



Children's Safari Learning Center, LLC

Childcare for Children 6 weeks through Pre-K



PARENT HANDBOOK



Welcome to Children’s Safari Learning Center, LLC where your child’s growth is view as an exciting adventure... where they are “guided” towards each developmental milestone.

Children’s Safari Learning Center

1847 S. Greenfield Rd.

Mesa, AZ 85206

Monday through Friday, 6:30 AM to 6:00 PM

Mission

Children’s Safari Learning Center, LLC is an educational adventure with gentle, caring, and nurturing tour guides who are committed to fostering independence and empowerment during your child’s early years.

Our Philosophy

We believe in serving families interested in a more close-knit childcare setting. We provide a clean, safe, quality focused environment for children to grow their personalities and increase their independence. We value employees and families who respect and understand children to be little explorers and their future as an adventure. We will provide age and developmentally appropriate curriculum, toys, and equipment enforcing early childhood development areas such as cognitive, social, emotional, physical, and intellectual (language).

Important values to our center include:

- Professionalism
- Credibility
- Integrity
- Employee Focus
- Family Focus

Our Regulators

Arizona Department of Health Services- Child Care Licensing

Child Care Licensing
Phoenix Main Office

150 N. 18th Avenue
Suite 400
Phoenix, AZ 85007

602-364-2539

BCCL@AZDHS.GOV

Empower

As parents, teachers, health professionals, and community members, we want children to develop healthy habits. We know that these habits begin at home and in the early childhood setting. The Arizona Department of Health Services (ADHS) Empower Program is a voluntary program reaching more than 200,000 children in licensed childcare facilities throughout Arizona. These children are relying on Early Care and Education (ECE) professionals to provide a significant portion of their daily physical activity, nutrition, and overall well being.

Comprehensive Background Checks

A comprehensive background check will be conducted on current and prospective staff members and volunteers whether they provide direct or indirect services to children. A criminal background check will include a search of all the following in the state the staff member resides and each state where the staff member has resided over the past five years.

- Criminal and sex offender registry
- Child abuse and neglect registry
- National Crime Information Center (run by the FBI)
- FBI fingerprint check using the Next Generation Identification
- National Sex Offender registry

Parent Code of Conduct

Children's Safari Learning Center always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Children's Safari is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of CSLC but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter resulting in disenrollment of the child if there is no other parent or guardian available to enter the property.

Cussing / Swearing / Language

No parent or adult is permitted to swear or curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed towards employees of Children's Safari Learning Center.

Threatening of Employees, Children, other parents, or adults associated with CSLC

Threats of any kind will not be tolerated. In today's society Children's Safari Learning Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate

authorities and will be prosecuted to the full extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

Physical / Verbal Punishment of your child or other children

While Children's Safari Learning Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and / or Center Director. Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's behavior concerns. All behavior concerns should be brought to the classroom teacher or the director's attention. At that point, the teacher and / or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and center administration are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

General Information

Enrollment

In order to maintain compliance with the Arizona Department of Health Services and Childcare Licensing, ALL the following medical and emergency information must be filled out completely and signed prior to the first day of attendance.

- Emergency Form (with current immunization records)
- Enrollment Agreement and Policies Agreement
- Nutrition Requirements
- Child Personal Information

It's a parent's responsibility to keep us informed of any changes in medical or emergency information. Children's Safari Learning Center must possess current records on file at all times.

Child Personal Information

Children's Safari Learning Center understands that parents/guardians know and understand their children the best. To assist with each child's comfort level, we ask that a questionnaire be completed prior to enrolling, answering questions such as eating habits, sleeping habits, fears, etc. Our guides and front desk management will do our best to communicate our observations and thoughts as well.

Licensing Notice

Children's Safari Learning Center is regulated by the Department of Health Services. If you have any questions about licensing, you can contact:

The office of Child Care Licensing
105 N. 18th Avenue
Suite 400
Phoenix, AZ 85007
602-364-2539

Registration

A non-refundable registration fee of \$100 for the first child and \$35 for every child therefore after, is due at the time of enrollment. The registration fee supports supply costs for each child such as art supplies, new books, sheets, cots, etc. This fee will be due annually for each upcoming fiscal year (August-July).

Tuition

Tuition will be due weekly in advance of the upcoming week. Current tuition fees maintain your child's enrollment and must be paid by close of business Friday before the upcoming week. We require payment through a free automatic payment service (Tuition Express). Children's Safari Learning Center reserves the right to assess a late fee of \$25 on that Monday and pursue dis-enrollment on Tuesday if no tuition is received. **Tuition refund credits or make up days will not be granted.**

Tuition Waiver Allowance

Children's Safari Learning Center will allow a child care tuition waiver for absences after 3 months of enrollment. You may use the equivalent of one week of enrolled days for every 6 months of enrollment. For example, if your child is enrolled 2 days per week you are given 2 days of vacation every 6 months. You may use these days to meet your needs however they must be used in full day increments. This time will not be calculated hourly nor will it accumulate. At the end of each 6 months, the days will be lost if they are not used. If possible, please schedule this time in advance to avoid any miscommunication. This allowance may only be used for days that the center is opened.

Late Pick Up Fees

Children's Safari Learning Center will be open Monday through Friday from 6:30 AM to 6 PM except for holidays listed below. Children's Safari Learning Center closes promptly at 6 PM. You will be charged \$1 per minute for every minute past 6 PM and full payment is due immediately at the time of pickup. Children's Safari Learning Center reserves the right to contact Child Protective Services or the local police department if pick up runs past 6:30 PM.

Flex Schedule

Children's Safari Learning Center understands not every family has the conventional Monday through Friday schedule. When enrollment allows, we are open to accepting children needing schedules that change. One of the qualities of our center has been our low-class sizes and smaller ratios during the learning portion of the day. The lower ratios allow us to focus on learning, social, and emotional development, and individual needs.

Rather than overbook our classrooms, putting your children's safety and learning in jeopardy, we may have to decline certain days. Therefore, we cannot guarantee availability for schedules given within a two-week time frame. Any schedules provided more than two-weeks out are guaranteed

Please ask for the days you need. We will do our best to accommodate everyone, however, if you provide a schedule for the upcoming week, there may be a chance we will have to decline one or more days you need, we recommend you emails us at admin@azchildrenssafari.com

Holiday Schedule

Children's Safari Learning Center will provide the following paid holidays to their employees therefore, tuition will be due for these holidays and alternate care is the responsibility of the parents. If any of these holidays fall on a weekend day, Children's Safari Learning Center will communicate to parents and teachers if an alternate day will be named.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day After Thanksgiving
Christmas Day

Christmas Eve will be decided each year.

Transportation

We will be transporting children to & from Pioneer Elementary, Challenger Basic, and GreatHearts Academy. There will be no field trips.

Dis-Enrollment

Voluntary dis-enrollment of any child requires a two-week notice. If you fail to inform the office of Children's Safari Learning Center, you will be billed for two weeks of tuition. The tuition waiver may not be used to cover dis-enrollment fees.

Communication

Communications from Children's Safari Learning Center staff and management will occur in the following forms:

- **Procare** software provides a user-friendly way for parents to communicate with caregivers. Our staff uses a classroom iPad to record information and photos throughout the day. This

information is then sent to parents to give them a sneak-peak into their child's day. For more information about this software please see www.schools.procareconnect.com/login

- **School Newsletter** will be published monthly and contain information covering events and educational issues. These can be distributed either in hard copy (available at the front desk) or through email.
- **Class Newsletter** will be published weekly to contain information concerning lesson plans, projects, family activities, etc. These will be distributed directly from the classroom to the parents.
- **Telephone/Written Messages** will be used on an as needed basis for issues such as behavior concerns, illness, injuries, milestone accomplishments, etc. Each classroom will be equipped with a pad of paper for notes to the staff or messages can be left at the front desk as needed.
- **Parent/Guide Conferences** will be held bi-annually to discuss your child's developmental milestone progress. To ensure quality time is spent appointments will be made in advance of the conferences.
- **Important Letters** to parents will be sent directly to the home. Interim notices will be sent home as needed.

Security Cameras/Video Surveillance Policy

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our childcare facility, Children's Safari Learning Center is equipped with a 24-hour video surveillance system. Security cameras are installed in all classrooms and outdoor play areas. Children's Safari Learning Center may conduct video surveillance of any portion of its premises at any time, the exception being private areas such as restrooms and changing tables. Video/Security cameras will be positioned in appropriate places within and around our childcare center and used in order to help promote the safety and security of people and property.

Piggy backing

Piggy backing is walking through the door without using the checking Kiosk. Piggybacking jeopardizes the safety and security of our center and our ability to manage ratios and class sizes, so there will be a \$5 fee for each and every time someone does not sign in correctly.

Release of Child to Alternate Person

Any person, other than the parent, picking up a child will be required to show a picture ID for verification. If the person is not recorded on the child's emergency card, then the parent will be called at the number available on the child's emergency card for verification.

Fire Drills

Children's Safari Learning Center incorporates fire safety knowledge and procedures into the curriculum. The facility will regularly schedule fire drills as required by law.

Insurance

Children's Safari Learning Center carries insurance in accordance with State requirements.

Pesticides

Children's Safari Learning Center will post a notification of pesticide application in each activity area and in each entrance of a facility at least 48 hours before a pesticide is applied on the facility's premises, containing:

- The date and time of the pesticide application
- The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide
- The pesticide label and the material safety data sheet
- The name and the phone number of the pesticide business license and the name of the licensed applicator

Lock Down/Emergency Situations

Children's Safari Learning Center makes the safety and security of the students, staff, and visitors its highest priority. In the case where we have been notified by law enforcement of danger of an emergency, Children's Safari Learning Center will immediately safeguard the facility. Each room has a clearly documented procedure prominently displayed. The facility will communicate to parents as soon as possible regarding a situation using the contact information available on the child's emergency information card.

Discipline Policy

Children's Safari Learning Center practices positive discipline techniques in an effort to teach and support self-discipline. Staff will encourage children to be active in resolving conflict behaviors and re-direct as necessary. Parents will be notified if conflicts of the same nature occur regularly.

Children's Safari Learning Center has a strict "no tolerance" policy for violence. Any child, parent, staff member, or visitor displaying violent behavior will be asked to leave the center immediately.

Suspension Policy - School Age

Children's Safari Learning Center is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. When applicable, we will make referrals to outside support services including but limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child. CSLC will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. However, we are not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays, and/or disabilities as defined by the Americans with Disabilities Act.

As necessary and available, Children's Safari Learning Center will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with employees to meet the needs of the child. The presence of the resource/therapist

must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency. Children's Safari Learning Center will, at all times, provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay, or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports, and letters, CSLC admin will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child, and notifications that the child will not be able to return to the program until support services are in.

If a child is suspended 3 times within a 90 day period, that child will be permanently disenrolled from Children's Safari Learning Center.

Transition Policy

Our children grow older and meet milestones, so we prepare them for success in the next classroom. Children's Safari Learning Center will send a parent letter a week in advance to inform of transition. Transition usually occurs during the full week after birthday as enrollment allows. The week of the transition parent will drop off as normal and the child's teacher will take him/her to a new classroom for a couple of hours each day during that week. The following week parents will drop off at their new classroom. Transition will take place as follow:

- Joeys 1 transition to Joeys 2 – When child becomes mobile and crawling
- Joeys 2 transition to Koalas 1- When child turns one and walking
- Koalas transition to Monkeys 1 or 2- When child turns 2
- Monkeys transition to Jaguars 1- When they are fully potty trained and at least 2 ½ years old
 - No Pull-Ups/diapers at naptime
 - No Accidents
 - Can pull up and down pants and underwear by themselves
 - Sanitarily wipes self
 - Pee in toilet with minimal to no spray elsewhere
- Jaguars transition to Giraffes 1- August and will begin Kindergarten 2 years away
- Giraffes 1 transition to Giraffes 2 -August and will begin Kindergarten in fall of next year

Biting Policy

Biting is a common way for children to show their emotions but is hazardous for both the victim and the biter. Children's Safari Learning Center will attempt to work with a child to manage their emotions in a more positive manner. All efforts will be used to protect both the victim and the biter.

For children ages 0-2 biting is normal but unfortunate. A plan will be set forth for families to ensure safety to all. Parents will be shown a plan of action to prevent further biting.

Various Plan of Action for Biting

These topics will be discussed at the time the issues of biting arise. These steps are an attempt to partner the staff and parents to solve this issue.

- Discuss with the family if there are possible issues in the home or ways they feel to make the behavior stop.

We support communication with families. Our goal is to ensure all families are respected and cared for while enrolled in our center. Topics for discussion could include eating habits, sleeping habits, transitions, etc.

- Child will be placed into another classroom.

We hope this will create a new environment where possible personalities are different and better suited for your child.

- Dis-enrollment

After all effort has been made, we must think of the safety of the other children and unfortunately the child will be dis-enrolled from the facility.

For ages 3-5 biting becomes a greater concern for behavior issues. After 3 bites we evaluate for the seriousness of the bite, who the child bites, and if the child has been bitten before. We can engage Birth to Five, Smart Support, or Southwest Development for help with this issue. After all effort has been made, we must think of the safety of the other children if all efforts go unsuccessful the child will be dis-enrolled from the facility

Injury

All employees of Children's Safari Learning Center are required to maintain current CPR and First Aid certification. Each guide will have 30 days from their hire date to obtain this certification. All injuries are documented in writing and communicated to the parents through an accident report. Parents will be contacted if immediate attention is required and 911 will be called. Anything minor will be treated with appropriate first aid and reported to the parent in writing at the time of pick-up.

Illnesses

Each child is required to have a complete and up to date Immunization Record, or a signed state approved exemption form, on file prior to the first day of attendance.

To ensure the health and safety of all persons within the facility, no child or staff member will be admitted if they exhibit any of the following symptoms within 24 hours prior to attendance.

- A fever of 100 F or higher
- An undiagnosed rash or sore
- Discharge from the eyes, ears, or nose
- Vomiting or diarrhea within the past 24 hours
- Any other symptoms of a communicable disease

Should your child develop any of the above symptoms while in our care, they will be isolated, and a parent will be contacted and required to pick them up immediately. Children will be cared for in the front office whenever possible. When Children's Safari Learning Center cannot remove a child from the room they will be separated from the other children within the classroom. No child will be readmitted to the facility until all symptoms of illness have resolved for a minimum of 24 hours.

Advocate for the Children

It is essential to understand that, while we respect and consider doctor's notes, our decision regarding a child's care, as outlined in this policy, takes precedence. The health and safety of all children at Children's Safari Learning Center remain our top priority and our illness policy may supersede a doctor's note.

We appreciate your cooperation in adhering to these guidelines to create a healthy and nurturing environment for all the children in our care. If you have any questions or concerns regarding this sick policy, please feel free to contact our administrative office.

Child Abuse/Neglect

As childcare professionals, each and every staff member of Children's Safari Learning Center is a mandated reporter of suspected abuse or neglect of a child.

Parent Information and Responsibilities

Physical Activity

We at Children's Safari Learning Center are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities for their age, that are fun and that offer a variety. If children are inactive for long periods of time, they can be at risk for problems associated with being overweight. In keeping with this philosophy our facility will follow the guidelines below:

- Infants under the age of 12 months will participate in tummy time and age-appropriate activities as enjoyed by the child.
- All children over the age of one are provided at least 60 minutes of physical activity every day, including both teacher-led and child-led activities in accordance with the Empower guidelines.

- Staff will encourage moderate and vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to fewer than 60 minutes at a time (except at nap time).
- Screen time is **not permitted** for children under the age of two and limited to fewer than three hours per week for children ages two and older.
- No screen time during meal or snack time.
- Physical activity is never used or withheld as a punishment.

Information on screen time will be made available to families at least once per year.

Sun Safety

We are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping this philosophy, our center will:

- Ask the child's family to apply sunscreen prior to arriving at our childcare facility.
- Please provide a hat, sunglasses, and/or long sleeve clothing for their child that staff will put on the child when outdoors.
- Limit outdoor activities between the hours of 10 AM and 4 PM, when the UV rays are at their highest level.
- Check the UV index for intensity of the sun's rays and plan for outdoor activities accordingly.
- Be a role model for sun safety practices.
- Limit sun exposure for children under 12 months of age.
- Follow guidelines for protecting infants, toddlers, and other children from harmful sun rays (see Empower Guidebook).

Breastfeeding

We at Children's Safari Learning Center are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping this philosophy, our center will:

- Provide a welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to work or school.
- Provide a designated place for mothers to breastfeed their child on site.
- Provide a refrigerator for storage of expressed breast milk.

Information on breastfeeding will be available to all families at least once per year.

Child & Adult Care Food Program (CACFP)

Children's Safari Learning Center is not participating in CACFP at this time.

Fruit Juice

We at Children's Safari Learning Center are committed to our children's health. We recognize the importance of staff as positive role models for children as they learn to live healthy lives. The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% juice each day. If consumed in excess, children will fill up on juice and may eat less nutritious foods during meals and snacks. Too much juice may also provide more calories than needed and expose children's teeth to too much sugar. Fruits and vegetables provide more fiber and less sugar than 100% fruit juice.

We will adhere to the following fruit juice guidelines:

Birth to 11 months:

- Fruit juice shall not be served

One year and older:

- Fruit juice shall not be served more than two times per week.
- Only 100% fruit juice with no added sugar shall be served
- Only 4-6 ounces shall be served at one time
- Fruit juice shall only be served with meals and snacks not continuously throughout the day.
- Water shall be used for the first choice of thirst
- Water shall be offered throughout the day

Information on fruit juice will be made available to families at least once a year.

Family Style Meals

We are committed to supporting your child in stabling lifelong habits of healthy eating patterns. In keeping this philosophy, our facility will:

- Serve family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat.
- Model behaviors for healthy eating and positive body image in the presence of children by having staff recognize the important role adults play as role models for children as they learn to live healthy lives.

Oral Health

Children's Safari Learning Center is committed to protecting the health and safety of our students and staff in regard to tooth decay, which is an infectious disease and a serious problem among young children

in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families, and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide a tooth brushing program in Preschool & Pre-K.
- Guide our staff members on steps they can take to prevent tooth decay according to the age appropriate guidelines in the Empower Guidebook.

Staff Training

We are committed to furthering staff knowledge on the Empower Program and Empower topic areas including: physical activity, nutrition, oral health, and tobacco. In keeping with this philosophy, our facility will make sure that our staff receives or attends three hours of training annually on age appropriate topics pertaining to physical activity, nutrition, oral health, and tobacco education. All training shall be documented, and records will be readily available.

ASHLine

We at Children's Safari Learning Center are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families, and our staff, our facility will promote ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

Smoke-Free Campus

We are committed to providing a smoke-free environment for children and staff. Due to acknowledged hazards arising from exposure to second-hand smoke and as a recognized Empowered childcare facility, it shall be the policy of this childcare facility to provide a tobacco-free environment for staff, children, and parents.

Children's Safari Learning Center is a smoke-free campus. Smoking and the use of tobacco products are prohibited at all sites, including buildings, grounds, company-owned vehicles, parking garages and lots (cars parked in childcare lots) at all locations, and other facility owned, leased, or sub-leased locations.

This applies to all employees, parents, visitors, contractors, subcontractors, volunteers, and other guests in the childcare buildings, grounds, or properties.

Children's Safari Learning Center adheres to the following guidelines:

- All applicants for employment will be informed of the smoke-free policy prior to the applicant accepting an offer of employment.
- This policy will be reviewed at New Hire Orientation and through internal communications.

- Employees, parents, and visitors will be notified of the policy. Appropriate smoke-free campus signage will be posted.
- Our center will make tobacco cessation treatment programs available to employees, parents, and visitors, utilizing the Arizona Smokers' Helpline (ASHLine) as a referral resource.

Infants & Toddlers

Parents are responsible for supplying a complete change of clothes, diapers, wipes, diaper cream, pacifier, or anything else needed to effectively meet the individual needs of a child. All items must be labeled with your child's first and last name. Food, lunch, 3 snacks will be provided for toddlers enrolled in our Koalas rooms. Infants' food and bottles are supplied by the parents / guardians and must be fully prepared for each day. Children's Safari Learning Center will not be responsible for preparing bottles. The center will use a bottle warmer for the bottles as needed.

Pacifiers must also be labeled and attached to the child's clothing at all times (if the child uses the pacifier throughout the day).

Please no glass baby food jars, containers, or bottles. Please transfer items into a shatter proof container to bring into the center. Our Goal is to keep our little ones safe.

Three – Five Year Olds

Please send your child in play clothes. For your child's safety, we recommend close toed, rubber sole shoes. Skirts must have shorts under them. Parents are also responsible for providing a change of clothes in the case of an accident. All items must be labeled with your child's first and last name.

Lunch and snacks will be provided by Children's Safari Learning Center.

Children's Safari Learning Center will provide each child with a rest mat and cover for naptime. Please feel free to bring a small blanket and pillow if you wish to help your child rest more comfortably,

Children's Safari Learning Center has a strict sun safety policy. All children will be limited to no more than a 30-minute playground/outdoor activity per session after the temperature exceeds 90°F. It is the parents' responsibility to apply sunscreen prior to attendance. Unlimited water will be available at all times. If any child exhibits signs of heat exhaustion they will be removed from the outdoor environment, treated accordingly and the parents will be notified if necessary.

School age

Please send your child in play clothes. For your child's safety we recommend close toed, rubber sole shoes. Skirts must have shorts under them.

There will be no electronic devices allowed while in our care.

Parents are expected to provide snacks and lunches for their school age child. Be aware that soda, juice and candy are not permitted for lunch or snacks while in our care. We will make exceptions for birthdays and holiday treats.

Nutrition

Healthy eating habits start a very young age and stay with you for your entire life. We require that you do NOT send candy or soda to school. We do allow parties for holidays and special occasions when goodies would be appropriate however on a daily basis it is very important to teach healthy eating habits. We all run out of ideas of what to pack in our children's lunches. Below is a list of some ideas:

100% Juice	Hard-Boiled Eggs	Tortilla with Rice & Beans	Bananas
Water	Peaches	Pasta	Graham Crackers
Fruit Smoothie	Cereal	Jelly Sandwich	Goldfish Crackers
Cheese Rolls	Cooked Broccoli	Cheese Cubes	Granola Bars
Yogurt	Veggies & Dip	Pickles	Jell-O
Turkey Sandwich	Black Olives	Green Beans	Pudding
Raisins	Fruits	Milk	Chicken Breast

Food Allergies

Parents are responsible for informing us of any food allergies or religious objections. Parents are required to provide all meals and snacks for their children. All food must be in a lunch box or bag (drink included) and labeled with your child's first and last name.

Medication

Children's Safari Learning Center will NOT administer ANY over the counter medications. Under these circumstances, the medication must be prescribed and authorized by a physician in writing. ALL medications must be in the original prescription bottle with the physician's names, the child's names, date, dosage, and administering instructions on it. A "request for giving medication" form must be filled out and updated with any new prescription.

Personal Items/Property

All personal items brought into the facility should be clearly labeled with the child's first and last name if such items are to be returned. Lost property will be stored in the director's office until claimed. If an item is not claimed by next term it will be donated to a local charity. It is the responsibility of the owner to seek out lost property.

Complaints

At times, issues or concerns do arise that cause upset feelings or distress. Most issues can be readily resolved through effective communication.

In this case, parents should discuss the issue of concern with the classroom "guide" or director. If this approach does not resolve the concern, please feel free to contact the owner.