

T a b l e o f C o n t e n t s

Page 1
Index

Page 2
Welcome

Page 3
Goals @ Johnson's Daycare Inc.

Page 4
Adjusting to Daycare

Page 5
Daily, Fall, Winter, Spring
Schedule

Page 6
Summer Schedule

Page 7
Non-Discrimination Policy
Religious Practices
Hours of Operation
Open Door Policy
Closed Door Policy

Page 8
Photo/Video Policy
Insurance Policy
Emergency Procedures Policy
Fire Drill
Tornado Drill
Flood

Page 9
Snow Days
Power Outage
Signing In and Out
Withdrawing / Termination of a
Child
Enrollment Policy
Payment Policy

Page 10
Return Checks
Vacation / Holiday Policy
Sick / Personal Leave
My Annual Vacations
TV / Video Usage

Page 11
Bedding / Bottles / Pacifiers
Scholastic Book Orders
Newsletters/Notices/Calendar
Daily Reports
Tax Info

Party Food Policy

Page 12
Infant / Toddler Needs
No Smoking or Drugs Policy
Nap Time Policy
Health and Hygiene

Page 13
Communication Policy
Don't Cage Me In!
Bathroom Policy
Fund Raiser
T-Shirts
Staff Training

Page 14
Re-enrollment Fee
Art & Craft Fee
Yearly Programs / Outings
Bringing Toys / Blankies to
Daycare

Page 15
Show & Tell Day
Individuals Permitted to Pick Up
Toy Responsibilities
Emergency / Info Forms

Page 16
Policy for Reporting Child
Abuse or Neglect
School Children Policy
Arrivals & Departures

Page 17
Medical Emergencies
Medication Policy
Accident / Incident / Illness

Page 18
Illness Policy

Page 19
Immunizations
Admitting Children with
Infectious Disease

Page 20
Strep Throat
Diarrhea
Common Cold
Clothing

Page 21 & 22
Safety Wear

Discipline Policy
Behavior Management
Procedures

Page 23
Daycare Rules

Page 24
Dealing with Children through
Communication

Page 25
Naughtiness

Page 26
Field Trips
Helping Parents

Page 27
Diaper Changes
Potty Training Cooperation

Page 28
Nutrition / Meals

Page 29
Biting
Teething

Page 30
Infants & Toddlers

Page 31 & 32
Breast Milk Procedure
Preschool / Learning

Page 33
All those Kids Seem to do is
Play
Toddler's Creed

Page 34
Bonding / Separation

Page 35
Trust Me

Page 36
The Caregiver and the Parent

Page 37
101 Ways To Praise a Child

Page 38
ABC Collectibles List

Welcome

Welcome to Johnson's Daycare Inc. We are so glad to have you as part of our daycare family. I am a professional childcare provider, who has been operating since 1979. To facilitate greater understanding between parent(s) and provider, I have created this handbook. It covers all of my childcare philosophies, business policies, and expectations. We hope that you and your child\ren will be most comfortable and happy here. Your child\ren are very important to us and we will make every effort possible to keep your little one content, and excited about their preschool experience. We hope to help each child to reach the following goals:

1. Develop a good self-image about him\herself.
2. Acquire a thirst for knowledge.
3. Develop independence.
4. Have many positive learning experiences.
5. Develop responsibility about themselves and others.
6. To let him\her know that we here at Johnson's Daycare Inc, are concerned, caring adults, who want only the best for them.

Here at Johnson's Daycare Inc, we teachers spend the day teaching, loving, helping, singing, educating, feeding, diapering, painting, reading, and enjoying! At the same time a lot of notes, policies, forms, and other information needs to be communicated to the parents. There is not always time to devote to all this. So this handbook is to help solve that problem. Please read it carefully and thoroughly and feel free to discuss with me any questions that you may have.

* Johnson's Daycare Inc. reserves the right to revise any fees and\or policies upon written notification to the parents.

THANK YOU AND WELCOME TO OUR DAYCARE FAMILY

Goals @ Johnson's Daycare Inc.

Johnson's Daycare Inc. focuses on the needs of the child and the family. We are a family oriented service. Today, quality childcare plays an important role in the lives of working parents. Our program is designed to support you, the working parent and to supplement the care, guidance, and love you provide in the home. You are the center of your child's life and we encourage you to become actively involved in our program.

Johnson's Daycare Inc. wants to provide a comfortable, loving, and secure child care environment for your child--a place where the child can develop socially, emotionally, physically, intellectually as well as relax and enjoy him/herself. We feel it is important for the child to be in a well-supervised situation so he or she can feel secure and comfortable while Mom and Dad are working. Our open hours from 7:00 am - 5:30 pm are designed for your convenience so you can leave and pick up your child without rushing.

We encourage good nutrition, good health, and good manners. We want each child to become aware of responsibilities to others and to develop habits of courtesy. We also want to encourage each child to express him/herself and to direct the child's energies toward desirable actions. We want to make each child feel he or she is especially important and an extremely worthwhile person. We recognize the importance of children's individuality and strive to nurture a positive sense of self worth in their lives.

We believe in the value of both structured and flexible schedules. Structured activities will include the use of a preschool curriculum, circle time regular reading times, arts and craft, and musical activities. Outdoor play, free play, birthday parties, and educational-style videos, are some of the more flexible activities we have. We like to have FUN so please don't expect daycare or your child\ren to be perfectly clean at pick up time. We do lots of activities that are messy and will do our best to maintain cleanliness and order, but fun and well-being of the children will always take precedence over cleaning.

We feel that parents are the child's primary educator. Johnson's Daycare Inc. is here to support the care, guidance, and love you provide in the home and supplement it while you work. We believe parents should have an active role in our program. There are numerous ways to become involved from sharing a talent to saving "beautiful junk", to helping with field trips and parties to helping make learning materials.

As you strive to provide the very best for your child, here are a few suggestions that will help your child through his/her preschool years:

1. By your actions and words, assure your child that you love them.
2. Provide time to share activities with your children that are of interest to them.
3. Read to your preschooler.
4. Set a daily routine and stick to it as close as possible.
5. Make sure he/she gets plenty of rest (8-12 hours).
6. Be an example of what you want your child to be.

If you want your child to follow in your footprints, be very careful where you place your feet.

Your preschool child is a very important part of your life. He/She demands a lot of your time and talents, and returns all your efforts with one big hug and kiss. Appreciate your child and be assured that you are not alone as you strive to provide the very best for your child.

Adjusting to Daycare

Research has shown that establishing a new routine arouses a complex range of emotions in young children. Even for a child accustomed to some form of day care, the first few days in a new setting can cause separation anxiety for both child and parent. These feelings are understandable and CAN be dealt with. Trust in both the new daycare setting and the caregiver must be earned before the uncertainties of the new surroundings dissipate.

The image that the parent projects, will ease this transition for your child. Your initial presence is reassuring and offers a base of security for your child. Involving yourself in the child's play or activity however, can interfere with the new relationship beginning to form between the child and the caregiver. Remaining at the daycare site for just a few minutes will help your child settle into the new surroundings. Saying a firm affectionate good-bye illustrates to your child that you have complete confidence that he/she will be just fine. Any anxiety in your voice or behavior will be detected by the child and make him/her uneasy.

Each child reacts uniquely to parental departure. Crying, tantrums, sulking, or completely ignoring the parent are all common reactions. To ease your own concerns, feel free to call and check on your child anytime. Chances are you will discover that the disturbing departure behavior ended soon after you left the premises! Please don't be disturbed if in the first few weeks your child:

1. is shy and clings to you.
2. is aggressive and won't share.
3. Hits and refuses to take turns.
4. Tires easily and cries a great deal.
5. Resists using the daycare bathroom, so has accidents.
6. Doesn't talk much about what happened at Daycare.

These are all symptoms of tension and stress in a new situation, and will disappear as your child becomes used to the caregivers, other children and the daycare routines. Be sympathetic and supportive!

In most cases the initial adjustment period usually takes about two weeks. If at all possible during that time, DO NOT be late in picking up your child. They depend upon your promptness. Seeing the other children depart arouses homesickness and worry that they have been forgotten. You can help by:

1. Letting your child just stand and watch, knowing observation is one way of participating.
2. Do not put pressure on your child to produce something to take home.
3. Do not push your child to conform to routines without time to adjust.
4. Allow lots of time for personal routine at home in the morning, and a pleasant, safe ride to school.
5. Having a cheerful, POSITIVE attitude as the child leaves you either at home or daycare, such as: "Good-bye, I'll see you later!"

Avoid not discussing the daycare arrangements with your child prior to beginning the new routine. It is important to prepare them for any new situation--childcare included.

Remember: The more relaxed the parent, the more relaxed the child!

Daily / Fall / Winter / Spring Schedule



7:00 A.M.	OPEN
7:00 - 8:00	Quiet Free Play BREAKFAST SERVED
8:00	Bathroom / Diapering
8:30 - 9:00	Sing Along Movie Time
8:30 - 9:30	3 yr. old Preschool
8:30 - 9:30	Manipulative Play (blocks, lego's etc.)
9:15	Bathroom / Diapering
9:30 - 10:00	Circle Time (Calendar, Weather, Songs, Pledge of Allegiance, Holiday Recognition)
9:30 - 10:30	Free play for the 3yr olds and those 1 yrs. and under
10:00 - 10:30	2yr. old Preschool
10:00 - 11:00	4yr. old Preschool
10:30 - 11:00	5 yr. old Prschool
11:00 - 11:30	Sing-a-long Video
11:00	Bathroom - Diapering
11:30 - 12:00	LUNCH SERVED
12:00 - 12:45	Outside Play (Weather Permitting) Inside Days- Kids Exercises- Birthday Parties
12:45 - 1:00	Bathroom - Diapering - Story Time
1:00 - 2:00	5yr. old Class
1:00 - 3:30	Nap Time (Yeah)
2:30	School Children Arrive
3:30	Bathroom - Diapering
3:30 - 4:00	SNACK TIME
4:00 - 5:00	Learning Play (Coloring, Puzzles, Games, Play-Doh, Lets Pretend, Story time)
5:00 - 5:15	Bathroom/Diapering/Coats On
5:15 - 5:30	Pick Up Time (Both Toys & Children)
5:30 p.m.	CLOSED

* Remember we are dealing with children, so as I'm sure you all understand things do not always go according to our plans. We have found though that children do adjust better when they have a schedule to follow.

Summer Schedule



7:00 a.m.	OPEN
7:00 – 8:00	Free Play BREAKFAST SERVED
8:00	Bathroom / Diapering
8:30 - 9:00	Sing-along Movie Time
9:00 - 10:00	Outside Time (weather permitting) / Quiet Manipulative Time (Inside)
10:00	Bathroom-Diapering
10:00 - 11:00	Free play for those under 2 yrs
10:00 - 11:00	Preschool Review \ Crafts & Activities for 2yrs. and up
11:00 - 11:30	Sing-a-long Video
11:15 - 11:30	Bathroom - Diapering
11:30 - 12:15	LUNCH SERVED
12:15 - 12:45	Outside Play (Weather Permitting) Inside Days- Kids Exercises- Birthday Parties
12:45 - 1:00	Bathroom - Wash-up - Story Time
1:00 - 3:30	Nap Time (Yeah!!!!) School Age Children Quiet Activity Time
3:30	Bathroom - Diapering
3:15 - 4:00	SNACK TIME (Video or TV till snack over)
4:00 - 5:00	Outside Activities(weather permitting)
5:00 - 5:15	Bathroom/Diapering
5:15 - 5:30	Pick Up Time (Both Toys & Children)
5:30 p.m.	CLOSED

* Remember we are dealing with children, so as I'm sure you all understand things do not always go according to our plans. We have found though that children do adjust better when they have a schedule to follow.

Non-Discrimination Policy

Johnson's Daycare Inc. admits children of any race, sex, religion, handicap, or national origin. All children have the rights and privileges to all programs or activities made available at the daycare.

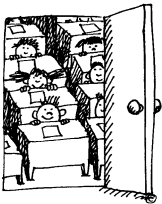
Religious Practices

We believe that each family needs to be the main source of their child/rens religious teachings. However, we do have curriculum where Bible Stories from the New and Old Testament are included, as well as memorization of memory verses. Parents who might have objections this or to recognition of religious or other holidays, such as Christmas or Easter, should so indicate to the Director so that proper arrangements can be made to respect you and your child's wishes. But please do not expect our daycare to be completely devoid of any religious activities at other times. Each meal begins with a prayer and we read Bible stories & sing a few Bible songs daily. Also to answer some questions that children ask (and they ask a lot), we may mention God or Heaven in simple explanations to them. Please let us know if this is offensive to you.

Hours of Operation

Johnson's Daycare Inc. opens at 7:00 am and closes at 5:30 pm. We do have two exceptions to this rule. Our late night at Christmas time, and our overnight camp-out in July. We are open Monday – Friday. NO WEEKENDS. * I do want you to know that since daycare is in my home, and because each child becomes a part of our big family, please do not hesitate to call me in a family emergency if you need short –term emergency care for you child either day or night. The children know me and would feel much more secure in an emergency with me over a neighbor etc.

Open-Door Policy



Parents and guardians are ALWAYS WELCOME to visit and observe our programs here at Johnson's Daycare Inc. Parents have free access at all times to all areas used by children. In fact we encourage parents to set aside at least one day a year to spend with your child in their world at daycare. In addition to thrilling your child, you will gain new insight into your child's realm. Plus, you will understand what it takes to keep several lively children happy and challenged (yet reasonably clean and calm) 11 hours a day!

Closed-Door Policy

Johnson's Daycare Inc. CLOSES at 5:30 p.m. All staff and the director expect to be able to leave work at that time, just as you expect to leave your job at your scheduled time. We understand that OCCASIONALLY you are delayed beyond your control. But please be considerate of our staff and their families, by not making it a habit.

Also if you arrive a few minutes before 5:30 p.m., please do not involve the staff in lengthy conversations. As much as we WANT to discuss issues of concern, we also want to leave work on time. If you have something to discuss with us you are encouraged to call, (the best time for us is between 1:00 - 2:00) and speak with us or set up a conference with us.



Photo/Video Policy

Johnson's Daycare Inc. reserves the right to take photos and videos of each child who parents/guardians sign our Photo/Video Form. We enjoy taking photos/videos of the children so that we can share these with the parents. We feel that this allows the parents a little peek into their child's day at daycare or on field trips. All photos and videos are available for the parents viewing at any time, and we get duplicates of all photos and share the extras with the parents. We do NOT sell any photos, or videos. We also allow the parents of the children in Johnson's Daycare Inc. to take photos & videos, of the children on their helping days, on field trips, and at parties.

Insurance Policy

Johnson's Daycare Inc. does NOT provide any type of insurance on your child while they are in our care. INSURANCE RESPONSIBILITIES ARE TOTALLY YOURS. We do need a copy of your child's Health Insurance card attached to the Medical Emergency form.



Emergency Procedures Policy

You will be receiving an Emergency Procedures form. This will need to be signed. Also one of these forms will be posted on our bulletin board. In each of the emergency's described below, the children's safety is our top priority. Our daycare has passed all safety codes such as adequate fire extinguishers/ hardwired & battery backup smoke alarms and lighted exit signs. We have also installed outlet covers, have commercial First Aid kits, and have a list of Emergency Numbers posted by the telephone.



Fire Drill

Johnson's Daycare Inc. routinely carries out monthly Fire Drills. This is the procedure for a fire.

1. In case of a fire call 911 if possible (may need to be called from neighbors home)
2. Remove all children from home, if possible through the closest Exit.
3. Meet in the designated area (picnic table) in the back yard to see if anyone is missing.
4. Wait for the fire department to arrive.

Tornado Drill

Johnson's Daycare Inc. routinely carries out Tornado drills monthly during the Spring, Summer, and Fall. This procedure is as follows.

1. All children are sent into bathroom/cleanup area.
2. Children sit with legs crossed, heads tucked and arms crossed over neck.
3. Blankets are placed over their heads.



Flood

In the event of a flood all children would be removed from the daycare area of the building and would be taken to the next floor up. Parents would be notified as to the situation as we noticed it happening, for possible early dismissal.

Snow Days



Due to the fact that the daycare is in my home, we are open even in bad weather. But if you hear on the radio that Penn/Harris/Madison school systems are closed due to bad weather, then this more than likely means that our road or driveway, may be impassable. If we feel that the roads are becoming impassable during the day, parents will be notified of early dismissal.

Power Outage



Should Johnson's Daycare Inc. loose power for an extended period of time, we will do our best to keep the children, until this problem is fixed. The exception for this is if we do not have needed heat, or have food preparation problems. Then we would notify each parent of early dismissal.

Signing In and Out

The State of Indiana requires your signature or initials when you drop off and pick up your child. The Sign In/Out record and a clock will be kept by the exit door. Children will not be permitted to sign themselves in and out. If your child leaves the facility to attend school, then a staff person, with parental permission, may sign your child out. A fine may be charged if you do not comply with this – since we as a daycare can be fined if they discover someone not signed in when they come for inspections. The State of Indiana prohibits Johnson's Daycare Inc. from releasing children to a parent/guardian or any other person who is clearly under the influence of alcohol or other drugs.

Withdrawing/Termination Of A Child

Two (2) weeks written notice must be given to the director of Johnson's Daycare Inc., if a child is to be withdrawn from enrollment. Parents are required to pay for these two (2) weeks regardless of when the child leaves the daycare. Johnson's Daycare Inc. may terminate the contract for the following reasons (but not limited to): Failure to pay for childcare services, Failure to complete the required forms, repeatedly disregarding the policy of the contract, repeated picking child/ren up late.

Enrollment Policy

Parents are responsible for each week's fee in spite of absences. Johnson's Daycare Inc's budget and staff salaries are based upon full enrollment, therefore no refunds or adjustments can be given for absences. The only exception to this rule is the case of an extended illness of the child. The director should then be notified if such a situation occurs. This also means that if you wish to keep a space open for your school aged child for Holidays and summer vacations full payment must be made year round.

Payment Policy

Parents are responsible for payment of fees on time. Full payment must be made in advance on Monday of each week. When paying semi-weekly, payment must be made on the first Monday of the pay period. If paying monthly, payment is due on the first Monday of the month. If we do not receive payment by 9:00 a.m. Wednesday morning there will be a surcharge of \$10.00 added. Checks should be made to Johnson's Daycare Inc, NOT Penny Johnson.

Returned Checks

There will be a \$50.00 charge for all returned checks. Cash or cashiers check will be required as payment for a returned check. We reserve the right to put your account on a cash only basis if this becomes a consistent problem.

Vacation \ Holiday Policy

Johnson's Daycare Inc. allows each family one (1) week vacation, provided we are given a weeks notice, when you do not have to pay. Any other vacation weeks you must pay. You will be required to pay for the major holidays, and scheduled closed days (some additional may be listed in the January Newsletter). The following are the list of major holidays, we will be Closed:

1. New Years Eve and New Years Day
2. Good Friday
3. Memorial Day
4. July 4th Independence Day
5. Labor Day
6. Thanksgiving Day the day after.
7. Christmas Eve and Christmas Day
8. Scheduled Closed Days (See Newsletters)

When one of these Holidays falls on a weekend the Holiday will be taken on Monday or Friday. If we close any additional days due to the holiday, we will notify everyone in advance and payment is required for the additional days.



Sick / Personal Leave

The Daycare Director will make every attempt possibly to be available each day, Should an occasion arise where the Director is ill or has a family illness / emergency / Death. We will try to provide a substitute. If this cannot be obtained parents will be notified as soon as possible. The Director requires 5 days per year, for which payment under these circumstances is required. It will be the parent's responsibility to find alternate care should such an occasion occur.

My Annual Vacations

We will be closed two (2) separate weeks each year (see January Newsletter for exact dates). One week full payment is required. This allows us to pay our employees for vacation. You decide which week to pay for. You cannot use one of these weeks for your free vacation week (see Vacation/Holiday Policy).



Television/Video Usage

We do use the TV and videos during the day, but we closely monitor what the children watch and how much. We occasionally use the television to watch Public TV programs such as Barney/Mr. Rogers/Sesame Street/Caliluo etc. We also have a video sing along time each day. But we stay away from most cartoons since even these seem to lead to aggressive behavior among the children. If your child brings in a video to share, we can sometimes accommodate these but we will only show "G" rated videos, and none with violence of any kind on them, so please monitor what your child/ren bring in.



Bedding/Bottles/Pacifiers

Johnson's Daycare Inc. provides portacribs, sheets and blankets for all toddlers. Until the child reaches the age of one the parent will be responsible to bring in a sleep sack. We allow pacifiers for naptime ONLY----We do NOT ALLOW bottles or sippy cups to be carried around or pacifiers for all day use.



Scholastic Book Orders

Johnson's Daycare Inc is a member of Scholastic Book Club. We feel that books play an important roll in the education of children. We have a large library of books (over 2000), which we read with the children on a daily basis. To keep up with our book needs we offer parents a chance to help. Each month a book order form is attached to your monthly newsletter. You may order your child/ren books from this at very low cost, and with a satisfaction guarantee. Johnson's Daycare Inc. receives points from your orders with which we are able to receive free books/puzzles/games/videos. Please make checks payable to Penny Johnson, not the daycare or the book club. Thanks for your support in this.



Newsletters/Notices/Wall Calendar

Communication among the parents and staff is most important. We have several methods by which we attempt to keep you up to date with the latest happenings at daycare. Monthly newsletters advise of upcoming events, birthdays, field trips, study themes and other announcements. Attached to the newsletter is our monthly breakfast and lunch menu. These are also posted on the bulletin board in the kitchen, along with a state required snack menu. Our January Newsletter tells all vacation dates and field trips days, for your convenience. We also keep a wall calendar next to the door, for you to glance at each evening, as a reminder of the next days events (this is not a substitute for your newsletter.) Be certain to read each method we use to stay in contact with you, so that there is less misunderstandings. Check out our website.

www.johnsonsdayscare.com

Daily Reports

A daily report is filled out for each child by the teachers and given to the parents at the end of the day. This report tells the parent what activities their child enjoyed, how well they ate and rested, their behavior and other information. Please be sure to look these over, as it may give you some insight as to why your child is sleepy (if did not nap), or it may tell of some special object your child will need the following day.



Tax Info

At the end of the year you will receive a report listing out the amount of tuition that you paid Johnson's Daycare Inc. for the entire year. This will be broken down into the weekly or semi-weekly dates that you paid them. You will not receive weekly receipts unless you specifically ask for them, or if you pay in cash.

Party Food Policy



Parents are welcome to send store bought, packaged goodies, for their child/ren to share with their on friends on birthdays, Holiday parties, or other special occasions. Indiana State Health regulations forbid us from accepting homemade goodies. Please let us know in advance if you will be bringing a treat.



Infant/Toddler Needs

Johnson’s Daycare Inc. will provide Formula and food for infants as required by the state. However due to the high cost of these items there will be an additional charge of \$30.00 per week. Parents of infants are required to fill out the form IDOE/CACFP. On this form you may choose to accept or decline our food. Parents of infants and toddlers are asked to leave the following items here at daycare

1. Disposable Diapers/Pull-ups
 - a. We provide wipes unless child is allergic to our brand.
2. Can of Formula - powdered preferred (if you decline ours)
3. Baby food until child is on solid foods (We provide all baby cereal)
4. A complete change of clothes
5. A Sleep Sack for nap time.

We will contact you (Daily Report) when any of these items need replaced. If you are breast-feeding please refer to our Breast Feeding Procedure & Form.



No Smoking/Drinking or Drugs Policy

There is no smoking, alcohol, or illegal drugs allowed in the daycare building or on the daycare playground. All staff will have yearly random drug test, as required by the state. This policy also means that no smoking, drinking or drug use is allowed on field trips, if you are with us as a helping parent.



Nap Time Policy

All children are required to rest or nap from 1:00 to 3:30. Adult staff will always be with-in hearing and on the same floor as the children during nap-time. This adult will check on the children every 15 minutes. Johnson's Daycare Inc. will provide separate cribs, or nap mats, as well as blankets for each. Bedding is washed every Thursday unless needed oftener. Infants may require more than one nap period, but by 12 months most children are down to one nap a day. If you must pick up a child during these hours please do so as quietly as possible – so as not to disturb others!



Health and Hygiene

The staff at Johnson’s Daycare Inc. does our best to maintain strict cleanliness and hygiene standards. All staff is certified yearly in Universal Precautions. Children and Staff follow strict hand washing procedures listed above all sinks. Upon arrival hand washing begins. Also following meals the children develop good dental practices by brushing their teeth. Parents need to provide a toothbrush with cover and replace it monthly. The Daycare will provide the toothpaste.

Communication Policy

Good communication is of the utmost importance. To better understand and help your child/ren experience at Johnson's Daycare Inc. be a positive one, we (the director and staff) need to communicate fully regarding each child in our care. We want to be sure that we can share openly about concerns or questions that may arise. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child/ren. We especially need to be informed of any changes in home life that may help us better understand the behavior we see in your child/ren. Drop off and pick up times are not good times to discuss serious problems. Little ears and minds hear and understand everything. Please set up an appointment or call if you have a serious matter to discuss.

Don't Cage Me In!

Here at Johnson's Daycare Inc. we feel that all children (including infants and toddlers) have the right to participate in all activities. Therefore cribs are used for naptime only. The rest of the time, the little ones have their freedom to be with us and NOT caged in. We have found that they are much more content when they can see the other children and learn quicker from observing, and participating from infancy.



Bathroom Policy

We here at Johnson's Daycare Inc., feel that children have the right to go to the bathroom whenever they need to. We do have regular times throughout the day when all children go to the bathroom, but we would NEVER tell a child that these were the only times he/she could use the bathroom.

Fund Raiser

We will be having a fundraiser approximately once per year to help replenish equipment, materials and toys etc. which wear so quickly with the constant use by so many children. We will let everyone know the complete results of each sale, with highest selling family receiving a free week of childcare, as well as a list of what was purchased with money raised. Thank you in advance for your help with this.

T-Shirt

We have T-shirts with our Daycare Logo, which we take orders for each May. We would like for all children to have one. If your family cannot afford this please notify the director for arrangements. Your child/ren is required to wear these for all field trips. These matching shirts help us better keep track of the children. The shirts are available in adult and children sizes. The manufacturer suggests that these shirts be washed and dried inside out and low heat, for long lasting silkscreen.



Staff Training

All staff, as well as the director of Johnson's Daycare Inc. has been certified yearly in CPR, Universal Precautions and every two years in First Aid. Also all staff is required to have 20 hrs. per year of classroom training in Early Childhood Development.

Re-enrollment Fee

Each year there is a fee of \$25.00 per family for re-enrollment. This helps to cover the cost of updating office and state records as well as Emergency/Info forms, contracts, and the handbook being revised etc.

Preschool Arts & Craft Fee



An arts and craft fee will be charged on the First Monday of each Quarter (Jan., April, July, Oct.) of \$30.00 per child 2 yrs. of age and up. This can also be paid yearly \$120.00 or monthly at \$10.00. We use Hands on Homeschooling Curriculum. We get to see many excellent report cards from former students whose parents say “thanks for the great start in my child/rens education!”

Yearly Programs/Outings

Several events at Johnson's Daycare Inc. have become annual. Here is a listing of these with the approx. month included.

1. Valentine party in February
2. Visit to Dentist during Dental Health Month (Feb.)
3. Easter party in March or April
4. Take May baskets of flowers to Nursing Home residents
5. Graduation from Preschool in May
6. Zoo trip to Potowatomi Zoo in June
7. Flag Day Parade (bring your own bike decorated) in June
8. Overnight Camp Out here at Johnson's Daycare in July
9. Ice Cream Social In July
10. Full Day Field Trip (leave early return late in afternoon) 1st Friday in August
11. Grandparents Day Tea Party in September
12. Visit to Fire Station during Fire Prevention Week in October
13. National School Lunch Week (parents eat meals with children) in October
14. Visit from Santa Claus in December
15. Christmas Party in December

Bringing Toys/Blankies to Daycare

It is our policy that no toys or blankies, be brought to Daycare from home. The reason for this is the problems we have seen when the children bring toys to the Daycare. Some of these problems are:

1. The toys get broken and the children get upset;
2. The children give the toys away without permission from parents;
3. The children argue over the toys and their ownership.
4. Blankies get left accidentally then mom or dad coming knocking at my door at midnight, because child won't sleep without it!



Show & Tell Day

To alleviate the toy problem, we have established a general one day show-and-tell each week (Sept. – May). This will be – Friday! On the other days, please have your children keep their toys and possessions at home. If the school-age children bring toys for school, they will have to put them away when they are at Daycare (except for Fridays). We could use your help in making the children understand our policy. Please send only toys that won't be easily broken, and those without many small pieces that will get lost. Also guns, swords, and toys that could hurt another child are not allowed! These will be taken away and put aside till time to go home. Remember that "Show and Tell Day" is only on Fridays.

Individuals Permitted to Pick Up

In accordance with state laws we must have on file the names, addresses, telephone numbers, and copy of Drivers License for all individuals permitted to drop off and collect your child(ren). If we have not been introduced, and their name is not in our file, we CANNOT allow your child to leave with them. A written notice or telephone call from a parent or guardian must be made ahead of time if someone in our file will be picking up your child(ren). This is very important so that we can avoid any embarrassment, inconvenience, or heaven forbid a tragedy.

Toy Responsibilities

Part of our philosophy is to help children be responsible for themselves, their behavior and their property. The learning process for teaching "responsibility" seems never-ending at times. We'd like to have your help. When you pick up your child, allow him/her time to put away toys or materials they are working with. This will help your child learn that returning things to their appropriate place is important. Of course, if they are playing with the same manipulative as other children, they need only to be encouraged to put away what they are using. Thanks for being patient while they learn. It is our policy to bill parents for toys and materials that your child deliberately destroys. We feel this, is something you need to discuss with your child so that he/she begins to understand the concept of respecting other people's property.

Emergency \ Info Forms

It is of utmost importance that all forms included in your application packet are on file BEFORE your child(ren) attends Johnson's Daycare Inc. for the first time. All forms must be signed by BOTH parents/guardians and some of them must be notarized. This is for your child(ren's) protection. The physical forms are the only ones that have an extended time on them (30 days from date of enrollment). We must also have a copy of your child's birth certificate, on file here for the Lost Children Bulletin. A photocopy of your child(ren) insurance information must be attached to the Consent for Emergency Medical Treatment form. Please notice that some forms must be notarized, (this is stated at the bottom of these forms).

Equally important is the need for you to inform us of any changes in your address, phone numbers, employment, emergency information or any changes in family situations that may change during the year. We up-date everyone's records yearly.

Policy for Reporting Child Abuse or Neglect

State Regulation - Indiana's Code 31-6-11, et seq., requires that all persons having reason to believe that a child is a victim of abuse or neglect shall make an immediate report to the local Child Protection Service. Johnson's Daycare Inc., director(s), and staff will therefore report any and all suspected cases of abuse or neglect in accordance with their legal obligation to do so.

School Children Policy

Older children (5 yrs. & up) may play in an area out of sight & sound (such as backyard) as long as they are checked on every 15 minutes. If you want your child to be able to take part in this, then you must fill out the appropriate form(which is in your packet).

Arrivals & Departures

It is very important that you accompany your children into the daycare. The reasons for this are:

1. You must sign your child(ren) in
2. The teachers have no way of knowing that the child has entered the building, therefore they may be unsupervised.
3. It gives the parents a chance to "share" the Daycare with their children. They spend many hours here every day, five days a week. It is important for them to have time to show you their friends, the materials and equipment they work with, and to see you making contact with their teachers.

It is equally important that you enter the Daycare at the end of the day when you pick up the children, for many of the same reasons. And some others:

1. You must sign your child(ren) out
2. If someone else is dropping off or picking up your child (older siblings are not to bring or pick up), they must follow the same procedures.
3. To check their cubbies for art/preschool work, Daily Reports and any messages or notices we have for you.
4. To sign (if necessary) any accident/incident/illness report or medication forms.

- We appreciate families considering our schedule when picking up or dropping off your child/ren. It is better if arrivals and departures do not occur during naptime, but when they do, please take note of the fact that children are sleeping. Come and go as quietly and quickly as possible. Children who arrive during this time will be expected to rest quietly until naptime is over.
- Another important reminder is that arrivals and departures are often a time of testing, when two different authority figures are present (parent/teacher). All children will test to see if the rules still apply. We expect parents to back up our rules (see Daycare Rules), but if you do not, we will remind the child that their behavior is inappropriate and take action to correct, if needed.

Medical Emergencies

Minor bumps and scratches are inevitable; we make every effort to keep the children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the hospital you specify on your emergency form and you will be asked to meet us. If you are not going to be at your usual place of employment, always make sure to leave us a number where you can be reached.

* Parents are responsible for all cost involved in emergency medical treatment, including emergency transportation, if required.

Medication Policy

It is the policy of Johnson's Daycare Inc. that in giving or applying medication, providing dietary supplements, making special variations in diets, and carrying out special medical procedures for any child will be done only on the written order or prescription from the attending physician.

Should a parent find it necessary to send medication for a child, the medication should be clearly marked with the following.

***MOST PHARMACIES WILL DIVIDE YOUR PRESCRIPTION INTO 2 SEPERATE BOTTLES ONE FOR HOME AND ONE FOR DAYCARE SO DOSES ARE NOT MISSED.**

1. Doctor's Name
2. Prescription Number
3. Name of Prescription
4. Date Filled
5. Child's Name (Medicine given only to child who name is listed not siblings.)
6. Directions for use



Every medication MUST have a Doctor's name on it. It must be kept in the original container with the original pharmacy label showing. If your Doctor recommends a non-prescription medication, then he/she MUST WRITE A NOTE TO THAT EFFECT. This regulation automatically eliminates aspirin, cough syrup, ointment, powders and other home remedies. A medication form (available from director or staff) must accompany all medication to be administered by the staff. This needs to be completed and signed prior to leaving the daycare. Because of state policies, there can be NO exceptions to these rules.

Accident/Incident/Illness

Any unusual injuries or birthmarks should be brought to the attention of the director or staff when your child is enrolled or arrives for the day. We will be keeping a record of each Accident, Incident, or Illness here on file (you will receive a copy also), and will ask you as a parent to sign these forms whenever a problem has risen during the time your children were in our care.

Illness Policy

Johnson's Daycare Inc. is a well childcare facility. Due to State law at no time do we provide sick childcare. This means that if your child is not feeling well, you need to find alternate care. Every effort is taken here to reduce the spread of illness. If a child comes to Daycare when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interests of your child and of the other people at daycare to keep your child at home when he/she is ill. A child needs to be well to be able to participate actively in the program. If your child is ill and will not be attending daycare on any given day, please call the daycare before 8:00 a.m.

1. Keep children home when they are exhibiting symptoms of illness such as:

- *Pain – any complaints of unexplained or undiagnosed pain
- *Fever of 101 degrees or higher
- * Sore Throat or trouble swallowing
- * Headache or stiff neck
- * Unexplained diarrhea combined with nausea, vomiting or abdominal cramps
- * Nausea or Vomiting
- * Severe Itching on body or scalp
- * Know or suspected communicable diseases
- * Runny / crusty Eyes (Undiagnosed)
- * Undiagnosed Rashes
- * Listlessness

2. When a child has been symptom free for 24 hours he/she may return to daycare, (this means the child is fever free without the aid of a fever reducing substance). A child diagnosed and placed on medication may return 24-48 hours after starting medication, according to doctors written orders. This is a State Law

3. If a child is well enough to come to daycare, we will expect him/her to take part in all activities including going outdoors with his/her class, weather permitting. Often, children may ask to come to daycare even though they are ill. Although your child may be disappointed, please keep him/her at home if he/she is sick.

4. If your child becomes ill while at daycare and you are called, please cooperate by picking up your child promptly. Your child will be isolated immediately from the other children until you can arrive. If you have not arrived within one hour (60 MIN) the emergency contact person will be called and asked to pick up your child. We will not call unless your child needs to be at home.

5. If we ask that you take your child to the doctor, to find out what is wrong with your child we will not allow the child to return to daycare without a doctor's release.

6. Inform the daycare within 24hours of a diagnosis of a serious illness or contagious disease of a communicable nature in your family. Failure to do so is grounds for immediate termination of care.

We realize that some places of employment are not tolerant of parents leaving work or staying home with sick children. We strongly suggest that you make arraignments ahead of time as to what you will do if your child becomes ill. We are very fortunate in St. Joe County to have the Sick Bay at St. Joe Med. Center. We recommend that each of you pre-register your child at the Sick Bay, so that if this problem arises that you have a good quality alternative. Sick Bay's phone number is 237-SICK!

Immunizations

All children need immunizations, but especially those in daycare. Two are required for your child to be able to attend daycare. The first being the TB test. The second is required for all children under 5 yrs. of age and this is the Haemophilus B (HIB). The following is a chart of what needs to be given to each child and at what age.

We will provide you with a form for your doctor to fill in, but it is your responsibility to keep your child/ren immunizations record up to date.

<u>Age</u>	<u>Immunizations</u>
Birth	Hepatitis B # 1
1 month	Hepatitis B # 2
2 months	First DTP (Diphtheria-Tetanus-Pertussis) First Polio (Oral Trivalent) First Haemophilus B (HIB)
4 months	Second DTP Second Polio Second HIB
6 months	Third DTP Third HIB Third Polio Hepatitis B # 3
12-15 months	MMR (Measles-Mumps-Rubella) Fourth DTP Fourth HIB Chicken Pox
4 - 6 Yrs.	Second MMR Fifth DTP Fourth Polio

Admitting Children with Infectious Disease

Parents or guardians of any child enrolled in Johnson's Daycare Inc. on making application for enrollment must notify the director of any medical condition requiring special attention or consideration. Children afflicted with infectious disease shall be excluded from Johnson's Daycare Inc.. When the child is free of disease, a physician's note to that effect must be submitted to the director. The child may then be admitted. If your child/ren have been in contact with someone here at the daycare that has a contagious disease we will notify you immediately. Should an epidemic occur and the Daycare have to close Payment is still required for your scheduled time.

Strep Throat

Strep throat is one of the most common infections we see in daycare. Strep throat can only be confirmed with a throat culture. Since this is a highly contagious infection we wanted to give it some special attention. Children who are diagnosed with Strep throat **MUST** stay home after starting antibiotic treatment daycare for at least 24 hrs.. Even though a child with strep throat may feel better soon after taking antibiotics, he/she is still contagious for 24 hrs.

Diarrhea

Diarrhea is actually a symptom of infection caused by several kinds of germs- bacteria; Parasites or certain types of viruses. A child with mild diarrhea may spread infection to someone else, who may become very sick. A child with more than one abnormally loose stool has diarrhea, which means the child may have an intestinal infection. If the child has several diarrhea stools in a day, he must be diagnosed as to the cause of his/her symptoms and excluded from the daycare until he/she no longer has diarrhea (waiting period of 24 hrs. after last loose stool.)

Common Cold

Your child is allowed at daycare with a common cold (slight cough, runny nose, sneezing). However, the parent will be called if the cough becomes severe, symptoms appear that are listed in our Illness Policy, or if the child is just plain miserable (excessive whining, crying, unable to participate in daycare activities etc).

Clothing

Children should arrive completely dressed for the day and always with good personal hygiene. An extra set of clothing, underwear, shirt, socks, pants, etc. should be available on a daily basis, in your child's cubby.

Be sure that your child's clothing

- * is appropriate for the weather,
- * is comfortable, washable, and allows for self-dressing.
- * is marked with child's name,
- * is appropriate for arts and crafts (paint smocks are provided).
- * is manageable for him/her to facilitate their own bathroom needs.

We get involved in messy activities and should not have to be overly concerned with staying clean. Dresses with ruffles and bows and pants with difficult belts and fastenings should be avoided.

When the weather is cold, always:

- * Send in snowpants, boots, mittens, hat, and a sweater to layer over clothes (Daycare is warm, often an undershirt and shirt are warm enough for indoors) We do go out most days.
- * Remember that boots become very warm if worn all day please send in shoes for indoors.
- * Provide pants for girls who wear dresses with tights those little legs get so cold without extra protection!

When it rains, always:

- *You may send in a raincoat - but leave umbrella at home

Safety Wear

Umbrellas are unsafe in a group of children -- they are not allowed! Jelly shoes, dress shoes without rubber soles, flip-flops and open-toed sandals do not stay on feet at all times, do not provide enough traction on steps, ladders, or tricycles they are not allowed! Make sure shoes have rubber soles. We have also learned through observation that what children wear can promote aggressive and violent behavior such as Shirts promoting some TV shows Ninja Turtles, Power Rangers, Batman, Spiderman, etc. If we see a problem with a particular item of clothing, we will ask that you respect our request by not allowing your child to wear it again.

Discipline Policy

Johnson's Daycare Inc. believes that discipline is a valuable element in our educational effort. Children's behavior is influenced by their overall development, their environment, and their caregivers. Each child differs in terms of his/her activity level, distractibility, and sensitivity. Guidance is required to ensure order, prevent injury, and ensure a child's actions are not infringing on the rights of others.

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. Discipline is handled on this belief: The child is a good person – it is his/her behavior that is unacceptable and needs to be changed or guided to a more acceptable means of expression. Love and the reward of good behavior with praise works wonders, keeping punishment minimal. We feel that every time children test us, it is a new opportunity for them to learn discipline and self-control.

We believe that children learn best through experiences. Therefore we believe that the teachers must lovingly guide and redirect the children to help them to learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our care. We believe we accomplish this best by our expectations being communicated to children in a straightforward way. Parents and teachers facilitate the development of self-control in children by using positive guidance techniques.

1. Set clear, fair limits (ground rules) for behavior. Children actually feel safer and more comfortable when they have limits.
2. Being consistent, follow through on what you say. Inconsistency only confuses the child.
3. Value mistakes as learning opportunities, and don't protect children from all consequences, that's how they learn.
4. Redirect children to more acceptable activities, especially where a behavior could become habit forming.
5. Model and encourage expected behavior -- we need to teach by example -- act in ways you want your children to act.

6. Listen when children talk about their feelings and frustrations. Remember sometimes it is difficult for them to explain themselves.
7. Guide children to resolve conflicts.
8. Patiently remind children of rules and why they are needed, but try not to nag or children protect themselves by appearing deaf..
9. Be fair in your discipline -- listen to the children.
10. Never use an abusive approach, either physically or verbally.

**Children thrive with discipline
as long as it is done with lots of love understanding!**

Behavior Management Procedures

Verbal Intervention:

Verbalization which requests, directs, or orders the child to start or stop a behavior.

Response Cost:

An object, activity, or attention is removed from the child contingent on a child's inappropriate behavior. The closer the relationship between the inappropriate behavior and the removed thing, the more effective the procedure will be for the child.

Time-Out:

The child is removed to a quiet area for three to five minutes, contingent on inappropriate behavior. If the child leaves the area before the time expires, he/she is returned and the time is restarted.

Restitution:

The child apologizes for their behavior to either the staff or to the other child or children.

Stroking Positive Behavior:

We reinforce the correct behavior by telling or showing the child we are pleased with their actions.

If your child is experiencing a change in the home environment, which may result in changes in his/her behavior at the daycare. Therefore it is important for you to notify us. The daycare staff will keep you informed of any behavioral problems that may occur, or any information that we feel you should know about your child/ren that may seem unusual for him/her. Every effort will be made to resolve any problems, which may occur. On a final note, we try to be as consistent as possible with our daycare ground rules so that the children will know what is expected of them. We find that this helps the children and leads to their success.

Daycare Rules

These rules are set up to provide children with guidelines of expected behavior. These guidelines are to not only teach children respect for themselves, but for others also. Our goal is to teach children to develop their own set of internal controls thus enabling them to control and guide their own behavior. I'm sure we have more rules for daycare than these listed below but we want to give you a general overview.

1. Be kind and polite. Using our good manners (please, thank-you, excuse me, etc.)
2. Respect adults and our friend's feelings.
3. No hitting, biting, pushing, spitting, kicking, wrestling or fighting.
4. No throwing things in the daycare.
5. We go up the ladder and down the slide (on our bottom) and do not jump off the jungle gyms either inside or outside.
6. Have respect for others belongings, stay out of others cubbies and teachers desks.
7. We must share all daycare toys and treat them with care.
8. No screaming or loud noises inside "Use your inside voices".
9. No use of art supplies, learning equipment or toys without adult supervision.
10. No cussing, slang words, name calling, or disrespectful language allowed.
11. No tattling (unless someone is bleeding☺)
12. Mealtime we sit in our chairs at the table or in our highchairs we do not carry food or drinks around the daycare. We also eat what is placed on our plates, and use our good table manners.
13. Naptime is quiet time. You do not have to sleep, but you do have to respect others and their wish to sleep. So you must stay lying down and still and be quiet.
14. We never pick up the infants and never touch a baby on his/her face or head. We may only gently touch their hands or feet.
15. Never leave the fenced in back yard without adult supervision.
16. No running Inside the Daycare.
17. No standing or climbing on chairs, toy boxes, or tables.

Your child will be learning lifelong guidelines.

Dealing with Children through Communication

The most readily available tool parents and teachers have for dealing with children is the ability to communicate with the spoken word. Good communication helps children develop confidence, feelings of self-worth and good relationships with others. It makes life with them more pleasant and helps them grow into adults who have good feelings about themselves and others. Talking with children involves the exchange of words, ideas and feelings between two people. Communication is what we say and how we say it. We communicate with looks (scowls and smiles), with actions (slaps and hugs), with silence (warm and cold) as well with words(kind and unkind). Here are some key ways we have found to be successful in communicating with children:

1. Pay attention to what the child is saying -- if you are busy, tell the child, "I'm busy, but let's talk about it later." Be sure to follow through.
2. Use "you-messages" to describe the child's feeling and encourage him/her to express his/her troublesome feelings. "You are upset because you didn't win the game."
3. Use "I" messages to express to the child how his/her actions make you feel. "I need help in picking up now", instead of "You sure made a mess." This gives the child responsibility for changing his/her own behavior.
4. Tell the child what to do rather than what not to do. "Hold your coat up so it won't drag on the ground." instead of "Don't drag your coat on the ground."
5. Make your request simple -- young children have a hard time remembering several orders at a time.
6. Get the child's attention before speaking to him/her -- "Erin, (wait until she looks at you) it is time to put the book away."
7. Make important requests firmly -- give a reason why he/she must do this thing at this particular time.
8. Communicate at eye-level.
9. Try not to interrupt and scold children when they are telling you their stories.
10. Avoid unkind words, which tear a child down. Unkind words discourage the child and give him/her a poor concept of him/herself.
11. Use kind words to encourage and build up the child. "I liked the way you hung up your coat."
12. Instead of calling across the room, walk over to the child and speak calmly.
13. Speak in a quiet voice.

*** Let your child/ren know that you are in charge, children feel good knowing that someone is in charge, someone who loves, honors and respects them!**

Naughtiness

We raise our children either positively or negatively and somehow negatively has always been easier! "No" comes out of our mouths without thinking. "Yes" always takes thought! Negative techniques need to be balanced with positive ones. It is like walking a thin line or staying in the middle of the road. If we can identify the extremes in a situation, it is usually easier to stay in the middle. Naughtiness is the biggest complaint of parents of preschoolers. The two extreme ways of dealing with it are:

1. Ignoring the behavior and thinking it will go away
2. Not allowing your child to have any negative feelings about themselves.

First, think about how much naughtiness is natural. Adults are naughty, too. We think bad thoughts, get angry at store clerks, get angry at ourselves, gossip, and get angry at inanimate objects, like the car. But we are adults. We handle anger in socially acceptable ways, (most of the time). Children are still learning and it takes time. We need to categorize some "you can't" and give a "you can" choice. It makes sense to us if we say, "Don't hit," we mean now and forever. To a child, we mean now. He/She did not know he/she had to remember the rule every day! His/Her idea of forever is limited!

Secondly, what are the appropriate and acceptable ways for your child to vent anger and frustration in your home or in the child care environment? After you answer that question, here are some guidelines:

1. Never ask a question when you already know the answer. "Did you take that rattle away from the baby?" He/She will tell you the answer he/she thinks you want to hear, which usually is a lie, because he/she loves you and doesn't want to make you angry. Responding to a situation with, "Why did you do that again?" or "I am so sick of telling you over and over to stop it," makes a child feel "I am bad and I am stupid."
2. State the facts and state the consequences. "I see you did this. Go take a break in your room until I can cool off. I love you, but I do not like what you did."
3. Find time, when the situation is over, to hug and talk about the problem and how you can both work to handle it better in the future. Explain how you feel. Express your confidence that he/she will learn other ways to behave.
4. Be ready to profusely apologize if you ever call it wrong! Parents and teachers aren't perfect. We jump to the wrong conclusions and yell first. (But if we can blow it, we have to allow the same right to our children. We all make mistakes so we need to forgive and apologize equally.)
5. Remember that what we have to give to our children boils down to who we are. We can't fool them with our words--they know us in ways we don't know ourselves. And who we are becomes a model to them!

Field Trips

We feel that field trips provide a chance to get children out of the daycare and into the real world where they can see, touch, hear and interact with real people, animals, and new environments. Field trips make learning come alive and let children explore their interests in new ways. Our regular program includes neighborhood walks, riding bikes, trikes, ect. On the driveway, as well as walks thru the woods and field on our property. We try to plan at least one trip a month, more during the warmer months. But to make these trips possible, we need parental, or grandparents help. Please let us know ahead of time when you can help us out!

Please leave your child/rens car seats for our trips, due to the Safety Seat Law. The children will either be walking, or riding with staff, parent volunteers, the director, or on public transportation. If for any reason, you do not wish your child to go with us on a field trip, let us know. If we are taking all the children, you will have to arrange for other care for your child for that day.

We try to keep all cost for trips at a minimal amount, and if we feel the price is too high to charge parents we will pay part of the cost. The following is a few tips on how we charge for field trip days:

1. All children going on field trips will be billed if there is a charge.
2. The Daycare will assume the parent's field trip cost.

Without the help of volunteers these trips would be impossible.

We do though have to ask that every driver be 21 yrs. of age or older, and we must have on file the drivers license number and insurance policy number, of all parents, grandparents, or any other driver. We must also ask that No children be placed in the front seat of a car. We will provide drivers a small emergency kit for the duration of the trip and each child with a toy to help keep them occupied for the trip. Thank you in advance for all your help on our trips!

Helping Parent

As each of you volunteer to help us out on a field trip days or at a party, you may experience some--or all--of the following reactions:

- * I want to dig a hole and crawl in, I'm so embarrassed!
- * My child really is not this weird -- I promise
- * Does my child always act this way?
- * You must think I'm a terrible parent.

RELAX! Especially on your first day! But throughout the year, to varying degrees, your child may not be "with it" on your helping days. Crying, clinging, whining, and anger are not unusual as your child learns to share you with friends and teachers. Or your child may ignore you; refuse to participate fully, sing or recite as you watch; or forget the routine. Teachers know that they need to relax and forgive. We urge you to do so with us.

Rather than talk about this situation in front of your child--which will make him/her even more self-conscious -- give the director a call at home in the evening, or set up a conference before or after school on another day. Remember -- our daycare is a place for parents, teachers and children to learn together.

Diaper Changes

1. Changes are scheduled for every 1 to 2 hours with the exception of naptime in which case each child will be diapered as soon as he or she awakens. In addition, a child will be changed when needed.
2. We will use disposable diapers only, which are provided by the parent, (in the event that the daycare has to supply these, the parent will be charged for them).
3. Diaper changing procedures will be followed as posted in the changing area.

Potty Training Cooperation

Is your child physically ready? Can he/she walk without assistance? Can he/she pick up small objects easily? One of the first signs of readiness for training is dryness for long periods of time. In addition, he/she may indicate by facial expressions or body gestures that he/she is aware of the sensations of having to urinate. Another sign of readiness is the ability to follow simple directions such as "point to your hair" and "touch your chin".

You can prepare your child for training by talking with your child about the condition of his/her diaper while being changed. Questions such as "Are you wet?" or "Are you dry?" as you check the diaper will gradually make him/her aware. Let him/her occasionally feel the wetness of his/her diaper with his/her hand.

Potty training is a major step in the life of a young child, which can be easily accomplished, but it takes a lot of cooperation between parent and caregiver. Please talk to the director or staff person, before starting training. We will try to use the techniques, words, etc. that you may have found effective. It is essential to be consistent with your child at home and the daycare or it only confuses the child.

Please keep your child in disposable diapers or pull-ups until he/she is consistently going to the toilet. We do not have potty chairs at daycare because of sanitary reasons, but the children have never had a problem using big toilets. Don't make the child sit on the toilet for long periods of time. Five minutes is long enough. The best times are as soon as they wake up, 20 to 30 minutes after a drink, after meals and before going to bed. ALWAYS PRAISE them when the potty is used. Remember, being consistent is the key to successful potty training.

Clothes should be ones that are easily taken on and off, no one-piece suits or suspender type clothing. Five to six pairs of panties, extra clothing should be kept at the daycare.

Nutrition/Meals



Johnson's Daycare Inc. staff will be preparing all meals in our own fully equipped kitchen. These meals meet the requirements that are established by the State Board of Health and Federal Child Care Food Program, as well as the most current USDA Food Program Standards. A monthly menu will be posted in the kitchen, as well as one handed out to each family with our monthly newsletter. The snack menu is also posted on the kitchen bulletin board. Mealtimes are a learning experience and should be a pleasant, relaxed time. Staff is required to offer guidance and supervision. A variety of foods will be offered and the children will be encouraged to develop a taste for different foods.

Johnson's Daycare Inc. furnishes breakfast, lunch and an afternoon snack to all children. I will provide food & formula for an added fee for infants. The State of Indiana requires that I offer this and a form (we will provide) from the CACFP must be on file for all infants under a year old, letting the State know I have offered infant meals.

Breakfast, is served until 8:00 a.m. Lunch is served from 11:30-12:00 and Afternoon Snack follows naptime (approx. 3:30). We do not provide snacks in between meals.

If your child has allergies, and requires a modified diet, we must be notified in writing. Physicians written instructions describing any foods the child is not permitted to eat, and an appropriate substitute we can make.

Parents are welcome to send store bought, commercially prepackaged or bakery goodies, to share with their friends on birthdays, parties, or special occasions. Indiana State Health regulations forbid us from accepting homemade goodies. Please let us know in advance that you will be bringing a treat.

Parents and grandparents are invited to join us at anytime for a meal (a advanced notice would be appreciated). During National school lunch week we ask that each family have at least one adult eat a meal with us. We will have a sign up sheet for this ahead of time.

Nutrition is the relationship of foods to the health of the human body. A child needs good nutrition to grow physically, mentally and spiritually. It is an unfortunate fact that in our society the presence of sugared sweets is all pervasive, and children are taught very early that "candy" (sugared sweets) is "love". Worse, that sweets, ice cream, sugary jams and jellies, sugar-coated cereals, are not only good food, but also "children's" food.

Much medical research over the past two decades has linked sugar consumption not only with cavities, but also ulcers, heart disease and behavior problems. In the classroom, we have definitely observed behavior changes linked to large sugar consumption.

We are asking for your help. We are not banning sugary foods from the classroom; rather we are limiting the consumption of sugary sweets. Rather than focusing on foods to avoid, think instead of adding good quality natural foods. The children will feel satisfied, not deprived, and they'll feel full rather than craving for sugary foods that drag them down. Perhaps foods could include natural unsweetened juices, fruits, raisins, crackers and veggies. Making the best quality food available for our children is of course essential for their future health and well-being.

Biting

"Bite" is a word that brings to mind all forms of fears and worries. Biting is a natural behavior for very young children. We here at Johnson's Daycare Inc. try to catch the deeds before they happen, but, unfortunately, it is not always possible. Children, especially toddlers, are not always very verbal, do not or cannot verbalize feelings and often show their feelings physically. As they grow older, with our help and guidance, they will learn to replace biting with appropriate responses.

There are no universal remedies. If your child bites, all it means is that he or she has found this to be an effective response. Biting is usually provoked. Some children choose hitting, pushing or other responses. Some never do any of these. A lot of it comes down to personality, reinforcement, environment or chance.

This problem has never failed to come up in almost every daycare group I've ever had. We are not alone in trying to cope with this problem. Understanding and support for the other parents, children (and teachers) can only help. No one wants his or her child to bite or to be bitten. To hit or be hit. To be pushed, shoved or scratched. These are all normal children with normal problems, and the best we can do is to help one another while the children grow past these undesirable traits.

Teething

The teething stage of your infant/toddlers growth and development is not always difficult, but there are times when it can be a real pain in the gums. We have learned a few tricks that can be helpful:

1. Some teething rings are too hard, they can actually hurt more than the teething itself. A clean wet, cold rough face cloth can be quite soothing.
2. We urge you to keep on hand some teething lotion it really works.
3. Not warming their bottles too much also helps; keep them on the cool side, if the child will accept it.
4. Also, cooler food tastes better now, i.e., fruit, yogurt, maybe even a little Jell-O once in a while.
5. Try real hard to keep them on their regular schedule, they really need their rest and good meal times. When tired or hungry, it only makes them feel worse.

You may be in for trying times together and possibly some sleepless nights, but soon baby will be showing off his/her first pearly whites for friends and family.

Infants and Toddlers

Feeding Tips

Often we are asked questions concerning when to start solids, take away bottles etc. So here are our thoughts and ideas. Many parents like to start early with "real" food. Be careful about starting your baby on solids. Talk to your doctor about when to feed your child solid foods. Ask what kinds of foods are best. Most doctors will say the baby should be at least 4 months old. Your baby will tell you when he/she is ready to eat solid foods. Watch your baby. Does he/she sit up, drool, and open mouth when something is moving toward his/her mouth? This means he/she is probably ready for solid foods.

1. DO NOT STOP giving breast milk or formula when the baby starts on solid foods. Begin with feeding him/her small amounts of food before the milk or formula.
2. The first solid food for most babies is rice cereal. Start with 1 small feeding a day. Increase amount and number of feedings as necessary. Watch for the baby to start up-down chewing. Watch for him/her to move their tongue around. This means that he/she is probably ready for foods that takes more chewing. Try:
 1. Cooked fruits and vegetables (Mash them with a fork.)
 2. Dry cereals like Cheerios or Kix.
 3. Bread and crackers in one-bite pieces.

The following are some steps for feeding solid foods:

1. Try to be in a good mood and relax.
2. Try to make sure the baby is really hungry.
3. Hold the baby in a sitting position. Or put him/her in a highchair.
4. Use a small, skinny spoon to fit the baby's mouth.
5. Put a little food on the spoon. Put the food towards the back of the mouth.
6. The baby may spit out the food. This is because he/she may not like the texture, taste, or temperature as well as the fact that he/she may not know how to chew it.
7. Give the baby another bite even if he/she spits out the first, don't give up, as it takes some getting used to, on their part.
8. The baby needs to learn to eat from a spoon. So don't mix the baby's food with formula or milk, and serve in a bottle.
9. Later your child will begin to grab for the spoon. Then it is time for the child to learn to feed himself. This will be messy. Take it slowly, and try to remain calm while your child learns!
10. Meals should be at about the same time every day.
11. Give the child small helpings. Let him/her ask for more if he/she wants it.
12. Make food easy to eat. Make it soft or cut it into bite size pieces.
13. Make sure the food is not too hot or too cold.
14. Meals should look good to eat. Try to put different colors of food next to each other. This way the child begins to see different colors and shapes, therefore making them want to eat.

When is your child ready to stop breast milk or formula? Is your child doing these things:

1. Eating solid foods from a spoon 3 times a day.
2. Feeding him/herself well with her hands.
3. Drinking from a cup with your help.
4. Eating food from the basic four food groups at each meal.
5. Drinking less breast milk or formula.

If your child is doing those things, you may want to stop breast- milk or formula, as well as the bottle (the younger you are able to break the bottle habit the easier it will be). This age varies with different children. Give the child whole milk or 2% milk. Ask your doctor which kind is better for your child.

Breast Milk Procedure

Breast milk is a very special product. To provide a safe and excellent source of nutrition to your breast-fed infant we will need to follow the procedure below:

1. The parents must supply sterilized bottles or disposable nurser bags.
2. The mother will store her milk in a bottle or bag and refrigerate or freeze the milk. The bottle or bag should contain no more than the amount of milk the infant would drink at one feeding. The milk must be labeled with the child's name and date and the time collected.
3. The bottles or disposable bags must be brought to daycare in a clean insulated container that keeps the milk at 45 degrees or below.
4. Fresh, refrigerated breast milk must be used within 48 hours of the time expressed. Frozen milk may be stored in a refrigerator freezer for 2 months or stored in a deep freezer at 0 degrees for 6 months.
5. Frozen breast milk may be thawed as follows:
 - (a) Frozen breast milk may be thawed under warm water, gently mixed, unused within one(1) hour or refrigerated immediately and used within three(3) hours. Label the bottle with time and date thawed and method used for thawing (warm water or heat thaw).
 - (b) Frozen breast milk may be thawed in the refrigerator at 45 degrees or below. Label the bottle with time and date moved to the refrigerator and cold thaw, and use within twenty-four (24) hours. With this method, never warm the breast milk until ready to feed the infant.

Note: Once a bottle is fed to infant, the remainder must be discarded cannot be returned to the refrigerator. Remember also that breast milk should not be heated in a microwave.

Preschool / Learning

In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. Here at Johnson's Daycare Inc., we have preschool classes everyday. Learning begins from the first day of each life and we want you to always remember, that children learn the most from our examples. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a daycare setting.

Sensory, motor, perceptual and language skills are introduced through materials and activities that are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

We feel that the more hands on experiences we provide, the more enhanced their learning experience will be. We also provide each child opportunities to practice the same skill over and over. Johnson's Daycare Inc. focuses on the total development of the child. We realize that the skills we teach are not only pre-readiness skills they must develop, but they are life skills as well.

Included are activities which promote gross and fine motor development, eye-hand coordination, pre-reading skills, mathematical skills, problem solving skills, listening skills, creativity, independence, communication and self-esteem. We plan activities that will encourage each child to SUCCEED!

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

We value the active involvement of parents in our program. We encourage parents to read the notices sent home on the curriculum their child(ren) will be learning for the month, and we welcome your insights, suggestions, and any projects you could share with us on our monthly theme. Also please send in those items ask for in these notices, so that your child can participate in all projects, his/her preschool class is learning. Parents who back up the skills that we are teaching here, with their children at home enable the children to see their parents as important and concerned members of their new learning experience. Meanwhile providing parents with opportunities to view the child's newly learned skills. Preschool then becomes a shared experience that hopefully will continue throughout each child's educational process. Throughout the academic year, we work on teaching your child's to: follow instructions, get along with other children, to respect and obey his/her teacher, and to adapt him/herself to separation from home to becoming happy in a new environment. Learning to adjust socially and emotionally is very necessary before a child is ready for kindergarten. One of the basic indications of a child's readiness for kindergarten is his or her muscular coordination, particularly the coordination of eye and finger muscles. These are developed through fingerplays, games, music, rhythms, art, and many others activities. A recent study shows that children with some preschool educational experience showed higher IQ scores than those who did not attend. Research indicates that, in many cases, children with a high degree of motor development are more receptive to learning and tend to excel in their academic efforts.

We will be sending home progress reports at the years end (May). These reports are designed to give you an indication of your child's growing readiness skills and maturity. Remember that growth and maturity occurs at different stages and rates in each child. Some times this occurs gradually, and sometimes in spurts. Please do not sit down and discuss these reports item by item, with your child. Rather look at the reports as a whole and observe any patterns. Then sit down with your child and affirm his/her strengths. Please do not chastise your child for things not in his/her control, these things will come to your child as he/she develops. I also ask you not to make comparisons of your preschool child's report with that of your older children or of another preschooler. Please do not hesitate to drop me a note, or call anytime you wish to discuss your child or his/her progress reports.

All Those Kids Seem To Do Is Play

Yes, children here at Johnson's Daycare Inc. do play a lot. During this play-time, a lot is going on. They are:

- * making friends
- * playing with toys
- * exploring how things work
- * looking at books
- * listening to music
- * sharing
- * pouring and measuring
- * having different experiences in a mostly child group situation vs. a mostly adult situation
- * developing and expanding their language abilities
- * having creative art experiences
- * having cooperative play experiences
- * learning to share the adults' attention
- * learning social skills needed to play games and make friends
- * building with materials that may not be available at home
- * using "messy" art materials in a space provided for experimentation
- * trying on different personalities with different clothing
- * becoming independent
- * comparing and contrasting different experiences
- * learning from others while broadening their horizons

SO YOU SEE, WHAT LOOKS LIKE PLAY IS REALLY HARD WORK!

Toddler's Creed

If I want it, it's mine.
If I give it to you and change my mind later it's mine.
If I can take it away from you, it's mine.
If I had it a little while ago, it's mine.
If it's mine it will never belong to anybody else, no matter what.
If we are building something together, all the pieces are mine.
If it looks like mine, it is mine.

Bonding/Separation

I would like to share some of my philosophies with you. You do not have to agree with them; but if they make you think and form your own opinion, they have done their job.

Bonding

Bonding is a term that refers to forming a relationship of trust. Parents usually bond with their children at birth. It is an intensely powerful bond and the major one for a child in his/her early years. Slowly the child forms other bonds -- with their grandparents, baby-sitters, and close friends. Soon your child will be forming his/her first bond with a teacher at daycare. This bond is very important. Until a child feels safe and secure in the daycare and trust the adults in charge of his/her care, he/she cannot be free to learn and grow. My major goal is to make sure your child and I have bonded.

For some children it is easy. You may have seen some of the children on their first day hug and kiss me as if they have known me all their lives. That is their personality. Others keep a sharp eye on me and hope I will not come too near them. They want to watch and see. Some bond with me verbally.

Please watch and listen for signs that indicate how your child and I are doing in this area. Practice looking for non-verbal signs and spontaneous comments. A direct question such as -- Do you like your teacher? -- will confuse him/her.

Over the years I have realized that the bonds I form with parents relate to the bonds I form with the children. The more we work at developing a friendship and trust, the easier it is for your child to trust me and be free to learn and grow. This trust does not mean that you accept me unconditionally, but you feel that you can question me and that I will listen. Bonding for us starts with communication.

Separation

It is also important to close a bond when a relationship is over. I do this the last month of the school year when children are graduating to kindergarten. It is natural. They are excited about growing up and so am I. But sometimes a relationship ends sooner. If you know you are leaving, please let me know so your child and I can close our bond. I once had a child whose mother picked him up one day and said it was his last day. I felt both sad and angry. I didn't understand why because I could easily replace the child in the daycare and I understood the mother's circumstances. Then I realized I had spent many months bonding with him and in minutes he was gone. No good-byes!

It is also important for you to realize that there are some separation anxieties for children. They may express these with bad behavior, crying, not eating etc. Please remember that after your child has left our care it does NOT mean that they have to cut off all forms of communication with us. We love hearing from our former little friends by phone, mail and especially visits.

Other tidbits: I don't think a child will bond with a caregiver if the child feels the parents do not like the caregiver. The child knows how the parent feels. I have also read research that concluded that a child will learn equally well from a "good" teacher as from a "poor" teacher if he/she bonds and trusts the teacher. Interesting!

Trust Me

The first thing I ask is that you to trust me with your children. I know it isn't easy. I do not want you to trust me only because of my experience or reputation. I want you to know my philosophy of teaching and children.

- * I believe in children.
- * I believe children deserve respect.
- * I believe that children should not be humiliated, hurt or embarrassed.
- * I believe a child's self esteem should be treated with TLC.
- * I believe that children should be taught rather than trained.
- * I believe my job is to teach until a child learns, rather than punish until he/she learns.

I want children to be good because it feels good and life is more enjoyable when we are not in conflict. I want children to be good, but not for my love, or because I am more powerful than they are.

I believe at any given point in time a person is doing the best he/she can with what he/she has. It is not always easy. I want your children to enjoy learning. They will if they are allowed to develop their own motivation. They will if they are successful in their attempts. They will if they enjoy the process of learning as well as the end product. They will if they learn according to their own inner timetable and their own style.

I believe that in an open environment, such as daycare or home, there are always choices for a child. A child should be encouraged to be in charge of his/her learning. I believe modeling is, by far, the method that dominates a child's learning. I believe love makes the difference. As a caregiver, it works far better than anger.

I believe we should protect our children as much as possible until we are sure they are strong. Then we can help them adjust to the realities of life. I do not believe children grow strong when they are asked to adjust to the realities of life as a form of education. In most situations we ask children to adjust because adults won't.

My job is not to control the children, but to help them control themselves. I believe that if I am willing to say, "I am sorry," when I make a mistake, I do not have to be afraid of making a mistake.

I am proud of the career that I have chosen, and love being a Child Care Professional. I feel that I can make a real difference in the world by giving of myself to these children.

The Caregiver and the Parent

Often I have been asked a question that prompted me to do some thinking. The question was: "After spending so much time, energy and love with the children, does it bother me or hurt my feelings when Mom and/or Dad comes in and baby/child "goes crazy with joy?" That brings to mind three points:

1. I realize that some parents may be concerned about this.
Thank you but no, I'm not hurt -- this is the way it should be. I am not a surrogate mother, nor am I meant to be. I am the Caregiver. I am interested with child/baby's care. I take this trust very seriously and consider it a privilege-- but I am still a Caregiver.
2. Some parents may not have been able to observe this reaction in their child. They may feel uncomfortable with the relationship the child and I have developed. The relationship is during the hours the children are here and is important to the child's ability to cope and have successful experiences. But it takes nothing away from the child's relationship with Mom or Dad.
3. Sometimes a child acts as if he or she doesn't want to go home. There are several reasons for this. One, the child may have just started some new game or project and doesn't want to leave it. Two, he or she may be tired. They want to go home, but don't want to go through all the fuss and bother to get there. They do not prefer the caregivers to parents, nor the daycare to home.

If parents have any concerns PLEASE feel free to speak to me or any other staff. You ARE NOT the first to experience these feelings concerning your child.

101 WAYS TO PRAISE A CHILD

1. WOW
2. WAY TO GO
3. SUPER
4. YOU'RE SPECIAL
5. OUTSTANDING
6. EXCELLENT
7. GREAT
8. GOOD
9. NEAT
10. WELL DONE
11. REMARKABLE
12. I KNEW YOU
COULD DO IT
13. I'M PROUD OF
YOU
14. FANTASTIC
15. SUPER STAR
16. NICE WORK
17. LOOKING GOOD
18. YOU'RE ON TOP
19. BEAUTIFUL
20. NOW YOU'RE
FLYING
21. YOU'RE
CATCHING ON
22. NOW YOU'VE
GOT IT
23. YOU'RE
INCREDIBLE
24. BRAVO
25. YOU'RE
FANTASTIC
26. HURRY FOR
YOU
27. YOU'RE ON
TARGET
28. YOU'RE ON
YOUR WAY
29. HOW NICE
30. HOW SMART
31. GOOD JOB
32. THAT'S
INCREDIBLE
33. HOTDOG
34. DYNAMITE
35. YOU'RE
BEAUTIFUL
36. YOU'RE
UNIQUE
37. NOTHING CAN
STOP YOU NOW
38. GOOD FOR YOU
39. I LIKE YOU
40. YOU'RE A
WINNER
41. REMARKABLE
JOB
42. BEAUTIFUL
WORK
43. SPECTACULAR
44. YOU'RE
DARLING
45. YOU'RE
PRECIOUS
46. GREAT
DISCOVERY
47. YOU FIGURED
IT OUT
48. FANTASTIC JOB
49. HIP, HIP, HURRY
50. BINGO
51. MAGNIFICENT
52. MARVELOUS
53. TERRIFIC
54. YOU'RE
IMPORTANT
55. PHENOMENAL
56. YOU'RE
SENSATIONAL
57. SUPER WORK
58. CREATIVE JOB
59. SUPER JOB
60. YOU'RE
SPECTACULAR
61. YOU'VE
DISCOVERED THE
SECRET
62. EXCEPTIONAL
PERFORMANCE
63. YOU'RE A REAL
TROOPER
64. YOU'RE SO
RESPONSIBLE
65. YOU ARE
EXCITING
66. YOU LEARNED IT
67. RIGHT ON
68. WHAT AN
IMAGINATION
69. WHAT A GOOD
LISTENER
70. YOU ARE FUN
71. YOU'RE
GROWING UP
72. YOU TRIED HARD
73. YOU CARE
74. BEAUTIFUL
SHARING
75. OUTSTANDING
PERFORMANCE
76. YOU'RE A GOOD
FRIEND
77. I TRUST YOU
78. YOU'RE
IMPORTANT
79. YOU MEAN A LOT
TO ME
80. YOU MAKE ME
HAPPY
81. YOU BELONG
82. YOU'VE GOT A
FRIEND
83. YOU MAKE ME
LAUGH
84. YOU BRIGHTEN
MY DAY
85. I RESPECT YOU
86. YOU MEAN THE
WORLD TO ME
87. THAT'S CORRECT
88. YOU'RE A JOY
89. YOU'RE A TREASURE
90. YOU'RE WONDERFUL
91. YOU'RE PERFECT
92. AWESOME
93. A + JOB
94. YOU'RE A-OK
95. YOU'RE MY BUDDY
96. YOU MADE MY DAY
97. THAT'S THE BEST
98. A BIG HUG
99. A BIG KISS
100. YOU'RE
WONDERFUL
101. SAY "I LOVE YOU"

ABC Collectibles List

Throughout the year, various items from home are needed for projects in the Daycare's art/craft center. Requests for such articles are put in the monthly newsletter or preschool notice. Please check for these notices so your child will have the necessary item for a specific project.

Parents are requested to please save the items listed below for your child's use. Some items are always needed, while others are for special projects. Since storage at the Daycare is limited, please check with your child's teacher or the director before sending in any items. A box or bag at home with the label "Daycare recycling" could serve as a convenient temporary storage place. Everyone's help is needed!

Remember: A "clean disposable" may turn into a "treasured collectible" after your child's special touch has been added through a class project! The following is a list of useful items for you to save:

- | | |
|--|---|
| A-- acorns, appliance cartons, aluminum cups
(from Crystal Light and Pillsbury) | N -- nails, nuts, newspaper |
| B -- beans, beads, buttons, belts, big boxes,
burlap, baby food jars with lids, berry boxes | O -- oatmeal boxes, old socks |
| C -- caps, cardboard, cotton balls, corks, carpet
scraps/padding, coffee cans -- one-pound
size, compartmentalized trays, colored
cellophane scraps, computer printouts | P -- pie pans, postcards, plastic, pinecones,
popsicle sticks, pipe cleaners, paper clips,
packing cartons |
| D -- dice, decals, dowels, doilies | Q -- quills, quilt scraps |
| E -- egg cartons | R -- rings, rubber bands, rocks, rope, ribbons,
rickrack, roll-on deodorant jars |
| F -- funnels, felt scraps, fabric scraps, frames,
floral foil, frosting containers (from Betty
Crocker and Pillsbury) | S -- screws, string, straws, stamps (from
magazine sales and holiday seals), six-pack
holders, seeds, Styrofoam pieces, spools,
spice jars, stickers, shells, scoops
(from juice mixes) safety pins |
| G -- gears, gloves, garland scraps, greeting cards | T -- tubes from paper rolls, tins, trim scraps,
travel-size bottles and jars |
| H -- hats, hinges, heart-shaped boxes | U -- utensils, uniforms |
| I -- inkbottles & pads, ice-cream cups | V -- Valentines, velvet |
| J -- jewelry, jars, jacks, juice cans -- six ounce
size | W -- washers, wigs, wool, wood scraps,
wallpaper scraps, wire, wipes |
| K -- keys | X -- x-rays |
| L -- lids | Y -- yarn, yardsticks, yogurt cartons |
| M -- meat trays, milk and cream cartons -- eight-
ounce size & 1/2 gallon size, magazines | Z -- zippers |

