

Touch By An Angel Daycare & Preschool Academy



Parent Hand Book

Touch By An Angel Daycare & PreSchool Academy
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Dear Parents,

Welcome to Touch By An Angel Daycare & Preschool Academy!

This parent handbook has been written with two purposes: to share basic information about how Touch By An Angel Daycare operates, and to explain the strong leadership role that parents play at the center.

Touch By An Angel Daycare program exist as a place where children learn, and enjoy themselves in the process, because of the care and energy that parents and staff put forth. Without this kind of energy, the Center could not exist.

It is our hope that you will take some time to sit down, relax, and read this handbook carefully. You are expected to be familiar with its contents. If you have any questions or if anything is unclear to you, please share this with us. In addition, your comments are always welcomed. We are always open to better ways of doing things.

Thank you for giving your attention to this handbook. It was designed to ensure that we can work together to provide the best program and service possible for your children and your family. We look forward to your participation at Touch By An Angel Daycare and to our involvement with you and your family.

Sincerely,

Angel & Robert Humphrey
Owners/Directors

Touch By An Angel

where
"We touch the ones You care about the most."

MISSION

Our mission is to educate every child to be an academically successful student, a socially responsible citizen, and a life-long learner.

Vision

Touch by an Angel will be a leader in Early childhood education as well as Pre-primary education to enlighten and empower the urban community.

The aim of pre-primary education is to promote children's preparedness to learn and level off the differences before basic education.

Core Values

Accountability- We emphasize diligence and innovation in order to promote efficient and effective learning.

Communication- In order to promote understanding and accessibility we encourage sharing ideas and information.

Community- We support our community by promoting collaboration and cooperation in activities that enhance the quality of life.

Diversity- We value differences among individuals and prepare ourselves to live successfully in a global society.

Integrity- Our policies and practices center around honesty, professional ethics, responsibility, and fairness.

Learning- We promote student-centered learning and Life Long Learning among staff, families and students.

Quality- We emphasize continuous improvement in the quality of student learning experiences.

Respect- We appreciate and consider the choices, endeavors and relationships of others.

Service- We are committed to providing supportive services that meet the needs of our students, staff and families.

Goals

- Provide learning opportunities of different levels and types to promote learning, personal growth, skill improvement, and academic development.
- Sustain and enlarge partnerships with community organizations, businesses and industries in order to support community growth and enhancement.
- Institute an assessment process to evaluate student growth and improve instruction.
- Sponsor events and develop curricula in order to promote cultural and global awareness.

T.B.A.A SPIRIT

Touch By An Angel Daycare is a neighborhood childcare center that is committed to providing a cooperative, welcoming, and respectful environment for all children, families and staff. This work is not due to the nature of family and community life, a mere job. Rather, it is a commitment to the continued growth and development of people-children, parents, staff and volunteers. It is in the spirit that the Parent Handbook was developed.

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The following documents outline the program and the responsibilities of the provider(s) and the parent(s). Here at TBAA we have a well-qualified staff that provides excellent care services for your child/children needs. Please review this booklet completely.

Program

It is the philosophy of Touch By An Angel Daycare and Preschool Academy that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive; the staff strives to nurture and encourage these qualities in the children who attend.

Standards

The City of Chicago Department of Business & the Illinois Department of Children and Family services license Touch By An Angel Daycare facilities. We undergo regular, outside monitoring including health, sanitation, and safety inspections. Its operation is governed by a Board of Directors and a paid Director.

Admissions

Children who are 6 weeks to 12 years of age are eligible to enroll in the program Admission requirements and enrollment procedures are as follows:

1. Classes are filled on a first- come/first-served basis according to the date of enrollment with the director.
2. If the classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.
3. Parents of enrolled children receive a letter in the fall inviting them to the registration meeting where registration is completed.
4. As vacancies occur during the year, they are filled from the waiting list, or from new registrations, according to the above procedures.

Locations

Our 1st location is located @ 6134-38 W. North Avenue just 3 blocks West of Austin Avenue in Chicago Illinois. Please use the Moody side entrance. Our registration office is located @ 6142 W. North Avenue, and our 2nd location is located @ 6224 W. North Avenue in Chicago, Illinois.

Days and Hours of Operation

We are open Monday thru Friday from 7am until 6pm.

Arrival and Delivery of Children

Parents are required to electronically sign (E-sign) their child/children in/out with their ID-code. It is important that you escort your child/children inside the daycare facility to ensure that they arrive safely. This also provides a smoother, calmer beginning of the day for you, your child, and your child's teacher. It provides an opportunity for your child's teacher to share important information with you and for you to share any new information about your child. We encourage parents to drop off their children on time for school and to keep in mind that classes start at 9:30am. Any parent who brings a student after 9:30am will be charged an inconvenience fee of \$1.00 p/minute NO EXCEPTIONS!

Discharge procedures

All children shall be discharged from the facility only to the parent(s) or guardian(s) or to a person designated in writing by the parent(s) or guardian(s) to receive the child. TBAA staff shall refuse to release any child to a person, whether related or unrelated to the child, who has been or appears to be intoxicated.

Persons not known to the provider and/or staff shall be required to provide a driver's license or photo identification card prior to a child's release to them.

Attendance

In order for your child to benefit and learn from the activities at Touch By An Angel Daycare, maximum attendance is necessary. Therefore, All Children Are Expected To Attend Daily. Exceptions are certainly made for vacations and illnesses, but we need to know about this. If you know that your child will be absent please notify us. The Daycare is Not a "Drop In & Out" Program! If your child is absent for two consecutive days without any explanation, we will make every effort to contact you to find out why. If your child is absent for three or more days due to illness, you need to bring in a note from your child's health care provider before he/she can return to the program.

Fines

Unless an emergency occurs, any parent who arrives anytime after 9:30am will be charged an inconvenience fee of \$1.00 per minute. Also any parent who arrives after 6:00pm or after their written agreed scheduled pickup time will be charged a late fee of \$1.00 per minute.

Procedures for being late

- *Call a half-hour before drop-off/pick-up time
- *Call before naptime (please do not call between 1:00pm - 3:00pm)
- *Inform the staff in advance

Though these procedures do not excuse the inconvenience/late fee, it does give the staff time to know when the child/children shall arrive or shall be ready.

**All fines are due every Friday by 6:00pm

Tuition

Rates are as follows:

**Half days equal 4 hours or less.

Infants: 6 weeks - 15 months \$200.00 p/week, \$40.00 p/day or \$20 p/half day

Toddlers: 16 months - 29 months \$185.00 p/week, \$37.00 p/ day or \$18.50 p/half day

Preschool: 30 months - 5 years \$165.50 p/week, \$33.10 p/day or \$16.55 p/half day

School-age: 5 years - 12 years \$145.00 p/week, \$29.00 p/full-day or \$15p/part day afternoon

Private Payment Policies

Private tuition is due every Friday before the beginning of a new week or every month on the 1st or the first Monday of the new month, and tuition must be paid whether or not the child/children attend. If a parent pays weekly, and tuition is not received by 6:00pm Friday evening their will be a \$5.00 late fee each day starting the same day. If a parent pays monthly and tuition is not received by the 1st of the current month their will be a \$5.00 late fee each day starting the same day.

Subsidy Payments

If parents are assessed a co-payment fee, payments are due every month on the 1st. If tuition is not received by the 5th their will be a \$5.00 late fee starting the same day.

Annual Enrollment fee

There is a \$65.00 annual enrollment fee per child, and is non-refundable. The annual enrollment fee shall cover a child's enrollment slot, school uniform shirt for field trips and outings, locker for student & paper work processing. All annual enrollment fees are due on or before child/children yearly enrollment date.

Enrollment Deposit

If a parent and/or guardian wishes to have their child/children start prior to approval of the subsidy program a \$150.00 deposit fee is required, and will be credited to their account (minus the approved copayment) once approval has been determined by Illinois Action for Children.

New & Redetermination Applications

Any parent who has a child approved under the subsidy program is required to bring in their application to Touch by an Angel child care facility along with two (2) current consecutive checks and/or current school schedule, and submit all information to a Director of TBAA's program.

Calendar Year/Outstanding Balances

Touch by an Angel calendar year ends on December 31st of the current year; in order to zero out all accounts for the new calendar year any & all outstanding balances prior to this date (12/31) must be paid in full on or before December 31st of the current calendar year.

Health Information

Each child is required by state regulations to have on file a health statement, which includes a record of up to date immunizations and the signature of the child's source of medical care. Each child who has not had a physical examination within the last year must have one before entrance into the childcare and preschool program. This physical may be done by a physician or public health nurse. The daycare must have on file for each child a signed Permission for Health Care authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file. A child who arrives at the daycare facility noticeably ill, with a rash, or with a fever higher than 101 degrees will not be admitted for that day. In the case that your child becomes ill while at the Center, we will remove him/her from the classroom and you may be asked to take your child home. If a child has been under a doctor's care a doctors release form will be required upon readmission to the daycare.

Health check

Upon arrival, provider(s) and/or staff are to inspect each and every child for any minor/major cuts or bruises in the parent's presence. If minor cuts and/or bruises are present, parents are to make a note of it on their child's description sheet; if major cuts and/or bruises are present parents shall have to fill out an incident report detailing what occurred. Though every attempt will be made, Touch By An Angel Daycare and

its staff shall not be held liable for any accidents or injuries that may occur while in care, this includes but not limited too transportation to and from field trips/public facilities.

Illness/exclusion policy

PLEASE DO NOT SEND YOUR CHILD TO THE CENTER WHEN HE/SHE IS SICK! Sick children need their rest, which they cannot get in a room full of energetic, busy children. Also, a sick child can cause illness in other children, and for this reason TBAA staff shall conduct a daily, pre-admissions screening to determine if the child has obvious symptoms of illness. If symptoms of illness are present, the provider shall determine whether to provide care for the child, depending upon the apparent degree of illness. The parent will be consulted and possibly asked to pick up the child. Some forms of illness include, vomiting, wing worm, pink-eye, ear infections, rashes with/without diarrhea etc. In the case that your child becomes ill while at the Center, we will remove him/her from the classroom and you may be called to take your child home. If a child has been under a doctor's care a doctors release form will be required upon readmission to the daycare.

NOTE: Children with diarrhea and those with a rash combined with fever (oral temp of 101 degrees or higher or under the arm temp of 100 degrees or higher) shall not be admitted to the day care while these symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.

Before your child returns to the Center after an illness, your child must be symptom free and meet all other requirements listed above.

Minor Accident/Illness

1. First Aid will be administered at the Center or on a field trip;
2. You will be contacted by phone or when you come to pick up your child (depending on the seriousness of the accident); and
3. An Accident/Incident Report will be completed.

Major Accident/Illness

1. If necessary, staff will call 911. Your child will be taken by ambulance to a medical facility;
2. You will be contacted immediately and asked to proceed to the medical facility that your child has been taken to;
3. Your child's Emergency Authorization Form will be obtained from his/her file; and
4. An Accident/Incident Report will be completed.

*All children need to have on file medical insurance documents in case a child needs to be taken to a medical facility, this includes a medical card if applicable.

Medication

Parents are to fill out a medical release form authorizing Touch By An Angel Daycare staff to administer any and all medication. We will not or cannot administer any prescription medicine if the bottle does not bear that child's name, and it must be in the original container.

Universal Precaution Procedures (UPP)

Touch By An Angel Daycare makes every effort to control the spread of communicable illness and diseases. Staff, volunteers, children, and anyone else in direct contact with clients will practice universal precautions. Every staff member and volunteer will be trained on proper universal precaution procedures. Direct service staff will teach children routine and standard hygienic procedures and model these behaviors.

First Aid/CPR

Staff at Touch By An Angel Daycare Center is trained annually in First Aid, Cardiopulmonary Resuscitation (CPR), and Universal Precaution Procedures, and we are committed to preventing accidents by providing a well-supervised program.

Safety Precautions And Emergency Evacuations

The safety and well being of the children in our care is our first priority, and precautions are taken to ensure that the center is a safe environment for children. For example, no child is ever left alone. Each child will be within the sight of an adult at all times. Staff follow a Site Safety Policy at all times to protect the health and safety of children.

Fire And Tornado Drills

In order to insure that children and staff will be quickly and safely evacuated from the building in the event of a fire or other emergency, emergency evacuation procedures and diagrams are posted in each classroom, and fire drills are practiced monthly. These procedures insure that all children will be evacuated and that the fire department will be informed in case of emergency.

Emergency Closing/Snow Day Policy

If the public schools are closed because of the weather, the Center will not be closed to children. In case of any other emergency that forces us to close, you will here from your child's teacher or from another staff member.

Clothing/Personal Items

Parents are responsible for supplying pampers, pull-ups, wipes, powder, lotion, ointment and formula. These items are to remain stocked up at all times. If a child goes under his/her required supplies that child will not be permitted until needed items are re-stocked. Parents are also required to provide 2 pair of clothing and replace as the weather changes or as needed. Please be understanding if your child is not neatly "tucked in" after a day at the center. We do a lot of jumping, climbing, running, and other play. These activities do not lend themselves to preserving one's appearance. If your school age child wears a uniform that you want protected, please feel free to leave a labeled set of clothes at the facility.

Field Trips

An important part of our curriculum is exposing the children to many and varied experiences within the community; therefore a number of field trips are built into the year.

Rules for field trips

All parents are welcome to volunteer on field trips with the children. The following rules must be adhered to at all times:

1. All children must be treated the same while on field trips-this means that parents cannot provide special treatment for their own children during trips;
2. The group must stay together at all times;
3. Before the bus leaves the Center, volunteers will be assigned two to three children to supervise to assist the teachers;
4. Siblings who are not enrolled in the program **CANNOT** attend field trips – **NO EXCEPTIONS!**
5. Souvenirs or treats must not be purchased on field trips unless they are purchased for **ALL** children;
6. Drugs or alcohol are **STRICTLY PROHIBITED!**
7. Smoking is not permitted around the children;
8. All adults and children must eat the same food;

**Parents may be asked to accompany their child on all field trips if their child has documented behavioral concerns.

Nap time

An afternoon quiet time will be observed each day from 1:00pm until 3:00pm, unless your child/children are being picked up, or an emergency occurs, we do ask that all telephone calls and visits be restricted during this time.

Meals & Snacks

Children will be served nutritious meals and snacks throughout the day according to their scheduled time in daycare, which will be as follows

- Early morning snack @ 7:00-7:15am
- Am snack @ 8:30am-9:00am
- Lunch @12:00pm-12:30pm
- Pm snack @ 3:10pm-3:30pm (School-age Only)
- Dinner 4:00-4:30pm

** Information about any and all food allergies should be in writing and discussed prior to enrollment.

Child Abuse & Neglect

All staff of Touch By An Angel Daycare are mandated reporters of suspected child abuse and neglect in accordance with State of Illinois child abuse and neglect reporting act. This means that we are required by law to report suspected cases of child abuse and neglect to the Illinois Department of Children and Family Services. As mandated reporters, staff has a responsibility to the safety of enrolled children in our program.

Records

When you enroll your child/children at Touch By An Angel Daycare, you are asked to supply personal information, including your address, home and work numbers, place of employment, and names and phone numbers of at least two people to be contacted in case of an emergency. If any of this information changes, Please let us know immediately. It is important that we at TBAA have current emergency contact information for your child(ren). If you do not have a home phone number, you will be required to give us a third emergency contact person and phone number. It puts all of us in a difficult situation when a child is ill or you

in

Discipline

See Attached (Guidance & Discipline Policies)

Touch By An Angel Daycare Guidance & Discipline Policies

Child Care professionals are in business to protect and care for children, not hurt them. Besides, such abusive conduct is against the law. For that matter, we do not "punish" children. Instead, we provide guidance and discipline based upon a clear set of simple, consistent and easy-to-understand rules.

We have 3 Rules —

You can't hurt yourself.

You can't hurt others.

You can't hurt things.

Ages and Stages

Touch By An Angel provides child care for infants, toddlers and preschoolers. While a new body of thought is emerging that considers all young children "infants" till they reach 3 years old, we use these categories to differentiate between obvious sub-groups:

Infants — They are a challenge because they are so dependent on adults for their basic needs. They really pose no discipline problem, but the most troublesome behavior tends to be crying. Infants cry because they are wet, hungry, cold or lonely. Studies show that infants who have their needs met quickly, and who are held and comforted when they cry, develop a strong sense of security and well-being. At Touch By An Angel no child is allowed to cry unattended and infants receive special care and attention to their needs.

Toddlers — Toddlers can be very challenging. Like babies, toddlers like to be held, talked to, and comforted. They may speak only a few words and this limited communication makes it hard to understand a toddler's needs. Still uncoordinated, they need constant supervision to ensure they do not hurt themselves. Plus, toddler behavior can be frustrating for slightly older children because, if allowed to roam, they can disrupt play by grabbing toys or stumbling clumsily into an ongoing activity.

Preschoolers — Preschoolers are learning about the world around them. They ask lots of questions, and they love to imitate adults. They are learning to share and take turns (but don't always want to). Preschoolers are also quite independent. They like to try new things and often take risks. Getting attention is fun; being ignored is not. Preschoolers like to make decisions for themselves. Sometimes they can get carried away and break the 3 simple rules by exhibiting behavior that may tend to hurt themselves or others.

Guidance and Discipline Techniques

Here are the basic methods used by Touch By An Angel that form our approach to dealing with behavioral problems:

A Safe Environment — One of the most important things a caregiver can do is set up a safe environment. Our entire facility is completely childproofed. For our main floor, that means that almost every single piece of adult furniture has been removed. (Why not? There's more room to play.) The only reachable shelves contain open-top toy bins. Of course, our electrical outlets and cabinetry have been child-proofed. Our yard is roomy and completely fenced in. Our outdoor equipment is manufactured especially for very little people to help prevent injury. Our inside toys are, in the main, incapable of inflicting injury and too large to swallow. Maintaining a safe environment avoids many, many problems.

Establish a Predictable Routine — Touch By An Angel has established a daily routine that allows children to follow a consistent routine and schedule. Starting with morning arrival right through to afternoon departure, our children learn to expect a fun and balanced day. They are fed a nutritious breakfast, morning snack, full lunch and afternoon snacks. See our Menus posted in the facility. They are presented with opportunities for group and individual play and activities and their are appropriate "quiet" times and afternoon naps.

Set a Good Example — Young children love to imitate adults as well as older children. Touch By An Angel is a loving husband and wife team. We care for each other and demonstrate a warm and caring relationship throughout our day. We laugh, sing and dance with our children. We cooperate as a team, share responsibilities and each willingly perform all necessary tasks. We encourage sharing and hugging. We discourage the use of rough language and do not permit imitations of violent and culturally insensitive play scenarios (e.g. "war" or "cowboys and Indians").

Praise — Effective praising encourages learning, independence, and strong self-esteem in children. The key to effective praise is to be a coach more than a cheerleader. We explain to a child *how* they did something worthy of praise rather than merely saying, "good job." Praise, whenever merited, is truly wonderful to behold. One of the great blessings of this profession is the opportunity to watch a young child's eyes light up and the aura of self-awareness and pride emanate from the knowledge they have achieved something good, new or just plain nice. Effective praise engenders positive thinking.

Time Out — Whoops! For the normal young child, sometimes learning happens when inappropriate conduct needs correction. Time outs are imposed when both of two criteria have occurred. First, one of the three rules (above) has been violated. Second, the child fails

Natural and Logical Consequences — Natural and logical consequences are effective in helping children see the connection between their actions and the results of their behavior. For example, the natural consequences of knocking the basketball hoop over is that the game comes to a halt and the fun stops. On the other hand, logical consequences require adult intervention. For instance, a child may insist on removing a crayon or marker from the activity table for use on a wall of floor, or, intentionally collapsing the "ball pit" tent by jumping *on* it, instead of *in* it. In these cases, crayons and ball pit tents may have to "take a vacation" until the child settles down.

Distract, Redirect — Distraction usually works well with very young children. Providing an alternative toy or activity may be the solution when natural curiosity interferes with the play activities of other children or important tasks being performed by staff. Redirection occurs when a child is engaged in unacceptable behavior that merely needs simple correction. A child throwing a plastic Legos® block for instance will be handed a soft, squeezable ball to throw instead.

Reward — It's more effective to reward good behavior than to punish bad behavior. Praise, of course, is an important way to foster appropriate conduct and self-control. At Touch By An Angel however, we do not employ material "reward" in exchange for desired behavior. For instance, we will not withhold a fruit item as an incentive to finish a vegetable item at meal times. Instead, we use subtle praise, hugs and smiles to show that appropriate behaviors are valued and appreciated.

Temper Tantrums — Again, at Touch By An Angel we care for young children 6 years old or younger. We experience few "temper tantrums" here, not because tantrums don't occur in our age groups, but perhaps because our consistent routines tend to prevent situations where tantrums are likely. Our children are not hungry, for instance. A toddler may begin crying in frustration because they cannot have a particular toy already in use. They are comforted and presented with a positive alternative or redirected to another activity. It is our belief that consistency of routine and a caring, attentive environment are most responsible for our "good fortune" in these cases.

Biting, Pushing and Hitting — Unlike temper tantrums, pushing and biting (or the attempt to bite) do occur on occasion. Thankfully, instances of hitting are almost non-existent here. Nevertheless, in our age categories, children are most likely to engage in this kind of unacceptable behavior. Infants learn by touching and feeling often using their mouth to taste an object. Really, this isn't an unacceptable behavior. However, with older toddlers and preschoolers, we find two main instances where pushing or biting may occur. These are instances of frustration or overexcitement. Therefore, at Touch By An Angel we are to provide constant supervision over group play activities and are particularly watchful of youngsters who may use biting to express their feelings.

Cultural, racial, ethnic or physical insensitivity — Again, we are truly fortunate here at Touch by an Angel. We have yet to experience a child expressing comments or behaviors that indicate an intolerance or insensitivity to ethnic, racial or cultural differences. We feel most of all that's because the parents of our children are well educated in these issues and are determined that their children be free of prejudice and intolerance. Moreover, the absence of these indicators is proof (to us, at least) that our children do not see, hear or experience insensitivity in their home. However, it is still our duty here at Touch By An Angel to foster knowledge and understanding of the world, including people of different races, religions and incapacities. So we do. Our reading material is not only multicultural, but provides a knowledge of the planet and our environment. We do not believe in television viewing, but we do use 30 minutes a day (immediately following lunch and prior to naptime) to watch Elmo® and/or Sesame Street® learning videos which are designed to include excellent cues to multicultural diversity learning and awareness.

Confidentiality

All information regarding any child and his/her family will be kept strictly confidential. Staff members have the right to discuss children enrolled in the program with their supervisor.. However, staff will not discuss confidential matters with staff members outside of this group, with other parents, or with acquaintances. Any breach of confidentiality will be disciplined. All confidential material is kept in a locked file. It cannot be disclosed without the parent's and/or guardian's permission.

Note: In accordance with State of Illinois Child Abuse and Neglect Reporting Act, reporting suspected child abuse supercedes all confidentiality disclosure rules. TBAA, however, will maintain confidentiality to the highest degree possible in these instances.

Withdrawal Notification

If a child needs to be withdrawn from the program, a two weeks written notice is required so that the vacancy can be filled by another child. The notice will clearly state when the last day of care is to be provided by the provider to the child/children. The parent(s) will owe the payment of care through the last day of care stated within the notice. If notification is not received within a two weeks time period, parents are still responsible for tuition, and tuition will accumulate at the current daily rate agreed upon until notification is received.

Communication with Parents

This booklet has been supplied in an effort to answer many of your questions. Please contact anyone on the staff if you have more questions. Parents are informed of the activities of the program through monthly newsletters, calendars or memos; information includes weekly topics, class activities, field trips and suggestions for parents. Two parent conferences are offered during the year, one in the fall and one in the spring. Either the parent or the teacher may request an additional conference any time there is a special concern. Because of state regulations concerning class size and teacher ratio, it is not possible for children to bring friends to visit. Parents are encouraged to visit the program at any time. Because of occasional field trips and special activities, advance notice is suggested. If the teachers are not free to talk with you, please understand that the children come first during class time; the teachers will be happy to talk with you during nap time or after the children are dismissed. Please remember that this is your preschool and your child's education, so come and find out what is happening!

Meetings

TBAA Daycare has 2 seasonal quarterly meetings a year during the months of April (spring), & October (fall). Though these meetings are not mandatory we do ask that parents attend to know what's going on throughout the year.

Vacation & Personal days

(1 Week Daycare Vacation) **2 weeks' notice will be issued prior to any scheduled vacation days
(3 personal days) A 2 weeks notice will be given prior to any scheduled personal days.

Holidays

On the following State holidays the daycare facility will not be open:

(New Years Day & Day after)
(Martin Luther King B-day)
(Lincoln's B-day)
(Presidents Day)
(Good Friday)
(Memorial Day)
(Independence Day)
(Labor Day)
(Christopher Columbus Day)
*(Halloween Day) Center closes @ 3:00pm
(Thanksgiving Day & Friday)

(Christmas Eve, Christmas Day & Day after)
(New Years Eve)

Conclusion

Thank you for reading this entire Booklet! We hope it has helped you to understand what we are all about, what we expect of you, and what you can expect from us!

The Center is a very dynamic place. Children make it that way, as do the parents and staff. We look forward to your support, friendship, and involvement here at Touch By An Angel Daycare & Preschool Academy.

I have read and received the following handbook of Touch By An Angel Daycare & Preschool Academy which includes the following topics:

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Parent/Guardian signature

SS#

Date

Parent/Guardian signature

SS#

Date