

TEDDY BEARS CHILDREN'S CENTER, INC.

ADMISSION PROCEDURES

After you have paid the enrollment reservation fee, a packet of forms will be given to you. This entire packet must be completed and returned prior to your child's first day of attendance. The one possible exception is the Physicians' form, which might be delayed at the doctors' office due to their workload. Please explain to the doctor's office why you need this information and usually they will complete it for you without delay.

All of the forms have a definite purpose whether legal, for safety reasons, or just to enable us to make a better program for your child. Be sure you fill them all out accurately and please sign and date where requested. If your child's records are incomplete, his/her enrollment will be delayed until the missing information is handed in to the administration.

If there is any information that affects your child's health or safety, please be sure that you tell us this immediately. If someone is RESTRICTED from picking up your child from our Center, we need that information immediately. Any court order affecting custody should be given to us to copy and keep in the child's folder.

ADJUSTING TO SCHOOL

Our goal is to have the Center become as familiar as another room in your house as quickly as possible. With the young child, this can be seen first as an expansion of his world and finally as an inclusion of his new school family. There are a few ways to help shorten this process.

1. Visit before the official entrance day.
2. Get to know the names of the staff and children in his group and talk about them at home.
3. While at the Center remain in one place and let your child choose to leave you. The staff will begin to move in and interact appropriately when you are both comfortable.
4. When you finally do leave, be sure to tell your child that you are going now and will soon be back. Be certain that the staff knows that you will be going so that they can reassure your child if needed. It is normal for a child to feel anxious when you first leave, but with your return, he will begin to build the trust he needs to feel comfortable with his new caregivers.
5. Be sure that you feel comfortable leaving your child in our care. Any ambiguity on your part may be felt by the child and make him very anxious.

Usually, the inclusion of the school into the child's world takes no more than a few days. However, it can vary depending on the age of the child and the attitude of the adults around him. Very shortly, however, you will find the child asking to go to school on weekends or rushing you out of the house in the morning.

We are delighted to welcome you and your child to our Center!!

ILLNESS AND MEDICATION

For your child's safety as well as the health of all the children, we will not accept sick children in the center. The following guidelines have been developed to be helpful to you:

- No child should be in school with a temperature of over 100 degrees.
- Children who have communicable disease should not be in school.
 - o These would include diarrhea, chicken pox, conjunctivitis (pink eye), mumps, measles, sore throat, stomach flu, etc.
- Children with lice are excluded until their condition has been treated and cleared up.

Remember that if you send a child who is sick and in a weakened state to school, she/he may pick up some other illness that is carried by an apparently well child or adult.

If your child becomes ill suddenly, or is injured at school, we will call you immediately. Please keep phone numbers at work and home current with us so there is no delay.

We will medicate a child who is on the road to recovery, but only if:

- A medical dosage release form filled out.
- The medicine is in the prescription bottle with clear instructions, dates, names, etc. on it.
- We keep a posted medication chart for our own information on the wall – you can add vital information to this.

LEAVING THE CENTER

If you are planning to withdraw your child from the center, please give us one month written notice so that we can say goodbye. Your child needs time to tell their friends that they are leaving. Just having a child suddenly vanish is very disturbing to all – including the child.

HEALTH AND SAFETY CONCERNS

We try to give your child a healthy snack and encourage you to send a well-balanced lunch as well. We find that candy and excessive sweets don't provide the energy that a child needs for a long day of playing and growing. Sometimes leftovers from a successful evening meal may be exactly right.

For safety, legal, and administrative reasons do not leave your child until you have turned him/her over to a staff person. At the end of the day, make sure that you that a staff member releases your child to your care.

We will only release a child to someone whose name is on the permitted list. If a new person is picking up your child, we need advance notice in writing. Also, we ask new people to show us picture identification.

Parent signature _____

Date _____