

WELCOME TO FISHBURN FLOCK CHRISTIAN CHILD CARE CENTER

Dear Parent,

Welcome to Fishburn Flock Christian Child Care Center. What a privilege it is to serve your family! We realize the incredible blessing and responsibility you are entrusting to us. In an effort to make your whole family's adjustment to childcare a little easier we are providing this handbook, which may answer questions you may have.

Matthew 19:13-15 says, "then little children were brought to Jesus for Him to place His hands on them and pray for them. But the disciples rebuked those who brought them. Jesus said, "Let the little children come to me, and do not hinder the children, for the kingdom of heaven belongs to such as these." When He had placed His hands on them, He went on from there."

Your child is precious to Our Loving Heavenly Father, to you, and to us.

Our goal is to provide a warm loving atmosphere in which young children learn that each one of them is God's special child as they grow spiritually, intellectually, socially, emotionally, and physically. We plan to accomplish this goal through developmentally appropriate activities individualized to meet the needs of each child. There will also be a daily praise/worship component designed for the children to learn about Jesus and God's love.

To meet our goal we employ a staff of knowledgeable and enthusiastic caregivers who prepare specialized programs for your child. We clearly recognize the important responsibility the caregiver has in providing quality care to your child, and we will do everything we can to employ a quality Christian staff and keep turnover at a minimum. We have an open door policy; please come in and visit us.

Unlike most Centers, Fishburn Flock has two Part Time Directors that share all responsibilities and oversee all aspects of the Center. This allows for a Director to be on site during most hours of operation, available to the children, staff, and parents. The Directors have a love for children and ministry and are committed to providing quality care for your child/children.

If you have any questions or concerns about the center, its programs, the caregivers, or your child, please contact the Directors. They will be happy to discuss these issues with you and help you in any way possible.

Phone: 534-2189

E-Mail: flock.umc@verizon.net

In God's Love,

Board of Directors

Fishburn Flock Christian Child Care Center

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Revised August 1, 2008

OUR MISSION

The mission of the Fishburn Flock Christian Child Care Center is to provide quality Christian child care with a purpose...

*Nurturing

In a healthy Christian environment

*Teaching

Biblical, scholastic, and behavioral fundamentals

*Developing

Esteem and moral character

OUR PHILOSOPHY

The philosophy of the Fishburn Flock Christian Child Care Center is to provide care and development for each child to achieve their greatest potential spiritually, mentally, physically, emotionally and socially. This will be accomplished by providing learning and developmental experiences consistent with the Christian principles of the church, based on the authority of the Bible.

We believe that each child is unique – a very special gift from God.

*A gift that needs to be cared for, not just physically,
but emotionally and spiritually as well.*

*We believe that such care must be provided in a safe and pleasant environment
by people who are loving and kind.*

*We believe that when childcare outside the home is necessary,
it should be a positive experience for the parent as well as the child.*

*Parents should feel confident that their children are receiving
the very best care possible.*

*We believe that constant and open communication among caregivers,
parents and children is vital to the well-being of the children.*

CIVIL RIGHTS COMPLIANCE

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex

Program services shall be made accessible to the eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Fishburn Flock
1215 Fishburn Road
Hershey, PA 17033
(717) 534-2189

PA Human Relations Commission
711 Philadelphia State Office Building
1400 Spring Garden Street
Philadelphia, PA 19130

Southeastern Regional Office
1105 B State Office Building
1400 Spring Garden Street
Philadelphia, PA 17130

Department of Public Welfare
Bureau of Equal Opportunity
Room 223,
Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

U.S. Dept. Of Health & Human Services
Office for Civil Rights
Suite 372 Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania, Department of Education
Child and Adult Care Food Program

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, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C., 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.
Revised 7/06

PROGRAMS OF FISHBURN FLOCK CHRISTIAN CHILD CARE CENTER

FULL-TIME WEEKLY CARE

Weekly care for the supervision and nurturing of children age six weeks through eleven years of age is offered. This program is available for infants through pre-schoolers (full-day), kindergarteners (half-day), and school-age children (before/after school, summers, and school holidays).

BEFORE/AFTER SCHOOL

School-age children (grades K-5) are offered a program that provides a nutritious breakfast, afternoon snack and a planned program of activities that are age appropriate. These include but are not limited to the following: quiet play, recreational activities, homework, table games, puzzles, and arts and crafts. A full time Summer Camp Program is also offered.

PART-TIME

Part-time students will be accepted in a limited basis. If a holiday falls on a day when your child is scheduled to attend the center, you may not be able to trade days. As with our full-time children, payment is required regardless of illness, holiday, or closing due to inclement weather.

AREAS OF DEVELOPMENT

The atmosphere of Fishburn Flock Christian Child Care Center is intended to be relaxed and flexible, in which your child is encouraged to learn through play. The natural urge to play is designed by God and is the best way for young children to learn. We work to provide a program that fosters both psychosocial and intellectual development in each child. We are interested in the development of your child; therefore, our program is organized to meet the needs of the developing child in the following areas:

Spiritual Development

- Observe caregiver's love and concern for them*
- Listen to Bible stories told at the child's level of understanding*
- Listen to and sing Bible songs that relate God's message*
- Look at Bible-related pictures and books*
- Learn the importance of prayer*
- Talk about God and His love for us*
- Talk about Jesus, God's Son and our Savior*
- Talk about the Bible being the inspired Word of God*
- Praying and praising our Lord*

Emotional Development

- Participate in dramatic play*
- Develop independence*
- Practice self-control*
- Develop self-esteem*
- Express different emotions*

Social Development

Develop social interaction

Begin to share

Play independently, in small groups, and in large groups

Use simple table and social manners

Begin to use proper hygiene

Physical Development

Musical activities for control and use of arms, legs, feet, etc.

Games that develop coordination

Begin cleaning up after themselves

Intellectual Development

Increase vocabulary and language skills

Sing short songs

Learn short poems and finger plays

Listen to stories

Listen and follow directions

Writing readiness activities

Reading readiness activities

Math readiness activities

Computer readiness

ADMISSION POLICY

Except for families of Fishburn Flock and siblings of enrolled students whose applications are given preference, applications are accepted on a first-come-first-serve basis without regard to age, race, sex, national origin, physical disability, or religious affiliation. A \$50.00 non-refundable fee is required to accompany applications. To enroll, parents must fill out an emergency contact/parental consent form and an agreement form, which serves as a binding contract between the center and the parent. It is vital that all emergency information is kept up-to-date in the event a parent must be contacted during the work day. It is a state law that upon enrollment, parents will also be given a health appraisal, which must be returned within 60 days. After the 60-day period, a child may not be allowed to continue unless immunizations are complete and recorded.

Children are placed in age-group classes at the discretion of the Director, but age/grades are generally based on the September 1 date used in public schools. Exceptions are made only after consultations with knowledgeable representatives of pre-school education and consultations with parents. **The fee and paperwork must be submitted before your child is accepted into any program.**

Applicable Paperwork

- A. Child Health Assessment (form completed within 60 days of enrollment)
- B. Tuition Agreement Form
- C. Emergency Contact/Parental Consent Form
- D. Child Care Food Program Application
- E. Copy of IEP / IFSP if applicable

Registration Fees

A non-refundable registration fee of \$50.00 is charged per child. This fee helps to defray the cost of clerical work required to keep children's records current on all PA Department of Public Welfare and PA Department of Education Food Program regulations.

Weekly Tuition Payments

Full tuition and fees are due by 10:00 am every Friday, for the following week. The **ONLY** exceptions are those listed below. Tuition payments should be accompanied by a memo stating the dates of tuition being paid and placed in the wooden mailbox on the wall outside the Director's office. To avoid the possibility of accidental misplacement, please **DO NOT** give payments to your child's teacher. Receipts will be issued upon request. An annual statement will be issued for tax purposes. A **\$20.00 fee** is charged for all late tuition payments. Current Bank charges will apply for all returned checks. Once a family has three tuition checks returned for insufficient funds, **all future payments must be made in cash or money order. After two weeks of insufficient payment, your child's care will be terminated. Please contact the Director if you cannot make the tuition payment.**

Sibling Discount

There is a 5% discount off the total tuition cost for families enrolling more than one child in the program **full time**. No discount will be given for part time or school age enrollments.

Vacation/Personal Weeks

There will be an allowance of two weeks of vacation from August 1 through July 31 at half-tuition. During vacation weeks, children may not be present. Vacation weeks may also be used for illness at the discretion of the Directors. A "week" is defined as the number of days the student normally attends. Please inform the Director in writing, e-mail, or by phone two weeks prior to the scheduled vacation so that you qualify for vacation credits.

Christmas Week

Half tuition is due for the week between Christmas and New Year's while the Center is **closed**. This helps cover the cost of teacher's salaries, utilities and rent which are costs that continue even when the children are not present.

We are prepared for all children whether he or shee attends on scheduled days or not. Therefore, other than the above weeks, reimbursements are not given if a child is absent.

Health Appraisals

A health appraisal form with all up-to-date immunization information is required by law. **Children will not be allowed to continue in the program if immunizations are not kept up-to-date.** Health appraisals must be completed at the 2 months, 4 months, 6 months, 12 months, 15 months, 18 months, 24 months, and yearly well-child checkups. The health appraisal form provided by the PA Department of Public Welfare, requiring the physician's signature, is available in the stairwell on the wall.

Insurance

Liability insurance provides coverage against accidental injury while children are on Center activities, both on and off church premises. Each child is covered under such liability insurance, which is provided for by the Center. Children must have personal insurance coverage to be enrolled in day care. If you do not have or have recently lost coverage, please contact the Director for further assistance.

Withdrawal

Two weeks **written notice** addressed to the Director is required to withdraw a child from the program. This enables the Center to process an application from the waiting list. Payment is required for two weeks following the withdrawal notice, **whether or not** the child continues to attend the Center during that period.

When withdrawing from the Center, a copy of the child's records will be provided upon request.

ADMINISTRATIVE POLICIES

Operating Hours

The Center opens at 6:30 am and closes at 6:00 pm, Monday through Friday on a year-round basis, except for two staff training days, nine major holidays and the week between Christmas and New Year's. Full-time students must be picked up before 6:00 pm or a late fee of **\$2.00 per minute per child** will be charged. You will receive a notice concerning your late fee, which is due with the next tuition payment. The clock in the classroom will be used to define lateness. Under emergency situations, we will allow the late fee to be waived.

Staff Training Days

The Center will be closed on the following days to allow for DPW mandated training to take place. These trainings include first aid, CPR, fire, and health and safety, in addition to early childhood education.

Columbus Day
President's Day

Holidays

The Center will be closed on the following holidays. If a holiday falls on a Saturday, the Center will be closed the Friday before the holiday. If the holiday falls on a Sunday, the Center will be closed the Monday after the holiday. The following holidays will be observed:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving (Thursday & Friday)
Christmas Eve
Christmas Day
The week between Christmas and New Year's

Arrival/Departure

For the safety of the children, parents are required to escort their child into the Center and pick them up inside the Center. All vehicle engines **must be turned off** when dropping off or picking up children. Please park in a parking space adjacent to the front doors.

Children are to be signed **in and out daily** by their parents. Any person who is unfamiliar to our staff will be asked to show a picture ID for the safety of the children. Your child will be released to people listed on your Emergency Contact Form **only**. Please call or write a note if anyone else is coming to pick up your child.

We strongly encourage all children to arrive before 9:00 am. This helps the child adapt to the day more easily by allowing them to take part in the entire day's activities. Please call the Center by 10:00 am if your child will not be attending on your scheduled day(s). Please call the Center by 10:00 am if you want your child to be counted for lunch.

Emergency Phone Numbers

Fishburn Flock 534-2189
Poison Control Center 1-800-222-1222
Hershey Medical Center / Non-Emergency 533-9830

Fishburn Flock e-mail

Flock.umc@verizon.net

If you would like to be included in parent updates and reminders, please drop your email address off in the office or in the tuition box and we will add you to our list.

Snow Policy

The Center will not close due to inclement weather unless absolutely necessary. In order to determine the road conditions and the availability of staff, we will follow the following policy; Fishburn Flock will first call in a two-hour delay to allow the roads and parking lot to be plowed. A delay is not necessarily an opening but gives us a chance to monitor road conditions. If road conditions do not improve the center will then be closed. If the weather warrants a delay or closing, you may gain information through the following:

***ABC27 Snow Watch or www.abc27.com**

In the event that the Center must close early due to the weather, parents will be e-mailed personally and called if necessary, in addition to notifying the media. It is essential that we are able to reach you by telephone. Please let the teachers know how to reach you if you plan to be away from your telephone. Emergency Contact persons will be called if parents are unable to be reached.

Tuition credit is not given on days that the Center must close early or is unable to open due to inclement weather.

Accident Policy

Minor accidents will be handled according to accepted first aid procedures. Parents will be notified by telephone if the Director or Teacher feels it is necessary, and upon picking the child up, will be given an Incident Report Form.

In the event of a medical emergency or of an accident, we will contact the parents. If the parent cannot be reached or the situation demands immediate attention, the child will be taken to the Hershey Medical Center. Your authorization for staff to take whatever emergency medical procedures are deemed necessary is part of the Emergency Contact agreement. A staff member will accompany the child to the source of emergency care and remain with the child until the parent(s) or a designated person assumes responsibility for the child's care.

Food Policy

1. We are a non-pricing institution, which means we do not charge separately for meals. We must comply with the PA Department of Education Food Programs requirements and must ask you to complete all documentation for this service.
2. A nutritious breakfast, lunch, and snack will be provided by the Center meeting the PA Department of Education Food Program requirements. A monthly menu will be given to each parent of children age one year and older. We are required to serve the meal in its entirety. If your child does not like the meal for any given day, please pack a full lunch including drink. Reimbursement will not be made for packed lunches.
3. Parents may choose to have their infant participate in the Infant Meal Program offered through the PA Department of Education's Meal Program. Infants (6 weeks – 8 months) will receive 3 (4 oz.) bottles throughout the day. The formula that will be used is Prosobee, Iron Fortified. Parents must supply clean, sanitized bottles to administer the formula. *If clean, sanitized bottles are not provided, formula cannot be given.* For the Older Infants (8–12 months) meals will be supplemented with 1–3 tablespoons of rice cereal. Lunch will also include a vegetable and/or fruit. The fruit and vegetables will be canned.
4. Center staff will be responsible for serving all meals. We ask that parents refrain from doing so unless requested by a staff person.
5. Meals are served at the following times

Breakfast	7:15–7:45 am
Lunch	11:15 am
Snack	3:00 pm (approximately)

Illness Policy

When a child becomes ill at the center, caregivers will keep the child comfortable, observe the child, and document the symptoms. The director and child's caregiver will determine if the child may remain at the center or if he/she is too ill to stay in childcare. The caregiver will call the parent to report the child's condition, and if necessary, ask that the child be taken home.

Since fever may be a symptom of a serious illness, caregivers and parents will consider the child's behavior to decide what to do. **Feverish children should not be given Tylenol or Motrin before coming to the Center, but remain at home to watch for further signs of illness.** Children may not attend the Center if they are acting sick and have a temperature equal to or greater than 101.0. Children must be free from fever for one day before returning to the Center.

The following criteria are used to determine the need to exclude children with short-term illnesses from the group setting:

1. The child does not feel well enough to participate in the usual activities of the program.
2. The staff cannot care for the child without interfering with the care of the other children.
3. The child has any of the following signs or symptoms that indicate a contagious disease or an immediate need for medical evaluation such as, but not limited to: fever, rash with fever or behavior change, vomiting, diarrhea, head lice or other infestation, skin infections (impetigo), deep or productive cough, strep throat, and pink eye.

In the event that antibiotic treatment is required, the child must have received the treatment for 24 hours before returning to the Center. Children diagnosed with chicken pox will not be permitted to return to the center until all pox are completely scabbed over and no fever remains. Children with infectious diarrhea must be accident-free for one day and well enough to participate in classroom activities. Children with bloody diarrhea must be evaluated by a health professional before being readmitted to the program.

Please inform the Director or teacher of any infections or contagious disease such as, but not limited to: tuberculosis, hepatitis, salmonella, AIDS, pink eye, ringworm, lice, and strep throat. The attached list of diseases are those that are reported to the Department of Health. All illnesses will be posted so that parents are informed.

Children well enough to attend but require special care must have a completed special care plan submitted by the parent before attending.

We understand that you have a responsibility to your employer; however, we feel this policy is necessary to prevent illness from spreading throughout the Center and inconveniencing other parents as well as staff.

Administering Medication

According to Pennsylvania state law, facility persons are not required to administer any medication that is requested by a parent or physician. When medications are administered, these requirements apply:

1. A prescription medication may be accepted only in the original container labeled by a pharmacist with the child's name, dosage, strength of medication, and when it is to be administered.
2. A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration on a prescription label are acceptable.
3. Medication shall be administered to only the child whose name appears on the container.
4. The parent shall provide written consent for administration by signing the medication log daily.
5. Nonprescription medication will not be administered by the staff unless a doctor's note is provided with all necessary information.
6. Medications must be taken home on a daily basis.
7. Whenever possible, medications should be administered at home.

Mandate to Report Suspected Child Abuse

ALL staff that work with children MUST, under Pennsylvania Child Protective Services Law, report **suspected** cases of child abuse or neglect. Child Abuse is defined as any act by a perpetrator which causes serious physical injury, serious mental injury, sexual abuse or exploitation, serious physical neglect, or imminent risk of serious physical injury or sexual abuse. Fishburn Flock Directors will report such suspicions to the Pennsylvania Department of Social Services of any suspected abuse.

All observations or suspicions of child abuse or neglect will be reported no matter where the abuse might have occurred. Staff will follow the direction of the child protection services agency regarding notification of the parent.

It is important to note that no accusation or affirmation of guilt will be made until the investigation is complete. Caregivers making false reports or found guilty of child abuse will be dismissed from employment.

DISCIPLINE POLICY

ALL staff will use appropriate techniques to discipline children. Any humiliating, frightening, or physical punishment will NOT be tolerated. Discipline will not be used for lapses in toilet training, nor will withholding or forcing food or naps be associated with discipline. A staff member will be immediately disciplined if any unacceptable methods of discipline are used.

The caregiver will report any child who does not respond to appropriate guidance techniques to the Director. The Director may request a conference with the parents.

Following is a list of discipline guidelines that has been given to our caregivers:

1. No corporal/physical punishment will be used.
2. Set limits or behavior expectations which are developmentally appropriate.
3. Be consistent.
4. Act with confidence, fairness, and patience in discipline.
5. Constantly praise and encourage good behavior.
6. Be an excellent role model.
7. State suggestions or directions in a positive form. Give a child a choice only when you intend to accept the choice.
8. Focus on the child's actions rather than personality. Make the child feel worthwhile and loved.
9. Use a kind, firm voice when disciplining. Use words and a tone of voice that will help the child feel confident and reassured.
10. Consequence for misbehavior will be immediate, of short duration, and be directed at the behavior and not the child.
11. Punishment is appropriate only for repeated misbehavior. Acceptable punishments are removing the child from one play area to another, limiting play privileges, and using "time out". "Time out" provides the child an opportunity to think about appropriate behavior. It should last no more than one minute per year in age, be in sight of an adult, and preferably be located where the child can see other children. Once the "time out" period is completed, the child should be returned to normal activities.

12. Punishment will not be associated with food, naps, or bathroom procedures.

13. Keep acts of misbehavior in perspective. The Director will involve a child's parents in the disciplinary process only when uncontrollable behavior and/or behavior harmful to others persists.

14. The entire staff will be consistent regarding supervision and training of children.

15. Discipline will be the responsibility of the Director and staff members only.

Discipline Procedure

The following procedure is followed by our staff members regarding discipline:

1. A simple request, stated in a positive manner, to change the behavior. Staff member will give suggestions for alternate acceptable behavior.
2. Firmly state what the child must do to stop or change the problem behavior, reminding him/her of consequences for failure to comply.
3. Physically redirect the child away from the problem situation.
4. Notify the parent.
5. If problem behavior persists, we may dismiss the child from the program.

WHAT TO BRING

Infants

Parents must provide the following items **labeled** with the child's name:

1. Bottles of formula, prepared at home (or clean, sanitized bottles if on the Center Infant Food Program)
2. Diapers and wipes
3. Baby food and cereal (if not on the Center Infant Food Program)
4. At least two complete changes of clothing
5. Two portable crib sheets and two blankets
6. Bibs and burp pads

*ALL items, including bottles and bottle caps, must be **labeled** with the child's name.

Infants will be held during bottle-feeding. When an infant or toddler shows evidence of wanting to feed him/herself, the child will be encouraged and permitted to do so.

Please allow time to put your child's **labeled** items into their drawers or refrigerator. No diaper bags will be permitted to remain in the room. Medications must be stored in a secured area out of the child's reach.

When you enter the room, please secure your purse so that no child can explore and get into it. It is very important for the safety of the children in our care that we follow these strict guidelines.

Toddlers

Parents must provide the following **labeled** items:

1. Sleeping bag and blanket (to be sent home weekly)
2. Diapers and wipes
3. Two changes of clothing
4. Any "special" items that may be required

Please allow time to put your child's **labeled** items into their drawers or refrigerator. No diaper bags will be permitted to remain in the room. Medications must be stored in a secured area out of the child's reach.

When you enter the room, please secure your purse so that no child can explore and get into it. It is very important for the safety of the children in our care that we follow these strict guidelines.

Pre-school

Parents must provide the following **labeled** items:

1. Sleeping bag and blanket (to be sent home weekly)
2. Two changes of clothing

Please allow time to put your child's **labeled** items into their drawers or refrigerator. No diaper bags will be permitted to remain in the room. Medications must be stored in a secured area out of the child's reach.

School Age

Parents must provide the following labeled items:

1. Sunscreen
2. One change of clothing
3. Backpack

OTHER IMPORTANT INFORMATION

Newsletter

To keep parents informed about the program, a newsletter will be sent out periodically. The newsletter will include upcoming events and areas that concern the operation of the center. It is important to read it and respond as requested.

IEP Request

If your child has been evaluated and has a written Individual Education Plan, We would request a copy to be kept on file and shared with your child's teachers. Form is available in the Director's Office.

Clothing

Children will be taken outside daily whenever possible, so please dress your child appropriately every day. This includes snow pants, hats, mittens, and boots in the winter. Children should wear sneakers or closed toed shoes and socks all year to protect their feet. **Two extra changes of seasonally appropriate clothing should ALWAYS be on hand at the Center**, appropriately labeled. Also, please remember to change the extra clothes as your child grows and the seasons change.

Share Day

Some of the Center teachers encourage "Share Day". Each teacher will establish when they have "Share Day" and will inform the parents. For sharing time encourage your child to tell about a special happening, bring a favorite book, share a homemade object, or show something from nature. Items brought for "Share Day" must be small enough to fit in the child's bag and cannot, in any way, be associated with violence. Please make sure the items are "safe" in that it would not promote a choking hazard.

Birthday Celebration & Holiday Parties

Parents may celebrate their child's birthday at the Center and may bring in a light refreshment to share at the afternoon snack time. Please notify your child's teacher in advance. Teachers will have a sign-up sheet for parents to bring in light refreshments for holiday parties.

Parent Information Center

Please check the parent's information area outside your child's room each day. This is your way of being informed of special events, requests, parent conferences, etc. Your child's teacher will also post their daily activities and Infant, Ones, & Toddler caregivers will give you a sheet documenting their daily routine.

Information containing community resources are on display and available outside the Flock Office.

Field Trips

Children may take periodic field trips to local areas of interest. A permission slip must be signed by parent or guardian in order for their child to participate in the event. There may be additional fees for the field trip admission. Please contact the Director if you cannot pay this admission fee.

Parental Involvement

We encourage all parents to be involved in their child's life at Fishburn Flock. Being informed and involved with the Center helps to accomplish this. Please feel free to visit at any time. We may request your help for special events such as field trips, parties, collecting materials, etc. We believe that parents are the best teachers for their children, and we want you to be a major part of your child's educational experiences.

Parent Conferences

A conference with your child's teacher/caregiver may be scheduled at your request but is specifically offered each January and June. Times are listed in the monthly Parent Newsletter as well as posted in each classroom.

Toilet Training

Every effort will be made to coordinate toilet training in the facility with the program started by the parent. No effort will be made to toilet train until the parent agrees the time is right to begin. This generally occurs sometime after the second birthday.

We are fortunate to have child size toilets on the second floor where the children's classrooms are located. This will aid in toilet training and encourage children to become self-sufficient individuals.

Items From Home

Other than items brought in for Share Day, it is requested that children not bring items or toys from home. A stuffed animal or doll for naptime security is fine, if needed.

Children are very proud to be able to share their parent with their peers. We strongly encourage parents, grandparents, and relatives to come to the center and share their talents, interests, and hobbies with the children. Please let the teachers know in advance and they will schedule time for this very special activity.

Laundry

State law requires that sheets, blankets, pillowcases and stuffed animals be taken home and cleaned weekly. Linens will be sent home on Fridays, and we ask that they be washed and returned on Monday morning.

Helmets

We require that any children who want to ride a pedal bike must have their own properly fitted, certified bicycle helmet. If you would like your child to ride the pedal bikes, please provide a helmet. We store the helmets in our outdoor shed, or you can bring the helmet each day and hang it on the coat rack. Please **label** the helmet with your child's name.

