



# Parent Handbook

## PURPOSE

Upper Bucks Day Care is a day care and Preschool that is a ministry of Bethel Baptist Church and Upper Bucks Christian School, Sellersville, PA.

## MISSION

The mission of Upper Bucks Christian School and Day Care is to minister to families and build a foundation for their child's early childhood development in a Christian setting.

## DAY CARE ADMINISTRATION

Mrs. Elyse Shedal, Day Care Director

Mrs. Beth Conduct, Assistant Day Care Director

## DAY CARE STAFF

Mrs. Debbie Dunfee Office administrative assistant

Mrs. Cheryl Griffith, Lead teacher Ducklings department

Mrs. Joyce Ferrell, Ducklings teacher

Mrs. Dottie Harris, Ducklings teacher

Mrs. Rachael Seifert, Ducklings teacher

Mrs. Annette Diehl, Hedgehog teacher

Mrs. Heather Simon, Hedgehog teacher

Mrs. Jane Baurenschmitt, Hoppers teacher

Mrs. Michele Kehoe, Fawns teacher

Mrs. Debra Carey, Button Bucks teacher

Mrs. Jessica Flood, Teaching assistant

Mrs. Gloria Westerband, Teaching assistant

Miss Aubree Mann, Staff assistant

Miss Katia Mann, Staff Assistant

Miss Kailey Seifert, Staff Assistant

## SCHOOL ADMINISTRATION

Mr. Scott Bergey, Upper Bucks Christian School Administrator

Miss Pamela Duckworth, Financial Secretary

## PASTORAL STAFF

Rob Campbell, Lead Pastor, Bethel Baptist Church

Joshua Scheiderer, Assistant Pastor, Bethel Baptist Church

Peter Warde, Youth Pastor, Bethel Baptist Church

Eric Connors, Music Pastor, Bethel Baptist Church

## CHRISTIAN INFLUENCE ON CURRICULUM

Upper Bucks Christian School and Day Care will teach a Biblical world view that is specific to the beliefs and practices of Bethel Baptist Church. This program is set in a Christian context; however, it is not a school of religion. We provide exposure to Bible stories, songs and biblical characters. We will offer prayers of thanksgiving at snack, lunch and other times that may be appropriate. Most importantly we work to convey to the children that they are loved and precious to God.

## CHILD ABUSE/NEGLECT

In accordance with the Child Abuse Prevention and Treatment Act (CAPTA) (January 1996), it is mandatory that child care workers (i.e. Upper Bucks Christian School and Day Care staff) report any suspected child abuse or neglect. In the case of any suspected abuse, it will be reported to the Pennsylvania Child Abuse Hotline.

Child abuse is defined as an act or failure to act by a parent, caregiver, or other person resulting in physical abuse, neglect, medical neglect, sexual abuse, emotional abuse, exploitation, or an act that presents an imminent risk of harm (emotional or physical) or death to a child.

Should a staff member be accused of child abuse or neglect, while the situation is under investigation, the staff member will not be in the classrooms or have any contact with children at Upper Bucks.

## ORGANIZATION

Upper Bucks Christian School and Day Care has regular operating hours from 6:30 a.m. to 5:30 p.m., Monday through Friday. Classes/Staff are available based on the following Departments within state ratios:

Hedgehogs: One year olds one staff for every five children

Hoppers: Two year olds one staff for every six children

Fawns: Three to four year one staff for every 10 children

Button Bucks: Four to five years one staff for every 10 children

Owls: Elementary age (Kindergarten to 4th grade) AM/PM extended care. 1 staff for every 12 children

Director and Assistant Director: On-site daily to assist with classroom needs.

## CALENDAR

Upper Bucks Christian School and Day Care is in session twelve months of the year. Upper Bucks Christian school calendar is followed for holidays and breaks, however sometimes Modified Care is offered for the children. This includes snow days, sick days as well as time for family vacations that are built into the schedule for convenience with your tuition billing. The school is closed for the following days for the 2019-2020 school year:

- Staff in-service (Aug. 22-23)
- Labor Day (Sept. 2)
- Thanksgiving (Nov. 28-29)
- Christmas (Dec. 24-27)
- New Years (Dec. 30-Jan. 1)
- Easter (Apr. 10)
- Memorial Day (May 25)
- Independence Day (July 3)

## COMMUNICATION

Communication between our administration and staff to parents is a high priority and something we strive to always improve upon. There are several ways in which to communicate with us. The first being through Brightwheel. This allows you to send note to teachers and to let us know if your child will be out for the day, had a rough night sleeping etc. Please place any information for the teacher or staff in “Messages”. We will also use Brightwheel to communicate with you regarding your child’s day and any incidents that occurred (potty accidents, minor injuries, discipline issues). You may also email or call the Day Care office to speak with us directly. Please note that we do check emails several times throughout the day, evening and weekend to best assist you. Due to personal family obligations, after hours we will respond to your email at our earliest convenience.

- Day care office (215) 536-9200 Ext.149
- Elyse Shedal at [eshedal@upperbucks.org](mailto:eshedal@upperbucks.org)
- Beth Condict at [bcondict@upperbucks.org](mailto:bcondict@upperbucks.org)
- Debbie Dunfee at [dcoffice@upperbucks.org](mailto:dcoffice@upperbucks.org)

## BRIGHTWHEEL

Brightwheel is a web based program that our day care utilizes to communicate with our parents and staff, and allows you to send messages regarding your child and his/her needs. For our nursery children, we require parents leave notes/special instructions for staff in “Messages” and they will document regarding your child’s day in daily activity log. For other children that are in the potty training process, diaper changes and bathroom habits will be documented and visible in the daily activity log. Other items we will document are, but not limited to illness, minor injury (a picture will be included if it is warranted), behavior concerns, your child is having difficulty with a certain food, and/or anything we feel is out of the ordinary for your child.

## PORTFOLIOS

Portfolios are an assessment tool that is maintained for children in each department. They are used to demonstrate age appropriate development and academic progress at different times throughout the year. Your child’s portfolio will contain examples of developmental milestones, academic progress, social and emotional development, and creative expression. As each department is different, portfolios will vary from class to class. Some ways in which we will communicate with you are through notes, pictures, videos, and on paper. At any time if you would wish to see the progress your child is making, please ask your child’s teacher and she will be happy to show you her ongoing assessment.

## FAMILY INVOLVEMENT ACTIVITIES

- Welcome back picnic - Fri. Aug. 16th
- Muffins with Mom – (Bi-annually)
- Doughnuts with Dad– Thurs. Sept. 19th (Pre-k class only)
- Trunk or Treat-Fri. Oct. 25th
- Grandparents Day– Tues. Nov. 26th (Pre-k class only)
- Pre-K Christmas program-Fri. Dec. 20th
- Literacy Night-Fri. Feb. 28th
- Day Care Sunday-Sun. Apr. 5th
- Pre-K Graduation-Fri. May 29th
- Patriotic Parade/Picnic-Thurs. June 25th

## FIELD TRIPS

### **FIELD TRIPS:**

**Fri. Oct. 18th** the Pre-k class will travel by bus to the Bucks County Children's Museum in New Hope, PA. Two parents will be allowed to chaperone, and will be chosen by first come, first served.

**Tues. May 19th** the Pre-k class will travel to the Lehigh Valley Zoo in Schnecksville. We allow as many adults as are interested to participate in this trip. The cost per chaperone is to be determined and you will be advised as soon as we are updated.

- The entrance fees for your child were paid for in their registration, so there is no added expense for them.
- No siblings are permitted on either trip.
- Any chaperone attending must complete the following:

*1. Pennsylvania Child Abuse History Clearance*

*2. Pennsylvania State Police Criminal Record Check*

*3. Federal Bureau of Investigation Criminal Background Check or signed waiver*

**These three items MUST be completed and we must have a copy of each on file in the school in order for you or another adult family member to attend.**

## APPROPRIATE DRESS

Children should wear comfortable clothing that is weather appropriate and will allow them to play and perform classroom activities without restriction. Activities that are part of your child's daily routine include going to the playground, running, climbing, jumping, painting and floor play. Please refrain from allowing your child to wear loose jewelry or something that has monetary or sentimental value.

Sneakers or close-toed shoes are required. Flip flops, Crocs, and sandals are not allowed for safety purposes. There are many outside activities and other special days that require proper foot attire, and this will allow your child to participate with their class.

Children should be prepared to play outside unless the weather is threatening, inclement, there is a wind-chill, or excessive heat. Please make sure your child comes prepared to go outside. We will monitor the weather and ensure it is appropriate for children to go to the playground. Unfortunately a child that does not come dressed for the weather may not be permitted to play outside with their class.

## FINANCIAL INFORMATION

All billing will be done through FACTS Management System. After enrollment you will receive an email to create your account. Payments are automatically made by direct deposit or credit card.

**Returned checks**– If there is a returned payment to us from the bank, a fee of \$30 will be charged. We are not able to remove this charge once it has been incurred. Please proactively watch to prevent this.

**Current account**–In order to keep our rates as low as possible we must insist that accounts stay current.

**Late fee**–A \$25 late fee will be incurred the day following your selected payment due date. Because of this we encourage you carefully watching your FACTS account to avoid late fees. While payments due date vary, all late fees will be applied to school bills on the first of the month.

**Balances**–Accounts that are past due 30 days will be reviewed by the School Administrator and Day Care Director, and you will be contacted to meet and discuss your account. Accounts that remain past due over 60 days will be turned over to a collection agency at the discretion of the School Administrator and Day Care Director.

## FINANCIAL INFORMATION CONT'D

**Modified care**-Students who attend for the 12 month school year program are eligible to attend modified care days on days that parents are working. Students must be signed up to attend on those days. Students that attend for 9-10 months may attend if parents are working and have requested care from the Director and the Day Care Director. Modified Care is offered for full time working families that have a need for care around federal holidays that some parents have off. Modified care will be offered on the following dates:

- Wednesday, November 27
- Monday, December 2
- Monday, December 23
- Thursday, January 2
- Friday, January 3
- Monday, January 20
- Monday, February 17
- Monday, April 13

**Random days**-If additional days are needed and we are able to accommodate, a flat charge of \$50 is billed per day per child.

**Late fee**-For pick up after 5:30 p.m. for whole day and after 12:00/12:30 p.m. for half day, a \$10 per quarter hour will be incurred. This will increase to \$20 per incident after the third time you are late to pick up your child.

**Two hour delay**-Half day students who attend 2-4 days a week are welcome to switch out another day in place of coming to school on a day with a 2 hour delay.

**Special events**-If you would like your child to attend on the day of a special event, a half day would be free of charge, and we would charge \$20 for a full day of attendance. There are a limited number of spaces available on special days, and attendance is first come first served.

**Potty trained rate**- A child's tuition rate will change when they are fully potty trained. Fully potty trained means:

- Does not have accidents
- Goes to and from school in underwear
- Does not need a nap diaper
- Tells the teacher when he/she needs to use the restroom



## CHANGING SCHEDULED DAYS

- Holidays, and staff in service days cannot be made up. Vacation and sick days are scheduled into your tuition, meaning they are already accounted for. If an excessive number of days are missed due to illness, vacation or inclement weather, parents can request for their child to attend an additional day. A decision will be determined at the joint discretion of the Director and the Assistant Director.
- On the day of special events and parties if you would like your child to attend, for a half day there is no charge and for a full day there is a charge of \$20. Please check with the Director or Assistant Director to ensure there is room and staffing available that day. If you would like to add a day of care for your child, if we are able to accommodate them, there will be a charge of \$50 per child.

## ARRIVAL

Upper Bucks Day Care is open from 6:30 a.m. to 5:30 p.m. Monday-Friday. We begin receiving children at 6:30 a.m. Infants will go to the nursery, older children will be in the rooms according to their age. School aged children will be picked up from the Pre-K room by school staff at 7:30 a.m. and taken to the gym for play prior to the beginning of school. We ask that your child walk in (if able) and begin taking care of their backpacks, lunch bags, heat ups and snacks as their teachers request. This is an important step in building independence. We also ask you to give hugs, kisses, wave from the Pre-K window and keep goodbyes sweet and brief as to deter a highly emotional separation that will be difficult for your child to recover from. According to numerous articles the best strategies for a smooth day care drop off are:

- Be consistent. Try to keep their drop off routine with the same parent and around the same time of morning each day.
- Create a “goodbye” routine, begin this even before you leave the house.
- Do not linger. If your child is given the impression that you may stay, of course he/she will be unhappy when you actually leave.
- Control your emotions, and remain positive. If you seem sad to leave, your child will think he/she should be sad too. Always try to leave with a smile.
- Do not take it personally. Sometimes, even if you do everything “right” your child may cry as you leave. Whatever the reason for their tears, the sad goodbyes do not usually last longer than it takes for you to get to your car. It does not mean they hate you for leaving them in day care.
- Communicate with your caregiver. If you are concerned, do not be afraid to ask your child's teacher how long the crying lasted. Communicate openly with them and ask what they recommend to help.

## ENTERING THE BUILDING

Please enter the building through the doors under the roof with the sign that reads Upper Bucks Day Care. If neither the Director, Assistant Director, or Administrative assistant are in the office to buzz you through the security doors, please press the “Ring” button on the wall between the window and door to the office. We ask to make sure to remain visible so we know who is coming into the building. Someone will remotely unlock the door for you to proceed into the building. We ask that you not ring, or allow your child to press the Ring button if staff is visible to let you in. This can cause an equipment failure that can delay other parents from entering the building, or potentially affect the safety of the children and staff.

If someone other than the child’s parents will be picking them up in the afternoon, we ask you to send a message via Brightwheel, email, call us, or let us know in person of this change. When a different person comes to get your child we MUST have picture ID that matches the name that you have given us. We can and will refuse to allow your child to go with anyone who cannot provide picture ID, and we will contact you immediately to let you know what has transpired.

**\*\*Please note** that security for our children, faculty and staff is our first priority. Our building at our entrance and others throughout the day care, school and church are locked at all times. We ask for your patience and assistance if a staff member is ever to stop and question you regarding your presence in the building. Whereas the Director and Assistant Director may know who you are, if you are new to the day care or we have new staff that are unfamiliar with you, it is in the best interest of our children that they would question you. This is not meant to be a imposition or to intimidate anyone, it is simply ensuring the safety and well being of everyone in our care.

## PICK UP/DISMISSAL

Parents should arrive for pick up by noon for half day students, 12:30 p.m. for Pre-k half day students, and 5:30 for full day students. Out of respect for our staff, if due to an emergency or traffic issues you will be late picking up your child(ren) we ask that you send a message via Brightwheel, or call the office at (215) 536-9200 ext. 149 and speak with a staff member. Please leave a message if no one is available to take your call, we will get the message and be aware of your situation. There will be no late fee charged in the case of a valid emergency, yet staff must be contacted so that we may assure the child and allay any fears they may have. Repeat instances of late pick-up will be subject to review between the day care Director/Assistant Director and School Administrator to evaluate increase in late fee charges.

## ILLNESS AND MEDICAL EXCLUSION

We fully understand that parents have employment and other obligations that require they send their child(ren) to day care, yet it is imperative that they have a back up plan for the days their child is not well enough to attend. In the interest of keeping all of our children and staff healthy we encourage you to stop and assess your child if you feel there is possibility they are under the weather.

**Your child may NOT attend Upper Bucks Christian School and Day Care when one or more of the following symptoms are present:**

- Fever of 101 orally or 100 under the arm in the last 24 hours
- Vomiting twice in 24 hours
- Diarrhea twice in 24 hours
- Impetigo
- Pink eye (Viral or bacterial)
- Not feeling well enough to participate with the class.

**Check with the office to see if your child can attend when the following is true of your child:**

- Has a rash
- Is wheezing
- Is coughing
- Has been to the doctor or emergency room

**Your child may attend when the following is true of your child:**

- They are feeling well enough and can participate with their class
- Fever free without fever reducing medicine for 24 hours
- Your child has been on an antibiotic for 24 hours

## COMMUNICABLE DISEASES

A communicable disease is an illness that is transmitted through direct contact with an infected individual or a object they have touched or used. Some of the most common communicable diseases which should be reported to the Director or Assistant Director are strep throat, conjunctivitis (pink eye), coxsackie virus (hand, foot and mouth), chickenpox, head lice, influenza and impetigo.

Families are required to inform the Director or Assistant Director of any communicable diseases that the children and staff may have been exposed to. Families are asked to notify the day care within 24 hours if a child with a communicable disease has been in the school within a 2 week period prior to the diagnosis. Upper Bucks Christian School and Day Care may notify the parents of the children who attend in order for parents to watch for symptoms of the illness at home. This will be determined on a case by case basis. The school will not disclose the name of the sick child to other families.

If your child has a communicable disease, such as the ones mentioned above, you may be required to present a doctor's note saying your child is no longer contagious prior to your child being able to return to school.

## MEDICATION ADMINISTRATION AT SCHOOL

Whereas we require your child to be on antibiotic for 24 hours prior to returning to school, we do understand the need to maintain a schedule of medicine administration for your child and would be happy to help with this. We ask you to complete a "Permission to Administer Medication" form for each medicine your child has. This form will give us the pertinent information regarding the medicine and time it is needed, etc. We ask that the form and medication be left at the day care office and not taken into your child's classroom. We will document in Brightwheel when the medication is given to your child, and you will find that in their daily report.

If your child develops a fever or another illness during the school day, we will call you and ask for permission to administer a medicine if you would like. We will document in Brightwheel all information regarding the medicine.

**Epi-Pens:** If your child has a prescription for a Epi-Pen, we ask that you complete a "Permission to Administer Medication" form and it will be kept with your child's Epi-Pen in the day care office.

## ACCIDENTS

Parents will be notified through Brightwheel of any accident involving their child. A picture of the injury (if warranted) will be sent along with a note explaining what happened and how it was taken care of. If you child sustains a injury we feel is more than just a bump or bruise, we will call you to let you know what has happened and together determine a plan of action/treatment for your child.

## POTTY TRAINING

Our teachers and staff are happy to help your child transition from diaper/pull ups to using the bathroom on their own. This is an exciting time for you and your child because they are becoming more independent and growing!

## HOME/SCHOOL POTTY TRAINING

Being full potty trained at school differs from being potty trained at home. One thing to keep in mind is that the activity level at school can distract your child from responding to an urge to use the bathroom, more so than at home. The following is a list of reasons how being potty trained at school is different than at home.

- Children are not always going to tell their parents they have to go BEFORE they have to go, because they have free access to the bathroom. At school, the child must tell us BEFORE they have to go so that they may be supervised in the bathroom. This often means that an aide must be called into the room, or the teacher must reach a stopping point in their teaching and settle the other children to assist the child in the bathroom.
- Children often need one on one attention throughout the day in order to keep up with potty training. Here we must divide our attention between all children, which may mean that we miss cues, or specific behaviors to tell us in time to avoid an accident. Therefore it is necessary for a child to verbally tell us they need to go to the bathroom.
- At home, parents can put their child on the toilet frequently. At school, multiple students are often potty training at the same time. Stopping our day frequently for bathroom breaks affects the learning environment of all children.

## THINGS WE WILL DO AT SCHOOL DURING POTTY TRAINING

- Children will be encouraged to try going to the bathroom every hour
- We will practice with children to get their pants up and down on their own and build independent hand washing skills.
- We will encourage children to wipe themselves, but will assist until they show that they can wipe themselves completely when done independently.
- We will watch for clear signs that a child needs to go to the bathroom.
- We will maintain an upbeat disposition towards using the toilet.
- We will praise children for success for each step in the process.
- We **will not** discipline a child for accidents. We will speak with them to ensure they tell us they need to use the toilet the next time, and/or encourage them to do so as they are a big boy/girl.

## WHAT WE NEED PARENTS TO DO

- Children must wear Pull-ups with Velcro sides. We will change wet pullups in the bathroom after a child has tried to use the toilet and this allows us to do so without fully undressing your child. Pull-ups containing a bowel movement during potty training will be changed on the changing table.
- Children should wear loose fitting, elastic waist bottoms during training. We will work with your child to pull their pants up and down independently. Please do not dress your child in overalls or bib type clothing, one piece outfits, belts or pants with snaps and zippers during potty training. Dresses are often difficult for girls during potty training as they also have to hold their dress up and not fall into the toilet.

## A CHILD IS CONSIDERED POTTY TRAINED AT SCHOOL WHEN THEY MEET THE FOLLOWING CRITERIA

- Goes to and from school in underwear.
- The child remains dry and tells a teacher when they need to use the bathroom and consistently remains dry until they reach the bathroom.
- The child consistently urinates and has bowel movements in the toilet. (Children should not wear underwear to school until they can do both in the toilet.)
- The child is learning to wipe their bottom without assistance.
- The child is able to pull down their pants and get them back up without regular assistance. We understand that some outfits might be more difficult and will help children as they need it.
- The child can postpone going to the bathroom if they must wait their turn for someone else who is using it, or we are away from the bathroom (Ex. Outside).
- A child does not need a pull up or diaper for naptime.

**\*\*PLEASE NOTE\*\***

- In order to go to Fawns or Button Bucks, a child must be fully potty trained.
- A child's tuition rate will change when they are fully potty trained.
- We do not put children on a bathroom schedule where they go every half-hour to hour. It is very time consuming with little to no benefit for your child. It makes the day center around the bathroom which is not possible in the day care/preschool setting.
- We do not limit food or drinks to discourage bathroom use. We will maintain the same food and drink schedule during training as our normal schedule.
- We will bag soiled underwear/clothing and return it to the parent at the end of the day.

It is very common for children to regress in potty training during their preschool years. This can often be caused by even the slightest change in their life/routine (moving, birth of a sibling, new schedules, parents returning to work, etc.) we will continue to support children and parents through their time with us in using the bathroom and developing healthy routines.

INCLEMENT WEATHER

UBCS Day Care strives to make the best call based on the circumstances a storm dictates. The Director, Assistant Director, and School Administrator will monitor the weather and local school districts to determine when it is appropriate to close the center early or cancel care for the day or following day.

In the event that UBCS Day Care delays opening, closes early or cancels the day staff and parents will be notified via Parent Alert, Brightwheel, and Facebook.

TWO HOUR DELAYS

Please note that a 2 hour day due to inclement weather means that our day care will open the doors for your child(ren) at 9 a.m. As our staff arrive we will ask you to wait in the lobby of the day care until 9 a.m. as they require time to prepare their rooms and to receive your child. We apologize for any inconvenience this may cause as we know you have a schedule as well, however it is in the best interest of all children in our day care so our staff can provide their full attention to the children entering their rooms.

## EMERGENCY PREPAREDNESS AND SCHEDULED DRILLS

Upper Bucks safety and preparedness are very important to us, therefore drills and teaching are necessary. The following is a list of drills your child will be involved in:

- Fire drills- monthly
- Tornado drill - in the Spring
- Earthquake drill - in the Fall

## INTRUDER DRILLS

This drill is done with the sole purpose of teaching the students what to do in the event that someone enters into our building(s) with the express purpose of harming us. This is a subject that no one wants to have to teach young kids, and we understand it is a sensitive matter. These drills are done a minimum of twice per year, yet the goal is three times. We will be introducing a book titled *I'm Not Scared, I'm Prepared* and it is published through the ALICE training institute which works with schools to prepare for this type of incident. These drills will be conducted in a manner that instills confidence and not fear, they are not to teach them that all strangers are bad. What we strive to instill in your child is the ability to remain calm, listen and react when their teacher tells them that it is time. Emergencies are not something we can control, yet we can manage them and train for the best outcome. We have all the faith in our teachers, aids, and staff that they will make the best decisions regarding how they manage their response to an intruder situation. We encourage you to ask questions regarding these drills, emergencies, or our crisis management plans for any/all drills that will be conducted.

## BITING/INJURING ANOTHER CHILD

It is our main goal to keep each child safe while they attend our day care. Biting and/or injuring another child will not be tolerated at any time. Whereas we understand that each child and situation is different we cannot allow a child to be harmed in any way.

Should your child bite or injure another child in their room or the day care, the following plan of action will be taken.

- The first time you will be notified through Brightwheel via text message or email as to what has happened and what our plan is to handle the situation.
- Should your child hurt another child in the course of the same day, we will contact you and let you know what has happened. The circumstances of each situation will determine if a parent will be asked to pick up their child. Each occurrence will be reviewed on a case by case basis with the Director and Assistant Director as to how to proceed.



## DISCIPLINE

Our staff represent discipline in a positive manner and as a way of teaching and practicing what it means to have an action and consequence for that action. We believe that a child should obey the first time they are told and in a manner that shows respect to their teacher and staff. Children will be given choices in order to have ownership in the learning that comes through discipline. Teachers and staff will use positive language and give appropriate alternatives.

All discipline will address behavior and the consequence of that behavior, therefore each situation will be individually assessed by the teacher and/or staff member. Discipline is based on rules the children need to learn and accept to interact with others. The basic rules of kindness, obedience, respect, courtesy and safety will be enforced.

As each child and circumstance are different and require varied approaches, there may be a need for us to notify you of what has occurred. Notification may be to inform you of a situation that we feel needs your immediate knowledge so you can know prior to picking your child up, or it may be that we need to have you come and take your child home for the day. In these situations the Director and Assistant Director will discuss the behavior issue and determine a course of action.

## SUPPLIES AND EXTRA CLOTHING FOR DIAPERED CHILDREN

Each family is required to provide two packages of wipes and a box of tissues each month for their child's diapering needs. Ducklings are to leave a package of diapers for the staff to store due to frequent changing, and Hedgehogs and Hoppers children must have a minimum of 5 diapers in their backpack at all times. If your child arrives without an adequate amount of diapers, we will use others that we have on hand and you will be asked to replenish the number that were used. Repeated lack may result in a charge for us having to purchase diapers for you.

Please ensure that your child has a complete outfit that is weather/seasonally appropriate and the proper size in their backpack at all times. This includes a top, pants or shorts, underwear and socks. In the event of an accident we will place their soiled clothing in a plastic bag and place it inside their backpack.

## PERSONAL TOYS/SLEEPY TOYS

We ask that your child leave their personal toys at home due to health and safety reasons, unless they are specifically requested by the teacher. Children may bring a sleepy toy, or stuffed animal for naptime if it is something that will aid a transition for them, but it will be kept in their backpack before and after nap. Toys that are brought to school that are not for naptime will be removed from the classroom and returned to your child when they are leaving for the day.