

Parent Handbook Table of Contents

Admissions Policy	7-8	Hours of Operation	8
Allergies	17-18	Immunization Record	13
Alcohol/Drug/Firearm Usage Policy	18-19	Individual Need of the Children	5
Behavior Management Policy	6-7	Introduction	2
Biting Policy	18	Late Evening Fee	9
Child Abuse & Neglect Policy	5	Letter to the Parents from the Owners	
Child Custody	13		2-3
Child Guidance Policy	5-6	Medication Policy	13
Complaint Policy	4	Mission	4
Contracts	9	Non-Discrimination Policy	5
Computer Practice Policy/Programs		Personal Belongings	12
Movies, Video Games	8-9	Personal Hygiene	11-12
Daily Health Assessment Check	14	Physical Activity	11
Disclosure of Information Policy	4	Philosophy	4
Drop Off Policy	12	Photographing Children Policy	11
Electronic Devices Policy	8	Receiving / Releasing Procedure	
Emergencies	10	During COVID 19 Pandemic	12-13
Exclusion	14-17	Rest/Sleep Periods	13
Conditions Requiring Temporary Exclusion		Transition Continuity of Care	10
Procedure for a Child Who Requires Exclusion		Uniform Policy	19
Extra Clothing	19		
Fees	9		
Food	10-11		
Holidays	10		

The parent handbook for Development Center is designed current policies and procedures.



the Heart of Learning Child to acquaint all members with its The center reserves the right to

modify these policies and procedures and to create new ones as needed. The policies reflect licensing and accreditation standards and agreements made between parents and the center to make Heart of Learning Child Development Center the best possible environment for children's growth and development.

Dear Parent(s) / Guardian (s),

Welcome to the Heart of Learning Child Development Center where we offer you and your child a safe, warm, comfortable environment conducive to appropriate practices for the development of the whole child. Your trust in us is valued as we join to form a family for your child.

The center's beliefs are:

- children need to feel special, included, and accepted
- children need to have opportunities to develop and build their self-esteem
- children need to gain self-respect and respect for others
- children need to feel secure in our home like environment
- children need to gain independence through the ability to separate from parents
- children need to experience activities that promote problem-solving and appropriate risk taking
- children need their parents and the center to work together to optimize the appropriate development of the child

The center's goals are to:

- provide a safe, warm, caring environment
- create a positive, happy place to be
- help children develop a sense of security
- enhance the ability of a child to be a social being
- increase self confidence
- help the child work independently and with others



- encourage the children to express their thoughts and feelings
- help the children's creativity to blossom
- plan appropriate developmental activities to expand the minds of the children and create a desire to learn
- introduce the pleasures realized in art, music, dancing, literacy, numeracy, science, and outdoor play that form a foundation for school readiness learning
- build on past experiences and encourage the child to think critically to provide solutions
- create a center that is fun, bright and colorful where the child enjoys a happy environment with a desire to return the next day.

The center's design will:

- develop age appropriate fine and gross motor coordination
- promote the ability of students to play and learn cooperation through mastering appropriate social skills
- develop the ability of students to cooperate with adults
- assist students in gaining knowledge about themselves, others, and the world around them
- develop cognitive readiness skills and concepts that will lead to critical thinking and reasoning through content topics, learning centers, and units which are meaningful and interesting to children
- Promote confidence that children gain from achieving goals
- Challenge children in intellectual curiosity, reasoning, and creativity
- Encourage children in language development
- Insure consistency and fairness in treatment

The members of the faculty at The Heart of Learning Child Development Center, a Type III Center, participate in the St Bernard Parish Early Childhood Network, TS Golds, CLASS observations and follow the Quality Rating System guidelines.

We thank you for choosing Heart of Learning Child Development Center as your child's home away from home. It is our pleasure to work with each child to maximize their potential in a safe, happy environment. Your trust in us is valued. Together this center will help shape the early lives of your little ones.

Sincerely yours,
 Angela Lopez
 Billie Lopez
 Rhonda Lopez





Mission

It is our mission to provide a developmentally appropriate program to meet the individual social, emotional, physical, and cognitive needs of all children.



Philosophy

The center's philosophy, teachers, and curriculum support a developmental approach to learning, which is incorporated in the daily activities and schedules. The emphasis is on exploration and process, questioning, and discovery.

Disclosure of Information Policy

The State of Louisiana, Department of Education is charged with the responsibility for developing and publishing standards for the licensing of childcare centers which can be viewed at www.louisianabelieves.com. The Heart of Learning Child Development Center is licensed by the State of Louisiana as a Type III Center. The license is displayed on the family health and safety bulletin board. We are inspected yearly for compliance by regulatory agencies which can be viewed on their websites. This is done to ensure that you child will be safe while he/she is in our care. We support a commitment to the highest quality of care.



Complaint Policy

If a parent has a concern, we encourage discussing it first with your child's teacher and if the concern is not addressed to your satisfaction, we encourage you to discuss it with the director. If we are unable to resolve your complaint you may call the Louisiana Department of Education Division of Licensing at (225) 342-9905, 877-453-2721 or fax (225) 342-9690, email to earlychildhood@la.gov or write them at Louisiana Department of Education Division of Licensing P.O. Box 4249 Baton Rouge, LA 70821

Non-Discrimination Policy

Heart of Learning Child Development Center welcomes and encourages diversity in its population and programs. There is a non-discrimination policy for admissions, administration, and educational programs. The center recognizes and invites the participation of all people, not discriminating on any basis in the administration of our programs. In accordance with Federal Law Heart of Learning Child Development Center prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

Child Abuse and Neglect Policy

The owners and all report any suspected Louisiana Child Protection [(855) 452-5437]. An reporting of suspected Statewide Hotline in order verify the abuse or neglect allegations.



staff are mandated reporters and shall abuse or neglect of a child to the Statewide Hotline (855) 4LA-KIDS early learning center shall not delay the abuse or neglect to the Child Protection to conduct an internal investigation to

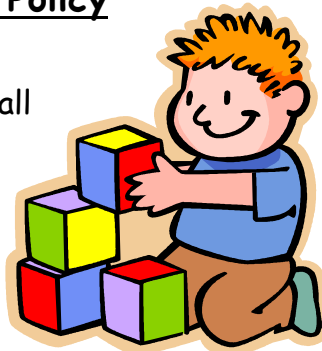
An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Individual Needs of the Children

Individual needs of the children are met when an environment is created in which children are safe, feel emotionally secure and have a sense of belonging. Responsive care giving is provided to meet the individual needs of the children.

Child Guidance Policy

Children's behavior is influenced by their overall environment, and their caregivers. Each child his/her activity level, distractibility, and must learn to develop socially acceptable



development, their differs in terms of sensitivity. Children and appropriate

behavior as they grow to maturity.

Purpose of this Policy

This policy is the guideline that Heart of Learning Child Development Center will follow to assist children in developing self-control, self-confidence, and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others.

Guidance Strategies

It is important that the caregivers 'sets the stage' for a positive atmosphere and maximum opportunities for desirable behavior. This will be done by:

1. Explaining to the children what behavior will be acceptable and explaining the reason for the limits, doing so in a positive way;
2. Focusing on the child's behavior, rather than on the child;
3. Allowing the children time to respond to the expectations;
4. Reinforcing appropriate behavior;
5. Being willing to listen and respond in a fair and supportive manner, and;
6. Observing children in order to anticipate potential difficulties.

Heart of Learning staff will help children take responsibility for their own behavior by using the following approaches:

- Providing an interesting and appropriate program that challenges children without frustrating or overwhelming them. Children who are bored, over-stimulated or tired are more likely to resort to inappropriate behavior.
- Praising and encouraging children by building on their accomplishments and strengths.
- Providing timely guidance by assisting children before a problem occurs, redirecting behavior, diverting attention and providing both verbal and physical assistance, as well as alternative opportunities and activities.
- Helping children learn to deal with anger and other strong feelings by talking about them and learning to find appropriate outlets for expression.

Behavior Management Policy

The following written behavior management policy describes the methods of behavior guidance and management that shall be used at the Heart of Learning Child Development Center;

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position;
 - ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
 - iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
 - iv. being disciplined by another child;
 - v. being bullied by another child;
 - vi. being deprived of food or beverages;
 - vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
 - viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime;
- c. time out:
- i. time out shall not be used for children under age two;
 - ii. a time out shall take place within sight of staff;
 - iii. the length of each time out shall be based on the age of the child and shall not exceed one minute per year of age;
 - iv. for children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Admissions Policy

The Heart of Learning Child Development Center is a nursery/pre-school that accepts children from 6 weeks of age to 5 years old. Children of any race, color, national origin, sex are welcomed into our facility. Children with disabilities are accommodated

when our program meets their special needs. Nurturing relationships with children are established and maintained. Safe, developmentally appropriate learning experiences are provided. Schedules, routines and experiences to meet each child's needs are created. Limits are set to guide learning in ways that reflect realistic expectations for children's behaviors.

Hours of Operation

The Heart of Learning Child Development Center is licensed to operate during the hours of 6:30 a.m. to 6:00 p.m. Monday thru Friday.

All children must be dropped off by 9:00 am. The center will be closed for all major holidays as stated on the School Year Calendar and for any emergency's that may arise.

Electronic Devices Policy

Electronic devices, including but not limited to television, movies, games, videos, computers and handheld electronic devices, shall adhere to the following limitations:

- a. electronic device activities for children under age two are prohibited; and
- b. time allowed for electronic device activities for children ages two and above shall not exceed two hours per day;

Computer Practices Policy

Computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging;

Programs, Movies and Video Games Policy

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children; all television, video, DVD, or other programming shall be suitable for the youngest child present; "PG" programming or its television equivalent shall not be shown to children under age five; "PG" programming shall only be viewed by children age five and above and shall require written parental authorization; any programming with a rating more restrictive than "PG" is prohibited all

video games shall be suitable for the youngest child with access to the games: "E10+" rated games shall be permitted for children ages 10 years and older; "T" and "M" rated games are prohibited.

Contracts

The center enters a contract with each family to establish the care to be provided and the rate to be paid for that care. These fees are applicable for every week out of the year even if a child is absent and/or a week contains a holiday. We follow this policy since we order food and schedule staff several weeks in advance. The center reserves the right to cancel enrollment for non-payment of fees.

Fees

There is a \$200.00 **Registration Fee** assessed yearly per child.

Tuition Fees

Infants, Ones, Twos, Threes/Fours \$165.00 a week

*****Multi-Family Discount of \$25.00 will be given on the 2nd child's weekly tuition*****

Tuition is due in advance on Friday morning before the week of care provided. If payment is not received by the Tuesday of the current week then your child will not be accepted into the center until arrangements have been made with the director.

Parents can sign up to have tuition automatically deducted from their checking account or charged to a credit card or parents may access their child's account using MyProcure and pay tuition online. Tuition will remain due during the absence of the child or during holidays or emergency closings.

Late Evening Fees

The Center is opened from 6:30 a.m. until 6:00 p.m. In consideration of others and your child's teacher, please pick up your child by 6:00 p.m. Late fees go into effect at 6:01 p.m. Children who are in the center after the scheduled departure time will be charged a late fee payable in cash to the person attending to your child after 6:00 p.m. You will be charged \$1.00 per minute after 6:00 p.m. Please pay the late fee to your child's worker when you pick up your child.

The Center reserves the right to dismiss the child from the Center for excessive late pick ups.

Holidays

Yearly calendars will be given out at the beginning of the school year, posted in each classroom and posted on the Family Bulletin in the Foyer. Reminder notices pertaining to closings will be posted on the board prior to the holiday. **Full tuition is due for any week containing a holiday.**

Emergencies

Heart of Learning Child Development will follow the procedures set forth by the Department of Education for all daycare centers in Louisiana.

Procedures for emergencies and evacuations, as approved for the area in which the center is located such as fire, flood, tornado, hurricane, chemical spill, train derailment, etc. are available.

Should any disaster occur the children's caregivers will be notified immediately and will be expected to pick up their child/children in a prompt manner.

Closure will depend on local authorities, new reports, local television stations, etc. regarding the impending disaster.

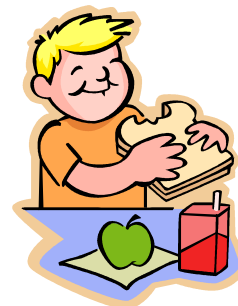
If a disaster occurs and the center is in an impacted area it may be necessary to have the license suspended until the facility can be verified as safe to provide care.

Transition Continuity of Care

Beginning in July/August children will be moving to another class appropriate to their age group. Children will make daily visits to their new classroom during the month of July joined by their former teacher to become acclimated to the new teacher.

Food

In accordance with the Louisiana State Standards for the Licensing of Child Care Centers, it is not permissible for children to bring their own food into the Center. This includes, but is not limited to, unfinished breakfast items. The only food/drink allowed is bottle formula, breast milk and baby food for the infants. All bottles must be



plastic and labeled with your child's name. Bottle caps are required by the Board of Health.

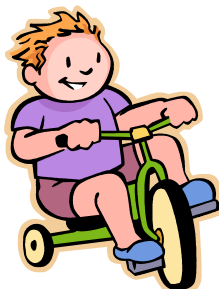
Your child will be served a morning snack, lunch, and a mid-afternoon snack. Lunch will consist of a nutritious, well-balanced meal. A weekly menu will be posted on the parent bulletin board located and posted in each classroom. **A written note from a health care provider is required when a child requires a special diet for medical reasons.**



When your child has a birthday, you are welcome to provide a "treat" for each child in your child's group. Please label the box of treats and bring to the kitchen in the morning. Please check with your child's teacher to find out the number of children in the group and if there are any food allergies.

Photographing Children Policy

At various times throughout the and/or videotapes of the children purposes (e.g. we post photos on The center shall obtain written



year, we will be taking photographs for educational and decoration bulletin boards and cubbies, etc). consent from the parent.

Physical Activity

Fresh air and exercise are healthy development. We monitor the children carefully and provide adequate water and shade during outdoor times. Please be sure your child has adequate outer wear for all seasons. The Heart of Learning Child Development Center will apply sunscreen and insect repellent upon parental permission in writing. Parents must provide sunscreen and insect repellent for their child and label the original container with their child's name. Children under age two shall be provided time and space for age-appropriate physical activity, both indoors and outdoors, weather permitting for a minimum of 60 minutes per day.

Children age two and older shall be provided physical activity that includes a combination of both teacher-led and free play, both indoors and outdoors, weather permitting for a minimum of 60 minutes per day.

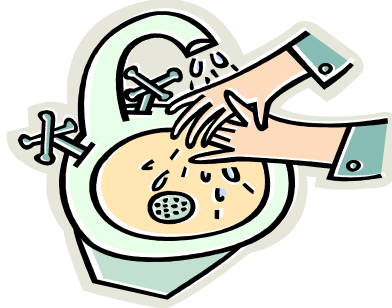
Personal Hygiene

We encourage good personal health and hygiene habits. We require washing of hands. Everyone will be required to wash their hands when entering the facility, after

sneezing, coughing, or blowing nose, after toileting, diapering, and handling garbage. We require washing hands before and after food preparation and before and after meals.

The hand washing technique we will follow is:

- wet hands;
- apply soap;
- lather for 20 seconds rubbing between fingers, back of hands, fingertips, and under nails;
- rinse well under running water;
- dry hands with a clean paper towel; turn tabs off with paper towel and dispose of paper towel in garbage. This policy is enforced to help all children stay healthy and prevent the spread of colds, flu, diarrhea, and other sicknesses and diseases.



Personal Belongings

A child's personal belongings make him/her feel comfortable in a new situation. Children can bring a small cuddly doll or stuffed animal and a blanket to cover with during nap time which will be kept at the center in your child's cubby. Please make sure your child's name is marked on items. We ask that your child not bring any other personal items to the center. NO toys, outside food or drink allowed.

Drop Off Policy

All children must be dropped off by 9:00 am and picked up by 6:00pm

Receiving and Releasing Procedure During COVID-19 Pandemic

At the Main House 2301 Paris Road you are asked to pull up in the horseshoe and stop near the front door. Please get out your vehicle with your mask on and walk your child to the front porch where a Director or Teacher Designee will complete a temperature check and symptom monitoring checklist.

At the Infant House 2319 Paris Road please park in front the building get out your vehicle with your mask on and walk your child to the ramp under the carport where a Director or Teacher Designee will complete a temperature check and symptom monitoring checklist.

We ask for parents not to cross paths with other parents and patiently wait your turn so we can adhere to the social distancing guidelines.

When picking up your child, please call the center phone number:

Main House 504-304-9733

Infant House 504-302-9934 and inform the

Director or Teacher Designee you are here to pick up your child. Someone will walk your child out to the front porch or ramp. Please do not enter the building.

Child Custody

The Center abides by all legally served court orders. We must have notarized copies of certified court orders on file regarding parental custody matters. If appropriate a **do-not-allow** check out should be on the emergency card which will be highlighted, and an awareness made available to the staff.

Sleep/Rest Procedures

Your child will participate in an exciting, active, learning experience while at the Heart of Learning Child Development Center. To balance the active times your child's schedule will include a daily rest period. Licensing requires infants to sleep according to their individual schedules, children under age four to have daily rest time of at least 75 minutes in programs operating more than 5 hours per day and children ages four and older shall be offered the opportunity for quiet time.

Immunizations Records

In the interest of your child's health and the health of the other children enrolled in the Center, we are required to keep copies of your child's current medical and immunization records on file in the office. These records must be kept updated in compliance with the state law. Children will not be allowed to start the program without the required immunizations.

Medication Policy

The Department of Health and Hospitals and the Center for Disease Control recommend sick children to stay home. During the COVID-19 Pandemic no medications will be administered except for an EpiPen. If your child has been prescribed an EpiPen, please place the EpiPen in your child's bag in the original box and notify the Director or Teacher Designee at drop off.

Daily Health Assessment Check

Your child's teacher will assess your child's health status when he/she arrives at the center and periodically throughout the day. The assessment will involve observing the child, speaking with parents, and, if applicable, talking with the child. Teachers will observe and document:

- Changes in behavior and appearance
- Any skin rash and itchy skin or scalp
- Any bruises, cuts, or scratches
- Sign of fever such as flushed appearance or shivering
- Complaints of pain or not feeling well
- Vomiting, diarrhea, and drainage from eye(s)
- When a child or family has been exposed to communicable disease

Parents are asked to explain the above listing. This will be noted on the assessment sheet each morning mandated by the State.

Exclusion - Conditions Requiring Temporary Exclusion

The conditions that require exclusion include, but are not limited to the following:

<u>Condition</u>	<u>Description/Definition</u>	<u>Re-admission Criteria</u>
Fever	100 F and behavior change (e.g., not eating, crying excessively) or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).	Free from fever for 24 hours and with physician's statement.
Vomiting	More than 1 time in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition (e.g., reflux) and the child is not in danger of dehydration.	Free from vomiting for 24 hours and with physician's statement.
Diarrhea	2 stools abnormal for child or 1 watery stool not contained by the diaper or the child's ability to use the toilet.	Free from diarrhea for 24 hours and with physician's statement. EXCEPTIONS: Toxin

		<p>producing <i>E coli</i> or <i>Shigella</i> Infection until the diarrhea stops and the test results of 2 stool cultures are negative for these organisms.</p> <p><i>Salmonella typhi</i> infection until the diarrhea stops, the test results of 3 stool cultures are negative for these organisms, and the child has been cleared by a health professional or health department.</p>
Blood in Stool	Not explained by dietary change, medication, or hard stools.	Stool free from blood and physician's statement.
<u>Condition</u>	<u>Description/Definition</u>	<u>Re-admission Criteria</u>
Abdominal Pain	Continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.	Symptom free for 24 hours and physician's statement.
Mouth Infection	Sores, blisters, or white patches along with drooling.	Physician's statement
Rash	Unexplained	Clear of rash and physician's statement
Conjunctivitis	Pink or red conjunctiva (i.e., whites of eyes) with white or yellow eye mucus drainage, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin around the eye.	Until treatment has been administered for 24 hours and eyes are no longer draining.

Impetigo	Small, red pimples or fluid-filled blisters with crusted yellow scabs.	24 hours after beginning medication and physician's statement
Strep Throat	Some of the following may be present: sore throat, fever, stomachache, headache, decreased appetite	After 24 hours of antibiotic treatment and physician's statement.
Head Lice	Itching of skin on scalp or neck, nits glued to hair	Until after first treatment.
Chickenpox	Rash (i.e., small, red bumps blistering over 3-4 days then forming scabs), fever, runny nose, cough.	When all blisters have scabs (Approximately 6 days after start of rash) and physician's statement.
Ringworm	Red, circular patches with raised edges and central clearing	Once treatment has started and patch can be covered
Meningitis	Fever, headache, nausea, loss of appetite, stiff neck	Physician's statement
Mumps	Swollen glands, fever, headache, earache	Nine days after onset of swelling and physician's statement
Measles	Appearance of rash at hairline and spreading down over body, fever, cough, runny nose and red, watery eyes	Four days after beginning of rash and physician's statement.
Pertussis (whooping cough)	Coughing that may progress to severe coughing, whooping	After 5 days of antibiotic treatment and physician's statement.
Scabies	Rash (i.e., red bumps or blisters found on skin folds) and severe itching	After treatment is completed.
Tuberculosis	Positive TB skin test.	Until physician or local health

		department states child is on appropriate treatment and can return.
Hepatitis A	Fever, jaundice (i.e., yellowing of skin or whites of eyes), abdominal discomfort, tiredness, loss of appetite, nausea	Until 1 week after onset of illness or jaundice and after immune globulin has been given to all contacts.

Children may also be excluded if:

- The illness prevents the child from participating comfortably in his/her class activities.
- The illness results in a need for care that is greater than the staff can provide without compromising their ability to care for other children.
- The illness poses a risk of spread of disease to others.

Exclusion - Procedure for a Child Who Requires Exclusion

The director will:

- Notify the parent or designated person as soon as possible if the child develops symptoms or exclusion conditions
- Ask the family to pick up the child as soon as possible or within 60 minutes.
- Document actions in the child's file with date, time, symptoms, and actions taken and by whom; sign and date document.
- Provide care for the child in a place where the child will be isolated from other children, comfortable and supervised by someone who knows the child well and will continue to observe the child for new or worsening symptoms (e.g., the director's office).
- Sanitize toys and other items the child may have put in his or her mouth and continue to practice good hand washing techniques.

Allergies

Please provide us with written notice if your child has any allergies. We will take appropriate measures to assure that your child receives the attention he/she deserves. Parents of children requiring medication for life threatening, severe

allergies are asked to fill out a medication form to be kept with the medication in the medicine cabinet.

Biting Policy

The following procedure shall be followed regarding bites:

If a child has been bitten:

- Wash the wound with soap and water and apply ice.
- Notify the director who will then call the parent.
- Write accident report.

****For toddlers:** Give attention to the bitten child. Remind the biter that biting hurts and that we do not bite our friends. Give the toddler something to bite on like a tether or a rubber ring.

****For Pre-Schoolers:** Give attention to the bitten child. Have the child who did the biting help to care for the injured child. (e.g. hold ice, comfort) Remind the child that we do not bite our friends and that we use words. In all cases, an explanation about why the behavior is inappropriate will be given to child in a language that he or she can understand. Reinforce the concept that even if the activity is inappropriate, the child is not a "bad" child. Do not force the child who has bitten to apologize.

How will we handle the biting child?

- We will look for the causes of the behavior and try to take a preventive approach.
- We will shadow the biter in situations where we think the child might bite.
- We will be consistent in our interventions, realizing it is a temporary stage of normal development.

We will communicate to parents about the incident. However, information about the "biter" is confidential.

Alcohol/Drug/Firearm Usage Policy

It is the responsibility of The Heart of Learning Child Development Center to ensure a safe environment for your children. Heart of Learning prohibits the use of alcohol and tobacco possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet guns, BB guns, or knives in the center, on the playground and on any center-sponsored field trip. The Center shall also prohibit

the use of tobacco in any form in indoor areas of the center, on the playground, and on any center-sponsored field trips. **If a parent is suspected of being intoxicated, The Heart of Learning Child Development Center may refuse to allow the parent to leave with their child. Instead, the Center will assist the parent in arranging for their child to get home safely.**

Uniform Policy

Every child is to wear a uniform to the Center everyday. The only group to be excluded is the infant group.

GIRLS' UNIFORM

- Red checkered gingham dress purchased from Center
- Shorts under jumper
- Tennis shoes
- White socks
- Red or white bows (optional)

In cold weather white or red leggings may be worn and school sweatshirts or outer jackets also may be worn.

BOYS' UNIFORM

- Navy blue shorts or long pants with elastic waist
- Red polo shirt purchased from Center
- Tennis shoes

In cold weather long sleeve white shirts may be worn under the uniform shirt or a school sweatshirt or outer jacket.

Extra Clothing

Please provide a change of clothes labeled with your child's name and placed in his/her cubby. Please include: -Underwear -Socks -Shorts/Pants -Shirt