

**University for Tots, Suitland
Child Care, Inc.
(301) 516-BABY (2229)**

**Parent Policies
And
Procedure
Agreement**

University For Tots, Suitland

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PARENT POLICIES AND PROCEDURE AGREEMENT

WE WILL MAKE ANY AND ALL EFFORTS TO MEET YOUR CHILD'S NEEDS

University For Tots welcomes all children regardless of age, race, sex, or disability. We welcome children with special health care needs. We work with our families to make sure their needs are met in our program.

HOUR OF OPERATION

The center will open from 6:00 a.m. to 7: p.m. (Late opening and changes will be announced by 5:00 a.m.) Call the center directly for voice message service. Center closing and late openings will also be announced on channel 7 & 8 news.

Ten Hour Rule

All children must be picked up by within 10 hours of the time signed into the program. If parents are longer than 10 hours of picking up their children, there will be an additional fee assessed.

Dress Code

All children two years to five years of age must be in uniform. Girls are required to wear navy blue jumper (dress), navy blue pants, or blue skirt with white shirt and black shoes, Boys are required to wear navy blue pants , white shirt, and black shoes,

Registration Requirements

The Registration fee (\$50.00) and the following forms must be completed and returned before enrollment:

Application Form

Discipline Statement

Immunization form

Emergency Card

Health Form

Parent Policies and Procedures

Lead Screening

Parent Financial Agreement

Emergency Card

All About My Child

Arrival and Departure

Upon arrival and departure each parent is required to bring his/her child into the building and see that the child is under supervision of a staff member before leaving the premises (all ages). Each child must be signed in and out daily in our sign in/out sheet. Please give us a call by 9:00 a.m. if your child will not be coming to the center for the day.

Sick Children Policy

- Children will be refused admittance or sent home from the program due to any illness, which keeps them from participating in planned activities.
- In the event of a serious illness or suspected contagious disease, a physician written permission slip is required for the child to return to the program.
- If your child is sent home with diarrhea or a fever of 101 or higher, he/she must remain out of the program for 24 hours.
- When notified of your child's illness, parents must pick them up within one (1) hour. If the parent is unable to pick up the child, alternate arrangements must be made. If we cannot reach the parent, we will call the emergency contacts listed on the child's emergency card.

Emergency Procedures

The following procedures will be used for children who develop health problems or are severely injured.

1. The parent will first be notified by phone on the condition of the child.
2. The center director or supervisor in charge will recommend whether a child is to be removed from the center or allowed to remain.
3. An ambulance will be dispatched for children requiring medical attention and taken to the nearest hospital.

4. Following any accident or incident, a return report will be written and maintained on file. The parent will be asked to sign the report and be given a copy upon request.
5. Parents may be required to provide a physician approval for the child to return to the program.
6. As the parent/legal guardian, I will incur all expenses.

Note: Our staff is first aid & CPR certified, and will administer basic assistance until medics arrive. If your child is transported to the emergency room and you have not arrived at the center prior to departure of the ambulance, a staff member will accompany him/her to the hospital and will remain there until you arrive.

Safety Policy

1. Mandatory fire drills done once a month
2. Safety evacuation plans are posted by every exit
3. Safety covers are on all outlets
4. Staff is First Aid & CPR certified and renewed every 2 years

Medication Policy

All medication, which need to be given to the children in our care, must be from a medical doctor in a currently dated prescription labeled bottled with accurate instructions listed. Only the instructions on the label will be followed. If the doctor changes the instructions, we **MUST** have a new prescription bottle with the new instructions.

Daily Medications: Any daily medication must be signed each day. This must be done by the parent. We will **NOT** give medications without written permission.

As Needed Medications: Any as needed medication, such as for Asthma, does not need to be signed in daily. If it is necessary to use them on an emergency basis, we contact the parents and receive their approval by fax or phone. When given verbal approval it will be noted on the medication form.

Over the Counter Medication: Such as Tylenol, antihistamines, decongestants, cough syrups, and insect repellent will only be administered with doctor's permission note stating physicians

name, child's name, name of the medication & dosage to be given and must be signed in on the medication form.

Miscellaneous Rules

1. Each child must bring 1 small blanket for naps/rest time. A sheet will be provided and laundered every Friday. All blankets will be sent home to launder. Also, each child needs a book bag or diaper bag
2. Parents are asked to see that children do not bring toys or items of value to the center, or take toys, or other's property from the center. Although we take every precaution possible to protect everyone's property, the center is not responsible for any items brought from home that is lost or stolen. If your child should accidentally take property from the center that does not look familiar, please return it.
3. The children are permitted to play outside on the playground daily except during inclement weather. Each child will have an afternoon rest/nap period on an Individual cot/crib.
4. Children two years or older should not bring food into the center unless specifically requested to do so. Adequate meals and snacks are provided in the morning and afternoon. Food exceptions cannot be made for individual children unless a written documented medical reason is submitted from your child's physician. Weekly menus are posted in the center for parents to refer to for meal planning at home. Parents will need to bring all food items for infants and children who have special dietary needs.
5. During the year we will take children who are 3 to 5 years old on various field trips. The majority of the trips taken will be during the spring and summer months. All children must participate fully in ALL activities, including field trips. Field trips are scheduled in advance. Permission slips are provided in the classrooms with departure and anticipated return times. Parents are always welcome to attend field trips and special events.
6. As a parent of University For Tots, Suitland Child Care, Inc. I will support the center and its involvement with the children's activities. **I will attend the 4 Quarterly scheduled Parent Meetings at U.F.T (2 meetings are mandatory in order for your child to remain a student at UFT). Parents/teachers may request a one on one conference after meeting. Parent Meetings/conferences are as follows September, December, March and June. Parents will be notified of meetings by e-mails, handouts, and postings will be put on parent boards. Also, there will be a form sent home for each to sign and return stating they will or will NOT attend. Parents/teachers may request at any time or as needed a one on one conference by calling the center's Director or emailing (ufttots@yahoo.com). A sign up sheet for Parent Conferences will be posted on the Parent Board.** I do understand and agree to carry out the parent's responsibilities under this Policies and Procedures Agreement.

7. I understand that University for Tots, Suitland prides itself on having a very progressive and interactive program. In that endeavor I understand that the children’s activities are often photographed or videotaped. I give University for Tots, Suitland or agents unconditional permission to photograph or videotape my child’s daily activities. These photos/videos can be used by University for Tots, Suitland for documentary purpose such as newsletters, handbooks, promotion, flyers, TV ads, I.D., Brochures, etc.
8. Parents are encouraged to volunteer in their child’s classroom activities such as; story time, arts and craft, lunch/ snack time, music and movement (indoor/outdoor play).

University for Tots, Suitland Child Care will be closed on the following Holidays:

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| New Year’s Day | Independence Day |
| Martin Luther King Jr. Day | Labor Day |
| Christmas Day | Veterans Day |
| President’s Day | Thanksgiving Day |
| Memorial Day Observed | The day after Thanksgiving |
| The day after Christmas | |
| Out of state teachers convention and training (date will be provided) | |

The following days the center will close early:

- Christmas Eve**
- New Year Eve**

I agree that I will hold University for Tots, Suitland Child Care harmless from suit or prosecution for injury obtained by my child (not due to gross negligence on the part of employees) during center hours.

PARENT’S SIGNATURE

DATE

*Registration Fee is non-refundable.

*A copy of Parent’s Driver License and Social Security Card is required at time of enrollment.

*All policies are subject to change upon written notice.