

Parent Handbook of Policies and Procedures

Updated 7-1-2018

I take pride and value open communication between everyone. I have created this parent handbook to answer many of the questions and concerns that parents have, and to avoid any misunderstandings or ill advised assumptions. The following are my policies on everything from business to discipline to the attire we would like your children to arrive in. Please take the time to read this handbook thoroughly and then we can talk about any questions or concerns you may have.

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I. PHILOSOPHY

It is my hope that the lives of both you and your child will be enriched because of your association with my FHDC.

I care about each child individually, striving not to compare, but to appreciate the precious rhythm of each one's growth. We do not in any way attempt to replace the priority of the home and its environment, but rather seek to supplement and enrich your child's experience.

I feel that each child needs to develop intellectually, socially, and physically, therefore your child will be exposed to many songs, stories, poems, games, large and small muscle equipment and a variety of other activities.

Some things that you can look for while in our classroom are:

The children will spend most of their playing and working with materials or other children. They do not wander aimlessly and will not be expected to sit for long periods of time.

Children will have access to various activities throughout the day. Some of the activities to look for are assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, table toys such as matching games, pegboards and puzzles.

I will be working with individual children, small groups and whole groups at different times during the day. I will not be spending all my time with the whole group.

The classroom will be decorated with children's original artwork.

The children will learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and activities like cooking, taking attendance and serving snack will provide a basis for learning activities.

The children will work on projects and still have long periods of time (at least 2.5 hours hour) to play and explore.

The children will have an opportunity to play outside everyday. Outdoor play will never be sacrificed for more instructional time.

I will always have time to read books to small or large groups throughout the day, not just at group circle time.

Curriculum will be adapted for those who are ahead as well as those who need additional help. I recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.

If you have any questions or concerns about my preschool program, please do not hesitate to ask me at any time.

2. ARRIVAL AND DEPARTURE

ARRIVAL AND DEPARTURE: Children are to arrive clean, fully dressed for the day (not in night clothes), and fed if arriving after 8:30.

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. Excuses like "that is what she wanted to wear" or "I couldn't get him/her to put on anything else" are not acceptable. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure we have a garment that fits

(Please do not bring food in!)

It is normal for children to be hesitant and sometimes even cry when dropping them off. Please be very brief (no more than 5 minutes is sufficient) during drop off times, the longer you prolong departure the harder it gets. A smile, cheerful good bye kiss, and a reassuring word that you will be back is perfect !

ABC Children Arrive @ designated time between 7:30 and 8:10. Extra charges occur outside normal ABC hours.

Do not allow your child to run outside or to your vehicle while you are still inside! The safety rule is "**No one goes outside without their parent with them!**" Please be in control of your child during pick up times, and don't allow them to play on, in, or around the vehicles. If they want to play "driving" please do so in your driveway at home, not here. This is a time of testing when two different authority figures are present, (parent and provider) and this situation will be tested to see if the rules still apply. I will remind your child of inappropriate behaviors being displayed, and take action to correct them if needed.

Children are not allowed to open the back door or the gate at any time. Even when you are on the other side waiting.

This is for safety purposes. We don't want ANY gray areas as to when it is appropriate to let someone in or go outside. It is only appropriate "here" when it is an adult doing it.

Traffic Flow- Please enter the drive on Wright Street pulling up as far as possible (under trees past drive first) and filling drive way. If you must park in alley please pull as far to the right as you can . Do NOT park on neighbors side of the alley. Also, please make pick ups and drops offs as quick as possible so the traffic flow isn't backed up. You will exit through the alley onto Twin Springs.

3 . HOURS OF OPERATION

HOURS OF OPERATION: Normal hours are **7:30** AM to **3:00** PM Monday through Friday. We have an open door policy and welcome parents to visit any time during the day . Bright Beginnings is contracted for a 7 hour day.

4. HOLIDAYS

Please see attached schedule for holiday closings.

5. ADMISSION & ENROLLMENT

A. ENROLLMENT TYPES:

We only have Arkansas Better Chance funding , no private pay.

6. Fees

We are contracted to provide a 7 hour day . Those hours are 8:00 - 3:00 on the schedule given to you. We are opening the doors earlier to ease the traffic flow in our alley, please adhere to schedule. Any time BEFORE your designated time or after 3:00 you will be charged for. NO EXCEPTIONS. **Picking up later than 3:10 pm will result in a charge of \$5 for the first 10 minutes and \$1 for every minute thereafter.**

D. Termination

Bright Beginnings strives to serve each child as an individual and will use utmost care to work with parents if a child is having difficulty adjusting to our setting or socializing . Preschool is a time that children learn social behaviors that are appropriate and many of those cannot be taught at home. Excluding a child for behavior is counterproductive in most cases. There are times that as a teacher and a mom , I can tell that a child “ just needs to be home. “ It isn't so much a discipline issue as assessing that child's needs at that time. If we feel we have behavior problems that are escalating, we will schedule a conference with you , as a parent, to discuss options for improving our relationship with your child.

7. A TYPICAL DAY

Daily Schedule

7:30	Children begin arriving- free play / breakfast
8:45	Circle time
9:00	Centers and individual learning
11:00	Outside Learning Centers , Lunch
12:00	Outside Learning Center, Lunch
12:30	Nap time
2:00	Wake up
2:15	Snack Time
2:30	End of Day sharing
3:00	ABC Dismissed

WHAT IS OFFERED ON A TYPICAL DAY: My purpose and goal is to give the children in my care opportunities to learn in a family like setting, where they can feel safe and loved, and can begin to build a positive self image. Children find stability and security in predictable routines. They also need large amounts of time when they can make choices and play with a minimum of adult direction. A family style child care such as ours, allows this type of activity to happen naturally.

I will be guiding the children in nutrition, health and safety, creativity, arts, fitness, basic preschool learning, and other requests a parent may wish their child to participate in or learn. Each child will be encouraged, but not forced to participate in the daily activities. A young child's learning will be encouraged to be self directed which has been proven to be the best way for a young child to learn. (Naturalistic) Depending on the needs of the children, schedules are flexible and may vary.

8. BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

We practice Conscious Discipline Techniques .

It's NOT Something You Do... It's Something You Believe

We are often asked, "What can I do to calm down when my children are misbehaving?" or, "How can I stop getting so upset with my children?"

Begin by changing your beliefs about behavior, children and conflict. Until these statements ring true for you, it will be difficult or even impossible to change:

- The only person you can "make" change is yourself.
- Children are either calling for love or extending love.
- We must discipline ourselves first and children second

We have been trained to follow conscious discipline techniques that stress self control and regulation. We encourage our parents to learn more and partner with us in raising children that make choices based on more than obeying for the sake of obeying.

If negative behavior becomes habitual Bright Beginnings may schedule a conference with parents to cooperatively plan for a better outcome.

9. Immunization Schedule:

Attached :

Children will be current on all immunization or have a documented legal waiver to attend Bright Beginnings.

10. MEALS & SNACKS

A. NUTRITION: Since food and nutrition are important components of a child's development, We try to emphasize fresh and natural foods such as fresh fruits and vegetables, homemade soups, whole grain breads, etc...

Sample Menu

Monday Breakfast – Milk, Toast, fruit Lunch - Milk , Cheese, Salad, Croissants , fruit
Snack – Oatmeal cookies, milk

Tuesday Breakfast – Milk , English Muffins , Fruit Lunch - Milk, Sandwich Skewers ,
bananas , ranch crackers Snack- Pretzels , fruit

Wednesday Breakfast – Milk, Bagels, Fruit Lunch-Milk , Mini Pizzas, pears, salad
Snack – Peanut Butter Sandwiches

Thursday Breakfast - Milk Cereal, juice Lunch Milk Pasta Marinara and Italian
Sausage, Corn on Cob, Cucumbers Snack – Mac and Cheese, Milk

Friday Breakfast- Milk , Rice Cakes , Fruit Lunch Milk , Ants on a Log, pineapple –
berry yogurt parfaits , Granola Snack – Oyster Crackers , Juice

B. SPECIAL DIETS: If a child has a particular dietary need, substantiated by a medical evaluation, we must be so informed and given a doctor's note.

C. MENUS: We are required to keep daily menus and attendance records for these meals.

11 . HEALTH & SAFETY PRACTICES

A. HAND WASHING:

Children's hands are washed:

Upon arriving for the day

Before eating.

After the use of toilet.

When coming in from outside play.

After coming in contact with a sick child and/or runny nose.

After completing messy crafts or projects.

Provider's hands are washed:

Before preparing food.

Before and after giving medications.

After assisting a child using the toilet.

After touching body secretions.

And about 100 other times during the day.

Hands are always dried with single use paper towels.

B. TOYS & EQUIPMENT: Toys will be sterilized daily or as needed with a mild bleach solution or Lysol.

C. FIRE / TORNADO DRILLS will be conducted at least once monthly and recorded on record sheets. Evacuation plans will be posted on the wall next to exits.

D. ACCIDENTS & INJURIES: First Aid will be administered to a child needing care. Each accident will be recorded on an accident report sheet. Parents will be given a copy of this report and the center will maintain a copy. Serious accidents will be reported to Licensing.

E. FIRST AID TRAINING: We are required to maintain a current CPR & First Aid certificate.

F. RELEASE OF CHILDREN: Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Identification will be required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up child, it would require that you give written permission

in advance or a phone call to verify.

G. REPORTING CHILD ABUSE: Arkansas State Law states that child care facilities are required to report immediately to the police or the Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents / guardians of this report.

H. CARE OF ANIMALS: We do have pets on the premises that are maintained in a healthy and safe environment. Children are encouraged to wash their hands before and after handling or petting the animals. Parents who have children with known allergies to furry animals must alert the Teacher / Director immediately.

H. By signing this handbook you are granting permission for your child to have sunscreen applied to exposed skin areas before going outside on warm sunny days.

12 . ILLNESS

The health and well being of all of the children here are of utmost importance to me. It is for the protection of the children that I must insist on strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making the decisions based on emotion instead of logic. Even with all of our precautions children do get sick and or hurt. Due to my concern for all of the children enrolled in my childcare there are certain guidelines that I require my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. I will furnish you with the proper form. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort

Some of the features that help insure your child's health are:

*NO SMOKING ON THE PREMISES

*My health policy is strictly adhered to.

*Current immunizations are required

*Good hygiene is stressed at all times .

*Favorite blankets or sleeping toys may be brought but kept for rest time. They are not shared with the other children.

*Children do not bring food or drink to childcare. (The only exceptions are pre-arranged

treats)

- *Children do not bring toys from home.
- *Children are prevented from sharing cups, utensils and food
- *Every attempt is made to keep toys and play areas sanitized.
- * Napping is done on individual cots or mats.
- *Food preparation is done in a safe and hygienic manner.
- *Menu's follow Federal Nutritional Guidelines.

A. SCREENING: Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

B. **NON ADMITTANCE:** Your child will not be allowed to attend preschool if he/she exhibits symptoms for exclusion within a 24 hour period prior to child's admittance back to school. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

C. SYMPTOMS FOR EXCLUSION:

1. Fever of 101 degrees F or higher
2. Diarrhea (three or more watery stools within 24 hours)
3. Vomiting on two or more occasions during the past 24 hours
4. A draining rash
5. Eye discharge or Pinkeye
6. Lice or Nits
7. Too tired or ill to participate in normal activities

D. STAFF ILLNESS: If I display signs of infectious illness I will try my best to find a substitute to continue care in my home. If it is impossible for me to find a suitable caregiver, you will be notified to make arrangements for your child.

E. COMMUNICABLE DISEASES: We are required to report communicable diseases to the local Health Department.

For your information a more detailed list is included:

The following are indications of illness that **require your child to stay at home**. This information applies to all child care situations as well as when children enter the public school system.

1. **Fever** - 101 degrees rectal or 100 degrees oral. Temperature must be normal (without medicine) for **24 hours** before returning to school.
2. **Vomiting** - Child must be a-symptomatic for **24 hours** before returning to school.
3. **Diarrhea** - Child must be a-symptomatic for 24 hours before returning to school. If

your child has continuing diarrhea that your doctor feels is non communicable please have him write a note confirming this.

4. **Bronchitis** - Child must be on antibiotic medication for **24 hours** and be symptom free before returning to school.
5. **Ear Infections** - Child must be on antibiotics for a full **24 hours** or have a doctor's note approving attendance before returning to school. Exclusion rules for fever also apply.
6. **Conjunctivitis** - Condition must be treated for a full **24 hours** on medication before returning to school.
7. **Severe Cold** - Cold, accompanied by productive cough, sore throat, severe runny nose.
8. **Severe Coughing** - child gets red or blue in the face or makes high-pitched whooping sound after coughing.
9. **Rashes** - Must be diagnosed as non communicable before returning to school.
10. **Strep Throat** - Child must be treated with an antibiotic for a full **24 hours** before returning to school and must be fever free for **24 hours** without a fever medication.
11. Usual childhood contagious diseases - **MEASLES, MUMPS, RUBELLA, CHICKEN POX**, etc.
12. **Head Lice** - Child must be treated and be **free of nits** before returning to school.
13. **Thrush** - Child must be symptom free for **24 hours** before returning to school.
14. **Sinus Infection** - Child must be on antibiotic medication for **24 hours** and discharge clear before returning to school.
15. **Child is irritable**, continuously crying, or requires more attention than we can provide without hurting the health and safety of other children in our care.

If a child is exhibiting any of the above illnesses upon coming to school, admittance will be refused.

13 . MEDICATIONS

Medication may be administered under the following conditions:

- A. **CONSENT:** Parental and physician's written consent is required to administer ANY medication.
- B. **PRESCRIPTION MEDICATION:** All prescription medication must be in its original container and properly labeled with child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration, such as manufacture's instruction or prescription label.
- C. **NON-PRESCRIPTION MEDICATION** **We do not administer non prescription medication.**

14 . TRANSPORTATION & FIELD TRIPS

- A. Parents will provide transportation to and from the facility. The field trips we take are WALKING field trips within our community. By signing the handbook acknowledgment form you are agreeing to this.

15 . ADJUSTMENT

A. WHAT IS NORMAL:

B. It is normal for your child to have some fears about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

B. FIRST EXPERIENCE: If this is the first time your child has been separated from you, it is natural for he/she to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is all you need to do. Our caring staff will take it from there. Please do not sneak out when your child is not looking.

Usually the child will settle down shortly after you leave.

C. COMMON BEHAVIORS: Depending on their age, some children will "act out" their feelings by:

1. Clinging to you and refusing to let go
2. Having tantrums
3. Forgetting their toilet training
4. Not eating
5. Waking up at night or having bad dreams
6. Bed-wetting

7. Expressing desire to stay home

WHAT TO DO: Usually these problems are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call when you arrive at work.

Chances are that your child will be busy playing and you can relax and concentrate on work.

16. SIGNING IN & OUT

A.Children are not to be let off by themselves outside the building or at the front door. Licensing prohibits a child care provider from releasing children to a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

B. CLOTHES: In order for your child to enjoy their time at preschool, we advise you to dress them in play clothes suitable to the weather. Please remember that we do play - and tend to get very dirty. It is unreasonable to expect a child of this age to remain clean all day. If you have some where you are going immediately following daycare, please bring a change of clothes and we will be happy to have your child ready for your arrival.

B. CHILDREN'S SUPPLIES: Parents are requested to supply those items necessary

for the proper care of your child: a change of clothing.

C. TOYS FROM HOME: Please do not allow your child to bring any of their toys or costume jewelry from home as they can become misplaced or broken.

D. VISITATIONS: We have an "open door" policy. Parents have free access at all times to all areas used by children.

E. We will be signing in and out . Please remember to do this each day.

17. HOUSE RULES

BE RESPONSIBLE FOR THE ENERGY YOU BRING INTO THE CLASSROOM. I work constantly to make sure that the environment your child is in each day is calm and positive. I understand completely that sometimes that are circumstances that make life difficult but I am also of the belief that 3 and 4 year olds shoulders are not large enough to carry those adult burdens. Please bring your child in for drop off with a positive nature. Loud talking and disrespectful and mean words will not be permitted.

18. CELL PHONE – There will be no cell phone usage in our classroom. If you are on the phone , please stay outside the door until you complete your conversation. Your child needs to be able to say goodbye to you in the morning and needs to know that THEY are the most important thing to you when you pick up.

19. NAP TIME/ REST TIME

NAP/REST TIME: According to Arkansas licensing requirements all children 5 years of age and under remaining in care more than six hours are given a supervised rest period. If your child doesn't nap any longer they are still required to rest and remain quiet for the other children..

PLEASE PLEASE DO NOT PICK UP DURING NAP TIME! We ask that if you need to pick up your child (emergency) during this time you call ahead so we can have your child ready and at the door so the other children are not disturbed Please try to schedule appointments for your children outside of school hours but if that is not possible we understand. Get a doctors note and that absence will be excused.

20. Birthdays

Birthdays are a wonderful time in a child's life. I would like to make sure that your child's birthdays that are spent at Bright Beginnings are memorable and fun. I prefer no treats be brought in so that everyone's birthday celebration is equal. We do birthday pancakes and the child receives a special book as the class celebrates with them.

21. Attendance

After 10 non excused absences per semester a child CAN be dropped from the program at the directors discretion . Each situation will be addressed individually by the Bright Beginnings Director .

Tardy is any time past 8:10. Five tardy's will equal ONE UNEXCUSED absence. ABC children arriving AFTER 9:00 am may use that day as ONE of their absences for the year. The state is paying for your child's preschool education, not babysitting as you need

it.

Bright Beginnings MAY ask for a doctors note if excessive absences occur.

22 . SOCIAL MEDIA

Words and text can be often misunderstood. In the past I have had a few misuse the ability to speak freely on the internet and said things that could be misunderstood. As director of Bright Beginnings it is my job to protect my business , other parents and children associated with Bright Beginnings and our employees. Parents may feel that it is quicker or easier to raise concerns about the progress of their child, behavior concerns etc. via a Facebook wall or message board but should be encouraged to use the channels best suited to professional and confidential discussion

Similarly, where parents and caregivers are invited to comment on children's online work, guidance should be provided to help ensure all comments are positive and supportive. It is not acceptable for anyone to post negative comments about any child on social media associated with the school.

Parents or those that represent them using social media to degrade the schools worth or the value of the work put into our days will be given one notice to think and act appropriately and on the second offense will be asked to leave and find a more appropriate setting for their child.

23 – PARENT INVOLVEMENT

Children find security in a world where parents and teachers freely work together to create a rich learning environment. Hands-on experiences in music, arts and crafts, science, literature, language, and indoor and outdoor free play encourage skills necessary in later school experiences and in life. Interacting with a variety of children and adults fosters a close-knit community of learners and encourages tolerance of differences.

Parents benefit, too. In a recent annual survey by a well known cooperative preschool parents responded that they loved parent assisting because they learned so much about their own child, other children in the age group, and about responding to a range of childhood behaviors. Parents also said they met and formed close friendships with other families. Many friendships continue well beyond the preschool years. parents commented that the parents she met at Bright Beginnings with her older children were the same parents she saw at other events in town. Meeting other parents who share the value of being directly involved in their children's education is a wonderful characteristic of a cooperative environment.

As teachers we love learning, and we benefit from a cooperative environment as well. One of the greatest advantages of parents volunteering at preschool is that each family brings something new and special to the school every year. These experiences and skills enrich the learning environment and help the teachers keep their themed units and activities fresh and fun. The teachers also benefit from the close relationship they form

with each family. Their understanding of each child is greatly enhanced because of this relationship, and it helps them to be more effective teachers.

Parent involvement has been proven to increase a child's success in school. At Bright Beginnings we have personally seen the results of parent involvement. We do understand that some parents work or have smaller children at home and will make every effort to ensure there are after hours opportunities to be involved. **It is your responsibility to find a way once a month that you can give time back to your child's school. This is a "family hour." It can be done by mom or dad or even a grandparent. If there is a family event planned for that month the involvement can be counted at that time. I would love to see each family give an hour a week on a rotating schedule.** EX. Every Monday from 8:00 – 10:30 we know that Debbie's mom will be here in our classroom. On Tuesdays we know that Randy's mom will be here. Danielle's mom can't come on the same day every week but she can stay 20 minutes each morning to assist with sign in time. It is not that difficult, just chose a time and commit.

The solution is to work together, sharing problems and solutions while recognizing and supporting each other's best efforts and intentions.

Homeroom Parent-

The room parent facilitates communication between other parents and the teacher. Some room parents also act as the liaison with the school parent group, and very occasionally school staff. The expectations for each school and class vary slightly but for the most part you'll ask parents for donations for classroom parties and events, collect money for teacher gifts, organize volunteers for the classroom and events, and other miscellaneous tasks the teacher might request.

Most room moms:

- Organize class parties, usually around a specific topic or theme.
- Collect money from parents and organize teacher gifts at holidays and during teacher appreciation week
- Recruit and coordinate volunteers for classroom support, school events, and field trips
- Send out reminders about events, activities, field trips, etc.
- Attend parent group meetings.

Keep an up-to-date list of contact information for all parents

24 INCLEMENT WEATHER DAYS - We will remain open and available. If Siloam Springs School district closes and you feel it is not safe for you to transport to preschool, that day will be an excused absence.

25. NO SHOES INSIDE- This year I have decided after cleaning the carpets twice to initiate a “ No shoes inside “ policy for the kids. As children come inside they will take off their shoes and place them in their cubby for outdoor use I am providing crocheted house shoes for each child to be used at school.

26. - Separation of Church and State

Per a memo from the state Department of Education we will not be teaching or promoting religious activities during normal school hours.

27 – Emergency Plan - In the event of a community emergency that causes Bright Beginnings to evacuate more than 2 miles from our home we have signed an agreement with First Baptist Church 2000 Dawn Hill Road to be a safe haven for us . You will be alerted if at all possible through remind 101 when we are enroute and when we have arrived.

If an emergency takes place that forces us to leave the safety of our home (but not two miles away) we will take shelter in the new library building or the lot it is situated on.

28 – Kindergarten Transition Plan – Bright Beginnings will make every effort to make your child’s transition into kindergarten as easy as possible. We work with the local school district by planning activities that help your child become familiar with the people , places and routines in their new school. If your child is attending Bright Beginnings and will not transition into Siloam Springs School district we will make sure you have a packet to take to your school that will help place your child with the teacher he/ she will do best with and other documentation that will help in his placement and ultimate successful school experience.

29- Phone Courtesy - Please do not call or text after 9 pm unless it is an emergency.

30 **SUMMATION**

All children enrolled in this facility are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide for your child a safe, clean and loving environment, in which each child will feel that he/she is loved, valued and wanted.

