

## **Compass Children's Academy**

*Offering children a state of the art learning environment*

### **Mission**

Compass Children's Academy is dedicated to providing a safe learning environment to children that will enhance their developmental skills and nurture a healthy attitude towards learning, while providing parents peace of mind at a reasonable cost.

### **Licensing Information**

Compass Children's Academy is licensed through the State of Texas Department of Family and Protective Services, and strives to achieve National Association Education of Young Children (NAEYC) accreditation policies and procedures.

Compass Children's Academy prides itself on following NAEYC standards and focuses its business practices on assisting Owners/Directors and staff in achieving higher education and accreditations to the children and families that they serve.

Compass Children's Academy will seek the NAEYC accreditation process. Families will be asked to fill out surveys and participate in this process.

## **Enrollment Policy**

Prior to enrollment all admission forms and required documentation must be completed. The following is a list of the required admission documentation:

1. Admission form
2. Immunization record (must be current) - see the attached immunization schedule
3. Medical clearance from a Doctor
4. Hearing/Vision Screening (children 4yrs. and older)
5. Parent Handbook acknowledgement form
6. Emergency contact information

These pre-enrollment documents must be returned to the school management prior to the child's first day of attendance.

## **Immunizations**

All children in care are required to receive the immunizations outlined by the Center for Disease Control (CDC). Staff members are not required to be vaccinated, but are highly encouraged to obtain the suggested immunizations made by the CDC in order to protect themselves, and prevent the spread of preventable diseases.

Additionally, TB testing requirements vary across the state. Annual TB testing is required for all staff members, but is not currently required for children. TB testing for children will be required annually, if the Department of Health makes this a requirement.

## **Parent Handbook**

Prior to enrollment, parents are also expected to read the policies and procedures listed in the handbook and sign off on an acknowledgement of receipt of the parent handbook. Any changes to the policy will be given to parents in writing.

## **Emergency/Alternate Pick-up List**

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents will need to include any and all persons, who, in the course of events, may at one time be asked to pick-up their child from school. In an emergency situation the child's parents will be called first. If they cannot be reached the staff will call the persons listed on this form until someone can be reached. Only people identified on the list will be authorized to pick-up a child from the center. All authorized people must present a valid driver's license or State issued ID before the child can be released into their care. There will be no exceptions to this rule. Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents the right to pick-up their child unless legal custody orders are provided verifying visitation/contact restriction.

## **Reporting Changes**

Parents must promptly report any changes and/or updates in the information provided on the admission paperwork, in writing, for the safety of their child. All information is confidential and is shared with teachers only if they need to know for the safety and success of the child in their classroom.

All changes or additions to the Emergency/Alternate Pick-up Form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

## **Right to Refuse Admission**

Compass Children's Academy reserves the right to refuse admission to any child. Parents must also abide by all illness policies, medication policies, drop off and pick up policies and procedures. Parents must also bring all required items for the success of their child's day, to include, but not limited to, a complete change of clothes, diapers, wipes, bottles, pre-labeled and made, and a toddler size blanket.

## **Operational Schedule**

Compass Children's Academy is a full time, year round program, open:

6:00am- 6:30pm  
Monday-Friday

Compass Children's Academy will be closed in observance of the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

President's Day

Compass Children's Academy will also close early on: Christmas Eve and New Year's Eve.

### **Tuition & Fee Schedule**

All fees and tuition are due weekly, on Friday's, for the upcoming week. The first week's tuition is due on the first day of attendance. All registration fees and tuition fees are non-refundable. We offer several different types of enrollment that include full time, part time, and half day options. A full list of fees are posted on the Compass Children's Academy website, and also posted at the center.

### **Other Fees and Credits**

Enrollment Fee \$100.00

Annual Registration Fee (Due each Aug.) N/A

Curriculum Fee (Due each Aug.) N/A

Semi-Annual Supply Fee (Due each February and July) N/A

Returned Checks \$35.00

Summer Activity Fee (Field trips/Events) TBD

Failure to notify daycare of absence for school age child \$10.00

Late Tuition (Late if not paid by Tuesday of current week\*) \$20.00

Sibling Discount 10% off oldest child

\*NOTE- Children will not be permitted back in the school if tuition is not current

### **Late Pick Up**

Children must be picked up by 6:30PM. A \$5.00 per minute charge will be applied for each child that is not signed out on time.

### **Optional Fees**

Watch me Grow Camera \$8.00 per week

This includes 6 camera views – 2 classroom, 2 playgrounds, recreation room and patio

NOTE- Infants, Walkers and Toddlers have only 1 classroom camera

We do not provide any recorded video footage.

### **Vacation Credit**

Every six months of consecutive enrollment, parents will earn one week (5 days) of vacation credit. Vacation credit will be granted if the account is current, and the Director is given a 2 week notice. Care will not be provided during the period covered by the vacation credit. The credit must be used within six months after it is earned or it will expire.

### **Attendance**

No credits are given for scheduled holidays, child illness, and closings due to emergencies, inclement weather or acts of God.

### **Holidays**

New Year's Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Additionally, on Christmas Eve and New Year's Eve, Compass Children's Academy will close at 1:00PM.

## **Mandated Reporting of Suspected Child Abuse or Neglect**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of the Compass Children's Academy are considered mandated reporters, under this law. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect.

As mandated reporters, the staff of the Compass Children's Academy cannot be held liable for reports made to Child Protective Services, which are determined to be unfounded, provided that the report was made in "good faith".

Causes for reporting suspected child abuse and neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (car seat, seat belt)
- Not providing appropriate meals, including a drink for child
- Dropping off or picking up child while under the influence of illegal drugs or alcohol
- Leaving your child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school, over medicated to hide symptoms, which would typically require the child to be kept home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

Employees that are designated as caregivers are required to obtain one hour of training annually in order to appropriately identify the signs of Child Abuse and Neglect, and the proper reporting procedures.

**Parent Code of Conduct**

Compass Children's Academy requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of the Academy is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of the Academy but, is the responsibility of each and every parent or adult who enters the school.

**Swearing/Cursing**

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive.

**Threatening**

Threatening of employees, children, other parents or adults associated with Compass Children's Academy of any kind will not be tolerated, and may result in the termination of services.

**Physical/Verbal punishment**

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child (ren). While the Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted at the school. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior with the teacher and seek advice. Our teachers and/or director will be glad to provide guidance regarding appropriate and effective disciplinary procedures.

**Smoking**

For the health of all Compass Children's Academy employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds and in the parking lot of the Academy.

**Confrontational Interactions**

While it is understood that parents will not always agree with the employees of Compass Children's Academy or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner.

**Soliciting Employees**

The staff of the Academy is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Staff who becomes employed by current or former clients of the Academy will have their employment terminated.

Employment refers to any relationship of the agency's services which involves an employee of Compass Children's Academy to interact with a current or former client of the Academy. Such relationships include, but are not limited to, babysitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid.

**Firearm Restriction**

At no time is any person permitted to carry any type of firearm, ammunition and/or weapon on school property for any reason. Violation of this policy will result in immediate dismissal from the program.

## **Safety**

### **Entrance**

It is important to be mindful of the entrance procedures. We all like to be polite, and often hold the door open for others. However, we need to be careful not to allow unauthorized individuals into the academy.

### **Visitors**

Visitors must sign in at the front desk, and are asked to schedule appointments with the Center Director. Visitors are allowed in the childcare facility only at the discretion of the Center Director. An employee of Compass Children's Academy will accompany visitors at all times, throughout the School.

### **Parent Participation/Volunteers**

Parents are invited and encouraged to be involved in their child's learning activities. There are many different ways in which parents can participate and volunteer at the academy. Parents may volunteer to read in the classrooms, assist teachers, help with field trips, and/or coordinate special events. Any parent that wishes to volunteer in the classroom must submit to background checks, as required by licensing regulations.

### **Parental Access and Rights**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Compass Children's Academy, as provided by law. Parents will also have the opportunity to view their child by video monitoring, on a secure website, for an optional fee. Parents opting into the video viewing program will be issued a password in order to view their child in the classroom.

Parents will be given opportunity to review the TX. Dept. of Family Protective Services minimum standards guideline, policy and procedures as well as the completed child care inspections by making an appointment with the director. Parents may also access the information on the TX. Dept. of Family and Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Parents have the right to contact the Child Care Licensing office, located at 1501 Circle Dr. Fort Worth, TX. 76119, by calling (817) 321-8604. Parents may also report abuse or neglect to the TX. Dept. of Family and Protective Services hotline at 1-800-252-5400 or online at [www.txabusehotline.org](http://www.txabusehotline.org).

### **Fire/Emergency Drills**

The Academy conducts monthly fire and quarterly disaster drills, which are documented and logged in a binder that is kept in the director's office. During a fire/emergency drill parents may not sign children into or out of the program.

### **Persons Appearing to be Impaired by Drugs/Alcohol at Pick-up**

The staff of Compass Children's Academy will contact local police and/or the custodial parent should a parent appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child, even if the parent is, or appears to be impaired. However, staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services to notify them of the situation.

## **Attendance**

### **Arrival Procedures**

Upon arrival at the Academy, the parents or the adult dropping the child off must sign the child into care and obtain a drop off ticket by using the finger print verification system on the computers located at the front desk. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Parents or the adult dropping the child off, must give the drop off ticket to teacher upon dropping off the child in the classroom.

### **Notification of Absence**

Parents are asked to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

### **Pick-up Procedure**

Parents, or other authorized adult, are required to sign their child out of care and obtain a pick-up ticket by using the finger print verification system on the computers located at the front desk. Parents, or other authorized adult, must provide the pick-up ticket to the child's teacher before the child leaves the classroom. Parents are also required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. The parent may schedule a parent/teacher conference if further explanation is required. It is important to remember that the teacher is responsible for the remainder of the children in the classroom.

### **Emergency/Alternate Pick-up**

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents will need to include any and all persons who, in the course of events, may at one time be asked to pick-up their child from school. Only people identified on the list will be authorized to pick-up a child from the center. All authorized people must present a valid driver's license or State issued ID before the child will be released from the Compass Children's Academy. In an emergency pick-up situation the child's parents will be called first. If they cannot be reached the staff will call the persons listed on this form until someone can be reached.

### **Withdrawal Policy**

Two weeks written notice is required when withdrawing a child for any reason. If a two week written notice is not provided, the parent will be charged for the remaining two weeks of tuition as stated in the signed parental agreement.

### **Dismissal**

Compass Children's Academy reserves the right to dismiss any child, at any time, with or without cause.

### **Inclement Weather Information**

In the event of an emergency closing and/or inclement weather, the closing information will be posted on the website at [Compasschildren.com](http://Compasschildren.com). Parents may also be notified of the closing by television, however, it is always best to check the website for frequent updates. Compass Children's Academy will make every effort to open, but may follow the local WSISD closing schedule. In the event that schools close due to inclement weather, it may be unsafe for employees to operate the vans/ buses, and parents would need to find alternate pick-up arrangements for their child(ren).

### **Emergency Closing**

Should Compass Children's Academy need to close during regular business hours, the school staff will attempt to reach the child's parents first to arrange for pick-up. Should staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made.

**Health/Illness**

The Compass Children's Academy follows all health/communicable disease policies as outlined in the American Academy of Pediatrics. Children will be excluded and not permitted to return to the program until they are no longer contagious based on the recommendation guidelines by the American Academy of Pediatrics.

**Exclusion**

Children will be excluded from the program due to a fever, and may not return to the program until they are fever free, without fever reducing medications, for 24 hours. A fever is considered a temperature reading on a thermometer of at least 100.4 degrees.

Children are also required to be excluded from the program for loose bowels/ diarrhea which occur 3 or more times in a 24 hour period. Children are also required to be excluded from the program for vomiting 2 or more times in a 24 hour period. Children may return to the program when they have been symptom free, without medication, for 24 hours. Rashes must be diagnosed by a physician. Children who have allergies must have a physician's note for such allergies on file at the school.

**Ill Child Pick –up**

Children who become ill while at the school must be picked-up within one hour of parent being notified. If a parent is reached, but cannot pick up their child within 1 hour, it becomes the parent's responsibility to arrange for alternate pick-up with someone listed on the child's emergency form. If the parent cannot be reached, the director/staff will contact the people listed on the emergency contact form, to pick-up the child.

**Notification**

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our school to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis.

**Communicable Disease**

If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. For your confidentiality only the communicable disease information will be shared. The Academy will take all measures necessary to protect your child's confidentiality.

**Special Care Instructions**

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions, in the form of a letter, and verbally discuss them with either the classroom teacher or the Center Director. These special instructions include, but are not limited to: early pick-up, alternative pick-up, health issues over the previous night which need to be observed, and/or any general issues of concern which the child care providers should be aware of, to best meet the needs of your child throughout the day.

**Children with Severe Allergies**

For the safety of your child, parents are required to provide a signed copy of the "authorization for emergency care for children with severe allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment. If the allergy is discovered after enrollment, parents are responsible for reporting the allergy to the director immediately.

This form must be completely filled out by the child's physician and parent, and must be updated every 6 months. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. Parents must also execute a "release and waiver of liability for administering emergency treatment to children with severe allergies" form. This form releases the school from liability for administering children with severe

allergies and taking other necessary actions set forth in the “authorization care for children with severe allergies” form, provided Compass Children's Academy exercises reasonable care in taking such actions.

### **Dispensing Medication**

The Academy will only dispense over the counter and prescription medication that is in the original, labeled container and is accompanied by a doctor's note with explicit dosage and administration instructions. School will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. Parents are also required to complete a medication form for each medication that is to be dispensed. Medication forms can be found at the front desk.

### **Injuries**

If a child is injured, first aid will be administered if needed, and parents will be contacted. An incident report will be provided to the parent for minor injuries, in place of a phone call. If the child requires immediate medical attention the staff will call 911.

### **Biting**

The Academy recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 year old classrooms, and sometimes 3 year olds. Parents with children in these classrooms should expect that their children may be bitten, or will bite another child. The staff understands that parents are concerned, and can be upset, when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff will work to identify situations which, provoke, or elicit this behavior, so it can be prevented in the future. If a biting incident occurs the staff will:

1. First, attend to the injured child and clean the bit area with soap and water.
2. Redirect the child that has bitten, and explain to the child that biting is not acceptable.
3. An incident report will be provided to the parents of the child(ren) involved in the incident.

Parents will be notified with a written report that a biting incident occurred during the course of the day. The staff may not discuss with the parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed.

### **Emergency Preparedness Plan**

Each classroom has an emergency evacuation diagram labeled and posted by the door. The caregivers are trained to keep their attendance sheets with them at all times in order to account for each child in attendance. In the event of an emergency requiring evacuation, the employees will transport the children to a designated location. Children will only be transported if it becomes unsafe for them to remain at the school. If children must be transported, due to an emergency, employees will be required to hold children under twenty-four months, if the appropriate child restraint systems are not available, and the child cannot safely fit in the installed vehicle restraints.

Upon arrival at the designated location, caregivers are trained to complete face to name checks to assure that each child in care is accounted for. Staff will notify the parents or emergency contact person, at the time of the call, of the pick-up location should the children need to evacuate from the school. In the event of an emergency, parents may call the Compass Children's Academy cell phone at 817-542-5816.

## **Curriculum**

Compass Children's Academy has daily routines, lesson plans and selected curriculum for each age group, infants thru 12 years in age.

## **Lesson Plans**

The teachers will provide a structured lesson plan that will incorporate a variety of learning tools that includes, but is not limited to, age appropriate books, songs, puppets, musical instruments, writing/drawing materials, flashcards, and art/craft supplies. A written daily schedule of activities and daily lesson plans will be posted outside the classroom.

## **Parent/Teacher Conferences**

Parent/teacher conferences, to review skill development and classroom behaviors, will take place in May and November of each year. We ask that parents make every effort to participate in the future planning of their child's education. Parents or teachers may request additional conferences, at any time, if there are concerns or situations that require immediate attention.

## **Nap/Rest Time**

Nap/rest time is an important part of a young child's day. Infants sleep when they desire. Walker, toddler, pre-school, and pre-K age children are provided a nap/rest period of at least two hours a day. School age children will also be provided with a nap/rest period on full days. Parents must provide blankets and may include one plush/non-musical toy for their child, and will be required to take it home on Fridays to wash.

## **Clothing/Material**

Children need to have proper clothing suitable for the weather. Children are not permitted to wear open-toed, and/or open-backed shoes. All clothing and other items must be clearly labeled with the child's first and last name. The Academy is not responsible for lost or damaged items. Parents must also provide other materials such as, but not limited to, sunscreen, a spare set of clothes (for accidents), diapers, wipes, and diaper ointment.

## **Transportation**

Transportation is provided for school age children before and after school. Transportation is also provided for school age children to field trips. Parents must sign a permission slip for their child(ren) to ride in a Compass Children's Academy vehicle, and attend each scheduled field trip. Parents must also provide a car seat/booster seat for children that meet the new law requirement to have a car seat/booster seat, if the child is 4 foot 9 inches or shorter.

## **Field Trips**

Field trips are provided for our school age children 5 yrs. and older. Field trips include, but are not limited to, Library, Fire Station, Park, Museum, Movie Theater, Bowling Alley, Water Park, Nursing Home, Rangers Game, Zoo, and other community events. Permission forms must be completed and turned in promptly, in order for your child to attend the field trip. Alternate activities will be provided on campus for children that do not have permission to attend a field trip.

## **Water Activities**

During the summer there will be designated days for the children to play in the sprinklers on campus. The teacher to child ratios will be increased, as necessary, during all water activities to ensure the children's safety.

## **Animals**

The Compass Children's Academy does not permit animals on campus.

## **Discipline Policy**

Compass Children's Academy utilizes a pro-active approach to discipline versus a re-active approach, in order to encourage positive behavior. Positive reinforcement will be utilized through the following discipline techniques:

1. Setting clear limits and expectations for classroom behavior.
2. Giving rationales for the rules.
3. Explaining consequences to negative behaviors.
4. Redirection- suggesting that the child plays with another child or toy.
5. Distraction- offering other toys or activities.
6. Positive reinforcement- using positive statements, and using praise for good behavior.
7. Ignoring attention seeking behaviors that do not put the child or others at risk.
8. Supervised separation from the group.

Compass Children's Academy and The Texas Department of Family and Protective Services do not allow any of the following forms of discipline:

1. Any form of corporal punishment- including, but not limited to, hitting, pinching, shaking, grabbing, or kicking. Threatening corporal punishment or biting a child is prohibited.
2. Any form of punishing a child with food, naps, or toilet training is prohibited.
3. Placing anything in or on a child's mouth is prohibited.
4. Verbal punishment that is humiliating, ridiculing, rejecting and/or yelling at a child is prohibited.
5. Any form of harsh, abusive, or profane language is prohibited.
6. Restricting or confining a child in a locked room/space, dark room/space, or in a room/space with a closed door is prohibited.
7. Requiring a child to remain silent and/or inactive for long periods of time that are inconsistent with a child's age and development is prohibited.

## **Individual Plan**

If the approved discipline techniques listed above are not working for an individual child, a meeting with management, teachers, and parents will be called to assist in a behavior plan for the said child. Not every setting works for every child. The Academy will do its best to create an individual plan, in the group setting, to assist in the success of every child. Please note that under no circumstances are the above prohibited forms of discipline allowed at Compass Children's Academy.

## **Recurring Behavior Problems**

If a child's behavior becomes a recurring problem, or is too severe to be managed in the classroom, then the director reserves the right to discharge the child from Compass Children's Academy. However, when possible, the director will give a notice.

## **Parent/Teacher Conference**

If parents feel it is necessary to have an in-depth discussion or meeting regarding an incident(s), it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day, or for the next day at naptime/rest time, if the parent is unable to meet at the center during the course of the day.

## **Meals/Food**

The Compass Children's Academy provides a morning snack, lunch, and an afternoon snack, daily, for each child in accordance with the nutritional guidelines set forth by the USDA. A 5 week rotating menu will be utilized. Parents may provide their child with an alternate snack or meal, as long as the food is peanut-free. If parents choose to bring their child alternate snacks or meals that need to be kept cool, it must be packed in a container with ice packs.

### **Peanut-Free Center**

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, the Academy prohibits peanuts and/or foods containing peanut products on school property and/or at school sponsored events.

### **Food Allergies**

Parents are required to provide written notification of any food/dietary restrictions. For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies, with instruction for treatment in the event that your child has an allergic reaction.

### **Infant/Toddler Feeding Schedule**

Parents are required to complete a feeding schedule for their infants that are not eating table food on a monthly basis. Children enrolled in the infant and young toddler program must have all food items for consumption, prepared and labeled by the parents, each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. All unused food/drink remaining after a feeding must be discarded. No bottles will be placed in a microwave. All bottles must be taken home each night to be sterilized by the parents. Breastfeeding mothers are welcome to come to the center during the day to feed their child.

### **Birthday/Holiday Celebrations**

Families are welcome to share their child's special day or holiday by bringing store bought food/snacks only, as long as allergies of classmates are taken into consideration, as well as our peanut-free policy.