



FIELD TRIP

Field trips are being scheduled for the summer of 2015 and the forms are coming out shortly! Each child, from the Ladybug room, Ms Erin (three/four year olds), Firefly room, Ms Debbie (four/five year olds) to the Hornet room, Ms. Lauri (school age children) will receive a letter regarding the field trips, if you do not receive one in your cubby please come to the office and we will be happy to supply you one. At the bottom of the form is an area for your signature giving permission for your child to attend the field trips. For school age children (already attending elementary school) detach the upper portion so you

may have a schedule of the field trips! If you have any question please let us know.

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To those parents who have children in the Firefly room attending kindergarten in the Fall of 2015, rates will be adjusted the first week of school towards the end of August 2015. Tuition for children attending before and after school will be \$78.00/wk. Those children attending either before or after school, tuition will be \$58.00/wk. If your child is enrolled in our school program they will be eligible to attend, "no school days" due to any reason. The price for a child to attend an extra no school day will be \$35.00/day. However, their price will never exceed the weekly tuition rate for schoolers of

\$120.00/wk. Further information will be sent to the parents for those who wish to participate in our school age program.



**PRESCHOOL
FIREFLIES
GRADUATION!**

It has been another exciting year! Just to be a part of your child's growth and development in preparation for kindergarten has been very rewarding. We appreciate the support and trust each parent has given The Nannies Unlimited Child Center and Preschool Inc., and allowing the teachers the opportunity to work with your child (ren)

Thank you.

**THE PRESCHOOL
GRADUATION IS
SCHEDULED FOR
THURSDAY MAY 21,
2015 AT 4:00 PM.**

Space is limited in the Firefly room where the ceremony is held, so we ask that you limit your

guests to allow parents the first opportunity to see this special event.

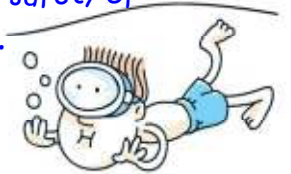


**SWIMMING SEASON
IS APPROACHING!**

Swimming season is almost upon us. Now is the time to start gathering your child's swimming supplies! We ask that you bring your child's swimming suit to the Center with their names marked clearly for identification. Just think of having 25-50 swimming suits unmarked and how frustrated the teachers and children become when they cannot determine which suit belongs to whom. Just remember when purchasing a swimming suit, if you thought it was cute so did everyone else! Parents of children in diapers we ask that you bring a package of "Little Swimmers" again



remember to place your child's name on the package of swimmers. If your child does not have the "Little Swimmers" they cannot get into the water. This is for the health and safety of each child.



To protect your child's skin from the sun and outdoor exposures we ask that each child bring a bottle/tube of sunscreen labeled for identification. We will apply the sunscreen as needed and indicated. You may give this to your assigned room's teacher.

Thank you!





Things to remember:

*Please **DO NOT** allow your child to sign their own name in the sign in record in our front lobby. These are official documents that need to be kept for review and audited by others.

*Please remove all unnecessary items from your child's cubby daily, they really get filled up fast!

*Diapers & wipes are due the first Monday of every month. This has always been a good way for us to keep a supply of diapers for your child here at the Center. Keep in mind if you do not have a supply of your child's diapers we will use the daycare supplies, however you will be charged \$1.00/diaper. We appreciate everyone bringing their supply when needed. Thank you!

* When children are playing outdoors this spring and summer, sunscreen or sun block will be applied to them.

When you bring your supply from home please label this with your child's name.

*We would really appreciate it if you would remind your child to walk when at the Center. This includes not only inside the Center but outdoors in the parking lot. The teachers are constantly reminding the children to Walk, Walk, Walk! Otherwise children and others are going to hurt. Thank you so much!

* Swimming season is also upon us, we ask that you bring your child's swimming suit to the Center with their names marked clearly on them! It can be very frustrating for the staff when they cannot determine whose suit belongs to whom. Remember if you thought the suit was cute so did everyone else.

* Entrance & Exit when entering the parking lot area Please enter through the east and exit from the west entrance. This will help keep the flow of traffic in one direction preventing a potential accident to occur. Also, please slow down and be aware of others in the parking lot. Safety is our biggest concern!



*We try and accommodate our parents as much as we can. In doing so our staff continues to work four, ten hour days. This allows the staff member the opportunity to be available at the beginning of the child's day and also at the end. Please take advantage & visit with the staff about your child's day.



Birthdays/Tuition

Parents: Please notify administration in writing when your child has a birthday. There could be tuition adjustments to be made especially when the child turns two years of age.

Parents/Families are responsible for this notification.

Unfortunately there will NOT be any type of reimbursements or adjustments made for any oversight regarding changes in your child's tuition.

Children who are in elementary school do not need to notify the office of their child's birthdates. Tuition does not usually change after they are enrolled in elementary school.





Telephone Calls:

To continue to organize our staff and children's busy day we ask that you only notify the Center during, the day case of an emergency or your child is not coming for the day. We have tried to make our staff more available to you during the day so they may answer your questions either first thing in the morning during your drop off or at the end of the day when you pick your child up.

During the hours of 8:30 am until noon the children and the staff are very busy with their scheduled "focus of week" curriculum and it is very difficult to have our staff pulled away to answer phone calls during these times. It is disruptive not only the teachers but the children too. They lose their train of thought and when the teacher returns it is hard to get them re-engaged in what they were doing.

If there is a message that you would like to be given to the staff, our office staff would be more than happy to give the teacher that message. If it is something the teachers need to call you back with then they can do so during the children's nap time.

We would like to have your child's learning experience to be a positive one.

We also have our communication sheets for you to convey any information to the teachers you may want available in the front foyer.

If you have any questions please feel free to contact the office management.

Thank you so much for your understanding and cooperation in this matter.

Reminder:

All Children are to be signed in and out by their parent/guardian when arriving and leaving the Center. Again, we ask children NOT to sign these documents. We practice handwriting skills in their individual classes.

Summer Safety:

Summer means different health and safety issues. Here are some rules to share with your children for summer safety.

~ Discuss with your child the changes in the weather. Talk about what can be done in the summer that cannot be done in the cold weather of winter.

~ Children need to know that heat and sun can tire them and make them sick if they do not rest or drink enough liquids. Discuss the proper clothing to wear. (this can be done with games and dress up for more fun).

~Because children may be using large toys, you should tell them how to safely operate trikes, bikes, wagons, skateboards, and scooters, as well as seesaws, swings, and slides. Show them what to do as well as talking about what is right.

~Tell children where it is best to play. You should set the limits so that children know exactly what is allowed and what is not. Walk the edge of the play space with your children. Point out dangerous areas children must stay away from. Take a special nature walk showing the plants that can be touched and used during play and those that should not be used or even touched. You might even make small painted signs that point out dangerous places. Set the signs up together so children are doubly

sure that the signs are there for a purpose.

~ Little by little, prepare children for more physical activity by allowing and increasing time each day for exercises that build conditioning—climbing, running, jumping, and lifting.

~Never leave children alone in or near the pool, even for a moment.

~Make sure adults watching young children in the pool know CPR and can rescue a child if necessary.

~Babies under 6 months should be kept out of the direct sunlight. Move your baby to the shade or under a tree, umbrella, or the stroller canopy.

~Dress babies in lightweight clothing that covers the arms and legs and use brimmed hats.

~Apply sunscreen at least 30 minutes before going outside, and use sunscreen even on cloudy days.

~Try to keep children out of the direct sun between 10 a.m. and 4 p.m. This is when the sun rays are the strongest.

~ The sun protection factor (SPF) should be at least 15.

~ Try and not use scented soaps, perfumes or hair spray on your child. Bugs are attracted to these items.

Bugs are also attracted to bright colors and flowery prints

so avoid dressing your child in that type of clothing.

~Children traveling alone to visit relatives or attend summer camps should have a copy of their medical information with them at all times.



Parking

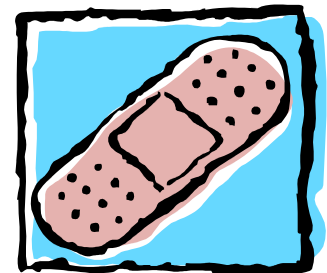
Entrance/Exits

When entering the parking lot area please enter through the east entrance and exit from the west entrance. This will help keep the flow of traffic in one direction to prevent accidents from occurring. Also, we ask that everyone please go slow and be aware of others in the parking lot. We want everyone to stay safe. There are times children get away from their parents and dart in front of other vehicles.



Cigarette Butts

It would help out a great deal if our parents, families, and friends keep their cigarette butts in their car and not discard them on the Center's property. Children are taken to the bus and vans and pick those discarded items up and try and mimic what others do with the cigarettes. Thank you so much for your understanding and cooperation.



INCIDENT REPORTS

Our policy at the center is to provide a parent an incident report when an accident has occurred resulting in a visible injury. Our staff notifies one parent of the incident during nap time unless the injuries need immediate attention by

medical staff. Parents are provided with two copies of the incident report, we ask that you sign one copy and leave this in the front lobby cubby labeled "incident reports." The other copy is for your home records.

The Center conducts quality assurance on all incident and accident reports to assist in determining if changes need to take place at the Center or if the incident was truly an unavoidable accident.

For this reason we ask that parents keep current telephone numbers of where they can be reached in case of an emergency.

Please keep in mind that there are times that the incident occurs later in the day and every effort will be made to contact you by phone. However, there are times we have no other option than to notify you at the time you picked your child up due to the time of the incident and parents in route to the Center.



Severe Weather & Tornado Safety

The Nannies Unlimited Child Center and Preschool Inc. policy and procedure during a tornado warning is as follows:

Children located in the nurseries and toddler rooms will proceed to the basement under the main kitchen area. Children located in the twos, threes, fours and school age children will proceed to the lower lever in the preschool building.

The children have all been instructed monthly to sit on the floor, placing their heads between their knees while covering their heads with their hands.

The Center conducts monthly tornado drills to familiarize the children with these procedures. The Center also has a weather radio that receives information from the National Weather Service. The weather radio automatically alerts the staff when a watch or a warning has been issued.

The Center realizes that your child's safety is of your up most concern. However, we request

that parents refrain from telephoning the center during a tornado warning. This will enable our staff to focus on the children's safety and security without distractions. If there is a concern you need to be made aware of the Center will contact you immediately.



DONATIONS!!

To those parent and family members who donate toys, paper, and plastic bags and supplies to the Center **we sincerely want to thank you for taking the time to bring those to the Center.**

When cleaning out closets and sorting through the "older unused toys" at home, please keep in mind that the center can only use toys that can be sanitized. With this in mind we cannot accept "stuffed" cloth toys.

Toys that are cloth/stuffed in nature usually cannot be washed repeatedly and harbor germs from one child to another.

We appreciate your consideration in this matter. If you have any questions please let the office know.

