

華埠兒童培護中心

CHINATOWN DAY CARE CENTER

35 Division Street, New York, NY 10002
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PARENT'S HANDBOOK

SCHOOL TIME

The Center opens Monday through Friday from 8:00am to 6:00pm. Children in the Center should be dropped off after 8:00am & picked up before 6:00pm in the classroom. Parents/Guardians must escort children in and out of the classroom and sign in and out respectively.

NEW STUDENT

During the first two days of school, children stay until 12:30pm so they may gradually transition to school. Teachers will update parents on children's progress during transitional period. If needed, transitional period might be extended until children are ready to stay the whole day. Otherwise, regular schedule should be followed starting the third day.

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable and comfortable clothes. An extra set of clothing is required to be kept in the classroom. Please remember children are taken outdoor to play (if weather permits). They should be dressed accordingly and appropriate to the weather. All extra sets of clothing should be kept in a bag and labeled with the child's name. For safety sake, children are not allowed to wear slippers or flip flops.

FOOD

The Center meets the children's nutritional needs by following the guidelines of the CACFP. A morning snack, lunch, and supper are offered every school day. If your child has food allergies or cannot eat certain kinds of food due to religious reasons, you must provide a doctor's note or an affidavit. For education purposes, all day care students should eat the same food served by the school. Outside food is not permitted in the school unless there is written consent.

NAPTIME

Students are scheduled a naptime each day; please bring a blanket and a sheet for your child to use on his/her cot. The blanket and sheet should be taken home to wash every Friday and brought back to the Center the following Monday.

PHOTOGRAPHS AND PUBLICITY

Photographs/Videos taken during school activities are considered properties of the Center. The Center reserves the rights to use these photographs/videos for school-related publications.

I have read the Parent's Handbook and accepted ALL the Parent's Handbook terms/statements

Signature: _____ (Parent/ Guardian) Date: _____

ILLNESS AND MEDICAL EMERGENCIES

By the requirement of City & State regulations, every child's medical records & immunization records must be kept in the Center. Each child must complete the Health examination form prior to admission to the Center. For the protection of all children, your child should be kept home if he/she shows any of the following symptoms:

- a high temperature (above 100°F)
- diarrhea or vomiting
- a rash
- pink eye
- red spots (i.e. chicken pox, hand/foot/mouth disease, etc.)

Teachers will call parents/guardians and ask them to take child home if child displays any of the above symptoms. Parents must report to center within 24 hours of communicable diseases. (Strep throat, pin worms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, hand/foot/mouth disease, etc. are among those conditions categorized as "highly contagious".) Child must be symptom-free without medication for at least 24 hours before returning to school.

Absence of more than TWO days, a doctor's note is required upon child returning to school.

In the event of a medical emergency or of an accident, we shall contact the parents and/or the doctor of the child. If it is impossible to reach either one and emergency treatment is required, the child will be taken to the nearest hospital. You authorize the Center to contact your family physician and to take whatever medical measures are deemed necessary.

Our teachers and staff are not allowed to give any medicine to our students, but parents can come to the day care to administer medication to the child.

BAD WEATHER OR EMERGENCY

In case of inclement weather or any emergency, the Center will be closed. We will follow the decisions made by the City's Department of Education. Please listen to the radio, TV, or call 311 for any information.

THE PARENTS BULLETIN BOARD

The bulletin board located in the school lobby is used to display important school events, policies, and notices. Every class also has its own parents bulletin board, which displays the class schedule, messages to parents, and other important information.

PARENTS INVOLVEMENT

We welcome parents to join field trips, participate in school activities, and volunteer at our school.

I have read the Parent's Handbook and accepted ALL the Parent's Handbook terms/statements

Signature: _____ (Parent/Guardian) Date: _____

FIELD TRIPS

Field trips are considered an important part of our educational programs. Written parental permission required to bring children outside of the Center. If parents do not want their child on certain field trips, then that child may stay home that day. For safety reasons, school vests must be worn on all field trips.

TUITION

Tuition is calculated monthly. Your child's tuition is due on the 1st day of each month. We do not accept cash. Tuition should be paid by check or money order to the office and is **non-refundable and non-transferable**. After the 10th of each month, a late fee of \$10.00 will be charged. If the check bounces, you will have to pay the bank charge.

You must pay the tuition deposit and registration fee during registration. **Both are non-refundable and non-transferable**. The tuition deposit applies to your child's August tuition only. In order to maintain the normal operation of the school, if the child does not attend class during the semester for any reason, parents are still required to pay the tuition fee to reserve the child's seat.

DISMISSAL AND CLOSING TIME

The Center is scheduled to close at 6:00pm. We ask parents to cooperate in picking up their children by 6:00pm. If there is an emergency and you cannot pick up before 6:00pm, parents should notify the office ASAP. A late fee is assessed and charged to the parents after 6:00pm. While we understand that emergencies do arise, we request that parents keep in mind that our staff is off work after 6:00pm. If continuous tardiness to pick up a child on the part of the parent, we might request the child be withdrawn from the Center.

A child will be released only to the parents and authorized individuals on the official authorized escort form. The authorized person should be at least 18 years old, and the parent should notify the teacher in writing beforehand if there is any change of the authorized individual(s). If a certain person is not allowed to pick up, please provide the Center with a court order or a notarized affidavit signed by the parent(s).

PARENT-TEACHER CONFERENCES

Conferences are scheduled three times a year – Winter, Spring, and Summer. These conferences provide opportunity for you and the teachers to discuss your child's progress and growth. We urge parents to attend these important conferences.

PERSONAL ITEMS

All personal items such as toys and snacks from home should be kept in the backpack. Aside from the child's blanket, bedsheet, change of clothing, and/or homework, children do not need to bring anything from their home to school.

(All guidelines above are subject to change throughout the year.)

I have read the Parent's Handbook and accepted ALL the Parent's Handbook terms/statements.

Signature: _____ (Parent/Guardian) Date: _____