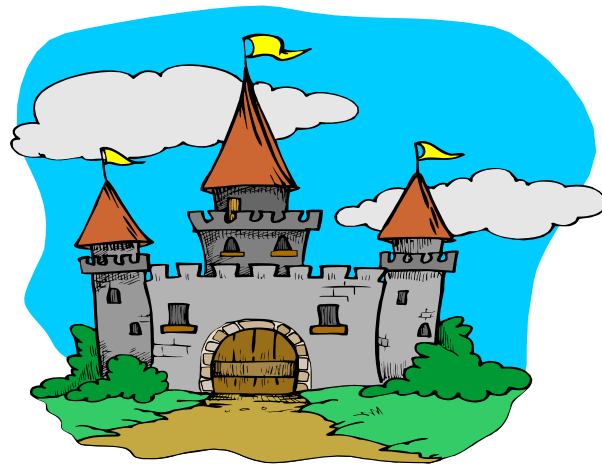


CHILDREN'S PALACE PRESCHOOL
AND
CHILDCARE INC.
PARENT POLICIES

REVISED 2015



"WHERE CHILDREN LEARN THROUGH PLAY"

Philosophy

Children's palace Preschool and Childcare believes that each child has individual needs to be met by a team of qualified and loving caregivers. All children need to be treated with love and respect and in return each caregiver will have the same expectations. Children's Palace offers a loving and nurturing environment for all children to learn and grow through play. We believe that the Wisconsin Department of Children and Families provides a sound set of childcare provider rules and regulations, which we follow at all times to provide a safe and positive childcare experience.

Dear Parent and Guardians,

Welcome to Children's Palace Preschool and Childcare Inc.!

Children's Palace was established March 3rd of 2003. My goal has always been to provide a safe, nurturing and loving environment for children to learn and grow through play. I am a mom of four and will never forget the struggles and stress I had in leaving my child in another person's care. I want to alleviate that stress from you!

We offer exposure to many activities, field trips and guest speakers that will enhance the development of your child's social, emotional, intellectual and physical growth. We are a theme based center and your child's teacher has a lesson plan filled with fun every day! We have music and movement, arts and crafts, science, reading and writing incorporated in their daily schedule with enough flexibility that the structure is a routine, not a struggle.

Your child's classroom is consistently being evaluated to ensure that the space is designed for the group of children in it. You may see periodic changes in your child's room because we strive to set up an environment that has choices for your child's interest and are developmentally appropriate.

Our partnership with you in caring for your child is important to us. We want to be available for communication at your convenience. As a mom, I know when dropping or picking up your child it is not always easy to communicate with your child's teacher. Some ways we offer to ensure sound communication with you and your family are the front board, the lesson plan and menu posted in your child's room and the daily connect application. If you have any questions or concerns, just want to check in or have an idea for us; please contact myself or your child's teacher to set up a time for us to meet. We are available after center hours if that is more convenient for your family.

Thank you for choosing Children's Palace for your childcare and preschool needs!

Sincerely yours,

Kim Gorka

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Acknowledgements: there is a space for the parent/guardian to sign and date to show you understand our policies and agree to comply with them!

Revised 2015

Admission Policy

Children's Palace Preschool and Childcare Incorporated is a state licensed Group Child Care Center that provides child care services without discrimination on the basis of race, sex, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation. Children's Palace will be in compliance of HFS 46 at all times. Located at the front door, is a copy of the State License, HFS 46 rules book, a current copy of the current CFS 294e, weekly menu and all other parent information including but not limited to special guests and events.

Children's Palace- Galesville

19443 Eden Drive
Galesville WI 54630

582-2392

*Licensed for 43 children from 6 weeks through 12 years.

*Operational Hours 5:00 am - 6:00 pm Monday – Friday

Children's Palace- Holmen

525 McHugh Road
Holmen WI 54636

526-2392

*Licensed for 60 children from 6 weeks through 12 years

*Operational hours 6:00 – 7:00 pm Monday – Friday

Saturdays 6-6pm separate contract.

Children's Palace- West Salem

134 South Youlon Street
West Salem, WI 54669

786-2392

*Licensed for 50 children from 4 weeks through 12 years

*Operational hours are 5:30 - 6:30 pm Monday- Friday

All centers provide service year round. There will not be a fee credit available for the following closed holidays: December 31st, January 1st, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. On December 31st (New Year's Eve) we will be closed at 3 pm.

During the above listed holidays, the children will be invited to celebrate and learn about holidays and tradition through play without focusing on religion but exploring culture. If your family recognizes a holiday that we do not, please inform us so we may incorporate as many home values and traditions as possible into your child's childcare experience. Please see your director or contract for any additional Holiday or vacation information as well as the rates and additional fees.

Enrolling your child

A contract must be signed and the \$50.00 registration fee paid in order for your child to be considered enrolled at Children's Palace.

Payment is due the first day of service that your child is in attendance.

A child who is in attendance for one day out of one month is considered enrolled.

Part time childcare is considered 3 days a week or less.

Full time childcare is considered as 4 days a week or more.

Hourly rates are only applicable when a school age child is involved.

Saturday care is a separate fee.

Your contract has more detailed information on rates. If a child has special needs that would prevent them from participating in the regularly scheduled activities for their age group special rates may apply.

Upon the first day of attendance you will need to provide the following forms:

- Children's Palace contract
- Enrollment Form
- Health History and Emergency Care Plan
- Emergency contact form
- Under Two Intake form (if applicable)
- School age agreement form (if applicable)
- * Medical statement or IEP for any special needs in health or behavior care.

Within 90 days please return the Health Report signed by your child's physician. You will also need to provide us with a copy of immunizations at that time.

When a child is under two years of age and enrolled at Children's Palace they need to have a new **Health Report every 6 months**. Once a child is two years of age, they need a new Health Report every **two years**.

The Under Two Intake form is the best way for us to relay information to the staff that will be caring for your child. If there is a change in your child's routine, please document it. Every three months you will be asked by the staff to update this information.

On the Emergency Care Plan form, if you do not provide instructions for your child to be transported to a certain medical facility in the event emergency medical attention is needed, we will direct EMS to bring your child to the closest Medical Facility.

Child pick up-

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone listed on the enrollment form is to pick up the child, Children's Palace will need written notification or a phone call in advance. The person picking up the child will need a photo ID.

To protect each family's confidentiality any information about your child and/or your family will not be shared with anyone who is not authorized to have this information.

The staffs at Children's Palace have a legal obligation to be state mandated reporters. If ever any staff member suspects anything to be questionable abuse or neglect, it is their duty to inform the local authorities.

If ever you have a question or concern that your child's teacher cannot help with please see the center Director. If you need further assistance please see the administrator.

Please know that you can contact me directly at ms.kim@childrenspalacepreschool.com or

608-790-1355

All centers will maintain an accurate count by completing a daily attendance form in each classroom. Each child will be signed in as they arrive and signed out when they are picked up by their parent or guardian.

Fee Policy

Tuition is due on the first day of service each week. After 5 days of non payment a \$25 fee will be added weekly. After 21 days of nonpayment Children's Palace has the right to turn the account over to Credit Bureau Data and legal action will be taken.

If you receive WI SHARES or another form of childcare subsidy, it is your responsibility to ensure you are compliant with all paperwork and co payments.

Items Provided for the Children by their Parents

Each parent is responsible to provide:

1. A sleeping bag and small pillow.
2. A change of clothing including underwear and socks (please make sure it is always season appropriate). If your child is toilet training four pairs of undergarments and pants need to be available.
3. Any seasonal outdoor clothing.
4. Any bug spray, sunscreen or medication with a form completed granting permission to give the medication. Please remember, for children under 2 years you may give long **term permission for diaper ointment, baby powder, bug spray and sunscreen on your under 2 intake form.**
5. If your child is **under two years of age**, you may need to bring one or more of the following:
 1. Formula if you choose other than what is provided. (CP will provide an iron fortified formula and iron fortified cereal)
 2. Diapers and baby wipes
 3. Bottles
 4. Extra blanket
 5. Extra clothing.

***Please remember to always label your child's items**

Education Policy

Children's Palace philosophy is to promote an environment where children learn through play. Each classroom has a lesson plan posted with planned age appropriate activities based on the weekly theme. Each teacher will promote the child's individual development by creating opportunities for the child to learn through play during "center time". Center time is a scheduled time during the day that the teacher encourages the children to role play based on the weekly theme. The teacher will model play in designated centers such as; Family Learning Center, Kitchen Center, Dress up Center, Transportation Center, Manipulative, Lego's and Building, and the Library Center.

The lesson plans will be focused on age appropriate language skills, academics, large and small motor skills, creative expression and self-help skills.

Watch in your monthly newsletter for notices on special events and activities to pertain to the weekly theme!

The Activities Director plans field trips and guest speakers on a regular occasion. If you ever have any ideas or suggestions to bring into the classroom, please share!

The children go for walks and play outside daily as long as weather permits. If the weather consists of heavy rain, strong winds, temps above 90 degrees or below 0 degrees (including wind chill factor) children will not go outside. If a child is under 2 they will not go outside if the temperature is below 20 degrees.

Every child's individual schedule will be considered when transitioning them into Children's Palace. For children under 2 years of age, we will provide a flexible schedule which reflects their individual needs. Each infant will receive frequent position changes throughout the day and ample amount of tummy time.

Child's Guidance Policy

Children will have clear expectations and rules at Children's Palace to guide their behavior. Children's Palace staff will redirect negative behavior and model positive behavior consistently. Teachers will use positive statements such as "use your walking feet" rather than "stop running". Children will be given a wide variety of activities that are age appropriate, the attention they need before they demand it and a safe and controlled environment.

When positive redirection, counting to three or other child management techniques have been attempted, a Time out may be used. Some people/teachers refer to a time out as; "time away" or they may have a "chill out" chair; this is all referring to a time (1 minute per year of your child's age) that the child is removed from the situation to take a break from the negative experience. Once the child has had time away from the negative situation then the child will be reintroduced to the group while promoting a positive environment. The purpose of a time out is to give the child an opportunity to take a break rather than isolation as a punishment. After the time out is concluded the teacher will talk to the child about the negative behavior, praise the child for the positive behavior they have displayed and help them to rejoin the group. Our goal at Children's Palace is to offer more of positive praise; staff will do

this by “catching the child being good!”

What can we do when a child is consistently having ‘unacceptable behavior’:

- staff will assess the behavior
- document it
- meet with the director
- meet with the parents and the director
- develop a written plan
- meet to share the written plan
- implement the written plan for 2 weeks
- then meet again to discuss the results

If there has been a reasonable attempt to meet with the parents and or guardian of the child without success, this is grounds for immediate termination.

Behavior management will be for the purpose of guiding children in their individual development of self control, self esteem and respect for themselves, their peers and others in all of their environments. We recognize that each child has individual needs and every technique does not work for every child, therefore we may request a conference to discuss what technique would work, make a referral to an appropriate agency or discuss alternate care options.

Children who have an Individual Education Plan with an outside agency are **required** to have a copy of this IEP on file before the first day of admission. The Parents/Guardians of the child will be required to meet with the director before admission to discuss Children’s Palace’s ability to meet the needs of your child. If it is determined the child’s IEP was not disclosed this is grounds for immediate termination.

Visits

Parents are always welcome to come in and visit at any time! If you talk to your child’s teacher they may be able to suggest a time that would have activities you could participate in. If there is a court order specifying a parent may not have contact, Children’s Palace will adhere to that order. If your child needs to be observed or evaluated by an outside organization, please get the proper paperwork from the Director before scheduling .If you would like a family member or a friend to visit your child above and beyond the pick up or drop off time, we will need them to fill out volunteer paperwork. Thanks for volunteering.

Rest Time

All children under 5 who have been in care for 4 or more hours are required by licensing to nap for a period of 30 minutes or longer. If after thirty minutes the child has not fallen asleep, they will be offered a quiet activity. Each child over one year will be responsible to provide a sleeping bag. If wet or soiled they will be sent home immediately for laundering, otherwise they will be sent home weekly to be laundered. If you fail to launder the bedding there will be a \$25 fee for laundering.

When a child under two is sleeping, he/she will be placed on his/her back in a port a crib that contains a tight fitted sheet with the blanket tucked into the mattress. No child under one will have anything else in the crib with him or her. If a child falls asleep in a swing, bouncy chair or car seat they will be immediately moved to their bed. If you desire your child to sleep on their stomach you MUST provide a signed statement from the child's pediatrician explaining the medical condition that would justify this. All of these steps are to prevent SIDS.

Children who have been in care for 4 or more hours a day will attempt at having quiet time for a minimum of 30 minutes a day. Children's Palace will provide a quiet soothing environment during rest time. If a child does not fall asleep or continue to rest after 30 minutes, that child will be offered a quiet activity such as a book or puzzle.

School age children during the summer will have the same schedule as the other children. During the school year they will be provided with a quiet area to do homework or relax. The school age children will have access to an assortment of age appropriate activities.

Health Care Policy

The center requires the staff to use Universal Precautions.

Upon hire part of the orientation process is a demonstration of proper hand washing technique.

Staff will wash hands:

- Before and after handling food**
- Before and after diapering**
- Before and after assisting with toileting**
- Wiping bodily secretions from a child with a tissue**

**Any other time Universal Precautions would require proper hand washing techniques.

At all times staff are required to use hand washing, the children are also to have their hands washed

with warm soap and water. A child's face shall also be washed with warm soap and water after meals.

The center requires that all children and staff in attendance must be in good enough health to participate in all activities both indoors and out. The center reserves the right to not admit a child or to send them home if the Director feels they aren't healthy enough to participate. If your child has a medical condition that inhibits participation in regularly scheduled activities you need to provide a letter of care explanation from your medical provider.

Children who are ill should not come to day care. The following are some examples of an ill child:

-Fever of 100 degrees or higher -Sore throat

- Unexplained Rash-Stomachache-Vomiting or diarrhea has occurred in the last 24 hours

-Has a constant thick substance draining from the nasal cavity

All centers display a "Communicable Disease Chart". Children who have any of these illnesses must follow the instructions on the chart before returning to the center. This would include illnesses such as strep throat, chicken pox, pink eye, fifth disease, etc

All communicable diseases will be posted at the main entrance. If you have a question on symptoms, please ask.

Children can return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return.

Please note Children's Palace must comply with procedures on cleanliness and communicable diseases in accordance with DHFS and the Division of Public Health.

If your child becomes ill while in attendance, you will need to pick your child up within **one** hour of notice.

If your child receives a superficial injury while in attendance the injury will be cleansed with soap and water, an injury report will be filled out and a record will be made in the Medical Log Book.

In the event a medical emergency occurs 9-1-1 will be called and the child will be taken to the medical center you requested on your enrollment form. If you did not request a facility, Children's Palace will request the closest facility. At this time it is Saint Francis Medical center and affiliates. Parents will be contacted as soon as possible after contacting 9-1-1.

All observed marked changes to the child's body outside of childcare will be documented in the Medical Log Book. As a group licensed center all of the staff are mandated reporters of any suspected child abuse or neglect.

Please note that if your child is absent you need to inform us. If they do not arrive within 2 hours of their scheduled time, we will attempt to contact you to receive notification of an absent child.

Nutrition Policy

A menu will be posted for everyone near the kitchen, the front entrance and in each classroom, which will show breakfast, morning snack, lunch and afternoon snack. The guidelines provided by the CACFP and USDA will be utilized for the quality, amount of food per child and the cooking methods involved. Staff will attend training throughout the year for more ideas and to stay aware of the CACFP guidelines.

The Kitchen staff will have a minimum of 2 hours of Continuing Education pertaining to meal requirements and detailed kitchen instructions.

All meals will be child friendly while providing the children with nutrition and the chance to experience a variety of scents, textures, and tastes. All children will be offered food within 4 hours of the last time it was offered.

Breakfast is served until 8:30 AM, lunch is served at 11:30 AM, and snack is served at 2:00 PM. When school age children return to the center they will be offered afternoon snack at that time.

Children under two are offered an additional morning snack at 9:30am.

Children under one year will be provided pureed food from the regular menu when the parents or medical professional suggests they are developmentally ready.

If your child has allergies to any item on the menu, it is the responsibility of the parents to provide an alternative item.

Special Diets and Food Allergies

If a child has allergies, it is the parent's responsibility to communicate on the child's enrollment papers. Each teacher will keep an allergy and health concern list on their classroom clipboard along with all emergency contact information for each child. A note from your pediatrician explaining your child's allergy or restrictions may be required.

All allergies will be posted for all staff to see on the refrigerator in the kitchen. All cooks and kitchen staff will have an updated form on the first of each month of all food allergies.

Staff will share information with other staff members pertaining to children in their care. This is information that will help protect and provide for your children. Information includes, but is not limited to allergies, medical needs, special diets, restraining orders approved child contact people and

behavior modification plans. All of our Staff has been trained in confidentiality.

*** All special treats need to be in their original package. Homemade treats will not be accepted due to the potential allergy threat.

Accident, Incident and Medication Reports

An accident report will be filled out for all injuries that occur at the center and or on a field trip. The parent will receive a copy and a copy will go into the child's file. This will also be documented in The Medical Log Book. The Medical Log Book is a composition notebook with numbered pages.

An incident report will be filled out for any situation involving but not limited to a child who is out of control, enraged or harmful to other children. The situation will be looked at by the Director to make sure an objective decision was made as to the incident. A copy will go to the parent and a signed copy by the parent will go into the child's file. This will also be documented in the Log Book.

All medication will require a medicine permission form to be signed by the parent before any medicine can be administered. Each dose of medicine will be documented in the log book. The staff will check the authorization to administer medication form and compare the instructions to the label on the medication. They must correspond. If you are sending an over the counter medication such as Tylenol, Motrin or a cold medication you must follow the recommended guidelines for age and weight. If you request a different dosage than the one recommended on the label, you will need a doctor's prescription for it.

Parents and guardians have access to all records pertaining to their child

TV Viewing

Occasionally, as part of the curriculum or a special occasion, videos or television programs rated **G** will be used. Children are never required to watch television and other activities will be provided for them. If there is a movie time for the older children rated above **G**, **parents will be asked for consent before the child can view the movie.**

Religion

Children's Palace will not promote or discourage religious training. During religious holidays and non religious holidays, Children's Palace will have holiday activities with the children. If there is an occasion that you would prefer your child not to participate in please indicate that on the child enrollment form and speak to the director.

If there is a family tradition or holiday we do not recognize, please teach us! We want to support all cultures and religions in our program.

Outdoor Play and Equipment Policy

Children will spend a minimum of 30 minutes outdoors each day that weather permits with ample space and equipment. All equipment is geared to age appropriateness and provides areas of large motor, small motor, and social interaction skills. Each child will have activities that are age appropriate to engage in. On occasion children will go for a walk or to a local park. On your child enrollment form you completed at the time of enrollment there is a space provided for you to check off a box indicating you give permission for your child to attend a "walking field trip". If you are not comfortable allotting your child to attend there will be an additional activity provided for your child at the center, however they will also need to be in a different classroom during that time.

Field Trip and Transportation Policy

All transportation will be contracted through an outside agency. The Outside agency will be in compliance with all safety codes and conduct. Children's Palace will be responsible for documentation from the outside agency that all vehicles used for transporting are current in meeting the requirements for an alarm system ensuring the whereabouts of all children being transported

Each School Aged child must have a school Age Agreement form in order to be transported to and from school by the Schools transportation service. Children's palace does not provide their own transportation for any situation besides walking.

*****If your child is absent** you must call and inform Children's Palace staff so we know not to expect them on or off of the bus. If we do not receive a phone call indicating an absence, we will first call the bus garage to ensure your child is not lost and then call the parent or emergency contact person to ensure the child is safe and their whereabouts are known.

Each child must have the field trip/transportation permission slip signed by a parent before they may attend any field trip. On your enrollment form you will find a place on the bottom to check off permission for all walking trips.

Each Field Trip will have a separate authorization to attend and be transported permission slip. All Field Trips will be posted at the front door ahead of time to remind parents of the field trip.

When the children are on the field trip, staff will have the following items with them:

- Field Trip Permission form which authorizes transportation
- Emergency Card for each Child which indicates medical facility of choice and permission to treat any injury incurred on field trip

- A First AID kit

If your child receives an injury while participating in a Field Trip that needs medical attention, an ambulance will be called to transport your child to the nearest medical facility. Parents will be notified immediately.

Photo and Marketing

Your child's photo will never be used or printed without your written consent.

FaceBook

Children's Palace has a Facebook account that we utilize for communication with our families. We also post pictures of activities and events. Your child's photo will not be shared with out your written consent.

Fire, Tornado and Other Emergency Procedures

When each child arrives their guardian will document their arrival at the front entrance of the building. Each classroom will have an attendance sheet, which will be a weekly log. As each child arrives the teacher will document their arrival. Each staff member will be expected to recognize and know all the children enrolled in the center.

There is an Emergency shelter and evacuation poster in each room explaining the routes and exits available. Upon hire and at each monthly staff meeting the discussion will reiterate all emergency procedures. On a monthly basis a fire drill will occur involving all of the staff and enrolled children.

Tornado Drills will be practiced during the tornado season, April, through October.

In the event of a fire, tornado or severe weather staff will implement the correct safety plan. The Director will do a final count of children according to attendance sheets and the sign in book to ensure everyone is safe and where they need to be.

Unplanned occurrences

In the event of a loss of service in a Children's Palace facility due to severe weather, flooding, fire, a medical situation that would be disruptive to the children's care or any other emergency impacting a safe environment, the administrator will be informed immediately so she can evaluate the situation to ensure the building is still a safe and appropriate environment for the children. If she deems it unsafe a

“call down” to all families in care will be made informing them they need to pick up their child. Immediately following a report will be made to the Licensing Specialist.

The temperature in a building should not exceed 80 degrees or be lower than 67 degrees at any time. In the event that there is a loss of service to any building the Director will determine if this would put the center out of state compliance. If there is an effect on the children the director will make appropriate calls to have the children picked up by their parents or emergency contact persons.

In the event a child’s whereabouts are unknown all children and staff will be asked to remain where they are in the building. A thorough search of the building starting from the outside area, proceeding to all entrance doors and then searching all rooms in the building will begin. Simultaneously the teacher responsible for that child’s care will initiate a 9-1-1 call then proceed to notify the parents. When the child is located the administrator will be notified immediately so she may complete a report to the Licensing Specialist immediately following notification.

All centers have an emergency contact person posted that is within 5 minutes of the center if ever an event shall arise that another adult is needed for any situation.

Staff Qualifications

All employees of the Children’s Palace will be subject to a criminal background check upon hire.

Before an employee of Children’s Palace can start they must have completed:

- A Child care staff record form
- A background information disclosure Form
- A Group Childcare Orientation form
- Documentation of all qualifications for the position hired

Staff will meet DHFS licensing requirements outlined in Table 46.05-c for a childcare teacher. A childcare assistant teacher must complete all of the minimum requirements within 6 months of assuming the position.

These requirements are specified in the DHFS group Childcare Licensing manual which is located at the main entrance of each Children’s Palace facility. **Staff will receive an Employee Policy manual upon hire.**

Continuing Education Policy

Each employee will be required to provide documentation of compliance to state regulations pertaining

to continuing education. Full time employees are required to have a minimum of 25 hours of continuing education per calendar year. Part time employees are required to have 15 hours. The continuing education hours will be DHFS approved. Each employee will attend a monthly staff meeting, with a minimum of 9 attended per calendar year. Parents who have knowledge on topics related to childcare are encouraged to contact the director to enhance our training experiences at Children's Palace. Within 6 months of hire all staff who provide direct care to children will become CPR certified. Staff will be aware they must keep this certification current. Every 2 years each employee who provides direct care to children will have 2 or more hours of abuse and neglect training.

Dis-enrolling your Child

If you choose to dis-enroll your child for any reason you are required to give a 2 week written notice. In order for Children's Palace to consistently improve the care provided to children, we would appreciate an explanation of your reasons to leave. If there is an occasion where Children's Palace feels it is not in the best interest of your child or the other children in care we will ask you to meet with us and discuss alternative care options. There is a two week notice policy that is expected to be complied with for any family who may disenroll. Full tuition fees are expected to be paid for the two week notice time period.

Children's Palace Preschool and Childcare S.I.D. policy

The American Public Health Association and the American Academy of Pediatrics have written guidelines for child care centers called *Caring for Our Children*. They suggest using the following rules regarding infant sleep positions and their sleep surroundings:

- Infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep in a crib.
- Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys and other soft products shall be removed from the crib.
- If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- The infants head shall remain uncovered during asleep.
- Unless the child has a note from a pediatrician stating otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS)
- When infants can easily turn over from there supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.
- Unless a Pediatrician specifies (in writing) the need for a positioning device that restricts movements within the crib, such devices shall not be used.

Acknowledgements

I have read and fully understand the Children's Palace Admission/Enrollment Policies including the SIDS Policy for children under the age of 12 months. I understand that all tuition fees are my responsibility. I understand that all forms are required to be completed in the amount of time requested. I understand there is a \$25 a week, late fee for any tuition that is not paid in full on the first day of attendance for the week attending. I understand that after 4 weeks of non payment I there will be a small claims suit filed against me for payment and all late fees. I understand my child will not be released to anyone whom is not listed as an authorized person on my child's enrollment form. I understand I must take my child's bedding home to be laundered every Friday or I will be charged a fee. I understand that if my child will be absent I need to call and notify the daycare before their scheduled arrival time. I understand it is my responsibility to notify the center director about changes in my child's care, health or behavior plan.

If I ever have any questions or concerns I can always discuss them with the Director of my center or call Kim Gorka anytime @ 790-1355!!

Parent/Guardian or Employee Signature _____

Date _____

For all children under the age of 2-

I have completed the under 2 intake form. I have met with the infant room staff and/or the director to discuss my child's needs and personality.

Parent/Guardian Signature _____

Date _____