

Haygood Child Development Center Handbook

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Our Mission

Haygood Weekday Children's Ministries Preschool and Child Development Center are designed to assist children in many areas of development, including academic, emotional, social, and physical growth. We believe that each person is a child of God and deserving of love, acceptance, and support. We welcome children and staff from all faiths, races, and nationalities. We share our faith with children as we help them see themselves as persons of worth. With these areas of growth in mind, we look forward to sharing in your child's experience.

Our Administrative Team:

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**Haygood CDC
Learn. Love. Grow.**

Welcome to

Haygood Weekday Children's Ministries, Inc.

Child Development Center

Haygood Child Development Center began in 1970 as an outreach ministry of Haygood Memorial United Methodist Church. As such, our program welcomes children and staff from all faiths, races and nationalities.

By design, the Center guides and assists children through the many facets of development including mental, emotional, social, and physical growth. We believe that each person is a child of God and deserving of love, acceptance and support. We share our faith with children as we help them see themselves and others as persons of sacred worth.

At Haygood, we see our ministry as one not just for children, but for each family as a whole. Our staff is always available to assist parents with concerns and needs. We see every child, parent, teacher and staff member as a member of our extended family. Haygood Child Development Center prides itself on a history rich in love, charity, and acceptance. From our dedicated teaching staff to our knowledgeable administration whose goal is to nurture a cohesive community, we find no greater joy than to see your child grow and prosper. It is with these foundations in mind that we look forward to sharing your child's early years.

Educational Staff and Administrative Staff:

The Lead Teacher/s and the Support Teacher/s is/are responsible for the educational, social and personal development of a child within the classroom. Each classroom is under the direction of the Lead Teacher/s. Parents will first communicate and/or discuss any questions or concerns regarding each student and/or the classroom with the Lead Teacher/s.

The Curriculum Advisor and Assistant Director are responsible for the organization and implementation of curriculum guidelines and programs for each classroom. They are responsible for insuring that as a program, CDC meets all educational policies and requirements. They are also responsible for developing new programs and educational activities, as well as continuing education and schedules of all teachers. GELDS frameworks and Creative Curriculum are the foundations of the curriculum used at Haygood WCM. Children in our Threes Class and older are taught using the Orton Gillingham approach to phonics.

The Finance Director is responsible for the organization and management of the financial matters of the Center. This includes record keeping and tuition accounts.

The Director of CDC is responsible for the supervision and management of the Center. S/he works with the Executive Director of Weekday Children's Ministries to insure that all regulations and policies are enforced, as well as providing administrative support for all the staff and parents of the Center. The CDC Director is ultimately responsible for the daily operation of the Center and its employees.

The Executive Director of Weekday Children's Ministries is responsible for supporting the Directors of the Child Development Center and Preschool as they oversee the daily operations of their prospective programs. This leader is the bridge of the Child Development, Preschool and Haygood Memorial United Methodist Church communities. S/he takes ultimate responsibility in matters regarding CDC and Preschool.

Haygood Weekday Children's Ministries Board together with the Haygood Weekday Children's Ministries Director, governs the development of policies and procedures for the Child Development Center and the Preschool. This Board consists of Church members who are current and former parents of the Child Development Center and Preschool. The Board Members are listed on the first page in the Telephone Directory section.

Parent/Teacher Relationships outside of Haygood Weekday Children's Ministries, Incorporated: Parents may hire teachers independent of their employment relationship with WCM. Terms and conditions of your relationship with teachers outside of their employment with Weekday Children's Ministries, Inc. is as an independent contractor separate and apart from Teacher/Parent relationships with WCM. We would expect you to honor and respect the independence of the two relationships.

- G. Return check policy: Parents will be notified if the Center receives a returned check. Parents must issue a new check for tuition and an additional \$35 for the bank processing costs.
- H. **A 30-day written notice prior to withdrawing from the program is required by the Center. Tuition will be charged for 30 days after a written notice has been submitted.**
- I. A balance carried over from one month to the next, must be paid in full by the end of each quarter.
 - A continuance of non-payment will result in a case-review and enrollment status evaluation by the Weekday Children's Ministries Board. If for any reason proper payment is not possible, please contact the CDC Director as soon as possible to work out a payment plan that is suitable for both the Center and the family. In some cases, scholarship funds may be available.
 - Scholarships funds are available to enrolled families when there is a need. Please contact the CDC Director for information.
 - **Scholarship Families** are responsible for making payments as specified in the scholarship agreement. Failure to pay will result in the accrual of late fees. Late payments may result in the loss of scholarship funds.

XI. Postings and Parent Information

Several bulletin boards within the Center hold notices and additional CDC, Preschool, and/or Church and community information for parents to review. Each classroom has an information board which serves to notify parents of classroom and/or Haygood general notices. **The Center utilizes Tadpoles in our Infants through Pre-K classes to electronically communicate with parents daily.** Please check your child's cubby or folder on a daily basis for notes from the Center or teachers. We have formal parent conferences twice a year: A phone conference in the Fall and an in-person conference in the spring. As importance dictates, the Center will mail information to parents.

IX. Discipline and Guidance

At Haygood CDC we believe all children are precious gifts from God. Therefore, it is important for a child to know their own self-worth and grow to understand the importance of working, sharing, and living with other people and making responsible choices.

The classroom functions to offer a nurturing educational environment for each child. Should behavior problems arise, we utilize a belief in positive reinforcement. Teachers will use positive, edifying statements to guide the child into making the correct decisions.

Haygood utilizes positive discipline and looks to redirect children when they are having trouble with self-regulation. Corporal punishment is never used at Haygood Child Development Center. Should behavior issues persist, the teacher may address the situation with parents or call for a meeting with the parents and CDC Director.

If a child has behavior issues that cause him/herself or any other child/teacher harm (whether this is physical or emotional), this shall be dealt with on a case-by-case basis at the discretion of the CDC Director.

X. Tuition, Fees, and Financial Information

- A. The Weekday Children's Ministries Board sets the tuition rates annually. If it becomes necessary to change the rate schedule, parents will receive a notice at least one month before the change.
- B. The monthly rate chart is posted in front of the Finance Director's office. The Summer HUT program for school-age children also has a separate fee.
- C. The oldest child in families with more than one child currently enrolled receives a 10% discount. Sibling discount does not apply to Summer Hut purchased weeks.
- D. Full monthly and or weekly rates are applicable regardless of the number of days a child attends the Center during the given week. In addition, no reduction in tuition will apply when the Center is closed for holidays, inclement weather or in the case of an emergency-type situation.
- E. Infants who have been accepted in our program, but choose not to begin attending Haygood at the June 1 start date of the school year, are required to begin paying tuition when the child is 6 weeks old, regardless of whether or not the child has begun attending the Center.
- F. Haygood uses Tuition Express, an automatic tuition payment processing service. We encourage parents to consider this service; please visit www.tuitionexpress.com. **If tuition payments are late more than three times, parents will receive one written warning before being required to sign up for Tuition Express.**
- G. Parents will receive a monthly statement by the 25th of each month for tuition due the following month. Tuition payment is due by the 5th of each month. A late fee of \$10 per child will be assessed each week that tuition is late.

Classrooms, Enrichments and Special programs:

Classroom divisions are by age-level specifications as well as developmental guidelines to help insure the appropriate curriculum.

Infants:	6 weeks to 12 months and walking
Ones:	12 months to 2 years old
Twos:	2 years to 3 years old
Threes/Young Fours:	3 years to 4 years old
Pre-K:	5 years old
After-school	K-5 th grade (aka, THE HUT)

Enrichments: From September to May and during each summer, the Center will supplement its curriculum with outside groups and in-house programs.

In-house programs: The CDC and Haygood Preschool share in-house programs throughout the year. These involve programs from Young Audiences, (Threes and Fours/PK), dance, music and other creative experiences.

Spanish, Music and Yoga: Self expression is an important element in the daily curriculum for the Center. To support this, the CDC/Preschool Spanish, music and yoga teachers work with classes weekly. All ages work with our music teacher and students in the Twos class and older receive Spanish and Yoga instruction.

Chapel: Chapel services are from September through April in the Haygood Chapel on the last Thursday and Friday of every month. Parents and friends may attend at any time. The chapel program lasts for approximately 15 minutes and includes a short talk, singing, recognizing birthdays, and a prayer. The emphasis in chapel is the love of God. The atmosphere in Chapel is warm, loving, accepting and relaxed. Please join us!

POLICIES

I. Program Admission

Haygood WCM. does not permit simultaneous enrollment of a child in both the CDC and Preschool programs. The parents of a child enrolled in one program may submit an application for admission into the other program. When an opening becomes available for that student, and an offer made is accepted to transfer programs, the child will be withdrawn from the other program.

II. Application and Registration

- A. **Applicants:** Children of ages 6 weeks through 5th grade will be enrolled according to space available. Priority placement is given to children of active members of Haygood Memorial UMC and to the children of parents who already have a child currently enrolled in the Center. An active member of Haygood UMC is someone who faithfully participates in the church's ministries through their prayers, their presence, their gifts and their service. Current employees of Haygood WCM may also be given special consideration.
- B. **The enrollment process:** Prospective families may apply for consideration beginning on December 15 through the end of January for openings the following June. The submission of an application and a \$150 non-refundable application fee will place the child on the waiting list. Openings are filled from this list based on the specific needs of the classroom, i.e. appropriate age for the classroom, and gender balance. Wait listed families are welcome to contact the CDC Director to discuss their status on the wait list. Upon acceptance, the child will be considered enrolled and parents will be required to provide a current State of Georgia Immunization Record and any additional information requested by the Center. This information along with information required by law will be provided by the parent/legal guardian throughout the child's enrollment at Haygood CDC.
- If a child, for any reason, does not thrive in our Center, the matter will be discussed in detail with the parent/s by the CDC Director. If the situation warrants it, the parent/s may be asked to seek care better suited to the needs of the child. Every assistance will be given.
 - The Board will ask the parent/s to withdraw a child only if the Board believes that the withdrawal is in the best interest of the child and/or the Child Development Center.

VIII. Arrival and Departure

- A. Haygood Child Development Center welcomes visits from parents, family members, and friends. **All parents, family members and friends must notify a staff member immediately upon entering the facility.** If you need to speak to someone in the office, we ask that you call in advance to schedule an appointment.
- B. Entry to and exit from the Center will be via the digital access door on the side of the main [church] building. Upon enrollment parent (s) will be given a key card that is to only be used by the designated guardian.
- C. **Each child must be accompanied to and from his or her classroom by a responsible adult.**
- **Each child, infants through Pre-K, must be signed in through Tadpoles.**
 - **A child must be left with the Teacher in charge of his/her age group.**
 - **It is imperative that the child's teacher is made personally aware of the arrival and departure of the child.**
- D. A written statement must be furnished to the Center to identify persons (other than parents) who are authorized to pick up the child/ren. A child will be released **ONLY** to authorized individuals. Proper identification must be provided. If the pickup adult is someone other than the parent, we ask that the parent notify the Center. **All children must be signed out through Tadpoles when they are released into the care of an adult.** It is the responsibility of the parent or authorized adult to sign out.
- E. The Center must be notified each day that the child is absent. This is particularly important for after-school children and children who are absent due to illness.
- F. Children enrolled in our after school program, who attend Morningside Elementary School, will meet in the afternoon on the Morningside playground and be guided to the Hut by CDC Teachers. If a child does not attend Morningside, it is the parent's responsibility to provide transportation to the Hut.

- D. **Medical Attention:** If a child requires minor medical attention, a parent will be notified immediately to take the child to a physician of choice. There must be an alternate (relative or friend) emergency contact on file with the Center in case a parent cannot be reached. The contact's name, address, telephone number and relationship to child should be included in each child's Student Information Form.
- E. **Immunization Records:** A current immunization record must be on file for each enrolled child. No child will be admitted to the Center until a current form is presented. This information must be completed and signed by the child's pediatrician. Subsequent immunization records must be presented to the Center as required. Haygood does not accept waivers.
- F. **Prescription and over-the-counter medication:** These can be administered to a child **only upon the written request and direction of a parent.** Medication must be identified and have a prescription number, if ordered by a physician. Medication Authorization Forms are available in the Center's office. The form will list any adverse reactions that the child may show. The Center does not provide medicines other than those required for basic first aid. All medications must be brought in the original containers and turned over to the Director with the written consent and instructions. All medicines are stored out of the reach of children. No child is permitted to medicate him/herself.
- G. When any child abuse/neglect is suspected relating to any child within the Haygood Child Development Center program, appropriate reporting measures will be taken as set forth in State guidelines, OCGA 19-7-f.
- H. In the event of an emergency, the following procedures will be put into effect:
- In the event of fire or other damage to the physical plant, the buildings will be evacuated and parents will be notified.
 - In the event of a tornado or other disaster shelter will be taken inside the building according to the posted tornado drill plan or other alternative plan made for the safety of children and staff.

C. Regarding Disruptive Behavior

- **Children:** We define disruptive behavior of a child as any serious incident of aggression that causes emotional or bodily harm or endangerment of another child or adult. Biting is one example of such behavior. We reserve the right to contact parent/s and to send the child home immediately for the rest of the day when a child's aggressive behavior is repeated and/or escalates. Although biting is often seen in young children, excessive biting and aggressive biting behavior must be addressed for the safety and comfort of all of our children. When a child acts aggressively two or three times in a day, s/he may be sent home. The reason that a child is sent home is to break the cycle of aggressive biting behavior. The child has time away from whatever situation is frustrating him/her; additionally it allows the child who was hurt to feel safe in the classroom. The next day there is a fresh start for both children. While it is our goal to nurture, instruct, and redirect when there are incidents of aggression, continued disruptive behavior may lead to a formal meeting to address the child's behavior.
- **Parent/s:** In any case where a parent of a child enrolled in the CDC engages in behavior that is disruptive and unsettling to staff, children, or other parents; the parent/s will meet with the Director of Weekday Children's Ministries to discuss the incident. Should the Director deem it necessary, the parents will be placed on probation. Once on probation, should another incident occur, the parents will have 30 days to find another placement for their child/ren. Should another incident occur within the 30 day period, the family will withdraw immediately from the program. **The definition of "incident" is at the discretion of the Executive Director of Weekday Children's Ministries.**

III. Hours of Operation

- A. The Center is open 5 days a week, Monday – Friday, from 7:30 AM until 6:00 PM.
- B. Due to the educational nature of the Center, we ask that all children be in class by 9:00 AM. This is when Teachers begin academic routines. While we do understand that circumstances may warrant a later arrival, we ask that you consider that the learning time is disrupted for both the children and the teachers when a child arrives after class has begun.
- C. Lunch: To be counted for lunch, child/ren must arrive by 10:00 AM or office personnel should be contacted to be given notice of late arrival.
- D. Absences: It is the parents' responsibility to notify the CDC *immediately* if their child is ill or has a contagious disease confirmed by a health care provider.
- E. Late Pickups: A late fee is charged for each child not picked up by 6:00 PM. Please keep in mind that employees are required to stay until all children are picked up. We require 2 teachers to stay until all children have left. **The fee for late pickup is \$2.00 per minute, per child.**
- F. Holidays: Fifteen (15) holidays are established for the Center, in addition to the two teacher planning days. These are included in the yearly calendar schedule, as well as on our website.
- G. Teacher Planning Days: Two planned teacher in-service days will be designated each calendar year. Adequate notice for these days will be given.
- H. Closings: Inclement weather or an event that may compromise the welfare of children, staff, and families, are circumstances for which Haygood will close. The Atlanta Public Schools closings will serve as a guide for the closing of the Center. If Atlanta Public Schools has a late opening due to weather, the Center will be closed for the full day. School closings are announced by: 11ALIVE local news and www.11alive.com, on our website (www.haygoodwcm.org), and our social media. When in doubt, please call the Center or email the Director.

VII. Health and Welfare

- A. **No Smoking** The Haygood Memorial United Methodist Church Facilities have been designated smoke-free. All Haygood facilities are NO SMOKING buildings.
- B. **Contagious Diseases:** It is the parent's responsibility to notify the CDC immediately if your child is ill or has a contagious disease confirmed by a Health Care Provider. All parents will be notified in the event of any contagious health condition reported to any Haygood WCM program (CDC, Preschool, HUT). It is the Center's responsibility to notify the Health Department of certain contagious diseases. A chart of contagious conditions is provided by the Health Department and is posted across from the Finance Director's office.
- C. **Illness Policy:** The CDC assumes that children **will not** be at school if they show any signs of illness, such as sore throat, cough, skin rash, vomiting, diarrhea, fever, or a symptom characteristic of a suspected contagious illness. For the well-being of all the children, a sick child should be kept at home.
 - **DO NOT** bring your child to school if your child has any signs of illness, such as fever, sore throat, contagious skin rash, cough, muscle aches, headache, vomiting or diarrhea, **EVEN IF** you have treated the symptoms (e.g. by giving the child fever reducer, anti-nausea, or anti-diarrhea medicine, etc.)
 - **Do NOT simply treat your child for the above-referenced or similar symptoms and then send them to school.**
 - If your child reports to us that they had fever or vomited the previous night, you will be contacted to pick up your child from school.
 - If a child develops acute symptoms such as fever, vomiting, diarrhea or a symptom characteristic of a suspected contagious illness, s/he will be isolated from the other children and a parent will be notified immediately.
 - Children who are ill must be removed from the CDC as soon as possible.
 - If a child is sent home due to illness, they will not be permitted to return to school the following day or as long as the symptoms persist.
 - **A child MUST be free of fever and had no episodes of vomiting or diarrhea for 24 hours before returning to school. In the case of a bacterial infection where antibiotics have been prescribed, the child must be on antibiotics for 24 hours before returning to school.**

- D. **Lunch:** A nutritional meal will be served to all classrooms, Infants through Pre-K, Monday through Friday. Lunch will be provided to elementary school-age children during Summer session and the school year when Atlanta Public Schools are closed and the HUT is in full day session. The lunch period is between 11:30 AM and 12:30 PM. Parents should notify the Center by 10:00 AM if a child will be expected for lunch.
- E. **A mid-afternoon snack;** Following nap time, a snack is provided for each child. An early evening snack is provided for the Ones class and Twos class according to the USDA nutrition guidelines.
- F. **Birthdays and Celebrations:** Children and parents are welcome to celebrate birthdays, holidays, and special occasions with their friends at the Center. Appropriate party foods and party favors for each person in a child's room are welcome. Arrangements should be made in advance with the Lead Teacher of the classroom.

VI. Personal Items

- A. Each child must have a season –appropriate change of clothing at the Center at all times to be used for accidents and emergencies. All clothing must be marked with the child's full name (first and last name).
- B. Children should be dressed in washable, comfortable clothing. This clothing should be the type that a child can manipulate by himself/herself.
- C. Children will play outdoors daily, weather permitting. Therefore, **appropriate** clothing and footwear for outdoor play should be worn at all times. NO CROCS, SANDALS, OR BOOTS PLEASE.
- D. Parent (s) must provide disposable diapers, training pants, and wipes for children using them.
- E. Toys may only be brought to school on Fridays for Show and Share Day. Items such as play weapons or toys that are unsafe for group use are considered inappropriate for school and are not to be brought into the Center.

IV. Interim and Seasonal Curriculum

A. Transition Schedules for Preschool-age children

- **Infants:** We are licensed to enroll infants as early as 6 weeks of age. While our transition week are scheduled to happen in the summer, an infant may move to the Ones when s/he has turned one year-old, displays some one-year-old traits and/or when the class size allows for a transition to the next age level class. A child with a November or December birthday will stay with their future Pre-K class in either the Infants class or the One year old class based on his/her development and the next age level's class size.
- **Ones:** Children will remain in the One year old class until they are two years of age at the time of our CDC class Transition (during summer).
- **Twos:** Children will remain in the Two year old class until they turn three years old at the time of our CDC class Transition (during summer).
- **Threes/Young Fours:** This is a combined class that accommodates age appropriate curriculum. Children will remain in the Threes/Young Fours class until they are ready for Pre-K (they must be four years old by September 1).
- **Pre-Kindergarten:** When a child will be a candidate for Kindergarten the following academic school year (Five years old by September 1 according to Atlanta Public School guide lines) s/he is considered a Pre-K student. The Pre-K curriculum complements and follows an academic schedule that prepares her/him for Kindergarten.
- **Kinder-HUT:** Children that have completed our Pre-K program and will be attending Kindergarten in the Fall will participate in our summer Kinder-HUT program.

- **Summer Kinder HUT:** This camp style program is designed to allow our incoming Kindergarteners to enjoy a fluid transition into the HUT program. The schedule includes a half –day theme camp program in the morning within the Preschool summer camp program, and a transition at lunchtime to the after school HUT—summer session. Calendar and daily information for Summer Kinder HUT is shared with parents, usually in May and before each summer begins.

B. After School:

- **The Kinder Hut After-School Program:** This program transitions Kindergarteners to the after school HUT by allowing 75 minutes for afternoon snack, homework, quiet time, and outside play before joining the elementary-age children in the HUT building. Kinder HUT begins at 3:15 PM, ends at 4:30 PM when children are escorted by their teachers to the HUT.
- **The Afterschool “HUT” Program:** This program serves children from Kindergarten to 5th grade. There is a separate application process for enrollment in the HUT afterschool program. If a child is enrolled in the CDC PreK, s/he will be automatically enrolled at the completion of the PreK academic school year, unless the family notifies the Center that the child will not be continuing at Haygood.
 1. HUT full-day: On days when elementary school is closed, but Haygood CDC is open, the HUT runs a full day program from 7:30 AM – 6:00 PM. Parents must notify the Center if their child will attend the HUT on these days.
 2. HUT Summer Session: During the Summer, the HUT program becomes a full day camp for rising Kindergarteners to 5th grade graduates. Summer Session runs Monday – Friday, 7:30 AM – 6:00 PM.

*Haygood CDC offers ‘sell weeks’ as a service to enrolled families. This service allows approved community members to take part in the HUT program by purchasing a minimum of two weeks which are made available by enrolled HUT families. The process of ‘selling’ weeks is a courtesy offered to HUT families whenever possible, with a maximum of two weeks. There is a \$75 application fee to families that enroll in Summer Hut that are not a part of our school year after school program. No sibling discounts apply to Summer Hut -purchased weeks. ***Please note: We cannot guarantee if or how many weeks we can sell, therefore, all summer weeks are the responsibility of enrolled families.***

C. Entertainment Media

Use of entertainment media, including educational, entertainment, and exercise tapes and/or computers (depending on the age group) is at the discretion of the teacher/s. Media is used only in our 3’s and older classes in an extremely limited capacity during the school year. You will be informed of any time media is used with your children. The only exception is the use of our computer lab, used by our Pre-K students. Computer use is strictly limited and supervised.

V. Meals and Snacks

- Menus/Special Diets:** Menus are posted monthly, and follow the guidelines set forth by the Department of Human Resources and the USDA Food Program guidelines. Lunch, snack information, and allergens are included with each posted menu. Any specific dietary needs or concerns (i.e. allergies, etc.) must be reported in writing to the CDC Director upon enrollment or as soon as the allergy is suspected/detected. Every attempt will be made to address these concerns in the Center. We will make our best effort to follow special diet guidelines when parents provide meals and/or snacks.
- Infant Meals:** Formula and/or breast milk and baby food, along with a time feeding schedule must be provided by the parents. Items sent in from home cannot be in glass containers.
- Morning snack:** Cereal and milk will be served until 8:30 AM as a courtesy to families who do not have breakfast at home. Parents are welcome to send a morning snack with their child, provided that the child arrives by 8:30 and the snack has nutritional value. A mid-morning snack is provided for the Ones class and Twos class according to the USDA nutrition guidelines.