### ***First Steps Enrichment Notice of Parental Responsibility***

The First Steps Enrichment Program located at 327 E. Capitol Ave, Jefferson City, MO 65101 is a child care facility operated by a religious organization under the exempt status of subdivisions 5 of Section 210.211 RSMo, hereby offers notice that:

This childcare facility is not licensed by the Missouri Department of Health. This facility is inspected for fire, health, and sanitation requirements only.

The most recent fire, health, and safety inspections of this facility were by the agencies or authorities on the dates listed below. Copies of the inspection are available for viewing in the Director's office during school hours.

**Complied with**

**Agency Name Address Telephone # Date of Inspection Requirements of Inspect.**

Bureau of Child Care P.O. Box 570, J.C. MO 65102 751-2450 5/29/2015 yes Fire Safety P.O. Box 874, J.C. MO 65102 751-2930 5/14/2015 yes

Local/MDOH Sanitarian 320 E. McCarty, J.C. MO 65101 634-6409 2/26/2015 yes

**The staff to child ratios for First Steps Enrichment are:**

Under two years of age 1 child care staff member for every 5 children

Two years of age 1 child care staff member for every 5 children

Three-four years of age 1 child care staff member for every 6 children

Five years and over 1 child care staff member for every 6 children

Total number of children to be enrolled by First Steps Enrichment is 60 children.

**The staff to child ratios for licensed childcare facilities are:**

Under two years of age 1 staff member for every 4 children; no more than 8 in a group

Two years of age 1 staff member for every 8 children; no more than 16 in a group

Three-four years of age 1 staff member for every 10 children

Five years and over 1 staff member for every 16 children

Mixed age groups two years and up

1 staff member to 10 children with a maximum of 4 two-year olds

1 staff member to every 8 children with more than 4 two-year olds in a mixed group

Background checks for child abuse and neglect through the Children’s Division (CD) and criminal record reviews through the Missouri State Highway Patrol have been conducted on each individual care giver and all other personnel at the facility as required. The background check is conducted upon employment and every year thereafter.

**The Disciplinary Philosophy and Policies of First Steps Enrichment are:**

The discipline policy at First Steps Enrichment strives to be of a loving, caring and consistent nature. When a child has been repeatedly reminded and given ample opportunities to correct unacceptable behavior, the teacher will use “Time Out" as a means of discipline. A time out is defined as one minute of quiet time to one year of age. At no time will children in the program knowingly be allowed to harm themselves, others, or destroy property. If the teacher feels that the child’s behavior is causing problems in the classroom, the teacher will notify the parents to hopefully work out an agreeable solution. If this proves to be unsuccessful or if a child has 3 incident reports filed in which the child intentionally hurt another, a meeting will be scheduled with parent(s), teacher, and Director in attendance. In the event that no solutions can be worked out then First Steps reserves the right of dismissing any child from the program if he/she seems unable to adjust to the classroom setting.

**The Educational Philosophy and Policies of First Steps Enrichment are:**

First Steps Enrichment encourages a wide variety of activities. We offer fine motor skill stimulation, crafts, stories, gross motor skill stimulation, and music all in an atmosphere of play designed to your child’s developmental age. The amount of free play varies according to the specific age range of the class, with the older classes spending more time on concept development, stories, crafts, etc. First Steps Enrichment strives to provide a warm and friendly environment in which your child can grow and learn.

I/we acknowledge that I/we have read and accepted the information in this document and have read and will abide by the handbook.

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Student’s name (please print)

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Parent’s signature(s) Date

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Director’s signature Date

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Board President’s signature Date