



PARENT HANDBOOK

Children First Learning Center- Columbia
100 Southwoods Center
Columbia, IL 62236

618-281-8181

Locations:

Waterloo

Children First Learning Center- Lakeview
409 Lakeview Drive
p: 618-939-9776
f: 618-939-9812
childrenfirstlc@htc.net

Children First Learning Center- Covington
261 Covington Drive
303 Covington Drive
p: 618-939-6009
f: 618-939-7437
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Columbia

Children First Learning Center- Columbia
100 Southwoods Drive
p: 618-281-8181
f: 618-281-8190
childrenfirstlc3@gmail.com

Let Us Introduce Ourselves

Children First Learning Center is owned and operated by Ryan and Julie Weber. Aubrey O'Riley is the Executive Director, overseeing all locations. Each center employs a Center Director and Assistant Director.

We are pleased to offer area families a safe, secure, and academically challenging environment that is made up of experienced educators.

Children First Learning Center is licensed by the State of Illinois Department of Children and Family Services as a childcare facility and receives regular inspections by the Illinois State Fire Marshal and the Monroe County Health Department. In addition, we have a nurse that comes in once a month to train our staff on a variety of topics including, how to treat illness and injuries and information on other health issues.

ExceleRate is a statewide initiative that promotes continuous quality improvement in child care practices. ExceleRate challenges us to not just meet the minimum guidelines set for by The Department of Children and Family Services but to strive for excellence through these higher standard requirements.

Children First Learning Center is proud to be part of this program. There are several different levels that centers can qualify at. Each of these dependent upon many different factors. If you are interested to learn more, visit their website at <http://www.excelerateillinois.com/> . If you would like to ask any questions to us about this program, please email childrenfirstlccadm@gmail.com and we will respond within 24 hours.

Our staff has been selected on their ability to work with children, to create an environment that is emotionally and intellectually sound for the individual child. Our teachers have years of experience working with children and are qualified to provide the best environment for your child. All of our staff members are certified in the American Heart Association CPR for all ages, Heimlich Maneuver, and Pediatric First Aid.

Children First Learning Center takes special care to thoroughly screen our staff. Each member of our staff has a current physical, a background check, a professional resume, and letters of reference on file.

OUR PURPOSE, PHILOSOPHY AND GOALS

We are pleased you have entrusted your child/children with us. It is our purpose, philosophy, and goal to create a nurturing and caring learning environment, which promotes the optimal development and learning potential of young children.

To provide for physical care, health, and safety.

To provide a sound nutritional program.

To provide opportunities for each child:

- For sensory experiences, cognitive learning, physical activity, and language growth.

- To stimulate curiosity and exploratory behavior, self-expression, creativity, self-control, and responsibility
- To have interactions with caring professionals who understand children's needs while recognizing that individuals are different
- To make a successful break from home and family to an atmosphere with trusted adults
- To acquire a sense of personal identity and independence
- To acquire social skills in a positive emotional climate
- To learn appropriate behaviors for group experiences

Parent Participation

The parent is the single most important influence in a child's life. Children First Learning Center feels that it is important that you be involved in the experiences that make up your child's day. We will frequently send home information through See Saw of what your child has been doing through the day, week, and month. Your child's teacher is available to meet with you at any time to discuss progress or any concerns you might have. Parents are encouraged to participate in field trips and class parties. You are invited to join us at the Learning Center at any time.

Children First has a parent group that meets four times per year. We organize activities throughout the year for our children. We also organize fundraisers and run a teacher appreciation program. This group also serves as an advisory board to plan and implement future program planning.

Discipline Policy

Children First Learning Center believes in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. A desire to strengthen each child's sense of self-worth, and confidence in themselves is our goal at the Center. Children First believes that praise and encouragement are more effective in modeling appropriate behavior in children than negative techniques. The discipline policy used at Children First is in compliance with Illinois Department of Children and Family Services Licensing Standards. It includes positive reinforcement and redirection for all age groups. Physical punishment, physical restraint, or humiliation is never used in our center.

Aggressive Behavior Policy

Biting, hitting, pushing, foul language, pinching, scratching, kicking, and punching are considered aggressive behavior. If the discipline techniques are not effective in controlling a child's behavior, the teacher can call upon the Director or Assistant Director to assist in teaching the class while the teacher works with the child one on one in his/her classroom to help resolve the child's behavior issues.

If this is not effective in controlling the child's behavior, the parent or guardian will be contacted and asked to remove the child from the facility for the remainder of the day. The parent or guardian will have 60 minutes to arrive and pick up the child.

ADMISSION, ENROLLMENT, & DISCHARGE

Admissions

No child will, on the basis of sex, religion, race, color, national or ethnic origin, or handicap, be excluded from participation; be denied the benefits of, or be subject to discrimination under any Children First Learning Centers program or activity.

Enrollment Procedure and Forms

Upon enrollment, parents are asked to pay a \$25.00 non-refundable registration fee. The first weekly tuition payment is due before service begins.

The Department of Children and Family Services require the following forms. Enrollment will not be complete until all of these forms are completed and filed.

- ❑ Enrollment Form (to be submitted at the time of registration)
- ❑ Medical Form (to be completed by the child's doctor)
- ❑ Emergency and Pickup Information Card
- ❑ Activity Release and Fee Agreement Form
- ❑ Child Information Form
- ❑ Birth Certificate

Discharge

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's and parents' needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities.

Children First Learning Center also reserves the right to terminate enrollment if any family member exhibits behavior that is inappropriate for our setting; this would include yelling, cussing, threatening staff, and any other behavior that you would not be tolerated in a childcare center.

Release of Information

A file complete with enrollment forms, and developmental information that is shared with parents at each scheduled teacher/parent conference is confidential. No information will be given either orally or in writing about a family or child without the written consent of the parent/s.

Insurance Coverage

Children First Learning Center covers each child by an accident policy while they are at the Center or participating in a Children First sponsored outing. If an injury should occur it is the responsibility of the parent to file a claim with the owner so

the insurance carrier can be notified. Any questions about insurance can be discussed with the owner.

Tuition

The rate for each individual child is as follows:

Infant: (6 weeks-14 months)	\$235.00 per week
Toddler: (15 months- 23 months)	\$ 215.00 per week
Two's: (24-35 months)	\$ 200.00 per week
Pre-School: (3-5 Not Potty trained)	\$ 200.00 per week
Pre-School: (3-5 Potty trained)	\$ 170.00 per week

Part Time Care for Infants through Two years old is as follows...

4 days per week	\$ 195.00
3 days per week	\$ 150.00
2 days per week	\$ 105.00

Part Time Care for 3-5 year old children is as follows...

4 days per week	\$ 155.00 (\$195 Not Potty Trained)
3 days per week	\$ 135.00 (\$150 Not Potty Trained)
2 days per week	\$ 95.00 (\$105 Not Potty Trained)

School Age:

Full Time (Before & After school)	\$ 100.00 per week
(1/2 day)	\$ 5.00- add to regular tuition rate
(Full Day)	\$10.00- add to regular tuition rate
Before School Only	\$ 7.00 per day
After School Only	\$ 15.00 per day
Full Time (Summer)	\$150.00 per week
Part Time (Summer)	\$ 30.00 per day

Ages (6 weeks through Pre-School)

(Drop In or Fluctuating Weekly Schedules) \$ 50.00 per day

Policy Reminders:

As always, if you are full time with more than one child enrolled, you receive a 10% discount off your oldest child's tuition. You are required to pay your tuition for the days you have enrolled your children even if they do not attend due to illness etc....

Vacation is issued to families that have children enrolled Full Time. Those families will receive 5 days' vacation per year per child.

Payment of Fees and Tuition

Tuition is due by the Monday of the week for which you are paying. Children First does not accept credit or debit card. Tuition can be paid using cash, check, or money order made out to Children First Learning Center. If tuition is not received by 6:15 pm on Monday, an automatic late fee of \$25.00 is assessed. A \$30.00 fee will be charged for any returned check. Non-payment of tuition for more than two weeks will result in a family being dropped from the program.

Children's Home and Aid Society offers a child care subsidy program and is available to families who meet the income requirements. Please speak to the Owner or Director for more information on this program.

Please see the Owner or Director whenever there is a question concerning your child's account balance. The Owner can always be reached by emailing childrenfirstlcam@gmail.com. Statements of account are issued at the end of the year for tax purposes. Monthly statements will be issued for outstanding balances or by request.

As your child moves from one fee level program to another, the tuition rate will be adjusted.

Our education program and licensing regulations require the learning center to employ staff based on the number of children enrolled, we cannot give tuition refunds for day a child is absent, regardless of the reason. Each family enrolled full time in our program will receive 1 week of free tuition per year for family vacations, etc. These five days can be taken separately or used for a full week of absence. This applies to children enrolled full time only and cannot be used if a child will be leaving the center or if a child is enrolled in the summer program only.

We require that you give us two weeks notice if your child will no longer be attending Children First Learning Center. If you do not give us two weeks notice, you will be billed for those two weeks.

Hours of Operation

Children First Learning Center is open Monday-Friday from 6:00 a.m. to 6:15 p.m.

The Center will be closed on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

We will close early on New Year's Eve.

In the event of severe weather conditions such as a blizzard the Center may limit its hours of operation or close. Children First Learning Center staff will make every effort to contact parents regarding hours of operation or closure. We will post any closing on Channel 5 News.

There will be no reduction in tuition for days the Center is closed.

Arrival and Pick-up Procedures

Morning arrival begins at 6:00 a.m.

The parent is required to accompany their child into his/her assigned room and to the teacher, this assures your child's safety.

If someone other than the person who normally picks up will pick up your child, please call in advance. We CANNOT release your child to anyone who is not on the signed pick-up list. The Children First Learning Center staff has been instructed to request identification if they are unsure as to the identity of the person picking up your child. Please know that this is for your child's protection and is in conformance with the Department of Children and Family Services regulations.

The Center will close at 6:15 p.m. Your child/children must be signed out by this time. Staff members cannot be expected to remain at the facility after closing.

Liability Policy

Children First Learning Center will not accept responsibility for your child until he/she has entered the building and is signed in by a parent or legal guardian. Children that are transported (bus, parent, neighbor, etc.) to and

from school will not be covered by Children First Learning Center liability insurance until they have entered the Children First Learning Center building and have been signed in.

Late Charge Fee:

If you believe that you will be late in picking up your child/children please make other arrangements for your child to be picked up. An abuse of the late pickup policy will result in the dismissal of the child from the Center.

Children First Learning Center will close at 6:15 p.m. Your child/children must be signed out by this time. Staff members cannot be expected to remain at the facility after closing. We are legally responsible for your child until they are checked out from Children First.

In the event that a child is here after 6:15 pm and we have not heard from the parent, we will begin to call all the individuals listed on the emergency contact list. If no one can be contacted to pick up the child, Children First will wait until 6:45 pm. If no one has arrived we will call the Waterloo Police Department to assist us in locating someone to pick up the child.

Having up-to-date emergency contact numbers on file are essential. If you move, change jobs, or phone numbers change, please let us know.

Furthermore, any child who is not picked up promptly at 6:15 pm will be charged a \$5 late fee for the first five minutes and then \$2 per minute after 6:20 pm. These charges will be billed to your account and due the next business day.

The staff shall not hold the child/children responsible for the situation and a discussion of the issue will only be with the parent or guardian and never the child.

HEALTH AND SAFETY

Health and Hygiene

We maintain the highest standards of cleanliness as they relate to everyday living. Our staff is required to wash hands after bathroom visits or diapering,

and before & after serving meals. Covering coughs and sneezes, dressing for the weather, eating nutritious foods, etc. are part of our daily routine. The children enrolled in our program are taught these important health habits as part of the academic curriculum.

Our staff sanitizes toys on a daily basis and sanitizes diaper-changing stations between uses by children. The sanitation of all tables before and after meals is done daily.

Children First Learning Center's registered nurse provides in-service training on a number of childhood diseases to keep staff updated on signs and symptoms to report. She visits once a month, observes classroom teachers, and provides feedback to the center.

The State of Illinois Department of Children and Family Services requires that a child have a physical examination prior to enrollment of any child and that immunizations be up to date. Physical expires every two years. If you receive immunizations in between physicals, please have your doctor write or print immunizations on a form with the doctor's office name and a signature from nurse or doctor informing us of the immunizations that are given. We can keep your child's medical form updated. We will notify you if immunizations are overdue. If your child develops allergies or any other condition requiring special knowledge and attention please inform the office and teachers.

Physical activity is an important part of a healthy day. Outside play will be a part of your child's daily schedule at Children First Learning Center. If your child is well enough to come to the center he/she should be well enough to enjoy outside play.

Child Illness

If your child becomes sick and cannot attend the Center please call by 10:00 a.m. When you call, please tell us the nature of the illness and how long you think your child will be away. If your child should contract a contagious illness, please report this to the Center as well. If any child has contracted a contagious illness (strep, chicken pox, etc,) we will notify all parents who have a child attending the Center and ask them to be watchful of symptoms. The Director reserves the right to refuse admittance to any child who arrives and is suspected of being contagious.

When a child becomes ill at Children First Learning Center, the parent will be notified immediately to make arrangements to have the child picked up. In order that we protect your child and the other children at the Center, we must insist that

no child be allowed in the Center that has experienced the following in the past 24 hours:

- Fever of 100 or more
- Rash
- Diarrhea
- Vomiting
- Actively running nose
- Hacking cough
- Red draining eyes

Please keep your child at home until these symptoms are gone for 24 hours. Please make arrangements for a back up caregiver in the event that your child will be out with an illness, or for days the Center is closed.

Medication

Prescription medicine is ordered by the doctor to be dispensed by the parent. You are asking Children First Learning Center to assume the responsibility of administering medication when your child is taking a prescription medication and it is brought to the Center. Prescription as well as non-prescription medication must be in its original container. Prescription medication must have the full pharmacy label intact. Non-prescription medication must be labeled with the child's first and last name and the dosage you would like administered to your child as well as the manufacturer's instructions. A medication form must be completed in the entrance to the building, with the child's name, medication name, dose, parent name, prescription number, and the dates to administer the medication.

Emergency Procedures and Accidents

In each child's file is an application with emergency information. It is the parent's responsibility to see that this form is kept up to date. It is important that you let us know when there are changes in telephone numbers (home, work, or cell) or in the names of persons authorized to pick up your child.

First aid will be administered to your child on a limited basis, for minor accidents, such as superficial cuts or scrapes, bloody noses, bumps, etc., by the Children First Learning Center staff. You will be asked to sign a form giving permission for our staff to apply ice, treat a minor wound, and apply a Band-Aid. If the injury is more serious you will be called to discuss what steps to take. The staff will complete accident reports for all accidents.

If a serious injury or medical emergency arises, names will be called in the order they appear on the child's application. The staff will notify emergency services that will transport your child to St. Anthony's Medical Center in St. Louis County or the hospital that is requested by St. Anthony's for further treatment. One of our staff members will accompany your child to the hospital until the parent/guardian arrives at the hospital to be with the child. We will provide Emergency personnel with you emergency information so that they can contact you directly to provide the best treatment for your child. Arrangements will be made to meet parents at the hospital.

Children First Learning Center provides periodic in-service on handling emergency situations; in addition, staff is instructed in First Aid and CPR.

Safety and Security

All children will be signed in and out by their parents or legal guardian everyday when either arriving or departing from Children First Learning Center. If someone other than the legal guardian picks up the child, they will be required to produce a photo I.D. and provide a complete signature on the Contingency List Sign In / Out Sheet.

Children First Learning Center's building is equipped with a fire and smoke detection system. We conduct monthly fire drills to assure that our staff and children are prepared to take the necessary steps to vacate the building in an orderly and safe manner. We conduct tornado drills at a minimum twice per year.

The State of Illinois requires that all staff of childcare agencies be alert to signs of child abuse or neglect. All staff are mandated reporters and the Center is obligated by law to report any suspected cases of abuse or neglect to the Department of Children and Family Services Hotline.

COMMUNICATING WITH PARENTS

Daily Information

At Children First Learning Center, we feel that frequent communication is of primary importance. We keep you up to date on activities and special events. Newsletters, classroom bulletins, and memos will come home with your

child/children routinely. In the reception area, you will find a parent bulletin board with information of interest to all parents.

We encourage parents to reach out to their child's primary teacher when necessary. Parents are welcome to call the center, if the teacher is not available immediately, the call will be returned as soon as possible. It has been our experience that the younger the child the greater the need for parent/teacher communication. Parents are able to email and send messages through See Saw as well.

It is important to us that your child has an environment that is both stimulating and comforting. If your child is having difficulty at home, chances are that your child will be having difficulty at Children First Learning Center as well. Please let us know if there is anything happening at home. Our goal is to work with you and your child, and knowing that something significant has happened will allow us to understand and help in any way we can.

Administrators are always available to speak with about an concerns you may have or information you would like us to know about your child.

Parent/Teacher Conferences

At Children First Learning Center, we place an emphasis on academic and social growth. Each spring and fall, all parents are offered the opportunity to meet with his or her child's teacher regarding your child's growth and development. Child assessments using the Teaching Strategies GOLD assessment tool will be shared and discussed at parent/teacher conferences. At this time, strengths and goals for developmental growth will be discussed.

Please feel free to schedule a meeting with your child's teacher at any time, should have a concern or would just like to discuss some part of your child's day.

Transitions

When a child is ready to move the next age group classroom, you will be provided with a transition letter. The letter will introduce teachers, give the new tuition rate, dates that your child will begin transitioning and what it involves, and when they will be in the room permanently.

At the time your child is ready to enter Kindergarten, we will work with the local

Elementary school to help with transition. We maintain communication and work together with the school district to strategize and attempt to make the transition easier for your child. We will communicate all information with parents to help everyone stay informed.

PROGRAM AND CURRICULUM

At Children First Learning Center, we use the Creative Curriculum to guide our daily activities, routines, and interactions. The prepared environment of the classroom lets the child absorb the world around them through work with a wide variety of materials. The first of these are the many practical life activities where through concentration and practice, the child develops good habits of work that are the foundation of his/her later education. They learn how to focus on a project – getting needed materials and using them properly – and complete a task.

Child Assessment

Children First Learning Center uses the Teaching Strategies GOLD Assessment Tool to assess children's development and create goals for learning. This tool aligns with the Illinois Early Learning Guidelines (birth-3) and Illinois Early Learning and Development Standards (preschool) set forth by the Illinois State Board of Education. Each classroom will provide assessments for children four times a year from birth-5 years.

Child Screening

- All children (Birth-5 years) are screened at least annually using the Ages and Stages Questionnaire for the purpose of identifying any developmental delays. This is done within the first 30 days of enrollment and again when the child transitions to a new classroom. Consent for completing a screening will be obtained with the signing of a permission form by parents. Knowing your child the best, parents are also asked to complete the survey to share any milestones that may not have been observed within a classroom.
- All parents are provided a copy of the screening results and meetings are scheduled as needed or as desired with the teacher to discuss the results.
- Parents in need of additional information are provided resources on additional evaluation and services, such as Child and Family Connections or the local school districts. Please refer to the enrollment packet, as it also provides details on resources for additional evaluation and services.

Inclusion of Children with Special Needs

Children First Learning Center will take every measure to the best of our ability to accommodate any special needs. Therapists are encouraged to provide services within the child's typical daily routines and activities. All children will be included in regular classroom activities and modifications will be made as possible to assist the child in being included with their classmates. Children First is open to feedback from the parents and therapists about making adaptations and would like to be involved in a child's Individualized Family Service Plan or Individual Education Plan, as possible.

Family & Community Engagement

Children First encourages our families to be involved in the everyday activities of our center. Parents are welcome to visit their child's classroom whenever they like. Parents are encouraged to attend classroom parties and provide input to teachers and Directors.

Each year Children First will host the following social functions for families and staff:

- Open House with food, activities, and the chance to meet and interact with teachers
- Trivia Night to socialize together and raise funds for Teacher Appreciation Program
- A float in the Porta Westfalica Parade where parents, children, and staff walk in the parade
- A Pre-K Christmas Program
- A Pre-K Graduation Program

In addition, we also want to make sure that we are responsive to our family's needs. Some family supports that we offer are:

- A family resource library located in the hallway adjacent to the entry for parents to borrow resources on parenting and child development
- A lending library with children's books located in the hallway adjacent to the entry for parents to borrow books to read at home with their children
- Information and/or referral to supportive services regarding family issues located in the hallway adjacent to the entry
- Convenience Services: Twice yearly professional photos done on site and a Book Fair

- As available, we will provide food and clothing donations to our families. Please make requests with the Director. All requests are confidential.
- Balance Beans is a gymnastics company that comes once per week in eight week sessions for children ages 3-5. There is a separate fee for this program.
- Lil' Mozarts is a music class offered on site once per week in eight week sessions for children ages 3-5. There is a separate fee for this program.

We encourage parents to give us new ideas or ways to help! Please let us know!

Infant Daily Schedule

6:00 - 6:30	Children begin arriving
6:30 - 7:30	Children begin having breakfast, children not eating are provided activities on the floor.
7:30 - 8:30	Diapers changed as needed, play encouraged with other children
8:30 - 9:30	Babies are read soft books and allowed to feel, taste, and touch
9:00	Infant eating snack will be fed
9:30- 10:30	Diaper changing and outdoor time
10:30-11:00	Children's faces hands cleaned. Lunch begins for those eating table food. Children offered activities in the room.
11:00-2:30	Sensory Time, free play, and nap time. Diapering
2:30-3:30	Diapering, bottles, snacks
3:30-4:00	Outdoor Play or inside activity
4:00-4:30	Diapering, bottles, snacks
4:30-5:30	Sensory Play with classmates
5:30-6:15	Children prepare to go home, children are read books and use floor puzzles, games

- Our infant classrooms are set up to work for each individual infant. Schedules are flexible in that each child will be fed and napped as indicated by the child and their family.

Toddler and Two's Daily Schedule

6:30:	Breakfast/ Diapers/Freeplay
8:30-9:00:	Circle Time
9:00-9:15:	Snack
9:15-9:45:	Center Time
9:45-10:00:	Art Project
10:00-10:30:	Diapers/ Music & Movement
10:30-11:00:	Outside/Tumbling & Exercise
11:00-11:15:	Wash hands and read story
11:15-11:45:	Lunch/Diapers/Clean Up
11:45-2:15:	Nap
2:15-2:45:	Diapers/Music & Movement
2:45-3:00:	Afternoon Snack
3:00-3:15:	Story Time
3:15-4:15:	Outside/Large Motor
4:15-4:45:	Diapers/Story Time
4:45 – 5:30 :	Late day activities – center time
5:45:	Late PM Snack
5:45 – 6:15 :	Free Play – Get ready to go home

Pre-School Students Daily Schedule

6:30-7:45	Arrival:Free play inside and out (puzzles, giant building blocks, rubbings, dominoes, peg boards, records, paint, crayons and clay, etc.)
6:30	Breakfast Served
7:45-8:00	Clean-Up
8:00-9:30	Circle time: Discussion: breakfast, health, feelings, choosing work for the day. Shared reading, book discussion, making words
9:30	Snack Time
9:30-11:30	Centers: Math center, Language arts center, Practical life activities (snack time, cooking, measuring, etc.), Science center, Music/computers
11:30-12:00	Outdoor Play
12:30-2:30	Nap
2:30	Snack
3:30-4:30	Outdoor games for free play
4:30-4:45	Story Time
4:45-5:30	Late day activities – center time, painting, art projects, flannel-board stories, puzzles, shared reading etc.
5:30-6:15	Late Snack served at 5:30 pm. Children engaged in free play until departure.

School-Age Schedule (School Year)

6:00	Arrival & Free Play
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6:30	Breakfast Served
7:15	Prepare for bus departure/depart
3:15	Children return from school on bus
3:30	Snack Served
4:00	Homework Time offered with table activities, and free play choices.

School-Age Schedule (Summer)

6:00	Arrival & Free Play
6:30	Breakfast Served
7:30	Morning Circle Time
8:00-9:00	Science
9:00-9:30	Snack
9:30-10:00	Cooking Project
10:00-11:00	Outdoor Play/Large Motor Group Game
11:00-12:00	Free Choice Activities
12:00-12:30	Lunch Served Family Style
12:30-1:30	Table Activities
1:30-2:30	Language Arts Activities Provided
2:30-3:30	Center Open for Free Choice
3:00	Snack Served as a Center
3:30	Afternoon Circle Time
4:00-6:00	Individual Activities offered. Late snack served at 5:45 PM.

Meals

The following meals will be prepared on site and served in the child's individual room.

- ❑ **Breakfast:** Children First will begin serving breakfast at 6:30 am each day. Three days per week, children are served hot breakfast, such as pancakes or scrambled eggs. The other two days cereal with milk & fruit are served.
- ❑ **Morning Snack:** Milk or juice, cheese and crackers, muffins, or bread served in an attractive way, in a relaxing environment.
- ❑ **Lunch:** A hot lunch will be prepared in our kitchen each day. We will offer chicken, fish, beef- plus potatoes, noodles, vegetables, salad, fruit, dessert, and milk.
- ❑ **Afternoon Snack:** As part of the classroom curriculum students will often plan and make their snacks. Crackers and cheese, fruit salad, or peanut butter and celery are examples of the kind of snack students will enjoy together.
- ❑ **Late Day Snack:** Will be offered to children who are with us after 5:30.

Children will be encouraged to enjoy their meals with their classmates in a relaxed, unhurried, enjoyable environment.

Accommodations are available for breastfeeding mothers, who may want to pump or feed on their lunch breaks or when picking up or dropping off. There is a chair in office with a plug that is available throughout the day for use. Please inform us if you will need such accommodations.

Rest Time

Children will enjoy a time to rest or nap after lunch. Each child will be provided with a cot, to stretch out and relax on. Favorite blankets, a pillow, or other objects they are comfortable with are welcome. Cots will be stored in the classroom and disinfected twice a week. Children First Learning Center will provide a sheet to fit on the cot that will be laundered weekly. If you have a cot sheet at home please feel to bring it. Blankets will go home on Friday of each week to be laundered and returned on Monday.

Bathroom Routine

Every child is encouraged to use the bathroom at any time. Assistance will be given if needed. Toileting accidents are just that, accidents and are not unusual. Please provide your child with an extra set of clothing, just in case. Learning to use the toilet is a major accomplishment for your child, it is important to support your child's growing self-confidence and independence. The Staff at Children First Learning Center is happy to work with your child in accomplishing this goal. Let's work together to determine when your child is ready to begin toilet training and together we can implement a successful plan to accomplish this important step.

Birthdays!!!!

Children's birthdays are a special event at Children First Learning Center. We like to make it a "Special Day". Your child's teacher will plan a classroom party in the afternoon for your child's special day. Parents are free to bring in a special snack for the whole class for the celebration of their child's birthday. Any snacks brought into the center must be store bought. If you wish to plan a party for your child, invitations may be placed in children's cubbies.

Celebrations

Our staff likes to celebrate seasonal holidays as well as holidays that are special to your family. Please let us know what celebrations are important to your family. We will decorate our classrooms for seasonal celebrations as part of the month's curriculum and as children learn about these special times, this helps children mark time throughout the year. Children First Learning Center would like to invite the parents to be part of these celebrations.

Field Trips

Field Trips are an important part of a child's intellectual growth. Teachers will plan, in cooperation with the Director, field trips. Parents will receive information about the trip; destination, costs, time of departure and return. Parents are encouraged to accompany us on our trips. Accommodations will be made for those students whose parents do not wish their child to participate in a field trip event. Transportation will be provided by chartered bus and parents will be

required to sign a special permission form. Occasionally, it may be necessary for a parent to accompany their child in order for them to join the group.

Personal Items

Parents are asked to provide disposable diapers and baby wipes for their infants and toddlers. Please mark these items with your child's name.

Pacifiers are important to many children. Infants are allowed to use a pacifier as needed. After 15 months of age, pacifiers are to be used at naptime only for health reasons. After the age of two we ask that the child not bring a pacifier to school.

Children will be bringing home art, science, and math projects. Each child will need a backpack to take home these projects or to take home extra clothes to launder. We want to teach children to be responsible for their own things, labeling your child's personal items makes this an easier task for you and your child.

Please do not send toys from home. If your child would like to share a special toy with his classmates he/she can bring the item on the designated show and tell days. Toys brought to the center on days other than show and tell will be put in a special place until it is time for the child to go home. If your child has a special items that he naps with please send it along with your child.

Items brought from home that are damaged or broken are not the responsibility of Children First Learning Center.

Clothing

Activity and interaction are essential goals of our curriculum. Your child will be involved in many hands-on projects. Please leave a full change of clothes for your child at the Center. If your child gets wet at the water table, decides that paint looks good on his/her shirt, or has a wetting accident, we can make them clean and comfortable again. Infants and toddlers may need several sets of clothes. Soiled clothing will be put in their cubbies. Please check the cubby nightly to see if they need to be taken home.

Your child will be going outdoors during all months of the year, weather permitting. In the summer bring a bathing suit and towel for water play days. In the winter, send snow pants, boots, mittens, hat and scarf.

HELP! Please label all clothing items your child has at Children First Learning Center. We will try very hard to see that clothing is returned, but we cannot be responsible for all clothing and personal belongings.

Children should be comfortably dressed so that they can move about freely. Simple washable clothing is suitable for the classroom. We provide paint smocks when painting, playing with play dough, writing with markers or working with glue. Rubber soled shoes are the most comfortable for children to play in.

We encourage children to dress and undress themselves as much as they are able. Clothing that will help your child gain independence in dressing is best. Outerwear that is easy to put on and remove encourages children to attempt to put on and remove jackets, boots, and mittens.

Concerns

Parents are encouraged to bring any concerns relating to the care and supervision of their child to their child's teacher. If the concern cannot be resolved by speaking to the teacher, parents are encouraged to discuss them with the Owner or Director.

If the concern relates to a particular Center policy please feel free to speak with the Owner or Director. We will do our best to remedy the concern or if not explain why the policy is in place.

THANK YOU FOR CHOOSING
CHILDREN FIRST LEARNING CENTER!
THE PLACE KIDS LOVE...THE PLACE THAT LOVES KIDS