19 Months to Kindergarten Entry
DTaP/DT		1	2	3	4+
IPV (Polio)		1	2	2	3+
Hib ¹		1	1+	2+	3+
Hepatitis B	1	1+	2	2+	3+
PCV (Pneumococcal) ²		1	2	3	4+
MMR					1
Varicella					1

Emergencies

At the time of enrollment a child’s parent/guardian signs permission to seek medical care in case of emergency. In the event that a parent/guardian is not present at the time of accident or injury, every effort will be made to notify them. In the event the parent/guardian cannot be reached, prior treatment consent will be followed. All staff members are trained in CPR and Emergency First Aid. When a situation warrants it, CPR, Emergency Medical System (911) and/or Emergency First Aid will be instituted. If CPR is performed a breathing barrier will be utilized if available. A Report of Accident/Injury form shall be completed indicating the circumstances and the date and time of the accident/injury. The form will be signed by the staff member, his/her supervisor, and the parent/guardian. The form will be filed in the child’s record.

Physical Examination

It is required by licensing that each child have a copy of his/her physical examination within the last six months preceding enrollment in CLC on file. CLC provides a form for this purpose to be signed by a licensed physician and placed in the child’s permanent record.

HEALTH & HYGEINE

Accidents & Injuries

Parents/guardians will be informed of accidents or injuries that occur during program hours and, in certain cases, a telephone call depending on the severity of the incident. A Report of Accident/Injury form shall be completed indicating the circumstances and the date and time of the accident/injury. The form will be signed by the staff member, his/her supervisor, and the parent/guardian. The form will be filed in the child's record.



Embedded Object/Foreign Body

It is the policy to not remove any foreign object of body that may be embedded in a child's skin. This may include but is not limited to ticks, splinters, etc. Staff will bandage the area appropriately and notify the family of the foreign object and its location.

Early Intervention

Children's Learning Center welcomes children with special needs to all of its classrooms. Children's Learning Center is a provider of Missouri's First Steps services and offers Speech/Language Therapy, Occupational Therapy, Physical Therapy, and Special Instruction to children who are eligible for services and under 3 years of age. Therapy services are conducted in the child's natural environment, whether that is the home, childcare center or other community setting. After securing appropriate consent in written form for special service providers who are not employed by CLC, open communication between staff and providers takes place. Staff members may attend IEP/IFSP meetings at family's request. For children older than 3 years, families are encouraged to participate in their public school program but therapy services are offered by Independent Contractors at CLC through private insurance, Medicaid, or private pay.

Diapering/Bodily Fluids

Staff and parents should wear disposable gloves when changing any diapers or coming in contact with bodily fluids. Procedure for disinfecting is posted next to changing stations. The same procedure is followed for cleaning of bodily fluids. Disposable or cloth soiled diapers should be placed in a leak proof plastic bag. Gloves should be discarded and hands washed with soap and running water after helping children in the bathroom or cleaning up bodily fluids. Children will routinely wash hands after toileting, before eating, and after coming in from outdoors.

Disinfecting

To cut down on spread of infection, toys are to be cleaned frequently with a solution of 1/2 to 1 teaspoon bleach to one gallon of water. Rugs are to be vacuumed and floors mopped. If any staff member contracts a contagious or infectious disease, they are not to come in contact with any child until contagion or infection is passed as noted by a physician.

NUTRITION & PHYSICAL ACTIVITY

CACFP

Children's Learning Center participates in the Child & Adult Care Food Program (CACFP) which establishes our meal patterns, servings, and regulations. CACFP is administered federally by the Department of Agriculture and locally by the Missouri Department of Health. **According to health and sanitation policies, food from home (including a packed lunch) is not permitted during program hours at a childcare facility.** CLC works to promote and develop a healthy lifestyle through nutrition services. Most items on our menu are whole grain, organic, and/or homemade. The menu is posted monthly on the Parent Information Board located in the front Reception Hall.

Children's Learning Center continues to meet advanced healthfulness in all meals and snacks served. Consistent nutrition messages to children, parents and facility staff support healthy nutrition habits. Eating nutritious foods and learning appropriate mealtime behaviors are important for children due to the rapid growth and major developmental changes occurring. Children in child care may receive between 50% and 75% of their daily calories while at the facility. Representing such a significant portion of total intake, the foods and the environment in which children eat these meals will have a big impact on future nutrition habits, thus increasing the responsibility of child care centers to provide nutritionally adequate and healthful food in a supportive environment. CLC supports a nutrition environment that promotes adoption of healthy behaviors in an effort to promote lifelong healthy weight among Missouri's children.



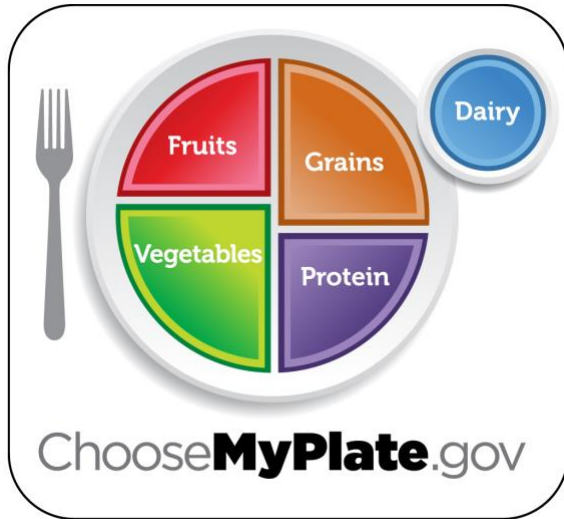
Birthday & Holiday Celebrations

Our curriculum is rich in cultural awareness that recognizes and respects all cultures. Cultural diversity is celebrated through the recognition of various customs and traditions. If your family celebrates any cultural traditions or celebrations, please share them with the teacher so we can possibly incorporate them into the curriculum. **Children's Learning Center provides all snacks and beverages for healthy celebrations.** We encourage parents to participate by bringing other types of treats for children such as stickers, pencils, etc. If you choose to bring wrapped candy, it must be enclosed in a goodie bag for each child to take home, and the parent to distribute if they choose.

In compliance with guidelines, we ask you to refrain from sending any celebration foods for the class on your child's birthday. CLC invites you to celebrate your child's birthday with treats for classmates that are not food. Birthdays are celebrated at CLC with a non-food celebration. Talk to your child's teacher for details.

Please do not bring birthday invitations to put in cubbies unless you include every child.

NUTRITION & PHYSICAL ACTIVITY



Meals

Healthy and nutritious breakfast, lunch, and an afternoon snack are provided for your child each day. Meal times are valuable learning times in our day. Children assist in setting the table and clearing their dirty dishes. The children engage in decision making through their choices. Pouring and spreading contribute to fine motor development. We experiment with taste, smell and texture of foods, and children are encouraged to try new and different foods. Children are never forced to eat anything on their plate. Teachers eat with the children and enjoy the same foods. Meals are also used to develop social skills and further develop self-esteem. The serving of different cultural and ethnic foods is also practiced showing diversity. Children are encouraged to use appropriate table manners. Nutritional information is discussed in preschool activities and with parents throughout the year.

If a child requires specific oral motor equipment or food, please inform the administration. These items may need to be supplied by parent and a doctor's note may be required.

IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE LET US KNOW. IT MAY BE NECESSARY FOR YOU TO PROVIDE AN ALTERNATIVE. A DOCTOR'S NOTE MAY ALSO BE REQUIRED.

Physical Activity

CLC follows Let's Move! Child Care facility committed to helping our youngest children get off to a healthy start. CLC does this by providing 1-2 hours of physical activity throughout the day, including outside play; limiting screen time in the preschool environment to no longer than 30 minutes per week; serving fruits and vegetables at every served meal with no fried foods; providing access to water throughout the day, not serving sugary drinks and no more than 4-6 oz of 100% juice per day and skim milk to children.

PARENT INVOLVEMENT

Parent Participation

At CLC parents/guardians are considered a big part of the educational team. We foster the role of parents as their child's first teacher, encouraging them as caretakers and advocates for their child. Children's Learning Center welcomes parent visits! When parents visit during class, teachers keep their normal routine so you can see your child engaged in typical activities. The staff handles behavior issues that occur within the class, so they can model our strategies for you. Please talk with the staff about any questions/concerns you have. Many parents are concerned that a child might be upset or act out when they visit. This is a very common reaction in young children. Please don't let this prevent you from visiting. Your child will adjust quickly if you and your child's teacher plan ahead for your visit. Parents are permitted to share cultural differences, occupations, and interests with the class. Please discuss opportunities for this with your child's teacher. Parents participate in Program Satisfaction Surveys two times per year. The information gathered from these surveys assists CLC administration, Board of Directors, and staff in providing better services to you and your child. Surveys are conducted in the spring and fall at Parent/Teacher Conferences.



Parent Volunteers

Parent help is needed in various ways. You are welcome to come in to help out with preparation for the classroom, to be with us on walking field trips, and to be an extra pair of hands in class. Please let your teacher know if you'd like to be a volunteer.

All volunteers must have a current TB Test and Family Care Safety Registry clearance before being permitted in the class.

Family Advisory Board (FAB) Parents

Parents are encouraged to volunteer as members of the Family Advisory Board (FAB). FAB Parents act as liaisons between CLC parents and the Board of Directors. They are responsible for fielding any suggestions, concerns, and praises from the parents and presenting them to the CLC board. FAB Parents attend quarterly Board of Directors meetings.

PARENT INVOLVEMENT

Parent Meetings

Children's Learning Center offers at least two parent meetings throughout the year on various topics. These learning opportunities take place at convenient times for the families and cover timely information that parents find helpful to support family development. The meetings are based on family interests.



Field Trips

Participation in field trips is a fun way to volunteer at CLC and spend time with your child. CLC Employees do not provide transportation to/from field trips. When field trips take place, parents provide transportation. Any parent providing transportation must give a copy of their current driver's license, proof of vehicle insurance, and registration before placing a child in their vehicle. Parents who are not transporting their own children sign a permission slip for another parent to transport. Proper car seat restraints must be properly installed for every child. Children's Learning Center's non-smoking policy is applicable throughout the duration of the field trip and while children are riding in parent vehicles. CLC teachers ride in parent vehicles to assist in supervision of children. Teachers are responsible for Face-To-Name Attendance being taken at every transition during the field trip and all safety and supervision of the children throughout the field trip.

PROGRAM PROCEDURES

Arrival & Departure

It is important that all children are dropped off and picked up promptly. We appreciate your attention to this matter. Do not plan to arrive more than 5 minutes before your child's learning session begins. Our staff is always giving attention to other children and their needs until a new class begins. Should you require additional time with the teacher to discuss your child, please make an appointment with them so that another teacher can attend to the children in their class.

Every day when dropping off your child:

- **Sign in your child**
- **You or a staff member will help your child hang their backpack up in their cubby**
- **Check in with your child's teacher & say goodbye to your child**

Every day when picking up:

- **Greet your child**
- **Check in with your child's teacher**
- **Remove items out of their cubby and items will be put it in their backpack**
- **Sign out your child**

Children may only be dismissed to people listed on a child's Enrollment Form or to those that CLC has been previously informed about, in writing. The name of the person authorized to pick up, the date, and the parent's signature are necessary on the note. A phone conversation with the parent is also suggested to clarify the pick-up situation. If the person authorized in writing to pick up the child is not familiar to the staff, please make sure they have photo identification.

Children riding the bus to and from the Camdenton Public School Early Childhood Program will be accompanied either on or off the bus by CLC staff. The bus does not always enter the parking lot, but stays on Third Street right in front of CLC. This transportation arrangement needs to be specified on the child's Enrollment Form.

Late Pick-Up Fees

As a matter of respect for our teachers and their families, any child not picked up by our closing time will be charged an additional **\$5.00 for every minute after 4:30 pm**. Additional fees may also be assessed if agreed upon care/education times are not adhered to. These charges will appear on your next billing statement.

Attendance

Your child will get the most out of our program if they attend daily. If a child must be absent, CLC needs to be notified as soon as possible, especially if the child will not be in attendance for more than 3 consecutive days. No contact from the family is considered an unexcused absence. If a child has an unexcused absence for 3 consecutive days, CLC staff will make an effort to contact the family. If the family does not contact the center, the child will be removed from the enrollment list and the vacancy will be filled. **CLC is staffed based on care requests from families and approvals for one-on-one aides.** It is essential that families abide by the attendance schedule agreed upon in order to maintain appropriate ratios among children and teachers. If a child is funded from an outside source (Childcare Assistance, CCDDR, etc), **CLC does not get paid if your child is not in attendance.** Therefore, a child who has unexcused absences or attendance is below 80%, the family will be responsible to pay \$20 for each day absent. CLC reserves the right and will notify outside agencies of low attendance and has the right to give the spot to another child.

PROGRAM PROCEDURES

Child Abuse and Neglect Policy

Children have the fundamental right of protection from physical, emotional and/or sexual abuse and neglect. All Children's Learning Center personnel have a clear, legal obligation to report potential or suspected abuse and/or neglect under MO Revised Statute RSMo Section 210. The law describes mandated reporters' responsibilities clearly and precisely. When staff have a standard of reasonable suspicion, rather than conclusive proof, that a child is being or may be subjected to abuse or neglect, that person shall immediately report the suspicion to the hotline, 800-392-3738. The law requires that a Children's Division children's service worker initiate an investigation/family assessment within 24 hours of the receipt of the report. We intend to act in the best interest of the child, be supportive to the family, and keep the child in CLC programming. Under no circumstances will a child be released to any adult if there is any indication of an unsafe situation.

Cancellations/Inclement Weather

Children's Learning Center will be closed on certain holidays and staff trainings for professional development. Children's Learning Center cancels classes due to inclement weather when the Camdenton R-III Public Schools cancel classes. Listen to Springfield TV Stations KY3, KOLR10, KSPR33, or local Radio Stations KRMS 1150AM or 93.5FM for cancellations due to inclement weather. Days lost to inclement weather will be made up at a later date. See CLC Calendars for make-up day schedule.

Clothing Considerations

Early learning is active and often very messy. It is fun, and often unpredictable and children should wear casual and comfortable clothes. Loose clothing that allows children to dress themselves is a good choice (sweat suits, elastic waist pants, etc.).

Children experience outdoor motor activities when there is not precipitation of any kind and the temperature is between 33—89°F. Layering clothes in winter (a tee shirt under a sweatshirt) allows us to adjust a child's clothing as classroom conditions warrant. When it is very cold, we do not have outdoor play so it's usually unnecessary to dress your child in a snowsuit. However, hats, mittens, and a warm jacket are essential. If your child wears snow boots, please send sneakers or indoor shoes for the child to wear while in class.

Children require clothing that allows them to freely explore their environment and increase their independence at accomplishing daily skills. Please send extra clothing to allow for accidents and messes.

Please send a complete change of clothing appropriate to the season including:

- Socks
- Pants
- Shirt
- Underwear, if appropriate

Label all items your child brings to the center. Place the extra clothing in a gallon zip top plastic bag.

PROGRAM PROCEDURES

Developmental Screening

Children's Learning Center provides developmental screening to every enrolled child who is not already utilizing an Individual Family Service Plan (IFSP). Developmental screening is a quick and effective way to look at how your child is growing and developing. Through screening you will find out how much your child already knows and ways to encourage development. The Ages & Stages Questionnaire is utilized to provide important developmental information on every child. Screening, in addition to anecdotal records, allows the program to identify and meet the individual needs of the children.

Emergency Preparedness

Children's Learning Center has an Emergency Preparedness Plan containing information for evacuating and responding to a fire, flood, tornado, earthquake, violence in the community, and power failures, which saves valuable time in emergency situations. Plans include specifics, such as escape routes, assignments for all staff. Evacuation routes are posted in every room in the CLC building. Emergency drills are practiced monthly with the children for fire and quarterly for tornado. These drills are posted in the administration office of the building. Emergency Backpacks are in every room and contain items needed in emergency situations as well as current contact lists for all students.



HIPAA Compliance Practices

Privacy Practices

Children's Learning Center is required to keep accurate records on all children enrolled in our programs. All information shared with or maintained by Children's Learning Center is kept completely confidential and stored in the main office in a locked file cabinet. Parents may have access to their child's record at any time with verbal notice to the Administrator on hand. Information may only be shared with authorized personnel with a parent/guardian signed Mutual Exchange of Information Form. Families need to inform CLC staff of any updates or changes to current information on file. As a parent you have the right to review and request a copy of documents in your child's file.

Non-Discrimination

Children's Learning Center is committed to the policy that all persons shall have equal treatment, not be denied benefits or services, and that no person shall be discriminated against regardless of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. If you feel you have been discriminated against in any way by this facility, please request a copy of our grievance policy from the office.

Grievance Policy

If you would like to submit a comment or complaint about our privacy practices or non-discrimination policy, you may contact the privacy officer or director of this facility. If you have a complaint against someone in this facility, you should speak to him or her in person or by phone. If the issue is not resolved, contact Kathy Bayes, Board President.

A complete Non-Discrimination and Grievance policy is kept in the office and available for your review. Please do not hesitate to ask for a copy.

PROGRAM PROCEDURES

Orientation

Orientation is required of all families and will occur prior to any child attending Children's Learning Center. During Orientation, the Family Handbook will be discussed with families, all policies will be reviewed, and enrollment forms will be completed. All required medical forms will be submitted and verified by staff. Immunization records will be copied. The parent/guardian will complete required state forms for enrollment, in addition to other CLC forms. Prior to beginning programming the family is encouraged to tour the facility and meet their child's teacher.

Personal Items

Toys, candy, money and other personal items are not permitted in the classroom and will be returned to the parent/guardian or stored out of reach until the end of the day. Personal items are allowed during rest time. Please see Rest Time section below.

Program Options

Please see separate Program Tuition Form located in your child's Enrollment Packet folder for specific rates and schedules. CLC offers Full Day and Half Day options.

Rest Time

Rest times are observed in all full day programs. Although not all children nap, a quiet, restful period is essential to their wellbeing. Each child has his/her own cot and sheet, supplied by CLC. If you would like your child to have a blanket and small pillow, you may supply them. Children may also bring a comfort item from home that helps them rest and relax. Please mark each rest time item with your child's name. Bedding is kept at CLC and laundered at least weekly by staff, unless you prefer it be sent home at the end of each week to be laundered and returned on Monday. Children will be allowed to read books while resting. The length of rest depends on the child's age and needs. Children who wake up early may participate in quiet activities.

Safety Policies

To ensure the safety and wellbeing of the children in the program, children will be supervised at all times. CLC maintains at least the minimum adult to child ratios at all times. CLC staff closely watches and interacts with children to ensure their safety and educational benefit. No staff cell phone use is permitted in the classroom for personal use. Security cameras are placed the interior and exterior of the facility. Children are counted frequently throughout the day.

CLC staff is trained in CPR and First-Aid procedures and are required to receive this training at least every two years. First Aid kits are kept in the building. Equipment is maintained and inspected regularly.

PROGRAM PROCEDURES

Video Surveillance Policy

Purpose of Video Surveillance System

Children's Learning Center makes limited use of video surveillance systems on its property. Video surveillance systems are primarily used to record access at building entrances, office, and education areas. Video surveillance cameras are also used to provide surveillance of the exterior of the building, including the parking lots and playground. Video surveillance cameras are never used in areas where employees, children, or parents would have an expectation of privacy, such as restrooms and diapering stations.

The primary purposes of the video surveillance system is to allow the identification of individuals prior to building admittance and the after-the-fact investigation of crimes committed against the company. The system may also be used to assist in the investigation of certain types of occupational health and safety violations.

The video surveillance system is not intended to be used as a method of tracking the work habits or productivity of individual employees.

Management of Video Surveillance System

Children's Learning Center Administration is responsible for the management of all video surveillance systems used in the center. Installation or removal of cameras needs approval from the administration and board of directors. The system is monitored from the office. Individuals monitoring building access survey the system. Because of the many responsibilities of the administration and office staff, the video surveillance system is not monitored on a continuous basis.

Recording of Video Surveillance System

All video surveillance cameras are recorded when motion is detected by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents. The administration has exclusive control of the release of video recordings produced by this system. Recorded video is not made directly available to CLC employees, building owners, or the general public. In the event that a security/safety incident occurs, employees should report the incident to the Executive Director, Assistant Director, or Program Manager. If the event occurred in an area where video surveillance coverage is available, the administrator will review the recorded video and make a determination if any video relevant to the incident is available. This video will be used by the administration to investigate and resolve the reported security/safety incident.

Requests to provide video recordings directly to non-employees (such as landlords, neighbors, or members of the general public) will not be accommodated. If it is believed that recorded video from the Company would assist in the investigation of a crime, the police should be notified and a permanent video clip of the incident will be produced and made available to the police. All requests for video recordings by law enforcement agencies shall be coordinated through the Company administration.

Recorded video is generally stored for a period of thirty days, but could be shorter/longer depending on the amount of movement recorded. Any video associated with a specific security/safety incident is generally converted into a permanent video clip and stored for the duration of the investigation. Video clips that could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by Administration.

PROGRAM PROCEDURES

Screen Time Policy

Children's Learning strives to limit preschoolers and toddlers (ages 2-5 years) to no more than 30 minutes of total screen time (which includes TV, videos, DVDs, computers, video games, and handheld devices) per week with no child allowed to have screen time for more than 15 minutes at a time. Any DVDs used have an educational foundation and are limited to the time frame discussed above.

Smoking Policy

Children's Learning Center is a smoke-free facility. "Smoking" means: inhaling, exhaling, burning, or carrying any lighted cigarette smoking equipment for tobacco; also to include "smokeless" tobacco. Smoking is prohibited at all times in space utilized by CLC where children are present. This includes, but is not limited to, classrooms, offices, kitchens, restrooms, hallways, outdoor play yards, and meeting rooms in the CLC facility. Smoking by volunteers and parents during field trips or outings is prohibited where children are present. At all times, staff and volunteers will adhere to the non-smoking policies of the CLC facility and areas they visit on CLC field trips and outings. For meetings that occur outside of the CLC facility and where children are not present, smoking shall not be prohibited unless a consensus of the group decides that smoking is to be prohibited during the course of the meeting. CLC activities at such facilities will adhere to the smoking policy of those facilities.



Toileting Considerations & Bodily Care

For children at different stages of toilet learning, families need to provide diapers, pull-ups, and wipes. FOR HYGIENE REASONS WE ASK YOU TO USE DISPOSABLES. Please send a full box for use only on your child. When your child moves into training pants, we need several pairs on hand as well as plastic pants to wear over them. Please keep staff informed when you begin or change any toilet learning routine so we can be consistent at school.

All children are encouraged to be as independent as possible, taking responsibility for their bodily care with as little adult intervention as necessary.

Transportation

Children's Learning Center does not provide transportation to or from the center. Children residing in the Camden Public School boundaries or children receiving services through the Camden Public Schools Early Childhood Program or Early Childhood Special Education Program may receive Camden R-III transportation services. Parents of all other children must arrange for transportation to and from CLC.

PROGRAM PROCEDURES

Tuition

Children's Learning Center is a not for profit 501(c)3 charity, which operates primarily on the tuition fees from each child, local and state grants. It is essential that your fees be paid promptly and regularly. Our tuition covers supplies, materials, professional development, parent trainings, and special events. **There are no deductions for child absences or holidays.** Our monthly tuition is not based on daily attendance. Upon enrollment and orientation the parent completed a Program Tuition Form. Based on that form, a Tuition Agreement is signed by parents and CLC administration outlining the fees and payment schedule for each family. The tuition rates and registration fee are included in your registration packet. Registration Fee is due prior to the child beginning the program.

Tuition and the Registration Fee may be paid by check, case, or card. Please give the office administration your tuition payment or use the drop box to the left of the office window. If you would like, a receipt for fee payment will be put in your child's cubby.

Multi-Child Discounts

The multi-child discount applies to families who have more than one child enrolled at the same time. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate will be charged when tuition payments are late as per the delinquent accounts policy stated below. This multi-child discount does not apply toward Extended Child Care.

Delinquent Accounts

If tuition is not received within 10 days of due date, the account is considered delinquent. At that time, the parent needs to make payment arrangements with the Administrative Assistant. If arrangements are not made, the child will not be allowed to attend CLC until the parent speaks with the office staff and a payment schedule is agreed upon. After 30 days of account delinquency and no payment arrangements made, the child's slot will be filled with a child from the waiting list.

Early Intervention

In accordance to state and federal law, children with special needs receive First Steps early intervention services at a cost determined by the Family Cost Participation Form. Other early intervention services are billed on a case-by-case basis.

Child Care Assistance

In accordance with the State of Missouri and the Department of Social Services (DSS), CLC provides contracted child care services to authorized clients of the DSS. Sliding fees may be applied per the DSS determination to Income Eligible families and collected as a portion of the childcare bill. Protective Service children may also be eligible for subsidy assistance.

PROGRAM PROCEDURES

Visitors

Children's Learning Center has an "open door" policy for parents and other authorized visitors. Parents of full-time children may bring their child at any time during the day. Parents are always welcome to observe and participate in their child's day at CLC. Visitors conducting approved observations or participating in field experiences must sign in at the office, obtain a visitors badge, and be escorted to the classroom.

Withdrawal

Families wishing to withdraw from CLC must provide written notification to the office staff two weeks prior to the child's withdrawal. Tuition fees will be charged whether or not the child attends. After withdrawal, a family may request to be placed on the waiting list for future attendance, but will not receive priority as a currently enrolled family and will also have to pay another registration fee. CLC maintains the right to discontinue service to any child/family at any time.

Family / Parenting Resources

COMMUNITY RESOURCES

Adoption Solutions, Inc.

Contact number: 573-632-6646

Description: A licensed not-for-profit child-placing agency

CADV (Citizens Against Domestic Violence)

Contact number: 573-346-9630

Description: This program is targeted for individuals dealing with abuse.

Family Support and Children's Division

Contact number: 573-346-3363

Description: Social workers available for counseling and making referrals. Financial and/or medical support available to families meeting established guidelines. Preventative services and protective services are provided for families that need help and support.

First Steps

Contact number: 1-866-583-2392

Description: This program is for infants and toddlers with disabilities. The First Steps system provides families the tools they need to help their child be successful.

Parents as Teachers

Contact number: 573-346-9268

Description: Parents as Teachers (PAT) is a parent education and family support program serving families throughout pregnancy until their child enters kindergarten, usually age 5.

MOCA Camdenton Head Start

Contact number: 573-346-4237

Description: Preschool program for children age 3-5. Helps children grow mentally, socially, emotionally and physically

Child Abuse/Neglect Hotline

1-800-392-3738

Child Advocacy Council

Contact number: 573-346-0003

Description: Targets abused and neglected children and children at risk. Meets the 3rd Tuesday of each month at the Mid-County Fire Department at 6:30 pm.

Childcare Resources and Referral Network (Workshop on Wheels)

Contact number: 1-888-772-1858

Description: This agency connects parents with licensed daycares in their area.

Child Safety Seat Inspection

Contact number: 573-346-3604

Description: The Camdenton Police Department takes appointments throughout the year for child safety seat inspections. This free inspection insures that a child's car seat is correctly installed. Schedule the appointment with Melissa at 346-3604 ext. 250.

Early Childhood Special Education

Contact number: 573-346-5651

Description: Identification of preschool children with special needs through evaluation, diagnosis and Individual Education Programs (IEP). For the education of preschool children with special needs through a reverse mainstream preschool, individual or other models. Programs available for preschoolers who are at-risk for developing developmental delays.

TouchPoint

Contact number: (314) 432-6200

Description: This organization evaluates children for symptoms of autism and provides training to parents on how to handle autistic behaviors.

Kid's Harbor, Inc.

Contact number: 573-348-6886

ParentLink

Contact number: 800-552-8522

Description: ParentLink is an information and referral source for parents and professionals in Missouri who have questions about parenting. There is no charge for any direct ParentLink service.

COMMUNITY RESOURCES

Family / Parenting Resources (continued)

MOPS (Mothers of Pre-schoolers)

Contact number: 573-348-1030

Description: Support group for mothers of pre-schoolers that meets the 2nd and 4th Tuesday of each month at 9:00 am at Osage Hills Church.

Camdenton Public Schools (kindergarten screening and information)

Contact number: 573-346-5651, 573-346-9239

Description: Contact the school district and inquire about kindergarten screening prior to kindergarten enrollment and ask about necessary skills prior to enrolling in kindergarten.

School of the Osage Public Schools

Contact number: 573-365-4091, 573-365-5341

Description: Contact the school district and inquire about kindergarten screening prior to kindergarten enrollment and ask about necessary skills prior to enrolling in kindergarten.

Transportation Resources

Independent Living Resource Center www.ilrcjcmo.org

Contact number: 1-877-627-0400

Description: ILRC provides assistance in four core areas: Independent Living Skills Training, Advocacy, Peer Support, and Information and Referral. The Independent Living Resource Center Transportation Program offers transportation to people with disabilities in Camden and Morgan counties for \$3 per ride inside county lines and \$6 to cross into adjacent counties.

OATS <http://www.oatstransit.org/index.htm>

Contact number: 573-449-3789

Description: Provides transportation for people with disabilities and seniors. See website or call for bus schedules.

Community Resources/Leisure Activities

Lake Ozarks Developmental Center (LODC)

Contact number: 573-346-4574

Description: Adult Day Care – Provides community integration for people with disabilities. Also provides personal assistance services

YMCA <http://www.lakeymca.org/index.htm>

Contact number: 573-348-9230

Description: Offers membership to a multitude of health and fitness programs and activities. No youth or family is denied membership or participation because of financial need. Sponsorships are available in a confidential manner. Call to request financial aid forms.

Local Churches- See your directory to get specific information on the many local churches in our area.

Camden County Library www.camden.lib.mo.us/

Contact number: 573-346-5954

Description: Offers library loans, public computer use, kid/teen programs, etc.

University of Missouri Extension

Contact number: 573-346-2644

Description: Extends the research and resources of the University of Missouri to the people in the county. Provides information on health and nutrition, family resource management, child and family development, housing and interior design. Audiovisual resources are available for club or organization meetings as well as resource speakers. Most resources are free of charge.

COMMUNITY RESOURCES

Basic Needs Assistance

Child Advocacy

Contact number: 573-346-0003

Description: Provides assistance and shelter for woman and children's needs.

Citizens Against Domestic Violence (CADV)

Contact number: 573-873-2277

Description: Provides assistance and shelter for woman and children of domestic violence. Agency will pick up.

Pregnancy Help Center

Contact number: 573-346-3337

Description: Maternity clothes, baby clothes, baby furniture, counseling

Family Support Division

Contact number: 573-346-3363

Description: Food stamps, Medicaid, and TANF

Lake Ozark Christian Church

Bagnell Dam Blvd Lake Ozark, MO

573-365-3366

Description: Food Pantry

Lamb House

Contact number: 573-346-2168

Description: Assistance with energy bills, rent, prescriptions, thrift shop, food pantry and USDA Commodities

Hope House

Contact number: 573-365-0099

Description: Supported by thrift store Assistance with food pantry, utilities, rent, medical and gas vouchers (when funding is available)

Open Door Church

Contact number: 573-374-6323

Description: Food Pantry and USDA commodities on 3rd Saturday of the month

Mid-Missouri Legal Services Corporation

Contact number: 573-442-0116 or 800-568-4931

Description: Provides legal representation to low-income persons in variety of civil matters

Missouri Ozarks Community Action (MOCA)

Contact number: 573-765-3263

Description: Energy assistance when funding is available, HUD, weatherization, tax preparation, Back to School Fairs, Life Skills Classes, Family Support

Lake Area Helping Hands

Contact number: 573-346-4968

Description: Emergency temporary housing for men, women, and children. Open 24 hours a day 7 days a week.

Salvation Army

Contact number: 417-532-5135

Description: Prefer referral from agency. No utilities or rent. Assisting with medical and gas vouchers

WIC

Contact number: 573-346-7271

Description: Nutrition needs for post partum women, pregnant women, and children to age 5

COMMUNITY RESOURCES

Vocational/Employment

Vocational Rehabilitation

Contact number: 573-751-2343

When to contact: beginning of senior year (junior year for COOP students)

Description: Vocational Rehabilitation is a program operated with federal and state funds, designed to assist persons with a physical or mental impairment to become employed. Eligibility for services will be established based upon the following: the student has a physical, learning or mental impairment, and the student's impairment substantially limits their ability to be employed, and VR services are required for the student to obtain or maintain employment.

Alternative Opportunities (AO)

Contact number: (573) 346-2487

When to contact: Senior year- referral from Voc Rehab

Description: Lakes Country provides job assessments, job coaching and a variety of other career counseling services for people with disabilities. Must qualify for services under Vocational Rehabilitation to receive services.

Missouri Career Center

Contact number: phone- 573-346-1766

When to contact: M-F 8:30-4:30

Description: The Missouri Career Center offers a multitude of assistance and training for youth and adults who need help finding and retaining employment. Based on eligibility some financial assistance is available for training as well as supportive services such as childcare while in training.

Lake Area Industries

Contact number: Phone: (573) 346-7934 Fax: (573) 346-1214

When to contact: Must be 18 years old to work at LAI

Description: LAI is a sheltered workshop located in Camdenton that provides transportation to and from the workshop. This employer only employees people with disabilities.

Columbia College

Contact number: 573-348-6463

Description: College Training 4-year programs

State Fair Community College

Contact number: 573-348-0888

Description: College Training 2-year and 4-year programs

Experience Works www.experiencework.org

Contact number: 573-442-0067

Description: Provides training, employment for low-income, senior citizens

Lake Career & Technical Center (LCTC)

<http://www.camdentonschools.org>

Contact number: 573-346-9260

Description: LCTC offers training in many technical careers. Camdenton High School and sending schools can enroll in classes during high school, or adults can apply for admission and register for courses on a part-time, half-time or full-time basis (depending on the program).

COMMUNITY RESOURCES

Postsecondary Education/Continuing Education

A+ School Program

Contact number: 573-346-9226

When to contact: 9th grade year in high school

Description: Students who desire to attend a 2-year or technical school after high school and have attended an A+ high school, have the opportunity to get funding for certain postsecondary A+ schools. Requirements include a minimum GPA, attendance and tutoring hours to be eligible.

Free Application for Federal Student Aid (FAFSA)

Online application: www.fafsa.ed.gov

Contact guidance office for an application packet. Students are required to submit proof of application for Vocational Rehabilitation postsecondary school funding and A+ Schools funding.

Service Corp. of Retired Executives (SCORE) www.lakeozarkscore.org

Contact number: 573-346-5441

Description: Small Business Mentoring- The Lake of the Ozarks SCORE Chapter provides clients with assistance and easy access to a wide range of business and financial expertise that can be directly applied to your existing business or new business idea.

Medical & Mental Health Resources

Lake Regional Hospital

Contact number: 573-348-8000

Description: Nursing staff of the OB department offers prenatal classes discussing topics such as growth and development of baby and nutrition. Prepared childbirth classes are also available teaching what to expect during labor and delivery and information on how the birthing coach can best assist. Please call to register.

Regional Poison Center

1-800-222-1222

Social Security Administration www.socialsecurity.gov

Contact number: 417-532-9136 or 1-800-772-1213

Description: Contact to apply for social security or social security disability benefits

Medicaid / MC+ mydss.mo.gov

Contact number: 1-855-272-4636

Description: If you do not have health insurance and cannot afford private insurance, contact this agency to determine if you are eligible for health coverage through Medicaid or MC+. NOTE: If you will be losing your health insurance upon graduation of high school, contact this agency well in advance of your graduation date.

Central Ozarks Dental Clinic

Contact number: 573-765-5140

Description: See patients four years and older. Does accept Medicaid for pregnant women over 21 and any blind over 21. Fees on sliding scale upon request.

ParaQuad (On My Own, Inc.)

Contact number: 417-876-3319

When to contact: senior year of high school (must qualify for voc rehab to receive services)

Description: Informs students and parents/guardians of the transitioning process for high school to college or into the job market. Helps students be prepared for the future by letting them know that they may or may not be deemed disabled as an adult, since the criteria for being determined disabled as a child and disabled as an adult are different. This agency also informs students of the benefits that are available when they turn 18 and how working may affect their Childhood Disability Benefits (CDB), Social Security Income (SSI), or Social Security Disability Insurance (SSDI).

Pathways

Contact number: 573-317-9100 or 573-348-5331 Crisis #1-800-833-6758

Description: Mental health care resources and services

COMMUNITY RESOURCES

Medical & Mental Health Resources (continued)

NAMI (National Alliance on Mental Illness) At the Lake

Contact number: 573-317-0832

Description: Support group that educates, advocates and lobbies for the mentally ill. Meetings are the 3rd Thursday of each month at 7:00 pm in the downstairs meeting room of the Camdenton Branch of Central Bank of Lake of the Ozarks.

Camden County Health Department

Contact number: 573-346-5479

Description: Provides education and resources for a variety of health issues affecting the county population. Provides low/no-cost immunization, women's health clinic referrals, assists families to obtain nutritious food at no cost, provides pregnancy testing and counseling, temporary Medicaid for pregnancy, Hepatitis immunizations, STD testing and counseling, etc.

Cedar Ridge Treatment Center

Contact number: 573-346-6758

Description: Alcohol and substance abuse treatment both inpatient and outpatient

Jack Gunn Free Clinic

Contact number: 573-378-4666

Description: Health care for low income, uninsured clients in Miller, Morgan, Camden, and Moniteau Counties. Must bring income documentation as W-2, last year's tax return.

Medical Missions for Christ

Contact number: 573-346-7777

Description: Health care for low income and uninsured

Pregnancy Help Center

Hotline: 1-888-722-1858

Description: Provides counseling, free pregnancy tests, all baby items, clothing for mom, infant and children, Maternity Home.

Family Planning Inc/TRFP

Contact number: 573-365-3244

Description: Provides family planning and reproductive health care services on a sliding scale based on income and family size.

Lions Club

Contact number: 573-374-4211

Description: Programs for the visually impaired. Provide glasses for students who qualify.

Missouri School for the Deaf

Contact number: 573-592-4000