

# **Princeton Children's Center**

## **PARENT INFORMATION**

3340 Peterson Rd #100

Lawrence Ks 66049-Phone: 785 749-4500 Fax: 749-4510

Facebook: Princeton Children Center Lawrence

### **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 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 feed back from parents.*

### **Center Schedule:**

*This center will be open Monday- Friday, 6:30 – 6:00pm we will be observing the following holiday:*

*New Year's Day*

*Memorial Day*

*Fourth of July*

*Labor Day*

*Thanksgiving Day and the Friday following*

*Christmas day*

*12.00pm closing on Christmas Eve and New Year's Eve.*

*\*Change in Closings will be posted on the Parent Information Board, Brightwheel, and/or Facebook site.*

*Any government ordered shut down that KDHE deems necessary.*

*This center will not open when the USD497 cancels public school due to inclement weather. Hazardous temperatures and road conditions are a safety concerns for children, parents and our staff. Please call the main number or check the Facebook page for cancelation postings.*

## **UPDATE: COVID Hours 6:30am-5:30pm**

Updated 07/2020

Program changes can/maybe made at any time, with or without notice. However, we strive to communicate all major changes with families prior to implementation.

## **Family Partnership:**

Princeton Children Center strives to encourage families to be involved with their child/s development and learning. Through our Family Partnership Activities, we hope family members share their unique knowledge and skills through volunteering and actively engaging in events and activities in the community at school and home. Teachers will seek out information about children/s lives, families, and culture and integrate this information into their curriculum and instructional practices. Our goals are to implement and facilitate parent involvement and recognize the diverse needs and expectations for all families and teachers; understanding that what may work for one child may not work for another.

Please take the time to complete the “Get to know my Child” handouts. We also offer daily, weekly and monthly activities for all ages of our program. Monthly Calendars for 2-Kindergarten aged children are located in the Parent Information Area and Home Activity Folders are available to check out for Infants- Age 2.

Please take a moment to look over the “Family Partnership Year at a Glance” so to not miss out on Parent Meetings or Social Gatherings.

### **Year at a Glance**

<b>January:</b>	Celebrate Kansas Day Cross Generational Field Trip to the Windsor of Lawrence
<b>February:</b>	Dental Health Awareness
<b>March:</b>	Parent Teacher Conferences Dr. Seuss Celebration “Read-Aloud”
<b>April:</b>	Week of the Young Child Garden Work Day
<b>May:</b>	Preschool Graduation Tea Party (Open to any adult Role Model in Child’s Life)
<b>June:</b>	Donut Day (Open to any adult Role Model in Child’s Life)
<b>July:</b>	Independence BBQ Celebration
<b>August:</b>	Back to School Bash
<b>September:</b>	Open House Meet the Teacher Night Fire Safety & Prevention Information
<b>October:</b>	Fall Party’s Pumpkin Patch Cross Generational Meet & Treats Community Worker (Police Department)
<b>November:</b>	Thanksgiving Luncheon
<b>December:</b>	Winter Program & Sing-A-Long Cross Generational Field Trip to the Windsor of Lawrence

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## **Methods of Communication:**

Daily communication with teachers is vital to support your child's health, growth, social and learning experiences. In addition to oral face to face communication we also utilize the Brightwheel© Program. Brightwheel © is an online private communication that allows teachers to update daily recordings and activities in the classroom. Real time updates on your child are delivered to your mobile device. Benefits include: daily updates, photos, staying connected, digital check ins/out, messaging and calendars. We also post on Facebook and Instagram.

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

Each day parents are requested to use the key pad or door card at front door to sign their child in and out. Information from the code is used for the center records and attendance. Parents will be issued an access code per family. Additionally, teachers check infants and toddlers into the Brightwheel © Program.

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 persons listed, these people will be requested to show drivers license identification to the Teacher or Director before we may release the child.

## **Absences:**

All accounts are expected to pay for their scheduled enrollment dates. We require 2 weeks' notice for withdrawal of your child from the program.

Please call or message the center by **10:00am** to inform us of any time that your child is going to be absent and when he or she is expected to return. Only "Full Time" enrolled accounts will be given a vacation discount of half off weekly tuition. This vacation discount can be utilized only **twice (2x)** a calendar year. Any additional absences will be charged the regular weekly fees.

Any parent that has not contacted the center of when their child is absent, for more than (3) three days, will be dropped from enrollment. This spot will be given to the next family on the enrollment list.

## **Tuition:**

There is an annual enrollment fee of \$50 per child. Tuition is charged every Friday for the following weeks enrollment. Accounts must be current (tuition paid) in order for your child to attend. Late payment fees will apply to any accounts that are paid after Friday. Accounts that reflect (2) two weeks of non-payment, will result in the child being disenrolled. Children become sick in group care and will need to remain at home until not contagious. This missed time is non-refundable. Please complete a tuition payment form in the enrollment packet. Tuition rates sheet is attached.

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## **Medical:**

*Prior to enrollment every child must have on file a copy of their Child Health Examination Form and Current Immunizations Records. Please notify us of any need to update information or additional immunizations.*

*If medication is required to be administered during the day a "Doctor Permission Form" to administer the medication along with a KDHE Medication Form (available in the classroom) must be completed and signed by the doctor and a parent. Forms and medication must be handed to a teacher and not left in the child's bag. Staff members are not permitted to give any medication without these forms completed.*

*Medical forms are also required for sunscreen, hand lotion; diaper ointment and lip balm and these also must be handed to a staff member.*

*Please inform teachers and management 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 your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts you choose are aware that they have been listed on your emergency contact list. Please be sure to notify us ASAP your phone number changes, so that you are most efficiently reached. Children with contagious illnesses are to be picked up within a reasonable amount of time, to limit their exposure to the other children and staff.*

*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 requirements for inclusion back to care.*

## **Policy Updated April 2020 to Include COVID 19 Illness and Symptoms**

Any infant/child presenting a fever greater than 100 degree (F) or any of the following signs or symptoms, will need to be excluded for 72 hours without fever reducing medications during this time. Child can return after fever and symptoms have ended.

### **COVID Symptoms:**

- Fever 100 degrees or higher
- Cough
- Other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion)
- Sudden loss of smell or taste
- Shortness of breath

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**Prevention:** To assist with limiting possible exposure of illness during an outbreak or under local or state guidelines, we will switch from our typical drop off/pick up procedures to DROP OFF in the LOBBY AREA only. A teacher will screen your child and escort him/her back to their classroom. During PICK UP times you can either call, message bright wheel, or display a sign in your vehicle window indicating your "Family Name". A teacher will escort your child out of the building.

**DO NOT LEAVE YOUR CHILD UNATTENDED.**

All staff, parents, visitors and children aged 5 years or older, are required by KDHE to wear face masks while in the center. Handwashing on arrival into classrooms is required. Hours of operation will change with additional cleaning and disinfecting steps added. Products used will be approved by the CDC and KDHE. Finally, separating all kids' personal items from home (by storing them in separate bags) will assist with limiting possible exposure.

**Awareness:**

If your infant/child becomes exposed by someone with a positive COVID result, your child will need to quarantine for the 14 days/2weeks and can only return without a fever or symptoms. If your child becomes COVID positive, he/she will need to be quarantined for at least 14days/2weeks, fever free, symptom free **and** have a negative COVID test result, before returning to group care.

Parents must alert Princeton Children Center when your infant/child has become exposed or tested positive for COVID 19. If a child tests positive we will post a notice to parents making them aware of a confirmed case of COVID 19. This is the same policy for any contagious disease reported.

**Methods of Discipline:**

*Personal transformation is vital for embedding resilience in our families, schools, communities, nation and the world. May we each be willing to embrace change in order to strengthen education, sustain our planet and secure a bright future for all children!*

*-Becky Bailey*

*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 others 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.*

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*If staff feel additional assistance is needed, they may, with parental permission, consult community resource persons and/or refer for evaluation.*

*All reasonable attempts will be made to work with a 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 weeks notice of withdrawal except where such notice is not reasonable because of safety concerns.*

*The following actions are strictly prohibited at 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, 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 outside play, running and climbing. If you send expensive clothes on your child, you do so at your own risk. We cannot assume responsibility for lost, stolen or damaged 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. All children are expected to have 2-3 changes of clothes at all times.*

### **Rest Time:**

*There will be a quiet time each day after lunch for all children (except Kindergarten-school aged). 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.*

- No blankets or toys are allowed in cribs!*

### **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.*

*Your child's classroom teacher will inform you of your child's home toy day.*

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## **Curriculum & Activities:**

*Princeton Children Center implements the "Active Learning Series for Infants through Preschool" along with the ASQ3 module which is implemented by the Kansas Quality Improvement Program. In addition, we include the Handwriting without Tears, Animated Literacy and Root for Food curriculums for our Preschool through School Aged classrooms. We are happy to announce the implementation of the "Step it Up" program for our Infants and Toddlers.*

*Excitedly, we are a Community Supported Agriculture (CSA) drop off site for Pendleton's Country Market and Farm, and members of Families, Farmers and Educators.*

*Our center maintains a "Community Garden" space during the spring and summer season, so that children have the opportunity to learn where food comes from and how to grow it themselves. This offers the children the opportunity to use the food they grow in their meals, at school and home.*

## **Community Resources & Sponsorships:**

- *USD497*
- *Tiny K*
- *Success by Six*
- *Positive Bright Start*
- *Department of Family Service*
- *Healthy Sprouts*
- *Stretch N' Grow, Sacha Dick*
- *Sue Evans Piano Teacher*
- *Pendleton's Country Market*

***I have been given a copy the PCC Handbook and have taken the time to read it thoroughly. If there are any questions or concerns regarding the contents; I knowingly understand how I can ask management for further explanation.***

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Parent/Guardian Signature

Date

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# Tuition rates for 2020

**Annual Enrollment Fee: \$50** (nonrefundable)

**Deposit: ½ First week tuition** (nonrefundable)

**Late Payment Fee: \$25** per week, per child.

(Two-week non-payment dis-enrolled)

**Late Pick up Fee: \$20** at 6:05p plus \$20 every 5min after

## **Ladybugs, Frogs**

### **and Hippos**

1 Day	\$110.00
2 Days	\$140.00
3 Days	\$175.00
4 Days	\$215.00
Full Time	\$255.00

## **3+ Zebras & Potty-train**

1 Day	\$ 85.00
2 Days	\$105.00
3 Days	\$135.00
4 Days	\$165.00
Full Time	\$195.00

## **1+ Butterflies & Sharks**

1 Day	\$100.00
2 Days	\$125.00
3 Days	\$155.00
4 Days	\$190.00
Full Time	\$230.00

## **3 ½ +Giraffes**

### **4+ Pre-Kindy Rabbits, Monkeys**

1 Day	\$ 75.00
2 Days	\$100.00
3 Days	\$125.00
4 Days	\$155.00
Full Time	\$185.00

(Summer Activity Fee \$50)

## **2+ Elephant's, Lions, Turtles**

1 Day	\$ 90.00
2 Days	\$115.00
3 Days	\$145.00
4 Days	\$170.00
Full Time	\$215.00

## **Kindergarten Enrolled**

### **Aug 30<sup>th</sup> 5 Years Old**

1 Day	\$ 65
2 Day	\$ 95
3 Day	\$115
4 Day	\$145
Full Time	\$170

## **Owls -School Age - 1<sup>st</sup>-5<sup>th</sup>**

### **Summer**

### **Remote Learning**

### **Drop-In Program**

1 Day	\$ 45	\$60.0	<b><u>Annual Enrollment Fee: \$50</u></b>
2 Day	\$ 70	\$80.0	Pre-Pay Room Tuition Rates
3 Day	\$100	\$100	For the number of days reserving to Drop-In.
4 Day	\$120.00	\$120	<b><u>Enrollment Fee and rates are non-refundable</u></b>
5 Day	\$130.00	\$150	

(Activity Fee TBD)

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