



SPECTRUM STATION

Early Learning & Child Care Center

Parent Handbook

Begin the Journey...



Welcome to the Spectrum Station Family! This handy guide will provide you all of the basic information on policies, procedures, and the people at Spectrum Station. For general questions not found in this handbook, please feel free to consult any of our management team. Our website (spectrumstation.com) may further answer your questions.

Our Mission

Spectrum Station Early Learning Center's mission is to serve children and families by providing an innovative, high-quality early education program and childcare, as well as offer our families a variety of activities, parent amenities, and social events. We believe that a quality early learning center not only meets the child's needs, but serves to meet the needs of the whole family. Spectrum Station accepts children 6 weeks to Kindergarten during the school year and school age children on "no school" days and summer camps. Spectrum Station Platte City offers year-round care for children 6 weeks to school age.

Preparing and helping to ensure a child's readiness for school is a major responsibility of family, community and early childhood education. Spectrum Station endeavors to develop a supportive partnership with families that contribute to building a strong foundation for school readiness and success.

Our Philosophy

Spectrum Station believes that the development and education of young children must be of the utmost importance in a childcare setting. In focusing our efforts on both, we strive to create an environment that facilitates all aspects of early education-cognitive, social, physical, and emotional. Spectrum Station uses a developmental approach to its early education program. Simply said, our program focuses on a child's individual early learning development and finding the best approach to teaching that child. We are committed to a readiness based curriculum that reflects the developmental needs of a child.

Our Centers



Spectrum Station Northland

3250 N. Ameristar Drive

Kansas City, MO 64161

(816) 459-8000

spectrumstationnorth@gmail.com

Lisa French, Director

Spectrum Station Platte City

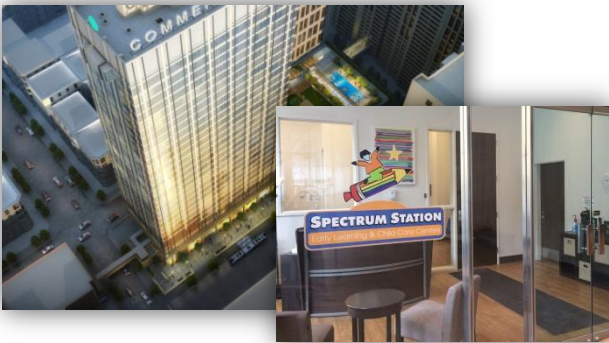
2401 Kentucky Ave

Platte City, MO 64079

(816) 858-0156

spectrumstationplattycity@yahoo.com

Tracy Foster, Director



Spectrum Station Downtown

911 Main Street

Kansas City, MO 64105

816-898-6543

downtown@spectrumstation.com

Michelle Mannell, Director

Spectrum Station Blue Springs

1353 NW Jefferson

Blue Springs, MO 64015

816-427-5858

bluesprings@spectrumstation.com

Sharon Hoevet, Director



Spectrum Station Barry Road

403 NW Barry Road

Kansas City, MO 64155

816-844-9665

barryroad@spectrumstation.com

Cheryl Pinkman, Director

Our website: spectrumstation.com

Operating Hours

All of our centers are open
Monday – Friday

Center Hours by center

Northland 6:00 a.m. to 7:00 p.m.

Platte City 6:00 a.m. to 6:30 p.m.

Downtown 6:00 a.m. to 6:00 p.m.

Blue Springs 6:00 a.m. to 6:30 p.m.

Barry Road 6:00 a.m. to 6:30 p.m.

Holidays Hours

Our centers are closed on
the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor day

Thanksgiving Day

Christmas Day

Open Door Policy

We welcome parents at any time at the center. Your drop-off and pick-up are not regulated and parents may visit at any time. However, extended family members require advanced notification from the child's parents.

If a holiday falls on the weekend, Spectrum station will be closed on the Monday or Friday closest to the holiday. Centers will close early on Christmas Eve.

Our centers are open to all children regardless of race, color, creed, sex, religion, or national origin. We require all prospective families and their child(ren), to tour our facility as part of the enrollment process. Children at our centers have varying home values, beliefs, experiences and languages. Our caregivers are trained to embrace these differences and respond sensitively to all beliefs.



Center Admissions-Enrollment Paperwork

Upon enrollment, families will be asked to complete several forms **required** by the Division of Family and Child Care Services for the state of Missouri. The following forms must be completed and turned in on the first day your child attends:

- **Enrollment Contract** (initial each box before signing)
- **State of Missouri Enrollment Form & Field Trip Permission**
- **Emergency Contact and Child Release Authorization**
- **Medical Examination Report**
- **Current Vaccination Record**-Required on the first day of attendance (include flu shots)
- **“About My Child”** (For children 1 & up); **“About My Baby”** (Infants)
- **Safe Sleep Policy** Reviewed and signed
- **Specialized Instruction for Infants & Toddlers**
- **Individual Care Plan** (For children with special needs, health needs or special dietary requirements)

The Medical Examination Report must be signed by your child's physician or nurse. This form states that your child may attend a child care center. A current shot record is required on the first day of attendance (including flu shots). **Spectrum Station requires that all children be up-to-date on the state required immunization. Spectrum Station does not accept non-immunized children or children with vaccination exemption.** The Medical Exam must be turned in within 1 week of enrollment. Please remember to update your child's vaccination record each time vaccinations are given.



Information Updating

Information on families may change during your child's time with Spectrum Station. It is very important that the center be kept up-to-date with any changes with regard to your child's records. This includes, but is not limited to, address changes, workplace changes (phone, hours, location), emergency contact information, doctors, etc. It is vital that contact information, both primary and secondary, be kept current in case of an emergency. All children's information should be updated yearly.

Center Fees and Payment Policies

- **Registration Fee:** A \$100 registration fee is accepted on the first day of attendance . This registration fee may be required to reserve a spot at the center in advance. Registration fees placed to reserve a spot at the center are non-refundable for families who do not attend.
- **Tuition Payments:** Tuition must be paid in advance and is due on **MONDAY** or the first day of a child's contracted attendance. FULL TUITION is due if a child attends any part of their scheduled week. Tuition may be paid for any length of time in advance. Spectrum Station accepts all major credit cards, cash, check or money orders. Spectrum Station reserves the right to terminate service for any account 2 weeks past due.
- **Automatic Payments:** Families can set up automatic processing on credit or debit cards, which are processed every Monday. Authorization forms can be found in the lobby.
- **Late Payment Fee:** A late payment fee of \$25 is charged for payments received after the close of business on Tuesday.
- **Returned Check Fee:** If a check is returned to the center for insufficient funds, a \$25 returned check fee, plus any additional fee assessed by the bank is charged to the family. If two or more checks are returned, an alternate method of payment will be required.
- **Late Pick Up Fee:** All children must depart the center by the close of business. A late payment fee of \$1 per minute will be assessed beginning at the close of business.
- **Summer Activity Fee:** During the summer months, an age-appropriate activity fee is charged for field trips and center entertainment/events.



Vacation Policy

If a family will be gone for the entire week (Monday-Friday), **one-half** of their regular tuition is charged. This charge is based on a family's regular tuition schedule. For example, if your child is regularly scheduled for 3 days per week, your vacation tuition would be one-half of that fee. Our vacation policy is unlimited and may be used as needed throughout the year. No advance notification is required, however, if a family knows in advance of vacation, please make a note of this in the vacation log located at the sign in table.



Enrichment Classes

*Spectrum Station Early Learning Center believes that a quality childcare program can and should do everything possible to help out our busy families. Quality time with your family can never be under-estimated. Our Enrichment Classes can help find that balance. *Not all classes are available at all centers. Check your center's activity list for details.*



HOOKED ON PHONICS: Hooked On Phonics (HOP) is an early reading program designed to teach letter recognition, letter sounds, and beginning reading skills. We offer "Pre-HOP" which focuses on letter recognition, upper and lower case, and letter sounds. After completing this level, children move up to the regular HOP. Hooked on Math is available at some locations.

PHYSICAL EDUCATION/SPORTS CLASSES: Center sports classes may include soccer, movement, yoga or basketball. Playing recreational sports has a range of physical, emotional, and interpersonal benefits. Children who spend time playing sports, are less likely to develop vision problems. Sports participation helps with coordination as children learn new skills.

Sports classes build self-confidence, promotes social skills as children learn to work with others and support them. Plus, they're fun!

DANCE PROGRAMS: Learning to dance and move rhythmically offers children an opportunity to develop coordination and self-confidence. Children develop poise and the ability to increase their awareness and appreciation of music. Our dance classes create a positive experience and strive not only give each student professional training, but to go beyond and make the learning process a valuable, enriching one they will carry with them the rest of their lives.

Records, Confidentiality, and Photo Releases



All records and paperwork for an enrolled child are confidential and only the enrollee's legal guardian (parent or guardian) may have access to those records. Release of documents may only be approved by the legal guardian or court order.

We love to use children's photos throughout the center, on our website, and in brochures & handbooks. However, we require your permission to do so. In keeping with confidentiality, no names are used with the use of photos. Please fill out the photo release form in your enrollment packet to give us permission to use photos.

We ask that parents refrain from posting pictures of other children taken at the center or during events on social media for reasons of privacy.

Absences

We understand that children may be absent from the program on occasion. If your child will be absent for a day or an extended period of time, Spectrum Station asks families to notify the center. This knowledge allows the center to anticipate our daily staffing needs.



Withdrawals

Spectrum Station understands that a family's child care needs may change over time. We ask that families provide two weeks notice if they intend to withdraw from our program. Some occupations provide families with extended periods of leave. Families may withdraw from the center and leave a deposit to reserve their child's spot upon return- based on the availability in the child's age group.



Dismissal

Occasionally, it may be necessary to discontinue a child's enrollment. This may include dismissal for outstanding tuition payments. Spectrum Station reserves the right to terminate care for outstanding balances. However, if situations have arisen which cause a temporary hardship, we ask that families communicate those with the center. On some occasions, the center may be able to develop a payment plan which will benefit both parties.

The center may also deem it necessary to discontinue a child's enrollment if the center determines that it cannot meet the child's individual needs; that the child's presence poses a threat to the welfare and safety of other children, staff, or themselves; or if the child demonstrates the inability to benefit from our program.

Spectrum Station is committed to the success of every child in its care. Our team will work closely with families to establish a plan to accommodate a child's individual needs. However, because we provide child care and education in a group setting, we must consider how those accommodations affect the classroom and children in our care.

Enrollment will also be discontinued if the center and the parent/guardian cannot establish a mutually satisfactory relationship. In most cases, a two week notice will be given depending on the circumstance. The center reserves the right to disenroll any child or terminate service as deemed necessary or appropriate at our sole discretion with or without notice.

Health Care

Allergies & Special Needs



To provide the best possible care for all of the children at our centers, Spectrum Station asks that parents inform the center of all special needs such as allergies, speech delays or developmental issues. With the help of the family physician or therapist, parents should complete an "INDIVIDUAL CARE PLAN" for their child.

Spectrum is able to accommodate many children with special needs and follows the guidelines set by the ADA. Parents seeking to enroll a child with special needs must identify the need at the time of application. An Individual Care Plan will be completed by the parent and the child's doctor. Spectrum will meet with the families to determine if our center can meet the child's needs. To protect those

children with food allergies, absolutely no outside foods are allowed in the center. If a child has special dietary needs, an individual care plan will also be required, signed by a doctor.

Medication at the Center

Should your child require medication to be administered at the center, it is necessary to complete a *Medication Permission Form*.

Forms are located at the Parent Center or classroom. Medication permission forms may be completed for a one week at a time. All medicines must go home at the end of each week. The center

prefers to distribute all medicines at lunchtime to ensure consistency which allows more accurate tracking. All medication distribution requires a **specific time of the day**. No medications will be given on an "as needed" basis as only a parent can determine when particular medications should be given. Cold and cough medication will not be given to children under the age of six without written authorization from the child's doctor.

All medication **must** be in its original container with dosages listed. For prescriptions, the doctor's name, the child's name and dosage must be listed. Over-the-counter medications must have dosage listed by age and/or weight. If dosage is not listed, the center requires written authorization from the child's doctor. In order to maintain proper supervision of all children, breathing treatments will be given only during rest time.

Sunscreen, cough drops, and chap sticks require a permission form and must be kept separate from the children. Sunscreen is applied every morning and afternoon during seasonal weather.



Health Care

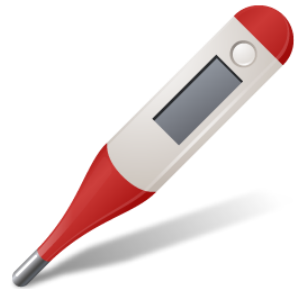
Illness



All children can and will become ill at some time while in child care. Teachers quickly become familiar with the children in their care and are able to spot unusual behavior or symptoms of illness. If a child displays symptoms of an illness, the teacher will monitor the child's behavior, notifying the administrative team for further assistance.

The department of licensing outlines specific criteria which exempt children from care. Children who demonstrate any of the following symptoms will be sent home and may not return to the center until the symptoms have subsided or with a doctor's release.

- Diarrhea-Multiple loose stools more frequent than normal bowel movements
- Severe coughing where the child may get red or blue in the face or makes a high-pitched whooping sound after coughing
- Difficulty or rapid breathing (especially in younger infants)
- Pink eye, redness of the eye lining, irritation, followed by swelling or discharge of pus
- Unusual spots or rashes-While many rashes are not contagious, many are and require treatment and a doctor's release to return to care
- Vomiting-more than once not associated with "spit-up" or coughing
- Sore throat, trouble swallowing, spotting on throat
- Unusually dark urine or grey/white stool
- Severe itching of the body or scalp; these may be symptoms of lice
- Fever over 100 degrees
- Persistent headache, possibly accompanied with stiff neck
- Infected skin patches-crusty bright yellow, dry or gummy areas of the skin



If children demonstrate symptoms of illness, the parents will be called for pick up. Ill children must be picked up within 50 minutes of notification. Ill children will be separated from others until parents arrive. We ask that children remain away from the center until all symptoms have ceased, are accompanied by a doctor's release, or are fever free without medication.

Accidents and Incidents

While Spectrum Station makes every effort to keep children safe, accidents may occur. When an accident happens, our first priority is to care for the child. Teachers will quickly assess the accident and possible injury, calling in administrative staff for help. With the exception of minor accidents, parents will be notified by phone and an "Accident/Incident Report" will be completed outlining the incident and actions taken by staff.



Parents will be provided with the report to be signed at pick up time. A record of all accidents or incidents is kept on file at the center. If emergency medical services are required, Spectrum Station will follow the parents' written instructions as indicated on the child's Emergency Contact Form. Spectrum Station carries an accident policy for students in its care. If a child requires medical treatment following an accident, **parents must first file a claim with their personal medical insurance**. Our student accident insurance is designed to cover eligible expenses **not** covered by a family's medical coverage.

At times, a child may get a bump or small injury while playing, but not inform the teacher. If you notice a bump or bruise and did not receive an incident report, please let our administrative staff know the next day.

Accident/Incident reports are also completed for behavior issues which may arise during the day. The purpose of these reports is to not only inform parents of occurrences, but as a record of repeated behaviors. Tracking behaviors aids the center in forming a more effective behavior plan for children.

Biting is a typical behavior often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. However, if a child bites more frequently, a action plan will be put in place through mutual discussion with parents, administration, and staff. If a child bites or attempts to bite twice in one day, the child will be sent home. Excessive biting or attempted biting will be cause for dismissal.

Mandated Reporter: As a licensed childcare facility, Spectrum Station will report any evidence of child abuse or neglect to the proper authorities. Please inform our management staff of any concerns regarding abuse or neglect within the center.

Outside Play



Outdoor play and gross motor skill activities are an important part of each child's day. Gross motor play increases a child's ability to learn, promotes positive self esteem, increases socialization skills, prevents obesity, and allows children to practice cooperative play. At Spectrum Station, outdoor play presents teachers with additional opportunity to apply learning activities. Our teachers plan specific gross motor activities each week.

All children are scheduled a minimum of one hour of outdoor/gross motor play each day. Unless weather conditions are extreme, children will be given the opportunity to play outside. Please take a moment each morning to check local weather conditions to ensure that your child brings or is wearing appropriate clothing for outdoor play. Tennis shoes or footwear that covers the entire foot are required. Sandals or "flip-flops" inhibit running and are the major cause of injuries on the playground. It is acceptable to leave a pair of tennis shoes at the center for your child to wear for outside time.

Take special care when dressing children, as well. Overly loose clothing with drawstrings or oversized clothing can be hazardous. It is recommended that when dresses or skirts are worn, children should wear shorts underneath.

During warmer and sunnier months, parents should provide sunscreen, preferably with a bug repellent included. After completing a sunscreen permission form, teachers will apply sunscreen each morning and afternoon before recess.



Toilet Training

While Spectrum Station does not toilet train toddlers (under age 2), our teachers will actively participate in your child's toilet training in our two-year old program. **All children must be toilet trained before moving into our preschool programs.** Please consult with our administrative staff for further questions.

Nap and Rest Periods



After a morning filled with learning activities, outside play, and discovery centers with friends, children need a period of rest. Our state licensing department requires the children five and under

have a minimum of 30-45 minutes of rest every day. Spectrum Station will provide your child's cot, cot sheet and blanket. We ask that children do not bring pillows and blankets from home as sanitary storage can become an issue. All bedding is laundered weekly or more often if needed. All infant bedding is laundered daily.

Our teachers make every attempt to make nap time a calm and restful time. Children depend on rest time to re-energize for the rest of their day. For specific questions concerning naps, please consult with your child's teacher or our administrative staff.

Mealtime and Food



Our meals are prepared in accordance with the USDA and state licensing guidelines. Spectrum Station serves breakfast (7:30 a.m. to 8:30 a.m.), lunch (11:30 or 12:00), and two snacks (mid-morning and after nap). Please keep in mind that breakfast ends at 8:30 a.m. Breakfast will not be served after 8:30 a.m. to allow teachers to begin the learning portion of your child's day. Most meals are served family-style to foster independence and promote self-help skills. The pace and tone of mealtime is pleasant and teachers encourage quiet conversation and socialization. Teachers also encourage children to try new foods and promote good manners.

Our program **prohibits** outside foods in the center. Many children in our care have food allergies, some severe. Our food preparers carefully track ingredients as they prepare the meals served in the center. Weekly menus are posted in the center and common allergic ingredients are labeled.

If your child has food allergies or specific food restrictions, please discuss those needs with the administrative staff. An Individual Care Plan completed by your child's doctor is required for all food allergies. Spectrum Station will make every effort to comply with any additional food restrictions.

Please remember that Spectrum Station is a **NUT-FREE ZONE**. Because of potential dangers of nut allergies, make sure to wash your hands and your child's hands if peanut products have been handled.

What to Bring to School...

Specific needs for each child may vary by your child's age, here are the "must haves" and "shouldn't brings" for Spectrum Station:

- Infants: Diapers and diaper wipes, diaper cream (if needed), enough prepared bottles for your child's daily requirement, baby foods (labeled), pacifiers (labeled). The center will provide sleep sacks and crib sheets.
- Toddlers and Twos: Diapers and baby wipes, diaper cream (if needed)
- All children: An extra change of clothing-two or more for potty trainers. Please **label** all clothing, including outerwear with your child's name or initials.
- Children may bring a small "sleep buddy" for naptime. Buddies must be able to fit into your child's cubby and should not be musical or mechanical.
- Please do not bring toys or other play items from home. Toys from home can be distracting to both your child and other children. In addition, items brought from home may be damaged or lost. Spectrum Station is happy to help find a lost item, however, we are not responsible for any item brought from home.



Parent Involvement

Spectrum Station encourages our families to become involved in their child's early educational experience at our center. There are numerous opportunities to become a bigger part of Spectrum. Families are encouraged to participate in all of our center events which may include-holiday programs, graduation ceremonies, dance recitals,



field trips, and classroom parties. Spectrum Station built its outstanding program with the help and input of our families. Over the years, many of the events and amenities have come from suggestions made by our families. We encourage you to actively participate in helping us create the best child care and early learning experience for all children.

Dropping Off & Picking Up

On your first official starting day, you will pick out your family's security door code. This code is reserved for your family only and should not be shared with anyone else. This allows the center to monitor visitors. While dropping off and picking up, your child is in your custody. Please make sure to monitor your child closely and please remember-"Only Adults can open doors". Parking lots and traffic areas can be dangerous for young children. Be aware of your surroundings and where your child is at all time.



SIGNING IN & OUT: It is a licensing requirement that all children are signed in and out **every** day of attendance. "Sign in" logs can be found the center's lobby area. These logs serve to verify attendance and are checked regularly. Families receiving child care assistance must sign a separate log which is sent to the state for attendance confirmation.

ALTERNATE PICK-UP If anyone other than a parent or guardian will be picking up a child, advance notification is required. Alternate contacts listed on emergency contact are not considered advanced notice and may not pick up with notification. The center has and "Alternate Pick-up" form which must be completed and signed by the parents. If an emergency arises during the day, parents may call the center which will then complete the form. Alternate pick-up individuals must have a photo ID and car seat.

CUSTODY ARRANGEMENTS: If a family has court documentation which outlines custodial arrangements and/or visitation rights, Spectrum Station requires a copy of this paperwork be kept in the child's file. Spectrum Station will abide by all current court documents.

Babysitting Outside of School Hours

Spectrum Station is aware that on occasion, some of our staff have part-time occupations away from the center, which may include babysitting. Spectrum Station neither approves or sanctions staff who babysit outside of the center. While we do not discourage nor encourage babysitting, Spectrum Station accepts no responsibility or liability for such services.

Accordingly, staff members are **expressly prohibited from transporting children from Spectrum Station** to their homes or any other destination. Should a parent engage a staff member for babysitting service, the following is acknowledged-1) the teacher is not on company time and 2) the parent accepts full responsibility and holds Spectrum Station harmless for accident or injury to the child or staff person.



Family Amenities


Spectrum Station mission statement to help make the live of our familie just a little easier can best be seen in the variety of Family Amenities and Services available at our centers. While not all services are available at every center, most amenities are. Here are some of the ways in which center can benefit its families:

- **Parents Night Out** -Time for a little R & R for parents! One Friday night each month, our center staff will care for your children after close of business for four hours (times may vary by center). The cost is \$20 for one child with a discounted rate for the second. Siblings not currently enrolled at the center may attend. (Not available Downtown)
- **Family Dinner Buffet** -Each month, a free dinner buffet is held during pick up times. Meals may be eaten at the center to allow families to socialize or taken home! Some centers offer "to go" meals only.
- **Hooked on Phonics**-Our centers offer a private reading tutoring program for children ages three and older. Hooked on Phonics is designed to give children a strong foundation in phonics and reading readiness skills.
- **Activity Classes** -Spectrum Station offers a variety of activity classes on-site during the day while your child is in attendance. Available classes may vary slightly by center and may include: DANCE, SOCCER, YOGA/MOVEMENT, and/or SPANISH.
- **Party Packs** – Our centers have birthday party packs to allow children to celebrate their birthdays at the center.
- **Dry Cleaning Services**-This service is available at limited locations



Progress Reports

Progress Reports are completed each December and May for all children in our care. Progress reports are essentially a developmental record of your child's progress in relationship to the average developmental goals for the age group. In January, parents are given an opportunity to attend parent-teacher conferences in our preschool-prekindergarten classes. However, meetings with your child's teacher can be arranged at any time throughout the year.



SPECTRUM STATION
Early Learning & Child Care Center

Preschool Progress Report

Child's Name:	
Classroom:	
Spring Semester:	
School Year:	

Center Communication



Parent communication is an essential part of a successful relationship between Spectrum Station and its families. Here are some of the ways in which our centers maintain an open communication with families:

- Spectrum Spotlight Newsletter - Our monthly newsletter keeps parents informed on monthly events, news, changes, and events coming up during the month.
- Parent information Stations – Located at the sign-in area, the parent center provides further information about events and news that affects our families.
- Daily sheets, Talking Points and Session Newsletters – The session newsletters details the developmental goals and information from the teacher at the beginning of each curriculum session. Daily sheets and Talking point contain information a your child's day.
- Weekly email news/Parent alerts –Our email news and parent alerts further help with communication between center and parent. Parent alerts are via text messaging.
- Activity Center –The activity center provides information on activity classes available at the center and sign up/contact information on providers.
- Weather-related closings-In the case of severe weather, our centers will post information on each centers' Facebook page or send out text alerts. During severe weather, staffing may be limited and availability for care limited as well. Again, check your center's Facebook page for information.

Emergency Procedures



In an emergency, thorough preparation is key to an effective response. Parents will receive a “Ready in 3” handbook which details our emergency preparedness and procedures at our centers. Emergency drills are held monthly to acquaint children and staff with evacuation and take cover procedures.

Evacuation plans are posted in every classroom and office in the building for staff and visitors to reference. Your child's first experience with the fire drill may frighten them. Teachers prepare children by explaining what the alarm is for and what procedures the class will follow. With practice, children quickly become adept at how to handle fire, tornado, and “take cover” drills. More details can be found in the “Ready in 3” manual. Please bear in mind that during tornado warnings, our staff will “take-cover” along with the teachers and children. During these times and in order to keep everyone safe, we may be unable to answer phones. Please stay tuned to weather reports for the “all safe” before calling in to check on your child.





Safety Measures

All of our centers offer camera monitoring throughout the offices, classrooms, hallways and outdoor spaces. Our cameras monitor the centers 24-hours a day, 7 days a week. In addition to our camera systems, our entries have coded, key pad entries. Each family chooses their own personal numeric code and will use it to enter the center. We ask that parents do not share their code with others and always be aware of anyone entering as they do.

Discipline

It is the purpose and intent of Spectrum Station to provide an environment of security and love for all children. We are committed to building self-esteem and independence through proper guidance. Teachers use positive reinforcement, redirection, natural and logical consequence and encouragement for appropriate behavior to promote self-control. In addition, teachers work with children on their problem-solving abilities by helping them find the appropriate words or actions for disagreements or conflicts. When necessary, a brief separation from the group may be used to allow a child to regain self-control. This is a short separation, no more than 1 minute per year.

Our centers strive to make the early learning experience a positive one for **all** children and work to create a positive atmosphere. Aggressive, disruptive, and destructive behavior will be noted and parents kept informed. Repeated aggressive and/or disruptive behavior will require written documentation in the form of an incident report which is completed by teachers and reviewed with parents and administration. If aggressive or disruptive behavior continues or escalates, the administrative team will speak with parents to discuss concerns and develop a corrective action plan. Excessive acts of violence will require a child to be picked up immediately and may require immediate dismissal. Spectrum Station is concerned for the safety and welfare of all of the children in our care and will act to make our environment a pleasant experience for all children.

In the case of chronic biting, 2 attempts or bites in one day will require early pick up. No credit in tuition will be given for children sent home for behavior issues.

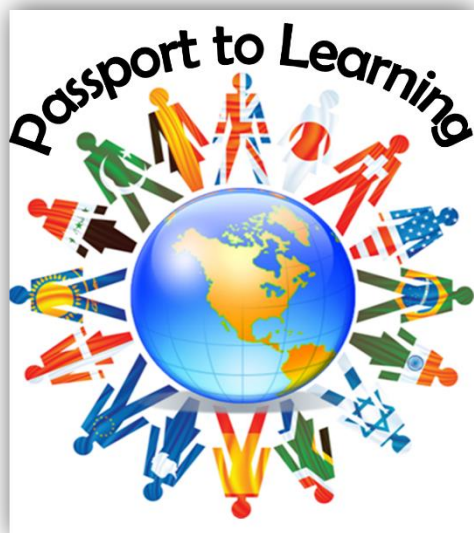


Our Early Learning Programs

Our Teaching Staff

Spectrum Station strives to hire qualified and caring staff. Lead teachers have a CDA Certificate, Associates' or Bachelors' degree in Early Childhood Education or related fields. Assistant teachers are employed based on credentials and experience and serve to support our lead teachers in managing their classrooms. In addition to the Missouri Highway Patrol state licensing background check, Spectrum Station conducts a 10-year nationwide background screening. Background screenings are conducted yearly.

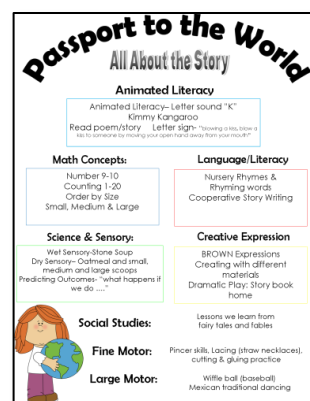
Teachers are also required to have a TB screening and physical exam when hired. Each year all staff at Spectrum Station is required to maintain 12 hours of continuing education classes. Teachers on staff receive CPR and first aid training as part of the in-service training.



Passport to Learning

High quality early learning programs create an environment that facilitates all aspects of learning, not only dealing with cognitive learning, but motor skills, socialization, and language development. When Spectrum Station set out to create an early education curriculum, we first identified the developmental goals needed for school readiness. We used the prekindergarten-preschool developmental goals

established by the Missouri Department of Elementary and Secondary Education (DESE). These goals, along with additional research helped Spectrum establish yearly developmental goals for our program. Our program called, "Passport to Learning" is a theme-based program with each theme session lasting two weeks. Two-week sessions allow our teachers and students to fully explore the session theme and provide meaningful learning experiences. Learning accomplishments are tracked during the school year using portfolios and are assessed twice per year with progress reports.

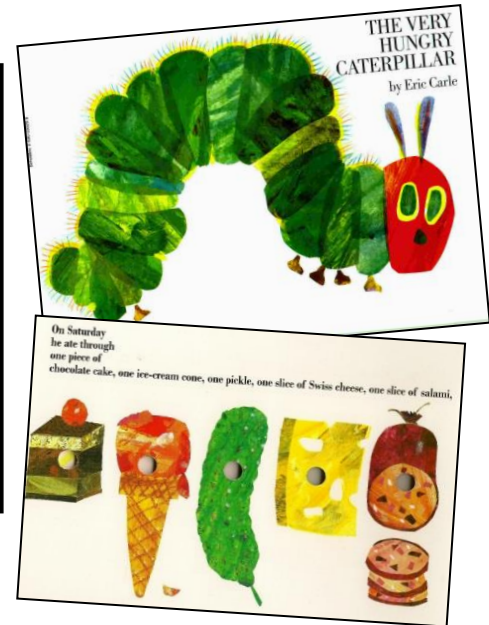
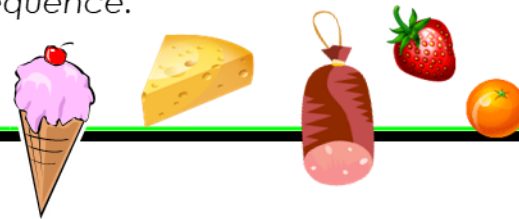




"Passport to Learning" provides our teachers with page after page of songs, activities, and interactive experiences to teach and reinforce the learning goals. These ideas, along with the considerable teaching experience of our staff, work together to create successful lesson plans.

"Passport to Learning" has been adapted for and is in use with children ages one through pre-kindergarten.

Each morning begins with Circle Time. This large group activity is used to introduce the daily learning activities, review weather, calendar, and days of the week. In addition, Circle time becomes a time to learn. Songs provide a format for language development. Interactive stories reinforce specific learning skills. Rather than simply reading "The Very Hungry Caterpillar", teachers use interactive props to teach and make learning fun. In this activity, children feed the caterpillar as the teacher reads the story in a specific order or sequence.



Our classrooms are arranged into "discovery centers", which include Dramatic Play, Library/Language, Math Concepts, Science/Sensory, Blocks, and Manipulatives. Each session, "Passport to Learning" provides teachers with ideas, patterns, and activities to enhance and enrich the child's learning experience **and** reinforce the developmental skills outlined in each session.



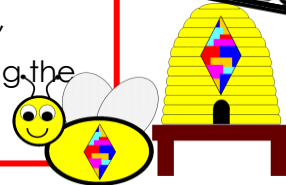
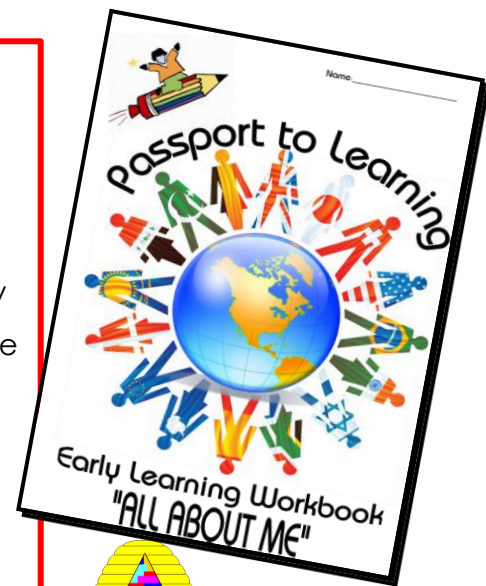
Spectrum believes that children construct their own learning experiences through interactions with their environment and the people around them. By changing the learning experiences in their environments, children are free to explore new concepts in cooperative groups. Effective learning programs produce long-term benefits by incorporating an age-appropriate curriculum with high educational standards.



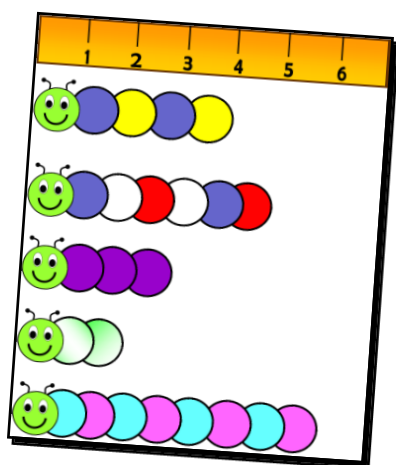
Following circle time, children choose and explore Discovery Centers. Teachers have already added learning activities or “enrichments” to the various centers. These enrichments provide children with constructive learning experiences to do alone or with a friend. For example, an important part of early math is matching patterns. In this example, children match the bee's pattern and help the bee find his hive.

If the color of the week is red, “red” cards may be added to the language area and red paint to the art area.

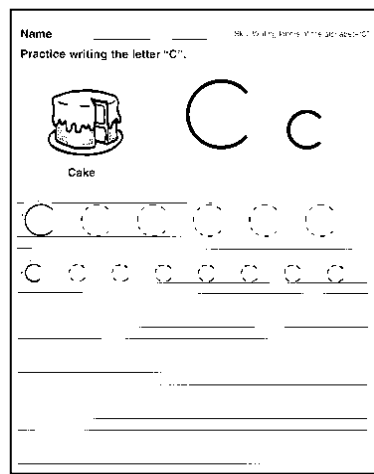
Changing the learning enrichments during each session, creates anticipation and interest in children, thus keeping the learning experience new & fun.



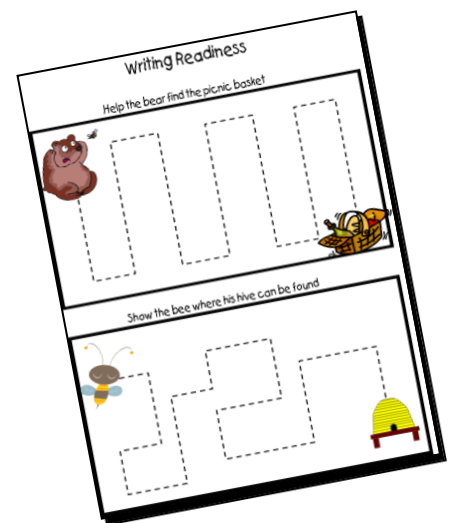
In addition to large group time and discovery center experiences, teachers work on specific learning goals in small group sessions. Working with props and session workbooks, teachers practice skills with only a few children at a time. Children are grouped developmentally, as opposed to age. Workbooks enhance the actual learning experience and provide a “take home” visual aide for parents.



Math-Using Measurements



Letter Practice & Fine Motor Skills



Writing Readiness & Fine Motor Skills

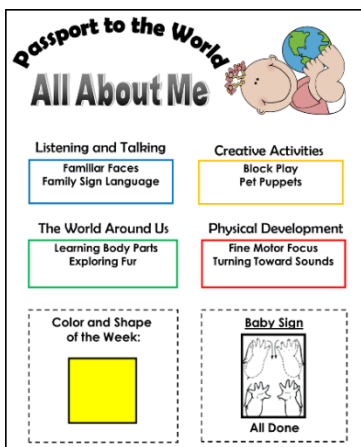
Our Infant Program



At Spectrum Station, our caregivers strive to build consistency in your baby's routines and interactions. Trust and emotional security develop when infants learn that their needs will be met predictably and consistently. Our teachers are responsive to your child's cues about their interests and goals as they learn through play. We also know that language and literacy begin during infancy. Caregivers read books aloud, sing to infants and begin interactive finger plays. Even diapering can be an enriching experience as teachers talk and sing to infants. Providing a quality environment for your infant's is our number one concern.

A detailed "Daily Information" sheet is completed throughout the day and includes information on feedings, diapering, napping, and activities.

Daily feedings conform to the parent's guidelines which are discussed with caregivers on a regular basis. This includes transitions to solid foods, sleeping habits, and development. Individual lesson plans are designed for developmental learning levels for each infant. Our center uses nationally approved "safe sleep" practices at all times.



As infants and toddlers interact with people and interact with materials, they construct a basic store of knowledge about what people and things are like, what they do, and how they respond to certain actions. Spectrum Station provides a complete learning program with developmentally appropriate activities entitled "Active Learning Series." ALS used in conjunction with our own curriculum provides caregivers with a variety of hands-on learning activities which are specifically intended to meet the educational needs of infants. Caregivers prepare weekly activity plans for each baby and implement those interactive activities with infants throughout the week. Activities are posted for review.

Our Toddler Program

Our toddlers program provides an environment that meets the developmental needs of each child during these crucial and formative years. Using developmentally appropriate practices and the development milestones for children 12-24 months. Spectrum Station created its "Passport to Learning". Spectrum Station's "Passport to Learning" curriculum provides toddler teachers with developmental goals and learning activities designed just for toddlers. Toddler learning activities are presented to allow learning experiences with a predictable routine environment. Teachers work on social skills, emotional develop, intellectual learning, and physical aspects of early education as well as self-help skills necessary for this very important year.



Teachers use "baby sign" language to encourage communication in toddlers long before their verbal skills have emerged. "Baby Sign" builds on the natural method of using gestures to allow toddlers to "speak." Teachers begin with 10-12 basic signs to encourage communication.



Toddlers thrive in a well-ordered, predictable environment where daily routines such as arrivals, departures, meal times, napping and toileting are dealt with consistently by all caregivers. These routines also offer children a sense of stability and feelings of warmth and caring from their teachers. They also provide opportunities for students to learn about themselves, the world, and others.

A detailed "Daily Information" sheet is completed throughout the day and includes information on meals, diapering, napping, and programming.

Parent information stations are located in each classroom. Parent boards display weekly menus, lesson plans, weekly parent newsletters, and curriculum information.

My Daily Information											
NAME: _____						Date: Monday					
Diapering Information: <input type="checkbox"/> WET <input type="checkbox"/> DIRTY <input type="checkbox"/> BOWEL MOVEMENT											
TIME: _____											
CODE: _____											
Meals: Breakfast:			Snack:			Lunch:			Snack:		
Whole grain cereal			Wheat Crackers			Cheesy Tuna Casserole			Animal Crackers		
Applesauce			Cheese Slice			Green Beans			Fruit Juice		
Milk			Pineapple			Milk					
I ate: 100% 75% 50% 25% none			All Some 100% 75% 50% 25% none			All Some					
Naptime:				I need the following item(s) brought in by: _____							
1 hour 1.5 hours 2 hours				Extra Clothing _____ Wipes _____ Ointment _____							
Do I need medication today??				Diapers _____ Pull-ups _____							
NO YES											
FUN FACTS ABOUT MY DAY...											



Our Twos' Program

Two-year-olds like to be independent! Their favorite phrases seem to be "I do it!" and "Mine." Emotions take on a roller coaster-like quality as twos go from excitement to anger to laughter within a matter of minutes. They are exploring the world around them with an unparalleled intensity.

Spectrum Station teachers take on the seemingly difficult task of guiding twos through this challenging year. Our "Passport to Learning" curriculum outlines the developmental goals for children 24 to 36 months. Cognitive, social, emotional, and physical development is incorporated into the learning experiences for children at Spectrum Station.

Children thrive in a well-ordered, predictable environment where daily routines such as arrivals, departures, meal times, napping, and toileting are dealt with consistently by all caregivers. Our daily routines offer children a sense of stability and feelings of warmth and caring from teachers. The also provide opportunities for students to learn about themselves, their world, and other people.



My Daily Information											
NAME: _____						Date: Monday					
Diapering Information: <input type="checkbox"/> WET <input type="checkbox"/> DIRTY <input type="checkbox"/> BOWEL MOVEMENT											
TIME: _____											
CODE: _____											
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I ate: 100% 75% 50% 25% none			All Some 100% 75% 50% 25% none			All Some					
Naptime:				I need the following item(s) brought in by: _____							
1 hour 1.5 hours 2 hours				Extra Clothing _____ Wipes _____ Ointment _____							
Do I need medication today??				Diapers _____ Pull-ups _____							
NO YES											
FUN FACTS ABOUT MY DAY...											

"Daily Information" sheets are provided to log meals, napping and toileting/diapering and are given out at the end of the day. Parent Information Stations are located in each classroom. These areas display weekly lesson plans, weekly classroom newsletters, menus and "Passport to Learning" curriculum materials

DISCOVERY CENTERS allow hands-on learning activities throughout the day. Centers include Dramatic Play; Math/Science; Creative Art; Wet/dry sensory play; Blocks; Library/language; and more.



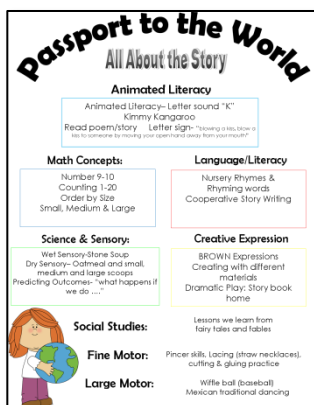
Our Preschool & Prekindergarten Programs



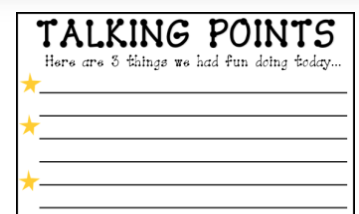
Spectrum Station preschool classrooms consist of children three and four years of age. Our prekindergarten rooms are designed for children whose birthdays permit them to attend kindergarten the following fall. Teachers in our program understand that each student develops at his/her own pace during these years. Multi-age group settings allow younger children to learn at their own pace and benefit from the mentoring of older children. Our teachers work with students according to their own developmental level rather than chronologically.

Spectrum Station believes that children construct their own learning experiences through interactions with their environment and the people around them. "Passport to Learning" presents children with theme-based learning experiences and activities developed with specifically outlined developmental goals from the Missouri Department of Education, as well as nationally recognized early education organizations such as "Creative Curriculum" and "High Scope Learning".

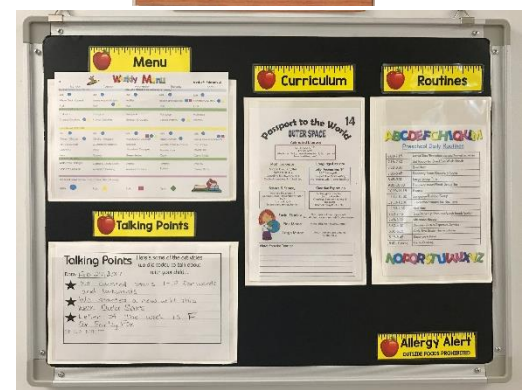
Our classrooms are well-equipped and arranged into "Discovery Centers" which provide an expansion of a child's world through play and discovery. The successful preschool center is set up to encourage passive learning through play and independent discovery. Educational themes such as letters, numbers and language development, are new and exciting to preschool and prekindergarten children when presented in this type of setting. Creating fun opportunities for preschool children to explore gives them an active role in the learning process.



Each day, our teachers complete "Talking Points" for parents. These helpful information sheets list three items to talk about on the way home or in the evening. Session newsletters provide information on upcoming curriculum and learning activities.



Parent Information Stations are located in each classroom and display weekly lesson plans, weekly parent newsletters, menus, center news, daily routines and curriculum information.



School-age programs

Spectrum Station Platte city offers care for school-age children before and after school and during holidays and early release days.

Spectrum Station Northland, Blue Springs, Downtown, and Barry Rd. offers care for school-age children during summer, over holidays and whenever school is not in session*. School-age care is available for children kindergarten through 12 years.

Before & after school care

Providing a high quality before & after school program is an important goal at Spectrum. A healthy and delicious breakfast helps start off a school-age child's day right and a nutritious snack awaits them at the end of the day.

School-age classrooms are arranged in "Discovery Centers" filled with both fun and education materials, allowing children to explore and use their imaginations every day.

As part of the after school program, 30 minutes is set aside for homework and/or reading time. Teachers are available to provide guidance for children who may need coaching with homework.

Recess is also provided every afternoon.



Summer Camps

Keeping school-age children busy is the key to a happy and successful summer. Providing an environment that allows them to make their own choices and decisions helps the school-age child feel confident and builds self esteem. Spectrum Station provides school-age children an age-appropriate environment with room to explore and enjoy their day.

Summer is a time for school-age children to have fun in a safe and enjoyable environment, as well as opportunity to make new friends. School-agers need both active play and a place for quiet reflection. Field trips are a big part of the summer fun. Several times per week children attend field trips to fun places like COCO Keys, museums, gymnastics studios and many more. In addition, our program brings a host of entertainment right to the center. Magicians, puppet shows, interactive music shows and more entertain children throughout the summer.

*Each of our centers offers before & after care for a school in their immediate area. Check with the center for details.

