

# MUNCHKINLAND & MORE HANDBOOK

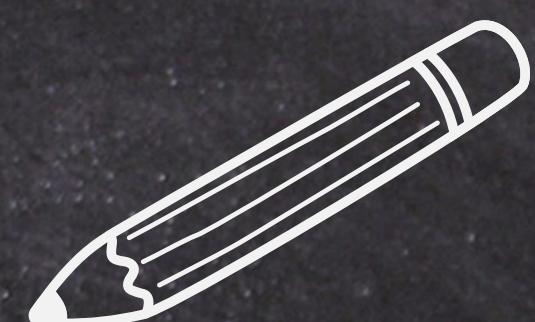
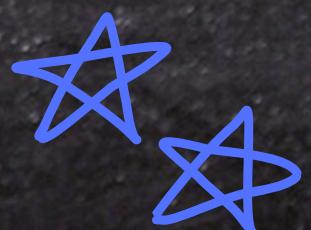
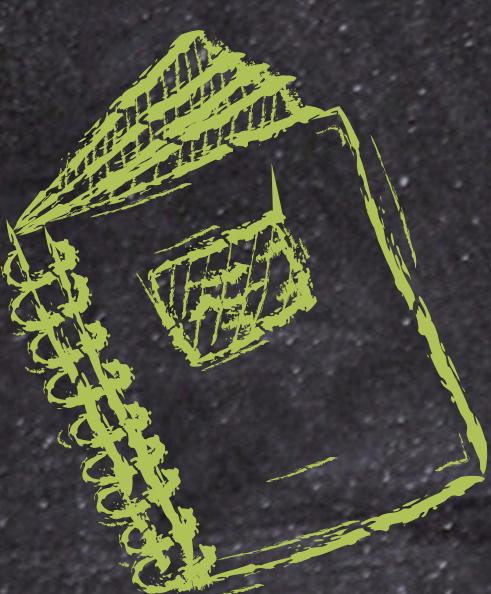
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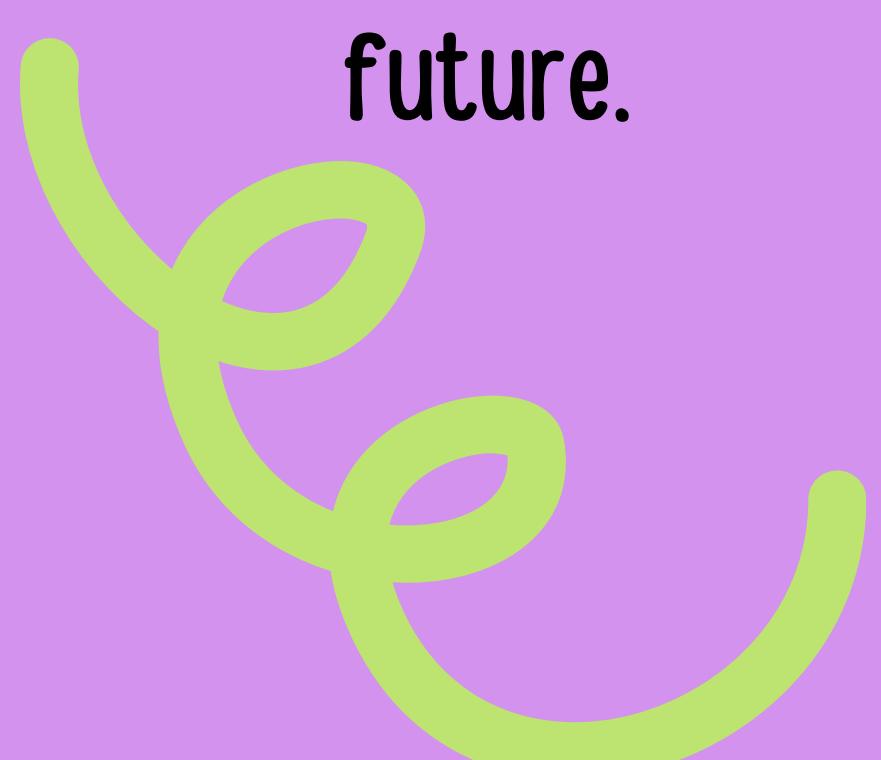
## INTRODUCTION:

During the winter of 2019, I, Megan McKarnin, learned that the preschool and daycare might have to relocate if the new science building passed the vote in Allen County. Once I found out that the proposal had indeed passed, I began searching for a new location. This is when I came across Harvest Baptist Church. The congregation had outgrown their facility and wanted to sell it. It seemed like the right opportunity at the right time. The building was perfect for a daycare and preschool center.

I approached my friend and local childcare owner, Hayley Westerman, to discuss the possibility of opening one together. She enthusiastically agreed, and I was ecstatic!

As we began brainstorming names for the center, Hayley suggested incorporating “Munchkinland.” I was thrilled because the name holds a special place in my heart; it was my mom Teresa Cook’s preschool name, and I wanted to honor her by keeping it. Thus, we decided on “Munchkinland and More.” We are excited to open our daycare center and create a safe, fun, loving, and educational environment for children of all ages. We can’t wait to meet all the little faces in our new facility.

At the beginning of 2025, I purchased Hayley’s share to become the sole owner and operator. I am incredibly thankful for the 5 1/2 years we spent working together, and I look forward to seeing where we can take the center in the future.



## WELCOME to Munchkinland and More.

I would like to take this opportunity to introduce myself. My name is Megan McKarnin (Cook), and I am the owner and director of Munchkinland. I assumed ownership of the preschool in the winter of 2012 following the passing of my mother, Teresa Cook, who bravely fought breast cancer for many years. My mother significantly influenced my decision to enter this field; she had a profound love for her work and often described it as one of the most rewarding professions.

I am the daughter of Jeff and the late Teresa Cook. My father is a licensed electrician and is employed by Hoffmeier Electric in Iola. My family raised my brother and me in Iola, while my sister was raised in Pittsburg, Kansas. Since taking over the preschool, various aspects of my personal life have evolved. I married Derrek McKarnin in the summer of 2014 and have since welcomed two children: Parker Ray in 2016 and Tylen Teresa in 2018. Experiencing the love for one's children, as everyone remarked, has brought us immense joy: we cherish watching them grow and learn each day.

Derrek is currently employed at Southern Star in Welda after completing his undergraduate degree at Pittsburg State University. I earned my director's license in July 2024 and graduated with a degree in Elementary Education from Wichita State University in December 2024. In January 2025, I purchased my business partner's share and became the sole owner and operator of Munchkinland and More.

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 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.



**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. With Megan McKarnin purchasing Hayley's share in January of 2025 to become the sole owner and operator.**

**\*\*Philosophy\*\***

**At Munchkinland & More, our philosophy is centered on providing your child with love, guidance, and opportunities for meaningful learning experiences in a safe environment. We strive to offer daily activities in age-appropriate rooms, including crafts, outdoor play, and collaborative learning. This parent handbook is designed to inform you about our policies and procedures at Munchkinland & More. We believe this handbook will help you understand our program better, leading to an exciting and successful year for you, your child, and our caregivers.**

**\*\*Ages Served:\*\***

**Full-Time Child Care is available for children aged 2 weeks to 12 years.**

## **HOURS OF OPERATION AND HOLIDAY SCHEDULE:**

Munchkinland & More is open Monday through Friday, from 7:15 AM to 5:30 PM.

The center observes the following holidays and will be closed on these days:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day (+1 before or after)
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve and Christmas Day (+1 before or after)

If a holiday falls on a weekend, the center will inform parents of the adjusted closures so that appropriate arrangements can be made. Please note that payment is still required for these holiday closures.

## **TUITION FEES AND RATES:**

Poppy Seed room (Infant) - \$150.00 Weekly

Kansas Room (12 months to 2 1/2) - \$145.00 Weekly

Yellow Brick Road Room (2 1/2 to 4) - \$140.00 Weekly

Over the Rainbow Room (4 to 5) - \$135.00 Weekly

Emerald City (5 to 12) - \$125.00 summertime and \$60.00 afterschool

Tuition payments are due each Friday by 5:30 p.m. for the upcoming week. If payments are not made by the deadline, a late fee of \$35.00 will be added to your account until the balance is settled.

Please note that we do not have a vacation policy, which means you must continue to pay even if your child misses any days of daily or after-school care. Payments must be made prior to leaving on vacation. Frequent late payments may result in the termination of your childcare arrangement.

## TERMINATION OF CHILD:

Munchkinland & More reserves the right to dismiss any child from the center under certain circumstances. Dismissal may occur if a parent or guardian, or the child, fails to comply with the center's policies, if the Director determines that a child has behavioral, physical, or learning challenges that the center is not equipped to address, if there are frequent late payments or a delinquent account, or if a child is unable to participate appropriately in group activities and daily routines. Behaviors that could lead to dismissal include inappropriate touching of other students, aggressive or violent behavior toward teachers or peers, destruction of center property or that belonging to teachers or other children, and any other behaviors deemed inappropriate by the Director of Munchkinland & More.

## WITHDRAWAL POLICY:

Parents or guardians are required to provide a written two-week notice that includes the reason for withdrawal and the final date of attendance for their child. If a two-week notice is not given, the parent will be responsible for paying for those two weeks. Failure to pay may result in further actions.

## POLICY FOR LATE PICK UP/PAYMENTS:

A late pick-up fee of \$35.00 will be charged if a child is picked up after 5:30 PM. Similarly, a late payment fee of \$35.00 will apply if payment is received after 5:30 PM. These fees will be added to your account accordingly.

## **ARRiVAL AND DEPARTURE PROCEDURES:**

Upon your arrival, please ring the doorbell and wait for a staff member to greet you and safely bring your child into the center. During pick-up, if we are not outside, ring the doorbell and wait for a staff member to escort your child to you. To facilitate a smooth transition, feel free to call or text us to let us know when you are on your way, so we can have your child ready.

Please note that your child will only be released to individuals who are authorized on the designated form. In the event of an emergency or unforeseen circumstances, a parent or guardian can call or text Megan, the managers, and the classroom teacher to provide authorization for someone else to pick up their child. However, the child will only be released if proper authorization is given prior to the pick-up. All authorized pick-up individuals must present a valid driver's license. It is essential to inform the teachers, managers, and Megan of any changes to the pickup list.

## **PERSONAL BELONGINGS:**

Children are welcome to bring toys, electronics, and other personal items to the center. However, please understand that if any items are damaged during their time at the center, we are not responsible for those items and will not cover their repair or replacement costs. This policy specifically applies to children in the school-aged building.



## CLOTHING:

Please ensure that your child's jackets and coats are labeled with their names to avoid any mix-ups. Shoes should be worn throughout most of the day. For infants, toddlers, and children who are potty training, we recommend providing an extra outfit in case of accidents. Infants may need to have at least three outfits available at the center. For infants and toddlers who use diapers or pull-ups, parents will need to supply diapers, wipes, and cream. Please keep an eye on your child's supplies and replace them as needed, as the center does not provide these items.

## DISCIPLINE POLICY AND PROCEDURES:

At Munchkinland & More, our mission is to provide a nurturing environment filled with love, guidance, and opportunities for developmentally appropriate learning experiences. We believe in positive discipline; therefore, children will never be punished, mistreated, embarrassed, ridiculed, or left alone as a form of discipline. Additionally, children will not discipline one another. Instead, our teachers will focus on guiding children toward appropriate behavior. They will work with each child to help them understand why certain behaviors are unacceptable. The approach taken will prioritize building self-esteem and teaching self-control. Our teachers will maintain consistency and create individualized guidance plans tailored to each child's needs, using developmentally and age-appropriate strategies. Physical or verbal punishment, embarrassment, or humiliation will never be used to change a child's behavior.

## **BITING POLICY:**

Biting among children is a common behavior that can stem from various reasons such as frustration, hunger, lack of self-control, or fear of personal space violations. Often, biting acts as an impulsive way for children to gain attention. Our caregivers provide focused attention to all children, but it is important to understand that completely preventing biting is nearly impossible. In the event that a child is bitten, our caregivers will prioritize the needs of the victim, aiming to avoid reinforcing the behavior of the biter negatively. Biting incidents will be kept confidential within our center. Both sets of parents will receive a report regarding the incident, and discussions will take place about implementing a plan to address the situation. If a child bites more than five times in a single week, the parent will be informed, and further actions will be taken to mitigate the behavior.

## **TRANSPORTATION POLICY:**

Munchkinland & More provides transportation for school-aged students from school to our facility. This service is included in the tuition fee for after school care. Parents can rest assured that their children will have safe and reliable transportation as part of their enrollment..

## **FIELD TRIPS AND ACTIVITIES:**

Parents will be duly informed about upcoming field trips and activities. A signed permission slip will be necessary for your child to participate. Additionally, parents will be accountable for any associated costs, which may include money for pool days.

## BIRTHDAY ACTIVITIES:

On your child's birthday, you may bring a snack and drink to share with their classmates. Special visits are also welcome. However, please refrain from bringing presents or birthday invitations unless all children in the class are invited.

## SUN SAFE PRACTICES:

It is your responsibility to provide sunscreen for your child. We will label the sunscreen with your child's name and store it securely. If your child runs out of sunscreen, we will send home a note informing you that more is needed.

## SICK POLICY:

- **\*\*Fever:\*\*** A temperature of 100.4 degrees or higher. The child may return only after being fever-free without medication for 24 hours.
- **\*\*Frequent Diarrhea:\*\*** If a child has two or more episodes of diarrhea in a 24-hour period, they may not return until they have been diarrhea-free for 24 hours.
- **\*\*Live Lice:\*\*** We maintain a strict no-nit policy. A child cannot return until 24 hours after treatment and must be lice and nit-free.
- **\*\*Vomiting:\*\*** If a child vomits while at daycare, they will be sent home and may not return until they have been vomiting-free for 24 hours.
- **\*\*Eye Discharge:\*\*** If thick mucus or pus is draining from a child's eyes, they will be sent home and will need a doctor's note stating that it is not pink eye in order to return.
- **\*\*Other Illnesses:\*\*** Any other illness that may require a doctor's note will necessitate the same policy.

## INJURIES:

If your child is injured during daycare hours, we will assess the situation and take the necessary steps to provide proper care. We will promptly contact you to inform you of what happened. If your child requires emergency evaluation, we will notify you, and you can decide whether you would like to bring them to the emergency room or if we need to call 911. In the event of a serious injury requiring medical attention, we ask that you arrive within 15 minutes; otherwise, we will transport your child to the local emergency room. All injuries will be documented, and our staff is CPR and First Aid certified.

## REPORTING ABUSE AND NEGLECT:

Employees at Munchkinland & More will adhere to the procedures for reporting any instances of abuse and neglect. All matters related to these reports will remain confidential within our center.

## SAFETY AND EVACUATION PLANS:

Our center follows state-approved procedures for tornado and fire drills. In the event of a tornado, we have access to a basement facility where we will take shelter. During a fire, we will evacuate the center and assemble on the sidewalk out front.

## ROOMS:

Munchkinland & More has four different rooms tailored to specific age groups:

- **\*\*Infant Room (Poppy Seed Room):\*\*** For ages 2 weeks to 2 years.
- **\*\*Toddler Room (Kansas Room):\*\*** For ages 12 months to 2½ years.
- **\*\*Preschool Rooms (Yellow Brick Road & Over the Rainbow Room)\*\***  
for children aged 2½ to 5 years.
- **\*\*Emerald City (Munchkinland Building):\*\*** A separate preschool facility that accommodates older children during the summer and after-school kids during the school year.

In each room, children will participate in daily age-appropriate activities. We will provide three meals each day: breakfast, lunch, and a snack, which will be served in their respective rooms. Additionally, there will be a designated quiet time/nap time each day. Each child will have their own cot, and we kindly ask parents to provide a blanket and pillow that can remain at the daycare center.

