

## **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 REALLY 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 children at any time. All children, regardless of ethnic background, race, color or religious beliefs, are equal and 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. In addition, our computer program allows children to explore the computers 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. The children experience such areas of learning as: art, math, music, science, and social studies. For parents convenience we provide extra curriculum such as: French language classes individual and group, piano classes, ballet/exercise classes, and sport activities.

## **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. Stringing beads, building with blocks, painting, drawing, cutting 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 field trips 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. Field trips add to the child's enjoyment and understanding of the monthly themes.

## **BEFORE/AFTER SCHOOL CHILDREN**

Our older children will spend quality time in our Center. The children will be supervised to do their school homework. There will be time for playing outside at the playground as well as working inside in our Computer Center. Extra curriculum such as: French lessons, piano classes, ballet/exercise classes, variety of sports activities will be offered.

## **CENTER INFORMATION**

Ballston Children's Center is open daily:  
Monday through Friday  
7:00 AM - 6:00 PM  
WE ADMIT CHILDREN AGE 2,5 TO 12 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 6:30 - 6:45pm -- \$15.00  
after 6:45 - 7:00pm -- \$30.00

### **Arrival at the Center – Sign In/Sign Out**

**YOU MUST ALWAYS BRING YOUR CHILD INTO THE BUILDING AND SIGN IN EVERY DAY AT THE PARENTS SIGN IN/OUT BULETIM BOARD.**

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 who to expect to pick him/her up.

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 is due upon registration.

The Registration Fee is non-refundable and is 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 FORM & 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 or her space.

All fees must be paid promptly as a condition of attendance. Tuition fees are payable weekly or bi-weekly 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 and a \$70.00 Reservation Fee (refundable at any time) will reserve the next available space for your child. Once your space becomes available, your Reservation Fee becomes your non-refundable Registration Fee. At this time, your first week tuition is due.

Beginning in May of each year, we hold a pre-registration for our currently enrolled families for the upcoming summer and fall.

## **Withdrawal from the Center.**

If it becomes necessary for you to withdrawal your child from our program, we require that you give the Center written notice at least two weeks in advance, and that you fill out a withdraw Form. Please ask for the withdrawal form the director.

## **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 "bad" language etc.), the parents will be notified by the teacher. If the child continuously repeats a disruptive behavior, the Director may call the parents and invite them to a parent conference for coaching.

**IF A CHILD IS BITING, HITTING OR BEHAVING IN SUCH A WAY THAT PLACE CLASSMATES AT SIGNIFICANT HEALTH AND SAFETY RISKS, WE WILL WITHDRAW 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.**

## **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.

The common cold is considered contagious for three days. Impetigo and conjunctivitis 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, you must administer the first dose at home. 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 on the prescription. All medicine must be in its original container. Do not leave the medication with your child, please give it to the teacher. Sunscreens, lip balms and lotions should be applied by the parents.

## **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 (copy in your child's folder).

## **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 at all times have a second set of clothing (shirt, undershirt, underpants, pants and socks) at the center. Please remember to make sure the clothing is weather appropriate. Please mark each piece of clothing with your child's name. These clothes 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 you 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 Center accepts two's who are not potty trained, parents are responsible for diapers, pull-ups and wipes 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.

The Center does allow certain foods to be brought from home. The categories of food permitted from home are:

Special diet for religious or medical reasons  
Beverages and foods for celebrations and field trips

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

A nutritional meal 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 9:00-9:30 am, lunch between 12:00-1:00pm 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 close or open late 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.

If weather is hazardous in the morning be sure to call the Center before you leave home to be absolutely certain that the staff has arrived at the Center safely. A telephone busy signal does not indicate that someone is at the Center.

**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 CLOSE DUE TO THE WEATHER CONDITIONS.

**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 (Easter), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Day Before or Day After Christmas, Christmas Day,

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