

WEE CARE DAY CARE

PARENT HANDBOOK

2007-2008

1570 Eustis Street
St. Paul, MN 55108
651-641-3598

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THE GOALS OF WEE CARE

We, the staff of Wee Care, will provide for the children:

- A pleasant and safe space to play and learn
- A variety of multicultural experiences
- A place to meet their emotional, physical, social and intellectual development
- A healthy Christian environment

We will provide age appropriate resources for parents to help educate their children at home.

INTRODUCTION TO WEE CARE

Wee Care is a state-licensed Christian day care center and an auxiliary enterprise of Luther Seminary. The center is under the jurisdiction of the Minnesota Department of Human Services and must comply with the "standards for group day care of preschool and school age children," DHS Rule 3. Many of the center policies and rules stem from these standards, which are designed to protect and provide a safe environment for children.

Luther Seminary permits us to use the space, acts as an advisory body, provides insurance and bookkeeping services. Because the seminary oversees the center, we offer special fees to its students, staff, and faculty. All day care teachers and assistants are carefully selected on the basis of their qualifications in accordance with rules set down by the State Department of Human Services, Division of Licensing, #641-0305.

The center is licensed for 12 toddlers, 32 preschoolers, and 5 kindergarten children. The center is open from 7:30am-5:30 pm, Monday thru Friday. It is 12 months, with the exception of the holidays outlined in this handbook. The curriculum includes art, music, pre-academics, large muscle activities, science, group time, project time and a wide assortment of free play opportunities.

Wee Care has developed a parent handbook in order to inform parents of the rules governing the center and to provide parents with adequate information about the program offered. Wee Care also has a written childcare program plan and child abuse and neglect policy, which is available for parents to review upon request.

HOLIDAY AND DAYS CLOSED FOR 2007-2008

Independence Day	June 29 at 1 pm- July 6 th
Labor Day	August 31 and September 3
Thanksgiving	November 22 and 23
Christmas	December 24- January 2
Martin Luther King	January 21, 2008
Teacher in-service	February 18, 2008
Good Friday	March 21, 2008
Memorial Day	May 26, 2008
Independence Day	June 30-July 4, 2008

Vacation days may change if enrollment is low. Changes will be posted.

SPECIAL WEE CARE EVENTS

There will be monthly special events to be planned and confirmed. All children and parents are invited. We have done various activities that are seasonal. The events will be announced in the monthly newsletter.

Meet you teacher night	October 2, 2007 5 pm
Parent Teacher Conference	October 29-November 9, 2007
Thanksgiving Event	TBA
Christmas Program	December 12, 2007, 3 pm
Parent Teacher Conference	March 10-21, 2007

FEES AND PAYMENT OF BILLS

Wee Care will increase the cost of childcare effective July 9, 2007. If you have 2 children in your family attending Wee Care you will receive the student rate. The new rates are as follows.

Non-Seminary Rates:

Preschool	\$46.00/full day	\$34.00/half day
Toddlers	\$48.00/full day	\$36.00/half day

Hourly rate is \$7.50/hour and late fee is \$2.50/minute according to Wee Care's clock. You will be billed for the late fee.

Statements are sent out by the center every 2 weeks. Parents are expected to pay their bill 2 weeks in advance. Failure to make payments and a balance of \$500.00 or more owed to the center is grounds for dismissing your child from the center. Payments may be placed in an envelope in the payment pocket in the Director's office. A receipt of payment will be placed in your child's mailbox. Your charges for the month are based on how many days your child is scheduled to attend Wee Care, not on how many days he/she actually does attend.

LATE PICK-UP

A child who is left at the center after 5:30 pm is considered late. A warning will be issued first and then the second time the parent will be charged \$2.50 per minute after 5:35 pm. The parent will sign a form the teacher will provide that will state the time of arrival and amount due. The teacher will be given half of the money for his/her after hour's time and the other half will be put in a collection where the Director will decide a larger item to buy for the center.

**Please have a back up plan for days you are running behind or stuck in traffic.

VACATION/SICK CREDIT

As a parent you are billed for the time you set ahead of schedule that your child will be at Wee Care. If your child misses 4 or 5 consecutive days a 40 or 50% reduction of the usual charge for the 4 or 5 days will be given. Please call the center if your child will be absent. If you want to hold your child's spot for the summer a flat rate of \$100.00 will reserve their spot.

YOUR CHILD'S FIRST DAY AT THE CENTER

Before your child begins attending Wee Care, set up an exact enrollment date. You may bring your child for 1 or 2 days for a couple of hours to help them get acquainted with the center.

Children often cry the first few times they are left. Try a brief goodbye. Delaying departure is hard on the child and the parent, as both become more upset and reinforce each other's fear feelings. If your child is upset when you leave the center, feel free to call the center back after some time to check on your child's progress.

We will call you if your child does not settle down. Most children quiet down quickly, they are reassured by the teacher and become interested in the toys and other children.

One the first day, you should bring the following items:

- The registration fee, check made out to Wee Care, registration papers, signed and complete.
- A lunch box with their name on it if they are having lunch
- A complete change of clothing, weather appropriate
- Diapers, wipes or extra training underwear
- Small pillow and blanket if the child is napping

DO NOT BRING:

- Candy, gum, or popcorn
- Toys from home
- Clothing or shoes that are difficult to put on/take off
- Unlabeled clothing or lunch boxes

YOUR REGISTRATION PACKET INCLUDES

1. Registration Information Forms- the first part packet is information we need in order to better care for your child, and emergency contacts. These forms are confidential and the contents will not be discussed with anyone but our staff.
2. Contract for enrollment
3. Yellow Emergency Card filled out
4. Day Care Immunization Record
5. Health Care Summary-it is best to have the health care summary on the first day but if you are unable to get a doctor appointment you have 30 days from the date of enrollment to have it completed and signed by the child's physician. If your child has had a physical exam within the last six months, your Dr. will sign the form and send it through the mail.

Wee Care is not responsible for any omitted or incorrect information submitted in the registration packet. Parents are responsible for making changes in address, phone number, etc.

ARRIVAL AND DEPARTURE TIMES AND REGULATIONS

Children may come to the center whatever time works for the parent; however, our group time and projects begin at 9:30 am. Morning session children are to be picked up by 12:30 pm. Afternoon children can come for lunch at 12:00 or at 12:30 if not eating lunch.

If children are not picked up by the appropriate time, late fee policies will be in affect as listed on the previous pages.

Parents are expected to have their children dressed and out of the center by 5:30pm.

Three late departures are grounds for dismissal. If you must be late due to an emergency, please call the center yet late charges will still apply.

Parents are responsible for dressing their children when they are picked up, and for undressing them in the morning when the children come to the center. Authorized persons must accompany each child into the center and pick up the child from inside the center doors or playground. When you bring your child and when picking them up please see that that teacher sees your child has arrived or departed. This will eliminate undo worry.

The center cannot release a child to any relative or friend without written permission from the parent or guardian. In an emergency a phone call can be used to tell staff when someone else will pick up your child. This is to prevent children from being picked up by unauthorized people.

DAILY SCHEDULE OF ACTIVITIES

Below is a general schedule of a typical day. The schedule may vary according to the weather.

7:30-9:00	Arrivals, Free Play
9:00	Snack/music time
9:30	Group/project time
10:45	Large Muscle
11:45	Lunch
12:15	Rest/nap
3:00	Snack
3:30	project, music, outside/inside play,
5:30	departure

NAP TIME

Every effort is made to adjust to the individual needs of all children regarding the daily nap. Children are allowed to take a book to their cots at the beginning of nap period. After at least 30 minutes of quiet rest, those children still awake are able to play under the supervision of the teachers. Parents may provide the child with a special book or stuffed animal for naptime.

OUTDOOR PLAY TIME

If the weather is 20 degrees above zero including wind chill we play outside. On days when the weather isn't this temperature or it is raining we utilize our large muscle equipment in the "Commons" room.

GENERAL CURRICULUM AREAS

Art- We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps and learning various skills, such as cutting and pasting. Activities are geared to the child's level, and are concerned with the process of creating instead of the final product.

Science- A variety of science materials will be out for exploration by the child in learning centers, books and group experiments will be done frequently. Science study increases vocabulary and general knowledge, encourages curiosity, helps the child discover natural laws, and helps the child become more aware of his/her surrounding world.

Music- Music is used to express emotions, reinforce subject material, and as a source of joy. We use tapes, CD's, records, rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement.

Group Time- This is a period of 15-30 minutes which serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes, which may include Zoo, Food, numbers, forest animals, etc. Monthly and weekly themes are posted for your information.

Small Muscle- Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changed weekly to coordinate with the weekly theme.

Large Muscle- Children received large muscle coordination through outside play, going for walks, or indoor play in the Commons room. Depending on the weather children are offered large muscle play two times a day.

TOYS

The center requests that your child does not bring toys from home. A naptime cuddler may be used but only during naptime. Occasionally toys are used during the transition time and returned to the child's cubby after the child is settled into the school routine. The center does encourage children to bring interesting items from home for Show and Tell time on Wednesday. This is a great opportunity for children to practice talking in front of their peers. Please limit this to one item.

SNACKS

The center provides a morning and afternoon snack. This includes a beverage of water or milk or two food items of crackers, fruit, cheese, sandwich meat, cereal, and raisins. Children enjoy treating their classmates to a special snack for birthdays and other special occasions. We require everything brought to the center to be pre-packaged, or fresh fruit. Please talk with the teachers on days you would like to bring a special treat into the center.

LUNCHES

Children bring lunch boxes from home for the noon meal. Put the lunch box in the refrigerator. An attempt at a complete balanced diet is recommended. Milk is provided to children who would like for \$5.00 a month. The recommendation for a child's lunch would be:

1. milk
2. meat or meat alternate
3. two fruits/vegetables
4. bread

Please peel, hull, shell, slice foods that your child will have difficulty handling alone. If your child has an item that needs to be heated the teacher will put the dish in the microwave for 30 seconds. The staff encourages the children to try their food. Dessert or a small treat will be saved for last if the child finishes their meal. Uneaten food is placed back in the lunch box to let the parent know what the child ate. If a child forgets their lunch Wee Care will provide a lunch for \$2.00.

The Luther Seminary Dining Center provides a hot meal for the children two days out of the week. This meal is available for \$2.00. The days vary so a sign up sheet is placed out for parents to see.

CHILDREN'S PERSONAL BELONGINGS

Children's belongings should be clearly labeled with their name. A complete change of clothing is requested to be at the center at all times (shirt, pants, underwear, socks) in case a child needs to change. Please send the children in clothing that will be comfortable and easy to take off for toileting purposes. They will get messy outside and during some of our projects.

Wee Care is not responsible for any belongings getting lost.

DIAPER PROCEDURE

Untrained children should have an adequate daily supply of disposable diapers and wipes at the center. We will send you a note when your diaper supply is low. Please send the diapers or wipes in immediately. Wee Care requires the use of disposable diapers. If your child has diaper rash or any other condition that requires the use of a medication, written permission is needed. We follow the guidelines from our Health Consultant while changing diapers. The center will work with the parents on potty training routines that you wish us to follow. Please inform the teacher when your child is in training.

CHILDREN WITH SPECIAL NEEDS

Parents must inform the center of special needs of their child before enrollment so we can determine if the staff and program is suited for the child. The record of each child with special needs will have written documentation from a qualified consultant prior to the child's enrollment and annually thereafter. The consultation will cover program, equipment, facility, staff ratio or staff training recommendations suited to the needs of the particular child.

PARENT-TEACHER COMMUNICATION SYSTEMS

We have many forms of communicating with the parents. Listed below are a number of ways the teachers, director and parents can be in communication with each other.

1. **Initial meeting with parents: Pre-enrollment Conference** -- When you enroll your child, the director or teacher in charge will show you through the center and answer any questions you may have. You may wish to share concerns about your child with the director, tell what you expect from the program, etc. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which the teachers should be aware.
2. **Parent-Teacher Conferences** -- These conferences are very useful for the teacher and the parents. They are a great way to assess how each child is doing in the center. The conferences are held in the fall and in the spring.
3. **Parent Meetings** -- These informal get-togethers are held according to the needs and wishes of the parents. A teacher may give a short presentation, followed by time to discuss matters

pertaining to Wee Care or childcare. Parent meetings give you a chance to meet the parents of other children and to voice concerns you have about the center or the children. If parents do not attend or wish for a meeting, the meetings will not be held. Parents may form a parent advisory board and meet separately if you wish.

4. **Parent Information Board** -- The parent information board, located on the left wall by the front door, serves as a place to post the monthly Newsletter, and Twin Cities' happenings of interest to children and families.
5. **Weekly Lesson Plan Sheet** --Posted in each classroom and describe the art projects, group-time topics, science activities, and physical activities for the week. The calendar lists the weekly themes.
6. **Daily Written Reports-** Busy Bee notes are made for the parents of the toddlers, about the child's food intake, elimination, sleeping patterns, projects, and general behavior.
7. **Wee Care Newsletter** -- The center newsletter is published monthly and placed in your child's mailbox. The newsletter contains information that is pertaining to every classroom.
8. **Daily Notes or Discussion** -- We suggest that you jot teachers a note in the tablet by the phone if there is anything different for the day we should know about. Tell a teacher if your child has a medication that needs to be given. Write the instructions in the MED book and write a note on the kitchen board.

Please tell us if . . .

your child had a bad night's sleep--he/she was ill recently--something upsetting happened--something fun or exciting happened--your child has been exposed to a contagious disease--your child verbalizes feelings about the center or staff, or if your child's behavior or mood is different than usual.

We will tell you . . .

about your child's play--if your child didn't eat normally, didn't sleep well, or was out of sorts--if your child has an unusual bowel movement or any other unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

BEHAVIOR GUIDANCE

Wee Care has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually spiritually, socially, and creatively under the loving guidance of concerned Christian parents and teachers. In this spirit, our staff will:

- model positive acceptable behavior
- redirect children away from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- provide immediate guidance/direction if a child behavior is unacceptable
- recognize the age appropriate development of the child
- not allow the children to act in a manner which will endanger them, another child, or the staff.

The following actions are prohibited by any staff person:

- subjection of a child to emotional or physical abuse
- punishment for lapses in toilet training
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm

Separation occurs when a child is removed from the group and is temporarily unable to participate in the programs activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. All separations from the group must be noted on a daily log. The staff person making the note will state what other redirecting methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care. If the child is separated from the group three times or more in one day, the child's parent will be notified.

ACCIDENT OR EMERGENCY PROCEDURES

If your child becomes injured at the center, the teacher in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. The teacher will then fill out an injury report. One copy will go into the child's mailbox and one copy will go in the child's file. If the injury were serious, we would call the parent for instruction. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed on the emergency card.
3. Call the child's physician for his/her advice.
4. In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to an emergency hospital with a staff person accompanying in the paramedics van or ambulance.

**Any and all expenses incurred under #4 will be borne by the child's family or guardian. If an injury is severe, procedures 1-3 will be waived, and 911 will be immediately summoned.

Safety -- The first teacher on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.

Fire Prevention and Procedures

1. Monthly fire drills will be conducted; a log is kept for licensing
2. Primary exit of the building is out the front door. The second exit is the back door. The third exit is through the windows.
3. 911 will be called if needed.
4. Fire extinguishers are in each room.
5. All staff are trained in fire procedures at their orientation.

Tornado/Natural Disaster -- In the event of a tornado or other natural disaster, the tornado evacuation route posted at the front entrance will be used, all children and teachers will go to the basement. A monthly tornado drill is conducted from April-September, and a log is kept. In the event we would leave this building we will go to the Burntvedt Apt listed on the evacuation poster. If we cannot go there we will go up the hill to the Olson Campus Center where the cafeteria/info desk/phone is available for us to use.

Unauthorized Pick Up of a Child -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the person attempts to use force, 911 will be called.

Missing Child -- If a child is missing, the teachers will first conduct a search for the child. If the teachers don't find the child, 911 and the parents will be called.

Missing Parent -- If the parent of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms,

the closing teacher will stay no longer than 6:00 pm. After that time, the closing teacher will turn the child over to the Child Protection Unit; a note will be left on the center door, telling where the child was taken, and the Child Protection phone number.

Abuse/Neglect of a child -- will be reported by any person on our staff to Child Protection if it is suspected. We are legally required to report any suspected abuse or neglect of a child within 24 hours of the suspected abuse or neglect. All reports of suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Maltreatment line at 651-297-4123. Any reports of suspected abuse or neglect in the community should be made to the local county social services at 651-266-4500 or law enforcement at 651-490-2255. A report should identify the child involved, any person responsible for the abuse or neglect and the nature of the maltreatment. If in a licensed center, the report should include any actions taken by the center in response to the incident. Wee Care/Luther Seminary has an Abuse/Neglect Policy with more information that is available on request.

Attendance to a Sick Child Until a Parent Arrives -- The center will provide care for a child separate from the other children, who become ill until that child is picked up by the parent. Notification of Contagious Reportable

Disease -- If children are exposed or have a contagious reportable disease, this will be reported to all parents by the director in the form of a sick note.

WEE CARE'S POLICY ON SICKNESS

PLEASE DO NOT BRING YOUR CHILD TO WEE CARE IF HE/SHE IS DISPLAYING SICKNESS OR HAS A FEVER. PLEASE RESPECT OUR JUDGMENT WHEN WE DETERMINE THAT A CHILD SHOULD NOT ATTEND WEE CARE BECAUSE OF SICKNESS. THESE LIMITS ARE DESIGNED TO HELP SICK CHILDREN RECOVER AND TO AVOID THE SPREAD OF DISEASE. We have a Health Consultant at Luther Seminary to advise and consult with on medical questions. Listlessness, diarrhea, fever, or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill. Wee Care's sick policy goes along with the requirements set by the Minnesota Department of Human Services, Rule 9503.0080: "A child or staff person with any of the following conditions or behaviors is a sick child or adult and must be excluded from a center not licensed to operate a sick care program."

If your child become ill at the center

If the child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. The license holder must exclude a child:

- with a reportable illness or condition that is contagious, (Parents must inform us within 24 hours if their child has a contagious disease.)
- with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- who has vomited since arriving that day;
- who has had any abnormally loose stools since arriving that day;
- who has contagious conjunctivitis or pus draining from the eye (pink eye);
- who has a bacterial infection and has not completed 24 hours of antibiotics
- who has unexplained lethargy and is unable to participate in all the regular activities of the day;
- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given;
- whose temperature has not been below 100 degrees for 24 hours
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who requires more care than the teacher can provide without compromising the health and safety of the other children in care.

MEDICATIONS GIVEN AT THE CENTER

The following information is taken from DHS Rule 3 Standards, Chapter 9503.0140, and Subpart 7: Administration of medicine - A license holder who chooses to administer medicine must ensure that the procedures in items A-E are followed.

- A. The license holder must get written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.
- B. The license holder must follow written instructions from a licensed physician or dentist before administering each medicine, prescription or non-prescription. Medicine with the child's name and current prescription information on the label constitutes instructions.
- C. All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, any unused portion must be returned to the child's parent or destroyed.
- D. Sunscreen and insect repellents supplied by the license holder may be used on more than one child. A diaper rash ointment and pre-moistened commercial wipes, must be labeled with the child's name and used only for the individual child whose name is written on the label.
- E. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so they are inaccessible to children."

INSURANCE COVERAGE

Wee Care is an auxiliary of Luther Seminary and as such is covered by the Seminary insurance program at the level of \$100,000.

PUBLICITY INFORMATION

If photos of your child are asked to be taken for publicity purposes, we will have you sign a release form for each separate publicity venture.

FIELD TRIPS

Each field trip we go on will need a separate permission form. All kids must be in a car seat according to safety regulations when transported to a field trip.

TERMINATION NOTICE AND/OR SCHEDULE CHANGES

When the time comes to withdraw your child from the center, two weeks written notice is required. Staff members will gather your child's possessions for you on the child's last day. Please pay your bill in full before your child's last day at the center. Changes in your child's schedule need to be made with the director, if possible, two weeks in advance of the date you wish the change. In rare cases the center staff may decide that a child is too young or too mature for our program. If any child shows severe adjustment problems or stress from being in a group situation, the director will give the parent two weeks notice to make other arrangements. In rare cases a child's parents cannot adjust to the schedule of the center or they have difficulty following some regulation. When this happens, the director will first verbally remind the parents of the regulation, if the parents continue to ignore or break the regulation, the director will give the parents 2 weeks to make other child care arrangements.

GRIEVANCE PROCEDURE

In the event of misunderstandings, personality conflicts, or specific complaints against the center staff or about the center policies, parents are encouraged to make an appointment with the director to remedy such problems. Complaints may also be aired at parent's meetings in order to discover if other parents have similar complaints and to work on positive solutions. A parent advisory board may

be formed to discuss any problems that come up. After these attempts have been made without a change to resolve the problems, the parent may appeal to the Seminary's Vice-President for further consideration. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and to let them know you.

SUBSTITUTE TEACHERS

On the days when staff ratio is low or a staff member is ill, or absent the director will call for a teacher substitute, assistant, or aide to assist in the daily activities.

ADMISSIONS: NON-DISCRIMINATION

Wee Care may not discriminate on the basis of race, sex, religion, creed, color, national origin, or source of payment. All children are welcome here.

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I have read the hand-book and will operate in agreement with all the policies and procedures. If I have any questions I will contact the Director to clear any misconceptions.

Name: _____

Signature: _____

Child: _____

Date : _____