

# PARENT/FAMILY HANDBOOK

Our “Parent/Family Handbook” introduces you to the philosophy and organization of our program. It is a quick reference to our daily operating policies and procedures. Your familiarity with them will help make your child’s day a most rewarding experience.

Our center was created to meet the needs for high quality child care. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

Not all policies and procedures can be listed here. We are happy to answer any questions you have.

This child care center is an equal opportunity employer and provider.

## TABLE OF CONTENTS

Getting to Know our Center	Page 1
Program Mission & Philosophy	Page 1
Program Goals	Page 1
Accreditation	Page 2
Family Orientation	Page 2
Curriculum	Page 3
Child Transitions & Continuity of Care	Page 4
Child Screening & Assessments	Page 5
Collaborations	Page 5
Discipline Policy	Page 6
Child Abuse Reporting Policy	Page 7
Negotiating Differences	Page 7
Special Services	Page 8
Transportation	Page 8
Daily Routines	Pages 9-13
Days & Hours of Operation	Page 9
Holidays, Vacations & Closures	Page 9
Inclement Weather	Page 9
Use of Center Family Mailboxes	Page 10
Family Visits and Involvement	Page 10
Family Conferences	Page 10
Door Security System	Page 11
Authorization to Release Child	Page 11
Signing In and Out	Page 11
Drop-off and Pick-up Policies	Page 11
Parking	Page 11
Personal Belongings	Page 12
What Your Child will Need	Page 12
Clothing	Page 12
Meals & Snacks	Page 13
Rest Time Provisions	Page 13
Field Trips	Page 13
Financial Policies	Page 14
Health Policies	Pages 15-18
Emergency Procedures & Contacts	Page 19
Compliance Files	Page 19