### ***First Steps Preschool 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 Preschool are:**

Three-four years (preschool classes) 1 child care staff member for every 13 children assisted by 1 parent helper\* or 1 aide

Four-five years (PreK classes) 1 child care staff member for every 16 children assisted by 1 parent helper\* or 1 aide

Total number of children to be enrolled by First Steps Preschool per day is 71 (for the 2014-2015 school year),

**The staff to child ratios for licensed child care 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 when more than 4 two-year olds

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.

\* Parent helpers are volunteers and First Steps does run background screening, but does not require medical/TB screenings, or require parent helpers to read the Rules for License Exempt Child Care Facilities by the Health Department.

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

The discipline policy at First Steps Preschool 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 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 to dismiss any child from the program if he/she seems unable to adjust to the classroom setting.

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

In our educationally based preschool, we use a wide variety of activities, experiences, learning mediums, curriculum tools, and texts to help meet the many interests, needs, expectations, etc. of your child at his/her particular level and stage of emotional, social, physical, and academic development. The curriculum in the preschool is a combination of the creative, hands-on, free-choice style of learning blended with the more structured, traditional, teacher-directed type of learning. It is the belief of First Steps Preschool that; (1) the constant interaction between parent(s), teacher, and child and (2) the maintaining of open lines of communication between home and school concerning progress, etc. is vital in the success of our program.

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