OUR PHILOSOPHY IS TO PROVIDE A QUALITY DAY CARE PROGRAM IN A LEARNING AND LOVING ENVIRONMENT.

THE MOST IMPORTANT TASK OF OUR CENTER IS TO LOVE AND CARE ABOUT EACH CHILD.
THE CHILD WILL DEVELOP A SENSE OF SECURITY, BELONGING AND SUPPORT.

Our teachers will bring unconditional love and emotional security, a sense of routine and an opportunity to be creative and resourceful.

The Center is open for parents to visit and observe their child at any time. All children, regardless of ethnic background, race, color or religious beliefs, are equal to participate in our non-discriminating environment.

All daily activities are age and stage appropriate and will promote the individual child's physical, intellectual, emotional and social well-being and growth. We promote curiosity and exploration. We establish environment for learning and creativity.

The Center provides:

- Opportunities for individual self-expression.
- Recognition that each child is an individual.
- Respect for personal privacy.
- Respect for each child's cultural, ethnic, and family background, as well as the child's primary language or dialect.

The Teachers promote social development by providing:

- Guidance to children in developing and working out ways of getting along with one another.
- Staff interaction with children in ways, which emphasize and foster attitudes of mutual respect between adults and children.
- Staff behavior demonstrates respect for all other persons as individuals and appreciation of cultural and ethnic diversity.
- Teachers encourage children to do things independently, help with daily routines and offer a lot of comfort and love.

Our Educational Program is designed to provide a wide variety of learning opportunities for your child. Our curriculum introduces assortment of different topics; emphasizing reading, math and comprehension skills. The program is designed so it covers all aspects of learning. The children learn through playing and working on different projects, and activities. The children experience such areas of learning as: art, math, music, science, and social studies. We provide extra curriculum such as: ballet/exercise classes, and more in the future.

INFANTS

Learning takes place at the very beginning of an infant's life. At Arlington Children's Center our plan to help babies learn is an important part of caring for them. We offer activities that are carefully tailored for their special needs.

Teaching through care giving: love is our primary focus in caring for infants. Trained caregivers who love babies will nurture and cuddle your little one when undergoing care giving activities such as feeding, diapering, and holding. Talking to them will foster their language development, and smiling to them will help them learn to trust others while away from their parents. Learning through exploration: safety is our main concern when determining what toys, materials and equipment to provide. We offer a colorful environment, soft and easily sanitized toys and music that will foster the infants' curiosity and creativity. At ACC we accommodate the rapid changes and demand of the baby's first year and build confidence into their transition to toddler age. Finally, a complete record of your infant care will be provided at the end of the day including different activities such as sleeping, eating, and diapering.

TWO YEARS OLD

The "Just for twos" program is used to develop the child's language, gross motor and small motor skills. Self-discipline, cooperation and creative expression are fostered through play activities. Exploration of manipulative toys, books, indoor and outdoor such as play equipment and materials helps to develop the child's curiosity, creativity and independence. Art and music experiences with a variety of materials are an integral part of the program.

THREE YEARS OLD

The creative Preschool Program is the core of the three years old curriculum. Listening to stories, retelling events, dramatic play with puppets, music and movement experience help the child develop concepts and language skills necessary for future learning. A variety of play and art materials are provided for the child's exploration. Building with blocks, painting, drawing, cutting, putting puzzles together, and constructing with different materials foster the development of the child's small motor and problem solving skills, and also enhance his sense of creativity and self-expression. Daily writing exercises program introduces the three's to creating letters.

FOUR YEARS OLD

The four years old child is ready for the exploration of concepts in the areas of reading and math readiness, science and social studies, as well as the continued growth of language and physical development skills. Utilizing the creative Pre-Kindergarten Program, the child is presented with a thematic, hands-on approach to learning new skills and developing new awareness and abilities. Beginning phonics instruction is initiated when the child is ready for this skill. The child's curiosity, independence and self-confidence is fostered through the use of center play activities. Manipulative toys, art, music experiences, and games enhance the child's understanding and enjoyment of presented concepts.

THE FIVE YEARS OLD

The five years old child is ready for the development of reading, math and handwriting skills that will prepare him/her for the more formal learning environment of the elementary school. The program we use presents science, social studies, musical language, and physical development activities in a weekly thematic format. The reading readiness program focuses on phonic skills, and listening comprehension will be initiated for the child who demonstrates readiness for this skill. Manipulative approach to learning math is used to develop math concepts. Beginning handwriting skills are taught through the use of a specially designed handwriting program. Creativity, curiosity and confidence are developed through center play activities. Art experiences, manipulative materials, dramatic play, books and games enhance the child's concept development.

CENTER INFORMATION

Arlington Children's Center is open daily:
Monday through Friday
7:00 AM - 6:00 PM
WE ADMIT CHILDREN AGE 8 WEEKS TO 5 YEARS OLD

No child may arrive before 7:00 AM or stay later than 6:00 PM. There is a charge for late pick up.

The charge for late pick up is $15.00 every 15 minutes, for example:
between 6:00 - 6:15pm -- $15.00
after 6:15 - 6:45pm -- $30.00

Arrival at the Center – Sign In/Sign Out

YOU MUST ALWAYS BRING YOUR CHILD INTO THE BUILDING IN THE DESIGNATED AREA, AND SIGN IN EVERY DAY AT THE PARENTS SIGN IN/OUT BULLETIN BOARD.

No arrival after 10:00 am.
Never simply "drop" your child at the front door.

Leaving the Center

AT THE PICK UP ALWAYS SIGN-OUT, EVEN IF YOU ARE PICKING UP YOUR CHILD FROM THE PLAYGROUND.

The Center will never allow your child to leave the building with anyone not previously identified by you to us. If your child is to be picked up by someone other than yourself or a regularly assigned person, you must inform the Director or Assistant Director and your child's teacher in advance. This policy is for the protection of your child. Exceptions will be made only in emergencies when you have phoned the Director and made a special arrangement during the day. Your child should always be told whom to expect to pick him/her up. No pick-up during the nap time (1:00 – 3:00 pm). A custodial parent or guardian is allowed to visit or pick up a child only with valid custodial papers.

You or a designated person must come to the Center to sign out on the Parent Sign-in/out Board before picking up your child each day.

THESE PRECAUTIONS ARE FOR THE SAFETY AND PROTECTION OF YOUR CHILD AND MUST BE FOLLOWED.

POLICIES

Admission – Registration – Tuition – Forms

A $70.00 Registration Fee and a first week tuition are due upon registration. The Fees are non-refundable and are due at the time of enrollment.

All forms must be completed with addresses and phone numbers. You will have to present **BIRTH CERTIFICATE OR OTHER FORM OF IDENTITY PROOF. IMMUNIZATION & HEALTH INF. FORM HAS TO FILL-OUT BY THE PHYSICIAN AND RETURN TO THE OFFICE.**

In order to reserve a space, we require a deposit of one week's tuition and a registration fee. When you enroll your child at the Center, you are buying a space in your child's particular program. It is your child's space as long as you pay tuition, even if your child is not in the Center. If your child is absent from the Center for any reason, including illness or vacation, you must continue to pay tuition to maintain his/her space.

All fees must be paid promptly as a condition of attendance. Tuition fees are payable bi-weekly or monthly by check or money order and are due in advance; Friday before 6:00 PM for the following week. The Center never accepts cash payments. There is a late fee charge of $10.00 per day for payments made after 6:00 PM on Friday. The Center reserves the right to adjust tuition at any time. No post-dated checks are accepted.

Full weekly tuition payment reserves a space in the Center each week for your child and must be made on time whether your child attends or not to keep his/her space.

If your account is more than a day but less than two weeks overdue, you owe your tuition amount and applicable late fees.

If your account is greater than two weeks in debt you lose your space in the Center and must reapply.

Late Pick-up Fee:

There is a late pick-up fee of $15.00 per 15 minutes or part of 15 minutes for children picked up after 6:00pm. This fee may be adjusted if parents are continuously late.

Returned Check Fee:

There is a $50.00 charge for any checks returned for insufficient funds (bounced checks). A new payment must be made immediately following a returned check. We may require money orders for all future payments.

Waiting List

If space is not currently available in the program of your choice, a completed application, a $70.00 Registration Fee, and a first week tuition will reserve the next available space for your child. The children of Arlington County employees have a first right to be admitted to the center. The fees are not refundable.

Withdrawal from the Center.

If it becomes necessary for you to withdraw your child from our program, we require that you give the Center written notice two weeks in advance. Two weeks tuition is due if the child is withdrawn without written notice.

Discipline – Handling Children's Behaviors

Handling children's disruptive behaviors is primarily the responsibility of the parents even if the behavior is only displayed at the Center. We consider it our job to coach our parents in effective management of such behavior.

When a child's behavior is disruptive at the Center (such as biting, hitting, throwing objects or using "inappropriate" language etc.), the parents will be notified by the teacher. If the child continuously repeats disruptive behavior, the Director may call the parents and invite them to a parent conference.

IF A CHILD IS BITING, HITTING OR BEHAVING IN SUCH A WAY THAT PLACE CLASSMATES AT SIGNIFICANT HEALTH AND SAFETY RISKS, WE WILL DISMISS THE CHILD FROM THE CENTER IMMEDIATELY. IF THE PARENTS WISH TO KEEP A CHILD ENROLLED IN THE CENTER WHILE A BEHAVIOR IS BEING CORRECTED, WE MAY AGREE TO KEEP THE CHILD PROVIDED THAT THE PARENT AGREE TO REMOVE THE CHILD FROM THE CENTER DAILY AT OUR REQUEST IF THE BEHAVIOR CONTINUES.

The Center reserves the right to dismiss a child without notice due to parents' inappropriate behavior.

Children's Absence from the Center

PLEASE CALL THE CENTER EACH TIME YOUR CHILD WILL BE ABSENT FOR WHATEVER REASON EVEN FOR A DAY.

PLEASE NOTE: If your child is absent from the Center due to illness or vacation you must continue to pay his/her tuition on time to hold his/her space. You may lose the space if tuition is more than three days late for any reason.

Accidents

The welfare and safety of your child are of primary importance to us, and we make every effort to see that accidents do not occur. However, your children are active, and occasionally accidents do happen.

If your child has more than a minor bump or scrape, we will telephone you immediately, and take appropriate actions. For minor bumps or scrapes report will be filed by teacher and put in child's folder.

IT IS PARENTS RESPONSIBILITY TO KEEP THE EMERGENCY INFORMATION UPDATED WITH YOUR CURRENT ADDRESS AND HOME PHONE NUMBERS, AS WELL AS YOUR CHILD'S DOCTOR'S NAME, ADDRESS AND PHONE NUMBER.

PARENTS PLEASE NOTE: sometimes an injury may appear to be minor at school and later become more noticeably severe. Fractures or even broken bones are sometimes not noticed until later. Even if the child has only what appears at first to be a minor bump or bruise, we request that parents be alert to the child's complaints, any inability to sleep or unwillingness to participate in normal family activities after school.

Staff is required by law to report any suspected cases of child abuse.

Sick Children
Daily Health Checks

The teacher will greet your child each day after he/she arrives at the Center and note whether he/she appears to be sick. Your child will be checked again following nap in the afternoon.

PLEASE DO NOT BRING A CHILD WITH A FEVER TO THE CENTER. WE WILL HAVE TO ASK YOU TO TAKE HIM/HER OUT OF THE CENTER

If your child has been symptomatic or ill during the evening or in the morning before school, please do not bring him/her to the Center. We will have to call you to pick him/her up. If your child becomes ill during the day, we will call you to come and pick up your child. If you cannot arrange to do this, you must have other pre-designated adults who will take care of your child in your place.

If your child has been exposed to any contagious disease, you will be notified through an announcement on the Parent Information Bulletin Board. The incubation period of that condition will also be noted. If your child was diagnosed with contagious disease, make sure you notified the Center. Doctor's note is required for a child to come back to the Center.

The common cold is considered contagious for three days. Impetigo conjunctivitis, and strep throat are extremely contagious and should be treated by a physician immediately. Please allow a 24-hour recovery period for your child after he/she has had a fever, diarrhea, vomiting or other symptoms. Do not bring your child to the Center during this time period.

Medication

We recommend that whenever possible, you administer medications at home. If your child has never received this particular medication before, <u>you must administer the first dose at home.</u> If it is necessary for your child to receive any kind of medication during the hours that he/she is at the Center, a Medication Authorization Form must be completed and submitted to the office along with the medication. We will not administer either prescription or non-prescription drugs without this form and specific written instructions from the doctor or a parent. All medicine must be in its original container. Do not leave the medication with your child, please give it to the teacher. Sunscreens, insect repellent, lip balms and lotions should be applied by the parents only. Diaper ointment will be applied as needed by the staff.

Bulletin Board * Child's Folder

Be sure to check the Parent's Information Bulletin Boards for the announcements. Check your child's folder each day for projects and other information. On Friday "What We Did This Week" will review our weekly curriculum.

Clothing * Blanket * Toys

Children should wear casual clothing and comfortable play shoes to the Center. Your child will engage in active play and many "messy" art projects. Children will participate more freely if there is little concern about getting clothes dirty.

Each child must have two sets of labeled clothing (shirt, undershirt, underpants, pants, and socks): one for the class room, one including blanket for special emergency (Virginia State regulation). Please remember to make sure the clothing is weather appropriate. Please mark each piece of clothing with your child's name. Class room set will be used for your child if the clothes he/she is wearing become wet, soiled or excessively dirty. The clothes he/she was wearing will be returned to your in a plastic bag.

Make sure you mark the clothes -- the Center is not responsible for unlabeled clothing or shoes lost.

> no flip flops, no "jellies", no sandals, no long dresses, no jewelry-only stud earrings, due to the safety

The parents are responsible for diapers, pull-ups, wipes, babies' foods, and other babies' needs. We will help in potty training.

PARENTS MUST ALSO SEND A SMALL CLEAN BLANKET AND SHEET TO THE CENTER EACH WEEK FOR USE AT NAP TIME. THE BLANKET AND SHEET SHOULD BE WASHED EVERY WEEK. THE BLANKET IS REQUIRED ALL YEAR AROUND.

DO NOT BRING ANY TOYS FROM HOME UNLESS REQUESTED TO DO SO BY THE TEACHER.

Meals / Snacks

The Center complies with the nutritional requirements of the Child Care Food Program of the United States Department of Agriculture.

Local catering company provides the lunches. Snacks are prepared in the Center.

Parents of infants and young children are required to bring food from home until the child is ready for Center's food. Parents are responsible for introducing the new foods and knowing about allergies if any.

The Center will provide space for the food brought form home as well as adequate refrigeration space for those foods requiring refrigeration in order to protect against food contamination or spoilage.

A nutritional lunch and snacks are provided each day. Fruits, vegetables, dairy products, whole grains products are the part of our daily menu.

The food is served with 2% milk or 100% fruit juice.
There will be no food served that is high in sugar content and preservatives.
High standards will be maintained in the kitchen at all times.

A simple breakfast is served for children between 7:00 am to 8:30 am. Morning snack is served between 9:30-10:00 am., lunch between 12:00-1:00 pm., and afternoon snack between 3:00-3:30 pm. The weekly menu will be posted on the bulletin board.

Please do not send your child to school with extra snacks, drinks, candy or gum.

Children are encouraged to eat but not forced.

Children have opportunity and are encouraged to take "seconds".

Children are taught proper manners at the table.

SNOW POLICY

HAZARDOUS WEATHER
PROGRAM CANCELLATION DUE TO WEATHER

We will be closed when Arlington county schools are closed due to snow or extremely hazardous weather conditions such as freezing rain. Check the local channel station for the closings.

When Arlington County schools open two hours late we will open two hours late at 9:00am.

If, during the course of the day, roads are expected to become extremely hazardous, or if county schools close early due to weather WE WILL CLOSE EARLIER, CALL AND FIND OUT THE CLOSING TIME. The Center will make every attempt to reach you if an early closing be anticipated.

THE CENTER ALWAYS REMAINS OPEN UNTIL ALL CHILDREN HAVE BEEN SAFELY PICKED UP.

THERE ARE NO DEDUCTIONS IN TUITION DUE TO DAYS THE CENTER MUST BE CLOSED.

CENTER WILL BE CLOSED:

The Center will be closed on the following days:

New Year's Day, Martin Luther King Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, day before or day after Christmas, Christmas Day, Teachers Workdays, or any other holidays/closings observed by the County.

Full tuition is due for the weeks in which these holidays occur.