

Brooklyn Kindergarten Society

Dedicated to early childhood education since 1891

PARENT POLICY HANDBOOK



Nat Azarow Children's Center
Edwards L. Cleaveland Early Learning Center
Brevoort Children's Center
Tompkins Children's Center
Sumner Children's Center

PARENT INFORMATION HANDBOOK

ABOUT BROOKLYN KINDERGARTEN SOCIETY

Brooklyn Kindergarten Society (BKS) was founded in 1891 as the first free kindergarten program for immigrant children in Brooklyn. Over the years BKS has developed into a leading community-based organization that provides year round early childhood education, early intervention, and family services to over 360 children and families in Brooklyn.

ADMISSION POLICY

BKS programs provide safe, educational, and nurturing environments to children ages 2 years old through 6 years old, depending on the specific center you are enrolled at.

In order to receive child care in one of our programs families must qualify for child care subsidy through the Administration for Children's Services (ACS). Parents must provide ACS with the required paperwork in order to maintain their child care subsidy. Each center reserves several spots for private fee paying families. Our program is non-sectarian and open to all families, including children with special needs.

HOURS OF CARE

Our five centers are open from 8:00 AM to 5:45 PM. Upon enrollment each family is required to commit to a specific daily schedule based on employment or school hours. Proof of work or school hours must be provided to the director when determining your child's hours of care. Any child who is picked up later than the scheduled pick-up time will be considered late. For example, if your hours of care are 8:30 AM to 4:00 PM, your child must be picked up by 4:00 PM each day.

PROGRAM FEES AND PAYMENT POLICY

Fees are due every Monday for that week's service or the first day of the week that a child returns to the center after an absence. Families can opt to pay their fee on a monthly basis, paying the entire month's fee on the first Monday of each month. You are responsible for the entire weekly fee even if your child is absent for one or more days. Families must "recertify" their case with ACD every few months. At that time the fee agreement may or may not change.

Fees can be paid in cash, money order, or personal check. If a check is returned for insufficient funds you will be responsible for paying the bank fee and a check will not be accepted in the future.

Fees are collected by the bookkeeper and director, or teacher-in-charge when the director is absent. Fees can not be given to any other staff members.

Please Note: Any balance remaining at the end of the month must be paid by the

fifth day of the next month. If it is not paid by that time a notice of delinquency will be sent and payment will be required no later than the fifteenth day of the month. If you do foresee a financial problem you are requested to meet with the director to develop a payment plan in order to avoid termination. Families who fail to meet their payment obligations will be terminated from the program.

ATTENDANCE POLICY

Funding for our programs are based upon the attendance of children. We are required to have a 95% attendance rate. **Children who have 12 consecutive absences or 24 absences in a six-month period will be terminated from the program.** Families must contact their Center whenever a child will be absent. A doctor's note is required if a child has been absent for three or more days. Families must alert the program if they will be out for an extended period.

ARRIVAL TIME AND PICK UP TIME

Children should arrive at the Center between 8:00 and 9:30. Families must sign their child in upon arrival. Sign-in books are located in each classroom. Breakfast is served between 8:30 and 9:15. Please arrive by 8:30 if you want your child to have breakfast. If you will be arriving after 9:15 your child must be fed breakfast prior to arrival. ***Children will not be admitted to the program after 9:30.*** Families who have consistent lateness problems will be required to meet with the administrative staff. Please understand that the teachers plan the morning schedule to accommodate children's arrival. Arriving prior to 9:30 allows appropriate time for your child to be greeted, eat breakfast, and adjust to the classroom before the children and staff becomes involved in specially planned activities.

All children must be picked-up by 5:45 PM. Families must sign-out the children at the end of the day. Families are asked to check their child's cubbies or note holders and requested to take home notices, newsletters, or children's artwork. It is important that you read everything that is sent home. It is also very important that you take your child's work home and compliment him or her.

Any family who comes for a child after 9:30 AM, without prior approval from the director, or after 6:00 PM two days per month will be suspended from the program for two days.

In the event a child is not picked up by 7:00 PM, and if we are unable to contact a parent/guardian or any of the designated emergency contacts, the child will be taken to the local police precinct. This does not apply in the event there is a city emergency like a blackout, transit emergency, or weather-related emergency.

ESCORT POLICY

Parents must complete the *Authorized Escort Form* that states who is authorized to pick up your child from the program. All persons escorting children to and from the Center must be 14 years old or over. A special form must be completed if a teenager will be picking up your child. We will not release a child to anyone younger than 14 years old even in the event of an emergency. If someone other than the authorized

person comes for your child we will not release your child without your permission. If someone must pick up your child who is not on the list you must notify the center in advance and that individual must provide some form of identification upon arrival.

PARENTAL AND EMERGENCY CONTACT

The program must always have updated information regarding parent's current home address, telephone numbers (cellular, home, and work), and work or school address. Information is kept in both the office and classroom so that we will be able to contact you at all times in the event of an emergency or if your child becomes ill.

We must also maintain the name, address, and telephone number of at least two "emergency contact persons" in the event that we are unable to contact the primary guardian. It is important that the emergency contacts agree to assume this responsibility.

EMERGENCY CLOSING

During inclement weather or citywide emergencies our centers will be closed when New York City Public Schools are closed or when the mayor declares an emergency. Please listen to local radio or TV stations for information on closings.

If an unforeseen emergency should arise at the center, such as lack of heat, hot water, etc. we will need to close in order to insure the safety and comfort of the children. Whenever possible, parents will be notified at the earliest time to state that we are either closed or in need of closing the center early, requiring you or your designated emergency pick-up person to come for your child.

EDUCATIONAL PHILOSOPHY AND CURRICULUM

<p><i>We believe that children learn from active engagement in their environments and through meaningful interactions with peers and adults. Our inclusive settings focus on the whole child so that his/her social, emotional, physical, and cognitive needs can be met. The curriculum aims to enrich children's development with sensitivity to individualized abilities and learning styles. We recognize that the child's family, culture, and community play a vital role in their development. Our goal is to create an environment where each child develops a greater sense of self, a respect for others, and a lifelong love of learning.</i></p>
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Our programs follow *The Creative Curriculum*, a research-based curriculum that utilizes interest areas to support children's learning. *The Creative Curriculum* defines the role of the teacher in connecting content, teaching, and learning for children.

Children learn through play and our curriculum is planned to meet the developmental needs and interests of each age group while also meeting the individual needs of each child. Themes or topics explored are relevant to children's lives and will encourage the development of language, literacy, math, science, creative thinking, problem solving, and social/emotional skills. Teachers read aloud to children several times each day and engage them in discussions, art projects, and writing activities to develop and strengthen

emergent literacy skills. Children will learn about health, hygiene, nutrition, and engage in activities that promote physical fitness and large motor development.

For our infants and toddlers, we use a curriculum specifically designed to meet their developmental needs. Infants and toddlers learn all through their day as they explore their world with their senses enabling them to gain a sense of security and identity. Our classrooms encourage children to move around and explore toys and materials in a safe and healthy environment. Our teachers know that one of the most important factors for healthy infant and toddler development is their ability to establish nurturing and responsive relationships with the children in their care.

OPEN DOOR POLICY

All of our centers maintain an “open door policy” for the parents of children enrolled in our center. This means that parents can come to the classroom at any time during the day. We do ask parents to keep in mind that too many visits can be disruptive to your child so we ask that you keep visits to a minimum. Parents are welcome to call the center to see how their child is doing or set up a phone meeting with the teacher during his/her lunch break.

STAFF

The Director of Early Childhood Services provides administrative oversight for each of the early childhood centers and directly supervises all of the Educational Directors. Each center is supervised by an Educational Director who has a Master’s Degree in Early Childhood Education and experience as both an administrator and early childhood teacher. Our school-age program is under the leadership of a School-Age Coordinator who oversees the program content and supervises staff. Our teaching teams are composed of highly qualified, dedicated teachers who meet the New York City and State licensing requirements and have had previous preschool and/or related experience. Our cooks all have “Food Handler’s Certification” and are monitored by the New York City Department of Health. All employees are screened through the Department of Investigation and the New York State Central Registry. All directors and teachers are CPR and First Aid Certified.

When an Educational Director is absent, a “teacher-in-charge” will be designated as interim supervisor of a center. For any issues or concerns that require immediate administrative input, the Director of Early Childhood Services will be contacted.

SAMPLE INFANT/TODDLER DAY

8:00Arrival/ Diaper Changes

9:00..... Breakfast

9:30..... Playtime/Outdoor Time/Naps

11:30... Lunchtime

12:30... Diaper Changes/Ready for Naptime

1:30..... Naptime

3:00..... Diaper Changes/Feeding/Playtime/

5:45.... Say Goodbye

SAMPLE PRESCHOOL DAILY SCHEDULE

8:00..... Arrival /Center Time

8:30..... Breakfast (children are not admitted after 9:30)
9:00..... Meeting: Greetings, Songs, Story, and Planning Time
9:20..... Center Time
10:30... Clean-up Time
10:40... Small Group Activities
11:20... Recall Time
11:30... Outdoor Play
12:00... Wash for lunch/ Lunch time/ Brush Teeth
1:00..... Naptime
2:00..... Wake up/ Bathroom/ Snack
2:30..... Story time and Discussion
3:00..... Outdoor Time
3:30..... Center Time/ Small Group Time (some classes may combine groups)
5:00..... Music/ Table Toys/ Story time
5:45..... Pick-up Time. All children should be picked-up by 5:45 PM.

DAILY REPORTS

Parents of infants and toddlers enrolled in our programs will receive a written daily report on their child. Information recorded will include diaper changes (time of day, and record of bowel movements), daily eating habits, nap schedule, and any other information about your child including temperament, health, and special interests or milestones. Parents will also receive notification when they need to replenish diapering supplies or bring extra clothing.

PARENT/CHILD SEPARATION

The separation process can be upsetting; we have found that each child reacts differently. Our staff will work out a plan to help each child make a smooth transition to the new arrangements. It is advisable that an adult arrange to stay with the child for the first three days that they are joining the program. On your child's first day please plan to have a family member or familiar adult spend 1 to 2 hours in the classroom with your child. On the second day we will request that an adult is present from 9:00 AM to 12:00 PM. On the third day of the transition we would like the children to stay through naptime, with the adult arriving at the same time children are waking up. Please be aware that each child reacts to separation differently and we may need to alter the separation policy on a case-by-case basis.

Families who are enrolling infants and toddlers should plan to visit the program at least two weeks prior the official start date. For our youngest children we require an adult to be present for the first week of a child's transition into the program. Your program director will work with you to develop a schedule based on your child's age and needs.

Remember, children respond to the cues of their families. If you are anxious or nervous your child will pick up on your feelings and may have a more difficult time adjusting to the program. Please do not yell at your child, threaten, or hit your child if he or she is "crying" or "clingy". Be patient and supportive. Always say goodbye to your child before leaving. You can also contact the school to see how your child is doing. We are always available to answer any questions or discuss any concerns that you may have.

TOILET TRAINING POLICY

Our centers that provide infant and toddler care will work with parents whose child seems ready to learn to use the toilet. Children beginning the process of toilet training should have several extra clothing changes in their cubbies. Toilet accidents are to be expected in a preschool environment. They are dealt with in a nurturing and supportive way.

In order to move into our preschool program children must be able to use the toilet independently.

WHAT TO BRING

Each family is requested to purchase a plastic shoe-box size container to keep a change of seasonally appropriate clothing available in the event that your child's clothing becomes soiled. Children must have the following:

- shirt
- pants
- socks
- undershirt
- underwear
- bedroom slippers- optional (to wear in the classroom during the winter months- bedroom slippers must be closed back for safety)

Toddlers who are in the process of toilet-training, should have at least two sets of clothing in their cubbies at all times.

Please purchase a waterproof laundry marker to label each of your child's clothing items.

WHAT TO WEAR

We encourage families to send children to our center's dressed in comfortable play clothes. During the day children may be playing or listening to a story on the floor, playing with play dough or sand, or painting at the easel. While we do use smocks to cover clothing during messy art activities clothing will at times get dirty. Occasionally children may spill juice or food on their clothes, too. We do not want children to feel inhibited from experiencing all of the wonderful activities that we engage them in, therefore, we ask that they do not wear fancy clothing. **Remember, "play is children's work" and play clothes are their work clothes.**

We are also required to take the children outdoors twice a day, weather permitting. Since we go to the playground we request that you send your child in sneakers or rubber soled shoes that are safe for climbing and running. During the winter time children need to wear hats, scarves, and gloves so that they will be comfortable when we go outside. A sun hat or cap may help to keep the sun out of your child's eyes during the summer months.

VALUABLE ITEMS AND JEWELRY

We request that valuable items and jewelry be kept at home and saved for special occasions. We will not take responsibility for items lost or broken while at school. Infants and toddlers should not wear large earrings or jewelry that could be pulled by other children or catch onto bedding or carpets.

WATER PLAY

During the summer months our children engage in outdoor water play activities on our playgrounds or at neighborhood parks. We request that all children wear their bathing suits to school on the days scheduled for water play, even if the weather does not appear to be sunny in the morning. Parents are also asked to put waterproof sunscreen on their children before sending them to school. Children will need the following items for water play:

- Bathing suit (labeled with child's name)
- Towel (labeled with child's name- very young children will not be able to remember which towel is theirs)
- Water shoes that cover the entire foot for safety (no flip flops allowed)
- Waterproof bag to put wet bathing suits and towels in (they are sent home daily)
- Children will need to bring a complete set of clothing to wear after water play. Teachers will change the children after they have had water play.

TOYS FROM HOME

During the first week or two it may be helpful for your child to bring a favorite "soft" toy from home to help him/her feel secure during their transition period. Teachers may invite children to bring in items for show and tell; however, we do request that they do not bring in valuable items. Nap toys (stuffed animals) are kept in cubbies for safekeeping until naptime. A book to be shared at story time is always welcomed. **Older children are requested not to bring in toys, CD players, or computer games. We cannot be responsible for children's personal items that are broken, misplaced, lost, or stolen. We ask families not to send in videos unless it is requested and approved by the teacher and relates to the curriculum.**

HEALTH CODE POLICIES

All centers under the sponsorship of Sunset Bay Community Services are fully licensed by the New York City Department of Health and Mental Hygiene. New York City Department of Health requires that each child enrolled in a child care facility must be examined prior to admission and must be re-examined annually thereafter (examination frequency requirements may vary depending upon the child's age). Children cannot be admitted into the program without submitting the required health form completed by a licensed physician. Each child enrolled must have immunizations kept up to date and documented on his/her health record.

Families who are in contact with other school-age children should be especially aware of their child's capacity to introduce illness into the Center. If it is suspected that your child, or any member of your household, has been exposed to a contagious illness, the Center should be made aware as soon as possible. We will also inform families of any contagious illnesses at the Center.

As a general rule, parents should notify the Center whenever a child is kept home for the day. If a child becomes ill while in our care, a teacher or administrator will contact the family immediately and ask that someone pick up the child. It is essential that families adhere to our health policies because they benefit the health and safety of all of the children in our care.

Children sent home with illness can return to the Center under these conditions:
Cold: Children should not attend if they are coughing and sneezing excessively and if their mucous is not clear (yellow or green mucous may indicate sign of infection).
Vomiting: 24 hours after last episode of vomiting.
Diarrhea: 24 hours after last episode of diarrhea.
Fever: 24 hours after fever is gone.
Strep Throat: 48 hours after medication is administered.
Conjunctivitis: Eye must be totally cleared up; no ooze.
Chicken Pox: When sores are totally scabbed over; no ooze.
Impetigo: 48 hours after medication is started; everything is scabbed over.
Head Lice: After quell treatment and all eggs are removed; children must be nit free.
Ringworm: 48 hours after medication has been started.
Cocksackie: 48 hours after fever and blisters have subsided.

MEDICATION POLICY- BKS centers do not administer medication.

INCIDENT/ACCIDENT REPORTS

The Center will provide an Incident Report to inform families of any medical problem or incidents that might occur while children are under our care. Incident Reports are issued for a wide range of occurrences such as injuries, bites, or illness. Incident Reports record the child's name, and the date and time of the incident's occurrence. A description of the injury or illness is given; precipitating circumstances; where treatment was rendered; a description of the treatment, if the problem was helped in the Center; the time a parent was called, if necessary; and, if the child is going home early, and what time he or she was picked up. It will also state when a child can return to the program.

EMERGENCY MEDICAL TREATMENT

All families enrolled in the program must sign a Medical Treatment Form allowing us to seek emergency treatment in the event that your child suffers an accident or becomes very ill at the school or under the supervision of the school staff.

- 1) In the event of an extreme emergency we will have one-person contact 911 immediately and another person contact the parent.
- 2) If a child can be moved the teacher in charge of the classroom will bring the child to the office, pick up the medical treatment release and child's medical file, and along with the Director, take the child to the nearest hospital emergency room. Parents will be contacted immediately to let them know where to meet their child.
- 3) Upon return to the center the teacher and Director will complete an accident report that will be sent to the Agency for Child Development Resource Area. A copy will also be kept in the child's file.

FOOD PROGRAM

Children are provided with breakfast, lunch, and a late afternoon snack. Menus are posted in each classroom. Children will always be offered an option to the main course at lunchtime if there are any allergy restrictions or religious and/or dietary practices.

Children are not permitted to bring in food from home.

Cooking projects will help children gain a growing awareness of nutrition, while developing science, math, language, and social skills.

DISCIPLINE POLICY

Discipline is a learning experience. Working and playing in a child care setting – sharing, waiting, and listening- can be difficult for children. Teachers view these difficult times as opportunities to teach children self-control, social skills, and appropriate language to deal with conflict or frustrations.

No one on our premises is permitted to engage in any form of corporeal punishment or use any form of discipline that is harsh or humiliating to children. Children cannot be slapped, spanked, shaken, pulled, yelled at, threatened, or placed in a corner or hallway as a form of punishment.

Positive encouragement and support is given to encourage the development of social skills that will enable a child to function in a group setting. Children who have an especially difficult time with class rules may be given a short “quiet time” or a special “time with” a teacher. Sitting quietly in a chair, or other special place gives the child a chance to relax. It gives the teachers the opportunity to talk to the child and help him or her discover a better way to deal with the problem.

If a child exhibits ongoing problems that are disruptive to the classroom, the child’s physical safety, or the safety of other children, families will be asked to meet with our administrative staff and social service team to assess the child’s needs. Our social service team will work with families of children who may require outside evaluation or services.

BITING POLICY

Biting is not an uncommon occurrence in-group child care, especially for toddlers. Very young children who do not yet have expressive language may bite when becoming frustrated or upset. When a child shows a propensity for biting we will immediately address the situation with the parents and work together to develop a plan to help the child learn other ways to express him or herself. Teachers also work together to be more vigilant with the biting child to “shadow” him or her during the day. Of course, we immediately comfort the child who has gotten bitten and wash off the bite with soap and water. In the event that the bite breaks the skin we will contact the parent, advising them to contact the child’s pediatrician.

It is not our policy to suspend or terminate a child for biting unless it becomes excessive.

CHILD ABUSE AND NEGLECT
All employees of our program are mandated reporters and must contact the Administration for Children’s Services (A.C.S) for any cases of suspected child abuse or neglect. Anyone with reasonable cause to suspect that an enrolled child has been or is subject to any form of abuse, including physical, sexual, or emotional abuse and neglect by any person, whether working at the Center or not, is required by law to report

such concern to the New York State Child Abuse and Maltreatment Register at 1-800-635-1522.
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FAMILY SUPPORT

All of our Center's are able to assist families who are in need of family support services. This may include:

- Assessing and referring a child for early intervention services including counseling, physical therapy, or speech evaluations.
- Parenting support with a licensed social worker
- Family or individual counseling
- Assistance or referrals for medical treatment or health insurance
- Assistance with housing, employment or immigration issues

Please contact the Director if you are in need of family support services. Confidentiality is always maintained.

HOLIDAYS AND CENTER CLOSINGS

The Center is closed for the following holidays:

- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Years Day
- Dr. Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- July 4th

The Center closes three days per year for teacher preparation, staff development, and seminar days. Families will be provided with adequate notice prior to each closing.

PARENT PARTICIPATION

Development and implementation of a sound program for children is best accomplished with the support and participation of parents. We consider parental involvement an integral part of the program.

Families are required to attend the following meetings:

- **Parent Orientation.** The Director and/or Program Coordinator will meet with all new families to review program policies and guidelines.
- **Meet the Teachers.** Classroom teachers discuss the classroom schedule, curriculum, and program goals for the children.
- **Parent/Teacher Conferences.** Families are required to meet with teachers two to three times a year to discuss their child's developmental progress. Written progress reports are shared with families.
- **Positive Discipline Techniques Workshop.** The Agency for Child Development (ACD) requires that all families receive training to help support the development

of positive discipline techniques. Parenting young children can be very challenging and we are eager to provide families with support to learn good parenting skills.

Meetings with teacher's or administration can be scheduled at a parent's request. Phone meetings can also be scheduled with teachers during the naptime hours. We will try to accommodate families who need Spanish or Chinese translation.

Parent Advisory Committee (PAC). An organized parents group serves as an advisory board to the center. Parents are elected to the PAC and must attend monthly meetings. In addition to planning fundraising and social events, parents are included in the hiring of staff members and the development of program policies.

Each classroom is required to send home a monthly newsletter informing parents of the monthly curriculum, birthdays and holidays, and any class or center news. Newsletters will include ideas for supporting children's educational development, listing songs, activities, and books that will support the month's theme. The Director will also send out newsletters to highlight events and important information.

Families are encouraged to volunteer and visit in the classroom. Reading a story to the class, assisting or planning a cooking or art project with the children, or sharing a special talent, song, or folktale is encouraged. Families are always needed to join us on class trips or walks.

Workshops for family members are sponsored throughout the year on a variety of topics including child development, discipline, choosing an elementary school, asthma, nutrition, breast cancer screening, and positive parenting. Ideas for workshops and parent meetings are always welcomed.

Family members who would like to volunteer on a consistent basis are required by the New York City Department of Health to have a current physical on file at the Center. Forms can be obtained from the administrative office.

BIRTHDAYS

We are happy to celebrate our children's birthdays. We have found that simple parties work best. On the morning of their birthday, teachers assist children in baking cakes for their celebration. In this way, families do not need to feel pressured and all of the children have an opportunity to participate. Families are always welcome to the classroom for the birthday celebration. However, we request that only immediate family members attend the party since we do not have enough space to accommodate large groups. Families can also donate a children's book to the classroom library in honor of their child's birthday.

Please note: Families are also asked not to distribute birthday party invitations in the classroom unless **all** of the children in the class are invited.

FIELD TRIPS

A permission slip is sent home whenever a field trip is scheduled. Family members are encouraged to attend field trips. We must have a specified number of adults on

our field trips to assure the safety of children. School-age siblings cannot serve as chaperones on field trips. Some trips may require a small fee to cover bus or entrance fees. Notes are not sent home for impromptu nature or community walks near the Center.

ACD RECERTIFICATION

Your eligibility to receive ACD subsidized child care services expires every 3,6, or 12 months. ACD will send you an appointment by mail and a copy will also be mailed to the center. It is very important to keep this appointment; otherwise your child will be dropped from the program.

AMERICANS WITH DISABILITIES ACT (ADA)

Our programs are committed to providing children with the least restrictive environment and to work closely with families and therapeutic providers of children with special needs in accordance with the ADA.

Parents are requested to inform the program at the time of enrollment if a child is receiving outside therapeutic services. In order to support the child's individual educational goals we want to inform the teaching staff about the child's status. The director, teachers, and family support service staff will work with families to develop a communication plan with the service providers. When itinerant services are provided on-site the Education Director will be responsible for developing a communication plan with the therapists and staff so that the child's IEP goals are supported in the classroom. The same procedure will be implemented when a child receives therapeutic services from one of our family support social staff members.

In some cases a full-day program may not be appropriate for a child or a child may require a smaller therapeutic setting. If it is determined that our setting is not meeting the child's individual needs we will work with the family to find a more appropriate setting.

SUSPENSION POLICY

One of our main goals is to work closely with children and families when problems arise so that suspension can be avoided. However, suspension may occur in the following situations:

- Failure to attend meetings at the directors', teachers', or social service staffs' request.
- Patterns of child's aggressive behavior that pose a safety risk to children or adults.
- Resistance to adult supervision.
- Failure to provide medical updates.
- Two latenesses within a month.
- Failure to meet fee obligations.
- Parents/Guardians will be suspended from the program if they engage in aggressive behavior (verbal or physical) toward children, staff members, or other parents. Aggressive verbal or physical behavior may result in a parent being barred from the center (requiring another escort to be designated for the child) or termination of services.

TERMINATION OF SERVICES

Grounds for termination include:

- Threat of physical assault or actual physical assault of a child, staff member or parent by a child or parent on or off school premises.
- Failure to pay day care fees.
- Absences for more than 12 days a month and 24 days in 6 months.
- If it is determined that our setting is not meeting the child's individual needs we will work with the family to find a more appropriate setting.

PARENT RESPONSIBILITIES AGREEMENT FORM

It is the responsibility of the primary guardian of the enrolled child to:

- Provide and replenish all required clothing items and supplies (wipes, diapers, bottles, water play clothing and towels).
- Take home bedding and cups/bottles for cleaning on a regular basis.
- Clearly label all of the child's belongings with waterproof/laundry marker.
- Inform teacher and Director if there is a change in address, phone number, emergency contact or release information.
- Have the child in the classroom by 9:30 (or call if special circumstance arises)
- Pick the child up at the agreed upon time.
- Keep the child home if ill and notify the center if your child contracts a contagious illness.
- Bring the child to the center clean (if a child arrives with a soiled diaper, it is the parent's responsibility to change the child before leaving).
- Spend the required amount of time with the child in the classroom during the transition period.
- Notify the Center if the child is going to be absent that day or for an extended period of time.
- Read all notices and take children's artwork home.
- Notify staff if the child has incurred any minor injury (bump, bruise, scratch, etc.)
- Notify the Center at least two weeks before withdrawing your child from the program for any reason.
- Inform the Director if your child is receiving special educational or therapeutic services and has an I.E.P. so that we can support your child's needs.
- Discuss any special circumstances, needs, or requests with the teachers.
- Attend Parent/Teacher conferences throughout the year.
- Attend the required Positive Discipline Workshop.
- Keep ACD Certification and your child's medical visits up-to-date.
- Pay all fees on time, as required.

I, _____, understand and agree to the above

Parent/Guardian Signature

Parent Responsibilities. I understand that should I develop a pattern of not adhering to any of the above policies I may lose the privilege of keeping my child enrolled at the Center.

** Note: One copy of signed Agreement will be given the Parent/Guardian.
One copy of the sign Agreement will be placed in the child's file.*