



Lil PeeWee's Childcare and Learning Center

2411 Hunter Rd.

San Marcos, TX 78666

512-392-3150

Family owned and operated

Parent Handbook

For

Lil' PeeWee's Childcare & Learning Center Inc

PURPOSE AND PHILOSOPHY:

*To create an environment full of learning experiences that will meet the needs of each individual child.

*To provide qualified teacher's who can create an environment where the children can develop intellectually, physically, emotionally and socially.

Lil' PeeWee's provides full time group care to children from 6 weeks to five years of age. The goal of our center is to enhance the children's learning and development through planned educational activities and play. Our center is not based on one specific philosophy. We try to teach our children with a mixture of teacher directed and child directed techniques. In teaching our children we try to bring in as many "real" learning experiences as possible. For example: when learning about winter we may talk about how water turns to ice and show this in an experiment in our science lesson. We feel at Lil' PeeWee's that learning social skills is the most important of any of the developmental areas. We work with the children on relating to friends and making good choices on their own. All of which is part of building social skills. Our goal at Lil' PeeWee's is teach our children to be creative thinkers.

All Lil' PeeWee's staff attend a specified number of training hours per year and plan their days to be developmentally appropriate to their age group. Lil' PeeWee's, Inc. is in compliance with the Texas Department of Protective and Regulatory Services staff/child ratios.

MOTTO

Lil' PeeWee's motto is "learn as you grow." We are dedicated to providing a nurturing environment as well as helping your child learn, as they grow older. All of our teacher's as well as management staff receive great satisfaction out of watching the children grow and learn. It is rewarding for the teacher's to see the children learn and grow before their eyes. The love of the children cared for in our center is the greatest job satisfaction to all involved in their learning development.

ENROLLMENT PROCEDURES AND PARENT REVIEW

All enrollment information must be complete **before** your child can begin at the center. After reading this handbook parents are encouraged to come by the office and ask any questions concerning our policies or procedures before their child's first day at the center. At any time if policies or procedures change parents will be notified in writing right away.

POSITIVE PROGRESSIVE GUIDANCE (Discipline & Guidance Policy)

Lil' Pee Wee's uses positive guidance techniques. If behavioral issues occur in our center, our philosophy is to help the children learn human values and problem-solving skills and take responsibility for their choices.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed towards teaching the child acceptable behavior and self-control.

A Caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

DAILY SCHEDULE-

Each classroom has a daily schedule. The schedule for each group is planned to meet their physical, social, emotional and learning needs. The schedule is arranged into blocks of activity through the day. All Schedules are posted in your child's classroom.

*****PLEASE HAVE ALL CHILDREN 1-YEAR AND OLDER at the center by 9:00 am. If you do not call by 9:00 a.m. in the infant room you are considered absent for the day. Any children arriving after the drop off deadline misses out on the learning activities and also have a tendency to cause

distraction during naptime. Please try to schedule any doctor's appointments before 9:00 or after 2:00. All drop off times are 9:00 am with the exception of our Pre-K classroom. Our Pre-K classroom (4/5 year olds) must be here by 8:30. Our drop off time in this classroom is earlier because we are working on our certification to be a certified Pre-K classroom. Because we are a learning center it is important that your children be here by 9:00 so that they do not miss out on the learning activities as well as to keep late arrivals from disrupting the other children and their learning. Thank you very much for your cooperation.

LESSON PLAN:

The teacher's in each classroom will post monthly lesson plans that provide information on activities.

WHAT WE LEARNED:

Each parent will be given a daily sheet informing them of their child's daily activities from Infant to 23 months of age. Once the children move into the 2-year-old classroom you no longer receive daily sheets.

NEWSLETTER:

Each month the center publishes a newsletter containing information on activities, parenting issues, and other news items. This is usually available to all parents at the beginning of the month. It is important that parents read all newsletters, for sometimes there is important information that you will only find in the newsletter.

HIRING STAFF TO BABY-SIT:

On occasion, parents ask Lil' PeeWee's Staff to baby-sit. Lil' PeeWee's does not authorize or take responsibility for any services that Lil' PeeWee's employees may provide outside of Lil' PeeWee's premises or programs.

POLICIES AND PROCEDURES:

Every organization must have rules and procedures to ensure that daily operation run as smoothly as possible. Due to the center being licensed by Texas Department of Protective and Regulatory Services, there are State regulations that must be followed.

ENROLLMENT:

When your child is actually enrolled at Lil' PeeWee's there will be many forms that have to be completed. Immunization records and a statement of good health

must be provided to the center at the time of enrollment. Your child **CAN NOT** start at Lil' PeeWee's until both of these items are on file.

All enrolled families must have a daytime phone number that is working. You **MUST PROVIDE TELEPHONE NUMBERS** that we can contact you or other authorized persons in case of sickness, injury or an emergency. Children must be picked up *immediately* when called by the center. Children that are still at the center 45 minutes after calling the parent will be charged an additional fee of \$1 a minute after the allotted pick up time.

When removing your child from the center's enrollment, you **must give a 2-week notice**. If a two-week notice is not given you are still responsible for paying for the two weeks. If you give a two week notice but do not bring your child for two weeks you are still responsible for paying that two week period. If the payment for the 2 weeks is not made your account is filed in small claims court and you are responsible for the amount owed to the center plus any fee's accrued to file the claim.

OPERATING HOURS/DAYS & HOLIDAYS

The center is open Monday through Friday 7:00 a.m. to 6:00 p.m year around. The center closes for several holidays throughout the year. All holidays are standard closing with the exception of Christmas which may vary from year to year. The holidays are as follows... New Year's Eve, New Years Day, Good Friday and Monday after Easter, Memorial Day, July 4th, Labor day, the day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve through January 2nd . The day to return from the holiday may vary depending on when the 2nd of January falls each year. Yearly Holiday schedules will be announced by Mid January of each year. Tuition remains the same even during holiday months.

Other circumstances that would make the center close are as follows.....

- *no electricity for an extended period of time (over 2 hours)
- *Phone service not available leaving us with no way to contact emergency services.
- *No water service at the center for an extended period of time.
- *bad weather such as icy roads, flooding etc.. In bad weather situations listen to the local news. If the San Marcos CISD closes for bad weather then the center is also closed. If it is a time that school is out call the center and listen to the message left for parents on the machine.

ATTENDANCE:

It's important for the children to attend the center on a regular basis with the exception of illness or special events. When children are not at the center on a regular basis it makes it hard for them to adjust to the routines at the center. **IF**

YOUR CHILD WILL BE ABSENT FROM THE CENTER YOU MUST CALL AND LET SOMEONE IN THE OFFICE KNOW THE REASON FOR THE ABSENCE.

It is helpful to the center when they know types of illness to help prevent the spread through out the center. The center is also required to report communicable diseases to the Texas Department of Protective and Regulatory Services as well as the Health Department.

*****PLEASE HAVE CHILDREN AT THE CENTER BY 9:00. No drop off allowed after 9:00 a.m.

CLASSROOM VISITATION

Prospective clients will not be allowed free access to the children's areas (classrooms or playgrounds). If prospective parents want to see the children's areas, one of the administrative staff will give them a tour. If prospective parents decide they want to observe longer than the staff person has time, then staff may decide that the parents can remain in the classroom for a time once the initial introductions to the areas are completed. The most important thing is that strangers cannot just come into the center and have free access to the Center and the children.

Parents that have children enrolled in the center are welcome to drop by at anytime. There is no need for appointments. Prior approval to drop by the center is never needed if your child is enrolled in the center. We only ask that you please not be disruptive to learning times in the classroom. If you decide to drop by at this time please be considerate not to disrupt what is going on in the classroom.

All parents are invited to attend Holiday parties or special activities that may be held at the center.

TUITION AND FEES

There will be a \$25 Return check fee on all Checks!!!! If at any time you have a check returned to the center you must pay future tuition with cash or money order.

The registration/deposits are due at the time your child is accepted and are non-refundable. Supply fees are charged once a year and are prorated each quarter based on your enrollment date. Check family folders regularly to find notices of any fee's that may be due. Registration fee for new enrollment is \$95 and supply fee at enrollment depends on your enrollment month. Annual Supply fee's will be due in September of each year and are \$100.

A two-week tuition deposit will be assessed on each child upon registration. This fee will be applied towards your first two weeks of enrollment.

Tuition varies on age and program. Check with the office for current prices.

Payments are due on the 1st of each month. After the 3rd, there will be a \$25 late fee and \$5 for each additional day until tuition is paid. If payment is not received by the 7th of the month enrollment will be terminated. If the 5th of the month falls on a Saturday, payment is due on Friday. Some parents choose to pay twice a month. For parents that take this option the same grace period applies. You have the 3-day grace period and then a late fee and if the 5th day is on the weekend it is due on Friday.

Tuition WILL NOT be refunded for any reason under any circumstances.

ARRIVALS AND DEPARTURES

We encourage you to accompany your child into the classroom. This provides smooth transition.

When the center first opens for the day and attendance is low, children are usually gathered in one room before they move on to their own classrooms. This provides an opportunity to get settled and gives children of different ages a chance to interact. Also at the end of the day the children are all placed in the same classroom for the last 30 to 45 minutes of the day.

Each child must be signed in and out in his/her classroom. When signing in and out you must put the time and your initials (TDPRS Standards). Each child must be brought into and picked up from their classroom by an adult that is 18 years of age (TDPRS standards). Person or persons other than the parents that are picking up the child *must be on the pick up list*. There are no exceptions. Person or persons other than the parents that have not been to the center before will always be asked for a picture ID.

RELEASE OF CHILDREN

Children will only be released to people authorized by the parent. Parents give this information at the time of enrollment. A person not on the release list **may not** pick up a child from the center for any reason and under no circumstances. If you wish to add someone to the pick up list you must do so in the office.

*****All children must be here before 9:00am *****

LATE PICK UP

Late pick up of children will result in an additional charge of \$1.00 per minute. This must be paid at the time the child is picked up and is per child so if you have 2 children it would be \$2 per minute.

PERSONAL BELONGINGS

TOYS, MONEY, AND PERSONAL BELONGINGS ARE TO REMAIN AT HOME!!! Bringing these items to the center creates conflict among children. Personal belongings may be lost or broken and this causes stress to the child. We can not be responsible for lost, stolen or broken items brought from home.

CLOTHING

Every child must ALWAYS have an extra change of clothes at the center. We never know when they may spill something on their clothing or have an accident. During potty training, children trained need to have several changes of underwear at the center at all times. All clothing must be labeled to prevent loss. This includes coats etc.

Clothing worn to the center should be appropriate for active **messy** play. Remember when dressing your child that we do many messy activities that involve paints etc.

Children spend time outdoors each day unless the weather is extremely bad. Outdoor play is healthy for children and is required by TDPRS standards. Children who are too sick to go outside are too sick to be at the center. Outdoor wear must be appropriate. Coats must be brought on cold days. If your child comes to the center without a coat they will be outside without a coat. Your child can not stay in the building by themselves due to lack of clothing.

LUNCH

Lil' PeeWee's does not provide lunch for the children. You need to bring your child's lunch daily, **with drink** to the center. We can not heat up lunches due to health department regulations. All lunches must be in your child's lunch box in their cubby and easily accessible by their teacher at lunch time. You may use hot or cold packs to keep your child's lunch cold or hot.

The center provides morning and afternoon snacks with milk or juice.

The center is not responsible for your child's nutritional value or for meeting their daily food needs but it is required by the state that you bring your child a healthy well balanced meal.

NAP TIME

All children must have a mat to sleep on for nap time. Daily nap time is directly after lunch. The mat you provide for your child must be vinyl or some material

that can be cleaned with Clorox and water daily. Cloth materials are not acceptable by the state for sleeping mats. The center can order mats for you if needed. The mats ordered by the center are \$30 with shipping and tax. They have a 5 year warranty which will cover all of your daycare years. If you do not choose to have the center order you a mat, keep in mind that if it tears at any time you must replace it (TDPRS standards).

BIRTHDAY CELEBRATIONS

If you would like to have an individual party for your child you may do so. Please discuss this with your child's teacher prior to the date of your child's birth date. All Parties must be between 2:30 and 3:30 pm.

INFANT/TODDLER ROOMS

MARK all of your baby's things, even your diaper bag. There may be a substitute teacher at times and what seems familiar to your baby's teacher can be most confusing to a substitute. The center will not be responsible for lost items due to items not being labeled.

No older children will be allowed in the infant room at any time. Furniture and toys are disinfected daily and other children like to touch and pick up things. This rule is in the best interest of the babies and is also a TDPRS standard.

In our infant room we do not allow parents to walk into the play area unless you take your shoes off. All parents must enter through the side door to the room. You may enter the play area from there IF you take your shoes off.

CONFERENCES

If you have any questions about your child's activity at the center, the Director or your child's teacher will be happy to schedule a conference with you. It is preferred that such conferences be scheduled after your child's teacher's working day has ended.

SCHOOL PICTURES

The school has a professional photographer that comes into the center annually to take pictures. We also at times take pictures of the children interacting at the facility for a center scrapbook.

INFANT FEEDING

We prefer that you feed your infant breakfast before you come to the center. It becomes very hectic in the mornings at drop off time, if all 10 babies have to be fed it makes it extra hectic for the teacher's.

You must provide formula, milk and food for your child. Check with the infant room staff before you start for directions on how to bring bottles to the center. (Ex: pre-filled, power w/ bottles filled etc.) We do not have a problem feeding a baby breast milk if you bring it already in the bottles, you may also put some back up frozen bags in the freezer in the infant room if you would like.

HEALTH POLICY: What happens if your child is ill or injured?

- The daycare facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.
- If your child has been absent because of a contagious illness, the day-care facility must follow guidelines, provided by the state, concerning when the child can return to day care.
- If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It's important that you pick up your child as soon as possible.
- If your child needs immediate medical attention, the center must call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the day-care facility must have your authorization for emergency medical care.

GUIDELINES FOR SENDING A CHILD HOME:

1. If a child has:
 - a. an oral temperature of 100.4.
 - b. under the arm temperature of 99.4, the temperature will be rechecked and if the temperature remains the same the parent will be notified to take the child home.

If a child has a temperature higher than 99.4 but less than 100.4 and/or has symptoms of one or more of the following, the parent will be asked to pick the child up and take them to the doctor.

- a. CHICKEN POX: Slight fever, fine blisters appearing on scalp, face or body.
- b. DIARRHEA: Increase or change in child's usual bowel movement pattern (two loose stools)
- c. GERMAN MEASLES: Slight head cold, swollen glands at the back of the neck.
- d. HAND, FOOT, AND MOUTH DISEASE: Fever, sores and blisters on the hands and feet and in the mouth. This is a viral infection.
- e. MEASLES: Runny nose, watery eyes, high fever and cough. Blotchy

rash on the body.

f. MUMPS: pain in cheeks, swelling over jaw and in front of ear.

g. PINK EYE: Red eyes, discharge from eyes, crusted eyelids.

h. STREPTOCOCCAL INFECTIONS: Fever or sore throat.

i. MENINGITIS (Viral or Bacterial): Sudden onset of fever, headache and possible vomiting.

j. SCARLET FEVER: Fine red rash over body, fever and sore throat.

k. BODY/HAIR LICE: Little bugs on body, itchy scalp.

l. RINGWORM: Itchy scaly patches on scalp and body.

m. PIN WORM: itchy rectum, little white wiggling threads on child's bottom or in stool.

n. IMPETIGO: Small blisters that become crusted or contain pus.

o. VOMITING: One instance of vomiting along with other symptoms, or two with no other symptoms usual criteria for sending child home.

p. RASHES AND/OR SORES: If occurs with fever, the child is sent home immediately. If rash and/or sores occur with no other symptoms but continues for two days, the child is sent home with a stipulation of seeing a physician. If rash and/or sores have been diagnosed as not contagious, but seems to be worsening again, the child can again be sent home and asked to see a physician.

GUIDELINES FOR RETURNING A CHILD TO THE CENTER

It is better to keep children AT HOME until they are **totally recovered** from an illness. Returning a child to the center too soon only increases his/her chances of becoming sick again since their immune system has been weakened.

The following are guidelines to use to determine when your child can return to the center:

1. Children sent home because of a fever may return 24 hours after the temperature has returned to normal, off of medication
2. Children sent home due to the following communicable diseases may return when:
 - a. Chicken pox: Sores are dried up or crusted and no new blisters are appearing.
 - b. Diarrhea: Symptoms are absent for 24 hours.
 - c. German Measles: Rash has faded
 - d. Hand, foot and mouth disease: When fever is gone and sores/blister have cleared.
 - e. Measles: Rash has faded and child is free of fever for 24 hours.
 - f. Pink Eye: Redness or discharge disappears.
 - g. Streptococcal infections: 24 hours after antibiotic treatment has

- begun.
- h. Scarlet Fever: 24 hours after antibiotic treatment has begun.
 - i. Body/hair lice: After treatment with medicated shampoo according to directions and no lice or nits remain. The condition must be closely monitored for ten days; treatment must be repeated to insure success.
 - j. Ringworm: After medication has begun and sores are covered.
 - k. Pin worm: After nails are cut. Return the day after treatment.
 - l. Impetigo: After medicine is given and sores are covered.
 - m. Meningitis(viral): Several days after onset of illness.
 - n. Meningitis (bacterial): 24 hours after release from the hospital (with antibiotics given prior to hospital release.)
 - o. Rash and/or sores: After rash and/or sores have cleared or with letter from a doctor stating that the rash/or sores is no longer contagious.

IMMUNIZATIONS

Children must receive all required immunizations prior to admission. Health records signed by a physician must be on file at the time the child is dropped off for their first day at the center.

Immunizations can be waived under specific circumstances, such as a note from the doctor or a notarized statement from a church or the health department.

Tuberculin testing is not required in Hays County.

HEARING AND VISION SCREENING

All Children 4 years old and enrolled in a licensed facility must have hearing and vision screenings on file at the center. If your child is currently 4 years old we must have this at the time of admission. If your child will turn 4 at the center, at that time you must provide this information to the center. Most pediatrician do these screenings at 4 year well checks.

INCIDENCE OF COMMUNICABLE DISEASES

We will inform you of any communicable disease that may go through the center. We will post signs in the classroom as well as give individual notes to each child. Names of the children with the disease are kept confidential.

EMERGENCIES AT THE CENTER

As children play and explore throughout their days there may be times that accidents or injuries occur. All good programs consist of accidents due to the exploration of the environment by the children.

In the case of an emergency situation, first aid procedures of the American Red Cross will be followed. **All** staff at Lil' PeeWee's have completed First Aid and CPR training.

In case of critical illness or injury during center hours, the child's parents and doctor will be contacted immediately. If the doctor contact can't be made, the child will be transported by Lil' PeeWee's staff or ambulance service if necessary to the nearest emergency room.

GUIDELINES FOR ADMINISTRATION OF MEDICATION

Medication should be given at home by the parent if at all possible. Most antibiotics are now twice a day suspension. These will not be given at the center for there is no reason that this can not be done at home. If there is a medication that your child **absolutely** has to be given, you must sign a medication form in the office. All medication will be distributed to the appropriate staff to be given to the child. Over the counter medication **will not** be given at the center due to TDPRS standards. If your child has an antibiotic that is more than twice a day or a nebulizer treatment that is needed, the center will administer these medications. Each classroom has a medication bin that medication is stored in. You must pick up your child's medication out of this bin at the end of each day. The medications CAN NOT be given if you do not sign the medication form.

DESTRUCTION OF PROPERTY

If your child is responsible for destruction of property due to behavior or not listening to their child care provider, the parent will be responsible for the cost of replacing the destroyed property.

TOILET TRAINING:

Toilet training is started in the 2-year-old classroom here at the center. Toilet training can be a very emotionally charged experience for children, parents and teachers. With the number of children in a group this can sometimes make the process more difficult. We would like the training process to go as smoothly as possible. In toilet training parent-teacher cooperation is essential. Toilet training is one of the major hurdles in the socialization of the child.

We are very happy to work with your child in toilet training once they are in the two year old class. We find that children are not usually ready before the age of two. Once your child is in the two year old class we do not push them to toilet train right away. We go with the child. When the teacher feels that your child is

ready to begin training, we will let you know and have you begin bringing panties/underwear and lots of extra clothes. Once we start working with your child they must be brought to the center in panties/underwear. If you bring your child in a diaper (we consider pull ups diapers and don't recommend them) then they will stay in diapers that day. We **WILL NOT** work on toilet training with your child if you are not working at home also. It does no good for us to work with them at the center if they are not worked with at home.

We have found that if we don't push the children and wait until *they* are ready, they completely toilet train in about 2 weeks.

All children must be toilet trained to move to the 3-year-old classroom. If your child turns 3 and is not toilet trained they cannot move up. Once your child turns 3 they have 30 days to be toilet trained and move up. 30 days after your child's 3 year birthday if they are not toilet trained they will no longer be allowed at the center until they are. This is normally not a problem however. Most girls are usually toilet trained by 2 1/2 and boys between 2 1/2 and 3.

We have found that if we all work together and make this a positive experience for the children and have consistency at home and at the center that it is a very smooth process.

DIAPER & FORMULA FEE

If you do not bring diapers or formula for your child, we will call you to bring diapers or formula at that time. If you do not bring diapers/formula when called you will be called again to pick your child up from the center until they have the needed supplies to be at the center. The staff will try to keep you informed on your daily sheets when items are needed but, sometimes their days are hectic and checking your supplies are not a priority over the care of the children, so, it is your responsibility to ensure that your child has what they need from home.

KARATE

Karate classes are offered at the center. Diaz Martial Arts comes to the center once a week and teaches Karate to children 3 yrs and older. The cost for Karate is \$30 a month. When joining the Karate class there is a \$47.00 uniform fee the first month. Your child will wear their uniform on Karate days to the center. They may bring extra clothes to change into after Karate if they would like.

STRETCH N GROW

Stretch n Grow is a weekly fitness program that comes to Lil' PeeWee's each week and does class with children 2 years old and up. Stretch N Grow is a courtesy of Lil' PeeWee's to each family with children in this age range. Fitness and health we feel is an important part of the children's day and we are glad to provide this service and learning experience for our children.

GRIEVANCE PROCEDURE:

If you have a problem with your teacher you should talk about it with the appropriate staff person. Concerns about children or a child's teacher should first be discussed with the teacher. If this does not take care of the matter, it is then discussed with the director. NEVER discuss problems you have with a staff member with another staff member. All problems with staff must be discussed with the director or assistant director.

The Center is licensed through the Texas Department of Family & Protective Services. You may visit the website for TDFPS at www.tdfps.state.tx.us. You may contact TDFPS by phone by calling 512-834-0162. If you suspect Abuse or neglect of a child you may contact the Child Abuse Hotline at 1800-252-5400.

Parents can view a copy of the State Minimum Standards at any time in the office. All inspection reports are posted in the front door of the office building for parental viewing.

NONDISCRIMINATION STATEMENT

Lil' PeeWee's Child Care and Learning Center does not discriminate on the basis of race, religion, sex, national origin, age or handicapped conditions.

PARENT REFERRAL PROGRAM

We know that your experiences with Lil' PeeWee's will be positive and rewarding for both you and your child. As a parent, you may be asked to recommend a childcare program to others. We hope that you will recommend Lil' PeeWee's to your friends. To show our appreciation for referrals to Lil' PeeWee's, we offer an extra dividend: a credit toward your child's tuition the month after a family that you recommend enrolls with us or \$25 cash in your hands. Ask the director for details. The family that signs up must say that you recommended them at the time of enrollment in order to credit the \$25 to you. If they do not say that you sent them we cannot grant the \$25 referral fee.

SUPPLY LIST INFANT THROUGH 5-YEAR OLDS

All items brought to the center must have the child's name!!!!!!!!!!

Infants (6 weeks-12 months)

- wipes
 - plenty of diapers
 - any ointment or powder if used
 - bottles
 - caps on all bottles (with child's name on cap and on the bottle)
 - extra change of clothes
 - jar food or box of cereal (if child eats food)
 - smile
-

Toddler (13 months to 2 years)

- wipes
 - lots of diapers
 - any ointment or powder (if your child uses these items)
 - no spill cup
 - extra clothes
 - lunch and lunch box or bag (unless you purchase hot lunches)
 - blanket and pillow
 - kindermat (the director can order you one if you need her to)
 - Smile
-

Preschool (3 to 5+ Years)

- Lunch box & lunch with drink(unless purchased through caterer)
- extra change of clothes
- blanket and pillow
- kindermat (director can order you one if you need her to)

POLICY AND PROCEDURE AGREEMENT

I have read and understand the policies and procedures outlined in this booklet

No _____

Yes _____

I have had the opportunity during the enrollment procedure to ask questions about any unclear policy and procedure information.

No _____

Yes _____

I agree to abide by these policies and procedures as an enrolled client of the Lil' PeeWee's Inc. Child Care Center.

No _____

Yes _____

I have read & received the discipline and guidance Policy section of the handbook and understand the centers Discipline policy.

Yes _____ No

I UNDERSTAND THAT THE INFORMATION GIVEN TO THE CENTER REGARDING MY CHILD'S STATUS, PHYSICAN DIAGNOSIS, OR MY FAMILY STATUS MUST REPRESENT COMPLETE AND ACCURATE INFORMATION.

I ALSO UNDERSTAND THAT PROVIDING FALSE INFORMATION TO THE CENTER IS A VIOLATION OF CENTER POLICY AND COULD RESULT IN TERMINATION OF ENROLLMENT.

Parent

Signature _____

Date _____

Center Staff

Date _____