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Dear Parents:

We are happy to have your child enrolled at Northwood Childcare Center. We hope this service will prove to be quite beneficial to both you and your child, and that they will have many memorable learning experiences at our center. The best assurance for the success of your child's experience is the close cooperation and understanding between parents, staff, and office personnel.

The purpose of our center is to provide a safe and happy environment where your child can develop spiritually, emotionally, socially, intellectually, and physically. In these early years, we hope to enable the child to develop happy, healthy, wholesome habits, attitudes, and impressions.

The primary goals and objectives of our center are as follows:

1. To help the child mature emotionally.
  - This includes helping them to build good self-esteem and to develop healthy, worthwhile feelings about themselves and others. Opportunity for self-expression will be given through conversation, music, creative art, and through positive guidance from the teacher.
2. To help lay the foundation for natural, wholesome social development through group experience.
  - This includes learning to cooperate, exercise self-control, share, and practice good manners with others in the group.
3. To provide an environment for teaching the total child through first-hand learning experiences which stimulate their intellect, curiosity, and imagination and to contribute to their development and application of ideas and concepts.
  - The teaching faculty is provided with age-appropriate curriculum with which to develop independent thinking and concentration and to broaden and improve skills in language, motor activities, and readiness in all pre-school areas.
4. To protect the health and safety of the young child and to help them develop physically.

Through our program and our trained teachers, we will nurture your child's growth in all areas. We encourage you to share with our teachers any special needs of your child. Please become familiar with this handbook. It has been prepared so you may know the policies and better understand the program as we work together to help your child enjoy a successful year in the Learning Center.

With a Heart for Your Child,

Mrs. Kerry Stokes  
Northwood Childcare Center Director

## GENERAL INFORMATION

Northwood Childcare Center is licensed by the Mississippi State Department of Health and is inspected yearly and approved by the Harrison County Health Department and the city of Gulfport Fire Department.

ADMINISTRATOR	Van Ducote
DIRECTOR	Kerry Stokes
ASSISTANT DIRECTORS	Valerie Mathis Monica Davis
ADDRESS	14281 O'Neal Road Gulfport, MS 39503
PHONE	228-831-9143
SCHEDULE OF OPERATION	Monday through Friday 6:30 a.m. to 6:00 p.m.
AGES	Six weeks through 4 years old

## STAFF MEMBERS

The childcare center selects employees who have the ability to project warmth, love, and understanding of children. Staff members are required to attend regular meetings in order to be aware of new ideas and current trends in education and methods of teaching and caring for preschoolers. They are also expected to follow a planned basic curriculum of study to use in planning their lessons and time with the children. All staff members are to attend workshops during the year on Nursery school and childcare center teaching methods and are to complete a minimum of fifteen hours of in-service training during the school calendar year.

## HOLIDAYS

The following are the holidays that will be observed this year. The center will be closed on these days. These holidays are not pro-rated. Full tuition will be due on weeks with holidays.

Mardi Gras	July 4 <sup>th</sup>	Dec. 23 <sup>rd</sup> -Dec. 26 <sup>th</sup> (will open the 27 <sup>th</sup> )
Good Friday	Labor Day	Dec. 30 <sup>th</sup> -Jan. 2 <sup>nd</sup> (will open the 3 <sup>rd</sup> )
Memorial Day	Thanksgiving (Thurs & Fri)	

## FEES AND TUITION

The following information contains the fees and tuition costs for the 2011-2012 school year.

REGISTRATION FEE	\$60 PER CHILD (non-refundable)
CURRICULUM FEE	\$60/ 2-3 YEAR OLDS (non-refundable) \$75/4 YEAR OLDS (non-refundable)

\*\*There will be an annual re- registration fee for all and a curriculum fee (2-4 year olds only)

\*\*Re-registration for the following year will be due by June 1<sup>st</sup> of each year. Exception for those who enroll between March 1<sup>st</sup> and June 1<sup>st</sup> of 2011 & 2012)

TUITION COSTS	\$130 PER WEEK FOR 6 WEEKS TO 1 YEAR \$120 PER WEEK FOR 1 YEAR TO 4 YEARS
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The full amount of the weekly tuition is payable every Tuesday regardless of the number of days that your child is in attendance. Weekly tuition is for your child's spot in the center not days in attendance.

A late charge of \$10 will be added to tuition if it is not paid by 6 PM on Tuesday. If the fee is not able to be paid by Wednesday morning, the child will not be allowed to attend until payment is made. A re-enrollment fee of \$60 will be charged for the child to return. However, the next family on the waiting list will be contacted and re-enrollment may not be possible if the next child enrolls.

A late charge of \$1.00 per minute will be added to the week's tuition for any child who is picked up after 6:00 p.m.

There will be a charge of \$35.00 for any check returned to the Center marked INSUFFICIENT FUNDS. Thereafter, a cash payment will be required.

Center fees are the responsibility of the parent or guardian who registered/enrolled the child. If parents are separated or divorced, the parent who registered the child and who normally pays the tuition fees is responsible for payment of fees when the child is visiting other family members.

## **METHODS OF DISCIPLINE AND GUIDANCE**

Northwood Childcare Center strives to provide the best possible classroom atmosphere for the children. We feel that our Christian standards dictate a loving and forgiving atmosphere for playing and learning. We also feel the moral standards and behavior of children are of utmost importance. We therefore, expect respect for authority and compliance with the rules and regulations. Disciplinary practices shall be directed toward teaching the child to understand and display acceptable behavior, shall help build self-esteem, shall be consistent and individualized, shall consider the child's level of understanding and age, and shall never be humiliating, frightening, or physically harmful to the child.

Biting- three year old that bites another child will be written up at the director's discretion. Any two year old that bites will be reprimanded by the director and parents will be called. We do not have a specific number of times that a child is allowed to bite before being dismissed, but we promise to inform the parents in advance of the dismissal. Conferences will be set up and options will be discussed on how we can help improve this behavior before the child is dismissed.

The procedures for positive discipline to be practiced by the staff are as follows:

1. A verbal reprimand and an explanation of why the behavior is unacceptable will be given by the teacher to the child.
2. When verbal reprimand becomes ineffective, ages 1 – 3 will be redirected or removed from the situation or classroom until acceptable behavior resumes. Ages 3 – 5 will be given 1 minute per age of "time out". At this time they will either sit near the caregiver or in a designated area near the caregiver.
3. A consultation will take place between the teacher and Director/Assistant Director followed by:
  - a. The child will receive a verbal reprimand from the Director/Assistant Director.
  - b. Acceptable behavior will be discussed with the child.
  - c. A consultation will take place between the Director/Assistant Director and the parent concerning the child's inappropriate behavior and the measures that have been taken to correct this behavior.
4. The child will be removed from the classroom for a time out period in the Director's office. Guidance in behavior will be given to the child. A conference time will be set and held between the Director and parent to discuss the child's inappropriate behavior and possible ways of guiding the child toward displaying appropriate behavior.
5. NEITHER CORPORAL PUNISHMENT NOR TOTAL ISOLATION SHALL BE USED AS DISCIPLINE MEASURES IN LICENSED CHILD CARE FACILITIES.
6. If the child displays unacceptable, inappropriate, rude, or disruptive behavior, the parent will be called to come and get the child for the remainder of the day.
7. A file will be maintained on each child stating any disciplinary actions taken with the child.
8. The Director has the privilege of dismissing a child from the program if the behavior continues to disrupt the good atmosphere of the classroom and is detrimental to the other students. The Administrator will be notified of the dismissal and reasons for dismissal.

## **POLICIES AND PROCEDURES**

The following is a list of admission requirements for enrollment in Northwood Childcare Center:

1. An application form shall be completed and returned to the Center office.
  - a. Must be accompanied with the yearly Registration Fee
  - b. Must have a copy of the Immunization Compliance Form 121 that can be secured from your family physician, pediatrician, or local health department.
  - c. Please notify the office of any changes in information on enrollment forms such as addresses, phone numbers, immunizations, etc.
2. When enrolling a child from our waiting list, preference will be given to resident members of Northwood Church.
3. When enrolling a child from our waiting list, children who have siblings currently enrolled in the Center will be given preference.

The following is a list of withdrawal requirements from Northwood Childcare Center:

1. Notify the office in writing as soon as possible.
2. A two week notice is encouraged.

The following is a list of suggested clothing and supplies for children of the Center.

1. We suggest that your child wear comfortable, washable clothing that they can easily manage.
2. Parents are requested to send in a labeled Ziploc bag with an extra change of clothing appropriate for the weather marked with the child's name.
3. Plainly mark all jackets, sweaters, caps, gloves, and so forth with your child's name.
4. Children are to be dressed appropriately for each season. Due to the possibility of sunburn we ask that halter tops not be worn at all.
5. Shoes suitable for running and playing should be worn. No flip-flops or boots. Shoes are to be closed toed to protect their feet. Socks are required.
6. Children who are potty training should wear clothes that are easy to put on and remove during bathroom time.
7. Infant Room- Please bring pre-fixed formula, we will not mix formula; plenty of extra diapers and wipes; only plastic bottles; sealed baby food jars, no partially used containers will be served.
8. Parents of infants may bring in items to decorate the child's crib. Items such as a mobile and toys to hang on the crib. You may also provide family pictures to put on sides of crib for the child to observe throughout the day. Make sure all items that are brought in are properly labeled.
9. Ages 1 – 4 year old need small blanket and pillow for cots. We suggest blankets and pillows be free from characters . Solid colors are preferred.

## **VACATION OR ABSENCE**

There is an unlimited vacation or absence policy. However, in order to reserve your child's place for an absence of one week or more, you must pay the weekly tuition for each week of absence. Enrollment will be automatically discontinued if the fee is left unpaid. The next child on the waiting list will be allowed to enroll.

## **SUMMER MONTH'S ENROLLMENT**

During the months from May to August, we realize some do not need childcare. In order to prepare staff and finances the following options are available:

- You can pay for the weeks your child is not in the Center in order to hold the spot.
- or
- You can remove your child from the Center for the time needed and re-enroll in August if space is available.

## **EMERGENCY/EVACUATION INFORMATION**

In the event an accident occurs inside the facility and there is a need to evacuate the Center, children will be transported to the Life Center or Main Sanctuary of Northwood Church. In the event of an emergency evacuation, parents will be notified immediately.

Evacuation routes due to fires are posted inside the classrooms.

If a child is involved in an accident and medical treatment is needed, the child will be transported to a local hospital accompanied by a staff member, and parents will be notified by office personnel. Parents must complete the emergency medical treatment information at the time of registration.

In the event the Center must evacuate the area, the children will be transported by Laidlaw Transit System to Northwood Christian Center; 315 Azalea Dr. North; Wiggins, MS. 39577

## **SEVERE WEATHER AND DRILLS**

In severe weather conditions adequate precautions will be made until all children are picked up. In the anticipation of severe weather WLOX television will be notified of the Center closing during the summer months. During the school year, we will always follow closings for Harrison County School District. You can check [www.WLOX.com](http://www.WLOX.com) to see a list of closings and/or they will announce it on the news.

Fire drills will be held monthly in accordance with state regulations. Directions for conducting drills are posted in each classroom and special attention is given to these directions.

During a hurricane situation, NCC will close upon Hurricane Category I or as directed. If the center is closed for 3 or more days, tuition will be prorated. Full payment is due if only closed 2 days. If you evacuate and the center reopens, you are still responsible for tuition.

## HEALTH

We depend on you to help us maintain a policy that will insure the health and well-being of the children of the Center. We can accept only well children at the center. If your child should become ill while at the center, parents will be notified immediately. The child must be picked up within one hour of the phone call. Your child will not be allowed to return until all danger of contagion has passed.

It will be at the discretion of the Director to determine whether a child is ill enough to leave the center and when a child is well enough to return. A physician's statement may be required by the Director following a child's illness or injury. You will be required to pay a full week tuition when children stay home because of illness or are sent home because of illness.

The following are considered as basic criteria for determining if a child is ill enough to go home:

- Temperature of 100 degrees
- Vomiting (3-4 times in one day)
- Diarrhea (3-4 times in one day)
- Croup or bad cough
- Acute congestion
- An unexplained rash
- Suspicion of the following: chicken-pox, measles, strep throat, impetigo, mumps, pink-eye, thrush, ringworm, meningitis, lice

In general, children with the following conditions may return when:

- Chicken-pox – completely dried up
- German and Red Measles – 4 days after onset of rash
- Mumps – 9 days after glands swell
- Hepatitis – cleared by physician
- Mono – cleared by physician
- Conjunctivitis (pink eye) – proper treatment is concluded
- Lice – proper treatment is concluded and all bugs and nits are gone (child must be cleared by office personnel)
- Impetigo – proper treatment is concluded
- Ringworm – proper treatment is concluded
- Scabies – proper treatment is concluded
- Meningitis – cleared by physician

A child must be free of fever, diarrhea, and vomiting for twenty-four consecutive hours, without the aid of Tylenol, Advil, or so forth, before returning to the Center.

Should your child have a contagious disease, please notify the Center office immediately in order for other parents to be notified.

Because of the dangers of handling fecal matter, we ask that you use disposable diapers with your child. If there is a situation where your child cannot use disposable diapers, notify the Director. An example would be a child who is highly allergic to disposable diapers.

## **IMMUNIZATIONS**

All children enrolled in the Center must have a current Immunization Compliance Certificate, a Form 121 from the Mississippi State Department of Health or private physician. **We must receive this form before the child will be allowed to attend.** The only exception will be infants 6 to 8 weeks old. This form must be kept current at all times. Failure to maintain this compliance will result in a \$50.00 fine for out-of-date immunizations. This fine is set by the State Department of Health, and will be passed on to the responsible party.

## **INSURANCE**

Northwood Childcare Center does not provide insurance coverage for its students. Children must be covered by the parent's personal insurance. Parents must sign a Liability Release form which will be kept in your child's file in the Center Office that acknowledges this.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Children enrolled in the childcare center should arrive no earlier than 6:30 a.m. Children ages 1 -4 should arrive no later 8:30 a.m. Also, lunch and nap is scheduled between the hours of 11 and 2. Because of this your child will not be checked in to the center between these hours. This is important to help the daily schedule run more smoothly and allow for staffing and lunch counts. All children must be picked up no later than 6:00 p.m. See campus diagram for directions on entering and exiting facility.

Children must be brought into the building by an authorized person (18 years or older) and left with a supervising staff member. Your child will be sent home only with persons known by the staff to be authorized and who are listed on the child's application. This individual must be at least eighteen years of age. If someone other than the parent is to pick up the child, it is mandatory to put it in writing to be filed in the child's file. This is for your child's safety.

Please follow the diagram provided on how to enter and exit campus. The overhang may be used for drop off and pick up; however, it is used on a first come first serve basis. If you are on a time schedule, it may be best to park so as not to be delayed.

Upon entering the building, you are to check your child in on the electronic key pad which is located in the lobby. You are to repeat this process when you leave with your child in the afternoon.

Children should be picked up by 6:00 p.m. Failure to do so will result in late charges of \$1.00 per minute. Please refrain from using Cell Phones at arrival times and departure times. This is an important part of the day for communication with your child's caregiver.

## **MEDICATION**

Non prescription and/or Prescription – Medication will be given to a child under the following conditions. The medicine should be in the original container with the child's name on the label and the amount of dosage. Also provide the correct dosage measurement device for administrating the medication. These are to be turned into the office. Parent must sign the medicine log daily in order for medications to be given. Medicine will be given according to physician's directions. Medicine will be administered by the Assistant Director.

Use of a Nebulizer Machine – If your child must use a nebulizer, it is imperative for specific instructions on how to use the machine, how much medication to administer, and how to connect the devices.

## **FOOD**

The Center does not serve breakfast; however a morning snack which consists of breakfast foods such as muffins or oatmeal will be served at 8 AM. A wholesome lunch and an afternoon snack will also be served. 100% fruit juice, milk, or water accompanies each of these. In accordance with the Mississippi Department of Health we will also serve a second afternoon snack at 4:30 pm.

We do not allow children to bring any food into the center unless a physician requires it. We will allow you to sit in the foyer with your child if they are finishing any food from outside. Otherwise, they are able to eat from the menu at the scheduled times in the cafeteria.

Menus will be posted and sent home monthly. If your child has a food allergy, a note from the child's physician must be in their file and all personnel will be notified of severe allergies.

For babies, bring the necessary food and bottles properly labeled along with written instructions concerning their feeding. If your child is eating from the table, please notify the staff member.

## **OUTDOOR PLAY**

Outside activities are just as important as indoor activities. Both are essential to the health, education, and development of the children. Sun safe practices will be used during the outdoors activities scheduled between 10 AM and 2 PM during the period from April 1<sup>st</sup> to September 15<sup>th</sup>.

We will spend some time outdoors each day. Conditions that will prohibit our outside play include rain, excessive heat (90 or above) or cold (40 or below), or threatening weather conditions.

Please bring a labeled bottle of protective sunscreen lotion to keep in your child's cubby. This will be administered at the appropriate times.

All children will go outside to play. If a child is too ill to go outside, they should not be sent to school. If there is a condition that keeps your child from normal play, they may sit in the fresh air near a staff member.

## **PARTIES**

A birthday is a very special day in the life of a child. Therefore, we encourage you to participate in the following way. Your child's classroom will celebrate birthdays once a month. Teachers will inform you of the date for the party and what refreshments can be brought in. However, in accordance with the Mississippi Health Department any food brought into the center must be store bought. We cannot serve anything homemade. The beverage will be supplied by the Center. Birthday parties will take place during the afternoon snack time. No gifts should be given at school. The teacher will also contact the parents concerning refreshments and favors for special holiday parties.

## **REST TIME**

Each child will be expected to rest from shortly after lunch for 1 ½ to 2 hours each afternoon. Cots will be provided from the Center for each child. Children may bring a small blanket for covering labeled with your child's name. Please avoid thick oversized blankets. The linens are sent home every Friday to be washed and returned on Monday. We ask that all blankets be solid colors with no characters on them. Except in the case of an emergency, please do not bring or pick up your child during the rest time. Arrivals and departures during rest time are disruptive for other children.

## **SAFETY**

For the benefit of your child's safety, we request that the following safety precautions be observed. Reduce your speed to 10 mph when entering and exiting the parking and pick-up areas. Parked and unattended cars should not be left with their motors running. Please do not leave young children unattended in parked cars.

## **SCHOOL ACTIVITIES AND WORK**

Your child will participate in a variety of educational activities such as the following:

- Working with paints, crayons, blocks, and other manipulative materials
- Enjoying stories, poetry, dramatization, videos, and books
- Learning to share, plan, work, and play with others
- Learning to respond rhythmically to music by singing new songs and listening to different kinds of music
- Acquiring good health and cleanliness habits
- Reading readiness, phonics, language arts, and number reading

In order for your child to derive the greatest benefit from these educational opportunities, they should be in regular attendance. Staff members begin their educational activities usually by 8:30 a.m.

Bi-annually a parent-teacher conference will be scheduled for each parent. A report to show strengths and weaknesses in areas of developmental growth of your child will be discussed. These conferences will be held in September and March.

## **PHOTOGRAPHING**

Parents will be required to sign the Statement of Cooperation form in the enrollment packet allowing their child to be photographed during the school year. These photographs are used in your child's classroom for decorating as well as scrapbooks the teacher may assemble each year.

## **TOILET TRAINING**

Parent and teacher communication is the key to successful toilet training of any child. Parents must notify the teacher prior to toilet training so a conference between both parties can take place. This will be documented in your child's file.

## **TOYS**

The Center provides toys and equipment for the children to play with while in attendance. We ask that you not allow your child to bring toys, videos, or books to school. We cannot be responsible for personal toys that may become lost or broken. Teachers are allowed to have periodic Show and Tell Time in classes. It is permissible on those occasions for a child to bring a special item to school. However, at the end of Show and Tell Time, children must return these items to their individual book bags or cubbies.

Before any video or book is brought to the Center, the parent should check with the child's teacher to secure permission.

## **VISITORS**

Sometimes a child wants to bring a friend to visit. We are sorry that we cannot permit other children to come as visitors. Our teachers need to give full attention to their regular students.

## **TRANSPORTATION**

No field trips are planned for these ages; however if transportation is necessary for any reason the following policy will be followed:

Northwood Childcare Center fully subscribes to and meets the following State requirements:

1. All drivers are appropriately licensed.
2. All vehicles have current safety inspection stickers, licenses and registrations.
3. Insurance adequately covers the transportation of children.
4. Children board or leave the vehicle from the curb-side of the street and/or are safely accompanied to their destinations.
5. Seat restraints are used.

## Northwood Childcare Center

"Reaching Your Child's Heart"

### Occupant Restraints:

1. All children will be properly restrained whenever they are being transported in a motor vehicle.
2. No vehicle shall be occupied by more individuals than its rated capacity.
3. No children shall be transported in the front seat of vehicles equipped with passenger-side air bags.
4. All vehicles under 10,000 pounds GVWR(Gross Vehicle Weight Rated) shall be equipped with occupant restraints appropriate for the age and/or weight of the children being transported.
5. A child under the age of four (4) shall be transported only if the child is securely fastened in a child safety seat that meets Federal Motor Vehicle Safety Standards (FMVSS, 49CFR 571.213), which shall be indicated on the child safety seat. The child safety seat shall be appropriate to the child's weight and be installed and used according to the manufacturer's instructions.

### Staff to Child Ratio:

1. On vehicles with a GVWR of less than 10,000 pounds, the staff-to-child ratio shall be maintained at all times. The driver of the vehicle will not be counted as a caregiver while transporting the children.
2. On vehicles with a GVWR if 10,000 pounds or more, the staff-to-child ratio shall be one (1) caregiver to each 25 children or fraction thereof. The driver of the vehicle shall not be counted as a caregiver while transporting the children.

## **CHILD ABUSE**

In accordance with the Mississippi Child Abuse Law, Northwood Childcare Center is required to report any suspected case of child abuse or neglect to the proper authorities including the police department, Department of Human Services and the Department of Health. NCC is in frequent contact with children and their families and is in a position to screen for signs of abuse and neglect. If child abuse or neglect is suspected, supervisor personnel will be contacted, a call will be placed to above authorities listed.

## **HOW CAN PARENTS HELP**

The following suggestions should help both parents and children have a positive, happy, and successful experience while attending the Center.

- Read this handbook carefully to help you understand the policies.
- Schedule and attend conferences during the year with your child's teacher.
- See that your child gets a good night's sleep each night.
- See that they have regular eating habits.
- See that they leave for school unhurried and happy.
- See that they arrive for school at the proper time.
- Take an interest in what your child tells you about things at school. Appreciate early artistic attempts. Remember, it is better to say "Tell me about it" rather than "What is it." Let them be sure of your love and understanding.
- Feel free to call or meet with the teacher or Director regarding anything you may not understand about our program.
- Express to your child that the Center is a special place to play, learn, and meet new friends. If you are apprehensive about leaving your child, they will be apprehensive.
- Label all your child's belongings.
  
- Please notify the Center office immediately in writing of any changes in address, home phone number, business phone number, persons authorized to pick up your child, or health problems.

## CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,  
He learns to condemn.  
If a child lives with hostility,  
He learns to fight.  
If a child lives with ridicule,  
He learns to be shy.  
If a child lives with shame,  
He learns to feel guilty.  
If a child lives with encouragement,  
He learns confidence.  
If a child lives with praise,  
He learns to appreciate.  
If a child lives with fairness,  
He learns justice.  
If a child lives with security,  
He learns to have faith.  
If a child lives with approval,  
He learns to like himself.  
If a child lives with acceptance and friendship,  
He learns to find love in the world.

Author Unknown