

**A CHILD'S LOVE, INC. .**

**Parent Handbook**

**PARENT CONTRACT \_\_\_\_\_, 200\_ TO \_\_\_\_\_,200\_**

I(We), \_\_\_\_\_, the parent(s) or legal guardian(s) do hereby enroll the following child(ren) in A CHILD'S LOVE, INC. CHILD CARE.

NAME	DOB	DAYS ATTENDING	FEE	HOURS ATTENDING
_____	_____	M T W TH F	_____	_____ TO _____
_____	_____	M T W TH F	_____	_____ TO _____
_____	_____	M T W TH F	_____	_____ TO _____

A non-refundable registration fee of \$50.00 per child or \$75.00 per family is due upon enrollment and annually thereafter by January 1st. Cost of Care: During school year \$\_\_\_\_.00 weekly. In addition to a weekly fee there is a vacation, half or full days off from school fee of \$20.00 per day. For Full week vacations \$\_\_\_\_.00 weekly.

**This fee is due upon the first day of attendance and after that date there will be a late fee of forty dollars.** If your account is two weeks in arrears your child(ren) will be discharged. If you account is not paid in full at time of discharge you are responsible for all collection and attorneys fees including interest at the maximum rate allowable by law. **(return of IFS check the fee is \$40.00)**

**If your account is past due and you fail to make payment, it will be sent to collection. You will be responsible for the amount of the bill as well as all cost including court and collection cost with an interest penalty of prime.**

Fees for special programs are due by the first date of the program or as otherwise indicated. **Activity fees for the summer program** of \$\_\_\_\_.00 are due by June 1st for all children over the age of two.

**All fees are non-refundable and are payable whether or not your child is present.** This includes illness and holidays. Each child enrolled prior to June 30th will receive two weeks vacation with no fee each year. Children enrolling after June 30th will receive one week vacation with no fee for that year and two weeks the following year.(Vacation is available on a calendar year.) **The program will be closed** on the following Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving(Thursday, Friday) and Christmas Day. We close the first full week startine with Sunday in August.

**I(We) have provided** the following forms and agree to inform the Director of any changes to the information provided thereon. I(We) understand that these forms must be filled out prior to the child(ren)'s first date of attendance.

<input type="checkbox"/> Medical report	<input type="checkbox"/> Registration Card	<input type="checkbox"/> Emergency Card	<input type="checkbox"/> Parent contract
<input type="checkbox"/> Background Information sheet	<input type="checkbox"/> Permission to photograph Y / N		

**If your child(ren) should become ill** during the day you will be notified to pick them up promptly. Your child may not return to care the following day. Your child may return to care at the discretion of the director, or designee when he/she has been free from symptoms for twenty-four hours. In case of contagious or infectious diseases, a doctor's note may be required.

**If at any time your child is on medication** that is given at home, a medicine notice must be completed by the parent or guardian. A CHILD'S LOVE, INC. or designee reserves the right to require parent/guardian to administer medication. All state forms must be completed before the child can have meds administered.

**I(We) give permission for transportation** of children on field trips, to and from school or as deemed necessary in an emergency.

**The program is open** Monday through Friday from 6:15 a.m. to 6:00 p.m. **Child(ren) may be scheduled to attend for no longer than ten(10) hours per day.** If scheduled care is needed beyond ten hours a day( **this includes hours in school**) the following additional fees will be assessed: Additional hours or portion thereof: \$8.00 per hour or any part there of. Any child(ren) that are not picked up prior to their scheduled pick up time will be assessed a late charge of \$40.00 per child per fifteen minutes or any portion thereof. **Flextime schedules must be in the Thursday before the week of the schedule or you will be billed for a full week.**

**We reserve the right to accept** a child with special needs based on our assessment as to whether we feel we can fully meet the needs of that child.

**I(We) have receive and reviewed the Policies of A Child's Love Inc. and the necessary forms for registration. I(we) agree to the above. This agreement will be renewable each year. Two weeks notice by either party will cancel this agreement at anytime.**

**SIGN \_\_\_\_\_ DATE \_\_\_\_\_ EMPLOYER \_\_\_\_\_**  
 parent/guardian

A CHILD'S LOVE, INC. \_\_\_\_\_ (initial) Location \_\_\_\_\_

**Information Folder for Child  
A CHILD'S LOVE, INC.**

Family and Social History

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Mother or Guardian \_\_\_\_\_ Age \_\_\_\_\_

Father or Guardian \_\_\_\_\_ Age \_\_\_\_\_

Marital Status of Parents: \_\_\_\_\_

Living Together \_\_\_\_\_ Step father \_\_\_\_\_

Separated \_\_\_\_\_ Step mother \_\_\_\_\_

Divorced \_\_\_\_\_ Remarks \_\_\_\_\_

Custody/visiting arrangements: \_\_\_\_\_

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Brothers and Sisters of Child:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Other members of the household (include relationship and age):

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If both parents are away from home during the day please state arrangement  
for child's care when not at center: \_\_\_\_\_

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Who has cared for child other than parents? \_\_\_\_\_

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Has child had group play experience? \_\_\_\_\_ Where? \_\_\_\_\_

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Does child have neighborhood playmates? \_\_\_\_\_ Specify \_\_\_\_\_

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When and with whom does child watch TV? \_\_\_\_\_

**Developmental History of Child under age 6**

Age at which child: Crept on hands and knees \_\_\_\_\_ Sat alone \_\_\_\_\_

Walked \_\_\_\_\_ Named simple objects \_\_\_\_\_ repeated short

sentences \_\_\_\_\_ Slept through the night \_\_\_\_\_

Began toilet training \_\_\_\_\_ Does child dress self? \_\_\_\_\_

Undress self? \_\_\_\_\_ Is child right or left handed? \_\_\_\_\_

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What time does the child usually eat breakfast? \_\_\_\_\_ lunch? \_\_\_\_\_

dinner? \_\_\_\_\_ Eating problems? \_\_\_\_\_

Is family vegetarian? \_\_\_\_\_ Other dietary restrictions \_\_\_\_\_

What time does child usually go to bed at night? \_\_\_\_\_

Awaken? \_\_\_\_\_ Does child sleep well? \_\_\_\_\_ What are

child's favorite indoor play activities? \_\_\_\_\_

Outdoor play activities? \_\_\_\_\_

Does child play with water? \_\_\_\_\_

Does child have any special fears that you are aware of? \_\_\_\_\_

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Does child have any speech problems? \_\_\_\_\_

Does child have any other problems that we should be aware of?  
\_\_\_\_\_

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What method of behavior control is used in your home? \_\_\_\_\_

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What is child's usual reaction? \_\_\_\_\_

How would you describe your child's personality? \_\_\_\_\_

#### Infant Feeding and Schedule

Foods \_\_\_\_\_

Formula \_\_\_\_\_

Nap times \_\_\_\_\_

Feed on demand \_\_\_\_\_ or Times \_\_\_\_\_

**History of Child**

What illnesses has the child had? At what age?

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Hepatitis \_\_\_\_\_ Other \_\_\_\_\_

Does child have frequent colds? \_\_\_\_\_ Explain \_\_\_\_\_

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Tonsillitis \_\_\_\_\_ Earaches? \_\_\_\_\_ Stomachaches? \_\_\_\_\_

Does child vomit easily? \_\_\_\_\_ Does child run high fevers easily? \_\_\_\_\_

Has child had any serious accidents? \_\_\_\_\_ Explain \_\_\_\_\_

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Is child allergic? \_\_\_\_\_ If so how does it usually manifest  
itself? \_\_\_\_\_

Asthma \_\_\_\_\_ Hayfever \_\_\_\_\_ Hives \_\_\_\_\_ Other \_\_\_\_\_

Do you know what the allergy is caused by? \_\_\_\_\_

Has child ever been to a dentist? \_\_\_\_\_ Has child had vision

tested? \_\_\_\_\_ Hearing tested? \_\_\_\_\_ Does child wear

corrective shoes? \_\_\_\_\_

A CHILD'S LOVE, INC.  
**CHILD CARE EMERGENCY CONTACT INFORMATION AND CONSENT FORM**

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

PARENT/GUARDIAN NAME _____	PARENT/GUARDIAN NAME _____	NAME _____
TELEPHONE HOME _____	TELEPHONE HOME _____	HOME _____
WORK _____	WORK _____	WORK _____
BEEPER/CELL _____	BEEPER/CELL _____	BEEPER/CELL _____
e-mail _____	e-mail _____	e-mail _____

**EMERGENCY CONTACTS(TO WHOM CHILD MAY BE RELEASED IF PARENT OR GUARDIAN IS UNAVAILABLE)**

NAME _____	NAME _____	NAME _____	NAME _____
RELATIONSHIP _____	RELATIONSHIP _____	RELATIONSHIP _____	RELATIONSHIP _____
TELEPHONE HOME _____	TELEPHONE HOME _____	TELEPHONE HOME _____	TELEPHONE HOME _____
WORK _____	WORK _____	WORK _____	WORK _____
CELL _____	CELL _____	CELL _____	CELL _____

**CHILD'S PREFERRED SOURCES OF MEDICAL CARE**

PHYSICIANS NAME _____	DENTIST'S NAME _____
ADDRESS _____	ADDRESS _____
PHONE _____	PHONE _____

HOSPITAL NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 (\*\*PARENTS ARE RESPONSIBLE FOR ALL EMERGENCY TRANSPORTATION CHARGES)

**CHILD'S HEALTH INSURANCE**

INSURANCE PLAN: \_\_\_\_\_ I.D.# \_\_\_\_\_ (please provide a copy of the card)  
 SUBSCRIBER'S NAME(ON INSURANCE CARD) \_\_\_\_\_

**SPECIAL CONDITIONS: DISABILITIES, ALLERGIES OR MEDICAL EMERGENCY INFORMATION: INCLUDE ALL CURRENT MEDICATIONS.**

**Permission to Potograph yes no**

**PARENT/GUARDIAN CONSENT AND AGREEMENT FOR EMERGENCIES:**

I HERE BY GRANT PERMISSON FOR MY CHILD TO USE ALL OF THE PLAY EQUIPMENT AND PARTICIPATE IN ALL OF THE ACTIVITIES AT DAY CARE AND TO LEAVE THE DAY CARE PREMISES UNDER THE SUPERVISION OF A STAFF MEMBER FOR NEIGHBORHOOD WALKS AND FIELD TRIPS IN AN AUTHORIZED VEHICLE.

I HERE BY GRANT PERMISSION FOR THE PROVIDER OR ASSISTANT TO THE PROVIDER TO TAKE WHATEVER STEPS MAY BE NECESSARY TO OBTAIN EMERGENCY MEDICAL CARE. THESE STEPS MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. ATTEMPT TO CONTACT PARENT OR GUARDIAN, THE CHILD'S PHYSICIAN, OR THE PERSON'S LISTED ON THE EMERGENCY INFORMATION FORM.
2. IF WE CAN NOT CONTACT YOU OR YOUR CHILD'S PHYSICIAN WE WILL DO ONE OR BOTH OF THE FOLLOWING: (A) CALL ANOTHER PHYSICIAN OR PARAMEDICS (B) HAVE THE CHILD TAKEN TO AN EMERGENCY HOSPITAL IN THE COMPANY OF A STAFF MEMBER.
3. ANY EXPENSES INCURRED UNDER 2, ABOVE, WILL BE BORNE BY THE CHILD'S FAMILY.
4. THE DAY CARE PROVIDER WILL NOT BE RESPONSIBLE FOR ANYTHING THAT MAY HAPPEN AS A RESULT OF FALSE INFORMATION GIVEN AT THE TIME OF ENROLLMENT.
5. THE DAY CARE PROVIDER WILL NOT ASSUME RESPNSIBLTY FOR A CHILD WHO HAS NOT BEEN SIGNED IN UPON ARRIVAL FOR THE DAY. (time and signature for arrival and departure)

SIGNED _____	SIGNED _____
(MOTHER OR LEGAL GUARDIAN)	(FATHER OR LEGAL GUARDIAN)
DATE _____	DATE _____
A CHILD'S LOVE, INC. _____(INTIAL)	

If the address at which you reside is different from your mailing address fill in: \_\_\_\_\_

A CHILD'S LOVE, INC.

Notification of Changes in Child's Records

To: All Parents

From: Director

Please keep this form with your center handbook and your center calendar

If a change occurs that should be noted on your child's center records. Please complete this form and send it to the center immediately. Upon receipt of this notice, we will make the requested change and will send you another form in case you have further changes at some future date.

Changes being requested (please check appropriate items):

Change of Address \_\_\_\_\_

Change of Telephone Number \_\_\_\_\_

Change of Mother's Place of Employment  
\_\_\_\_\_

Change of Father's Place of Employment  
\_\_\_\_\_

Change of (or addition to) persons to be called in case  
of emergency \_\_\_\_\_

Change (or addition to) persons to whom child may be released  
\_\_\_\_\_

Change of marital status \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Effective date for above changes: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

For center use only: Change noted and made by: \_\_\_\_\_

Date \_\_\_\_\_

### Reenter Center After Illness

1. If your child(ren) should become ill during the day you will be notified to pick them up promptly. Your child may not return to care the following day. Your child may return to care at the discretion of the director, general manager or designee when he/ she has been free from symptoms for twenty-four hours. In case of contagious or infectious diseases, a doctor's note may be required.
2. After short absences, a verbal interview with the parent or guardian and a careful morning inspection will determine whether or not the child is well enough to return to center.
3. After an absence of 3 days or more because of illness of any kind, a physician's permission must be obtained before the child returns to center.
4. After an absence of one month or more because of illness, a new physician's permission form must be obtained.
5. A child may return to the center after chicken pox when all blisters have developed scabs. The scabs need not all be gone.
6. A child who has had mumps can return to center when all swelling has subsided. If the swelling was on only one side, the child must wait an additional twenty-four hours to see if the other side will swell.

### Request to Administer Medication

The Center reserves the right to require the parent/guardian to administer medication. At the center medication will be administered to a child only upon written request of the **physician**. This includes both prescription and over the counter medication. The medication must be in its original container with the child's name and directions for use clearly marked. Parent will complete the request to administer medication form. If a medication is given once per day we reserve the right to have parent administer it outside center hours.

1. **Transferring Responsibility of Child to Center and Back** We adhere strictly to the sign-in and sign-out procedures established for the center and in the enrollment agreement.
  - a. **Signing in**  
The adult bringing the child must sign in with a name signature and time. We ask for a first initial and a full last name.
  - b. **When persons come to pick up children**  
We ask for an identification of any person we don't know who comes to pick up a child, even if that person tells us his or her name is on the emergency card or we have had a note or phone call from a parent telling us that person will be coming.
  - c. **Center is responsible party until child is signed out with name signature and time.** If a child has not been **signed out**, you are still the responsible party, even if the child has been picked up.
2. **Children's Belongings**
  - a. **Disclaimer to parents or guardians**  
Every safeguard will be taken to protect children's belongings. We will not be responsible for the loss or breakage of items brought to center by the children.
  - b. **Tag things.**  
Parents will put name tags in all outer wear and on any personal belongings brought to center.

### 3. The Health and Safety of Your Child

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. A daily health inspection is given upon each child's arrival at center. The person bringing the child must wait until the inspection is over before leaving the premises. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted.

### Keep Your Child Home If He or She:

- Has a fever or has had one during the **previous 24-hour** period.
- Is taking an antibiotic.
- Has a cold that is less than four days old.
- Has a heavy nasal discharge.
- Has a constant cough.
- Is fussy, cranky, and generally out of sorts.
- Is just tired. Rest at such times may prevent the development of serious illness.
- Has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the center at once if the child does have a communicable disease.

### **Your Child May Come to Daycare**

If a cold is over, but a minor nasal drip remains.

If there has been an exposure to a communicable disease, but the center has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.

In case of an accidental injury we will make an attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, the physician, an ambulance, or paramedics, the Director or an Assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The center will maintain a parents' signed consent form agreeing to this provision. It is to your child's benefit that you keep the center up to date on phone numbers, emergency numbers, and other pertinent information.

Because the avoidance of fatigue is important to your child's well being, we urge you to call for your child on time.

### **4. Ways in Which We May Be of Help to You**

When you enroll your child in our center, we assume the responsibility of giving you assistance with special needs in relation to your child's center adjustment, growth, and development.

- Conference in relation to your child's progress will be arranged upon request.
- Tests that we administer are primarily for screening purposes. You will be referred to persons who provide special services if we feel that your child's center performance needs further evaluation.
- Parent education program, in addition to those we ordinarily offer, will be set up on any pertinent topic at the request of ten or more parents.
- Your own child will be given maximum consideration as an individual. We will look after your child's health and safety while he or she is at center, and present a planned program geared to what we believe to be developmentally sound and educationally beneficial.
- Make sure we know if your child(ren) can not be photographed.

- **Board Members can be contacted when needed: Please ask for email or phone numbers.**

#### **Board of Trustees**

**Ms. Kathy Allen**

**Ms. Theresa Marino**

**Mr. Josh Axlerod**

**Ms. Katherine Markusa**

**Ms. Beth Seger**

**Ms. Robin Krill**

**Dr. Linda Podewils, Executive Director**

### **6. Parents' Education**

You are welcome to visit with us often, visit with other parents, use our library on child care and early childhood education. Join our parent group for evening meetings.

### **7. What to Wear to Daycare**

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is sturdy. Think of the changeable autumn weather (and the fact that even though the sun may be bright and warm at 9:00 A.M. it might be cold and cloudy at 10:00 A.M.) and dress your child warmly. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you don't have.

Finally, think of our collection of unlabeled, unclaimed clothing and put labels on all outer garments, including hats and boots. If you do not have commercial labels, use adhesive tape. We keep a supply at the center for such use.

No open sandals, please. (Dirt, gravel, granite, sand, stubbed toes.)

If your child is prone to having toilet accidents, it is a good idea to leave a complete extra set of clothing. Remember to change the size along about January or February.

We will appreciate contributions of large sizes in underpants, long pants, and undershirts that your child might have outgrown.

8. **Nutrition**

During the regular school year we will serve infants, toddlers, and prek breakfast at 8:30am, lunch, and an afternoon snack. On vacations days we will serve breakfast, lunch and afternoon snack to all children in program. During the school year the children may participate in the school breakfast program.

9. **We celebrate birthdays during the snack period.** The Monroe County Health Department has stated that no home bake goods are to be served. For this reason we have decided to celebrate birthdays one day each month for all children born during that month. This will include a party filled with activities and a snack. The class will make a special treat for the birthday party.

10. **Toys from Home**

Except for toys that are brought in the scheduled days for show n tell, please leave toys at home or in your car. If an item is brought in, we cannot be responsible for it. It must be shared and it must have the child's name on it. If you have a book that may be of interest to all of the children, we will appreciate this being shared with the class, but ask that it be left for several days.

**No Guns, War Toys, or Other Toys of Destruction**

**These items are taboo in our center.**

**A child must have a means to express feelings of aggression.**

We suggest clay to pound (manual dexterity), hammer and saw to use (good for visual-motor perception), punching bag to hit (and to vent anger while developing perceptual abilities), finger paints (to soothe jangled feelings while practicing a developmental rhythmic movement).

11. **Arrival and Pickup**

**Authorization to Pick Up Child**

All persons unfamiliar to staff whom are picking up your child will be requested to show photo identification. This may include a parent or guardian. If an unauthorized person comes to pick up your child you will be contacted immediately. No child will be released to a person not authorized by a parent to pick the child up. We must have written authorization for changes in this respect.

**Sign your child in. Include signature and time.**

**Pickup.** If you know you are going to be detained, please notify the center immediately so that we can reassure your child. There is an overtime charge, but we are flexible. If saving ten minutes means risking an accident, please drive safely and plan differently next time.

**Sign your child out. Include signature and time.**

12. **Photographs of children**

We take photos through out the year to use on the permanent recorders folders, art and craft projects, posters, and on our web site. Please let us know if this will cause any problems.

**The Daily Program**

When the children enter the classroom in the morning, they are greeted by their teacher then given the freedom (not permission-but freedom) to explore the various learning activities and interest centers that have been prepared before their arrival. These centers are changed from week to week, day to day, and sometimes from hour to hour. Paint. Clay. Collage. Musical instruments. Wood construction, with real carpentry' tools, Blocks, Books, Dolls to bathe, Suitcases to pack, Flour and salt to make play dough with, Special things for special days. And each day is a special day. There are enough interest centers and activities going on at one time that the child is motivated by knowing that they are there. Always something new or some way that is new. But always, enough things remain the same to provide the securities and comfort of familiarity. Learning centers are not arranged for ease of movement and convenience of use, but rather for maximum challenge to the body and mind.

A teacher is always nearby to lend support when needed to help the children when they momentarily lose control of materials, equipment, or even their emotions. A teacher is always nearby to answer a question, offer a challenging statement, or make an asked for suggestion in keeping with each particular child's current level of achievement, interest, ability, and needs.

Sometimes a brief period of whispers. A quiet time. Relaxation. A savoring within of good feelings. An involvement time when there is a very special closeness between child and child. And between teacher and child. A child's time. A magic time.

Perhaps a story, or quiet music, or a gradual approach to a rhythmic activity and dance time of crawling and jumping and growing like flowers or blowing like the wind. Or we go outdoors to run, climb, jump, walk on narrow boards, or balance on square boards that can be rocked to and fro. Time to grow. Time and room to explore, to experiment, to discover. Time to play. Time to be a child.

#### **A Goal-Directed Program**

At our center you will see:

- \* No lines to stand in. Only games to play.
- \* Materials with which to create.
- \* No complicated, abstract meanings the child cannot comprehend. Only ideas and things to talk about, relate to, compare with, match, fit into, try out, reinforce, invent, discover, enjoy.

Yet, all the time the children are being continuously challenged by specific learning goals we have set for them:

- \* In order to begin to read and perform other academic tasks, the children must first gather meaning from the world and develop an awareness of concepts.
- \* In order to gather meaning from the world, children must have many satisfying sensory and sensory motor experiences they must touch, feel, smell, hear, see.
- \* Perceptual development follows: This is how children interpret their sensory experiences, which is a prerequisite for developing their minds.

The program we pursue is geared toward helping children develop habits of observation, questioning, and listening. It gives them an awareness of their own feelings and of their right to express those feelings by sometimes channeling them into other means of expression. They learn that they are free to make choices, and that as long as they stay' within the limits of consideration for people and things, they do not always have to conform. An open ended program like ours prepares children to utilize their intellectual and creative abilities in future learning tasks.

#### **To Our Parents**

- We want you to know, to understand, and to discuss with us our goals.
- We want you to look often into our busy, happy, noisy, creative classrooms and see your child at play.
- We want you to realize the validity of that play and the importance of what is being learned.
- Parents and teacher together can help your child develop his or her full human potential.

#### **WHAT TO BRING DAILY**

**TENNIS SHOES/ SNEAKERS  
APPROPRIATE OUTDOOR CLOTHING**

#### **PARENT'S DAILY ROUTINE**

1. SIGN IN / OUT SIGNATURES AND TIME
2. CHECK CUBBIES
3. READ BULLETINS
4. TALK TO YOUR CHILD'S TEACHER
5. PAYMENT DUE FIRST DAY OF ATTENDANCE EACH WEEK
6. CALL IF YOUR CHILD WILL BE ABSENT

#### **FOR OUR HEALTH:**

**PLEASE REFRAIN FROM WEARING PERFUMES OR PERFUME BASED PRODUCTS AS THEY TRIGGER ASTHMATIC CONDITIONS.**

## Program

### General Program Description

- The program balances indoor and outdoor activities and between sedentary and active play experiences has been taken into consideration. Staff persons observe carefully which children need more stimulation/participation and which need stress-reduction exercises.
- The program is planned to provide separation in the general use of facilities between older and younger children. This is a legal requirement. Most of the equipment and materials used can be shared by all groups, but not at the same time.
- The program has also been arranged to provide opportunities for a child to be alone, when needed during periods of group and individual activities.
- The staff is trained to be constantly aware of both individual and group needs, and to readjust program components accordingly. They arrange for time to listen to children's problems, and utilize the program to help children find balance in their own lives and with their own feelings.

### Program Components

In the following schedules for various age groups, these components have been considered.

#### Indoor activities-free play

- Manipulative games and toys (fine motor experiences)
- Puzzles
- Books
- Language development games
- Use of art and craft materials, such as paints, crayons, scissors, paste, collage materials, and so on.
- Blocks
- Puppets
- Housekeeping area
- Record player, tape recorder
- Special science, nature, and creative art projects as set up periodically by staff
- Gross motor equipment: large ball, wedges, mats for tumbling, parachute

#### Outdoor activities-free play

- Physical development equipment: playground equipment, boxes, tires
- Ball games
- Parachute
- Sand play (may include mud, water)
- Dramatic play with boxes, tires, planks, movable ladders

#### Organized/group activities-indoors

In addition to items under free play:

- Dance, music creative movement, exercise
- Stress-reduction exercises
- Dramatic storytelling and playacting
- Puppet show production
- Creative writing
- Science experiments
- Woodworking
- Sewing

#### Organized/group activities-outdoors

In addition to items under free play:

- Team sports: volleyball, half court basketball, kickball
- Gardening
- Short field trips: in neighborhood, including nature walks

#### Homework

- Assistance and time for homework assignments
- Older students encouraged to give assistance to younger children with center assignments. An integral part of the program involves providing tutorial assistance for children needing help with their academic work. This component will consist of assistance with homework, tutoring in specific skills, and introduction to sensory-motor and perceptual motor integrative exercises which have proven to be helpful for children lagging in their development.

#### Snack

#### Other

Release time will be arranged for Scout meeting, music lessons, and other personal activities of children, with permission of parents.

#### Handicapped Students

Careful consideration is given to planning programs in which most handicapped children can participate and selecting materials and equipment that most handicapped children can use.

Some special equipment is specifically selected to be used for gross motor activities for the handicapped, although such equipment can also be used by non-handicapped children. The staff is given training in techniques for adaptive physical education.

#### **Buddy System**

A "buddy" system is used so that each handicapped child has a special buddy at all times to give support as needed. This responsibility is rotated between a number of the more dependable children.

### **EDUCATIONAL EXPERIENCE AREAS**

**Language Arts.** The language arts activities in this curriculum follow a language experience approach. The children's receptive and expressive language is enhanced through the use of finger plays, nursery rhymes, poetry, discussions, and experience charts. Furthermore, many fine books for children are suggested, including Caldecott Medal and Honor books.

There are no formal reading or writing experiences among the 195 activities. Such experiences are appropriate for the concrete stage of development, ages seven to eleven. Stimulating experiences, along with the manipulation of objects, are much more important than ditto sheets and workbook activities.

**Science.** The science activities are aimed at encouraging observation, comparison, exploration, testing, inquiry, and problem solving. Within many activities, children's senses are stimulated. You can help them notice cause and effect, as well as keep simple records.

**Nutrition/Foods Experience.** With the nutrition activities, children learn about group cooperation, weights and measures, time, and changes of matter from one form to another. Moreover, they develop an understanding of how to follow directions in sequence, gain pleasure from creating simple foods, and develop good eating habits.

**Creative Dramatics/Movement.** Creative dramatics aid children in developing language and spontaneous play. Creative dramatics can take many forms, such as creative movement (in which children use sensory-motor abilities and gain skill in body control), rhythm, tempo, timing, following directions, and group cooperation. While involved in creative dramatics, children sometimes use concrete objects as symbols, and you can extend their play to include pantomime, story dramatizations, role playing, and puppetry.

**Social Studies.** The social studies activities focus on learning about self, home, family, transportation, and the immediate as well as the larger community. Emphasis is on the children's involvement in their own learning. Therefore, field trips to local sites are an important part of the curriculum. The Variations/Ways to Extend sections of several lessons suggest inviting parents and other community people into the classroom to share their special talents and information.

**Art.** Art is a creative process that allows for choice, exploration, and imaginative expression in a pleasant, supportive atmosphere. Each child's work should be unique and recognizably different from each other's. These process goals are best reached through traditional techniques such as painting at an easel, finger painting, and rolling and molding clay.

**Music.** The goals of the music experiences are to develop appreciation, participation, and responsiveness; musical competencies such as listening, performance, rhythm, and creativity; and musical concepts such as pitch, volume, and contrasts. Many recorded songs are suggested along with new original music specifically designed for this curriculum. In addition, certain classical pieces that provide stimulating background music and exposure to the works of great composers are recommended.

**Math.** The math activities attempt to reflect the needs of the child. Opportunities are presented that allow children to learn through direct experiences such as sorting, comparing, and ordering. Playful lessons develop skills in rote counting, numeral recognition, and sets. Again, duplicated sheets are not utilized in any of the math activities because they are semi-concrete rather than a concrete vehicle for learning.

**Thinking and Gross Motor Games.** The thinking games motivate children to develop cognitive skills within a play situation. When involved in a thinking game, children are learning to identify, classify, and apply skills.

Gross motor games contribute to positive physical and mental health by strengthening muscles and helping to free children from tension. Social development is aided when the children cooperate and learn the positions of leader and follower. Finally, self-concepts are enhanced as youngsters acquire motor skills and feelings of success and enjoyment.

Discipline-Uses nonpunitive methods of discipline, and offers guidance in a positive manner.

**418.7 Discipline**

(a) Discipline provides an opportunity to enable a child to develop self-control. The day care center must establish discipline guidelines and inform all staff and parents of children in care at the center of the content of the guidelines. Such guidelines must include acceptable methods of guiding the behavior of children for the protection and growth of children. Such guidelines must be designed and administered in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of children in care. The staff must use acceptable techniques and approaches to help children solve problems. These techniques include, but are not limited to, redirecting a child to an alternate activity, rewarding acceptable behavior, encouraging children to talk about their feelings and providing an example for children by speaking and interacting with children in a positive manner.

(b) Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his or her action; and the consequences thereof.

(c) Isolating a child in any area where the child cannot be seen and supervised by a staff member is prohibited. Isolating a child in a closet or darkened area is prohibited.

(d) Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by a staff member. Interaction between a staff member and the child must take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided for in this subdivision is prohibited.

(e) Corporal punishment is prohibited. For the purposes of this Part, the term corporal punishment means punishment inflicted directly on the body including, but not limited to; spanking, biting, shaking, slapping, twisting or squeezing, demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, foods, hot spices or foreign substances.

(f) Withholding or using foods, rest or sleep as a punishment is prohibited. Forced feeding is prohibited.

(g) Discipline must be directed, administered and supervised by the day care center staff.

(h) Methods of discipline which frighten, demean or humiliate a child are prohibited.

(i) Methods of toilet training which frighten, demean or humiliate a child are prohibited.