



3000 SE 96th St., Oklahoma City, OK 73160

Phone: (405) 740-6122

DHS License #: K820053757

DHS Subsidy Contract #: 59827

Hours of Operation:

Monday - Friday

7:00AM - 5:30PM

I. **Philosophy**

A. We believe that self-esteem, respect for one's self and others, kindness and guided play are the critical components to optimal growth and development in young children. In order for children to develop high self-esteem, we focus on developing the socialization, sharing/taking turns and self-help skills needed to succeed in other areas of development. Children at WDZ are given the opportunity to explore, experiment and create in a safe and nurturing environment. Most of all, our days will be filled with love and learning through play.

II. **Hours of Operation, Enrollment and Admission**

A. Hours of Operation: We are open for normal business hours Monday thru Friday from 7:00am until 5:30pm. Some exceptions may be made with a signed addendum.

B. Age of Admission: 4 weeks to 4 years.

C. Enrollment Requirements & Process: Enrollment is subject to availability of spaces.

1. **Due upon enrollment:**

a) **Child Information Form**

b) **Immunization Records**

c) **Food Program Enrollment Form**

d) **All Forms in Enrollment Packet**

e) **Enrollment Fee (Non-refundable)**

f) **Holding Fee (If Applicable) (See Sec. III.E.4)**

g) **First 2 weeks tuition:** This is for the trial period in which either party can terminate care for any reason, with or without notice. The trial period is non-refundable.

2. **Due upon third week of care:**

a) **Last 2 weeks tuition:** This is a prepayment for the last 2 weeks of care. (See Sec. III.E.3 for details.)

D. Types of Enrollment Offered: We accept full time, part time and drop in enrollment. Full time enrollments will be given priority over part time enrollments, unless other arrangements have been made. Drop in enrollment is based on availability. There will be no reduction in fees for absences.

1. **Full Time:** Full time is classified as 4 or more days of care.

2. **Part Time:** Part time is classified as 2 or 3 days of care. The rate is based on the number of days needed regardless of attendance, as long as the schedule is fixed. Random days needed, will be charged at full time rates.

3. **Drop In:** Drop in care is classified on an "as needed" basis and is subject to availability.

4. **Extended Hours Shift Care:** Extended hours shift care is classified as 12-hour shift care and is geared toward first responders and hospital staff. The two types of extended hours shift care are Full Time and Part Time. Full Time is 4-5 days needed and Part Time is 2-3 days needed. If only 1 day is needed it will be classified on an “as needed” basis, is subject to availability and will only be available to a currently enrolled extended hours shift care child(ren).

E. Holidays: The childcare facility will be closed on the following holidays. Notice will be given 2 weeks prior to, of the actual days closed for each individual holiday.

1. New Year’s Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Halloween (Close early at 3pm)
6. Thanksgiving
7. Christmas

F. Vacations:

1. **Families:** After one year of enrollment, one week of vacation time (must be taken consecutively) without payment will be available with a 2 weeks’ notice. After two years of enrollment, two weeks of vacation time (must be taken a full week at a time) is available with the first week without payment and the second week at a 50% discount. Accounts must be current to use vacation time. Tuition must be paid prior to the vacation time being taken for the week the child/ren is/are expected to return and the 50% week when applicable. Your child/ren may not attend during a week/s that vacation time is being used. If a minimum of 2 weeks is not given the vacation time may not be used for the/those week(s). Vacation time does not roll over.
2. **Provider:** There will be no reduction in fees for these days. For any other closures in excess of the below days, accounts will receive a credit.
 - a) **Vacation:** The primary care provider will take 2 weeks of vacation time every year (or will be used as needed).
 - b) **Other Days:** The following days will also be used as needed.
 - (1) **Personal Days:** 5 personal days will be used for any reason.
 - (2) **Sick Days:** 5 sick days will be used for personal or family member illnesses.

G. Extended Leave: Extended leave may be granted for the below mentioned reasons for up to 6 weeks at half tuition. 2 weeks' notice is required to use this option with the number of weeks needed. If weeks need to be added (not to exceed 6 weeks) notice must be given at least 24 hours in advance. (Example: If only 3 weeks were originally needed and then 2 additional weeks need to be added.) At the end of the leave (end of agreed upon weeks) full tuition is due. Your child/ren may not attend during a week that extended leave time is being used. If a minimum of 2 weeks is not given the extended leave time may not be used for the/those week(s). Reasons Extended Leave will be granted:

- a) Jury Duty
- b) Death of an Immediate Family Member
- c) Extended Vacation (only after 2 years of enrollment and after vacation time has been used)

H. Tours: Tours are required prior to enrollment. For the child/children's benefit, children are encouraged to accompany parent's/guardian's during the tour of the home.

I. Compliance File: The licensing compliance file will be kept on the entry table.

III. Rates, Tuition Payments, Late Fees, Other Fees and Written Notices

A. Basic Rates: Rates are as follows: *Rates are based on 10-hour days. Refer to Sec. III.C.1.*

1. Full Time: 4-5 days	Weekly	Monthly
a) All Ages	\$145	\$628
2. Part Time: Weekly/Monthly	2 Days	3 Days
a) All Ages	\$72/\$312	\$108/\$468
3. Drop-in:	Daily	
a) All Ages	\$40	
4. Before/After School Care:	Weekly	Monthly
a) All Ages	\$105	\$455
b) Before/After School: Care is based on a 5-hour max per day on school days. Care during school breaks during the school year, tuition will remain at \$105 per week. During Summer Break/in between school years tuition will be at regular rate listed above. If child is in care over the 5-hour max per day, the extra time will be charged at \$10/hour or any part thereof. <i>Half-day Pre-K or Kindergarten does not qualify for this rate.</i>		

B. Extended Hours Rates: Rates are as follows: *Rates are based on 13-hour days. Refer to Sec. III.C.2.*

1. Full Time: 4-5 days	Weekly	Monthly
a) All Ages	\$195	\$845
2. Part Time: 2-3 days		
a) All Ages	\$145	\$628

3. **Drop-in:** Available only to a currently enrolled child. **Daily**
 - a) **All Ages** \$55
4. **Before/After School Care:** **Weekly** **Monthly**
 - a) **All Ages: 4-5 days/2-3 days** \$125/\$105 \$541/\$455
 - b) **Before/After School:** Care is based on a 6-hour max per day on school days. Care during school breaks during the school year, tuition will remain at \$125 or \$105 per week depending on full or part time enrollment. During Summer Break/in between school years tuition will be at regular rate listed above. If child is in care over the 6-hour max per day, the extra time will be charged at \$10/hour or any part thereof. *Half-day Pre-K or Kindergarten does not qualify for this rate.*

C. Tuition Payments:

1. **Basic Rates:** Basic rates are based on a maximum of 10 hours (Ex. Contracted hours are 7am to 5:30pm. If drop-off is made at 7am, pick-up must be made by 5pm to avoid late pick-up fees).
2. **Extended Hours Rates:** Extended Hours rates are based on a maximum of 13 hours (Ex. Contracted hours are 7am to 8:30pm. If drop-off is made at 7am, pick-up must be made by 8pm to avoid late pick-up fees).
3. **DHS Subsidy Families:** The following applies to families who receive DHS Subsidy to pay for childcare only.
 - a) **DHS Subsidy Approval:** Care cannot/will not begin until parent/guardian has been approved to receive DHS Subsidy. If care is needed immediately, the following exceptions apply with provider approval only. However, if the parent/guardian has not or does not receive an approval or a denial of DHS Subsidy benefits within 10 days of start date, the parent/guardian is responsible for tuition while child was in care at the above rates for every day not covered by DHS. If payment is not made in full by the next Friday after the 10th day, care will be terminated unless payment arrangements have been made and approved by the provider.
 - (1) Emergency Child Placement
 - (2) Unexpected Loss of Childcare
 - b) **Family Co-Payment:** The family co-payment must be made on the 1st at drop off every month. If the 1st falls on a weekend, the co-payment is due on the following Monday.
 - c) **Non-Payment of Family Co-Payment:** If the family co-payment is not made according to the above, Sec. III.C.3.a., care will be terminated if arrangements have not been made and approved by the provider. There will be no exceptions.
 - d) **EBT Attendance:** If attendance is not recorded on the EBT machine every day or caught up within 9 days of attendance, care will be terminated.
4. **Weekly Payments:** For both full and part time care, must be made at drop off on Friday morning and no later than 5:30pm Friday the week prior to care. There will be no exceptions. Timely payments must be made to hold the child/ren's spot. NOTE: Late fees will be calculated starting Friday at 5:30pm and every day thereafter at 7am until paid.

5. **Monthly Payments:** For both full and part time care, must be made on the 1st at drop off. If the 1st falls on a weekend, payment is due on the last day the children are in care for the month by 5:30pm (closing). There will be no exceptions. Timely payments must be made to hold the child/ren's spot. NOTE: Late fees will be calculated from the 1st at 5:30pm and every day thereafter at 7am until paid. Or in the case of the 1st falling on a weekend, late fees will be calculated at 5:30pm on the last day children are in care and every day thereafter at 7am until paid.
 6. **Drop-In Care:** Must be paid at drop off daily. There will be no exceptions.
- D. Late Fees:** If a late fee is assessed 3 times within a 6-month period, your contract may be terminated. A late fee will be assessed as follows:
1. **Late Payment Fees:** Delinquent payments will be charged at a rate of \$15 for every day late. Late fees will be assessed as stated in Sec. III.C.1, Sec. III.C.2 and Sec. III.C.4. Child will not be allowed to attend starting Monday or the first attendance day for that week, the week after payment was due, if payment is not made including all late fees. Late fees will continue to be charged daily until paid. This is strictly enforced.
 2. **Early Drop Off/Late Pick Up Fees:**
 - a) **Early Drop Off Fee*:** When child/ren is/are dropped off prior to opening, a \$3 per minute per child charge will be assessed to your account and is due/paid upon pick up. When dropping off prior to contracted earliest drop off time, a \$2 per minute per child charge will be assessed to your account and is due/paid upon pick up. *Fees are assessed when no addendum for hours outside the norm is in place.
 - b) **Late Pick Up Fees*:** When hours are outside of contracted time or exceed 10 hours after drop off, a late pick up fee will be assessed at a rate of \$15 for the first 15 minutes or any part thereof. After the first 15 minutes, \$1 per minute will be assessed to your account and is due/paid upon pick up. *Fees are assessed when no addendum for hours outside the norm is in place.
 - c) **Late Pick Up for Sick Child Fee:** When a child becomes ill while in the care of the provider or shows signs of illness after drop off, the parent/guardian has 1 hour from notification (with or without reply) to pick up the child from care or arrange pick up. Once an hour has passed since being notified (with or without reply) by the provider, the parent/guardian will have a \$5 per minute fee assessed to your account and is due/paid upon pick up. There will be no exceptions.
- E. Other Fees:**
1. A \$50 enrollment fee is due per family prior to or at enrollment and is non-refundable. This fee is proof of your intent to enroll and holds the spot for no more than a week. Half of this fee will be credited to your 3rd week of care.
 2. The first 2 weeks (trial period) of tuition is due per child at enrollment and is non-refundable.
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3. The last 2 weeks of tuition is due per child at the 3rd week of care for the last 2 weeks (termination notice period) and is non-refundable. This is a prepayment for the last 2 weeks (termination notice period). There are two options for paying this: Option 1 is to pay in full, with the 3rd weeks tuition or Option 2 is to pay in installments for 4-8 weeks (determined at enrollment) in addition to the regular tuition each week after the initial first 2 weeks (trial period) and starts on the 3rd week of care. A pay schedule will be provided for this option 2. When a 2-weeks written notice is given this pre-paid tuition will be applied to the last two weeks of care (termination notice period). When no notice or less notice is given this fee will be used to find a replacement to fill the space/spot.
4. **Holding a Spot:** When enrolling a child/ren more than 2 weeks before the start of care, a holding fee (equal to one half of one week of tuition) will be due at enrollment in bi-weekly increments, for each week prior to the start date. This holding fee is required to hold the spot for the child/ren and is non-refundable. A payment schedule will be provided at enrollment for holding fees. If at any time during this period you wish to not continue with holding the spot/s and enrollment, we will require a written notice 24 hours prior to the next scheduled payment. All fees paid up to the date/week of the notice are non-refundable.
5. **Extra Hours:** These are hours needed on a regular basis and are charged as follows:
 - a) **Early Arrival:** To open early for an early drop off, there will be a \$5 per 30 minutes needed or any part thereof per day. This will be added to your base rate and will be due with tuition payment. *Prior approval needed from provider and a signed addendum.*
 - b) **Additional Hours:** If more hours are needed over 10-13 hours (depending on rate type), there will be a \$10 per hour needed or any part thereof per day. This will be added to your base rate and will be due with tuition payment. *Prior approval needed from provider and a signed addendum.*
6. Should a child damage property, the parent will be responsible for the cost of replacing the property damaged.
7. A charge of \$35 will be assessed for any and all returned checks plus any late fees.
8. Should it become necessary to go to court for non-payment of fees owed, court and attorney fees will be added to your bill. **NOTE:** Late fees will continue to accrue until the spot(s) is/are filled, payment is made, or court documents filed.

F. Written Notices:

1. All notices, updates and reminders will be posted to the parents/guardians Facebook group. Link is provided at enrollment.
 2. A 2-week notice must be given to use vacation or extended leave time. If a minimum of 2 weeks is not given the vacation or extended leave time may not be used for the/those week(s) requested.
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3. A 2-week paid notice is required when you wish to terminate your contract after the first 2-week trial period. This notice is due whether you give notice (of any kind) or voluntarily terminate through no communication and is to be paid whether or not your child was in attendance. If a minimum of 2 weeks is not given when terminating care, the pre-paid tuition will be used to find a replacement to fill the space/spot. The notice is equal to 2 weeks of tuition.
4. We will give a 1-week notice should it become necessary to terminate your contract, unless other children's/provider's safety and wellbeing are jeopardized.
5. If notice or communication is not given and your child is out for 5 consecutive days, it is considered voluntary termination of your contract and the child will be dropped from enrollment. You will still be responsible for 2 weeks of paid notice to terminate as well as the week with no communication. The 2 weeks termination notice starts on the day child/ren is/are dropped from enrollment.
6. All notices pertaining to facility close dates and field trips, will be sent out 2 weeks prior to the date of event or as soon as possible in an emergency. Reminders will also be sent out as well.
7. THE STATE OF OKLAHOMA REQUIRES THAT ALL CHILD ABUSE OR NEGLECT BE REPORTED.

IV. **Signing In & Out, Attendance, Special Days, Supplies, Visitation, Vaccinations and Expulsion**

A. Signing In & Out: The parent/guardian must accompany their child/ren and sign him/her in and out every day. The State of Oklahoma prohibits a childcare provider from releasing a child to a parent/guardian who is under the influence of alcohol or drugs.

B. Attendance:

1. There is **no reduction in fees** for absences or closures, unless otherwise posted.
 2. Should your child/ren be unable to attend for any reason, we request that you call and let us know the day before by 9pm. If a call is not made by 9am the day of the absence, we will call and/or text you to confirm the absence.
 3. There will be **NO** drop offs after 9am unless prior arrangements have been made or notification has been given with approval.
 4. There will be **NO** drop offs/pickups during nap/rest time unless prior arrangements have been made for an exception. This is to prevent disruption of all the children in care's rest time.
 5. For part time enrollment there will be no trading of days due to closures or any other reason. If you would like to bring your child(ren) on a day they are not normally scheduled those days will fall under our Drop-in policies and be paid for in addition to your regular tuition. Please see the following sections for more information on drop-in care, II.D.3, III.A.3.a, III.B.3.a and III.C.6.
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- C. Special Days:** We will have special activities and snacks on special days. A notice will be given prior to the special day. You are welcome to bring treats for everyone to share. Please discuss with provider in advance to avoid a health emergency due to food allergies. The following holidays/events will be observed:
1. Birthdays
 2. New Years
 3. Valentine's Day
 4. Easter
 5. Mother's Day
 6. Father's Day
 7. 4th of July
 8. Halloween
 9. Veteran's Day
 10. Thanksgiving
 11. Christmas
- D. Supplies:** Parents/Guardians are requested to label all personal belongings with permanent marker and supply the following items necessary for the proper care of their child/ren. If you wish to send a special snack or activity, please send enough for all the children to share. Please be mind-full of food allergies when bringing snacks.
1. Two sets of clothing (5 years and younger)
 2. One set of clothing (6 years and older)
 3. Play Shoes (see *Sec. V.A.*)
 4. Necessary medication(s) or substitute food/milk
 5. 5 Bottles (under 1 year)
 6. Two packages of wipes (**required, due each month**)
 7. Diapers (when applicable)
 8. Pull-ups (for potty training when applicable)
 9. Pack 'N' Play/Play Pen (under 1 year)
 10. Car Seat (when needed)
- E. Visitation:** Parents/Guardians are always welcome. The only limitations are as follows:
1. During operating hours or while children are in care, only the licensee, employees, authorized volunteers, authorized governmental agency or parent/guardian shall have unsupervised or regular access to a child/ren in care.
 2. Parents will only be allowed unsupervised access to their child/ren and only the areas used for childcare will be accessible to parents/guardians and children.
- F. Vaccinations:** At this time World Discovery Zone Child Care can/will not be accepting enrollment for children who are unvaccinated.
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- G. Expulsion:** Termination of a student's or family's enrollment in the facility can be determined for, but not limited to the following reasons:
1. Non-payment of tuition and fees
 2. 3 or more late payments in a 6-month period
 3. "Dose and Drop", when a child is given fever reducing medicine or any other medicine to mask illness at drop off.
 4. Excessive fighting or biting
 5. Multiple incidents of breaking/stealing others property

V. Health and Safety Practices

- A. Shoes:** Outside shoes are not allowed in the facility and must be taken off outside the door. A pair of shoes are required to be kept in the child's cubby to be worn when needed at the facility. These can be as simple as slip-on sneaker. If needed, we can provide a pair for \$10.
- B. Hand Washing:**
1. **Employees:** Hands will be washed before and after meals, before and after changing a child, after toileting, after nose blowing or wiping and after handling and ill child.
 2. **Children:** Hands will be washed upon entering the facility, before and after meals and after toileting.
- C. Diaper Changes:** Diapers are checked every hour and changed when wet or soiled, except during naps. Hands will be washed before and after changing diapers. Changing mat is sterilized with the recommended bleach solution before and after each use. Soiled diapers are disposed of in a closed container. PLEASE CHECK YOUR CHILDS CUBBY DAILY FOR SOILED CLOTHING.
- D. Bedding:** All bedding is laundered weekly or as needed.
- E. Accidents & Injuries:** First aid will be administered to a child needing care. Each accident will be recorded on a report. The facility retains this report and parents/guardians will be given a copy upon request. In the event of a medical emergency, 911 will be called first, the parents/guardians will be contacted ASAP. We will use Oklahoma Heart Hospital South at 5200 E. Interstate 240 Service Rd. Phone (405) 628-6000.
- F. Fire Drills:** Will be conducted once per month and recorded.
- G. Tornado Drills:** Will be conducted once per month and recorded.

- H. **Release of Children:** Children will absolutely NOT be released to anyone, except those authorized to pick up the child on the enrollment form. ID is required of those authorized but are unfamiliar to the staff. In the event, you wish another adult to pick up your child/children, it is required that you give written permission in advance. In an emergency, the parent/guardian must contact the provider and verify themselves with their ID number (provided at enrollment), provide the full name of the person who will be picking up, approximate time of pick up and the make, model and color of the person's vehicle. Upon pick up, they will need to provide an ID before child will be allowed to leave. If anything does not match, the parent/guardian will be called to verify before the child/ren is/are released.
- I. **Transportation:** Transportation will only be provided with a signed consent form. In the case of an emergency 911 will be utilized.
 - 1. **Emergencies:** 911 will be used in the case of a medical emergency.
 - 2. **Field Trips:** Notice will be given 2 weeks prior to any field trips. If you wish your child/ren to not attend/participate in our field trip, please keep him/her at home, as we do not have the staff to stay behind with your child.
 - 3. **School Drop-off/Pick-up:** We do not transport to neighborhood schools at this time.

VI. Additional Policies

- A. **Diapers:** Diapers are checked every hour and changed when wet or soiled, except at nap time, the child will be changed upon awakening. We only use disposable diapers which are provided by the parent/guardian.
 - B. **Toilet Training:** We will work with the parent/guardian to initiate potty training when the child shows interest. At that time, it will be necessary for the parent/guardian to provide pull-ups. Only after the child has been accident free in pull-ups for one week will the child be able to transition to regular underwear at the facility.
 - C. **Wipes:** Two packages of wipes are community shared and need to be brought in at the beginning of every month. If your child is sensitive to a certain brand, please notify staff.
 - D. **Daily Reports:** Daily Reports will be written about your child's activities each day upon request.
 - E. **Outside Toys/Devices:** Toys and electronic devices from home may be allowed on a case-by-case bases and requires provider approval. If you choose to let your child/ren bring an item from home the provider(s) will not be held liable for any damage or lost items.
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VII. Illness

- A. Screening:** Children will be visually screened as they arrive. If a child exhibits signs of illness it will be determined by the provider if the symptoms indicate a need for exclusion until remedied. If your child is not well enough to be outdoors, please keep him/her at home, as we do not have the staff to stay indoors with one child. If any child is given fever reducing medicine or any other medicine to mask illness at drop off, it will be grounds for immediate termination.
- B. Symptoms for Exclusion:**
1. Fever of 100.4°F or higher
 2. Diarrhea (2 or more bowel movements in 24 hours)
 3. Vomiting (2 or more times in 24 hours)
 4. Shortness of Breath/Difficulty Breathing
 5. Sore Throat
 6. Earache, Ear Pain and/or Ear Drainage
 7. Undiagnosed Rash
 8. Eye Discharge or “Pink Eye”
 9. Lice or Nits (a release from the Health Department is required for return)
 10. Too tired or ill to participate in normal activities
 11. Any Communicable Disease
- C.** A Doctor’s Note will be required at the discretion of the provider and does not guarantee the child may return. Return is at the discretion of the provider. A Doctor’s Note must include date seen in office, diagnosis, and recommended return to care date.

VIII. Medications: Medications may be administered under the following conditions:

- A. Consent:** Parents/Guardians must complete and sign a Medication Permission form (available at the desk) for any prescription or non-prescription medicine to be administered.
- B. Storing & Administering of Medication:** All medication will be stored in a locked container out of reach of all children and all medication will only be administered per the doctors’ instructions or manufacturers label.
- C. Prescription Medication:** All prescriptions must be in their original containers and labeled with the child’s name and legible instructions for administration. A signed Medication Permission form is required before we will be able to administer the medication.
- D. Non-prescription Medicines:** The following may be administered only as to the dose, duration and method specified on the manufactures label. A signed Medication Permission form is required before we will be able to administer the medication.
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1. Antihistamines
2. Non-aspirin Fever Reducers
3. Anti-itching Lotions
4. Oral Pain Relievers/Teething Gels

E. NEVER LEAVE MEDICATION OF ANY KIND IN YOUR CHILD’S BAG, IT IS HAZARDOUS TO CHILDREN. GIVE ALL MEDICATIONS TO STAFF.

IX. Adjustments:

A. What is “Normal”: It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to any new situation. Try to prepare your child/children as far in advance as possible. Bring them to the facility and let them meet some of the children and staff they will be spending time with. If you are enthusiastic, soon your child/children will be too.

B. First Experience: A cheerful goodbye, a smile and a reassuring word that you will be back after work is all you need to do, and our caring staff will take it from there. Please do not sneak out when your child is not looking. Usually the child will settle down shortly after you leave. Feel free to call when you arrive at work, chances are they will be busy playing and you can relax.

C. Common Behaviors: Depending on their age, some children will “act out” their feelings by the following: Usually these behaviors are temporary, however if we feel that your child/children are not adjusting after a reasonable amount of time, we will discuss this with you personally.

1. Clinging to you and refusing to let go
2. Having tantrums
3. Forgetting their toilet training
4. Not eating
5. Waking at night
6. Thumb sucking
7. Expressing a desire to stay home

X. Behavior Management and Discipline Policy: When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used.

A. Positive Reinforcements: The child will be encouraged when he/she is demonstrating acceptable behavior.

B. Redirection: The child is redirected to another activity and offered a chance to try again at another time.

- C. Take a Break:** The child is separated from the group for a child regulated period of time. This is only used when a child is exhibiting temper tantrum type behavior or hurting self, others or equipment.

XI. Meals and Snacks: We serve two nutritious meals and one snack per day. However, this varies depending on the time your child/ren are dropped off/picked up. If your child/ren arrives after a mealtime, please be sure they have eaten prior to drop off. Please refer to the Daily Schedule, available on the bulletin board on the entry wall. The mealtimes are as follows:

- A. Breakfast** 8:00am to 8:30am
- B. Lunch** 11:30am to 12:00pm
- C. PM Snack** 3:15pm to 3:45pm

XII. We look forward to having a wonderful relationship with you and your child/children. This handbook has been prepared to inform you of what you can expect from us and what we expect of you. If you have any questions or concerns, please feel free to let us know. Also, feel free to visit us at any time. **PARENTS/GUARDIANS ARE ALWAYS WELCOME!**