



Mar/Apr/May/June 2019

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 cubby, 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 play in 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, toddlers, twos, threes, fours and the 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



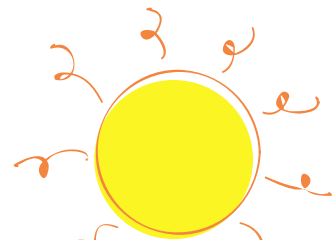
## Parking

### 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.

## 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.



## Keeping

### Summer Safe:



We want to have a fun and safe summer. Keep in mind when children are playing outdoors, there is a natural increase in injuries due to running and playing. We keep track of all accidents to ensure a quality control program. This helps us find potential problem areas that might be eliminated. If you should get an accident report in your child's cubby, please sign one copy and place it in the incident report cubby next to the coffee center in the front lobby, the other copy you may take home for your records.

When the children are playing outdoors in the summer, they all get

"lubed" up with sunscreen/sunblock. If you have not brought your child's sunblock for the 2017 summer, we encourage you to do so as soon as possible. Please give this to your child's teacher. Make sure you mark your child's name on the tube/bottle in large print so the teachers can be sure to use this on your child.



### **2018-2019 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 23, 2019 at 4:00 p.m.**

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




**To those parents who have children in the Firefly room attending kindergarten in the Fall of 2019, rates will be adjusted the first week of school towards the middle of August 2019. Tuition for children attending before and after school will be \$80.00/wk. Those children attending either before or after school, tuition will be \$60.00/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 \$40.00/day. However, their price will never exceed the weekly**


**tuition rate for schoolers of**

**\$125.00/wk. Further information will be sent to the parents for those who wish to participate in our school age program.**



### **Policy and procedure reminders.**

 When children and parents are entering or leaving the building PLEASE reinforce our walking in the building policy. If your child runs inside the building, please redirect your child to walk! This really does help reinforce what our teachers instruct the children that, "we do not run inside the school/building."

 Parents, if you have any changes in your emergency notification information (i.e. changes in phone numbers, work or home, addresses etc... This is to ensure we can get in touch with you in case of an emergency.

✱ If your child, for any reason is NOT attending the Center for the day, PLEASE notify the Center as soon as possible, preferably in the morning hours. Please DO NOT email this information to us, there are times we do not open our mail until the afternoon hours. Thank you!

✱ Unless it is an emergency and you need to talk to one of our staff, we ask that you wait until nap time to visit with them. The morning hours are very busy and with preschool running from 8:30-11:00 am Monday – Friday it makes it very difficult for our staff to take those phone calls during those hours.

✱ If your child has the “flu” please let our staff know and please keep them home until your child is symptomatic free. We have had parents bring their children to the Center sick and when we try and notify them, they do not respond to our messages. This is not only potentially dangerous to you it is also potentially dangerous to the child.

The number of staff that has become ill because of sick children being brought to the Center has been really high! This is NOT

fair to other parent’s and family members who do follow the guidelines. We certainly understand the need to work, however, with as volatile as the flu has been, we ask you to make arrangement for your sick child. Some of our children cannot afford to get repeated illnesses.

**We do appreciate all of our families who try and abide by this rule; we thank you so much for your understanding!**



## Door Keypad

We are asking for your help with the use of the keypad entry system. The door key pad is sensitive and we would request that our parents to be the only ones to use the system. Children entering random numbers creates a potential problem within the system itself. We ask that you keep your children from entering

your code into the system or just playing with it. Thank You!



## New Toothbrushes

Part of our preschool program, the children ages two, three, four, or five years of age (non-school age) brush their teeth every morning. With this we ask that the parents bring a new toothbrush at

least every three months because they become worn and are not as effective.

Also, if your child has been sick especially with Strep Throat etc.... please remember to bring a new toothbrush to cut down on the potential for cross contamination.



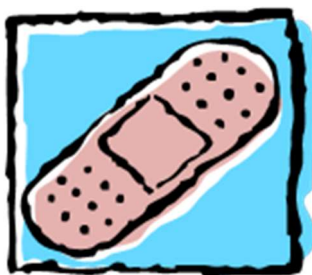




## Summer Consent Forms

Parents please be aware of the summer field trip notices and consents placed in your child's cubby. There are several places for you to sign, giving consent for your child to attend those certain field trips. Please return those forms to the office promptly along with the required money **(CASH)** for the summer field trips.

If you have any questions about your child's field trips your lead teacher in the Ladybug, Firefly and Hornets rooms can answer those questions. However, you can contact Vickie or Cindy at any time and we would be more than happy to assist you



## 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 reports; 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.



**We sincerely thank you for your continued business during the past year!**

**We also would like to thank the many parents who have taken the time to bring in plastic sacks for our staff to use!**

**The paper products and all of the toys, arts and crafts and books you've donated to the Center are appreciated so much. The children use these things over and over again receiving much satisfaction and enjoyment.**

**Please keep in mind if you are cleaning out your toys or books trying to find space for new things and they are still in good condition please keep the Center in mind when donating them! We can always use them!**

**Again, if we have failed to thank you or mention our gratitude, it is not our intentions. We have an awesome group of parents, children and family members who attend the Center and would not want to leave anyone out or hurt anyone's feelings. So, please accept our sincere gratitude for all of the things that contribute to making the Center a success.**

**Look for our  
next newsletter  
August 2019,  
Special School  
Edition**