

# Princeton Children's Center

## PARENT INFORMATION

Phone: 785-749-4500 Lawrence  
316-618-0275 Wichita

### **Welcome Families**

*We are looking forward to working with you and your child. Our main goals are to keep your child safe and to provide loving care, while at the same time implementing a quality program which will develop your child in the following domains: cognitively, physically, emotionally and socially.*

*The following policies are some of the most common areas of concern to both parents and center staff members. We strongly feel that open communication between parent and members of our staff is essential to fully meeting your child's developmental needs. We have an open door policy and encourage any feedback from parents.*

### **Center Schedule:**

*The center will be open Monday- Friday, 6:30am - 6:00 pm. We will be observing the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday following Christmas day.*

*The center will not open when the School District calls an inclement weather alert due to the safety concerns for travelers.*

### **Fees and Payment:**

*Parents are required to pay the non-refundable enrollment fee and the first week's tuition at the time of enrollment. All tuition is due in advance and is due the Friday before the next scheduled week. When tuition is not current, a \$10.00 late fee will be charged and children will not be admitted the following Monday.*

*A fee of \$25.00 is charged for all returned checks.*

*Parents are responsible for payment for all absences and Center closings.*

### **Signing Children In and Out:**

*Each day, parents are required to use the keypad located at the front entry to sign their child in and out. Information from the code is used for the center records and attendance. Parents will be issued their own private code.*

*If you plan for someone else to pick up your child, for your child's protection, the Center must have this information from you in writing. During enrollment, parents are asked to provide a list of persons who have their approval to pick up their child.*

*This authorizes the Center to release the child to the approved persons listed. These approved people will be requested to show a driver's license identification to the Teacher or Director before we may release the child.*

***Reporting Absences:***

*We require 2 week's notice for withdrawal of your child from the program.*

*Please call the center as a courtesy to our staff to inform us of any time that your child is going to be absent, and when he or she is expected to return.*

*Any parent that has not contacted the center, when the child is absent for more than five days, may be dropped from enrollment and the position made available to other clients.*

***Medications:***

*Prior to enrollment, every child must have on file, both a copy of their 'Child Health Examination Form' and immunizations records. Please notify us of any updated information or additional immunizations.*

*If medication is required to be administered during the day, a Medication form must be filled out and signed by parent. Forms and medication must be handed to a teacher; not left in your child's bag. Staff members are not permitted to give any medication without this form completed.*

*Medical forms are also required for Sunscreen, hand lotion and lip balm; these also must be handed to a staff member. Please inform the Director of any allergies your child has been diagnosed with.*

***Illnesses:***

*The Center strives to provide a healthy environment for all enrolled children, parents, staff and visitors. Children and staff (including Volunteers) must present a current medical report upon joining the center.*

*Due to staffing limitation the Center is unable to care for a child who is ill or has a fever, and is therefore unable to participate in the daily program. When a child becomes ill while at the Center, the parents or person designated by parent will be contacted and requested to pick up the child. Parents should not bring an ill child to the Center, as staff will be unable to accept them.*

*Many childhood diseases are contagious and easily spread in group care. When someone at the Center has a contagious disease, other than a cold, a notice will be posted to advise parents of the symptoms. Parents will be provided with the Kansas*

*State requirements for Childhood illnesses and the requirements for inclusion back into care.*

### ***Methods of Discipline:***

*The purpose of all discipline at this Center is to help children develop self-control and to become responsible for their own behavior. We are committed to helping children become part of their group by learning to express feelings appropriately, to consider other's, and work out conflicts and differences.*

*Staff observes all children and documents any problem behavior to help assess any patterns or factors. Staff will communicate concerns to parents, and action will be taken to rectify.*

*Should a child exhibit disruptive and unsafe behavior on a continual basis that is not resolved through appropriate behavior management strategies, staff will discuss the situations with the Director and parents to develop a plan of action. If staff feel additional assistance is needed, they may, with parental permission, consult community resources persons and/or refer for evaluation.*

*All reasonable attempts will be made to work with the child and family to resolve the behavior problem. If the child's placement in the classroom compromises the health, safety and/or well being of other children or staff members, enrollment will be terminated. In this case, parents will be given two week's notice of withdrawal; except where such notice is not reasonable because of safety concerns.*

*The following actions are strictly prohibited a Princeton Children's Center*

- \* Corporal punishment, hitting, spanking, swatting, shaking, pinching intended to induce physical pain or fear.*
- \* Threatened or actual withdrawal of food, rest or use of bathroom.*
- \* Abusive or profane language.*
- \* Any form of humiliation including threats of physical punishment.*
- \* Any form of emotional abuse, including shaming, rejecting, or isolating a child.*

### ***Clothing***

*Children's clothing needs to be clearly marked with child's name. We urge you to consider washable and comfortable play clothes, which the child can manage themselves as much as possible. We also recommend sneakers or rubber-soled shoes for play outside, running and climbing. If you send expensive clothes on your child, you do so at your risk. We cannot assume responsibility for lost or painted clothing.*

*Because your child will spend a part of each day outdoors, they also need to be dressed according to weather conditions, coats, gloves, and stocking caps.*

*For summer sunscreen requested, a medication form will be required.*

***Rest Time:***

*There will be a quiet time each day after lunch for all children (except Kindergarten- school) Depending on the age of the child, they are expected to rest quietly on mats or to engage in quiet activities, allowing those who need to sleep the opportunity to do so. One sheet and cover will need to be provided by parent to use on their mat at rest time. The bedding will be sent home weekly for washing. A soft sleeping toy may be sent for sleep time only.*

***Toys from Home:***

*We recommend that you do not allow your child to bring toys in which they may not wish to share with other children. Staff cannot assume the responsibility for loss or damage to any personal possessions children bring to the Center.*









