

**GEORGETOWN UNIVERSITY LAW CENTER
CHILD CARE CENTER**



PARENT HANDBOOK

Revised September 2003

PHILOSOPHY

Our goal is to meet the emotional, social, physical, and intellectual needs of children in a safe, healthy, and loving environment. Meeting these needs also leads to the development of desirable dispositions and attitudes, skills and processes, and the knowledge and understanding that will help children be the best they can be. In addition, we strive to foster positive parent, teacher, and management relationships, where meaningful communication with parents is a top priority.

Our Center accepts each child into our program with whatever skills, abilities, special needs, and interests they possess, and builds on those individual qualities to create a positive environment for learning. Each child's interests and developmental advances are nurtured by well-trained and talented staff. At the GULC Child Care Center, we appreciate children: their diversity, their challenges, their successes.

Our philosophy concentrates on the fact that children learn best through play. Instead of focusing on formal instruction of academic skills, our play-oriented activities offer choices and freedom of expression that build independent children with good self-esteem. We maintain a professional commitment to follow the accreditation criteria established by the National Association for the Education of Young Children which describe developmentally appropriate practices for children ages birth to eight years.

The GULC Child Care Center is committed to the highest degree of teacher professionalism. Our staff is caring, loving, and respectful of children as individuals. They receive ongoing in-service training and attend available workshops, courses, and consultations to continue as the best teachers they can be. Our teachers are seen as the most valuable asset the Center has to offer in providing high quality care to our children.

In addition to the benefits to individual children and parents, our child care programs contribute to the overall quality of life for the Georgetown University community and beyond.

GOALS

We want our children to

FEEL SECURE AND CARED FOR AT ALL TIMES, AND HAVE A SAFE, LOVING, AND STIMULATING ENVIRONMENT FOR GROWING AND DEVELOPING.

Children need to feel secure and cared for at all times. Their development is stimulated by experiencing the environment through their senses (seeing, hearing, tasting, smelling, and feeling), by physical activity, and through social interaction. The Center provides a nurturing environment that enables children to feel safe, thereby freeing them to explore and develop a curiosity about the world, and helps them develop confidence, self-control, and a sense of belonging.

DEAL AND FUNCTION EFFECTIVELY WITH PEERS AND WITH ADULTS.

Effective interactions with peers and adults begin with language. Language skills enable children to communicate effectively, to think and learn, and to resolve conflicts with peers. Our teachers will help children to develop these skills. There are many ways language can be developed, such as by listening, by talking, and by looking at books. We want our children to build social skills by developing relationships with adults and peers, understanding and empathizing, and negotiating and applying rules of group interaction. We want children to respect social and cultural diversity, and learn about community and social roles.

DEVELOP THEIR COGNITIVE ABILITIES TO THE FULLEST.

An enormous amount of learning takes place from birth to age five. To foster learning, educational games and activities are planned to meet the child's individual intellectual level of development, and to construct understanding of relationships among objects, people, and events.

A major goal of our teachers is to be alert for the "teachable moment." This is the moment during the course of your child's play when it is most appropriate to introduce a new concept, or ask a leading question, which engages the child in a learning experience.

We also want children to develop creativity and imagination through art, blocks, music, and dramatic play activities.

LEARN GOOD NUTRITIONAL HABITS, IMPROVE PHYSICAL DEVELOPMENT, AND MAINTAIN GOOD HEALTH.

Nutritious meals and snacks (whether from home or school) are served throughout the day. Strict hygiene practices (where children become competent in management of their bodies by toileting, feeding, and dressing themselves) are maintained by our staff. Activities designed to help develop large and small muscles are provided daily.

LEGAL STRUCTURE & ORGANIZATION

The Child Care Center is a part of Georgetown University, a non-profit educational institution, and is operated by the Georgetown University Law Center. An advisory committee advises the Dean on issues and policies. The purpose of the Advisory Board is for attending families as well as Law Center Community members to have a voice in discussing relevant issues and to advise the Center about the direction it will be taking in both the short and long term. The Child Care Center's Director reports directly to the Law Center's Assistant Dean of Faculty Support and Campus Services.

NON-DISCRIMINATORY POLICY

The GULC Child Care Center admits children and employs child care personnel without regard to race, color, creed, gender, religion, or national origin. Any Center employees with life-threatening illnesses or communicable diseases are covered by laws and regulations that protect handicapped people against discrimination. Employees can work at our Center as long as they meet acceptable performance and attendance standards and as long as all medical evidence indicates that their condition is not a threat to themselves or others in the workplace. Health conditions of all employees are personal and confidential.

The center will not discriminate against children with disabilities where reasonable accommodation can be made without undue hardship. The decision to accept a child with a life-threatening illness will be made on a case-by-case basis by a panel consisting of the child's physician and the Child Care Center Advisory Board Members. This panel will determine whether the child may pose an undue risk to other children, if our child care setting has sufficient personnel to meet the needs of the child, and a timetable for periodic review of the decision. The child's right to privacy will be respected and personnel will be advised of the child's condition on a need-to-know basis.

The Child Care Center, as part of the Georgetown University Law Center, is governed by the Law Center's policies of non-discrimination and affirmative action.

ADMISSIONS POLICIES & PROCEDURES

ELIGIBILITY

All Georgetown University students, staff, and faculty are eligible for enrollment although priority is given to members of the Law Center community. If a wait list exists, the priorities are as follows: GULC students, staff, and faculty; GULC alumni; GU Main Campus and Medical Center students, staff, and faculty; GU Main Campus and Medical Center alumni, and others outside the Georgetown University community. Requests for child care will be placed on the appropriate list according to the date the Center receives your form.

Siblings of enrolled children whose parents are currently affiliated with the university as students, staff or faculty will be given preference will be given preference over new applicants, in the order noted above. Siblings of children whose parents are not affiliated with the university will be accepted only after the GU wait lists are exhausted.

Parents may hold a space for their child for up to 16 weeks if that space becomes available before the child is 18 months old. After the first 4 weeks, the family will be required to pay the monthly tuition rate to hold the space for the remaining 12 weeks.

Acceptance for part-time space is limited, subject to the Director's approval, and will depend on the parent's ability to pair the desired attendance schedules to create a full-time slot with another family. The center may also be able to accommodate a family requesting a part-time space, for a limited amount of time when there is not a family to share the space or a family needing full-time care, but the part time space must be relinquished if a full time spot is needed. The family utilizing the part-time space will have preference in the full-time space. A signed agreement is required for all part-time spaces.

The emergency drop-in program requires pre-registration and orientation, and is detailed below.

Non-parents who are the primary caretakers of the children will be required to furnish documentation of their legal guardianship.

ENROLLMENT

District of Columbia licensing requirements require children to be pre-enrolled for all programs. No child can be admitted to the Center, even for a few hours, without being pre-enrolled. You will need to complete a pre-enrollment package containing a registration form, a parent participation form, a local field trip permission form, a health certificate which includes a physical, a **notarized** emergency medical form, and a developmental history form.

In the event of change of address, or home or work phone number, you should notify the Center immediately.

The health certificate must be signed by a **physician** and must certify that your child has received a current physical examination and all age-appropriate immunizations. The health certificate must be updated **annually**, and immunization records must be updated as required. You are responsible for updating all information contained in the pre-enrollment package.

Enrollment packages are available at the office of the Child Care Center located on the lower level of the Gewirz building or by telephoning (202) 662-9256.

Parents must choose to enroll in **either** the Full-time, Part-time or the Emergency Drop-in Program.

Parents must meet with the director to discuss policies and procedures of the center before their child may start. We **strongly** encourage you to bring your child for a visit with you before leaving him for his first full-time day.

The first tuition payment is due before your child's first day of attendance at the Center. In addition to your first tuition payment, payment of an enrollment fee equal to the annual materials fee and a security deposit equal to two week's tuition is due. Tuition can be paid by personal check, money order, cashier's check, or payroll deduction. Checks should be made payable to GULC Child Care Center.

(See TUITION section and tuition and fee schedule for more information.)

Summer Session De-Enrollment

You have the option of dis-enrolling your child for the summer session (June 1- August 15). If you submit your written intent to de-enroll for the summer session by May 1 you will not be responsible for summer tuition and we will "hold" your slot for your child's return in the fall. The center must be notified by July 15 of intent to return to maintain the slot. Dis-enrollment periods are not offered/available at any time during the academic session.

OPERATING POLICIES & PROCEDURES

ACCREDITATION

Our Center was first accredited by the National Academy for Early Childhood Programs, the accreditation department of the National Association for the Education of Young Children (NAEYC), in October 1997 and Re-Accredited in February 2001. We will continue to follow the NAEYC Code of Ethics and recommendations for Developmentally Appropriate Practice in conducting our programs. We will also seek to maintain our accreditation upon expiration.

LICENSING

Our Center is licensed as a child development center in the District of Columbia. A copy of the license is posted by the main door to the Center.

SESSIONS AND HOURS OF OPERATION

The Center will operate from 8:00 a.m. to 6:30 p.m. Monday through Friday year round. The year is divided into two sessions: the academic year session and the summer session. There are no breaks between the sessions; your child's enrollment continues unless you withdraw or dis-enroll for the summer session (see Summer Session Dis-Enrollment).

The Center will be closed for Georgetown University staff holidays (Independence Day, Labor Day, Columbus Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, and Memorial Day) and up to five other administration days a year. At least two of those five days will be reserved for professional. The Center will plan to give 30 days notice for closings for staff training.

BAD WEATHER POLICY

The Child Care Center will be closed when the Law Center closes for inclement weather. The Law Center follows the Federal Government's closing policy and announcements are made on most television and radio stations. Additional information regarding delayed openings will be provided by the Child Care Center. Check the Center's voice mail for updates (662-9256).

PROGRAMS

Our Center has two major programs: a Toddler Program and a Preschool Program shaped by three groups of children. Your child will be moved to the Preschool Program when he/she is developmentally ready and space

permits. The adult-to-child ratios for both programs follow the guidelines as recommended by the National Association for the Education of Young Children. Tuition varies and is based on current affiliation with the university

CURRICULUM

Our Center is a child centered facility. Our goal is to meet the individual needs of the child by providing developmentally appropriate activities. The curriculum is designed to foster development in the cognitive, physical, and socio-emotional areas through daily active learning opportunities, freedom to use initiative, and comfort in the routine patterns of the day.

Caring staff have age appropriate expectations of children's behavior and use their knowledge and understanding of developmental stages of children to plan activities. In our nurturing and accepting environment, child directed and teacher supported activities are emphasized.

In addition, the health and safety of our children are major focus areas for teachers. Teachers are responsive to and responsible for the safety of children in their care.

Following are the curriculum goals for adult/child interaction and key areas of development for our Toddler and Preschool programs.

TODDLER (18 MONTHS - 36 MONTHS OLD)

Adult/Child Interactions

Teachers will:

- remain close to the toddlers giving attention and physical comfort as needed.
- repeat children's words or paraphrase to help assure toddlers that they are understood.
- show positive responses to their actions letting them know their activities are important.
- move quickly and circulate among children in groups to communicate with children in a friendly manner.
- kneel or sit low and make eye contact as they communicate with the toddlers.
- model good verbal communication skills. Listen carefully to what the toddlers say and respond appropriately.
- serve as a behavior model for children.
- give toddlers choices as often as possible.
- provide routine activities at approximately the same time each day to help toddlers feel secure in knowing what will happen next.
- respond immediately to toddler's cries or calls for help.
- greet toddlers and parents with enthusiasm each day.
- redirect toddlers to help guide children towards controlling their own impulses and behavior

Cognitive Development

Teachers will:

- provide opportunities for toddlers to help in performing routine activities such as dressing, toileting, setting the table, clean up, etc.
- help toddlers label things, extend and enrich toddler's language
- repeat many of the same activities so that toddlers can make sense of them.
- provide simple, clear choices.
- protect toddlers from constant interruptions so they have opportunities to concentrate on their play.
- arrange the environment so that toddlers understand limits.

- provide opportunities to draw and scribble; initiate creativity.
- provide lots of props to encourage toddler's dramatic play.
- observe toddlers to get a clear picture of their abilities/skills.
- plan activities in which toddlers can be active.

Physical Development

Teachers will:

- encourage small muscle development by offering a variety of sensory experiences (scribbling, water play, play dough, etc.)
- plan daily large muscle activities indoors and outdoors such as climbing, jumping, running, etc.
- provide music for movement activities and opportunities to play musical instruments.
- provide simple puzzles and table toys for children to practice picking up and placing small objects. Assist them in developing eye-hand coordination.
- encourage toddlers to use the toilet when they are ready. Work with parents to develop a consistent approach to toilet training so that it is a positive experience.
- select materials and equipment to encourage toddlers physical development.

Social Development

Teachers will:

- be aware of what toddlers are doing so they can intervene and help if necessary.
- model and encourage sharing.
- give toddlers words for their feelings.
- tell or show toddlers what they can do rather than what they can not do. Minimize saying NO.
- provide space where toddlers can spend time alone or interact in groups of 2 or 3.
- provide duplicate toys.
- encourage toddlers to help each other.
- model caring behaviors, taking turns, helping, sharing, etc.
- praise toddlers for their efforts.

PRESCHOOL (3-5 YEARS OLD)

Adult/Child Interactions

Teachers will:

- respond promptly and consistently to the needs of the children.
- use a kind tone of voice and gentle touch to build a bond of trust.
- give praise and show delight for childrens' accomplishments and respect their struggles.
- use routine activities as opportunities to give children special attention.
- give children choices and problem-solving activities often.
- provide one-on-one interactions or small group interactions as often as possible.
- listen carefully and respond to childrens' communication.

Cognitive Development

Teachers will:

- encourage language development and communication skills.
- promote problem solving skills
- provide developmentally appropriate hands on materials that invite children to explore and learn.
- help children discover the consequences of their actions and be more responsible for their own actions.
- provide maximum learning time for cognitive development by reviewing and repeating learning activities.

Physical Development

Teachers will:

- provide opportunities to develop large/small muscle control and eye-hand coordination.
- provide music for movement activities.
- provide a safe environment where children can have the freedom to practice large motor skills.
- observe children's activities to gain knowledge about their physical abilities and level of development.

Socio-Emotional Development

Teachers will:

- recognize and respect each child's feelings
- encourage their curiosity and risk taking.
- talk, laugh, play, and sing with the children. Be a part of their interactions and activities.
- include children in conversations.
- provide opportunities for children to watch interactions with each other and adults.
- be flexible in planning to meet the children's individual needs and build upon each individual skill.
- vary the room environment to stimulate, challenge, and create interest in discovery.

TUITION

Tuition is due on a monthly basis. The first tuition payment is due before your child's first day of attendance at the Center. Tuition can be paid by personal check, money order, cashier's check or payroll deduction. Should you choose to enroll in the university's dependent care reimbursement benefit program, the vendor providing this service to the university will mail the specified amount directly to the you following the university's pay schedule. Tuition paid through payroll deduction will follow the university's pay schedule as well. Checks, money orders, or cashier's checks should be made payable to GULC Child Care Center (GULC CCC) and are due on the first day of the month preceding care.

When you enroll your child at the Center, you are buying a space in your child's particular program. It is your child's space as long as you pay tuition, even if your child is not in the Center. If your child is absent from the Center for any reason, including illness, vacation, Center closings for teacher training, or Law Center closings due to weather or holidays, you must continue to pay tuition to maintain his or her spot. Payment by money order or cashier's check will be required if two checks are returned within a one-year period.

Your family may choose to participate in the optional lunch program offered by the Center. A form must be signed and returned stating your preference. If you choose to enroll on a monthly basis you must inform the Center, by the 25th of each month prior, if your child **will not** be getting school lunch during the following month to avoid meals being charged to your account.

Upon enrollment, in addition to the first tuition payment, payment of an enrollment fee equal to the amount of the materials fee and a security deposit equal two week's tuition is due. (See tuition and fee schedule for amounts.) This security deposit will be applied to your last tuition payment. The annual materials fee will be collected each September to assist with toy/material replacement.

Tuition is considered overdue on the day after your scheduled due date. If no payment has been made within 5 days, your account will be considered delinquent and you will be assessed a late fee of 10% of your unpaid balance. If payment is not received after ten days, your child's enrollment may be terminated for overdue fees.

As noted above (see "Enrollment," under "Admissions Policies and Procedures"), you have the option of disenrolling your child for the summer session (June 1st - August 15th). If you choose to de-enroll, you must de-enroll

for the entire time (June 1st -August 15th) to allow opportunity to fill the space for the summer. If you submit your written intent to de-enroll for the summer session by May 1 you will not be responsible for summer tuition and notify us in writing of your intent to return by July 15th, we will "hold" your slot for your child's return in the fall. If you choose not to return, and notification has not been received by July 15th, your security deposit will be forfeited.

REFUNDS

For serious prolonged illness, surgery, or other unusual circumstance where an enrolled child can no longer attend the program, management will determine if a refund is possible.

OVERTIME CHARGES

If you do not pick up your child from the Center by closing time, you will incur overtime charges at the rate of **\$15** per every fifteen minutes, or portion thereof, according to the clock on the computer at the sign-in/out station. At the actual time of pick-up, you will be required to fill out an overtime form and pay the late fee that night or the next morning. In case of an emergency which will cause you to be late, you should notify the Center as soon as possible. However, even in case of an emergency, you are still required to pay late fees.

CHANGE IN TUITION

Changes in overall tuition rates will be made by Georgetown University Law Center on an annual basis and announced in the Spring for the following fiscal year.

EMERGENCY DROP-IN CARE POLICY

Emergency drop-in child care is an option that may be exercised by university community members whose children are not enrolled in our full-time care program and need occasional care when our space permits. It is intended to assist parents with child care when their regular arrangements become unavailable. The program is not meant to function as regular care, part-time care, or designed to care for ill children. Even occasional care arrangements must be planned in advance. **Orientation and pre-registration is mandatory.**

Fees

The fees are based on half-day (4 hours) rates and full-day (4 hours up to 9 hours) rates. The fee is paid by check when the child is dropped off. **The fee is still charged if parent makes a reservation and neglects to cancel when unused.**

Reserving Space

Parents must call ahead as early as possible to request space for a drop-in. An answering machine will be on when the Center is closed. The number of spaces available is determined by the Center Director and is dependent on the regular attendance of the children .

The Director will let the parent know if there is a drop-in space available as early as possible, but verification of space may occur as late as 9:15 a.m. of the date requested.

TRANSPORTATION ARRANGEMENTS

Parents are responsible for their own transportation arrangements to and from the Child Care Center. Car pooling may be possible with people in your surrounding neighborhood. You may check with the Director for possibilities. However, you must make the actual arrangements yourself.

Drop-off parking is available in the Gewirz parking garage. Please register to receive garage access and pick up a decal to allow you to use these parking spaces. Our drop-off areas depends on your cooperation to accommodate as many parents as possible in this limited space. If it is full, you will have to find parking on the street. You may be ticketed and/or towed if you park without a pass or for more than 15 minutes.

PICK-UP

Main Authorization

Your child will only be released to authorized individuals. Initial authorization will be made on the enrollment agreement. In order to authorize any additional persons, you must submit authorization in writing with your signature. No child will be released to someone without this authorization. If an unauthorized person should arrive at the Center to pick up your child, the Center staff will notify you immediately. All persons authorized to pick up your child must be at least sixteen years old. We will ask for picture identification from any authorized person who we do not recognize.

Legal Custody

If you have sole custody of your child and the other parent is not authorized to pick up your child, you must inform the Center of this fact, and provide the Center Director with a certified copy of the court order confirming the custody. The Center cannot refuse to release a child to the child's parent or legal guardian who shares legal custody of the child, and who is on file at the Center. In most cases, both parents have equal custody rights unless a valid separation agreement states or provides otherwise. Therefore, if you do not want your child's other parent or guardian to pick up your child, you must provide the Center with a certified copy of the Court order or separation agreement awarding custody solely to you or denying custody to the other parent or guardian. If you are experiencing custody difficulties, we strongly urge you to keep Center staff fully advised of circumstances which might affect the Center.

Refusal to Release a Child

The Center reserves the right to refuse to release a child into a situation when, in the opinion of a staff member, the release of that child places the child in imminent danger. If, in the opinion of the senior staff member present at the Center, a parent or authorized person who arrives to transport the child home from the Center is in an intoxicated or drugged condition, or otherwise poses an imminent danger to the child, the staff member may:

- Notify another individual authorized to pick up the child.
- Offer to call a relative, friend, or taxi (at the parent's expense) to drive the person and child home.
- Notify local police if necessary.

SIGN IN/OUT

Upon arrival to and departure from the Center, you must sign your child into and out of the Center. The staff may not do this for you. As your child's "home away from home," we encourage you to visit the Center at any time. No advance notice is required. You may wish to join your child for lunch or take him or her out for a walk. When arriving to the Center or removing your child from the Center during the day, however, you will need to let the teacher know and sign your child out of the classroom. Upon your return, please sign your child back in and bring him back to his or her designated area.

ILLNESS

We understand that children will occasionally get sick and that your child's illness can be upsetting. However, if your child exhibits symptoms of illness (fever, vomiting, diarrhea, sore throat, frequent cough, heavy running nose, frequent sneezing, etc.) during a 24-hour period prior to scheduled attendance at the Center, your child should be kept at home until the above-mentioned symptoms of illness have disappeared or a note from the physician accompanies the child stating that your child does not have a contagious condition. Please let us know by 9:00 a.m. on any day when your child will not be attending the Center.

Should your child develop obvious symptoms of illness or display what would be considered abnormal behavior (such as refusal to eat, a fever greater than 101°F axillary, vomiting, diarrhea/loose stools, unusual fatigue, excessive irritability, skin rashes and irritations) while at the Center, a decision will be made by the Director that he or she may not be permitted to remain at the Center for the duration of the day. In such an instance, **early pick-up** is required to take place as soon as possible, and no later than one hour from the time that the staff person calls you to advise you of the need for early pick-up.

A sick child will be isolated from the rest of the class until this early pick-up can occur. Staff will make repeated efforts to contact you, or your child's designated alternative emergency contact, in order to assure that notice of the need for pick-up is received. You can facilitate this effort by taking steps to assure that you can be reached in the event of an emergency. Please be prepared to follow the Director's decision regarding early pick-up. We would expect your child to be cared for at home for at least 24 hours following an early pick-up. If your child's condition requires antibiotics or may be contagious, your child must be either treated with antibiotics for 24 hours before returning to the Center, or have a physician's note stating that the condition is not contagious. The Director and staff realize that keeping your child at home may be inconvenient; however, when every parent cooperates, the spread of illness is kept to a minimum.

It should also be noted that any child with an undiagnosed or contagious condition cannot attend the Center. This includes rashes and skin irritations other than regular diaper rash. You must notify the Center in the event that your child is diagnosed as having any communicable disease/infection (e.g., rubella, mumps, ringworm, roseola, impetigo, scabies, conjunctivitis, strep throat, scarlet fever, head lice, chicken pox, measles). Letters will also be posted to inform parents of any communicable disease to which their children may have been exposed which will describe the disease, infection period, and when an infected child will be allowed to return to the Center.

In order to attend the Center, your child must be well enough to eat food and go outdoors.

The GULC Child Care Center will also strictly follow the guidelines (for specifically when and how to treat and/or take care of a specific disease or illness) as written in *Model Child Care Health Policies*. This book is a resource for the National Association for the Education of Young Children. Your child's attendance may also be denied if center staff see evidence of contagious conditions remaining.

THE ABOVE-DESCRIBED ILLNESS POLICIES WILL BE FIRMLY ENFORCED. No sick children will be admitted at any time. You will also be called to come pick up your child if the child is having an extraordinarily difficult time adjusting to the program.

ABSENCE

Please notify the Center of any absences as early as possible but not later than 9:00 a.m. Such notice is critical to our drop-in operation. The Center has an answering machine on during non-working hours for notification of unanticipated absences. In the event of a planned absence (vacation, doctor's appointment, etc.), please notify the Director in advance. The Center staff will also attempt to call you about unscheduled absence.

If your child is absent from the Center for any reason, you must continue to pay tuition to maintain his or her spot (see Tuition section for more information).

EMERGENCY PROCEDURES

If, in the opinion of the staff on site at the time, your child's injury/serious illness may warrant emergency treatment, 911 will be called and your child will be taken to the nearest hospital. You will be notified after the rescue squad has been called. The Emergency Medical Treatment Form allows the Center to have your child transported to a hospital emergency room and be treated there. If an ambulance is called, you will be responsible for the cost of the ambulance. (In no instance will a staff member attempt to transport a child to the hospital.)

For less serious injuries, at the discretion of the staff, you will be notified by phone call or by note at the end of the day, depending upon the degree of injury.

The Health Certificate and the Emergency Medical Treatment form must be kept up to date. Although we make every effort to keep your child safe, children are most likely to accumulate some bumps, bruises and scratches during the early years.

Center staff are annually certified in Pediatric CPR and First Aid techniques and procedures.

MEDICINE

Non-prescription medication

We encourage you to visit the Center to administer over-the-counter medicines such as cough syrup to your child if needed. Our staff can administer medications **only with the written authorization of a physician**. You must complete a medicine form with your child's name, name of medicine, doses and times to be administered, and the name and phone number of your child's physician. The form will need to be filled out daily; our staff cannot administer medication without the completed form. A physician may write standing orders for cough medicine, etc., but you must sign a form daily. Once the form is completed, a staff member will administer the medication and mark the times of administration on the form. The authorization for administering medication will not exceed ten work days unless a prescription is on file from the physician. In addition, non-prescription medication must be in its original bottle.

Prescription medication

In order for our staff to administer prescription medications, you must fill out a medication form with your child's name, name of medicine, doses and times to be administered and start and stop dates. The form authorizing the Center to give the medicine must be signed by you. A prescription medication must be given to the office staff in the original prescription bottle with pharmacist's label. Only medicine prescribed for the child in question will be given. Parents' or siblings' prescriptions will not be given. Once the completed form is submitted, a staff member will administer the medication and mark the times of administration on the form.

PHYSICALS

Your child must have a physical examination by a licensed physician prior to your child's first day of attendance at the Center. The completed health report is part of the pre-enrollment package and must be current within 12 months prior to admission for all children. A record of immunizations is not sufficient. Our licensing requires that physicals must be updated annually.

IMMUNIZATIONS

Your child must obtain the following immunizations as required by the District of Columbia: 4 DTP; 3 Polio; 1 MMR; 4 Hib or the series of 3 PedvaxHib; the Hepatitis B series; and the Varicella vaccine or a signed statement from the physician stating that your child has had the Chickenpox virus. Also required are a Tuberculosis test and a Lead Test. It is recommended that children who have received the BCG immunization have a chest x-ray instead of the Tuberculosis test. This is due to positive test results usually occurring in anyone who has had the BCG immunization and a chest x-ray is than required. After admission to the Center, you are responsible for annually updating your child's health files to reflect new immunizations and current physical exams. The District requires parents to use a copy of their form with a doctor's signature (they will reject forms signed by a nurse practitioner), address and phone number.

CHILD ABUSE

Our Center is required by law to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report abuse may be subject to fine or prosecution by the authorities.

PERSONAL ARTICLES

The Center is not responsible for the loss of unlabeled clothing and personal articles. **Personal cot sheets, blankets and stuff animals are to be taken home each Friday to be washed and returned on Monday.**

For Toddler Children

You are responsible for supplying all diapers, pull-ups, and any wipes and/or ointments you desire. Children in diapers are required to keep at least two changes of clothing at the Center. You **must** label **all** of your child's personal items with his/her name! This includes clothing, toys, blankets, pillows, sippy cups, food containers, etc.

For Preschool Children

Preschool children should have at least one change of clothing in their cubby. You **must** label **all** of your child's personal items with his/her name! This includes clothing, toys, blankets, pillows, food containers and wrappings, cassette tapes, etc. **Children may not bring money, candy, gum, glass, or toy weapons** from home.

Children love to interact with their environment whether it is the sand on the playground or the pudding they are eating. Therefore, **your child's clothing should be easily washable. Your child should be dressed appropriately to go outside and have shoes that adequately protect the feet. No flip-flops are allowed.** When appropriate, an extra sweater, hat and mittens should be kept in your child's cubby. (See also "What to Bring")

BIRTHDAYS

Your child may enjoy celebrating his/her birthday at the Center. Please let your child's teacher know if you would like us to celebrate your child's birthday at the center. Please limit your school celebration to an afternoon snack birthday treat so as to help us maintain our daily schedule. Birthday excitement can be overwhelming and we would prefer that you save games, outside entertainers, and other birthday activities for your child's "home" party. Please note that balloons are not permitted in the Center since they are a choking hazard. Invitations to home birthday parties may only be distributed at the Center if all of the children in your child's class are invited.

COMMUNICATIONS WITH PARENTS

We distribute a regular newsletter describing current events, program activities, and other information. Weekly lesson plans are posted. **Toddler and Preschool parents who desire a daily report should fill out the appropriate section on the daily form.** Individual news items will be placed in your child's folder.

We understand that as a parent you experience new challenges each day. Our resource library, which has books, videos, magazines, and articles on a variety of children's issues, is intended to help you meet these child rearing issues whether they involve potty training, discipline, or choosing appropriate books. The parent resource library materials can be checked out.

Parent-teacher conferences will be held twice a year and on an as-needed basis. We encourage you to talk with teachers on a regular basis to discuss important issues and you should feel free to call the teachers and the Director at any time during the day. Teachers will also give parents specific ideas for promoting children's healthy development at home. If a teacher is unavailable, your phone call will be returned at the earliest opportunity.

Periodic parent meetings and workshops will be held to discuss Center-related issues.

PARENT PARTICIPATION

Your participation is an important part of what makes our Center a special place for both parents and children. Parent participation forms are enclosed in the enrollment packet. We welcome and encourage any and all parent participation in our program and you are welcome any time!!! Parent-teacher conferences will be held twice a year; additional conferences may be held upon parental or teacher request.

INSURANCE

Georgetown University operates under a program of self-insurance for several risk exposures including general liability for all children.

GROSS MOTOR AND OUTSIDE ACTIVITIES

Weather permitting, your child will be taken outside each day. Children will take walks in the neighborhood in our "buggies," play on the playground, or go on special outdoor field trips. Your child should have appropriate outdoor clothing (e.g., jacket and mittens) as dictated by the day's weather. We also encourage you to go walking with your

child during lunch hours or maybe have a picnic in a nearby park. Because we are committed to daily outdoor play, if your child is too sick to go outside, even if properly dressed, please keep your child at home.

FIELD TRIPS

Field trips are exciting opportunities for fun and learning, whether it is visiting a museum at the Mall, the Library of Congress, the Capitol grounds, or the Kennedy Center. A variety of field trips will be planned and teachers will incorporate the trips into their regular planning. We encourage you to participate in field trips when you can.

General permission for nearby field trips, such as walks, will be included in the pre-enrollment package. Payment for particular field trips may be required. For field trips away from the Center we will ask for you to fill out and return a specific permission slip.

FOOD SERVICE

Our Center is committed to good nutrition. Lunch and snack times will be used as educational opportunities for social interaction. Learning about different foods and enjoying the company of others will be daily goals.

You have the option of preparing a brown bag or using our catered meals for your child. Perishable food items must be properly labeled with your child's name and placed in the appropriate bin in the refrigerator. Information on the catered food program is available from the Director. Weekly menus will be posted and copies will be available for you to take home. Lunches and snacks are made with natural, healthy ingredients as recommended by the Child Care Food Program of the U.S. Department of Agriculture. Therefore, if your child has a special diet (e.g., salt-free), please notify the Director. It is your responsibility to notify our staff of any intolerance or allergies your child has to certain foods.

You are welcome to pick up your child and take him/her out to lunch. You are also welcome to join your child for lunch in the classroom though you are responsible for your own lunch. Teachers will report to parents what their children eat on their daily report.

DISCIPLINE

Most discipline problems are avoided by keeping children engaged in challenging and interesting activities. Our disciplinary goal is to have children be responsible for their own behavior. Disciplinary techniques used in the Center are:

- Explaining to children what their choices are
- Re-direction to another activity
- Helping children use their problem-solving skills to develop solutions
- Making sure children understand the natural, logical consequences of their actions
- Removing children from situations to regain self-control

Consistent rules and expectations are presented to the children. Children are given fair reminders when these expectations are disregarded. Children will be protected from hurting themselves and others. At no time will physical punishment or punishment related to food be allowed.

For more information on each classroom's management and discipline techniques, see your child's teacher.

If your child's behavior should be consistently disruptive to the operation of the Center, the Director reserves the right to terminate enrollment.

WITHDRAWAL

A 30 day written notice is required prior to withdrawal from the Center. Failure to give proper notification may result in the forfeiture of the security deposit.

DISMISSAL FROM THE CENTER

The Center reserves the right to terminate your child's enrollment in the Center, if any of the following conditions arise:

- If the terms of the enrollment agreement and parent handbook are not met.
- If the program is unable to meet the developmental or special needs of your child.
- If the Center determines that your child's behavior threatens the well-being of other children in the Center.

DAILY SCHEDULES

A schedule of children's daily activities will be posted in each classroom. Daily schedules are designed to be flexible to accommodate special activities, inclement weather, change in seasons, etc.

Sample Toddler Schedule (18-36 months)

8:00-8:30	Arrival, Greetings, Child Choice
8:30-9:30	Playground/12th Floor/Aerobics Room Play
9:30-9:50	Snack
9:50-10:30	Center Play, Diaper changes/Potty*
10:30-10:55	Clean up/Small Groups/Special Activities
10:55-11:45	Regroup/Playground/12th Floor/Aerobics Room
11:45-11:50	Group song, book, activity
11:50-12:30	Lunch
12:30-1:00	Books on bed, prepare for nap
1:00-3:15	Nap time
3:15-3:45	Wake up and snack time
3:45-4:30	Center Play, diaper changes/potty
4:30-5:45	Playground/12th Floor/Aerobics Room Play
5:45-6:00	Dinner/snack
6:00-6:30	Child's Choice and Departure

See also "Potty Training Guidelines," page 35.

Sample Preschool Schedule (3-5 year olds)

8:00-8:30	Arrival, Greetings, Child Choice
8:30-10:30	Center Play
9:30-10:45	Circle Time/Room snack/ Clean up
10:45-11:30	Small Group Activities/Game/Clean up
11:30-12:30	Outdoor Play/12th Floor/Aerobics Room
12:30-1:00	Potty/Brush teeth/Prepare for Quiet Time
1:00-3:00	Quiet Time/Wake up
3:00-3:30	Wake up/Snack
3:30-4:30	Outside Play/12th Floor/ Aerobics Room
4:30-4:50	Group Story
4:50-5:45	Center Play
5:45-6:00	Dinner/Snack
6:00-6:30	Limited Centers and Departure

*

POTTY TRAINING GUIDELINES

When learning to use the toilet, children must:

- Be aware when they need to go.
- Be able to tighten their sphincter muscles.
- Learn where to go and be able to get themselves there.
- Be able to remove their clothing.
- Be able to relax their sphincter muscles.

Your child is ready when he/she:

- Understands directions.
- Takes pleasure in pleasing adults.
- Wants to be "orderly."
- Feels, *and does not like*, soiled diaper.
- Stays dry several hours or overnight.
- Wants underpants.

Preparing:

- Decide on language.
- Allow your child to watch you or older siblings.
- Make the bathroom a familiar place.
- "Pretend" with dolls.
- Read books.

Supplies needed:

- Training pants
- Potty chair, small toilet, or step stool

How to help:

- Offer opportunity frequently.
- Try to time toilet visits when no other major events are occurring.
- Give encouragement and praise. Never force, compare, or humiliate. Give the child control.
- HAVE PATIENCE! This process takes time!

WHAT TO BRING

TODDLERS (18 MONTHS TO 36 MONTHS)

ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME

Disposable diapers and wipes
3 changes of clothing
Covered cup, if desired
Small blanket
Crib sheet
Child's toy for nap (optional)
Pillow (optional)
Family pictures

PRESCHOOLERS (37 MONTHS TO 5 YEARS)

ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME

Change of clothing (one; more if still being potty trained)
Small blanket
Crib sheet for cot
Child's toy for nap (optional)
Pillow (optional)
Family pictures