

**PARENT HANDBOOK**  
CHILDREN FIRST LEARNING CENTER, INC.  
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DIRECTOR: QUIANA R. NIEVES



**POC SITE ID**  
**#17102755000**

*Welcome,*

**From: Children First Learning Center, Inc.**

*From documented education research, we know that children learn by doing, it is through active involvement with their environment that they make sense of the world around them. Children learn simple concepts and then use these concepts to understand more complex ideas. Young children view the world concretely, yet their view changes as they mature. By interacting with their physical environment (indoor and Outdoor) and their social environment (other children and adults), they continually broaden their frame of references.*

*Through the Creative Curriculum, children can:*

*Develop a senses of trust when teachers:*

- *Follow a consistent schedule,*
- *Carry through on announced plans or promises*
- *Make contact with each child during the day and by making positive comments about children's play activities.*

*Develop a sense of competence when teachers:*

- *Reinforce their play activities by letting them know that their actions are valued.*
- *Give them developmentally appropriate materials to play with and provides them with materials that build on their strengths, praise their efforts. This helps channel their frustration and encourages them to see tasks through completion.*

*Develop a sense of initiatives when teaches:*

- *Provide them with ample opportunities for creative expression by allowing them to freely explore their environment this permits children to get messy during sand, water, or arts activities*
- *Provide dramatic play and story telling opportunities for children to work through problems and encourage children to work independently, to take risks, to problem solve, and to apply learned knowledge to fresh situations.*

*A major goal of the Creative Curriculum is to help children develop a positive attitude toward learning. Children are encourages too ask questions and explore. This in turn enhances their ability to solve problems, recognize cause-and effect relationship and plan.*

*Children not only have unique patterns of development but also come with their own interest, experiences, and learning styles. Individuating means that teachers know each child's preferences and interests and use this information that create a learning environment appropriate for each child. Individualization growth by building on each child's interest.*

*In the creative curriculum, assisting children's learning is viewed as a joint effort of both teacher and parents. This partnership helps to ensure that the program will meet the needs of each child and that learning and growth will be supported at home.*

*An effective partnership begins with mutual respect and trust. Each party brings something important to the relationship. Teachers bring knowledge of child development and early childhood education. The parents bring specialized knowledge and experiences; and have a wealth of information about their child. Teachers have an obligation to respond to parents' expectations and to help them understand and appreciate how a developmentally appropriate curriculum will offer the best opportunity for their children success now and in the future.*

## **Rules and Regulations**

### **Hours: 6:00am to 630pm**

In accordance with Federal law and U.S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin sex, or disability. (DELAWARE STAR STANDARD-FC1)

At Children First Learning Center, Inc. we believe that it is important to build trust with our center families. We ensure that while in our care your child will be safe, nurtured, and educated. As we welcome into the Children First Family you will be provided a tour of the center, meeting with Director and Teacher introduction.  
(DELAWARE STAR STANDARD-FS4)

Yearly transition planning and implementation is a concrete method for supporting the development of trusting relationships. Children thrive in an environment that is consistent and routine therefore transitions are done on a yearly basis unless a developmental need arises. Transition letters are sent out two weeks prior to a classroom change. This gives parents the opportunity to meet new teacher and address any concerns.  
(DELAWARE STAR STANDARD-FS4)

To continue the trusting relationship the center will provide kindergarten registration information to our students entering the school district. As well as corresponding with our local school district to provide assessment information for children entering school. We encourage all families to complete an exit survey when leaving the program. Administration will then analyze the data gathered, and use the data in planning and enhancement of the program. (DELAWARE STAR STANDARD-FS4 & FP1)

Our programs provide the opportunity for diverse learners and their families to fully participate in the learning experience. Families are encouraged to share information about their child such as an IFSP or IEP or a behavioral or health plan.  
(DELAWARE STAR STANDARD-FS1)

**Deposit:** It is required that one week's tuition be paid as a deposit. This money will be credited to your child's or children's last week of childcare at the center or returned to you (in the form of a check) should you have prepaid your account.

**Purchase of care family's:** The center only provides full time childcare services under the POC+ Program.

As a participant in this program in this program Children First Learning Center, Inc. is authorized to charge a Providers POC + FEE in addition to the parent fee as stated by the Division of Social Services.

**PROVIDERS POC + FEE is the remaining center rate tuition balance not covered by the Division of Social Services. SEE TABLE BELOW**

| Private Tuition   | POC + COPAY  |
|---|--|
| Infants (6wks-12mo): \$145.00 weekly per child              | Infants (6wks-12mo): \$28.75 weekly per child              |
| Tiny Tot's (1yrs): \$140.00 weekly per child                | Tiny Tot's (1yrs): \$35.95 weekly per child                |
| Little Tikes (2yrs): \$135.00 weekly per child              | Little Tikes (2yrs): \$34.20 weekly per child              |
| Toddlers (3yrs): \$130.00 weekly per child                  | Toddlers (3yrs): \$29.20 weekly per child                  |
| Per School (4-5yrs): \$125.00 weekly per child              | Per School (4-5yrs): \$24.20 weekly per child              |
| Part-time Preschool (4-5yrs): \$120.00 weekly per child     | Part-time Preschool (4-5yrs): \$24.20 weekly per child     |
| Full day school child: (5-10yrs): \$120.00 weekly per child | Full day school child: (5-10yrs): \$20.00 weekly per child |
| Before or After school care: \$60.00 weekly per child       | Before or After school care: \$10.00 weekly per child      |
| **2 <sup>nd</sup> child reduction offered                   |  |

**Hours of Operation:**

The center is open Monday thur Friday 6:30am -6:30pm-center will only accept AM drop off until 10:00am

Children are only allowed to attend Daycare for a maximum of 10hours a day. Extended care is available please contact your social worker for more details.

**Late Pick-up Fee:** The center closes at 6:30pm A late fee of \$1.00 per minute will be charged for each minute, your child remains at the center beyond 6:30pm. After (2) late pick-ups a conference will be called to discuss a solution for the late pick-ups. If late pick-ups continue childcare services will be terminated.

**Payment Schedule:**

Weekly tuition is due on the Monday of each week, for that week's service. In case of absence, the fees must be paid, the first morning after absence. Full payment is due regardless of attendance

Failure to do so will result in immediate termination of services.

**Late Payment Fee:** NOT ALLOWED BY STATE HOWEVER PAYMENTS ARE DUE ON MONDAY BY THE CLOSE OF BUSINESS. IF PAYMENT IS NOT MADE BY THE CLOSE OF BUSINESS FRIDAY YOUR ACCOUNT WILL BE CLOSED.

**Payment Types:** Tuition maybe made by check or money order made payable to (Children First Learning Center, Inc) Check may be place in the check box. Cash payments must be receipt by Director or Opening /Closing supervisors. Any check returned for NFS, or having to be presented a second time will have a service charge of 25.00. All future payments must be made in cash.

**Receipts:** Each family is able to view their account balance on the computer while sign their child in and out by clicking on the account bottom or by just asking for an account balance print out from the director.

End of the year tax print outs will be available each January. Any account with a past due balance will not receive a final total or E.I. Information, until account is paid in full. (Even if child no longer attends center.)

**Correspondance:** Each classroom provides regular written correspondence with families. For classrooms with children 0-36 months ( Infant, Yellow Team and Pink Team), correspondence is individualized and provided daily. For classrooms with children 37 months and older ( Blue Team, Orange Team & Green Team, correspondence is grouped and provided at least weekly.  
(DELAWARE STAR STANDARD-FC2)

Our programs will systematically gather information in the form of surveys, written notes and group meetings from families. Administion will then analyze the data gathered, and use the data in planning and enhancement of the program.

(DELAWARE STAR STANDARD-FS2)

**Development plan:**

During the enrollment process parents will be given a Developmental Checklist as well as a getting to know you form. Both forms are to be filled out and returned to either the Early Childhood Administrator or The Curriculum Coordinator.

Once the child/ren are comfortable with the center, about 1 ½ to 2 weeks from there start date. The classroom teacher will observe and fill out a developmental checklist. Once completed a parent meeting will be held to review the information provided by the parent as well as the teacher's observation. During this meeting both the teacher and the parents will work together in developing a plan to encourage future developmental growth.

***Developmental Checklist will be done every six month to support a child's growth and development.***

**Curriculum:** Center staff develops the curriculum as a team. All lesson plans are developed with the use of the Delaware Early Learning Foundation: A curriculum Framework and Delaware Early Learning Foundation for school Success a guide developed by the Delaware Department of Education. Checklists from the book are used to ensure that all lessons meet a child's development needs at any given age. Parents are informed of classroom lesson plans by a monthly calendar. Comprehensive checklist will be used to document the child's understanding of lessons. ***Comprehensive check list will be done on a monthly bases to make sure children are getting the most from their lessons***

**Conferences:** The center office has an open door policy. Conferences may be set up by the parents to discuss any problems or concerns you may have at any time. However center requested Parent Conferences are to be held once every 6 months to discuss and review child/rens Developmental Checklist as well as Comprehensive check list. Parents meeting will be held on an as needed base to discuss center issues and to give parents a time to ask question or express ideas.

***Procedures for addressing a complaint/concern:***

***First feel free to discuss the concerns to your child's Teacher.***

***If the action taken is not satisfactory please contact the Director for discussions.***

(DELAWARE STAR STANDARD-FC3)

**Observations:** Parents of the child are welcome to observe at anytime. The Center welcomes and encourages parent participation during parties and field trips. The center has on file Delacare Requirements and the community Notification Binder, for parents to read and review upon request.

**Center Events:** Our Programs will implement family-centered events that enhance relationships with the families we serve. These events offer families and program staff opportunities to learn about each other and to share information about the children in a more informal setting. Families can also benefit from program-sponsored educational events such as parenting education classes or nights when a specialist presents information on a topic. The intent is to further engage the families we serve our the program.

(DELAWARE STAR STANDARD-FS3)

**Community relationships:** Center partners with Facet, a Family Strengthening Prevention Program, to build and enhance protective factors of children enrolled in Early Care and Education Centers through parent and family education, involvement and participation in education and recreational activities. We also partner with Catholic Charities Food Program which remeburses money used for nutritious meals. Lastly we work collaboratively with the Division of Social Services Purchase of Care Program.

(DELAWARE STAR STANDARD-FP2)

**Holiday Observed:** Each January the center will send home it's annual calendar with holiday/closed dates noted. The following holidays/closing will be charged **Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day, New Years Day** a monthly reminder will appear in each teams calendar.

**Emergency Closing:** Should the center be required to close for any reason, there will not be any reduction in the weekly fee.

**Weather Conditions:** The Center will close during severe inclement weather, and/or under a listed" State of Emergency " Please listen to the local radio/television station for details.  
(CABLE CHANNEL #2 WBOC OR 92.9WDOV). Full payment is required during such closing.

**Supplies and Equipment:** all regular pre-school supplies are purchased by the center. Each child is to have in their cubby (1) crib size sheet, (1) crib size blanket, and (1) crib size pillow for naptime. Nap pads are supplied by the center. *Please lab all nap supplies with your child's name with a permanent marker.*  
These napping items are to be taken home each Friday for washing and returned on Monday. Please do not send any over size napping items, all items must fit neatly in your child's cubby.

**Napping Time:** scheduled rest periods are (1-3) for AM care and (9-12) for PM care. Should your child be sleeping during this time we ask that you do not awaken the child unless they are being removed from the center.

**Clothing:** Please leave a complete change of clothing, diaper, and wiped be left at the center for you're child's daily use. These items will be kept in the child's cubby or designated changing area. Should your child have an accident and there not be ample supplies, the parent will be called in to bring requested materials within one half-hour.

**Potty Training:** The center will assist you and your child in potty training, once training has been established at home. For sanitary reason, it is required that your child wear rubber pants over their under clothing, or disposable diaper or Pull Ups during the training period. Parents are to provide an ample supply of training clothes each day. The Center is not permitted to wash any soiled clothing.

**Infant Equipment:** Standard equipment is supplied by the center. Any special equipment required parents must supply. For daily infant care the parents must supply formula, juice and/or infant type food necessary for their child each day. Bottles must be prepared (pre-made) at home, 2complete changes of clothing, at least (5) diapers and a supply of wipes (2) crib size blankets (1receiving blanket and 1 fitted sheet). All items must be labeled with a permanent marker.

*Parents are required to label their children's personal belongings with a permanent marker.*

*However if any items should go missing please check the lost and found container on the black cart by the back door. The center is not responsible for any misplaced items however we will assist in the efforts of locating them.*

**Meals:** Meals are provided by the center. **Funded by the Catholic Charities Food Program.** Parent/Guardian please fill out and return the income verification form attached.

If your child/ren has any food allergies please fill out and return a food restriction form. ( see Director)

It is State policy that all children have a balance lunch, with a main course that contains foods from the four food groups. Center does provide milk with breakfast and lunch, Juice or water is given at snack. It is not necessary to pack beverage from home. If your Child/ren pack a lunch please label all items (including dishes) being sent from home with a permanent marker.

Make sure packed lunches, contain a main course as well as a fruit and or vegetable. Any child that has not filled out an income verification form or packers whose lunches don't meet required lunch guidelines will be charged \$1.50 to eat center lunch.

**Any child arriving to the center after the designated lunchtime must have already eaten or the parent is required to sit with the child, until they have completed their meal.**

*Junk food such as candy, gum, or soda will not be given please don't send.*

**Snacks:** (2) nutritional snacks will be served each day. Sugar and sweets will be avoided and replaced with fruits, juices, nuts, and cheeses.

**Breakfast:** Children arriving at the center between opening and 7:45am may also bring breakfast from home or take part in the center provided breakfast. The Center does provide milk, pancake syrup and juice and milk during the time. Breakfast time ends promptly at 8:00. Any child arriving at or after 8:00am must have already been fed. Please **DO NOT** request that the child sit in their classroom and eat, during this time it will not be permitted.



**Accidents:** All major accidents will be reported to the parent(s) via a boo-boo slip and action taken to insure the child's safety and health. The parents will be called, within a reasonable amount of time, concerning a boo-boo, if the caregiver or director feels it's necessary. The parents will have the option of coming to the center and checking the boo-boo, "out", if they so choose to. If it is a serious accidents/injury requiring a doctor 's attention the Center is required to follow the guidelines listed under the **consent to treatment** part of this contract and file a written report with the state

**Illness while at the center:** Should your child become ill at the center, the child will be brought to Director/Administrator office. An evaluation will be done. The parents(s) shall be called and asked to remove the child within **(1 hour)**. The child will stay in the office on ton their nap pad until the parents has arrived to remove the child from the center. Napping supplies are to be taken home, washed and returned when the child returns from illness. In the event the child is in need of emergency medical treatment it will be sought (via 911 system). The director and/or hospital will contact parents.

**Illness while at home:** Please do not bring you child if he /she has a fever of 100degrees or more, diarrhea, unexplained rash, drainage from the eyes or vomiting **(any child sent home will be unable to return to daycare the following day.)** If you are unsure as to an illness or rash, please be considerate of your child and the other children around them. Help us prevent the spread of anything communicable. In case where a child has had to leave the center and be taken to the doctor because of illness, a return to daycare not is required, unless the child is absent for more that 48hours. This note must have the illness clearly listed with treatment required and the dates to which it is safe for the child to return to daycare.

**Extended Illness:** A child who will be out of daycare for (1) full week or more, with a written doctors note stating illness, treatment and dates involved may have daycare cost reduce to half the normal cost. (This applies to privet pay clients only.)

**Medications:** The center administers medicines at 11am and 3pm daily. The medications (Prescriptions or over the counter) must be sent in their original container properly labeled with ht child's name amount of medications to be given and when. A permission slip must also be completed before and medication can be given. Any medication with expired date will not be given to the child. Parents may choose to sign a (6) month slip for Tylenol and leave Tylenol in the med.'s cabinet. Parents will be called prior to using, unless permission was given already for the day.

**Child Abuse/Neglect:** Delaware State Law requires the center to report suspected child abuse or neglect to the local authorities. (All staff members are required to take training concerning recognizing signs of abuse.)

**Discipline:** Corporal punishment is not used. The center uses a positive reinforcement approach with the children. Quiet time corner with book or small toy: or if age/situation warrants the “**No Fun**” chair may be used for age appropriate time-out. If distraction or redirection not effective. If a child continues to be disruptive he/she may be removed from the group until she /he gains self-control. Limits are set and discipline is used in order to gain control, and limits the ‘hurting’ of our friends.

**Aggressive/Uncontrollable Behaviors:** The center will make every attempt to work with a “family”, the parents and child, there may be some of referrals for child’s behavior evaluation. If such a request is made from the center and the parent chooses not to cooperate then their childcare services will be terminated. If a child displays aggressive or uncontrollable behaviors the parent will be called to a pick up the child (with in 30minutes) and a determination will be made by the director/Administrator on when the child may return (if at all) to the center. If after a reasonable period of time it is found that a child is unable to adjust to the center or behaviors are such that it reflects on the safety of the other children and staff, The center will reserve the right to withdraw the child from the center. Under normal conditions a two-week notice will be given to Parents by the center. POC parents will be given a (5) day notice (minimum amount required by the state). Under extreme conditions the center does reserves the right to terminate services immediately, at any time. These decisions are left to the discretion of the Director/Administrator.

**Confidentiality:** Parents are assured that the center will maintain strict confidentiality in regard to the children and the families it serves. **All personal information and emergency information must be kept updated.** Each child will receive an annual health appraisal and emergency form upon its annual birthday for updating. These forms are due back within 30days or the parent must provide the center with an appointment date. The emergency information must be updated and returned with in (1) week.

**Attendance:** In order for your child to benefit form the center, we ask that you child attends regularly.

We ask that all children are hear by 10:00am so the can participate in the morning lessons. Children will not be accepted after 10:00am unless accompanied by a doctor’s note stating they were seen in the office (day’s date must be present). No child will be accepted after 12:00am regardless of doctor’s note.

**Purchase of care Attendance policy:** State of Delaware’s Purchase of Care Assistance Program only allows 10 hours of child care service a day.

**Purchases of care Absents policy.** State of Delaware’s Purchase of Care Assistance Program will only pay for (5) absent days a month per child. If your child/ren is absent for more than (5) days and you have not contacted the center your account will be closed on the sixth absent day in which your child/ren have been absent and the center has not been contacted.

**Drop off procedures:** The parent or designated adult must walk into the building with the child each day. Please sign your child in at the front computer. The second door will only unlock once a computer code has been entered. If you are unaware of your code please ring doorbell for assistance. Before leaving please discuss with your child teacher or opening caregiver on any important information for the day.

**Pick up/Release policy:** NO CHILD is to be release to any person other than the parents or those persons under the emergency contact pick up list unless written instructions have been given during the am drop off. (Parents may call during the course of the day if pick instructions are going to be different from the norm). In the event there are any questions the child will not be permitted to leave the building until a parent or emergency contact can be reached to confirm release. A pick up person must be over the age of 16years of age. Photo ID is required to pick up. A copy of the person ID will be kept of file. Persons not authorized to receive a child or person showing clear signs of drug or alcohol use will not be permitted to remove the child/re from the center. If necessary the police will be called and retained until the situation can be resolved. **THERE IS NO ACCEPTION TO THIS POLICY.**

*For safety of all the children we ask that you do not hold the electronic lucking door for anyone. Only persons with the proper security code will be able to self enter the building all other persons will have to be buzzed in by a staff member of the center only.*

*Please do not share your code everyone can be assigned there own. Attendance is checked daily-violator's will be notified and/or dismissed.*

**Withdraw from Enrollment:** The center requires a two-week written notice before a child is to be withdrawn. Parents are required to pay for those weeks regardless of when the child leaves unless other wise instructed.

**Transportation:** The center provides transportation to Town Point Elementary only do to the fact that it is in walking distance.

**Transportation communications:** The parents must notify the center of transportation arrangements so the child can get to school safely and on time. The center will not be responsible for the local school and a "lost" child. However the will make every effort to ensure positive communication with the local school thus eliminate any confusion.

The parent must notify the center on any changes in the child pick up schedule, illness/absent days or other after school activities.

**Field Trips:** Parents will receive permission slips for all trips (exceptions being a general walk about the neighborhood). Parents must pay any fee that is required should their child participate in the activity.

Upon returning permission slip the cost will be billed to you child/ren's account. Non payments of field trips fees will result in the non-participation of the child. If your child does not attend you will not be billed.

**Parties:** Special holiday parties will be celebrated each child will be asked to donate one small item for the party. Birthdays may be celebrated with advance notice from the parents. Please note that parents are welcome at any of the parties.

### PACKED MEAL IDEAS

Ideas: Any Microwaveable plate with last night's family 's left overs.  
 Super Market Quick Steps: Lunch Buckets, TV Dinners, Pot Pies, Hot Pockets, and ect.  
 \*\*Please note all item are stored in your child's Team Bin in the refrigerator, upon arriving at the center. Please label all items including tops and bottoms of containers.

All lunches must be dropped off when you drop off your child.  
 Any child arriving to the center after the designated lunch time must have already been fed their lunch or the parents stay and sit with the child until they have completed their lunch and are ready for nap time.

### LUNCH TIMES: 1100-12:00

**Any child arriving to the center after the designated lunch time must have already been fed their lunch or the parents stay and sit with the child until they have completed their lunch and are ready for nap time.**

#### SAMPLE MENU

| Meal Pattern   | Date:   | Date:  | Date:  | Date:  | Date:  |
|--|---|--|--|--|--|
| Breakfast: Milk<br>Juice/Fruit/Veg.<br>Bread/Cereal<br>Other             | Milk<br>Pineapples<br>Cinnamon Raisin Toast<br>Crustm Cheese or<br>Butter & Jelly | Milk<br>Applesauce<br>Cheerios                       | Milk<br>Mixed Fruit<br>Waffles<br>Butter & Syrup             | Milk<br>Peaches<br>Corn Flakes                                   | Milk<br>Oranges<br>w/g- Toast<br>Butter & Jelly                |
| AM Snack   | Center Does Not Serve   |  |  |  |  |
| Lunch: Milk<br>Meat/Meat alt,<br>Veg. or Fruit<br>Veg. Or Fruit<br>Bread | Milk<br>Chicken Nuggets<br>Peas<br>Applesauce<br>Mac Noodles                      | Milk<br>Hot Dogs<br>Corn<br>Mixed fruit<br>w/g Bread | Milk<br>BBQ Meatball Sub<br>Corn<br>Mixed Fruit<br>w/g bread | Milk<br>Turkey Sandwich<br>Mixed Veggies<br>Peaches<br>w/g Bread | Milk<br>Cheese Pizzn<br>Tossed Salad<br>Oranges<br>Pizzn Crust |
| PM: *(select Two)<br>Milk<br>Juice/Fruit/Veg.<br>Bread/Cereal            | White Grape Juice<br>Graham Cracker   | Yogurt<br>Grape Juice                                | Apple Juice<br>Animal Crackers                               | Cheese Sticks<br>Mixed Fruit Juice                               | White Grape Juice<br>Chex Mix                                  |
| AM Snack   | Center Does Not Serve   |  |  |  |  |

w/g=whole grain

**CHILDREN FIRST LEARNING  
CENTER'S ILLNESS  
POLICIES...**



**FEVER:**

If the child has a temperature of 100 degrees or above, the parent will be called. The child must be picked up within the hour, and the child will not be permitted back into the day care until they have been FEVER FREE FOR 24 HOURS WITHOUT MEDICATION.

**DIARRHEA:**

If the child has a watery stool, the parent will be called and the child must be picked up immediately. If the stool is loose and the child has gone two times with in a 24-hour period, the parent will be called and the child must be picked up immediately. 1) If the child has a bowl movement or Diarrhea that can not be contained in the diaper. 2) If the child enters the day care on the second day and still has diarrhea, he/she will then need to be seen by a doctor before returning to the day care.

**VOMITING:**

If the child is vomiting, the parent will be called and the child is to be picked up immediately. If the child enters the day care on the second day and still has vomiting, he/she will then need to be seen by doctor before returning to the day care.

**EYE DISCHARGE:**

If the child has thick mucus or pus draining from the eye, or pink eye, the parent will be called and the child must be picked up immediately. Child will be excluded from the center until has been treated with antibiotic for 24hr. A Dr note is needed in order to return.

**RUNNY NOSES:**

If your child has a runny nose with green discharge for 5 consecutive days. Child will be excluded from the center until the child has been seen by a Doctor. A Dr. note is needed in order to return.

**COLDS**

Attendance will be based on the individual case/child, their behaviors (activity level), what type, amount & where the drainage is coming from.

**IF ANY OF THESE ILLNESS CONTINUE AFTER RETURNING WITH A  
DOCTORS NOTE.PARENTS WILL BE CALLED FOR PICK UP.**



# Children First Learning Center, Inc.

## 2016 Yearly Calendar

| CENTER WILL BE CLOSED THE FOLLOWING DATES:                           | CENTER EARLY DISMISSAL:   | SPECIAL DATES:   |
|--|---|--|
| <p>JANUARY 1<sup>ST</sup><br/>NEW YEARS</p>                          | <p>NOVEMBER 23<sup>RD</sup>:<br/>CLOSES AT 3:30PM</p>                                 | <p>FEBRUARY 12<sup>TH</sup>:<br/>VALENTINES DAY PARTY<br/>2:15PM</p>                       |
| <p>JANUARY 18<sup>TH</sup>:<br/>MARTIN LUTHER KING JR DAY</p>        | <p>MAY 13<sup>TH</sup>: PRESCHOOL<br/>GRADUATION CENTER<br/>CLOSES AT 5:30PM</p>      | <p>MARCH 24<sup>TH</sup>:<br/>EASTER PARTY 2:10PM</p>                                      |
| <p>MARCH 25<sup>TH</sup>:<br/>GOOD FRIDAY</p>                        | <p>DECEMBER 9<sup>TH</sup>-<br/>CHRISTMAS PROGRAM<br/>CENTER CLOSES AT<br/>5:30PM</p> | <p>MAY 6<sup>TH</sup> MOTHERSDAY TEA<br/>2:10PM</p>  |
| <p>MAY 30<sup>TH</sup> :<br/>MEMORIAL DAY</p>                        | <h1>2016</h1>   | <p>JUNE 17<sup>TH</sup><br/>DONUTS FOR DAD<br/>2:10PM</p>                                  |
| <p>JULY 4<sup>TH</sup> :<br/>INDEPENDANCE DAY</p>                    |   | <p>MAY 13<sup>TH</sup>: PRESCHOOL<br/>GRADUATION CENTER<br/>7:00PM</p>                     |
| <p>SEPTEMBER 5<sup>TH</sup>:<br/>LABOR DAY</p>                       |   | <p>JULY 18<sup>TH</sup>-AUGUST 19<sup>TH</sup><br/>SUMMER FUN ACTIVITIES</p>               |
| <p>NOVEMBER 11<sup>TH</sup>:<br/>VETERANS DAY</p>                    |   | <p>OCTOBER 28<sup>TH</sup><br/>HALLOWEEN PARTY 2:30PM</p>                                  |
| <p>NOVEMBER 24<sup>TH</sup>:<br/>THANKSGIVING DAY</p>                |   | <p>NOVEMBER 17<sup>TH</sup>:<br/>THANKSGIVING FAMILY<br/>LUNCH<br/>(10:30-11:30-LUNCH)</p> |
| <p>NOVEMBER 25<sup>TH</sup>:<br/>BLACK FRIDAY</p>                    |   | <p>DECEMBER 9<sup>TH</sup> :<br/>CHRISTMAS PROGRAM<br/>BEGINNING AT 7:00PM</p>             |
| <p>DECEMBER 26<sup>TH</sup> ;<br/>CHRISTMAS BREAK</p>                |   |  |
| <p>2016<br/>CENTER IS OPEN 251 DAYS<br/>SCHEDULED CLOSED DAYS 10</p> |   |  |

**MARK YOUR CALENDAR SO YOU DON'T FORGET  
IMPORTANT DATES!!!**







**TYLENOL PERMISSION  
SLIP**



**I GIVE PERMISSON FOR CHILDREN'S TYLENOL  
TO BE GIVEN TO**

- 1) \_\_\_\_\_ **DOSAGE** \_\_\_\_\_
- 2) \_\_\_\_\_ **DOSAGE** \_\_\_\_\_
- 3) \_\_\_\_\_ **DOSAGE** \_\_\_\_\_
- 4) \_\_\_\_\_ **DOSAGE** \_\_\_\_\_

**IF HIS/HER FEVER REACHES 101.00F OR ABOVE.  
I UNDERSTAND THAT EVEN THOUGH TYLENOL  
HAS BEEN GIVEN I ONLY HAVE 1 HOUR TO PICK  
UP BASED ON CENTER ILLNESS (FEVER)  
POLICY.**

---

**PARENT SIGNATURE AND DATE**

**PARENTS RIGHT TO KNOW NOTICE!!**

Under the Delaware Code you are entitled to inspect, at any time, the active records and complaint files of any licensed child care facility.

To review a childcare facility records contact The Office of Child Care Licensing at one of the following locations:

|  |   |
|--|---|
| <p>Ellen Linen, Adm. Support Specialist I<br/>Office of Child Care Licensing<br/>1825 Faulkland Road<br/>Wilmington, De 18805<br/>(302) 892-5800</p> | <p>Dawn Clarke, Adm. Office of Child Care<br/>Licensing<br/>Support Specialist I<br/>821 Silver Lake Boulevard<br/>Suite 102<br/>Dover, De 19904<br/>(302) 739-5487</p> |
|--|---|

I acknowledge that I received notice of a Parent Right to Know, as part of the application packet of materials from:

Children First Learning Center, Inc.  
760 Townsend Blvd.  
Dover, De 19901

*Signature:* \_\_\_\_\_

*Date* \_\_\_\_\_

-----  
*Please keep Bottom portion for your records  
sign and return top half*

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|--|---|



**Children First Learning Center, Inc.**  
**PRE-SCHOOL / KINDERGARTEN & SCHOOL AGE PROGRAM**

*Quiana Nieves, or*  
760 Townsend Blvd.  
Dover, Delaware 19901  
(302) 674-5227  
FAX # (302) 674-5839

**POC PLUS AGREEMENT**

This Letter is to inform you that Children First Learning Center, Inc. is a Purchase Of Care Plus provider. This means that you may need to pay the difference between the provider rates and the state's rates. Which is called the POC + FEE. The POC + FEE is the differences not covered by the state. This amount is calculated by subtracting the state portion from the center private pay rate.

I \_\_\_\_\_ Agree to pay Children First learning center the POC plus fee (POC + FEE ) in addition to my DSS parent fee. Children First Learning Center will give me a worksheet with a breakdown of their charges, how much the Division of Social Services pays and the fees that I must pay Children First Learning Center Inc. each week.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EXAMPLE OF CALCULATIONS:

Infant Care- (6wks-1-year) state pays a total of \$116.25 for 5days of care (1week)

Children First Learning Center, Inc. charges \$135.00 (1week)

Plus amount is calculated by subtracting  
 $116.25 - 135.00 = 18.75$  which is the PARENT POC + FEE

**Children First Learning Center, Inc.**  
**PRE-SCHOOL / KINDERGATEN & SCHOOLAGE PROGRAM**

**Quiana Nieves, Director**  
**760 Townsend Blvd.**  
**Dover, Delaware 19901**  
**(302) 674-5227**  
**Fax # (302) 674-5839**

*Parent Agreement:*

I \_\_\_\_\_ have read and agree to the rules and regulations in  
(Parent Name)  
the Parent Hand Book.

By signing this I consent to the enrollment of my child/ren

\_\_\_\_\_  
(Child/ren Name)  
with the Children First Learning Center, Inc.

*I give my consent for my child/ren to take part in general excursions under proper supervision. I will not hold the Learning Center responsible in case of sickness or injury of this child/ren while in attendance at the Learning Center or in transition to and from facility.*

*I understand, should I not abide by the guidelines in the Parent Handbook, services may be terminated. I understand I am responsible for any remaining childcare balance. I understand I am responsible for the cost of the Collection Agency and /or Small Claims Court; for the collection of Balance due the Center.*

*As your Child Care Provider, the center does reserve the right to offer substitute care in cases where your child's/ren's teacher is ill or absent (for any reason).*

\_\_\_\_\_  
Children First Learning Center, Inc

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

*(With two parent families, both parents must sign this form).*

**IDENTIFYING INFORMATION (TO BE COMPLETED BY PARENTS)**

1. CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ S.S.# \_\_\_\_\_  
NAME OF CHILD'S DOCTOR \_\_\_\_\_ PHONE# \_\_\_\_\_  
NAME OF CHILD'S DENTIST \_\_\_\_\_ PHONE# \_\_\_\_\_  
MEDICAL INFORMATION (ALLERGIES, ETC.)

2. CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ S.S.# \_\_\_\_\_  
NAME OF CHILD'S DOCTOR \_\_\_\_\_ PHONE# \_\_\_\_\_  
NAME OF CHILD'S DENTIST \_\_\_\_\_ PHONE# \_\_\_\_\_  
MEDICAL INFORMATION (ALLERGIES, ETC.)

3. CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ S.S.# \_\_\_\_\_  
NAME OF CHILD'S DOCTOR \_\_\_\_\_ PHONE# \_\_\_\_\_  
NAME OF CHILD'S DENTIST \_\_\_\_\_ PHONE# \_\_\_\_\_  
MEDICAL INFORMATION (ALLERGIES, ETC.)

4. CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ S.S.# \_\_\_\_\_  
NAME OF CHILD'S DOCTOR \_\_\_\_\_ PHONE# \_\_\_\_\_  
NAME OF CHILD'S DENTIST \_\_\_\_\_ PHONE# \_\_\_\_\_  
MEDICAL INFORMATION (ALLERGIES, ETC.)

**PARENT/GUARDIAN INFORMATION**

MOTHER'S NAME \_\_\_\_\_ S.S.# \_\_\_\_\_  
HOME.# \_\_\_\_\_ CELL# \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
MOTHER'S EMPLOYMENT \_\_\_\_\_ WORK# \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ S.S.# \_\_\_\_\_  
HOME.# \_\_\_\_\_ CELL# \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
FATHER'S EMPLOYMENT \_\_\_\_\_ WORK# \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Medical INSURANCE INFORMATION**

NAME OF INSURANCE COMPANY \_\_\_\_\_

SUBSCRIBER'S NAME \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ MEDICAID # \_\_\_\_\_

***PERSON OTHER THAN PARENT TO BE NOTIFIED IN EMERGENCY SITUATION: WHEN PARENT IS NOT AVAILABLE.***

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE# \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE# \_\_\_\_\_

***PERSONS OTHER THAN PARENT (S) TO WHOM CHILD MAY BE RELEASED.***

1.NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

2.NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

3.NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

4.NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSENT TO TREATMENT**

I, \_\_\_\_\_, AM A PARENT (OR LEGAL GUARDIAN) FOR \_\_\_\_\_ WHO IS MY MINOR CHILD. I HEREBY AUTHORIZE EMERGENCY TREATMENT OF ANY INJURY SUFFERED BY MY MINOR CHILD, OR ANY SYMPTOM WHICH MAY IN THE JUDGEMENT OF THE ATTENDING MEDICAL PERSONNEL, IF UNTREATED, REASONABLY BE EXPECTED TO THREATEN THE HEALTH OR LIFE OF SUCH MINOR; PROVIDED, HOWEVER, THAT THIS CONSENT SHALL ONLY BE EFFECTIVE AFTER REASONABLE EFFORTS HAVE BEEN MADE BY THE ATTENDING MEDICAL PERSONNEL TO OBTAIN MY CONSENT (OR A LEGAL GUARDIAN OF THE MINOR CHILD.) I UNDERSTAND, I WILL BE FINANCIALLY RESPONSIBLE FOR THE COST OF SUCH TREATMENT.

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
DATE