

Odessa R-VII School District

Child Care Center

Family Handbook



2016-2017 School Year

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** Needs to be signed and returned

Dear Families,

The Odessa R-VII School District Child Care Center was created in 1997 to help teen mothers achieve their high school diploma, and if they choose, to further their education in a college or trade school. To help them in these endeavors, we provide quality childcare and preschool education for their child while they attend school. In order to provide a solid financial base, and a consistent number of caregivers, the facility is open to faculty, staff and the public. The center offers care and education for children 6 weeks up to school entry.

The Child Care Center is a place where children are safe to question, explore and make predictions about the world around them. As individuals working with children in their early childhood years it is our responsibility to provide children with the best possible early care, a safe, consistent, and structured environment, and help to build a foundation for learning. With this in mind we strive to select staff with an understanding of developmentally appropriate practice that are open to learning with your children as they explore the world around them.

Our policies and practices aim to support the individual learner, our families, and our center. The Family Handbook is designed to acquaint all families with our history, goals, organizational structure, health and safety, and policies and procedures.

We look forward to being partners with you in the care of your child(ren). Please feel free to look over this information and come by the facility at any time to view the classrooms, which we aim to be a warm, caring, educational, and loving environment.

If you have any questions please contact Wendy Reynolds, Center Director at 816-633-5437 or wreynolds@odessa.k12.mo.us or Mr. Daniel Armstrong, Elementary Principal and Child Care Center Supervisor at 633-5334 or darmstrong@odessa.k12.mo.us

Sincerely,

Wendy Reynolds
Director

Purpose

1. To provide childcare, early education, and a strong personal support system for Odessa R-VII School District teen parents, such that they will become competent parents and will continue their education through graduation.
2. To provide a safe, healthy learning environment for the children of the Odessa R-VII School District faculty, staff, and community.

Admission Requirements

1. The center offers care for children 6 weeks through school entry.
2. Enrollment is for full time positions only. Each parent will pay per week regardless of the number of days a child attends (for example if your child attends only 3 days per week, you will still be responsible for paying for the full five day week). The exception will be weeks when the center will be closed for holidays.
3. The full enrollment packet must be completed and on file at the center before your child's/children's first day of attendance. Enrollment forms may need to be updated from time to time. Please let me know of any of the following changes:
 - (a) changes in arrival, departure, or persons authorized to pick-up your child/ren
 - (b) special emotional, physical, or allergic conditions
 - (c) information regarding change of home address or phone number
 - (d) new employment and phone number
4. Your child's/children's immunization records must be submitted and on file before the first day of attendance and updated according to state guidelines. A child will not be admitted to care if his/her immunizations are not current. A child will be excluded from care if immunizations are not current.
5. A medical examination form must be completed and signed by your child's physician prior to the child's start date in the childcare program.
6. The \$25.00 annual enrollment fee must be paid and is non-refundable. The enrollment fee is waived for teen parents.
7. Teen parents need to maintain a C grade point average and a 90% attendance record.
8. If you choose to exit the program a two-week notice is required. You will be responsible for paying the last two weeks of childcare even if your child does not attend.

A School supply list will be sent in July to all pre-enrolled families. Supplies should be brought to Open House.

Termination

A minimum two (2) weeks' notice (in writing) is required to discontinue child care at the Odessa R-VII Child Care Center. Parents will be obligated to pay for the two (2) weeks (effective the date the written notice is received) even if the child(ren) does/do not attend the full two weeks.

The child care center reserves the right to terminate a child(ren)'s care at any time if deemed necessary for the best interest of the other children in the child care center.

The care of a child may be discontinued if the provider and the parent(s) cannot establish a mutually satisfactory relationship.

Hours

The Child Care Center will be open for the 2016-2017 school year starting August 8th through May 19th. The Center will be open for summer session during the month of June and then will reopen with the 2017-2018 school year.

The Child Care Center is open from 7:00am-4:30pm Monday through Friday. The enrollment packet will provide Holiday dates, in which the center will be closed. You will not be billed for the Holiday dates in which the center is closed.

The Child Care Center is open extended hours as needed, but no later than 7:15pm, during parent teacher conferences and District Open House. The extended hours are District Employees only.

The Center doors will be locked from 8:00 a.m. until 3:00 p.m. for security purposes.

The center closes at 4:30pm. Please have children and their belongings collected to exit the facility at 4:30pm. Late fees will be charged for children in care past 4:30pm.

If you are late picking up your child, the following fees apply:

From 4:30pm-4:31pm a \$5.00 fee per child is charged and a \$1.00 fee for every minute thereafter.

Snow Days

The Child Care Center will be closed on days that the Odessa R-VII School District is closed for snow days. The Odessa R-VII School will be listed on the Bulldog Alert text message for snow day closing, and on the television.

Tuition and Fees

Annual non-refundable enrollment fee per child is \$25.00.

Full-Time Care

\$135.00/week 6 weeks- Third Birthday

\$110.00/week Children 3-5 years of age

The Center is a registered vendor with the Division of Social Services (DSS). The center must have a DSS approval notice on file for your child before they begin care or the family will be responsible for full pay. If teen parents do not qualify for DSS, an amount will be worked out on an individual basis.

Vacation

Each child will have one week of vacation days. The director must be notified when using your one week vacation period. These days can only be used in a week block.

Payments

Tuition is due without demand on Monday each week.

Checks should be payable to: **Odessa R-VII School District Child Care Center or OSDCCC.**

District employees have the option to set up payroll deduction for child care. Paperwork will be sent out to all district employees the first week the center is open for the school year.

Each trailer has a locked payment box available on the wall in the north classroom. All payments are to be placed in the box. **Staff does not handle payments.** If paying by cash please put in an envelope with the child's name and amount enclosed.

Supplies

A school supply list will be sent out in July to all Pre-Enrolled families and available to view on the Child Care Center section of the district website.

In addition to school supplies, each child should have at least one complete change of clothes in their cubby at all times. Families are responsible for providing diapers, pull-ups, and wipes for their child. Please label all items!

Children may not bring toys from home. The center furnishes adequate items of interest for the children and rotates materials regularly. The center cannot be responsible for items that might be lost or broken.

Room Arrangements

The Child Care Center is housed in three mobile units that sit side by side between McQuerry and OMS parking lots.

- Trailer 2- South Side- Director's Office
- Trailer 2- North Side- Pre- Kindergarten Class (4/5 years)
- Trailer 3- South Side- Toddler Class (2/3 years)
- Trailer 3- North Side- Young Preschool Class (3/4 years)
- Trailer 4- South Side- Young Toddler Class (1/2 years)
- Trailer 4- North Side- Infant/Young One Year Olds (6 weeks/ 1 year)

At the beginning of the year, children are assigned to a room based on their age and developmental level. If there is an opening in the next room, and a child is developmentally ready, the director, staff, and parents may promote a child.

Drills

The center participates in all district scheduled drills and every classroom has posted evacuation procedures posted. During the fire drills and other evacuation drills, staff will lead the children to a safe area outside of the building. Infants and young toddlers will be placed into special "evacuation cribs" to safely expedite exiting the building. During tornado drills the children will be taken to the McQuerry Elementary Building.

Daily Parent Responsibilities

1. Each parent/guardian must sign your child "in" and "out" in your child's classroom each day. This is critical as we use this list to account for child in an emergency situation (fire, tornado, etc.). **If a child is signed in and not present, and not signed out, we precede as if the child is a Missing person.** (If your family receives DSS Child Care Assistance it is critical that you are completing these additional attendance logs as well. They must stay on site.)
2. Take a moment and greet your child's teacher. This is your time to communicate with the teacher/staff or director about developments in your child's life and additional information of which we need to be aware. **Communication is key!**
3. Please **notify us each and any time someone else will be picking up your child** by written note to the teacher or email to the director. This is in addition to your Emergency Contact form where you listed person's authorized to pick your child up. If the situation arises unexpectedly during the day please call 816-633-5437 or email to inform the Director. It is your responsibility to let any additional authorized pick up person know that we will check IDs of any person that we cannot greet by name and will then compare their ID with an authorized pick up persons list or additional instructions you have given that day.
4. Collect wet or soiled clothing and bring clean items the next morning so there is always one or more complete changes at the Center (i.e. socks, shirt, pants, and underwear— in a labeled Ziploc bag.) Monitor child's individual supplies- Wipes, diapers, pull-ups, etc.
** Infant/ Young Toddler Families are responsible for taking bottles and sippy cups home to sanitize daily.
5. We go outside almost every day. Be sure to have suitable outerwear available for your child (i.e., cap, mittens, boots, etc.)
6. Families are responsible for completing the top portion of the daily communication sheets, available in each classroom near the sign in sheets.

Arrival and Departure Procedures

Arrival

During arrival it is very important to set up a routine that your family can follow every day. This provides your child with a sense of security. We ask that you sign your child in, have your child wash their hands with soap and water, greet the teachers and friends, help put away their personal items, and assist your child in selecting a toy or joining an activity. When it is time to go, tell your child you are leaving and say good-bye. It is a good idea to plan for a five-minute transition each day.

We ask that our families recognize an official program start time of 8:00AM. At 8:00 the classrooms are typically beginning class meetings (circle time). This is a very important time of the day when the teachers and children talk about their day, reflect on the previous day, and review interest areas/topics. It is hard for children to stay focused during this time if other children are arriving and interrupting the class meeting. We also must have an accurate headcount to order lunches. If you are going to be late we ask families to notify the center so we may inform your child's teacher. Respecting your child's classroom environment is critical to a successful day at school.

Separation

Children sometimes have difficulty letting go of their family member at arrival. This is typical behavior, which over time, should decrease as they become more secure in their new environment. Here are a few suggestions to help ease separation:

- Allow adequate time in the morning for arrival adjustment before needing to leave for work.
- While traveling, talk to your child about going to "_____Room, "who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
- When you arrive, help your child get "settled in" by becoming involved with the morning activity. Once your child is playing comfortably, tell your child it's time for you to go (you might give your child a 2-minute warning ahead of time).
- Please do not "sneak out." Children are establishing their sense of trust and need to see you go and see you return at the end of the day.

Departure

In order for someone other than the parent/guardian to depart with a child, the parent/guardian must notify the child's teacher or the director. If an individual is not listed as an authorized person to depart with the child, then a written note or email must be provided. If a situation arises unexpectedly during the day please call 816-633-5437 and inform the Director. It is your responsibility to let any authorized pick up person know that we will check IDs of any person that we cannot greet by name and will then compare their ID with an authorized pick up persons list or additional instructions you have given that day. Please note, Teacher's may ask for the ID of a parent or guardian with whom they are not familiar.

- Parents/Guardians must sign out; noting date, and time, at the front sign in desk.
- Parents/Guardians provide authorization listing the names of those persons authorized to pick up their child.

Curriculum

The Child Care Center's curriculum is based upon the children's interests, abilities, developmental milestones, and developmental checklists. Lesson plans are made in each classroom and submitted to the director for approval. Lesson plans will be sent to the families via email and/or hard copies.

- Young Preschool and Preschool Lesson plans will include Literacy/Language, Art, Science/Technology, Math, Movement/Music, Gross Motor, and Group Discussion time topics.
- Toddler and Young Toddler Classrooms will focus on Group Discussion, Literary, Art, Music/Movement, and Gross Motor skills.

Classrooms are set up with the following learning centers available: Library, Block/Transportation, Science, Math, Sensory, Dramatic Play, Manipulatives, Music/Movement, and Art.

Guidance and Behavior

All children have the right to a safe, nurturing, educational learning environment. Odessa R-VII School District Child Care Center understands that physical activity experiences are necessary to become active and healthy adults. The punishment of taking away physical activity time can result in children having negative feelings about physical activity. Therefore, no physical activity is withheld as a punishment.

When promoting appropriate behavior, the staff uses the following techniques to help:

Guidance Practices

1. **Distraction:** Used primarily with infants and toddlers, the teacher provides a distraction to attract the attention of a child. For example, she may begin to sing a simple song while setting up lunch for a hungry child.
2. **Redirection:** Suggesting a desirable alternative to an action may allow the child to move from a problematic situation to a positive one. For example, "The water table is full, but no one else is using the blocks!"
3. **Positive language:** Emphasizing what is possible for the child rather than denying what is wanted helps to establish a caring relationship between teacher and child. For example, to the child who wants to play rather than wash his hands the teacher might say, "We will play with the blocks after you wash your hands or We need to sit down for our morning meeting, instead of we are NOT playing in the art area."
4. **Body placement:** Placing yourself near the child when giving directions or resolving conflict increases the child's ability to focus attention on what you are saying.
5. **Provide choices only when you can accept the child's choice:** Frequently, in an effort to be polite, adults offer children a choice when there really is no choice available. For example, when you ask, "Would you like to help clean up the classroom?" most children will, with honesty and sincerity, answer "NO!" Then your choice will be to disrespect the child's honest answer or clean up alone. Instead, try, "It's time to clean up, so we can go outside."
6. **Encourage, support, and model negotiation skills:** Resolving conflict is the ultimate exercise in problem solving. Coach children in the social skills they need to enter play, navigate the give and take of relationships, and work cooperatively with others.
7. **Consider the child's developmental level, maturity, and experience in your expectations and interactions.** For example, a toddler whose toy is being grabbed might try to bite if they don't have the words to solve the problem. A five year old in the same situation may need for you to stand back while he yells, "Stop it! I'm using that!"
8. **Use "I" messages/avoid "you" messages.** Children become defensive when the accusatory "you" is used. Instead of "You made a mess," try, "When water is on the floor someone might slip, and I'm afraid they might get hurt. What could we do about this water?" *Note the respect for the child's thought process in this example.* The teacher avoids authoritarian insistence on obedience "because I said so," provides the child with an objective explanation of the problem and why it is of concern, then asks for the child's ideas on resolving the problem.

Biting

It is very common for children not yet talking, to use biting as a form of language. This behavior is one of the many stages children go through as they develop. We take quick action to eliminate this from our classrooms and to help the child find a different form of communication.

** Starting with the 2014-2015 school year, families are notified by a formal incident report that is signed by the staff member present during the incident and the parent. If biting becomes a chronic issue, the child will go on a two week probationary period. The child will not be able to attend the center for care during those two weeks. If biting occurs after the probation period a meeting will take place with director.

MOve Smart Center

Odessa R-VII School District Child Care Center understands that physical activity experiences are necessary to become active and healthy adults. Our center is committed to helping children become healthy and active in their daily lives to help prevent obesity and chronic diseases as they age.

Odessa R-VII School District Child Care Center will offer at least 120 minutes of structured and unstructured physical activity per day. Physical activity is built into classroom learning activities, transitions, outdoor play, and other gross motor times. Each classroom is equipped with adequate space to host indoor activity time when weather does not permit outdoor play. The center possesses physical activity equipment that is for use both indoors and outdoors and can be shared amongst classrooms. The center encourages families to dress their children in weather appropriate clothing that allows for physical activity throughout their day, including but not limited to tennis shoes.

Odessa R-VII School District Child Care Center understands that importance of role modeling to promote physical activity. Staff members will encourage and participate in physical activity with the children. Staff will lead structured activities, join in active play initiated by children, encourage children to participate, and participate in activities on the playground, etc.

WEATHER GUIDELINES

Odessa R-VII School District Child Care Center uses the Child Care Weather Watch document to determine if outdoor play is appropriate.

The Child Care Weather Watch can be found at health.mo.gov/safety/childcare/pdf/weatherwatch.pdf

Birthdays

Birthdays are a special time in your child's life. If you wish to celebrate your child's special day with the classroom please discuss the party plans with your child's teacher at least one week in advance. All food items must be store bought and sealed in their original containers. Please check with the teacher before purchasing any food items to avoid any food allergy conflicts.

Meals and Snacks

The Odessa R-VII School District's food program (OPAA) provides the center with lunch for the children, ages 1 year to 5 years. * Lunch is served at approximately 10:40 Menus are posted in each classroom. Families have the option to bring an individual lunch for their child at any time.

Lunch is served family style so children may take part in filling their plates and cleaning off the table. Children are encouraged to taste everything being served in the meal.

Any day that the district is not in session or on early release days, we do not have cafeteria services. Families will be notified of these days and are responsible for providing a lunch for their child.

Snack will be provided by the center and served daily at 2:15.

Nap Time

We provide a rest/nap time in each of our classroom. The Young Toddler- Preschool classrooms observe nap time from 12:00-2:00 daily. It is our policy that if a child falls asleep his/her body requires the rest. Therefore, we will make no efforts to keep a child awake during this time.

The infant classroom feeds and naps on demand on an individual schedule. After awakening, an infant may remain in the crib as long as he/she is content, but never for periods longer than thirty (30) minutes.

Children may bring a small blanket and pillow and up to one small snuggle item for rest. Items will be stored separately in the classroom. Rest items are sent home on Fridays to be laundered and returned.

Illness

Do not send a child to the child care center if he/she displays any of the following symptoms: fever, vomiting, diarrhea, a skin rash, pink eye, lice, ringworm, or any other contagious illness. When a child is sent to school sick, it is dangerous to his/her health and the health of the other children. Parents are asked to be considerate of other children enrolled in the center and to keep a child at home if signs of illness are evident. Please notify the center if a child is being kept home because of illness. Also notify us if your child has been diagnosed with mumps, measles, rubella, roseola, chicken pox, whooping cough, strep throat, or any other contagious childhood disease.

In the event that a child is sent home with a contagious symptom or a confirmed medical condition, a notice will be sent to all parents of the Child Care Center.

When a child shows signs of feeling ill, their temperature will be taken. If the child has a fever of 100 degrees or over by mouth or 99 degrees under the arm as determined by Odessa R-VII School District nursing staff, a parent or designated person is called to pick up the child. When a child is sent home due to illness, the child must be symptom free and fever free (without fever-reducing medication) for 24 hours before they may return to care. If a child is placed on medication, they must be on the medication for 24 hours before they may return to the Center.

Medication

Medical Conditions: If your child has a known medical condition, (asthma, diabetes, seizure disorder, allergies, etc....), please be certain the director and the child's teacher have been notified in writing and have written instruction of what to do should a problem arise. Provide necessary medication, accompanied by our form, giving signed consent to dispense.

Prescription Medication: Must be in the original container and have the following information: the name of the child; the name of the drug; dosage instruction; prescribing physician's name; and the date the prescription was filled.

Non-prescription Medication: Must be in the original container and dosage must match the directions on the bottle. Medication past the expiration date will not be dispensed. Only medication free of a pain-reducing ingredient can be given to the child without a doctor's prescription.

Pain Relievers: We are able to give fever reducing medication such as Tylenol, Motrin, and Advil to the children if the parent has a doctor's prescription for the medication and has filled out a medication form.

Parents must provide a medication spoon with their child's name on it for oral medications. **Medication will not be given without written consent and the child's name on the medication.**

Infants

Infant Sleep Policy

It is a policy of the program that ALL INFANTS ARE PUT TO SLEEP ON THEIR BACKS.

The American Academy of Pediatrics and American Public Health Association have written guidelines for child care centers called *Caring for our Children – National Health and Safety Performance Standards: Guidelines for Out-Of-Home Child Care Programs*. They strongly recommend the following rules regarding infant sleep position and surroundings:

- Infants under 12 months of age shall be placed on their backs on a firm, tight-fitting mattress for sleep in a crib.
- Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleep surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- If a blanket is used, the infant shall be covered loosely, the blanket tucked around the crib mattress reaching only as far as the infant's chest, or the infant will be swaddled.
- The infant's head shall remain uncovered during sleep.
- Unless the child has severe medical reasons, and thus a note from his/her physician specifying otherwise, infants shall be placed on their backs for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from their back to stomach or side, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. It will be noted on their crib when a child can turn over on their own.
- Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.

This series was created by the Infant Mortality Risk Reduction Work Team of the National SIDS and Infant Death Program Support Center (NSIDPSC). You may copy it with proper credit. The NSIDPSC is a cooperative project of the SIDS Alliance, Inc. and the Health Resources and Services Administration's (HRSA) Maternal and Child Health Bureau (MCHB) Sudden Infant Death Syndrome/Infant Death Program.

Feeding

Infants will be fed according to a schedule provided by the parents, please use form provided by the Child Care Center's Food Program. Families are responsible for updating the form as needed.

Parents are responsible for taking home bottles nightly to sanitize.

Diapering

Parents need to supply disposable diapers, wipes, and any creams or lotions the baby may need when being diapered. If creams or lotions are required, a form needs to be filled out with this information indicated (these forms are available in the infant room).

TOILET TRAINING

All parents are delighted once his or her child has gained independence from diapers and has mastered using the toilet. Just as each child develops at different rates, so is his/her readiness to use the toilet. Children must be mentally capable and physically able to do this. Therefore, you can expect that the learning process will take lots of patience, time and understanding. We see three essential steps that can be used as guidelines to ensure that toilet learning is a positive and successful experience for your child.

STEP 1: The child must show:

1. Physical readiness: The child wakes up dry in the morning and is able to stay dry through their nap.
2. Mental readiness: The child is interested in the function of the toilet, pretends to use the toilet and wants to watch others.
3. Emotional readiness: The child answers questions and follows directions with ease.

STEP 2:

The child is now ready to be coached into toilet learning. In order for this to occur, the child will need to wear training pants with plastic pants over them or pull-ups. Two extra sets of clothes should be sent as well as socks. Your child should be dressed in clothes that are loose fitting and easy to pull up and down. Sweat pants and elastic waist pants are ideal for children to dress independently.

In the two and three year old rooms, the children are taken to the restroom approximately every 1 to 1 ½ hours. The child will be taken also when they indicate the need to go. When entering the restroom, the child will be encouraged to pull down their own pants and sit on the toilet with encouragement to have results. If the child is successful, words of encouragement are used and stickers are given. If the child has no results, they are aided in pulling up their pants and no discouraging words or comments are shared.

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STEP 3:

CONGRATULATIONS!!!! You and your child have reached the last step. Your child will continue to wear training pants without plastic pants for extra protection. The same procedure follows as above with emphasis on the child indicating his/her need to use the toilet.

Toilet learning is a joint adventure for parents, child, and staff. Your cooperation and assistance are important and appreciated!

Breastfeeding Policy

Breastfeeding is the normal way to feed a baby, providing many health benefits to both infant and mother. Because breastfeeding employees need ongoing support from child care providers to provide their milk for their babies, Odessa R-VII School District Child Care Center subscribes to the following policy.

1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place other than a bathroom, to breastfeed their babies or express milk. Our lactation room provides an electrical outlet, comfortable chair, table, mini refrigerator with freezer capacity, and nearby access to running water.

2. A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the provided refrigerator or freezer, as needed. Mothers should provide their own containers, clearly labeled with name and date. The child care will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention in ensuring that breast milk is properly treated to avoid waste. Universal precautions are not required in handling human milk.

3. Sensitivity will be shown to breastfeeding mothers and their babies and Communication will be clear about the family's wishes for feeding the baby.

The child care is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby at any time, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the parent or guardian has given written approval. Babies will be held closely when feeding and bottles will never be propped. Plans are in place if mom will be late and her baby is hungry or the supply of breast milk is gone.

4. Staff shall be trained in handling human milk.

Child care staff will be trained every year about the benefits of breastfeeding, preparation, storage and feeding of breast milk, and resources available for staff and parents.

5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used.

6. Breastfeeding promotion information will be displayed.

The child care will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the facility. There are no advertisements of formula in the facility.

Young Preschool and Preschool Classrooms

Field Trip

The Preschool and Young Preschool classroom have the option of attending a field trip scheduled by the director. The family will be notified of scheduled trips and are responsible for the field trip fee and providing a sack lunch. The children will be transported by school bus and will need to provide a car seat or booster seat for children 3 years of age.

Library

The Preschool and Young Preschool Classrooms will have Library once a week at the McQuerry library. The children will have a short story time then have the opportunity to check out a library book to take home. The family is responsible for returning the library book each week in good condition.

Peer Mentors

The Preschool and Young Preschool Classrooms will have the opportunity to attend an Early Childhood Special Education Class to be a Peer Mentor. This program is housed at McQuerry.

The director will send further information and permission slips home before the program begins for the school year.

Computer Lab

The Preschool Classroom will have Computer Lab once a week in the McQuerry Computer Lab for thirty (30) minutes. Additional screen time is not used in other capacities throughout the center. I.e. no movies/TV shown. On the special occasion that screen time may be utilized, screen time will not exceed thirty minutes per week.

Odessa R-VII School District Child Care Center understands that physical activity experiences are necessary to become active and healthy adults, therefore, we believe in the limited use of screen time during the early childhood years.

I have received 2016-2017 Child Care Center Family Handbook.

Child's Name

Parent/ Guardian Printed Name

Signature

Date