



PromiseLand
DAYCARE & LEARNING CENTER

Parent Handbook

Dear Parents:

Welcome to Promise Land Daycare & Learning Center! We are looking forward to providing care to your child and working with your family this coming year.

Promise Land Daycare & Learning Center is open to all children regardless of race, nationality or faith.

We make every effort to make sure your child feels secure in our center. Parents shall have free access to all areas used by your child. Watch the bulletin board or monthly newsletters for special events and new information.

If you need language translation services, please notify the center's director. Please use arrival and departure times to contact staff members or phone us for another convenient meeting time. We welcome your visits, questions and any concerns.

Sincerely,

Susan Pengra & PromiseLand Child Care Staff

Centers Phone: 360-225-6899

Center Email Address: director@promiselandlc.com

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Program Overview

Daily Schedule

Each classroom includes activities such as block building, housekeeping, art, music, stories and table games. Children engage in active play outdoors for large muscle development. Quiet, restful times are planned throughout the day. Appropriate activities for a child's age and development level are planned out daily. Each classroom will post a daily/lesson plan.

Sample of Daily Schedule

6am-7am	Welcome! Classrooms combined/Table Toys
7am-8am	Preschool goes to their classroom/Free Play
8am-830am	Wash Hands/Breakfast
830am-9am	Free Time
9am-930am	Circle Time
930am-945am	Transition to Outside
945am-1015am	Outside Play
1015am-1045am	Wash Hands/Snack
1045am-1130am	AM Activity/Free Play
1130am-1200pm	Prepare for Nap Time/Set up for Lunch
1200pm-1230pm	Wash Hands/Lunch
1230pm-1245pm	Clean up/Potty Time
1245pm-300pm	Nap/Quiet/Whisper Time
300pm-330pm	Wash Hands/Snack
330pm-400pm	Outside Play
400pm-430pm	PM Activity
430pm-500pm	Free Play
500pm-600pm	Combine Classrooms/Table Toys/Good-Bye!

Curriculum

In the Promise Land Daycare & Learning Center we will be providing curriculum focusing on the Bible, academics, social and emotional development. Not only will we be implementing Bible stories and songs for the children during circle and activity time, but we will be applying Creative Curriculum into our environment using planning and developmentally appropriate practices. It is an effective way to help children gain the self-help and social competency skills they need for lifelong learning.

What to Expect

Parents are encouraged to walk their children into the classroom each day and help put their belonging in their cubbie. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Lessons are planned around the interests of the children in the classroom and are implemented not only in circle and activity time, but also during free play. We believe that children learn best through play and in learning through play they can develop social and cognitive skills, mature emotionally, and gain the self-confidence required to engage in new experiences and environments.

During meal times teachers sit with the children for family style type dining and are encouraged to share about whatever is on their mind or to talk about the day.

Throughout mealtimes children are also encouraged to try new foods and in the preschool room they are urged to serve themselves at the table to support them in their independence.

Nap/quiet time is required and allows the children to take time out and rest to ensure that they get time to recuperate from the day.

Outside time is set aside twice a day per classroom; we believe that outdoor play is critical for young children in our early childhood program. Many of the developmental tasks that children must achieve- exploring, risk-taking, fine and gross motor development and the absorption of vast amounts of basic knowledge- can be most effectively learned through outdoor play.

Application Forms

- Parent Handbook
- Immunizations
- Parent Contract
- Permission to Photograph
- Food Program Application
- Registration Form

General Information

Location: 101 Hillshire Dr.
Woodland, WA 98674
Phone: (360) 225-6899
Fax:

Hours: 6:00am – 6:00pm Monday-Friday

Holidays: New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Provider Number: 788328

DSHS: 1-877-501-2233

Emergency Phone Numbers: Fire Dept:	911 or (360) 225-7076
Police:	911 or (360) 225-6965
Health Dept:	(360) 414-5599
Poison Prevention Center:	1-800-222-1222
CPS:	1-866-363-4276

Hospital used for Emergencies: Legacy Salmon Creek
2211 NE 139th St.
Vancouver, WA 98686
Phone: (360) 487-1000

Philosophy

Our program strives to provide each child with a safe, healthy, stimulating and caring early learning environment. Each child is allowed to learn and explore in a way that is fun and individual to their needs/strengths. Activities and routines are designed around the children's interests and developmental needs. A child's growth in social, emotional, intellectual, spiritual and physical development areas are greatly enhanced when caregivers, parents and schools all work together to support each child's developmental journey.

Mission Statement

We strive to provide a nurturing and supportive learning environment for each child through passionate and qualified staff.

Non-Discrimination Policy

It is the policy of this child care center that no person shall be subjected to discrimination because of race, color, national origin, gender, sexual orientation, including gender identity, age, religion, creed, marital status, disabled or Vietnam Era Veteran status or the presence of any physical, mental or sensory handicap. This policy is consistent with Titles VI and VIII of the 1964 Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age discrimination Act of 1975 and the Age discrimination in Employment Act of 1967; The 1974 Vietnam Era Veteran Readjustment Assistance Act; The Governor's Executive Order 85-09; and the Washington Laws Against Discrimination, RCW 49.60.

This child care center does not discriminate against children, families or staff with disabilities. Children, family and staff with sensory, mental or physical disabilities are encouraged to participate in all the activities and opportunities at the center. We assess children on an individual basis to determine whether a child with special needs can be cared for at our center with reasonable accommodations. Some examples of reasonable accommodations include:

The revision of policies and procedures to be inclusive

The removal of physical barriers

The addition of adaptive equipment

The opportunity for additional staff training (Professional Development) .

We are committed to treating all families with dignity and respect for their individual needs and differences. This policy applies to every aspect of the center's programs, practices, policies and activities including client services and employment practices.

Religion Policy/Philosophy

The staff The Promise Land Day Care and Learning Center believes that each child is a precious gift from God with unique and special qualities. Our major emphasis is to help children discover their God-given qualities while providing a safe, nurturing environment.

As a Christian child care center, we help children to learn compassion and respect for others and an awareness of the world around them. We teach and practice Christian values through modeling, prayers, singing and Bible stories. Children are encouraged, but not required to pray, sing and follow along. Religious concepts are woven into our creative curriculum and the daily activities within each classroom. The children are taught daily about God's love for them.

We believe that children learn best in a play-oriented, hands-on environment in which each child develops school readiness skills at his or her own developmental level. Through play, children learn to socialize and communicate their thoughts and feelings to others. They also learn to organize, to problem-solve and to use their imaginations. The activities we provide give children many opportunities to develop their cognitive, social, emotional, physical and spiritual growth.

We believe that the family unit is the most important factor in a child's life. Therefore, building strong relationships with parents is very important to us and we take a partnership approach to child care. You are welcome at Promise Land Daycare and Learning Center at any time to participate in your child's learning experience.

Parental Access

Promise Land Daycare & Learning Center maintains an open door policy. Parents shall have free access to all areas used by your child. Parents are welcome and encouraged to check on their children throughout the day. Parents are more than welcome to call the center or stop in. However we do request that you are mindful of rest times and if you come during rest periods that you try to be as least disruptive as possible.

Application Procedures

Please read your enrollment packet carefully. It includes information that will help you and your child get to know the center better. Complete all necessary forms and agreements and return to your centers director with your registration fee and monthly or bi-weekly tuition, prior to your child's first day of care. We cannot reserve, hold or guarantee a space for your child until application forms are completed. Please note we must have your child's immunization records on file before attendance can begin, along with any medical plans that may be required.

Registration

A non-refundable registration fee of \$50 is due before a child is enrolled in our program. Each additional child in the family will be charged a \$25 registration fee. This registration fee is charged annually each September.

Billing & Payment Policy

Families contract with Promise Land for the days children will be attending at the center. Promise Land reserves the right to cancel this contract at any time. Any changes to your schedule require a signed contract amendment. Adding an occasional extra day of care is permitted if the center director is notified ahead of time and if space is available. Promise Land Daycare & Learning Center operates on a prepay system. Invoices for contracted days are prepared once a month or every two weeks according to your payment plan. If you pay once a month, you will need to pay by the 5th of every month. If you pay every two weeks, you will need to pay every other Friday. Any adjustments (see tuition adjustment) are made on the following week's bill. A \$20 late fee will be added to the account not paid in full by the 5th or every other Friday and care for your child may be discontinued until all past due fees are paid, including two week's tuition in advance. If you are more than 7 days late, your child(ren) will not be able to return until past due amount is paid in full. There is a \$25 fee for all returned checks.

If your schedule varies week to week, you will need to contract for a minimum number of days per week. You will be required to provide a written schedule to the center's director by noon on Friday for the following week. This ensures the center is able to adequately staff your child's classroom. Please refer to the fee schedule for daily charges for each age group. (Please note in order to split payments between two separate parent accounts for the same child(ren), we must have a current court order on file stating the percentage of charges for which each parent is responsible for. If one parent does not pay their portion and a past-due balance develops on either account, care may be discontinued regardless of the other parents' payment status).

Tuition Adjustment

All adjustments for credit days, early release, no school days and days in addition to contracted days will be made on the following invoice.

DSHS Co-Payments

Prior to enrollment, a written or verbal authorization to Promise Land from DSHS is required for parents who receive DSHS child care benefits. All DSHS co-payments are due on the 5th of every month. If payment is not received as required, a late fee of \$20 will apply (see billing and payment policy). DSHS will be notified of non-payment status and benefits will be terminated. Parents are responsible for keeping in contact with the DSHS office and knowing the status of their benefits (such as changes in co-pays or coverage expiration dates). Parents are personally responsible for payment should any lapse in coverage occur.

Holding Fee

Families who do not need care for two weeks or longer will be allowed to hold their enrollment with a paid holding fee of one week's tuition per child. This fee is credited to the first week's tuition upon return to the center. If the child does not return to the program after 90 days, the holding fee will be forfeited. Holding enrollment will not affect your credit day status, unless you do not return to the center as agreed.

Overtime Charges

There will be an overtime charge at the rate of \$1.00 per minute per child for children not picked up by contracted time. This charge is due at the time you pick up your child. If your child is not picked up within an hour of the centers closing time and we have been unable to contact a parent or an authorized emergency contact or you have not contacted the center to let them know you will be late. Children's Protective Services (CPS) will be contacted to pick up your child. It is important that you keep an emergency contact names and phone numbers updated. The authorized individuals must show picture ID when picking up child.

Drop-In Care

Drop-in care is defined as care needed only on an occasional basis, not contracted and less than one day per week. You must call the center ahead of time to see if space is available. Drop-in fees are due on the day care is provided.

Credit Days

Starting January families will receive one “credit day” per month to use if a child is unable to attend on a contracted day. The number of credit days received is equal to the number of months remaining in the current calendar year when the contract is signed, plus one day for each anniversary year, for a total of 15 maximum credit days per calendar year. Credit days are earned at the rate of one per month and roll over monthly but not yearly. Please let your director know when you will be using a credit day. When credit days have all been used, parents are responsible for paying for the amount of contracted day(s) missed. Credit days may not be carried over from one year to the next.

Holidays

The center is open Monday through Friday all year, with the exception of the following holidays; New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. All other holidays Promise Land is open, if a minimum of 11 children require care and sign up in advance. If you reserve holiday care, you will be charged regardless of whether or not your child attends and credit days cannot be used for this. You will be responsible for the tuition costs for the days requested. If you do not sign up in advance for holiday care, space may not be available for you. Holiday care will be posted 2 weeks in advance on parent bulletin board.

Health & Safety Policy

Health Habits

The child care center is licensed by the Department of Early Learning. Promise Land staff will make every effort to maintain a safe and healthy environment to meet all licensing requirement, so that minimal illness occurs. Good health habits are reinforced at the center, including frequent hand washing, proper use of facial tissues and wearing appropriate clothing for weather conditions.

Nutrition

Nutritional needs of the children are provided for with breakfast, am snack, lunch and pm snack. A late snack will be provided for extended hour care. Dinner is not provided. The weekly menus will be posted for parent information and a copy is available upon request. United States Department of Agriculture standards are met for all food service.

Treats or snacks brought by parents to share with all children for special occasions (i.e. birthdays, holiday parties, etc.) must be store-purchased foods and kept in the manufacturer's original container. Our child care center is a nut free facility.

Sample Menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Whole Wheat Pancakes Strawberries Milk	Cheerios Banana Milk	Blueberry Muffin Fruit cocktail Milk	Cinnamon Toast Peaches Milk	Oatmeal Apple sauce Milk
AM Snack	Pretzels Hummus	Crackers Cheese	Carrot Sticks Ritz Cracker	Graham crackers Yogurt	Goldfish Milk
Lunch	Lasagna Green beans Peaches Milk	Grilled Cheese Tomato soup Pineapple Milk	Chili Corn bread Pear Milk	Chicken Fried Rice Stir fry veggies Sliced Apples Milk	Cheese Pizza Peas Oranges Milk
PM Snack	Animal Cracker Milk	Tangerine Saltines	English muffin with cinnamon Milk	French Fries Milk	Veggies Ritz Water

Hand Washing Policy

Children will be directed or assisted to wash hands;

1. Upon entering the center
2. After using the bathroom
3. Before eating
4. Coming in from outdoors

Immunizations

Specific dates, including month and year of immunizations must be on a signed Certificate of Immunization Status form upon entrance. Please report any boosters so we may keep our records current. Children that are exempt or not current on their immunizations will be excluded in the event of an outbreak for the benefit of their health.

Inclement Weather

Promise Land Daycare & Learning Center will make every effort to remain open at all times, except for posted closures. However, if the weather becomes too severe, and the roads are dangerous for travel, we will delay our opening time or close for the day. In these incidents, we will follow the Woodland school district on closures/late start. **Late start time will be 10am.** In addition, on days the weather becomes progressively worse and causes an early closing, we notify the news stations and contact parents by phone.

Disaster Preparedness

The center has a comprehensive, written disaster plan. We require both parents and staff to become familiar with this plan. The plan includes procedures for handling medical, fire, earthquake, emergency lockdowns and other emergency situations. A disaster plan is posted in each classroom and in the sign-in area. The center's director is responsible for orienting classroom volunteers, new staff and substitutes to these plans.

Weapons Policy

It is a violation of district policy for any person to carry a firearm or dangerous weapon on Promise Land Daycare & Learning Center premises. This policy does not apply to persons engaged in law enforcement or security activities. A person conducting legitimate business with Promise Land Daycare & Learning Center premises outside of the building if they are in lawful possession of the firearm and the firearm is secured in a locked vehicle. Persons over 18yrs may possess personal protection spray devices on Promise Land Daycare & Learning Center premises. Spray devices may not be used other than in self-defense as defined by state law. Promise Land Daycare & Learning center shall notify the appropriate law enforcement agency of known or suspected violations of the state law regulation dangerous weapons.

First Aid

1. Basic first aid supplies, such as Band-Aids and gloves will be kept in each room.
2. The supplies will be checked by the Director and replaced when necessary.
3. Documentation of First Aid and CPR training by staff will be kept at the Center

Emergency Procedures

1. Minor Emergencies: (i.e. minor scratches, scrapes, bruises, etc.)
 - a. Staff trained in first aid, will take appropriate steps, and will refer to the Red Cross First Aid Guide as needed.
 - b. Will be recorded on the incident on a sheet in your child's classroom.
 - c. Will be reported to the parent when they arrive at the center or call parent at their place of employment.
2. Life-threatening Emergencies: (i.e. allergic reaction, serious cuts, inability to breathe, etc.)
 - a. Staff will call Fire Dept. (360) 225-7076 or 911.
 - b. Staff will stay with injured or ill child.
 - c. As soon as possible contact parent or emergency contact.
3. Serious injury or hospitalization will be reported to the child care licenser.

Emergency Procedure if Parent Cannot be Reached

The hospital emergency room will be called immediately. The child's condition will be relayed and an ambulance will be sent to our facility. A staff member will stay with the child until a parent arrives. The child's file will be taken to the hospital with the staff member so we can fill out the important information required on forms. All children will be transported to Legacy Salmon Creek Hospital.

Report of Child Abuse

Washington State law requires all child care workers to document and immediately report to the police or Child Protective Services any instance where there is reason to suspect the occurrence of:

- Physical, sexual, or emotional child abuse
- Child neglect
- Child exploitation

Action will be taken by the Director with the assistance of the staff involved only after careful examination of the facts in question. Notification of parents depends on the recommendation of Child Protective Services.

We maintain an Incident and Accident Log in each room. The purpose of this book is two-fold. The first and most common use, is to help with communication between center and parents. In particular, this is helpful when different people are picking up your child then who dropped them off. The second, is to help us in following the reporting law: Child care providers are state mandated reporter of child abuse and neglect, when children come into the center with questionable marks or injuries. In this case, we can let you know if the injury occurred here or in someone else's care. Injuries that occur here will be documented on an injury report.

Illness

We ask your cooperation in stopping the spread of contagious illnesses by watching for the following symptoms in addition to assisting your child(ren) in hand washing upon arriving at the center:

Procedures for EXCLUDING an ill Child: Children will not be permitted at the Center with any of the following:

1. Fever of 101° or higher and have one or more of the following:
 - a. Headache
 - b. Earache
 - c. Sore throat
 - d. Rash
 - e. Signs of irritability or confusion
2. Vomiting on two or more occasions within 24 hours.
3. Diarrhea -three or more watery stools within 24 hours, or one bloody stool.
4. Draining rash, open or oozing sores, or chicken pox.

5. Eye discharge or pink eye.
6. Lice or scabies
7. Fatigue that prevents participation in regular activities.

Following an illness or injury, children may return to the center when they no longer exhibit the above symptoms, are no longer experiencing significant discomfort and Public Health and Communicable Disease guidelines for child care have been met. If a child becomes sick at the center, the parent will be notified. The child will be isolated and the parent is expected to have the child picked up within an hour.

Head Lice Policy

The following is our policy regarding head lice:

1. If lice or nits are found in your child's hair, you will be notified and your child must be picked up and taken home for treatment.
2. Children will not be allowed back at the center until a shampoo for the treatment of head lice has been used according to prescribed methods and no live lice or nits remain in the hair. Under no circumstances will a child be allowed at the center with any live lice or nits in the hair, whether treatment shampoo has been used or not. Nits are not killed by shampoo and the only way to rid the hair of all nits is to use the special comb that comes with the shampoo and manually remove the nits from the strands of hair (otherwise the problem will likely reoccur).

Medications

All medications must be in the original container. For further clarification on this policy, please see PromiseLand Daycare & Learning Center's comprehensive health care policy. All medication must be given to the staff member in charge. Promise Land does not allow children to keep medications of any type in their own possession.

Prescription Medications

In order to administer any medication we must have written permission from the parent or guardian and have a completed medication form. All medications must be given to staff. Never leave medications in the child's backpack or lunch box. Prescription medications are required to be in their original container, and we are required to administer them as written on the label. If a parent requests medications to be given differently than label instructs, the

parent must obtain a physicians written instructions. We cannot mix medications with food unless directed by a physician.

Non-Prescription Medications

In order to administer any medication we must have written permission from the parent or guardian. All medications must come in the original container, be marked with the child's first and last name, and have a completed medication form. All medications must be given to staff. Never leave medications in the child's backpack or lunch box. The following medications may be administered with permission from the parent, provided the label gives specific information on the dosage times and amounts based on age and/or weight:

1. Antihistamines
2. Non aspirin fever reducers/pain relievers
3. Decongestants

All medication must be signed-in the medication log sheet.

If a parent requests medications to be given differently than label instructs, the parent must obtain a physicians written instructions.

Non-prescription Topical Medications

We must have written permission from the parent or guardian to use; Sunscreen, diaper ointment, etc. The authorization must be signed by the parent in the appropriate medication log.

Individual Care Plans

If we are notified on the application that your child(ren) they have an allergy or certain medical diagnosis (i.e. asthma, Epi-pen, diabetes, seizures) it is a state licensing requirement to obtain further documentation to ensure proper care is given. The director will contact you to go over the paperwork which will require a parent's signature and in some situations physician signature to ensure This document must be updated every six months.

Individual Care Plans for Behavior

Individual care plans for behavior may be identified by the center staff for children's individual success in the program. Prior to the plan there will be site observations from teachers, directors and trainer staff followed by collaborative meetings with parents and Promise Land staff to formalize individualize care plans.

Diaper Changing Policy

On arrival staff will ask parents when the child's last diaper change took place. Our staff checks diapers about every hour and half, or as needed to continually maintain the child's cleanliness and avoid diaper rash. At our center parents provide diapers and wipes. Soiled diapers are placed in a covered plastic lined container and disposed of by the center. Before and after changing diapers staff will wash their hands and sanitize the diaper changing area.

Potty/Toilet Training

When your child is ready, we will assist in potty training your child. This does not usually occur until two years of age because of necessary muscle development. Potty training should be a non-stressful and positive experience for your child. Promise Land Daycare & Learning Center will allow pull-ups. We encourage your child to wear the same thing at home and at daycare. For example, if your child is wearing underwear at home, they should wear underwear at daycare, if they are wearing pull-ups, please send pull-ups. We cannot wash soiled clothing. You must provide extra clothing to allow for accidents. Soiled clothing will be placed in a plastic bag and sent home at the end of the day.

Discipline Policy

Disciplinary methods used shall be based on guidance to help the child develop inner control, self-responsibility, and respect for the rights of others and property, as they learn to cope with the daily experiences of living and working with others. Necessary rules shall be few, clearly and simply stated, practiced and consistently maintained. The health and safety of the children is a primary concern at all times.

At no time will a child be allowed to:

1. Hurt themselves
2. Hurt another child
3. Destroy property

The Center subscribes to a disciplinary policy built on mutual trust with parents, children and staff working together to help the child grow towards self-discipline. Staff or child will not administer cruel, unusual, hazardous, frightening, or humiliating discipline. The Center will ensure behavior management and discipline practices are fair, reasonable, consistent, and related to the child's needs and stage of development.

Disciplinary methods to be used:

1. The child will be spoken to about the behavior in a positive rather than a negative form. Tell the child what to do instead of what not to do.
2. If the behavior continues then the child will be asked to take some quiet time away from that activity. The teacher will help the child find another activity (redirect).
3. If the behavior becomes uncontrollable or threatening the child will be removed away from the other children and will have a chance to calm themselves. If needed, the Director or program supervisor will contact the parents.
4. The behavior will be recorded on an incident form, explained to the parent, signed by both staff and parent, and placed in the Incident Log Book.
5. If your child has 3 disciplinary actions toward themselves, others, or property, the child will be observed and assessed. The parent must get involved, as a team we will all work together to better the behavior.

When a child consistently disregards set behavior limits, parents will be notified and a conference will be set up. At this time in collaboration with the parents we will create an individualized care of plan for behavior. If the parents fail to work with the center to create or implement the individualized care plan for behavior or the child's behavior continues to be an issue, we will assess the center's ability to care for the child. We will make every effort to assist in helping to find another suitable center to help your child to be successful. The center's discipline policy is posted in each classroom.

Under **NO CIRCUMSTANCES** will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

Arrival & Departure

Sign in/Sign out procedure

PARENTS ARE REQUIRED BY LAW TO SIGN THE CHILD IN/OUT OF THE CENTER WITH A FULL SIGNATURE, ESCORT THE CHILD TO HIS/HER ASSIGNED ROOM AND TELL THE STAFF MEMBER ON DUTY THAT THE CHILD HAS ARRIVED.

Repeated failure to comply with this legal requirement will result in cancellation of enrollment and services will be discontinued. Signing in or out “in advance” is not allowed. Upon arrival, we ask parents to assist children in washing their hands to help curb the spread of disease at the center. The person signing the child into the center must be at least 16yrs old. Make certain all persons who pick up your child are on the authorization form and have picture ID to show to the center’s staff. Please let the center know immediately when there are changes in household status (i.e. moves, divorce, and separation) job changes, address or phone number changes and changes regarding emergency contact information. Ask your director for a form to record the change(s) so we can update your file. Children will not be released to any person who is not listed as authorized to pick up the child and/or does not have picture ID.

Custodial Issues

In custodial disputes we cannot legally deny either parent access to the child unless a current court order(restraining/no contact order specific to the child) is provided and on file stating that one parent is not allowed to see or take custody of the child.

What to Bring

Children of all ages are required to keep an extra set of clothes at the center. Toddlers need to bring diapers, wipes and a bottle for each feeding (if still on the bottle). All children must bring a small blanket for naps, crib sheet and any comfort items (pacifier, small stuffed animals, etc.)

Please remember coats, hats, gloves and sun block when weather warrants these items. Please check with your center’s director for additional items that may be needed.

What to Wear

Choose clothing for your child that is comfortable, washable, sturdy and suitable for existing weather conditions. Please label all items with your child's name. During messy projects, children wear paint shirts or aprons, but there is no guarantee that clothing will not get soiled or stained. We will not be responsible for clothing that gets soiled or stained.

Toys from Home

We ask that toys not be brought to the center. If an item is brought for a special occasion, it must have the child's name on it. War toys, guns or other toys of destruction or violent nature are not permitted. All items brought to the center should not be any larger than the size of the child's storage area (cubby)

In Closing...

Thank you for taking the time to read the Parent Handbook. We are glad to have you here and hope you and your child will have a positive experience with our child care center. If you ever have any questions or comments, please bring them to our attention. We believe strongly in a process of open communication. A parents bulletin board is conveniently located near the sign-in/out area. Watch for special events, new information and our monthly newsletter.

Welcome!

Sincerely,

PromiseLand Daycare & Learning Center Staff

CHILD NAME(S):

1. Promise Land Daycare & Learning Center's policies and procedures have been explained to me and I understand them.
2. I have reviewed the Parent Handbook in its entirety and agree to abide by all of the policies and provisions contained herein.
3. I have read and understand the center's discipline policy.
4. I have reviewed the center's disaster policy.
5. Parents are required by law to sign the child into the center with a full signature, escort the child to his/her assigned room and tell the staff member on duty that the child has arrived.
6. I have reviewed the center's pesticide policy.
7. I have read and reviewed the centers policy for child abuse and neglect

Parent/Guardian Signature & Date:

Center's Director Signature & Date:

Please fill out and return. Thank you!!