



*A Child's Place*

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LCDCenter.Org

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## PARENT INFORMATION

Welcome to the Lawrence Child Development Center.

We are pleased you have chosen our Center as a partner in the care and education of your child.

### Mission Statement

Our foremost goal is to provide a warm, caring environment that allows your child to develop as a unique individual. Your child's biological, social, psychological and intellectual needs can best be met in an atmosphere of nurturing and creative learning.

At L.C.D.C. we try to develop the child's appreciation for concern and caring and we give abundant love, attention and praise. Our programs are individually design to encourage exploration as well as growth and development. **PLAY**, which is the nature of children and the medium by which they master environments, is an integral part of our curriculum.

Each child must feel safe, secure, and loved in order to develop a positive self-image that will translate into optimum emotional and physical development. At L.C.D.C. we provide learning experiences that encourage each child to develop physical, intellectual, and social skills while progressing through the various developmental stages at his or her own pace. Our philosophy encourages self-discovery and creativity and builds self-esteem.

## PARENT PARTICIPATION

We appreciate your need also. Your questions are always welcome, and we will keep you up to date on your younger's activities and progress through daily reports, meetings, personal notes, verbal communication and workshops.

You are welcome at the Center any time you want to visit or just pop for in to say "HI". In an effort to assist parents and families in their personal growth as father and mother, our Centers will sponsor lectures, talks, and discussions on child development several times a year. These functions will be held at the Center, usually during the evenings. We encourage parents to take an active role in our program and to attend to these educational lectures.

**The Parents Bulletin Board** is the most important communication center at the Center. It is use to display menus, messages, policies and another information directed to parents.

## A QUALIFIED, CARING STAFF

The Lawrence Child Development Center is a warm, enriching place thanks to our staff. We believe that the staff is the back bone of the Center so every effort is made to hire only the most qualified persons.

Each member is trained, experienced and dedicated to caring for your child. We look for standards in a variety of areas: educational qualifications, experience, positive attitudes toward children, excellent references, and physical stamina.

The curriculum coordinator and teachers who develop the learning programs, the food coordinator who plans nutritious meals and snacks, and our teacher's assistants who give your child attention and encouragement, all understand your child's many needs.

## PROGRAMS

Our facilities are colorful, equipped with the best and most innovated materials, and designed by early childhood professionals with the needs of the children in mind. The Center provides programs for Infants, Toddlers, Preschool, before & after School Care, Summer Camp Program, and Christmas Program. Drop-Ins are welcome when space is available and they have previously been register with the Center.

The **INFANT UNIT** is for children of 2 weeks old to 12 months. Our staff ratio is 3 infants per teacher. This unit is separate from other units. The program offers sensorimotor activities to develop the use of the senses, social awareness and encourage movement to strengthen muscles.

The **TODDLER UNIT 1** is for children of 12 months to 2 years old. The staff ratio is 5 toddlers per teacher. This unit provides play that is developmentally appropriate for these children. This program encourages movement, enhances exploration, and develops independence.

The **TODDLER UNIT 2** is for children 24 months to 3 years old. Our staff ratio is 7 children per teacher. The appropriate curriculum offers manipulative toys along with daily activity of music, storytelling and sensory exploration.

The **PRESCHOOL UNIT** is for children of 2 1/2 (30 months) to 4 years old. The ratio is 10 children per teacher. The preschool program stress independence, language development, and social and cognitive skills. Includes a pre-math and pre-reading activities. The children are expose to creative art, develop their story telling capability, dramatic role playing and music exploration. Cooperative play is encouraged.

The **PRE-K UNIT** is for 3 and 5 years old. It is a pre-kindergarten program, teaching cognitive skills that enrich visual discrimination, spatial and temporal relations, auditory discrimination, seriatim, counting classification, comparisons, pattern recognition, visual and auditory memory and sensory experiences. Aesthetic interest is highlighted in music, creative art, storytelling, dramatic play and movement. A variety of manipulative toys and materials are available for the children to build and develop fine motor muscle.

\*\*\* Preschool classes are also available for parents who stay at home and wish to enroll their children in a fun social-educational program 3 to 4 days a week, few hours each week\*\*\*

The **BEFORE AND AFTER SCHOOL PROGRAM** is designate for children enrolled in the Grade Schools up to 12 years old who need care while their parents are at work. After a long day at school, emphasis is placed on fun and relaxing activities. This developmentally appropriate program gives school age children the opportunities to apply skills acquired in school, provides self-selected activities and experiences, and guidance of social-emotional development. Some activity areas are equipped selectively to represent the range and diversity of children's interest and abilities.

*\*\*\*At parent's request, staff will guide and help them with "homework" so when they go home, they can have some fun quality time with their family. \*\*\**

The **SUMMER CAMP** is a summer program for children 6 to 12 years of age. Activities include art projects, group and table games, sports, field trips and swimming.

There is also ample time for socialization, computer games, role playing, gardening and cooking experiences. The **SUMMER CAMP** is schedule to run during the 3 months of summer and/or while the schools are closed.

The **VACATION CAMPS** are an innovative program of specials activities for school age children over **Christmas** and **Spring Break** school vacation. Parents are encouraged to call and ask or sign up for these programs. **SPACE IS LIMITED!!!!**

### **ENROLLMENT AND CHARGES**

For your child's safety and to comply with the state regulations, all enrollment papers must be completed and turned in before your child may be accepted for care. These forms include:

- Enrollment application
- Child Emergency Form
- Medical Record Form (signed by a physician)
- Current Immunization Record
- Income Eligibility Form for CACFP
- Audio/Visual Release Form - Child Care Tuition Contract

*\*\*\*Due to licensing requirements, all forms must be completed and returned prior to your child's first day with the Registration Fee\*\*\**

### **REGISTRATION FEE**

A registration fee of \$50.00 will be due upon enrollment and is a one-time payment. The registration fee covers insurance, administrative cost and extra supplies. Registration fee are not refundable. The Center does not charge an annual supplies fee.

## TUITION POLICY

Fees and tuition charges apply the same to the private pay parent as the subsidy pay families. If DCF and KVC subsidiary does not cover all of the charges contracted, the parents or families are responsible for any remaining amount.

Your child's tuition is a yearly fee, broken into monthly or weekly for easy payments. There are two programs for which you may choose:

**WEEKLY TUITION PAYMENT:** Tuition is to be paid in full on Monday-Wednesday of each week. This enable us to clear through the bank payments done by checks.

**MONTHLY TUITION PAYMENT:** Parents may pay their child's tuition on a monthly basis.

Also **payable at registration time, regardless** of the payment program chosen, is **the last week 's tuition or deposit**. This tuition deposit will be applied to your child's last week at the Center when the parents gives a **WRITTEN TWO WEEKS NOTICE** informing the Center of the day the child will be withdrawn. If no notice is given, the parent may still pay for the last week of the child's attendance.

The tuition deposit will be then used to cover the period of time it takes to fill the empty day care slot with a new child.

If during the time the child is attending the Center, a tuition increase occurs, the parent is responsible to pay the difference between the deposit and the current tuition.

If by any circumstance the Center has to terminate a child's care, cause by inappropriate or physical and/or verbal behaviors from the child, or his/her parents o family, to employees, other clients, or property, the tuition, if it has already been paid, and the deposit will not be refunded. It will be used to cover the damages and/or to cover the cost of the vacant slot.

Because our programs and licensing requirements force us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent.

### **LATE PAYMENTS**

Payment that are made after Wednesday, of the week due, will be charged \$5 per day late fee. All payment are due by Wednesday of the Current Care Week.

An exception to this policy will be made for an extended absence of a complete week, after the child has been attending the Center for a whole year, for a vacation or prolonged illness **WHERE YOU INFORM US IN ADVANCE**. If the absence last more than a week arrangements can be made to whole your child's place charging half of the tuition fee. If the parent does not notify the Center that the child is out because of vacation or illness, the parent will be charge full tuition for that week.

\*\*\*If the child will be absent during the months of summer because the parent is a teacher, or because of parental guardianship during those months, the week of vacation/illness policy will not apply to them. The Center will still hold the spot for that child without charging any tuition fee. \*\*\*

### **HOLIDAY AND VACATIONS**

The Center will be closed on **New Year's Day, Memorial Day, The Fourth of July, Labor Day, Thanksgiving and the Friday After, and Christmas Day**.

Due to fixed costs, averaged over a calendar year, there is **NO REDUCTION IN TUITION** for these holidays. When one of these holidays falls on Saturday, the holiday will be taken on Friday. If the holiday falls on Sunday, it will be taken on Monday \*\* Look above for vacations.

### **RETURNED CHECKS**

There will be a \$20.00 charge for all returned checks in addition to any charges made by our bank. Cash or cashier check will be required as payment or the returned check. Your account may be put on a cash-only basis after two returned checks.

### **LATE PICK UP CHARGES**

Parents who pick up their children after the regular closing time, are charged a late fee of \$1.00 per minute per child until the time the children are picked up.

The Teachers have their schedule and families to go home to. It is not fair to them to stay over and beyond their time of duty.

Legal authorities will be contacted after all emergency contact listed on the enrollment forms have been tried for children left at the Center one hour after closing time.

## **ARRIVAL AND DEPARTURE**

Parents are required to **sign in** each child upon arrival to leave the child in the care of the staff member, and to **sign out** the child and notify the staff member upon departure.

No child should be released unless the individual picking up the child is authorized by the parent to pick up the child. Name of individuals allowed to pick up the children should be on the Admission Form. First time they come to pick up a child, they must present an ID with picture to match name.

In the case of divorced parents, it is important that the registering parent indicates on the admission form who has legal custody and who may pick up the child.

In the case of sole custody, the parent with custody will be required to provide the Center with a copy of the divorce decree when necessary. This confidential document will be placed in the child's file.

## **CLOSING**

The Center is scheduled to close at 6:00 p.m. We ask parents and families to cooperate in picking up the children when they are scheduled to be picked up. If for some emergency a parent should be delayed, please call the Center and inform the personnel in charge that you will be late. While we understand that emergencies do arise, we request that parents keep in mind the 6:00 p.m. closing and make the appropriate arrangements for other family members to pick up the child.

Our Staff is hired until that hour and continuous tardiness to pick up a child on the part of the parent, will result on requesting the child be withdrawn from the Center.

During severe weather, the Center will be closed at the discretion of the director.

- Severe weather consist of impassable roadways and streets due to snow, ice or water.
- Notification of Center's closing, will be made available through local television and radio stations, our website and Facebook.



## GUIDANCE AND DISCIPLINE

At the Lawrence Child Development Center, guidance consists of positive and consistent reinforcement and redirection for unacceptable behaviors. Changing behaviors without condemning, talking down to, or making the child to feel bad, is the most effective guidance for unwanted behaviors. It is of vital importance to maintain communication between the family and the Center in order to provide the best care and meet all the children's needs. If your child is experiencing a change in the home environment that may result in behavioral differences, it is important for you to notify the teacher or the director. They will keep you informed of any behavioral problems concerning your child at the Center. Every effort will be made to resolve any problem that may occur. The L.C.D.C. reserves the right to ask the parent to make alternative arrangements for the care of the child.

## MEDICAL AND ILLNESS

State regulations require us to maintain a medical record on each child and for the child to have a physical examination within 3 months prior to his admission to the Center. Please return the completed medical form before your child begins attending the Center.

If a child has been exposed to a contagious disease, he should be kept at home and **the fact of his condition should be reported to the Center.** (Strep Throat, Pin Worm, Viral Infections, Infected Ears or Glands, Measles, Chicken Pox, Scarlet Fever, Pink Eye, etc., Are among those conditions categorized as "highly contagious".)

If a child gets ill during the day, the parents will be contacted with the request to take the child home if he is contagious to other children and the staff, also if the illness prevents the child from participating comfortably in the activities of the facility.

Symptoms requiring exclusion from the Center are:

- Temperature of 100 degrees or greater accompanied by behavior changes or other signs or symptoms of illness.
- Uncontrolled Diarrhea
- Vomiting (two or more episodes of vomiting in 5 hours)
- Conjunctivitis, defined as pink eye with white or yellow discharge until 24 hours after treatment has been initiated.
- Untreated Scabies, Head Lice, or other infestation.
- When possible, the Center will provide a rest area or "**Sick Place**" for children with mild ill symptoms if parents or families are not able to pick up the child right away due to work or travel issues.

## MEDICATION

All medications given to a child at the Center, must be authorized by a written statement from the physician and the parent. All medications must be in the original container, indicating the child's name, type and date of the prescribed medication, amount, time and dosage and expiration date. Prescription medication will not be administered without the pharmacy label or labeled box.

Please, hand the prescription medicines to be given to the staff in charge, with instructions to place in the refrigerator or in the locked medicine cabinet. Non-prescription medications shall not be administered to any child except on written order of the parent or the guardian.

## INJURIES

Everyone at the Center makes every effort to ensure the safety of your child; unfortunately, minor accidents occur. Being in charge of the care of your child while you are at work, we realize you will want to have information about your child's injuries or illnesses that occur at the Center. In order to keep you informed, the teacher or the director, will provide you with an **Accident Report** for each occurrence.

In case of a serious accidental injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the enrollment form to make a medical emergency decision about the child. Your signed emergency medical released form will also assist us in getting prompt medical attention. Please, keep all the contact numbers updated on the enrollment.

The Center have coverage under a policy with the Center's insurance company in case of staff negligence or lack of supervision. Parents insurance will be the primary in covering the cost of injuries or accidents a child may suffer for reasons beyond our control. Parents with questions regarding coverage may call the director for additional information.

## FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide the same adequate responsible adult supervision for these excursions as is provided for the children while in attendance at the Center. We will need your permission for your child to participate in such excursions. In addition to the regular program, special activities will be planned. The teacher will keep you informed of these events.

## **BIRTHDAYS AND SPECIAL OCCASIONS**

Parents are welcome to send healthy snacks, cookies, cupcakes or cakes, to share with their children's friends on birthdays or special occasions. Please let the teacher know in advance that you will be bringing a treat.

## **TOYS AND CANDY**

Other than bringing a stuffed animal at the beginning when the child is adjusting to the newness of the Center and to nap time, please do not send toys, candy or gum. We prefer they use the toys we provide in order to avoid children's disappointment with their broken or lost, or stolen toy. We cannot replace lost or broken toys. Children are encouraged to bring a toy for "Show & Tell" only.

## **FOOD AND REST PERIODS**

The Center will meet the child's nutritional needs for the part of the day which spends at the Center, providing a light breakfast, a well-balanced lunch, and a delicious afternoon snack. Menus are posted in every classroom and parents bulletin board and the kitchen. Arrangements can be made to bring in food for children with special dietary needs.

After lunch, a nap period is provided for a full day of toddlers and preschoolers. Parents need to bring a cot or crib sheet and a small blanket with the child's name for him/her to use at rest time. The Center provides sanitized cots and will laundry the sheets every week and when soiled.

L.C.D.C. is a Member of the Child and Adult Care Food Program (CACFP). We follow all of the Quality and Safety of Meals as set by the CACFP.

## **CLOTHING**

Because the wide range of activities, it is recommended that children dress in washable, comfortable clothing. Aprons are provided by the Center for art and water activities.

Two sets of clothing needs to be kept in the child's cubby at all times for when messy activities and occasional bathroom accidents. All clothing should be marked with the child's name. Please, include underwear, pants, shirts and socks. If soiled clothes are sent home, please return a clean extra set of clothing the next morning. Parents need to bring disposable diapers.

Please, remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly (sweater, jackets, hat, mittens etc.) Shoes should be appropriate for outdoor play. Check the lost and found box for missing items. We CANNOT REPLACE LOST OR BROKEN ARTICLES. The Center will not be responsible for valuable items your child may bring to the Center.

## **EMERGENCY DRILLS**

Emergency drills are held monthly to acquaint your child with evacuation and another emergency procedure. This may be quite an impression on your child the first time a drill is held, but your child will soon be accustomed to it and know just what to do. This include fire and tornado drills.

## **PHOTOGRAPHS AND PUBLICITY**

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Your permission for photographs to be used without compensation, is part of the enrollment package.

## **OTHER**

The State of Kansas requires that all members of the day care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. The Lawrence Child Development Center is, therefore, obligated to report to the authorities any suspected case of child abuse, endangerment and/or neglect.

## **CHILDREN'S TRANSITION'S**

Transitions occur through early childhood as:

- \* A toddler enters child care for the first time
- \* A 3 year-old moves from the toddler room to the preschool classroom
- \* A 5 years old moves to Kindergarten

All changes are stressful. But for young children who have limited experiences and few well developed coping strategies, change can be frighten. When children move from one group to another within a program, adjustments are always necessary. However, the amount of stress can be lessened significantly if teachers and administrators plan and work together with parents to implement smooth transitions.

We at L.C.D.C. prepare children for a successful transition for young children and their families. An appropriate approach is to give children first hand experiences, preferable by visiting the classroom and meeting the teacher and new peers. The new teacher will implement new teaching strategies at each age level which is developmentally appropriate for the new child, then is when the children's transition between different groups is smoother and more successful.

## **SAFE SLEEP POLICY**

The purpose of this policy is to protect the infants in our care and guide staff and parents of the importance of an infant's position while sleeping to reduce the risk of SID (Sudden Infant Death).

**OUR SAFE POLICY:** To reduce the risk of SID, infants would be placed for sleep in a supine position (Completely on their back) for every sleep until 1 year of life.

- Side sleep is not safe and not advised.
- Babies are placed on a firm sleep surface or mattress, covered by a fitted sheet. Our cribs meet the new regulations and safety standards.
- Soft objects, loose bedding, bumper pads or any other object that could increase the risk of suffocation or strangulation are kept away from the crib.
- Loose bedding, such as sheets and blankets should not be used. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets are good alternative to blankets.

Sleep one baby per crib.

- Not to the use of wedges or infant positioners
- A pacifier at bedtime can be offered. The pacifier should not have cords or attaching mechanisms that might be a strangulation risk.
- Daily "tummy time" for babies who are awake to strengthen their muscles and develop normally.

Parents are informed about our safe policy and how their babies sleep. If their baby sleeps in away other than their back, the parents need a note from the child's physician that explain how the baby should sleep, the medical reason for this position and a time frame for the position. This note would be kept on file and all staff, including substitutes and volunteers, should be informed of this special situation. A sign will be posted on the baby's crib.

## **BREAST FEEDING**

Breast feeding/pumping is allowed and encouraged at L.C.D.C. Should you desire, we can make a safe space available for you to breast feed or you may do so in the classroom. Speak with the Administration should you desire to do so at any time.

## **Guide to DCF Assistance**

The Child Care and Development Fund (CCDF) is a Federal Program to assist States in improving quality and safety in Child Care and to provide assistance to families to afford child care costs. The CCDF grants Federal Funds to State agencies, such as DCF, which must be matched by those States and used for improvement of quality and assistance to families.

Under the Laws of the CCDF, agencies receiving funds must follow a set of **LAWS** in various different areas. This guide will focus on the area of major importance to the Parents, *Continuity of Care*.

Under the *Continuity of Care* Laws, there are a few key points that parents receiving DCF assistance need to be aware of.

The Continuity of Care Laws are:

### **Minimum 12-month eligibility (Lead Agency in Kansas is DCF)**

- Section 98.21 reiterates the statutory change made in Section 658E(c)(2)(N)(i) of the Act, which establishes minimum 12-month eligibility periods for all CCDF (DCF) families, regardless of changes in income (as long as income does not exceed the Federal threshold of 85 percent of SMI) or temporary changes in participation in work, training, or education activities.
- Under the Act, the Lead Agency (DCF) may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds Lead Agency's (DCF) income eligibility threshold (75%) but not the Federal threshold (85%), or if a parent has a temporary change in work, education or training.
- In other words, once determined eligible, children are expected to receive a minimum of 12 months of child care services, unless family income rises above 85% of SMI or, at DCF option, the family experiences a non-temporary cessation of work, education, or training.
- Lead Agencies (DCF) may not offer authorization periods shorter than 12 months as that would functionally undermine the statutory intent that, barring limited circumstances, eligible children shall receive a minimum of 12 months of CCDF assistance.

### **Federal Clarification to *Continuity of Care* Laws**

- Under the reauthorized Act, Lead Agencies that choose to end assistance prior to 12 months, due to a non-temporary change in a parent's work, training, or education participation, **must continue assistance for a minimum of 3 months** to allow parents to engage in job search, resume work, or attend an education or training program, as soon as possible.
- While we recognize the logistical challenges that States will experience as they are transitioning to minimum 12-month eligibility, we re-emphasize that this is a statutory requirement.
- However, we do recognize that during the minimum 12-month redetermination periods, it may be necessary to collect some information to complete the redetermination process in time. We allow such practices, so long as it is limited (e.g. a few days or weeks in advance) and is not used as a way to circumvent the minimum 12-month period.
- Even if information is collected in advance, eligibility cannot be terminated prior to the minimum 12-month period, even if disqualifying information is discovered during the preliminary collection of documentation.

### **Federal Clarification on Assistance and Family Co-Pay Amounts**

- To clarify the regulatory language on this policy, we are adding language at § 98.21(a)(1) to say that once deemed eligible, the child shall receive services “at least at the same level” for the duration of the eligibility period.
- § 98.21(a)(3) of the final rule, which prohibits Lead Agencies (DCF) from increasing family co-payments within the minimum 12-month eligibility period.
- This makes it clear that the Lead Agency (DCF) still has the ability to increase the child’s benefit during the eligibility period, aligning the section with the provision at § 98.21(e)(4)(i), which requires Lead Agencies to act on information provided by the family if it would reduce the family’s co-payment or increase the family’s subsidy.
- However, we do note that a State is not obligated to pay for services that are not being used, so **if a family voluntarily** changes their care arrangement to use less care, the State can adjust their payments accordingly.
- We do want to reemphasize, however, that as this rule makes it clear that authorizations do not have to be tied to a family’s work, training, or education schedule, even if the parents’ schedule changes, in the interest of child development and continuity, the child must be allowed the option to stay with their care arrangement.

### **Definition of Temporary**

This final rule defines “temporary change” at § 98.21(a)(1)(ii) to include, at a minimum:

- 1) any time-limited absence from work for employed parents due to reasons such as need to care for a family member or an illness;
- 2) any interruption in work for a seasonal worker who is not working between regular industry work seasons;
- 3) any student holiday or break for a parent participating in training or education;
- 4) any reduction in work, training or education hours, as long as the parent is still working or attending training or education; and
- 5) any cessation of work or attendance at a training or education program that does not exceed **three months or a longer period of time** established by the Lead Agency.

**Under the reauthorized Act, Lead Agencies that choose to end assistance prior to 12 months, due to a non-temporary change in a parent's work, training, or education participation, must continue assistance for a minimum of 3 months to allow parents to engage in job search, resume work, or attend an education or training program, as soon as possible.**

**State and Federal Contact List on Next Page**



### State and Federal Contacts

This contact list is comprised of the 3 Top Officials for DCF and the Federal Directors of the CCDF program for Kansas and the United States. If at any point in time DCF refuses to comply with Federal Laws, please use these contacts to make the Officials aware of the problem, and hopefully, resolve the issue with your assistance.

<b>Kansas Rep Contact List</b>			
CCDF Program Info.		785-368-6447	
Phyllis Gilmore	Secretary of DCF	785-296-3274	phyllis.gilmore@dcf.ks.gov
Karen Beckerman	Administrator <b>(DCF)</b>	785-296-4717	karen.beckerman@dcf.ks.gov
Carrie Hastings	Services & Access Manager <b>(DCF)</b>		carrie.hastings@ks.gov

<b>Federal Rep Contact List</b>			
Doris Hallford	Child Care Program Manager	816-426-2264	doris.hallford@acf.hhs.gov
Rachel Schumacher	Director, Office of Child Care	202-401-6984	rachel.schumacher@acf.hhs.gov

If you would like a copy of these Federal Law Pages, clarification, or assistance contacting the Representatives, please ask Administration and we will do what we can to help.

*“It is all of our responsibility to provide the best for all our Children.  
After all, they will shape our Futures.”*

*-C.C.D.C Administration*

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

## A FINAL WORD

The Center admits all children regardless of race, color, nationality or religious background. We have an “**open door policy**”, we invite you to drop-in unannounced at any time and visit with your child’s teacher. We want to exchange thoughts and information on your child whenever necessary.

We welcome parents and families to share your talents with us, or helping us with various projects to benefit the children’s classrooms.



**Thank You for choosing our Center and for the opportunity of care, educate and love your precious possession: Your Child.**

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