

WELCOME TO OZAUKEE DAY CARE AND LEARNING CENTERS

Thank you for your interest in Ozaukee Day Care and Learning Centers. In this handbook, you will find all the necessary information related to our program.

Ozaukee Day Care and Learning Centers were founded by a group of Ozaukee County citizens in September of 1975. The day care centers are a non-profit organization governed by a board of directors. The board is comprised of people from all walks of life; teachers, nurses, lawyers, accountants, management and factory workers. These people volunteer several hours each month so children from the community can benefit from a quality day care and pre-school experience. If you or someone you know would be interested in promoting Ozaukee Day Care and Learning Centers as a Board Member, please contact a current member or a director.

Respectfully,

Board of Directors
Ozaukee Day Care and Learning Centers

OUR PHILOSOPHY

Ozaukee Day Care and Learning Centers' (ODC) primary goal is to provide quality, affordable child care in a safe, sanitary environment. In a caring and positive atmosphere, we create a warm and happy place for children to learn. As we bridge the gap for working parents, we strive to build positive self-images, while building social skills and respect for others in a school setting.

Understanding that children learn best through play, classroom schedules are designed to provide a balance between structured activities and free play, as well as quiet and active play. Age appropriate materials and activities, which are both child-oriented and teacher directed, are provided.

Our curriculum is planned according to a calendar of themes and units, which are relevant to the children and the world around them. Activities are planned which emphasize the process rather than the product, fostering a sense of accomplishment and pride.

Acknowledging that children develop at their own rate, we treat each child as an individual, encouraging his/her natural love of learning.

ENROLLMENT POLICY

ODC is a licensed Group Child Care Center. A book containing the state regulations is available for your review at each center. Please contact the Director or Administrator with any questions you may have.

We are required by state regulations to maintain accurate Health and Immunization Records. You are given these forms upon enrollment. It is vital that these forms are updated as needed. Therefore, if you are informed by your Director that a Health or Immunization report needs to be updated or is missing ... PLEASE set up an appointment immediately with your child's doctor and inform us of the date and time. Then, be sure that the required form is returned to us as soon as possible.

ODC strives to place children into the program, which most closely meets the needs of the family and the centers' availability. Enrollments are divided into the following programs:

Full Time Care:	AM & PM care, 5 days a week
Part Time Care:	Full or Half day care, 2 - 4 days a week (Half Day = 6:30 AM – 12:00 PM or 12:00 PM – 6:00 PM)
Kindergarten Care:	AM or PM care, 4-5 days a week
School Age Care:	Before/After elementary school hours

The centers' policy is to maintain a two-day minimum for all children enrolled. When limited by space, priority will be given to enrolling children who need full time care, or most regular day care. The center will not discriminate in admission on the basis of race, color, sex, creed, handicap, political persuasion, national origin or ancestry.

SIGN IN BOOK

It is state law that all children be signed in and out of the center each day. These records are used for scheduling, forecasting, billing, etc. The sign in book is located on the front desk. Please sign your child in and out every day.

SCHEDULING

Scheduling at Ozaukee Day Care is split into two categories. The first category is the regular scheduled families. These families have a set schedule that does not change. The other category is that of the varied families. These family's schedules change each week. ODC has a schedule change form that needs to be filled out whenever there is a change to a child's schedule. The varied families need to fill these forms out the Wednesday before the week begins.

STAFF & CURRICULUM

Ozaukee Day Care and Learning Centers prides itself in the quality of its staff. Educational backgrounds range from state approved childcare courses to college degrees in Education.

In addition, teachers are required to maintain a minimum of 15 hours in continuing education and 15 hours of in-service per year.

Most importantly, our teachers are here because they have a commitment to the welfare of each and every child. They strive to enhance the normal growth and development of your child through daily activities that focus on:

Self-Esteem	Social Growth and Dramatic Play
Reading Readiness	Large and Small Muscle Development
Science and Exploration	Creative Experiences and Imagination
Music	Pre-Academic Skills
Language and Intellectual Development and other age appropriate experiences.	

Each of these activities is developed through both child and teacher initiated interaction.

Our curriculum incorporates the "Whole Child" approach to learning. This means that the development of each child is enriched by a variety of activities.

Communication skills, social interaction, creative experiences, physical activities and exposure to a variety of cultures are planned. Age appropriate, child centered activities, which allow the children to touch, do, and explore are encouraged. As we believe strongly that children learn through play, daily free play times are incorporated in each classroom.

Staff members are required to post your child's lesson plan for the week. This is located on the parent board in your child's room. If you have any questions about the lesson plan, please see your child's teacher.

PROGRAM FEES

Upon initial enrollment, you will be charged a deposit equal to 1 week of day care. This deposit will be used towards your last week of day care. **NO REFUNDS WILL BE MADE.**

Fees vary from program to program. The Director or Administrator will strive to place your child in the program that fits your needs and the centers availability. You will be asked to sign a fee agreement upon enrollment.

There will be a \$30.00 charge for any returned check. After a second recurring returned NSF check, we will require that your fees be paid by certified check or money order.

Checks shall be placed in the check box located in the Director's office. We also accept Visa and MasterCard payments. The credit card machine is also located in the Director's office with instructions provided. **NO CASH PLEASE.** We do not bill – parents are responsible for submitting payment by the Wednesday of the current week.

Please understand: **Your weekly/monthly rate is a flat rate – it does not change unless you are turning in a vacation coupon for credit. This includes weeks that contain holidays in which the center is closed. Switching days is not permitted; however, we will add days if we are able.**

Monthly statements will be issued to all parents. Please take time to look at your account and keep it current. Yearly statements are also issued for tax purposes. Please read carefully the Fee Policy Information Form found in your enrollment papers.

LATE FEES

A late fee of \$5.00 will be charged to accounts that are not paid by the Wednesday of each week. If your account falls two weeks behind, your child will be dis-enrolled until your account is brought up to date.

If you fail to pick up your child by 6:05 PM, a late penalty will be charged. A Late Pick Up Form will be filled out and your account will be billed in the amount of \$5.00 for every 5 minutes late. Once paid, the money will be given to the employees who stayed with your child. If picking up your child late becomes a regular occurrence, a meeting will be set up with the Director of the center to address this issue.

CREDIT/REFUNDS

OZAUKEE DAY CARE AND LEARNING CENTERS DOES NOT CREDIT OR REFUND SICK OR MISSED DAYS. YOU ARE RESPONSIBLE FOR WHAT YOU REGISTER FOR AND ANY ADDITIONAL TIME YOU USE.

SUPPLIES

You will be required to provide supplies such as glue, scissors, markers, kleenex, etc. one time each year. Your child's teachers will inform you of which supplies to bring. Supplies will vary from classroom to classroom and you will be notified if you need to refill your child's supplies.

GROUPING

Children are grouped by both age and development into eight main areas:

Mequon Center

Infants	6 weeks – Walking w/ support
Young Ones	Walking w/ support – 18 months
Older Ones	18 months – 2 years
Young Twos	2 years – 2 ½ years
Older Twos	2 ½ years – 3 years
Threes	3 years – 4 years
Pre-K	4 years – 5 years
School Age	K – Grade 5

Grafton Center

Infants	6 weeks – 12 months
Toddler	1 year – 2 years
Two's	2 years – 3 years
Three's	3 years – 4 years
Pre-K	4 years – 5 years
School Age	(Grafton Elementary School)

The teacher/child ratio ranges from 1:4 in the Infant groups to 1:17 in the School Age groups. All ratios meet state requirements. Children are placed in the age group most developmentally appropriate for the child. We strive to place children in permanent rooms, moving the children only in September, December or June to enhance consistency and reduce stress for the child. ODC has the right to move children during the school year when space is available and after personally consulting with the parent 2 weeks prior to the move.

ARRIVAL – DEPARTURE

Parents must accompany their children into the school building and sign their child in and out. The parent may not leave the building until the child is accepted by a teacher. If the child requires special instructions for the day, these should be written down and left with the teacher.

A child may not leave the school building until a parent and/or other designated adult retrieves the child from a teacher. Your child may only be released to those persons listed in his/her file.

Our staff will require identification of individuals picking up your child whom they do not know. If last minute circumstances arise and someone new is picking up your child, a Pick-Up Form will need to be completed.

The centers close at 6:00 PM. As our staff members may have appointments, classes or family commitments, we ask parents to respect our closing time.

Late Penalties will be charged for parents who retain a teacher past 6:05 PM. See: Late Fees.

EMERGENCY CLOSINGS

The center shall remain open whenever possible. If due to severe weather conditions or other emergencies and the center closes, it will be posted on Channel 6 and Channel 4. We use the Public

Schools decision as guidance; however, it is not the ultimate factor. Please watch the emergency closing information or call the center. If the center decides to close early due to weather conditions or an emergency, you will be called to come and pick up your child. (Note: You will only be charged a half day rate if the center closes before 12PM.)

MEALS/SNACKS

Our centers serve breakfast, lunch and two snacks each day. Breakfast is served only until 7:45 AM. The kitchen is then closed for preparation of lunch. Please try and be here at 7:30 AM for your child to eat breakfast. If you cannot get your child to the center before breakfast is over, please make sure your child has been properly fed. We ask our parents to help us with our morning snacks. Each room has a snack sign up sheet. Parents are asked to bring a snack once each month. The children eat family style with the teachers. No child is forced to eat any item; although, teachers will encourage the child to try new foods.

New foods will be introduced to the children regularly so they may experience other cultures and food practices. Allergies and special diets will be posted in the classroom and kitchen area. A qualified cook cooks all meals on site. Our menus meet USDA requirements. Unless a child is allergic to a food and has a written doctor's excuse, we ask that parents do not send additional foods to school with your child.

This facility is operated in accordance with U. S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to:

Administrator
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

NAPS/REST TIME

All children under the age of 5, by state law, are required to sleep or rest. If your child does not sleep after 30 minutes or wakes up early before naptime is over, the teacher will get your child up and have them do quiet activities that will not disturb the other sleeping children.

Each child is asked to bring a sheet and/or blanket, which must be taken home for laundering once per week. Your child is welcome to bring a pillow or nap toy that may be kept in his/her "cubbie".

EXTRA CLOTHES AND HOME TOYS

A complete change of season appropriate clothing is mandatory for each child (please label). It will be kept in each child's cubbie in case of any emergencies.

We also ask that you do not bring toys from home to day care. A nap toy is the only exception.

VACATION

ODC uses Vacation Coupons to keep track of your vacation days. You will receive these coupons on your child's first day of attendance and these coupons can be used anytime after 30 days. Coupons are good from September through the following August. PLEASE DO NOT LOSE THEM!!!! Use your coupons wisely, once they are gone you will not be issued more.

Coupons are only to be used for days in which your child is not in attendance. They are simply our way of keeping track of the vacation days you have used. When turning your coupons in, be sure to place your child's name and the date of use on each coupon. You will be issued two weeks worth of coupons based on the number of days your child is registered. Varied scheduled families will receive two weeks worth of coupons based on the predicted average number of days the child is registered.

Every family at Ozaukee Day Care and Learning Centers will receive vacation coupons upon enrollment and every September thereafter. The chart below will show how many vacation coupons shall be given per child based on the number of days the child attends per week and what time of the year the child begins attending Ozaukee Day Care and Learning Centers. Vacation coupons can be used in place of payment on days in which the child is not in attendance. This includes holidays as well as days in which the child would normally attend but does not, due to illness or vacation.

	5 days/week	4 days/week	3 days/week	2 days/week
September 1- October 31	10	8	6	4
November 1- December 31	8	6	5	3
January 1 - February 28	6	5	4	3
March 1 - April 30	4	3	3	2
May 1 - June 30	2	1	1	1

HOLIDAYS

Ozaukee Day Care and Learning Centers will be in session with the exception of these holidays:

Christmas Eve, Christmas Day, New Year's Day, Thanksgiving,
Labor Day, Memorial Day, and the Fourth of July

When a paid holiday falls on a Saturday, the center will be closed and observe Friday as the holiday. When the paid holiday falls on a Sunday, the center will be closed and observe the following Monday as the holiday.

We do reserve the right to close one or both centers should attendance be low due to other holidays (ie. Good Friday).

Your weekly rate does not change during the weeks in which we are closed. These dates are figured into our budget when determining fees. If you do not want to pay for a holiday, you must use a vacation coupon.

ILLNESS AND MEDICATION

The health of your child and the other children in the center is of utmost concern to us. Children are at a higher risk of complications from minor illnesses, as their immune system is not fully developed. Therefore, children displaying signs of illness diarrhea (3 loose, runny bowel movements in one day), vomiting, fever (over 101), severe coughing, unknown rash, or any other appearance of illness will not be accepted at the day care. Please do not bring your child to the center if he/she is ill – it simply spreads to the other children and the teachers.

If a staff member feels that a child is ill, the staff member will contact you at work to notify you of our concern. The child will then be isolated from the other children and monitored for approximately one hour. During this time, we ask that you inform your employer that you may have to leave work. We will contact you a second time to notify you whether or not your child needs to be removed from the center. The final decision will be made by the Director after the child has been observed for an hour. If you are notified that your child needs to be removed from the center, please respect our need to abide by State Regulations and come as soon as possible. If neither parent can be notified, another adult must be listed in the file to call for immediate pick-up. Failure to pick up your child could terminate your child's enrollment.

Children must be free of a contagious illness for 24 hours before returning to the center unless a doctor has given written permission for the child to return.

Parents are encouraged to carefully search for people who can be called upon to care for their child in case of illness. Parents are also encouraged to discuss this with their employer.

All medications must be brought in the original container with the child's name, name of medication and dosage instructions clearly labeled. Over the counter medications must be clearly labeled with the child's name and dosage. A medication authorization form must be filled out and signed by the parent. All children are required to have Tylenol at the center.

All children will participate in the centers' daily activities unless a doctor has given written permission for the child to be excused from the activity.

Parents will also be required to provide sunscreen for their child during the summer months.

MEDICAL EMERGENCIES/ACCIDENT REPORTS

If your child should need emergency medical treatment, he/she will be taken to St. Mary's Hospital on Port Washington Road. You will be notified as soon as possible. All injuries, which occur at the center, minor or major, are recorded in our medical journal.

You are also informed daily of any injury, and/or incident relating to your child by means of our Accident Reports. These reports are kept in your child's file. These, as well as all information in the file, are confidential. If your child has an Accident Report, it must be signed and left with the teacher. Please do not take it home.

Your child, as well as every other child's behaviors, accidents and incidents are confidential. We will not release the children's names involved in accidents or incidents. Please respect this policy as it is important to confidentiality. If your child is injured at the center and you do not receive an Accident

Report, please contact the center's Director as soon as possible so that he/she can research the problem and correct it.

SANITATION

The centers strive to keep the environment as sanitary as possible. Toys, tables and surface tops are disinfected weekly, daily for infants/toddlers. Diapering areas are sanitized after every diaper change. Bathrooms are sanitized daily.

Cribs are disinfected weekly. Disinfecting will include all surfaces of the crib, including the mattress and rungs. Sheets are washed as needed but at least once each week.

We strive to teach children to wash their hands and faces after using the bathroom and before eating. We also stress using Kleenex and covering their mouths when they cough or sneeze. Please help us by reinforcing these practices at home.

DISCIPLINE

Positive guidance and preventive discipline is used in shaping acceptable behavior. We would like to provide an atmosphere that will allow all children to:

1. Be accountable for their own actions and to realize that with privileges go responsibilities.
2. Acquire the values and attitudes necessary for responsible citizenship.
3. Display a positive attitude toward learning and the school environment.
4. Know and obey the rules and decisions of those in authority.
5. Develop a sense of responsibility to groups in which they participate.

Our goal is to help children develop self-control, build self-esteem and respect the rights of others. Children are given simple rules and clear limits in each classroom. Redirection and positive correction are utilized for unacceptable responses. Starting at the age of 3 and above, as a last resort, time-outs are used for a short period of time (approximately 1 minute per year of age) with a maximum of five minutes. (Time-outs are an interruption of a child's unacceptable behavior by removing the child from the situation). Actions, which are humiliating or frightening to a child, are prohibited.

Ages 3 and above: A child being disruptive and talking back will receive two verbal warnings. The third time it happens, he/she will be placed in a time-out. The fourth time it happens, you will receive a phone call or the teacher will discuss your child's behavior with you when you pick your child up.

A child that physically harms other children or teachers will get one verbal warning. The second time it happens, you will receive a phone call and either you or your emergency person will have to come and pick up your child. If a child shows a pattern of physical aggression at our center the procedures involved are as follows: an initial conference with the parent, written observation of the child and the child's behaviors, after a 30 day period, a second conference with the parent. ODC has the final decision to remove the child from the center.

COMMUNICATION

Effective communication between parent and teacher is vital to a positive childcare experience. Daily information sheets will be sent home for all children under the age of 3.

Also, progress evaluations are completed for each child in winter and spring. If you would like to meet individually with a teacher, please feel welcome to set up an appointment or you may contact the teacher during naptime. Monthly newsletters will also be placed on your "mail clip" from your Director or the Administrator.

FUNDRAISERS

As a non-profit organization we hold several fundraisers each year along with a Fall & Spring Clean Up Day. Your participation is vital to the success of the centers. Fundraisers help provide the funds for new equipment, building repairs, expansions, as well as operating costs. The Clean Up Days help hold down maintenance costs.

Your time and talent is also encouraged. If you have a special skill and would like to share that with ODC, please talk to your Director. Also, if your company is disposing of something that might be useful to ODC, please check with the Director. Remember, ODC is a non-profit organization and donations are tax deductible.

TERMINATION POLICY

A two-week written notice must be given when leaving the program. If proper notice is not given, you will be billed for two weeks and held responsible for paying that amount.

Ozaukee Day Care and Learning Centers strive to provide the best possible childcare for each and every child. However, from time to time circumstances arise that will require the removal of a child from the center.

Children may be dis-enrolled from the center for the following reasons:

- Child is continuously unresponsive to childcare staff.
- Child represents a safety risk to self and/or others.
- Child is continuously disruptive in the classroom.
- Failure on the part of the parent to uphold financial responsibilities to the center.
- Failure on the part of the parent to abide by the ODC policies as outlined in the Parent Handbook.

In the event a parent is notified that their child will be dis-enrolled, a two-week notice will be given to allow the parent time to find alternative care. A list of licensed Child Care Providers can be obtained by calling 521-5100.

INFANT/TODDLER POLICIES

PURPOSE

Infants and Toddlers have very different needs than children over the age of two. Our goal is to provide a stable, secure, nurturing and loving environment for infants and toddlers to grow and develop at each child's own unique rate. We also strive to support and respect parental views and attitudes on child rearing.

ENROLLMENT

Prior to a child's first day, the parent and caregiver shall meet to discuss the child and his/her individual needs. This information shall aid the caregiver in individualizing the care for the child. Information shall include:

- Feeding/Meal Schedules
- Types of foods introduced and time schedule for new foods
- Toilet/Diapering Procedures
- Sleep and Nap Schedule
- The child's way of communicating and being comforted
- Developmental and Health History

Much of this information will be found on the child's Intake Information Form, which is kept in the child's room. This shall be updated every three months by staff based on discussions with the parents.

GROUPS

A minimum ratio of 1 adult to 4 infants/toddlers will be maintained. Your child will be in contact at times with more than one caregiver during the day. This is to provide your child with more than one familiar face.

DIAPERING

Infants will be changed upon immediate discovery of a soiled diaper; otherwise, diapers will be checked and changed every 2 hours. The diaper area will be washed with disposable wipes, no wash cloths will be used for diapering.

Disposable diapers and wipes will be used and supplied by the parents. The diapering surface will be disinfected after each use. Caregivers will thoroughly wash their hands before and after each diaper change with disinfectant hand soap. The use of disposable gloves will be up to the individual caregiver.

Staff may do application of lotions, powders, or salves only with specific written directions from a parent or physician. These directions will be posted at the changing table and recorded on a medication form.

Posters, pictures, mobiles or other items of visual interest will be located at the changing tables and changed periodically.

CLOTHING

Children shall be clothed at all times to assure warmth and comfort. Clothing will only be removed during a special activity in the classroom or if the meal being served is especially messy to protect the children's clothing. Parents shall be required to keep at least two sets of clothing at the center at all times. Sleepers are encouraged for younger children to keep the child warm, as socks tend to fall off easily!!

FEEDING

Infants will be fed on their own individual schedules. Staff will hold and talk to infants while feeding a bottle when the infant is unable to hold a bottle independently. Infants will be offered appropriate finger food when they are ready as determined by the parent. Children will be encouraged to self-feed.

Parent's Choice w/ iron and lipids formula, Gerber Rice and oatmeal cereal, and Del Monte Stage 2 baby food is supplied by the center. If you require your child to have anything different than what the center supplies, you must provide it.

Parents are asked to bring at least 2-3 bottles in for their child. Leftover formula is discarded and the bottles are rinsed after each use.

Baby food jars shall be unopened and labeled. No other foods shall be placed in baby food jars. Home prepared food must be packed in a plastic container and marked. Baby foods shall not be served directly from the jar. Leftovers will be properly covered, stored and dated. If not used the next day, they will be discarded.

When formula is discontinued, the center will provide Grade A Vitamin D Whole Milk to children under the age of 18 months. 2 % milk is provided by the center for children over 18 months of age. The use of other types of milks shall have the written recommendation of the child's physician.

Drinking water shall be offered periodically throughout the day and will be noted on the parent communication form.

All infant/toddler supplies should be labeled. Bibs, both parent and center provided, shall be changed and washed after each use.

DISCIPLINE

We strive to provide infants/toddlers with positive role models, appropriate play materials and a safe and secure environment. Development of positive self-concept is important; therefore, positive reinforcement techniques will be the favored form of discipline. If greater control is required, we will use redirection and distraction techniques.

EDUCATION

Our goal is to meet the developmental needs of each child. Planned activities will be posted weekly. Activities will include: language and communication, sensory experiences, large and small motor, indoor/outdoor play, art and music.

BITING

Biting is a common problem with toddlers. It is caused by a variety of reasons: teething, frustration, inability to communicate, self-defense, etc. We ask your understanding as the children move through this stage of development. As the parent of a child who is bit, it is a very frustrating and frightening experience. As the parent of a child who is biting, it is just as exasperating and frustrating. Biting is an age-appropriate response; however, it is not socially appropriate or acceptable. Staff will try to determine the cause of the biting and rectify it. When bites occur, it will be washed thoroughly with soap and water and an injury report written. Parents of both the children will be notified. You will not be told who the other child was.

FIRST DAY SUPPLIES

Parents should bring the following items:

- Diapers and Wipes
- Bottles and liners if necessary
- Pacifiers or favorite comfort for child
- Ointments for diapering
- 4 large bibs
- 4 washcloths for face washing
- Blanket
- 2 changes of clothing
- Extra socks
- 3 boxes of Dreft or Ivory Snow

GRIEVANCES

We strive to provide a child care experience that allows you, the parent, to feel confident about the day care environment that you have chosen for your child. If at anytime you have a concern about your child's day care experience, we urge you to make an appointment with your child's teacher to discuss the concern. We request that these meetings take place away from the children, ie. in the office, to ensure a comfortable classroom environment. If after the meeting with your child's teacher, you do not feel that the situation has been resolved, please contact the director about your concern. If after the meeting with the director, you still do not feel the issue has been resolved, please let the director know that you would like to take this issue to the board of directors at the next board meeting.

The Ozaukee Day Care Staff, Administration, and Board of Directors would like to ask your assistance in working as a team for the benefit of the children. This includes all members of this team conducting themselves appropriately particularly when disagreements occur.

IMPORTANT TO ALL PARENTS AMENDMENT # 1

Below please find an amendment, effective immediately, to the Parent Handbook.

AMENDMENT TO THE PARENT HANDBOOK PAGE 6, MEALS/SNACKS, PARAGRAPH 2

If a child does have an allergy to any of the foods Ozaukee Day Care serves (i.e. peanut butter, dairy, etc.) and a doctor's written excuse is provided explaining the food allergy, ODC will make simple alterations to the meal or snack to accommodate the child. If it is not possible to alter the meal or snack, ODC will do our best to provide something else for the child to eat. If this is not possible, ODC will ask the parent(s) to provide something that the child can eat.

Please keep this amendment with your Parent Handbook. Any questions please see Julie or Lisa. Thank you for your cooperation.

IMPORTANT TO ALL PARENTS AMENDMENT # 2

Below please find an amendment, effective immediately, to the Parent Handbook.

AMENDMENT TO THE PARENT HANDBOOK
PAGE 12, INFANT/TODDLER POLICIES, FEEDING, PARAGRAPH 2

Parent's Choice Formula with Iron, Gerber rice and oatmeal cereal, and Heinz Stage 2 baby food is supplied by the center. If you require your child to have anything different than what the center supplies, you must provide it.

Please keep this amendment with your Parent Handbook. Any questions please see Julie or Lisa. Thank you for your cooperation.

IMPORTANT TO ALL PARENTS AMENDMENT # 3

Below please find an amendment, effective immediately, to the Parent Handbook.

AMENDMENT TO THE PARENT HANDBOOK PAGE 4, LATE FEE, PARAGRAPH 2

If you fail to pick up your child by 6:05 PM, a late penalty will be charged. A Late Pick Up Form will be filled out and your account will be billed in the amount of \$5.00 for every 5 minutes late. Once paid, the money will be given to the employees who stayed with your child. If picking up your child late becomes a regular occurrence, a meeting will be set up with the Director of the center to address this issue.

Please keep this amendment with your Parent Handbook. Any questions please see Julie or Lisa. Thank you for your cooperation.

IMPORTANT TO ALL PARENTS AMENDMENT # 4

Below please find an amendment, effective immediately, to the Parent Handbook.

AMENDMENT TO THE PARENT HANDBOOK
PAGE 12, INFANT/TODDLER POLICIES, FEEDING, PARAGRAPH 2

Parent's Choice w/ iron and lipids formula, Gerber Rice and oatmeal cereal, and **Del Monte** Stage 2 baby food is supplied by the center. If you require your child to have anything different than what the center supplies, you must provide it.

Please keep this amendment with your Parent Handbook. Any questions please see Julie or Lisa. Thank you for your cooperation.