

# Names Unlimited



APRIL~MAY~JUNE 2009

## SUMMER THOUGHTS!

SUMMER TIME FUN IS JUST AROUND THE CORNER! WE HAVE A VERY FUN AND BUSY SUMMER PLANNED FOR THE CHILDREN AGAIN THIS YEAR. WE WOULD LIKE TO ASK OUR PARENTS AND FAMILY MEMBERS TO HELP US WITH THOSE SUMMERTIME PLANS. WE HAVE MANY FIELD TRIPS SCHEDULED ALONG WITH DIFFERENT ARTS AND CRAFTS. WITH THIS IN MIND IT WOULD HELP US IF YOU WOULD READ ALL CORRESPONDENCE THAT WE HAVE POSTED EITHER ON YOUR CHILD'S DOOR, CUBBY, FOCUS OF THE WEEK BOARD OR THE MAIN ENTRANCE AREA. WE DO NOT WANT ANY CHILD TO MISS OUT ON THE FUN. HOWEVER, DUE TO STAFFING AND THE NEED TO MAKE RESERVATIONS IN ADVANCE, IT IS IMPERATIVE THAT YOU READ ALL INSTRUCTIONS, FOLLOW THOSE GUIDELINES AND SIGN YOUR CHILD UP WHEN APPROPRIATE.

~WE ALWAYS WANT TO HAVE A FUN AND SAFE SUMMER HOWEVER THERE ARE TIMES THE INCREASE IN ACCIDENTS OCCUR WHEN WE SPEND MORE AND MORE TIME OUTDOORS. THERE IS A NATURAL INCREASE IN INJURIES

DUE TO RUNNING AND PLAYING, WE KEEP TRACK OF ALL INCIDENT AND ACCIDENTS TO ENSURE A QUALITY CONTROL PROGRAM. THIS HELPS US FIND POTENTIAL PROBLEM AREAS THAT MIGHT BE ELIMINATED. IF YOU SHOULD GET AN INCIDENT REPORT IN YOUR CHILD'S, PLEASE SIGN ONE COPY AND PLACE IT IN THE INCIDENT REPORT CUBICLE NEXT TO THE COFFEE POT IN THE FRONT LOBBY. THE OTHER COPY IS FOR YOUR RECORDS. THANK YOU SO MUCH FOR YOUR COOPERATION.

~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.

~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.



CAN YOU IMAGINE 170 SWIMMING SUITS WITHOUT NAMES IN THEM? THIS IS ALSO VERY





### FRUSTRATING TO YOUR CHILD.

~ PARENTS OF CHILDREN IN DIAPERS, WE ASK THAT YOU PURCHASE A PACKAGE OF "LITTLE SWIMMERS" TO BE KEPT AT THE CENTER. PLEASE PLACE YOUR CHILD'S NAME ON THE PACKAGE AND HE/SHE CAN USE THEM DURING THE SEASON. IF YOUR CHILD DOES NOT HAVE THE SWIMMING DIAPERS THEY CANNOT GET INTO THE WATER. THIS IS FOR THE HEALTH AND SAFETY OF EACH CHILD.



### 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.

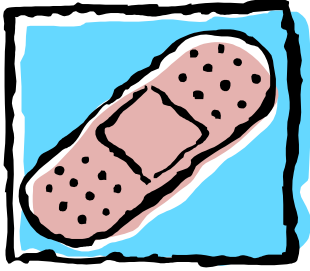


TO THOSE PARENT AND FAMILY MEMBERS WHO DONATE TOYS, PAPER, AND PLASTIC BAGS TO THE CENTER WE SINCERELY WANT TO THANK YOU FOR TAKING THE TIME TO BRING THOSE TO THE CENTER.

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.





## 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.



## 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.

### 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.





### 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.



**2008-2009  
Preschool  
Graduation**

It has been an 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, and allowing our teachers the opportunity to work with your child. Thank you!

The Preschoolers will have their graduation ceremony

**Thursday  
May 21, 2009  
at 4:00 p.m.**

Space is limited in the Firefly room where the ceremony is conducted so we ask that you limit your guests to allow parents the first opportunity to see this special event.

