

April/May/June /July 2018

# SUMMER



Summer is rapidly approaching and will be here before you know it! The Nannies are planning a fun and exciting summer in the sun! We would like to ask our parents to help us out with these summer plans. We have many field trips scheduled along with different arts and crafts planned. It would be very helpful if you read all correspondence that we have posted either on your child's cubby/door or at the main entrance. We do not want any child to miss out on the fun. However, due to staffing needs and the need to make certain reservations in advance, it is imperative that you read all instructions, follow those guidelines and sign your child up as soon as possible. For children ages three years of age and older, we will be using the Center's vans. Each van has been equipped with the appropriate safety standards. If you have concerns about this and you would rather your child NOT attend the out of Center field trips, this is also your option. Parents of children under the age of three will **NOT** attend out of Center field trips.



## Severe Weather Tornado Safety

The Nannies Unlimited Child Center & Preschool's policy and procedure during a tornado warning: Children located in the Nurseries, Toddler room the Two-Year-Old room, Preschool Rooms and Schooler's room will go to the three year old, Ladybug room located in the lower level of the south building. The children will crouch down on the floor, placing their heads between their knees while covering their heads with their hands. The Nannies conduct monthly tornado drills to familiarize the children with these procedures. The Center also has weather radios that receive their information from the National Weather Service. The weather radios automatically alert the staff when a watch or warning is issued.

The Nannies Unlimited Child Center & Preschool Inc. realize that your child's safety is of your up most concern. However, the Center requests that parents refrain from calling the Center during a tornado warning. This will enable the staff to focus on the children's safety and security without distractions. If there is a concern you need to be notified of, the staff will contact you immediately.





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 this summer, they all get "lubed" up with sunscreen/sunblock. If you have not brought your child's sunblock for the 2018 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.

Swimming season is also upon us, we ask that you bring your child's swimming suit with your child's



names marked clearly on them! It can be very frustrating for the staff when they cannot determine whose swimming suit belongs to whom. Remember, if you thought the swimming suit was cute or cool, so did someone else! You can only imagine over 100 swimming suits without names! This is also very frustrating for your child.

Parents of children in diapers, we ask that you purchase a package of "swimming diapers". 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.



### **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 the 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.

**Mark your calendars for their PRESCHOOL GRADUATION CEREMONY WILL BE Thursday May 24, 2018.**



### **Our Little Graduate**

To those parents who have children in the Firefly room attending kindergarten in the Fall of 2018, rates will be adjusted the first week of school towards the middle of August 2018. 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.



### **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.



## **Policies and Procedure Reminders!**

Please notify the Center when you have a change in address or phone numbers, whether it is work or home so we may keep our records updated for the safety of your child.

Children who leave the Center during the day, for any reason are considered gone and **WILL NOT** return. So remember when making doctor appointments etc....that it might be best to make them towards the end of the day.

If your child, for any reason is not attending the Center for the day, please notify the facility as soon as possible, preferably during the morning hours. This helps our staffing needs and keeps your daycare costs down as much as possible.

All children are to be signed in and out by the parent when arriving and leaving the Center. We ask that the children **NOT** sign themselves in and out. These are documents that we have audited.

For children in the nurseries, and using bottled water, we ask that you only bring one gallon at a time because we just do not have the space to accommodate more than one per child. Thank you so much for your continued support.

Toys from home are not allowed except on those designated "show and tell days" (Usually on Thursdays during preschool, check the focus of the week bulletin board for details).

To keep within the rules and regulations set forth by the Department of Human Services we cannot allow parents or children into the kitchen area for health and safety reasons.

Please remove all unnecessary items from your child's cubby daily, the really get filled up! Plus, summer is coming.

Diapers and 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 we do not have a supply of your child's diapers we will use the daycare supplies, however you will be charged \$1.00 per diaper. Thank you!



## Swimming Season!

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 in them! 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 play in the water. This is for the

health and safety of each child.



## Building Etiquette

We ask all parents to try and keep their children from running inside the Center. Children have been "run over" when other children are running to enter or leave the facility! Thank you so much!



## 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.**



## 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.



## DONATED TOYS!

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.



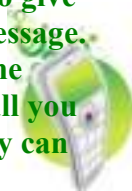
## Telephone Calls:

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.



Let’s have a GREAT SUMMER! IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE DO NOT HESITATE LETTING US KNOW.



Look for our next newsletter AUGUST 2018. Our School Edition.