

JULY/AUG/SEPT/OCT/NOV/DEC 2012

SCHOOL TRANSPORTATION:



(SEP SCHOOLS ONLY)

ANOTHER SUMMER IS COMING TO A CLOSE WHICH MEANS SCHOOL IS RAPIDLY APPROACHING. THERE ARE CHANGES OCCURING THIS SCHOOL YEAR FOR CHILDREN ATTENDING ELEMENTARY SCHOOL.

THIS MOSTLY HAS TO DEAL WITH TRANSPORTATION.

STUDENTS LIVING WITHING THE 2 MILE RADIUS FOR GRADE K-8 SCHOOLS AND WITHIN A 3 MILE RADIUS FOR GRADES 9-12, CAN RECIVE TRANSPORTATION SERVICES AT A CHARGED FEE OF \$180.00 PER CHILD PER YEAR.

INCLUSIONS: STUDENTS WHO FALL WITHIN THIS SECTION ENTILED "INCLUSIONS" WILL BE CHARGED \$180.00 FOR TRANSPORTATION SERVICES.

- **FAMILIES WHO USE DAYCARE FACILITES AND HAVE THEIR CHILD TRANSPORTED TO AND FROM THE DAY CARE FACILITY WILL BE CHARGED A TRANSPORTATION FEE OF \$180.00FOR THE SCHOOL YEAR.**
- FAMILIES WHO USE/RESIDE AT MULTIPLE ADDRESSES AND HAVE THEIR CHILD TRANSPORTED TO AND/OR FROM THE SCHOOL WILL BE CHARGED A TRANSPORTATION FEE OF \$180.00 FOR THE SCHOOL YEAR
- IF THE DISTRICT PROVIDES TRANSPORATION TO THE SCHOOL. PLEASE NOTE

THAT THE SE POLK SCHOOL DISTRICT DETERMINES WHAT SCHOOL THE OPEN ENROLLMENT STUDENT WILL ATEND WITHIN THEIR DISTRICT.

- FAMILIES WHO QUALIFY FOR REDUCED LUNCHES UNDER THE "FREE & REDUCED" SCHOOL LUNCH PLAN WILL PAY **A REDUCED RATE FOR TRANSPORTATION SERVICES** IF NEEDED. THE SCHOOL DISTRIC WILL FOLLOW THE "FREE & REDUCED" GUIDELINES TO ESTABLISH A REDUCED RATE OF PAYMENT FOR TRANSPORTATION. CURRENTLY THIS RATE IS AT %15 SO THE FAMILIES WOULD BE CHARGED \$27.00 FOR TRANSPORATATION FEES.

EXCLUSION: STUDENTS WHO FALL WITH IN THIS CATEGORY **WILL NOT** BE CHARGED \$180.00 FOR TRANSPORATION SEVICES.

- FAMILIES WHO ARE PLACED AT ANOTHER SCHOOL BECAUSE OF ENROLLMENT/CLASS SIZE ISSUES WILL BE EXCLUDED FROM THE TRANSPORTATION FEES.
- FAMILIES WHO QUALIFY FOR FREE LUNCHEd UNDER THE "FREE & REDUCED" SCHOOL LUNCH PLAN WILL BE EXCLUDED FROM THE TRANSPORATION FEES. FAMILIES WHO QUALIFY FOR THE REDUCED LUNCHES UNDER THE "FREE & REDUCED SCHOOL LUNCH PLAN WILL PAY TRANSPORTATION AT A REDUCED RATE.
- FAMILIES RESIDING OUTSIDE THE 2 MILE RADIUS FOR GRADES K-8 SCHOOLS AND OUTSIDE THE 3 MILE RADIUS FOR GRADES 9-12 SCHOOLS, WILL NOT BE CHARGED A TRANSPORATION

FEE BY THE SE POLK SCHOOL DISTRICT, UNLESS THEY ARE USING MULTI ADDRESS TO HAVE THEIR CHILDREN TRANSPORTED TO AND/OR FROM THEIR RESPECTIVE SCHOOL

TRANSPORTATION FEES PROCESSING:

THE SE POLK SCHOOL DISTRICT WILL DEVELOP A PROCESS IN ORDER TO CHARGE TRANSPORTATION FEES TO FAMILIES DURING THEIR SCHOOL REGISTRATION PERIOD. FAMILIES WHO QUALIFY FOR FREE OR REDUCED LUNCH WILL NEED TO COMPLETE THE FREE/REDUCED LUNCH APPLICATION FORM IN ORDER TO HAVE THE TRANSPORTATION FEE EITHER REDUCED OR WAIVED. PAYMENT IS REQUIRED DURING THE REGISTRATION PERIOD. IF THE TRANSPORTATION FEE IS NOT PAID ONE WEEK PRIOR TO THE FIRST DAY OF SCHOOL, THE S.E. POLK SCHOOL DISTRICT WILL NOT PROVIDE TRANSPORTATION SERVICES TO THE FAMILY UNTIL THE TRANSPORTATION FEE IS PAID IN FULL. TRANSPORTATION FEES PAID WITHIN SEVEN DAYS PRIOR TO SCHOOL STARTING COULD RESULT IN DELAYED SERVICE TO THE FAMILY. THE S.E. POLK SCHOOL DISTRICT WILL NOT ACCEPT PARTIAL PAYMENT FOR TRANSPORTATION FEES UNLESS THE FAMILY QUALIFIES FOR REDUCED LUNCHES. IF THIS IS THE CASE THEN THE FAMILY WILL BE REQUIRED TO MAKE FULL PAYMENT, MINUS THE PERCENTAGE OF REDUCTION, ACCORDING TO THE "FREE AND REDUCED" LUNCH GUIDELINES.

IF YOU HAVE ANY OTHER QUESTIONS PLEASE GO TO THE SOUTH EAST POLK WEBSITE AND READ ALL ABOUT THE "FEE BASED TRANSPORTATION PLAN"

WWW.SW.POLK.K12.IA.US



Kindergarteners for 2012 – 2013 School year.

The children appear to be really enjoying their summer session; however, everything comes to end at some point. With only a few weeks until school begins we would like to touch base with you again in regards to your plans for your child this school year. Each year we have numerous calls from parents inquiring about our school program. Since we try to cater to our current parents, we need to know how many children will continue attending the Center this fall. This information will help us if we can accommodate children who do not attend at this time. We have some "new" schoolers (kindergartners) so we need to review things that are specific to children in school. If your child rides the bus: the first week or so of school, we assign an older child to your kindergartner to assure they get on and off of the bus at the right place. This seems to work really well.

If your child attends **Four Mile Elementary** the bus picks the children up at approx. 8:20 am at the entrance of the Center's parking lot.

If your child attends **Delaware, Willowbrook, Altoona or Clay Elementary** the bus picks the children up at approx. 7:40 am Runnells at 8:00 am.

Our staff attends to the children while they wait for the bus.

Every **Wednesday** the children of **Four Mile** get out of school at 1:55 pm and return to the entrance of our parking lot at approx. 2:00 pm. **Willowbrook, Centennial,**

Altoona, Clay and Delaware schools return to the Center at approx. 2:20 pm. **Runnells** at 2:30 pm.

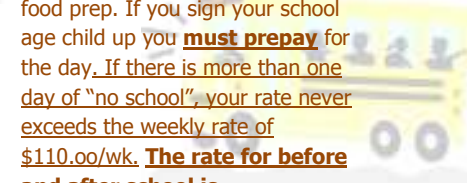
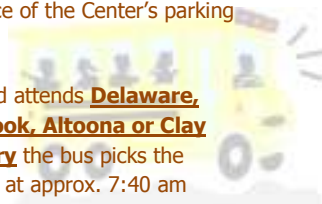
Again, our staff waits for them as they disembark from the bus and into the building.

On Monday, Tuesday, Thursday, and Friday children will return from school at approximately 4:00 pm

If your child attends **Pleasant Hill**, our staff will take your child (ren) to and from school in one of our vans. All vans have appropriate restraint systems in place. We will immediately notify you if your child is not available to be picked up by our van or is not delivered by the bus after school.

Please continue to use the Schooler's (Hornets) communication sheet located under the bulletin board in the main lobby for any communication you need to convey to your child's before or after school teacher. This communication sheet is reserved for school aged children only. Our teacher's will initial the sheet after they read it to let you know they read it.

The rate for the **before and after school program is \$75.00/wk/child**. This rate includes an after school snack and a "spot" at the Center for various reasons, such as no school day or days when the children get out of school early. **If the children do not have school on a particular day there is an additional \$35.00 drop in charge.** We post "sign-up sheets" for scheduled "no school days" on the Hornet's Bulletin Board to assist us with staffing and food prep. If you sign your school age child up you **must prepay** for the day. **If there is more than one day of "no school", your rate never exceeds the weekly rate of \$110.00/wk. The rate for before and after school is \$55.00/wk/child.** If you request your child to come during breaks



only, you will need to call well before each break to check if there is an opening available.

To ensure your child's fall reservation, you will need to complete and return the registration form (Those have been provided to you in your child's cubby.)



Preschool 2012-2013

Just a reminder that The Nannies Unlimited Child Center and Preschool Inc. preschool program begins the **first Tuesday after Labor Day, September 4, 2012** and continues through until the middle of May 2011. Classes will be held Monday through Friday 8:30 am until 11:00 am.

Children who turn three years of age **PRIOR to September 15, will** participate in our "Ladybug" preschool program and those children who have turned the age of four **PRIOR to September 15,** will participate in our "Firefly" preschool program.

The Preschool Teachers will make the children's room changes on Tuesday August 21, 2012. Parents, when picking your child up from daycare this day, please go to their new assigned room. The Ladybug room is located in the lower level of the preschool building and the Fireflies are located on the main floor in the preschool building. **On Wednesday August 22, 2012** parents may begin taking their "preschooler" to their appropriate room.



PRESCHOOL SUPPLIES:

One of our goals here at The Nannies is to help parents decrease stress levels thereby allowing them an increase in quality time spent with their children. One of the ways we are attempting to decrease stress and ensure each student has the appropriate materials necessary to be organized and ready to learn, The Nannies Unlimited Child Center and Preschool Inc. will again purchase all preschool supplies necessary for students in the **Ladybug** (3-4 year old room and the **Fireflies** (4-5 year old room) **The cost of this supply packet is \$25.00 per preschooler.** Please make your payment **PRIOR to Friday AUG 10, 2012.** This will allow us time to formulate the supplies in time for the first day of preschool. You may include this payment with your weekly tuition. Please make note that you have included this with your payment.



Annual Re-Registration Fees are Due!

It's that time of year again when your **\$35.00/child annual re-registration fee is due.** You can submit those payments along with your weekly tuition. These fees will be **due by Friday August 10, 2012.**



Policy Reminders:

Children must be signed in and out by their parents and escorted to their assigned room when arriving and leaving the Center. (Please do not allow your children to write on the sign in record, parents only!)

Parents if your child is not going to attend the Center for the day, please notify us **prior to 8:00 am** so we may adjust our staffing and meals accordingly.

Weekly tuitions continue to be due **Monday for the week** your child is attending. There are late fees assessed after Monday at 5:30 pm. Please include a \$10.00 late fee on Tuesday if you did not remit payment on Monday.

If your child will be attending elementary school this year (2011-2012), please remember to sign in on the "Hornet" communication sheet located east of the coffee maker in the front lobby.

The Center opens their doors **at 6:00 am** if you should arrive prior to this time and our doors are unlocked; please stay with your child until 6:00 am. Our staff needs a few minutes to gather supplies to ready themselves for the day.



REPORT CARDS:



WE WILL BE SENDING OUT PROGRESS REPORTS TO OUR **PRESCHOOL** PARENTS AT THE HALFWAY POINT OF THE SCHOOL YEAR. WE ASK THAT YOU REVIEW THOSE AND RETURN THEM TO YOUR TEACHER SO SHE CAN FINISH THE SECOND SEMESTER OF PRESCHOOL AND GIVE THOSE OUT AGAIN AT THE END OF THE YEAR. THANK YOU SO MUCH FOR YOUR SUPPORT.

FIELD TRIPS.

THERE WILL BE SOME SCHEDULED FIELD TRIPS DURING THE PRESCHOOL YEAR. PARENTS PLEASE KEEP YOUR EYES OPEN FOR THESE POSTINGS. WE ARE SURE THEY WILL BE GOING TO THE PUMPKIN PATCH IN MIDDLE TO LATE OCTOBER 2012.

REMINDER OF DAYCARE CLOSING:

MONDAY SEPTEMBER 3, LABOR DAY,



THANKSGIVING: THURSDAY AND FRIDAY NOVEMBER 22 & 23, 2012

CHRISTMAS: MONDAY DECEMBER 26, 2012



CHRISTMAS PROGRAM



WE WILL BE HAVING OUR **ANNUAL CHRISTMAS PROGRAM** ON **THURSDAY DECEMBER 20, 2012.** THERE IS LIMITED SEATING SO WE ASK THAT PARENTS LIMIT THE NUMBER OF GUESTS YOU INVITE. THE CHILDREN ARE SO EXCITED TO PERFORM FOR YOU AND WILL BE WORKING HARD TO SHOW OUR PARENTS ALL OF THEIR TALENTS. WE APPRECIATE EVERYONE'S SUPPORT.

PARKING:



WE ASK THAT YOU USE THE **EAST DRIVEWAY AS THE ENTRANCE** AND THE **WEST DRIVEWAY AS YOUR EXIT.** THIS WAY WE ARE NOT HAVING ACCIDENTS AND THE FLOW OF TRAFFIC RUNS MORE SMOOTHLY. ALSO WITH ALL THE CONSTRUCTION ON OAKWOOD WE APPRECIATE ALL OF YOUR PATIENCE WITH THIS. WE WERE TOLD THAT THIS COULD GO ON UNTIL OCTOBER 2012. THANK YOU ALL FOR YOUR SUPPORT WE APPRECIATE THIS SO MUCH.

CIGARETTE BUTTS:



WHEN CHILDREN ARE LEAVING OR ENTERING THE CENTER THEY ARE FINDING USED CIGARETTE BUTTS, PICKING THEM UP AND MIMICKING WHAT ADULTS DO WITH THEM. ICK! PLEASE DISCARD THEM IN YOUR CARS AS YOU WOULD ANY OTHER TIME. WE ARE A SMOKE FREE FACILITY.



NATHAN SMITH AND ALLISON ROCKWELL WERE JOINED IN MARRIAGE SATURDAY JULY 28, 2012. WE TAKE PARTIAL CREDIT FOR THE TWO OF THEM GETTING TOGETHER! ALLISON WORKED IN OUR TWO YEAR OLD ROOM AND NATHAN WORKED IN OUR SCHOOLER'S ROOM WHEN THEY MET. WE WANT TO WISH THEM OUR BEST AND A HAPPY THEREAFTER.



WE WOULD LIKE TO THANK ALL OUR PARENTS, FAMILIES, AND GUESTS WHO HAVE DONATED SUPPLIES TO OUR CENTER. WE PUT EVERYTHING TO GOOD USE AND WE REALLY APPRECIATE EVERYTHING THAT IS GIVEN TO US. PAPER, CRAYONS, PAINT, TOYS, BOOKS, STOLLERS, HIGH CHAIRS, AND MUCH MORE. **THANK YOU SO VERY MUCH.**

PAPER SUPPLY



IF ANYONE HAS EXTRA PAPER IN THEIR OFFICE THEY WOULD LIKE TO RECYCLE THROUGH OUR CENTER WE WOULD GREATLY APPRECIATE THIS. CHILDREN DO A LOT OF DOODLING, ARTS & CRAFTS AND MAKING PROJECTS. WE GO THROUGH ENORMOUS AMOUNTS OF PAPER AND COULD USE MORE. THANK YOU SO MUCH FOR TAKING THE TIME TO BRING THIS TO OUR CENTER.

REMINDER OF TEETH BRUSHING.



WE LIKE TO HAVE THE CHILDREN BRUSH THEIR TEETH EVERY MORNING AROUND 8:30 ISH. WITH THIS, THE CHILDREN NEED A TOOTHBRUSH AND SMALL AMOUNT OF TOOTH PASTE. WE LIKE FOR TOOTHBRUSHES TO BE CHANGED OUT EVER SO OFTEN AND THE STAFF WILL LET YOU KNOW WHEN THIS SHOULD OCCUR. THERE ARE TIMES THAT WE HAVE A RASH OF SORE THROATS OR STREPT THROATS AND ALTHOUGH WE SANITIZE THE TOOTHBRUSHES FREQUENTLY WE NEED TO HAVE THEM CHANGED OUT EVER SO OFTEN. WE WILL LET YOU KNOW WHEN THAT HAPPENS. EACH ROOM

WILL POST A NOTE OF THOSE REQUESTS.



PRAYER:

HERE AT THE NANNIES UNLIMITED, WE SAY GRACE DURING OUR MEALS & SNACKS. THE PRAYER IS SIMPLE AND GOES LIKE THIS:

GOD IS GREAT

GOD IS GOOD

AND WE THANK HIM

FOR OUR FOOD

AMEN.



PLEDGE OF ALLEGIANCE:

THE NANNIES ALSO RECITE THE PLEDGE OF ALLEGIANCE DAILY. YOU MIGHT HEAR THEM RECITING THIS AT HOME; WE ENCOURAGE YOU TO HELP THEM ALONG WITH THIS.



FOCUS OF THE WEEK:

JUST A REMINDER THAT WE HAVE A "FOCUS OF THE WEEK" COMMUNICATION BOARD. THIS IS LOCATED ACROSS THE HALL FROM THE SCHOOLERS ENTRANCE DOOR, OUTSIDE THEIR RESTROOM. THERE ARE CERTAIN DAYS THEY HAVE SHOW AND TELL, SO PLEASE CHECK THIS FREQUENTLY SO YOUR CHILD IS PREPARED AND THAT IT ALSO HAS SOMETHING TO DO WITH THE FOCUS OF THE WEEK. THIS HELPS THE CHILD TALK ABOUT THIS A HEAD OF TIME AND FURTHER REINFORCE HOW THE FOCUS OF THE WEEK RELATES TO THEIR SHOW AND TELL.

WINTER CLOTHING:



WITH WINTER WEATHER APPROACHING, HARD TO BELIEVE WITH 100+ DEGREES OF HOT, HOT

WEATHER, WE ASK THAT YOU BRING BOOTS, GLOVES, HATS, AND CLOTHING APPROPRIATE FOR PLAYING IN THE SNOW. PART OF LEARNING IS FOLLOWING DIRECTIONS AND PART OF FOLLOWING DIRECTIONS IS LEARNING HOW TO SEQUENCE. PUTTING ON CERTAIN CLOTHES BEFORE OTHERS (IE, GLOVES AFTER YOUR COAT) ETC... IT IS A REALLY FUN TIME WHEN THE CHILDREN CAN GO OUTDOORS TO PLAY IN THE SNOW

DIAPERS/WIPES



PARENTS OF THOSE CHILDREN USING DIAPERS OR PULLUPS, PLEASE REMEMBER THE SUPPLIES ARE DUE THE **FIRST MONDAY OF EVERY MONTH.** WE ASK THAT A LARGE CONTAINER OF **DIAPERS AND A CONTAINER OF WIPES** BE GIVEN TO YOUR CHILD'S TEACHERS SO THEY CAN RECORD YOU HAVE GIVEN YOUR DAIPERS FOR THAT MONTH. THIS POLICY WORKS REALLY WELL. HOWEVER, IF WE NEED MORE DIAPERS WE WILL LET YOU KNOW ON YOUR COMMUNICATION SHEETS.

ATTENDANCE:



REMEMBER WHEN YOUR ARE PLANNING TO KEEP YOUR CHILD HOME FOR THE DAY PLEASE REMEMBER TO NOTIFY THE CENTER PRIOR TO 8 AM SO WE CAN DO OUR LUNCH COUNTS AND ALSO TO MAKE SURE EVERYONE IS ALRIGHT IN YOUR HOUSEHOLD. KEEP IN MIND WE BEGIN LUNCHES AROUND 11 AM. IF YOUR CHILD IS NOT HERE BY THEN AND WE HAVE NOT HEARD FROM YOU WE WILL CONSIDER YOUR CHILD ABSENT FOR THE DAY.

SIGN IN RECORDS:



PLEASE MAKE SURE YOU ARE SIGNING YOUR CHILDREN IN AND BACK OUT ON OUR ATTENDANCE RECORD LOCATED IN THE FRONT LOBBY. THESE DOCUMENTS ARE VERY IMPORTANT AND REVIEWED BY OTHERS. WE NEED TO KEEP

THEM ACCURATE. ALSO, CHILDREN ARE NOT ALLOWED TO WRITE ON THESE FORMS. WE ASK THAT **PARENTS DO THE SIGNING.** TO MAINTAIN THE STRUCTURE OF OUR FRONT DESK, WE ASK THAT PARENTS KEEP FROM USING THE TABLE AS A CHAIR/SEAT TO PLACE YOUR CHILD ON. IT'S NOT THAT STURDY AND WOULD HATE FOR SOMEONE TO FALL AND INJURE THEMSELVES. THANK YOU ALL SO MUCH FOR YOUR UNDERSTANDING.

COMMUNICATION SHEETS.



CHILDREN THAT ARE 6WKS TO 2YRS HAVE COMMUNICATION SHEETS LOCATED IN THE FRONT LOBBY FOR YOU TO COMPLETE AND PLACE IN THEIR AGE APPROPRIATE SLOTS FOR THE TEACHERS TO COMPLETE DAILY. YOU WILL FIND THOSE COMPLETED AND IN YOUR CHILD'S CUBBY EVERY NIGHT. (NURSERY HAVE THEM IN THEIR ROOMS ON CLIPBOARDS) CHILDREN IN OUR PRESCHOOL DEPARTMENT HAVE A COMMUNICATION SHEET LOCATED IN THE FRONT LOBBY FOR YOU TO COMMUNICATE TO YOUR CHILD'S TEACHERS. HOWEVER, YOU MAY ALSO VISIT WITH YOUR TEACHERS DIRECTLY.

CUBBIES:

WITH SCHOOL TIME APPROACHING WE ASK THAT YOUR CLEAN OUT YOUR CHILD'S CUBBY REMOVING SWIMMING DIAPERS, SWIMMING SUITS, TOWELS AND ANY CLOTHING INAPPROPRIATE FOR THE SEASON AND SIZE. PLEASE REMOVE ANY PAPER WORK INCLUDING ARTS AND CRAFTS WITHIN THE CUBBY. IT IS HARD FOR THE TEACHERS TO PLACE BLANKETS AND PAPERWORK WITHIN YOUR CHILD'S CUBBY WITH THEM SO FULL.

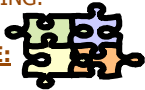
BLANKETS:



PARENTS, KEEP IN MIND THAT WHEN YOU FIND YOUR CHILD'S BLANKET IN YOUR CHILD'S CUBBY (OR ABOVE) TAKE THEM HOME TO

BE WASHED AND RETURNED. WE TRY AND KEEP GERMS DOWN TO A MINIMUM AND KEEP CROSS CONTAMINATION FROM OCCURRING. THANK YOU SO MUCH FOR ALL OF YOUR UNDERSTANDING.

TOYS FROM HOME:



WE ASK THAT YOU REFRAIN FROM BRINGING TOYS FROM HOME. WE DO NOT WANT THEM TO GET TAKEN OR LOST. IT HAS ALWAYS BEEN OUR POLICY TO KEEP TOYS FROM HOME ENTERING THE FACILITY. IF THERE IS A TOY YOUR CHILD LIKES TO PLAY WITH PLEASE CONTACT OUR OFFICE AND WE CAN SEE IF WE COULD POSSIBLY GET ONE FOR OUR CENTER.

BULLYING:



WE ASK THAT EACH PARENT TALK TO THEIR CHILDREN ABOUT BULLYING. THIS COMES IN MANY FORMS AND AS MOST OF YOU KNOW IT CAN HAVE DEADLY RESULTS. CHILDREN CAN BE MEAN TO EACH OTHER AND AT THIS CENTER WE WILL NOT TOLERATE IT. WE FEEL FORTUNATE THAT CHILDREN THAT HAVE COME UP THROUGH THE RANKS HERE AT THE CENTER KNOW THIS POLICY AND HAVE BEEN TAUGHT NOT TO DO THIS. THEY KNOW HOW THIS FEELS WHEN IT HAPPENS TO THEM. BULLYING IS SERIOUS AND IS SOMETHING THAT SHOULD NOT BE TOLERATED AS A PARENT.



WEEKLY TUITION:

TUITIONS ARE DUE **EVERY MONDAY FOR THE WEEK YOUR CHILD IS ATTENDING.** IF PAYMENTS ARE RECEIVED PAST MONDAY AT 5:30 PM ARE CONSIDERED LATE AND WILL BE ASSESSED FOR \$10.00 LATE FEE. YOU PAY FOR THE WEEK WHETHER YOUR CHILD IS HERE OR NOT. TO KEEP FROM BEING ASSESSED FOR A \$10.00 LATE FEE PLEASE FOLLOW

THE CENTER'S POLICY REGARDING THIS.



ANNUAL PHYSICAL UPDATES AND IMMUNIZATION RECORDS

THERE ARE CERTAIN RULES AND REGULATIONS THE CENTER HAS TO FOLLOW AND THEY ARE TO HAVE "ANNUAL PHYSICAL UPDATES" AND CURRENT IMMUNIZATION RECORDS ON FILE FOR THEIR REVIEW. THE NANNIES USUALLY WILL PLACE THESE REMINDERS IN YOUR CHILDS CUBBY THREE/FOUR MONTHS AHEAD OF TIME SO YOU HAVE PLENTY OF TIME TO GET A DOCTORS APPOINTMENT. WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE; HOWEVER, THOSE ARE THE RULES! ☺ THANK YOU.

CENTER CLOSINGS:



WE JUST WANT TO REFRESH EVERYONE TO OUR **POLICY ON THE CENTER CLOSINGS.** IF SOUTH EAST POLK HIGH SCHOOL IS CLOSED DUE TO INCLIMATE WEATHER IT DOES NOT NECCISARILY MEAN WE ARE CLOSED BUT IT DOES GIVE YOU A CLUE TO CALL THE CENTER. IF WE ARE OPEN WE WILL ANSWER THE PHONE, HOWEVER, IF WE DETERMINE THE CENTER CANNOT OPEN **WE WILL LEAVE A MESSAGE ON OUR ANSWERING SYSTEM STATING THE DAY AND TIME WE ARE CLOSED.** EVEN IF WE ARE CLOSED YOU WILL CONTINUE TO PAY FOR A FULL WEEKLY TUITION. WE DO NOT PRORATE ANY TIME OFF. WE CHARGE BY THE WEEK. IF YOU HAVE ANY QUESTIONS PLEASE SEE ADMINISTRATION.

NURSERY:



TO KEEP GERMS DOWN TO A MINIMUM AND PREVENT CROSS CONTAMINATIONS INTO THE

NURSERY WE ASK THAT YOU **NOT TAKE OLDER SIBLINGS INTO THIS ROOM.** PLEASE TAKE THE **OLDEST CHILD TO THEIR ROOM FIRST AND THEN GO INTO THE NURSERY.** THIS HELPS THOSE TINY BODIES WARD OFF POTENTIALLY HARMFUL GERMS. ☺

INCIDENT REPORTS:



IF FOR ANY REASON YOUR CHILD SHOULD RECEIVE AN INJURY WHILE THEY ARE AT THE CENTER YOUR CHILD WILL RECEIVE A WRITTEN INCIDENT REPORT. IF THE INJURY IS OF NATURE THAT NEEDS IMMEDIATE PHYSICIAN ATTENTION WE WILL NOTIFY YOU IMMEDIATELY, HOWEVER IF WE CAN ADMINISTER FIRST AID WE WILL NOTIFY YOU AT NAPTIME. YOU WILL FIND TWO REPORTS IN YOUR CHILD'S CUBBY. ONE IS FOR YOUR RECORDS THE OTHER IS FOR YOU TO SIGN AND PLACE IN THE CUBBY UP FRONT SHOWN TO YOU DURING YOUR TOUR. I DO QUALITY CONTROLS ON ALL INCIDENT REPORTS TO ENSURE IT WAS TRULY AN ACCIDENT OR IF THERE IS SOMETHING HERE WE NEED TO CHANGE.

A BIG THANK YOU TO ALL OUR PARENTS FOR YOUR ENCOURAGMENT AND SUPPORT, WE APPRECIATE THIS SO MUCH!

PLEASE SEE OUR NEXT NEWSLETTER JANUARY 2013

