

# Munchkinland

## And

## More

### \*Daycare/Preschool Handbook

Co-Owner/Operator: Mrs. Megan McKarnin (Cook)

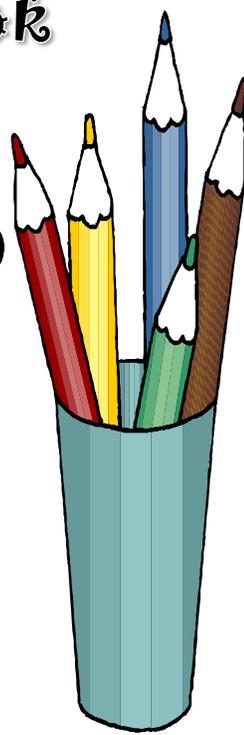
Co-Owner/Director: Mrs. Hayley Westerman

Munchkinland and More

401 South Walnut

Iola, KS 66749

(620)-363-2530



## Introduction:

During the winter of 2019 I (Megan McKarnin) found out that the preschool/daycare would potentially have to move if the new science building passed through the voters of Allen County. After finding out that it had passed through the voter I started looking. This is when I came across Harvest Baptist Church. The congregation had outgrown their current facility, so they were looking to sell. The building was perfect for a daycare and preschool center. So, I then approached my friend and local childcare owner Hayley Westerman to go in with me to open one together. She said YES!! I couldn't believe it and I was ecstatic.

When we started talking about names Hayley asked if I wanted to use Munchkinland somehow. I was absolutely thrilled she wanted to use Munchkinland because the name is so near and dear to my heart because it was my mom's (Teresa Cook) preschool name and I wanted to keep it to honor my mom! So here we are at Munchkinland and More. We are extremely happy to open our own daycare center (Munchkinland and More) to be able to have a safe, fun, loving, and educating place for children of all ages. We welcome you and can't wait to meet all the little faces in our new facility.

**WELCOME** to Munchkinland and More. We would first like to take the time to introduce ourselves. We are the co-owners and directors of Munchkinland and More. Megan McKarnin is the preschool teacher for Munchkinland and More with Hayley Westerman the program director of the daycare side. We will both be overseeing the daycare with Hayley being there primarily.

Munchkinland and More is licensed under the state of Kansas as a child care center. The preschool classes are held during the months of August/September through May. These classes will provide your child the basic skills and advanced skills they will need to help prepare them for

kindergarten. The Daycare is available all year around. Mentors from the high-school will be in and out of classes to help.

## **Megan McKarnin**

I am the daughter of Jeff and Teresa Cook. My dad is a licensed electrician and works for Hoffmeier Electric of Iola. My parents raised my brother and I all our lives here in Iola. I took over Munchkinland in the winter of 2012 when my mother, Teresa Cook, lost her long battle with breast cancer. My mother is the one that inspired me to do this because not only did she love going to work every day, but she said it was one of the most rewarding jobs out there and since taking over the preschool a lot of things have changed in my personal life. I married Derrek McKarnin in the summer of 2014. Derrek is currently working at Southern Star in Welda after completing his undergrad degree at Pittsburg State. We have two children Parker Ray and Tylen Teresa. They both bring so much joy to our lives and we are so excited to watch them grow and learn new things. I am also in the process of getting my undergrad degree through Western Governors.

## **Hayley Westerman**

Hello, my name is Hayley Westerman, I have been married to my wonderful husband Brandon Westerman for 9 years. We have two wonderful little boys together, Brodon and Havick. A little bit about myself. I grew up

in Iola and LeRoy, went to school in Iola and graduated from Iola Senior High in 2008. From there I went to college at Allen Community College and started working at Kids Kingdom Daycare Center. For two years I grew from working in the office assistant, infant room teacher, preschool teacher, and Director up to 100 children. In 2010 we welcomed our first born Brodon and I decided to open my own in-home daycare. In 2014 we welcomed Havick into this world. I have enjoyed working with kids and I am so excited for this new adventure.

**Munchkinland & More LLC.**  
**401 South Walnut Street**  
**Iola KS, 66749**  
**Parent Handbook**

Munchkinland & More LLC. Daycare Center was established in 2019 by Hayley Westerman and Megan McKarnin. This is a Daycare Center and Preschool. Hayley Westerman is the Director over the Daycare Center and Megan McKarnin is the Preschool teacher and afterschool provider. We have combined and are working together to provide the best future for your child.

### **Philosophy**

Our philosophy is to provide your child with love, guidance, and opportunities for developing appropriate learning experiences within a safe environment. We will strive to provide your children with daily activities in their age appropriate rooms, making crafts, playing outside, growing and learning together.

This parent handbook is designed to inform you on Munchkinland & More Policies and Procedures.

We believe this handbook will aid in your understanding of our program, which will result in an exciting and successful year for you, your child, and the caregivers of Munchkinland & More.

### **Ages**

Full-Time Child Care- 2 weeks to 12 years of age.

### Hours of Operation and Holiday Schedule

Munchkinland & More operates Monday-Friday from 6:30am to 5:30pm.

Munchkinland & More observes the following holidays and will be closed on these days:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Friday following

Christmas Eve and Christmas Day

**\*\*If a holiday falls on a weekend, the center will notify the parents of the centers closings so that arrangements can be made. \*\* These days also must be paid for.**

### Tuition fees and Rates

Infants 2 weeks to 18 months- \$125.00 Weekly

18 months to 3 and Potty Trained- \$105.00 Weekly

3 and Potty Trained to 5 years- \$95.00 Weekly

School age 5 years to 12 years-\$90 Weekly

Afterschool & pickup-\$40.00 Weekly

Tuition is due each Friday by 5:30pm. You will pay your first week ahead. If your payments are not made by Friday at 5:30pm a \$35.00 late fee will be added to your account until it is paid. Please note that we do NOT have a vacation policy in effect and you MUST pay even if your child misses daily care and afterschool care. You MUST pay before you leave on vacation. Late payments to often will result in termination of child care.

### Termination of Child

Munchkinland & More reserves the right to dismiss any child from the center. Dismissal may occur in the following instances: Parent/guardian and /or child do not comply with the center policies, the Director of Munchkinland & More Center determines that a child has a behavioral, physical, and or learning problem that the center is not equipped to handle, frequent late payments or delinquent account, and if a child is unable to act appropriately during group

experienced and daily activities. Inappropriate behaviors that result in dismissal include: Touching other students in an inappropriate manner, acting aggressively or violent towards teachers or other children, destroying the property of the center, teachers, or other children as well as any other behaviors deemed inappropriate by the Director of Munchkinland & More.

### Withdrawal Policy

The Parent or guardian is responsible for giving a two-week notice, in writing, stating the reason for the withdrawal and the final date the child will attend. If a two-week notice is not given the parent will be responsible for paying the two weeks. If unpaid actions will be taken.

### Arrival and Departure Procedures

As your child arrives you are responsible for checking in your child on the ProCare system. You are also responsible for checking out your child when departing. Your child will only be released to an authorized person listed on the form. In case of an emergency or an unforeseen circumstance a parent/guardian may call the Office and give authorization for someone else to pick up their child with recognition and approval of parent voice by office. If authorization is not received by the parent or guardian prior to pick up, the child will not be released. All individuals authorized to pick up child, must bring a valid driver's license. It is your responsibility to notify the Office of any changes needed to be made on the pickup list.

### Policy for Late Pick Up

Late pick up fee is \$35.00, if child is picked up after 5:30pm a \$35.00 Late fee will be applied to your account.

### Personal Belongings

Children are free to bring toys, electronics, and more. If the device gets broken during the times they are at the center, we are not responsible for the items and will not pay for them.

### Clothing

Please mark your children's names in their jackets/coats so there is no confusion. Shoes will be worn most times of the day. For infants, toddlers, and potty-training children we would like for you to bring an extra outfit in case of accidents. Infants may want to bring at least three outfits to keep at the center.

Infants and toddlers in diapers/ pullups will need to provide diapers, wipes, cream, and when teacher informs you that they need more. The center will NOT provide your child with these items.

### Discipline Policy and Procedures

Munchkinland & More Center purposes to provide your child with love, guidance, and opportunities for developmentally appropriate learning experiences within our environment. Children will never be punished, mistreated, embarrassed, ridiculed, or left alone as a form of discipline. Children will not discipline other children.

The teacher will guide the child in focusing on the appropriate behavior. The teacher will help the child realize why his or her behavior choice was not appropriate. The teacher will guide the child in a manner that builds self-esteem and teaches self-control. The teacher will be consistent with the child and create a guidance plan that is individualized and specific to the child. The teacher will guide the child in a manner that is developmentally and age appropriate. The teacher will never use embarrassment, humiliation, making an example of the child, or physical/verbal punishment as an attempt in changing a child's behavior.

### Biting Policy

It is not uncommon for children to bite one another. There are many reasons why children bite including frustration, hunger, lack of self-control and or fear of personal space violation. Biting is often an impulsive way of gaining attention. Our caregivers give their undivided attention to the children, but preventing biting 100% of the time is virtually impossible.

If a child is bitten, our caregivers will focus their attention on the victim, thereby avoiding negative reinforcement of the biter. Biting will remain confidential in our center. Both parents will receive a report on the biting. The parents will be talked to on the issue and a plan will be implemented to help with the situation. If a child bites more than 5 times in a week the parent will be notified and actions will be taken.

### Transportation Policy

Munchkinland & More will be able to transport to and from school. It is your responsibility to arrange transportation for your child. There is a \$40.00 weekly transportation fee due on Fridays by 5:30pm.

### Field Trips and Activities

Parents will be notified of field trips and activities; a permission slip will need to be signed for the child to be able to attend. Parents will be responsible for the costs. (money needed for pool days, money needed for endless summer, bowling, dairy queen trips etc.)

### Birthday Activities

You may bring a snack and drink on the day of your child's birthday, special visits are also excepted. Please do not bring presents or birthday invitations unless everyone is invited.

### Sun Safe Practices

It is your responsibility to bring sun screen for your child. We will put their names on it and put it in their cubbies. If your child runs out we will send a note home stating they need more.

### Sick Policy

Small children can become ill very quickly. The childcare provider should observe each child's health throughout the time the child is in their care. If the childcare provider observes signs and symptoms of illness that would require removal from the facility, he or she should contact the parent or guardian to have the child picked up and continue to observe the child for other signs and symptoms.

The following conditions require exclusion from childcare: FEVER of 100 degrees or more. Child may not return until fever free without medication for 24 hours or longer. DIARRHEA frequent 2 or more in a 24-hour period. Child may not return to daycare center until 24 hours diarrhea free. LICE new follow

a NO-NIT policy on lice. Child cannot return for 24 hours and nit free.  
VOMITING if child vomits at daycare center they will be sent home and  
cannot return until 24 hours without vomiting. EYE DISCHARGE thick mucus  
or puss draining will be sent home and needs a doctor note to come back  
stating it is not pinkeye. Any other sickness that may require a doctor's note.

### Reporting Abuse and Neglect

Munchkinland & More Center employees will follow the procedures for making Abuse and Neglect Reports. This will stay within our Center and is private.

### Safety and Evacuation Plans

The center will follow a tornado and fire drill approved by the state. In case of a tornado we have a facility with a basement and we will evacuate the center and head to the basement for shelter. In case of a fire we will evacuate the center and head out front and wait on the sidewalk.

### Rooms

There are four different rooms for each age. The infant room (Poppy Seed Room) ages 2 weeks up to 2. The toddler room (Kansas Room) ages 12 months to 2 ½. Two preschool age rooms (Over the Rainbow Room) and (Yellow Brick Room) ages 2 ½ to age 5. Separate Preschool building Munchkinland will house big kids in the summer and after school kids in during the school year.

In each room the children will have daily age appropriate activities to do. We will serve three meals a day breakfast, lunch, and snack. The children will also eat in their rooms. There will be a daily quiet time/nap time. Each child will have their own cot and we ask for the parents to please bring a blanket/pillow that can stay at the daycare center.

We are excited to meet your kiddos and welcome you with open arms.

Hayley Westerman and Megan McKarnin

# PRESCHOOL

## Our Teaching Philosophy:

Our goal is to provide the best atmosphere in helping your child prepare for the upcoming school years. In order to do this communication is of the utmost importance. We want to be able to talk to parents openly about any questions or concerns you may have. **SO ALWAYS FEEL FREE TO ADDRESS ANY SITUATION.**

## Hours of Classes:

Munchkinland and More runs three classes per week. Pre-K class run on Monday-Thursday from 12:00-3:30 p.m. First-Year classes run on Monday and Wednesday/Tuesday and Thursday from 9:00-11:00 a.m. We will run an open door policy. Parents are more than welcome to drop in and observe their child to see what they are learning. Just keep in mind they may behave differently and may not stay with the routine when mom or dad is around.

## Days Closed:

We will run the same days that USD #257 does. If they are closed then we are closed. This includes snow days, holiday break, and in-service days.

## Payment:

Payments are due the first of each month. Payment amount for the Pre-K classes are \$80.00/month and First-Year Class will run \$70.00/month. There will be a \$35.00 late fee applied after the 7<sup>th</sup> of each month and every week late after that. Also, if parents are needing help getting their child to and from class I have purchased a 12-passenger bus to transport children to and from daycares. This is an extra cost of \$10.00/month (First-Year Students T, TH) so if you are needing this service let me know. **Checks must be made out to MUNCHKINLAND AND MORE.**

## Show n' Tell/Snack Day/Drink Day:

Your child will have certain days that they will have show n' tell and snack/drink day. We will have one for each child once a month. This will be posted on their monthly calendar in their folder. If you forget your child's show and tell/snack day we will ask that you PLEASE go and get it. The school will provide the napkins and cups. Please bring snacks that are easy to clean up. Stay away from those that can be messy and make for a long clean up. If we are going to be celebrating your child's birthday you may make something special if you would like to. Also NO TOYS are allowed at the school unless it is for show and tell. Please refrain from children bringing food into the classroom for breakfast or lunch make sure they are fed before they come.

## Things Covered in Class:

Things taught in class include the following: ABC's, Colors, Numbers, Days of Week, Months of Year, and Shapes.

We will add more things as the year goes on including: Rhyming, Opposites, Sounds of Letters, Sequencing, Color Words, Sight Words, Tying Shoes, Money, Telling Time, and much more.

## Daily Routine in Class:

We will start out in circle as class time begins where we will go over the calendar, sing our songs (Days of Week, and Months of Year). Then we will go over our Colors, Numbers, Letters, and Shapes. In the Pre-K class, we will add our Color Words, Sight Words, Address, Phone Number, and Birthday.

After Circle time, we will go to the table where we will do papers that cover the letter, number, and our theme for the week. This is where the kids will learn how to write their name, pencil control, cutting, gluing, and anything else we may use at the table.

After table time, we will have Recess and Snack time. Then after snack time we will go back to the table and do our craft for the week which will usually covers our theme, letter or holiday that is during the class week.

After craft time, is where we pack up and get ready to leave for the day.

## **Discipline:**

Discipline problems will be handled on a confidential level with the child's parents. We believe that young children can be outgoing and is learning at this age what is acceptable behavior and what is not. We will only use the Time-Out method here at Munchkinland and More. If your child is being disruptive we will place them in time out. If and when we feel they are ready to join back in they will be allowed. If the problem persists we will talk with the parents and find other possible solutions.

## **Communication Folder:**

We have found the best way for communication between us is through a communication folder. Your child will keep this folder in their backpack and bring to school each class day. The folder will be used for monthly calendars, newsletters, notes and reminders. We will ask that you initial your child's calendar after each class day so we know you have received and read the important materials. Their daily paperwork that we send home is yours to keep so please take it out of folder so it does not get cluttered. You may also write notes to me because the folders are checked daily.

Other form of communication is our Munchkinland and More page on Facebook. All you have to do is log on to your Facebook and go to <https://www.facebook.com/groups/munchkinlandandmore/>. Here is where you will ask to be a member and one of the group members will accept so you can have access to our group page.

The only thing that stays in folder at all times is the monthly calendar because this is how you can see how your child is doing with our behavior clip chart. We will start the clip chart system at the beginning of October. Your child will be able to earn Pink, Purple, Blue or Green for good behavior or Yellow, Orange, Red for disruptive behavior during class. If your child has 3 or more Red days for the month they will not be able to receive a prize out of the treasure box. They will receive a Red for being disruptive, not listening to teachers, being mean to fellow students (biting, hitting, etc.), use of bad language, and other bad behavior. Any questions about this system please let me know.

### **Extracurricular Activities:**

As a class, we will have field trips throughout the year that include: Fire Station, Dairy Farm, Pumpkin Patch, Bowling Alley, and other places we may add during the school year.

Also, during the school year, we have a big Thanksgiving and Christmas Programs. More information to come when time draws near.

One of the BIGGEST events of the year is the graduation ceremony that takes place for only the Pre-K students. This is where the children get to wear their cap and gown and take place in their graduation ceremony which takes place at the Iola High School Lecture Hall.

### **Injuries:**

If your child is injured during class we will assess the situation and take the necessary steps to provide proper care. We will contact you if we believe it is serious enough to do so also 911 will be called. All injuries will be documented. We are CPR/First Aid Certified.

Thank you for allowing us the opportunity to teach your child and help prepare them for their future. We love each and every child and they are all very special to us.

God Bless!