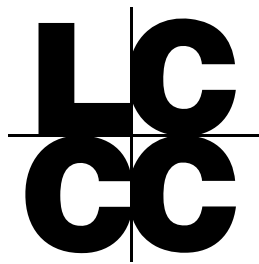


Lehigh Carbon Community College



Stay N Play Child Care Center

Parent Handbook

2007/2008

Stay N Play  
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\*As we continue to strive to improve the quality of care and education of our program information contained in this handbook may change. Parents will receive any additions or changes in writing. Thank you.

## **WELCOME TO STAY N PLAY**

Stay N Play is Lehigh Carbon Community College's early learning center. Located on the main campus in Schnecksville and under the umbrella of Student Affairs, the center is staffed by qualified early care and education professionals who provide a stimulating, nurturing, and developmentally appropriate environment for preschool- age children of LCCC students, faculty, staff, and community families.

## **CONTACT INFORMATION**

ADDRESS: Lehigh Carbon Community College, SH 122  
4525 Education Park Drive  
Schnecksville, PA 18078

PHONE NUMBER 610-799-1165

FAX NUMBER 610-799-1527 ATTN: Stay N Play

## **MISSION**

To provide high quality early education and care within a secure, healthy environment designed to stimulate a natural love of learning through exploration and discovery.

## **PHILOSOPHY AND GOALS**

The intent of our program is to encourage and support the development of the individual child and to provide opportunities for exploration and discovery. An assumption of the program is that children are active and curious. It is our goal to provide an enriching environment that encourages creativity, stimulates the natural instinct of learning, and promotes sharing and getting along with others.

The overall development (cognitive, social, emotional, physical, language) of the child is facilitated through a variety of carefully planned activities. Positive development of the child's image of self is an integral component of all program planning and implementation. The young child is a member of his/her family and it is our aim to work with the family in creating the best possible environment for the child while he/she is at Stay N Play.

## **LICENSING AND ACCREDITATION**

Lehigh Carbon Community College is licensed by the PA Department of Public Welfare to operate Stay N Play. The license/Certificate of Compliance is renewed on a yearly basis through an on-site inspection by a licensing representative. In addition, the center participates in the Keystone STARS program, Pennsylvania's quality initiative for child care.

Stay N Play Child Care Center is accredited by the National Academy of Early Childhood Programs. The Academy is a division of the National Association for the Education of Young Children (NAEYC). Accredited programs demonstrate a commitment to providing high quality programs for children and their families. For more information on accredited programs visit their web site at [www.naeyc.org](http://www.naeyc.org).

## SERVICES

Our staff members are professionals, educated and trained in early childhood education, child development, special education, elementary education, or the human resources field. Their qualifications meet and /or exceed all state requirements.

Services provided include: a developmentally appropriate, learning environment; healthy snacks. Services not provided: lunch (see LUNCH section); toilet training.

Parents are invited and encouraged to participate in our activities. (See PARENT INVOLVEMENT section)

The college community works closely with the center in many capacities:

- The center provides an observation site and practicum for the early childhood education (AAS), education (AA), nursing, and occupational therapy students as well as other individual college courses.
- The children have access to the college gym, library, and designated rooms within the Fowler Education Center: Culinary Cove, Art Studio, and Performing Arts room.
- College faculty share their expertise with the children and center staff enhancing the curriculum.

The center also serves as an observation site and/or practicum for area high school Child Development classes.

## AVAILABILITY

The center is open 12 months a year from 7:45am to 5:00pm, Monday through Friday.

The center follows the calendar of Lehigh Carbon Community College. Therefore, please note that **the center is closed when LCCC Schnecksville campus is closed.**

LCCC is closed the following dates: July 4, Labor Day, Thanksgiving and the Friday after Thanksgiving, Semester Break (December 22, 2007 – January 1, 2008), Good Friday, and Memorial Day.

The college may also close due to severe weather. Anytime the college must be closed due to inclement weather, the center will also be closed. Notice will be given through “Operation Snowflake” on WAEB-790 AM or WLEV-96 FM and online through [wfmz.com](http://wfmz.com). Information may also be given/obtained through classroom instructors, other designated college personnel, or the college website ([www.lccc.edu](http://www.lccc.edu)).

Lehigh Carbon Community College operates Stay N Play and is an equal opportunity employer and provider. Services are provided and admission/referrals are made without regard to race, color, sex, religion, ancestry, national origin, age, disabilities, veteran status, or sexual orientation.

## **ENROLLMENT**

The center provides early education and care for preschool- age\* children of LCCC students, faculty, staff, and community families.

\*Preschool Child – A child from 37 months of age through the date the child enters 1<sup>st</sup> grade of a public or private school system. Source: §3270.4. Definitions from the Commonwealth of Pennsylvania, Pennsylvania Code, Title 55. Public Welfare, Chapter 3270. Child Day Care Centers

Registration is on a first-come; first-served basis each semester/session. Priority is given to student-parents. Due to the fact that student-parent schedules change each semester, children must be re-enrolled every semester/session. Therefore, applications must be completed each semester/session (or as indicated on individual applications/contracts). A separate application must be completed for each child. Applications may be secured from the child care center office in the Fowler Education Center. Enrollment depends on space availability and the ability to match schedules.

Families have the option of enrolling full time or hourly. Hourly enrollment must be for a minimum of two consecutive hours on any day. LCCC student full time fee is based on a maximum of 35 hours per week (five hours of care for every three credits up to 21 credits in any semester).

Children may be scheduled on the half hour only (i.e. 9:00–2:30; 8:30–11:00; and NOT 9:15-11:45). The only exception to this is 7:45 a.m. when the center opens. Please be sure to allow adequate time before and after class to drop off and pick up your child.

After applications are received, confirmation packets will be sent to families and an orientation appointment scheduled. All necessary paperwork will be reviewed at this time and must be completed by specified times in order to meet licensing and/or center requirements and ensure your child's attendance/enrollment status. Registration fees are due at this time.

Center open house or visitations for new and returning children and parents are held before the start of each semester. Information regarding dates and times are included in the Welcome Letter/Newsletter and sent via mail to registered children and their enrolling parent(s)/guardian(s).

### **Schedule Changes**

Parents may not substitute different hours once a schedule has been established. Each family is responsible for the contracted hours during the semester and will be billed accordingly (late fee or extra care fee) for any additional time that is used.

### **Extra Hours**

Although you may not switch your child care hours on any given day, or switch one day for another, you do have the option of requesting additional hours as needed. These requests will be granted if space is available. Extra care can be arranged no more than one week in advance. All extra care hours will be billed at the extra care fee (refer to posted fee schedule). Please do not rely on this service. Due to group size and ratio requirements our ability to accommodate extra hours may be limited.

## **Permanent Schedule Change**

A written request for a permanent schedule change may be made at any time. If space is available, we will add the extra hours you need to your semester schedule. Any decrease in hours will require a two-week notice.

## **BILLING POLICIES**

The center's funding is derived from fees and Lehigh Carbon Community College. Along with a non-refundable registration fee, there are hourly, weekly, and extra hour fees. Fees are posted prior to each semester. Fee increases may occur yearly in order to maintain quality standards.

## **Payment in General**

When your child is enrolled, you receive a contract for services. Read the form carefully, sign it and return it to the child care center office. A child is not considered enrolled until the signed contract has been received by the child care center office.

Our fees are considered enrollment fees and NOT attendance fees. Fees are based on your contracted hours and must be paid whether or not a child is in attendance during those hours.

## **Students, Faculty, and Staff Utilizing the Service**

Fees are billed by the semester or session. Billing statements are mailed to your home after the Drop/Add period and payment must be made directly to the Business Office. Please make checks payable to LCCC. If special arrangements for payment are desired, please contact the Business Office to discuss options. Special arrangements may include utilizing funds from student financial aid packages if applicable, payment schedules, payments drawn automatically from paychecks (LCCC faculty/staff only), etc.

You must be in good financial standing with the Business Office or your agreement with the center will be terminated. Students will be unable to register for classes, obtain grades and transcripts if they have an outstanding childcare bill. Delinquent fees will result in termination of services.

## **Community Members Utilizing the Service**

Payment is due the Friday prior to the week that care is to be provided. Please make checks payable to LCCC and give payments to the center director. Delinquent fees will result in termination of services.

## **Financial Assistance and Subsidies**

LCCC students, faculty and staff receive reduced rates for child care services. A sliding fee scale is also available to qualified full time LCCC students.

LCCC students may also qualify for a **CCAMPIS (Child Care Access Means Parents In School) Scholarship**. The purpose of the CCAMPIS program is to support the participation of low-income parents in post-secondary education through partial and full scholarships for childcare services. Applications are available in the Child Care Center office or the Educational Support Center, SH 150.

Stay N Play participates in Pennsylvania subsidized child care programs.

Those who receive a state subsidy or CCAMPIS scholarship must adhere to all rules and eligibility requirements of the programs and the center. Any fees not covered by state subsidy or scholarships are the responsibility of the enrolling parent or legal guardian.

Parents interested in any of these financial assistance programs should contact the center director to learn more about available funding and eligibility requirements.

### **Early Arrival and Late Pick Up**

In order to meet state licensing ratio requirements, it is vital that you adhere to the hours you have contracted for child care. The staff is scheduled according to children's contracted drop-off and pick-up time. Any time you are late picking up your child (or early dropping off) without prior approval from the center director, a \$5.00 per half hour fee will be charged. (There is a \$5.00 per 15 minute late fee after 5:00 p.m., closing.)

### **Withdrawal**

A two (2) week WRITTEN notice to the director is required to withdraw a child from the program. Parents are responsible for the contracted rate for these two weeks whether or not child care services are used.

### **Refunds**

We are unable to refund payments for childcare time due to absences, illnesses, vacations, or holidays.

### **Tax Information**

Please keep copies of your bill(s) for federal income tax purposes. Stay N Play Child Care Center is operated by Lehigh Carbon Community College. The Federal Tax ID number is 23-167-0163. You will need this number to claim your childcare costs when filing your income tax return. Please contact the center to request a year-end statement.

## HEALTH AND SAFETY

### Emergency Procedures

**Fire Drills** are held once a month. If a fire drill occurs while you are present, follow the instructions of the staff. Do not reenter the building until we have been cleared to do so.

Evacuation routes for fire drills or other emergencies are posted near exit doors in Stay N Play and in all other college classrooms and labs.

Our emergency plan provides for responses to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

***Immediate evacuation:*** Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. The children and staff will evacuate the building and meet at the tree line by Lot F or Berrier Hall (gym).

***In-place sheltering:*** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. The children and staff will remain in the center or be evacuated to the Professional Development Office located adjacent to the center if the windows in the center become a potential danger.

***Evacuation:*** If total evacuation of the facility becomes necessary, the children will be taken to our designated relocation facility, Berrier Hall (gym).

***Modified Operations:*** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for children (such as utility disruptions) but may be necessary in a variety of situations.

Stay N Play follows the college for evacuations, closings and delays. Please listen to WAEB-790 AM, WLEV-96 FM, or tune to WNEP-Channel 16, WFMZ-Channel 69 (or go to WFMZ.com) for announcements relating to any closing, delays, or evacuations. Information may also be posted on the college web site at [www.lccc.edu](http://www.lccc.edu).

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This includes trying to access the center in the event of a lock-down or removing a child from the group during the actual emergency. This will only create additional confusion and divert staff from their assigned emergency duties. If you are present during an emergency, we ask you to follow our plan and the directions of the staff until we receive the all-clear sign.

The **Emergency Contact/Parental Consent** form which lists designated individuals to whom we may release your child will be used every time your child is released. We will verify the

information on this form with a picture ID of the individual before releasing your child to their care. Please ensure that only those persons you list on the form attempt to pick up your child. This form must be completed upon enrollment and updated as information changes. You will be asked to review the form at the beginning of each semester/session in order to ensure the information is current. (Regulations require periodic review of information at least every 6 months or as information changes.)

## **Security**

The entrance doors to Stay N Play are locked at all times. Doorbells are located at each door. The classroom area is within sight from the doors and windows. Do not allow people behind you to enter the center, or if in the center do not open the door, if you do not know them. This poses a security risk.

To further ensure the safety and security of our children, parents, lab students, faculty, staff, and visitors the center is equipped with video surveillance cameras. Video surveillance and access to the information is monitored by the college's Security & Safety Supervisor. The following is an overview of Lehigh Carbon Community College's video surveillance policy:

- Any video surveillance cameras are ONLY located in public places.
- Decals are displayed in areas where video surveillance is used.
- The equipment is used for safety and security of our students, employees, and visitors.
- The cameras are constantly on and recording 24/7. The information is saved for approximately 30 days. After 30 days the information is erased. In case of known incidents, still pictures or a video is saved and filed with that specific incident report.

## **Planned Alternative Pick-up**

If someone other than the enrolling parent (who is listed on the Emergency Contact/Parental Consent form) will be picking up a child, we ask that you complete an Alternative Pick Up form. You may also call the center at 610-799-1165, and leave the name of the individual, relationship, and date and time of the pick up.

## **Minor Accidents**

Occasionally accidents happen when children play together. An accident notification form will be filled out detailing the nature of the accident and time it occurred. One copy will remain at the center in the child's file, and the other will be given to the parent.

If an accident occurs where medical attention is needed the staff will:

1. Call emergency personnel or administer first aid.
2. Notify campus security.
3. Notify the parent or person listed as emergency contact. (If the parent is a student we will locate you in your classroom.)
4. Notify the center director, or in her absence the Director of Student Life.
5. Stay with the child until the parent/emergency contact person arrives at the center or the hospital.

Staff are required to complete a comprehensive Incident Report for the Department of Public Welfare when medical attention has been employed.

## **Mandated Reporters**

Center staff are required to report any cases of suspected child abuse or neglect in accordance with Pennsylvania Code Title 55, Chapter §3270.19.

## **Health Policies**

### **Creating and Maintaining a Healthy Environment**

Our center provides for well children. The following precautions are taken to ensure that children and staff stay healthy:

### **Health Assessment**

Parents are required to have their physician complete a **Health Assessment Form**, which includes a **record of immunizations and screenings** for each child on an annual basis. The Department of Public Welfare, our state licensing agency, monitors these forms closely. Please be sure your physician has filled out all areas of the health form and has dated and signed it. Return the completed form to the center within 30 days of enrollment. **A child who does not have a completed health form with immunizations on file within sixty days of enrollment must be withdrawn from the center in accordance with licensing regulations.** Please update information when your child visits his/her doctor.

**Written verification of standard immunizations and tuberculin clearance are required prior to enrollment.** Please update information when your child visits his/her doctor.

### **Allergies and Special Needs**

Allergies and/or special needs must be listed on the Health Assessment form completed by your doctor. Depending on the situation, you may be asked to complete a Special Care Plan (available from the center staff) and/or an Emergency Form for Children with Special Needs (available from the American Academy of Pediatrics at [www.aap.org](http://www.aap.org)).

It is also important that you share specific symptoms with the staff so we may be on the alert and change the environment if necessary and appropriate.

### **Exclusion of Sick or Infected Children**

Parents and child care programs share the responsibility for maintaining health and preventing the spread of contagious diseases. Stay 'N Play Child Care Center provides well care. Please keep a sick or contagious child at home or make alternative arrangements for care.

We ask that you call the center at 610-799-1165 to report absences due to illness. Please include your name, child's first and last name, symptoms and/or Physician's diagnosis. While respecting confidentiality of medical information of the child and their family, **some** communicable diseases must be reported to public health authorities so that control measures can be used. In an effort to create and maintain a healthy environment, information regarding the presence of an illness or disease that is not mandated for reporting to public health authorities will also be

posted on our entrance doors for families. The notice will refer to “a child or member of a child’s family”, no name will be used on the posted notice.

If a child becomes ill at the center, the parent (or the emergency contact person in the event the parent is unavailable) will be notified immediately. The decision as to whether a child is physically well enough to remain for the day is made by the staff. This decision will be based on the following:

- The child’s illness prevents the child from participating comfortably in activities that the facility routinely offers for well children.
- The illness requires more care than the child care staff are able to provide without compromising the needs of the other children in the group.
- Keeping the child in care poses an increased risk to other children or adults with whom the child will come in contact.

To protect the children entrusted to our care, we have outlined symptoms suggesting that a child may be in need of medical attention and/or should not be among other children in group care.

- A temperature of 101 degrees or higher with behavior changes
- Vomiting and or Diarrhea
- Rash, hives, or welts that appear quickly
- Open sores unable to be covered
- Head Lice
- Looks or acts ill...unusually tired, emotional or irritable, difficulty breathing; wheezing; severe stomach pain; complains of severe sore throat; heavy nasal discharge that is discolored; etc....and is unable to comfortably participate in center activities.

Children may return after 24 hours after fever is reduced without medication, although some illnesses necessitate a doctor’s permission to return to the center. The following list specifies some (but not all) conditions that require care and a doctor’s note documenting that the child is no longer contagious and/or is well enough to return to child care.

- Pink eye (Conjunctivitis)
- Hand, Foot and Mouth Syndrome (Coaxckievirus)
- Hepatitis A, B
- Measles
- Meningitis
- Mumps
- Whooping Cough (Pertussis)
- Ringworm
- Impetigo
- Chicken Pox
- Scabies
- Streptococcus
- Croup

## **Medications**

Parents need to administer all medicine to their children at home whenever possible. Many medications can be administered twice a day, which means it can be taken at home rather than at the center. Always check with your doctor to see if this is possible for your child’s medical condition.

Although our staff is not required by law to administer medication, there are certain situations in which it may be necessary for the staff to do so, such as an epi-pen or inhaler. In order for a staff person to administer medication:

- Medication must be in the original container, with written instructions from the individual who prescribed the medication. Instructions for administration contained on a prescription label are acceptable.
  - The label of the medication container shall identify the name of the medication and the name of the child for whom the medication is intended.
  - Parent must complete all information on a Medication Log form.
  - Please give the medication directly to a staff member. Medication must be stored in accordance with the manufacturer's or health professional's instructions on the original label and is stored in a locked area or in an area out of the children's reach.
- No child may have any medication in their cubby, backpack, lunch box, or pocket at any time.

## **Hand Washing**

It is proven that washing hands cuts down on the spread of illness. Staff, children, lab students and visitors wash hands upon arrival, before and after meals, after toileting, nose wiping, coughing, sneezing, and at other appropriate times. We ask parents to cooperate in our effort to limit the spread of illness. Please remind your child to wash their hands before signing in for the day. Ask your child about the poster illustrating proper hand washing technique.

**Universal precautions** are taken by staff when working with children to minimize the spread of infection and contagious diseases. Any bodily secretions from children are treated as potentially infectious.

## **Smoke-Free/Tobacco Free Campus**

Lehigh Carbon Community College is a smoke-free/tobacco-free campus. All LCCC students, faculty, staff, and visitors are required to follow the college policy.

## **Supervision of Children**

The children of Stay N Play are supervised at all times. Parents are responsible for the safety and well-being of their child(ren) any time in which parent and child are together at the center (parent programs and arrival and departure times), but the staff will step in if we feel a child is exhibiting an unsafe practice.

Please do not allow your child to wander or run off anywhere in the building or the college grounds without you. For obvious safety reasons, we ask children NOT to open any doors. Please reinforce this policy with your child(ren).

## **GROUND RULES/DISCIPLINE POLICY**

Consistent, clear rules are established with the children and logical or natural consequences are applied. The following rules have been established with the children:

- Use gentle touches or keep your hands and feet to yourself.
- Use your listening ears when someone is talking.
- Do not walk away when someone is talking to you. Answer them.
- You only leave the classroom with a teacher, mommy or daddy.
- Use your words. Use kind or nice words.
- NO toys from home; however, a stuffed animal or doll for comfort (and rest time) is permitted.
- Children must stay with their group and/or an adult at all times.

Developmental/age appropriate disciplinary methods are utilized and considered an opportunity for learning and growth. Methods may include:

- Meeting at the Peace Table: positive approaches to conflict resolution are modeled and supported, promoting language and communication skills and the development of self esteem.
- Redirection to alternative activities.
- Time away from the group and/or activities. ....

Respect for the child is maintained throughout this process. In accordance with PA Dept. of Public Welfare regulations, staff will not use any form of harsh language, intimidation, physical punishment or withhold food as a form of punishment. Please keep in mind, this policy also applies to parent/child interactions while at the center.

## **NEGOTIATING DIFFERENCES/DIFFICULTIES**

It is important that we model appropriate conflict resolution and communication skills for children. The staff will utilize the above stated policy to handle all discipline situations that may arise with children while they are at the center. Due to confidentiality, the staff cannot discuss the behavior of a child with anyone other than that child's parent/legal guardian. Under NO circumstances will parents be allowed to approach another child or his/her parents in an effort to deal with the situation on their own.

Recommended steps to addressing difficulties:

- Talk calmly and directly with the center teachers.
- If conflict continues, request a conference with the teacher and Director
- If the matter is not resolved, and a difference of opinion continues between families and staff, we request a conference be arranged with the Director of Student Life to facilitate a solution.

## **DISMISSAL POLICIES**

We understand a wide range of behaviors are typical in preschoolers. If behavioral issues arise, the staff will document behaviors and then conference with the parents. Appropriate outside community agencies may be contacted by the parents and/or staff for guidance and support in addressing these issues. While we continue to strive to meet the needs of all children, we reserve the right to dismiss a child if continuous aggressive or violent behaviors that put the health and safety of the child, other children, or the staff in danger cannot be modified.

## **FAMILY INVOLVEMENT**

Fundamental to our program is the belief that we are partners with our parents. It is our aim to work with our parents in creating the best possible environment for the children while they are at the center. Families are welcome and encouraged to participate in our program. Opportunities for involvement include:

- Observing the classroom through the observation mirrors.
- Being a Guest Reader
- Participating in a game or other activity with your child at pick up or drop off.
- Attending and/or providing supplies for special events or celebrations.
- Donating materials and/or equipment.
- Reading (and responding to, if applicable) weekly posted curriculum plans, monthly newsletters, forms, surveys, questionnaires, and memos.
- Attending Parent-Teacher Conferences.

## **Annual Program Evaluations**

Families are asked to formally and informally evaluate the program on a regular basis. At least once a year families will be asked to complete a written survey. Other, less complex, surveys may be used each semester. The results of the survey are shared with the staff and college administration and are used as a starting point for strategic planning.

Your input is important to us! Our suggestion box is located next to the sign in/out book.

## **Parent-Teacher Conferences**

Parent -Teacher Conferences are scheduled two times a year; during Fall and Spring Semesters. Each conference is fifteen minutes and information is shared from observations and work samples. This is a time to share information and discuss the child's experiences in the program.

We do have an open-door policy. If, at any time, you have questions or concerns about your child's experiences in the program, please feel free to stop in and schedule a meeting.

If a teacher has a question or concern about a child's experiences in the program and/or development, they will record observations, consult with the director and Teacher Education Faculty (or other professionals) and then request a parent conference.

**Early intervention services** are available for children with special needs. If at any time you have a question and/or concern about your child's development, please see a staff member to schedule a meeting. Parents may also find information/assistance through Project Connect by calling the Carbon Lehigh Intermediate Unit at 610-799-4111.

## **Parent Lending Library and Other Resources**

The center's Lending Library is available to all parents and lab students.

Located in the vestibule, the Lending Library offers books, magazines, and videos covering a wide range of topics.

Take a moment to browse through the materials. Checking out materials is easy -just follow the example sign out procedure in the white notebook located on top of the shelf.

Like to surf? You may also find these web sites helpful...

<http://www.dpw.state.pa.us/Child/ChildCare/>

<http://naeyc.org/>

<http://www.pakeys.org/>

<http://www.aap.org/parents.html>

## **CLOTHING**

We provide an active learning environment. This includes hands-on art and science experiences that are messy, free play, sitting on the floor, or playing and climbing outdoors. Please dress your child in washable, play clothes.

Label **ALL** clothing, especially outdoor clothing which includes jackets, boots, mittens, gloves, hats, etc. The center cannot be responsible for personal items.

Please send your child dressed for the weather. Sneakers are recommended for outdoor play experiences.

Parents should bring a change of clothing, including underpants, socks, shirt, and pants to be left in case of an emergency. These items must be placed in a bag marked with the child's name. If you arrive to pick up your child and find him/her in different clothing, make sure you take the soiled clothing home with you and replace the articles the next day you come to school. Check cubbies daily for personal articles and notes.

Bike helmets are required to ride pedal trikes. Parents must provide a helmet for their child. Please label with first name, last initial.

## **HOME-SCHOOL COMMUNICATION**

We value our parents as partners in the care and education of their child. Communication is key to an effective partnership. We encourage you to share anything that might help us as get to know your child better and provide an appropriate learning environment. This may be achieved through your completion and return of the Child Personal Profile as well as in written notes to the staff.

Staff will share information with you through verbal communication and/or notes sent home via your child's cubby. Please check your child's cubby each time he/she attends.

Look for monthly newsletters and posted notices (in the classroom, at the entrance; and by the sign-in/out area) which provide information regarding curriculum themes, center policies, announcements, and general information. Weekly activities are posted by the sign-in/out area. Knowledge about weekly activities can also be gained through displayed documentation of children's learning experiences.

## SIGN-IN AND SIGN-OUT

Children must be signed in and out daily. It is essential, especially in case of an emergency, to have an accurate written account of daily attendance.

## CURRICULUM

Understanding that children learn through play and the active exploration of their environment, Stay N Play is divided into learning centers or areas

- housekeeping/dramatic play
- art
- library and writing
- manipulative/math
- science
- blocks
- sand-water
- computers
- music

Each learning center is filled with teacher-made and commercial materials and activities that promote cognitive, social, emotional, physical, and language development and readiness skills. These developmentally appropriate activities are focused around the needs and interests of the children and are presented around a theme. Themes usually rotate monthly and may be based on the children's interests and natural events around us. Opportunities for large and small group interaction as well as individual participation in activities are provided throughout the day. Activities are posted weekly.

Teachers will observe and assess the children's play on a regular basis in order to plan curriculum, arrange the classroom environment, select activities to be offered, and provide appropriate props. Still photography, as well as video and audio taping, of the children and center activities is utilized to enhance and support learning and assessment.

## DAILY SCHEDULE \*

7:45-9:00 a.m. **Child-Directed Activities**—Active exploration of Learning Centers  
Emphasis on social skills, self-help skills, sharing, and decision making.

9:00-9:30 a.m. **Necessity Time\*\***—Personal hygiene  
Emphasis on cleanliness, self-help skills.

**Snack**—Healthy eating  
Emphasis on socialization, self-help, proper nutrition.

9:30-10:30 a.m. **Sharing Time**—Calendar songs, weather  
Emphasis on daily living, self-esteem, language.

**Theme Discussion**—Literature and language • Related finger plays and songs • Group discussion • Various learning materials introduced

Emphasis on discussion, listening.

**Small Group Activities**—Teacher or child initiated activities within learning centers. (*Learning Centers*—housekeeping, art, library, manipulative, science, cooking, blocks, sand-water, computers, and music.)

Emphasis on creativity, child-directed active exploration, concentration, problem solving.

10:30–11:30 a.m. **Movement Activities**—Outdoor activities (weather permitting) • Gymnasium • Walking field trips • Exercise • Noncompetitive games  
Emphasis on large/small motor, special relationships, coordination, healthy bodies, group relations, problem solving.

11:30-11:45 a.m. **Language Arts and Music** • Fingerplays and Songs (Transitions)

11:45-12:45 p.m. **Necessity Time\*\***—Personal hygiene

**Lunch**—Healthy eating

Emphasis on socialization, self-help, proper nutrition.

**Child-Directed Activities**—Active exploration of Learning Centers

12:45 – 1:00 p.m. **Language and Literature**—Stories, poetry, puppetry • Related activities  
Emphasis on imagination, creativity, listening, language, and emotions.

1:00-2:45 p.m. **Rest and Relaxation**—Literature • Soothing music  
Emphasis on solitude, self-control.

2:45-3:15 p.m. **Necessity Time\*\***—Personal hygiene

**Snack** – Healthy eating

3:15-3:45 p.m. **Movement Activities**—Outdoor activities (weather permitting)

3:45-4:45p.m. **Child-Directed Activities**—Active exploration of Learning Centers

4:45-5:00 p.m. **Homeward Bound**  
Emphasis on organizational skills.

\*Schedule times and activities may vary due to inclement weather and/or children’s interests and needs.

\*\* Bathroom breaks are also taken on a need basis.

## **OUTDOOR PLAY**

We will go outdoors daily, unless the weather is extremely inclement, in accordance with best practices. (National Health and Safety Standards identify extremely inclement conditions as wind chill at or below 15 degrees F and heat index at or above 90 degrees F). Please dress your child accordingly and label all coats, hats, mittens, etc. We recommend the “layered” approach. For safety reasons, sneakers are required for most outdoor play activities. Please apply sunscreen before bringing your child to the center.

## **SNACKS**

Children receive both morning and afternoon snacks provided by the center. The weekly snacks are posted on the refrigerator.

Donations of healthy snacks are always appreciated and families are welcome to bring in a special snack for their child to celebrate his/her birthday. In accordance with health and safety standards, snacks/treats must be “store bought” and arrive unopened, in the store package. Please check with center staff for any potential food allergies and for the number of children who will be in attendance on the day you wish to bring a snack.

## **LUNCH**

The center does NOT provide lunch. The child’s ready-to-eat lunch and beverage (please NO glass containers) is provided by the parent. Those items that need to be refrigerated should be labeled with the child’s name (please include last initial) and date and placed on the top shelf of the refrigerator. Lunch boxes are to be kept in the child’s cubby. **The center does NOT heat children’s lunch items.**

While eating lunch the teachers will try to promote appropriate social contacts and stimulate conversation. The children are encouraged to eat the nutritious part of their lunch before the dessert part.

## **REST TIME**

Rest time is planned daily, usually from 1:00 – 2:45. A rest mat will be provided for each child. Those children who attend during rest time should bring their own blanket and pillow in a zippered and labeled bag/backpack. These items must be taken home every week to be washed.

We make every effort possible to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not. Teachers assist children in resting by reading stories, providing soothing music, and rubbing backs. Children are not required to sleep, but are expected to rest quietly on their mats during this time.

## **ENROLLMENT CHECKLIST**

- Application
- Registration Fee form and payment
- Contract Agreement
- Immunization record and tuberculin clearance
- Health Appraisal form
- Emergency Contact/Parental Consent form
- Child Personal Profile
- Extra Set of Clothes (underwear, socks, shirts, pants)
- Parent Handbook signature card
- Rest time items, if applicable
- Packed lunch, if applicable

## SIGNATURE CARD

I (We) have read and understand the Parent Handbook and agree to abide by all policies and procedures.

Child's Name (Please Print) \_\_\_\_\_

Parent/Legal Guardian(s) Name(s) (Please Print) \_\_\_\_\_

Parent/Legal Guardian(s) Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return to the Child Care Center Office upon enrollment. Thank you!