# Family Handbook

*.....Let them be little*

Knob Noster Academy Kids
806 S. State Street
Knob Noster, MO 65336

To our families we are serving,

Knob Noster Academy Kids (KNAK) is so thankful you chose us as your child's daycare academy. Our number one priority is that your child has a positive experience at our academy and is able to learn from and enjoy the experiences. Below you will find the parent handbook. We ask that you read this over carefully, as we want you to be fully aware of all of our policies and procedures. We encourage you to ask any questions you may have, and bring to our attention anything you find concerning your child or our academy. Our line of communication is always open!

It is the mission of Knob Noster Academy Kids to provide a stable and secure learning environment that fosters a solid foundation for lifelong success, while meeting the needs of each child and family. We are committed to the families we serve, and we strive to give parents the peace of mind they are looking for!

Our vision is to offer an exceptional program with a talented team of individuals to assist students as they blossom to their fullest potential.

Knob Noster Academy Kids does not discriminate on the basis of religion, sex, race, national origin, disability, or marital status. Knob Noster Academy Kids is in compliance with the United States Department of Justice's regulations implementing the non-discrimination requirements contained in Section 405 of the Rehabilitation Act of 1973, Part B and Title I and II of the Americans with Disabilities Act of 1990.

Sincerely,

Emily Elkins, MSW Director
(660) 312-3853
knobnosteracademykids@gmail.com

*Last updated on 11/30/2025*

**Knob Noster Academy Kids**

Admissions

Families are required to pay an enrollment fee at the time of admission. This will reserve the family's spot at the academy. Each family will be expected to return the following documents signed:

- Safe sleep practice
- Handbook signature page
- Field trip permission form
- Medical form
- Immunization records
- Enrollment form

There is a non-refundable $50.00 enrollment fee per child or $80.00 per family if more than one child is enrolled. Once the application has been completed and the enrollment fee has been paid, your child can be enrolled at that time for the next opening. Registration is on a first come first serve basis. A child is not considered registered in the program until this fee has been paid.

Fees & Pricing

Tuition is paid weekly. Weekly payments are automatically withdrawn from the linked account that the parent provides via Procare. If a parent chooses ACH, there is an additional $1 Procare service charge. If you chose to use a debit card there is an additionally 2.7% Procare service charge on the total of the transaction. KNAK does not take American Express.

Prior to the child's start date, it is required that the payment be complete. If the child isn't in attendance at any time, payment is still required as this secures this spot at the center.

Tuition rates could change based on cost of living expenses, and minimum wage increase. No credit can be given for ordinary illness or vacations.Tuition rates are listed below:

| **Age of Child** | **Weekly Amount** |
|---|---|
| Newborn through 1 year old | $230 |
| Two year old | $220 |
| Three year old | $205 |
| Four and Five year old | $195 |

A $10 discount per week per family will be applied for children with more than one child attending.

The Monday following the child's birthday, the tuition will decrease, it will not be completed in the middle of the week.

Late Pick-up Fees

Unless there is an emergency that cannot be addressed by 5:30pm, the following charge will apply as a separate invoice for late pick up. If a family continues to pick up after hours, other options will be discussed.

5:30pm-5:45pm - $15

5:45pm-6:00pm - additional $15

Processing fee for payments unable to be made on due date

There is a $15.00 fee due to insufficient funds or a reason that is out of my control.

*If payment is not made two consecutive weeks in a row, your child will not be able to attend until that is paid in full.*

Health Information

We take great pride in the cleanliness of our academy. To help us maintain a healthy environment and assure everyone stays healthy, we ask that the below health rules are followed strictly as well as understand the policy can also be forced based on owner/director discretion.

- ➔ If a child is put on an antibiotic, we will require that the child be on that medication for 24 hours prior to being back in attendance.

- ➔ If a child becomes sick at the center due to fever and/or puking the child will not be able to return the next day, and will return the day after that. For example if a child is sent home on Monday, they will not return until Wednesday.

- ➔ If your child exhibits behavior not normal for him/her such as increased irritability, fatigue or complaints of pain or discomfort, we will make contact with families immediately. It is possible we will require the child to be picked up. We take every situation seriously and make decisions based on the well-being of all of our students, staff and families. This could include but is not limited to croup like cough, severe congestion, red/runny eyes, abnormal behavior, excessive drainage etc.

- ➔ If your child has a contagious illness, let us know as soon as possible. If your child becomes ill at the academy, you will be contacted immediately and the child will need to be picked up within one hour of that call. All medications to be administered at KNAK must be accompanied with a medication verification form.

- ➔ If a child has more than three episodes of diarrhea we will require the parent to pick up the child. The child will be able to come back in attendance after they have been diarrhea free for 24 hours.

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At KNAK we follow the guide provided by the Department of Health and Senior Services to assist in determining return time and such. That website is below for your reference:
Microsoft Word - Cover Page 3 (mo.gov)

Immunizations & Physical Policy

Each child is required by the state to be current on immunizations and we will keep a signed copy on file. If your child is not immunized, you will need to complete either the non-medical exemption form and certificate or follow the protocol for a medical exemption. Each time your child is immunized during their time enrolled, we will need that updated copy for the child's file.

Hours of Operation

KNAK is open daily, Monday through Friday, from 6:30 AM until 5:30 PM. We are closed on the following holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas. There are two days out of the year that KNAK will close at noon for professional development and deep cleaning. These dates will fall in May and September or October. Parent's will be notified well in advance of exact dates.

Orientation

We encourage all families to tour our facility before considering enrollment to ensure KNAK is a good fit for your family.

Communication

Parents' input and feedback are vital to a child's success and learning experiences. In order to promote the growth of each child, we ask that a positive line of communication is always open. By sharing your thoughts on your child's development and reporting any changes, teachers are able to provide an appropriate learning environment for your child.

*All communication between parents and teachers will be done in the Procare app*. All staff will be able to see all messages in the app so everyone is on the same page at all times.

We also ask that if you plan for your child to not be in attendance on any given day please notify us as soon as possible in Procare.

Transitioning to another classroom

When a child is preparing to transition into another classroom, the family will be notified and a transition information sheet will be provided. The tuition rate will change the Monday following the child's birthday, if applicable.

A child transitioning from the 3 year old classroom to the PreK classroom must be fully potty trained. At KNAK this means the child has the ability to use the toilet entirely independently. If your child is not potty trained when approaching their fourth birthday there will be a discussion between the director and the family to help find the best course of action.

Outdoor Play & Physical Activity

It is a state licensing requirement that all children will spend at least an hour outdoors everyday (weather permitting). In extreme cold and hot weather, the children will be dressed appropriately and taken outside for significantly shorter time frames.

At KNAK we use outdoor play experiences as an extension of each classroom. Teachers will be expected to interact with students on the playground while modeling movement activities and encouraging participation.Through unstructured outdoor play, creativity and problem solving skills are promoted.

Curriculum

KNAK strives to maintain an educational and engaging environment. While at this time we do not utilize a specific curriculum, it is important to keep children involved in activities that teach them *developmentally appropriate* knowledge and life skills. Depending on the age group this may look like a planned circle time with songs, or more structured learning time with the older children. KNAK also values learning through play and outdoor exploration. While teaching children things like letters and numbers are extremely important, we prioritize teaching life skills in the classroom. To us this means we are emphasizing:

- Kindness
- Safety
- How to use and maintain supplies in the classroom
- Problem solving among peers
- Manners
- Emotional regulation

Program Guidelines

It is a priority at KNAK that we ensure children consume healthy and delicious food each and every day. Food for the children at the academy is more than just a balanced meal and nutritious snacks, it is a vital part of each day. This time will be used for learning manners, socializing with peers, and talking about the day.

KNAK will provide breakfast, lunch, and an afternoon snack for all children. If your child has any food allergies please make sure to put this on their registration form. A doctor's note must be signed and kept on file for food allergies. We may ask you to supplement with food from home depending on the intolerance or sensitivity.

Families are allowed to bring in treats for birthday parties

Safety

Providing a safe, secure, and comfortable learning environment is our number one priority at KNAK. We have strict procedures in place and high safety standards including a secured entrance, security cameras, alarm systems, fire systems, and well-lit parking. At the time of enrollment you will receive a number that will allow you entry to the building. Below is information on how the security system works.

- The main exterior door will be unlocked during operational hours; however, the interior vestibule door will be locked at all times and will require the number you have been provided. You will enter your assigned number and that will allow you access to the building.

- We ask that only one family enter the building at a time from the use of your individual card. This just assures the children's safety in the building and provides assurance that the adult attempting to enter is allowed inside. This also allows the system to recognize and identify each entry from the digital footprint of your unique card.

- As a reminder, if there is someone other than parents picking up a child, it is vital that you communicate that to the director or teachers. Please ensure the alternate pickup person is aware they are required to provide their ID at pick up. This assures safety and clarification at pick up when an unfamiliar person shows up.

Discipline Guidance

At KNAK we view conflicts as valuable learning opportunities. This creates a caring community within the classroom and a place where children come together to make decisions. We will always emphasize the positive to help children act responsibly and develop their own self control.

Punishment that is humiliating or frightening to a child is prohibited. The children are explained the expectations of the academy frequently, that each and everyone is aware of. Some Positive Guidance Techniques are listed below that will be used daily.

1. Clear Expectations: We will take time to reflect with the child before transitioning to the next activity
2. Proactive/Preventive Strategies: We will set the child up to succeed. One example of this is assigning gathering time spots, and eating spots in a pattern to keep conflicting children separated as much as possible.
3. Ignoring - We find that sometimes a child produces some negative behavior to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved
4. Redirection - We will try to offer alternatives or distract a child who is engaged in undesirable behavior
5. Verbal Intervention - The inappropriate behavior will be explained to the child and appropriate ways to handle the situation will also be provided. We will focus more on what the child should be doing, and not what should not have happened.
6. Emotional Labeling - We will model empathy and help children identify their emotions and the emotions of others
7. Logical Consequences - We will help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged

8. Wait & Cool Off - We will help children work on self regulation in a safe way. If a child seems like they might be getting too upset, we will help the child distance him/herself away from the learning group. The child will have access to limited activities at this time in an effort to re engage. The child may return to the group as soon as the negative behavior stops or is significantly reduced. Length of time never exceeds their age in minutes.

Biting Policy

This can be a normal phase in development for many children. Unfortunately, we know it can be the most challenging. If a biting incident occurs at KNAK the action plan below will be followed:

1. First Offense: Discussion will be had with lead teacher to determine reason for biting and create a prevention plan and contact with family will be made
2. Second Offense: Contact made with family again to discuss plan
3. Third Offense: Meeting will be held with family to discuss further action plan
4. The child will be discharged upon meeting with parents if an agreement cannot be made, or if a solution is not made together on that day.

Physical Aggression

If a child continuously has occurrence of physical aggression to themself or others, the same process will occur as would with biting as stated above. If this does not stop and continues to be detrimental to others safety, the child will ask to be removed from the academy.

Emergency/Evacuation

Per state requirements, KNAK has emergency exit plans posted in each room and drills are required each month to include fire drill, tornado, and intruder drills. Fire extinguishers are placed throughout the building.

When severe weather sirens sound, the staff will immediately move all the children to the lowest interior room in the building. The Director will monitor storms via television/radio/phone. We ask that family members refrain from calling the academy during this time to avoid distractions. We also ask that families wait at least 10 minutes after the siren stops to call the academy.

Inclement Weather

In the case of severe weather in which the staff and families safety is at risk, KNAK will close. We will communicate any closures via email, text, and social media.

Injury/Accident

If your child is injured at KNAK, staff will be required to provide initial emergency care. For all serious injuries, staff will initiate emergency first aid as required and will call for help. All injuries will be recorded through an accident report. Parents will receive a copy of the accident report and one will go into the child's file.

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When and if a child requires medical attention, staff will notify the director immediately for assistance. Parents will be notified next and if they cannot be reached immediately a decision will be made by the director as to whether to proceed to the emergency room via ambulance or staff car. We would continue to work on contacting someone in the family for notification.

State License

KNAK is licensed through the State of Missouri Department of Health and Senior Services Section for Child Care Regulation. A copy of KNAK's current license along with a booklet containing the state licensing rules is available upon request. KNAK is inspected frequently throughout the year, both announced and unannounced, by the Missouri Department of Health Sanitation, Missouri Division of Fire Safety, and the Missouri Department and Health and Senior Services section for Child Care Regulation.

What to Bring from Home

The items needed specific to each classroom are listed below. We ask that the extra change of clothing be placed in a ziplock bag. If your child is potty training, please provide multiple pairs of underwear.

**If your child uses pull ups we ask politely that you provide pull ups with the velcro tabs on the side for simplicity with potty training.

Infant: diapers, wipes, extra clothing, formula/breast milk, blanket, and your preference of diaper cream.

2 year old: diapers, wipes, milk cup, blanket, diaper cream, and extra clothing.

3, 4, & 5 years old: extra clothes, water cup, blanket, diaper, wipes, sunscreen, and bug spray

Discharging a Child

It is required that you provide KNAK with a two week notice when the child will no longer be attending. The last day of payment will be scheduled the last week of the two week notice. If a two week notice is not provided and the child no longer is in attendance, the two week payment will still be expected to be paid by the family.

Child's Name_____

By signing below, I agree that I have read this handbook and am fully aware of all procedures, policies, and expectations and agree to follow them daily.

_____ _____

Parent Signature Date

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