



VACATION SENSATION

Dear Parent:

We would like to welcome you to the Child Development Center. Vacation Sensation is in its 22nd year of offering exciting activities and learning experiences for students who have completed pre-Kindergarten through age 12.

The Child Development Center is proud to be Quality rated by the state of Arkansas. We are also proud to have excellent staff members with degrees and some who work for the Little Rock and Pulaski County School Districts.

We will be out of the Center two days a week enjoying all the activities that Little Rock and the surrounding cities have to offer. We will take field trips that will encourage fitness and nutrition, such as going to the Farmers market, Swimming, LR climbing center, Pinnacle Mountain, Fred Astaire dance studio and many more. Professionals from our community will come to speak about professional opportunities in his/her career field. We will also include "The Read to Achieve Program", creative writing and a summer long spelling bee. Prizes will be awarded in the form of gift certificates.

Vacation Sensation will provide the students the opportunity to make choices of daily activities. Choices will include science, cooking, fitness, movies, arts & crafts and others.

We are excited about you being a part of our summer program. The Vacation Sensation staff is here to serve your family throughout the summer. Let us hear from you if you have questions, concerns or comments at any time.

Sincerely yours,

William Matheny: School Age Coordinator

E-mail: william@childdevelopmentcenterlr.com

Elesha Easter: Assistant School Age Coordinator

HOURS OF OPERATION: The Center is open from 7:00 a.m. until 6:00 p.m. Monday through Friday. Caregivers will be in assigned areas to accept students at this time. **Please plan to arrive with your child no later than 8:00 on field trip days.**

Any child not picked up by 6:00 p.m. will be taken to the receptionist area with a coordinator. A late charge of \$1 per minute will be assessed if the child is not picked up by 6:05 p.m. Compensation for these services is to be paid directly to the coordinator who has been overseeing your child's welfare until your arrival, not to the Center. Failure to pay incurred late fee charges may affect continued contracted services with the Child Development Center.

Access to the Center from 7:00 to 9:00 a.m. can be made from the two entrances to the building: the front on Spring Street and the rear from the alley. The Center locks all doors between the hours of 9:00 a.m. and 4:00 p.m. except the front entrance. The rear door is on a "magnetic lock" and is permanently closed at 5:30.

DISCIPLINE: Our discipline goal at the Child Development Center is to help your child grow in self control and social relationships. We have established rules and standards of behavior by which we seek to lead the children. Consequences teach children responsibility. We use them in our discipline policy in order to help children learn to make better choices in the future. They are naturally and /or logically related to the rule which makes the connection obvious to the child. Failure to follow these guidelines will result in the following disciplinary actions:

1. A specific warning is given about the behavior or action that need correcting.
2. **Time out** from any activity will be used when a student is endangering him/her self or other children with actions or behavior under the guidelines of the Department of Social Services.
3. When a child's disruptive behavior becomes repetitive and counseling and consequences do not help, a formal warning may be issued by the school age coordinator. If issued, parents may be required to schedule a conference within two days with the school age coordinator to discuss the behavior and solutions to improve it.
4. If further occurrences of the same behavior are exhibited after a formal warning, the student will receive one to three days of suspension from the program based on the type of behavior exhibited and the frequency with which this type of action has occurred.

At no time are parents to discuss an incident with any child other than his/her own child while at CDC. Please direct any/all concerns to a counselor, the School Age Coordinator or Assistant School Age Coordinator.

The Child Development Center reserves the right to suspend and terminate care contracts of any child whose behavior presents a threat to the safety and well being of others or to our program.

POLICY FOR ESCORTING CHILD(REN) FROM THE CENTER: The Child Development Center will provide (4) laminated distinctive I.D. cards for your child which will aid in protection of unauthorized escorts from the Center. Our staff has been instructed to ask for these cards if they do not recognize you or an escort. Please keep these cards with you at all times.

If someone other than a card carrier is to pick up a child, it will be the **parent's** responsibility to call the Center and give your password (the word you selected to put on your registration form) and permission for an escort to remove a child from the Center. (When possible, permission in writing is most helpful.) No child will be permitted to leave without proper authorization. Please remind your child's escort to stop at the front desk before going back to the room. Failure to give an I.D. card to an escort will cause some delay in removing your child from the Center; they will be required to provide proper identification, i.e., driver's license.

Any changes to the child's data sheet for authorized escorts must be put in writing, dated and given to the School Age Coordinator or Assistant Coordinator.

Any non-custodial visits or pick up of a child by a non-custodial parent must be documented by the court decree.

PERSONAL INFORMATION: Changes in information regarding parent's (guardian's) work, home or cell phone numbers must be reported **immediately.**



TUITION: A non-refundable registration fee (deposit) and activity fee is due when it has been confirmed that a position will be available for a child. Enrollment and Activity fee is \$200.00 per child.

The weekly tuition fee of \$88.00 is payable **in advance** of your child's attendance. This is in accordance with your "Enrollment Contract". Please make payments by **CHECK OR MONEY ORDER TO CDC ON THE MONDAY OF THE WEEK THAT CHILDCARE SERVICE WILL TAKE PLACE.** Money order payments must go through the front desk in order to receive a receipt for proof of payment. Payments should be placed in any drop box in the center. If paying with a check you may put the check in any of the brown boxes located in the center.

Please see the Bookkeeper with any questions or concerns regarding tuition or payments.

SAFETY FIRST: Accidents do happen! For all accidents the following procedures will be followed as closely as possible:

- First aid is administered immediately and parent contacted if accident is severe.
- If emergency treatment is needed, your child will be taken to Arkansas Children's Hospital unless otherwise noted on your contract. You will be notified if your child is taken for emergency treatment in order for you to meet us at the hospital.
- Accident reports will be written for all injuries.

BE SURE THAT THE VACATION SENSATION STAFF KNOWS OF ANY ALLERGIES OR SPECIAL MEDICAL NEEDS OF YOUR CHILD(REN).

NO MEDICATION will be given to a child without a medication form from the parent. Medication forms are available at the front desk. All medications will be stored in the medication room across from the Director's office (downstairs) in a container marked "school age". Inhalers should be kept in the school age office for immediate access by students.

CDC STAFF WILL ONLY ADMINISTER PRESCRIPTION MEDICATIONS (IN ITS ORIGINAL CONTAINER) ONE TIME PER DAY. (This is a requirement from Social Services).

SIGN IN/OUT: Upon arrival, students will be required to check in with the assigned counselor.

All students are to be escorted upstairs daily. No student will be allowed to use the elevator without adult supervision.

ALL PARENTS WILL BE REQUIRED TO GO UPSTAIRS DAILY AND SIGN HIS/HER CHILD OUT.



DAILY ACTIVITIES: Our day will begin in Vacation Sensation with play time in the gym. A USDA approved breakfast snack will be served before we depart for field trips or begin activities at the Center. Children will be divided into two groups by age. Each group will have scheduled days for field trips and days for fun at the Center.

On days that a group stays at the Center, children will be ask to choose from a variety of activities. Trained counselors will provide these sessions.

Selections for choices will include activities such as hands on science, arts and crafts, music and movement, movies, cooking and great games!

QUIET TIME: The Department of Human Services requires that a period of quiet activities be provided when children are in care all day. Students whom are between the ages of 5 and 6 will be provided the opportunity to take a nap. Students in this age group will need a top and bottom cover to be used at this time. Please take covers home on Friday and launder them. Mats are provided by the Child Development Center.

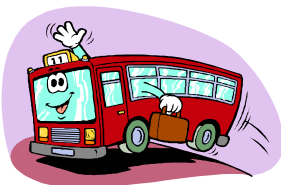
LUNCH and SNACKS: We ask that each child bring a sack lunch and a drink daily. Please label your child's lunch and drink for identification purposes or write their name on their lunch sack daily. Drinks should also be labeled with masking tape. Refrigeration is available for days spent at the center and coolers will be used on days we have field trips and will be eating outside the center. Please use paper sacks for days we eat out of the center. **Children will not be allowed to purchase drinks or snacks from the staff lounge.**

THIS IS A PEANUT BUTTER FREE CENTER DUE TO THE ALLERGIC REACTION THAT THIS MAY CAUSE TO A CHILD OR ADULT.

USDA approved snacks will be provided once in the morning before field trips or activities and once in the afternoon.

STAFF LOUNGE: The staff lounge is for adults. Parents are free to use the lounge, but we ask that you do not take your child/ren in the lounge.

ROOM ASSIGNMENTS: CDC reserves the right to change your child/ren room assignment only if deemed necessary. We can not accommodate every parent's wish for their child/ren to be in a certain room with his/her friend or to have a certain teacher. We will make the best possible judgment call taking all things into consideration after discussing it with the parents.



TRANSPORTATION and FIELD TRIPS: The Child Development Center transport children in vans owned by The First United Methodist Church. Each child is required to “buckle up”. CDC will provide child passenger safety seats for those children who are less than six (6) years old and weigh less than sixty (60) pounds as required by law.

Please bring your child to the center no later than **8:00 a.m.** before we leave for field trips. We

must have an accurate head count and prepare the children for the trip, (i.e. putting on sunscreen).

If your child's group has already left for the field trip, please do not take your child to the site of the field trip. Please contact the Coordinator or Assistant Coordinator so that your child can be placed with another class until his/her group returns to the center.

All students are to wear their CDC Vacation Sensation T-shirt on all field trips making it easy to identify our children while out of the center. Students will receive one free T-shirt with their enrollment pack. (Additional T-shirts will NOT be available for purchase.)

PERSONAL BELONGINGS: We encourage you to have your child leave all personal toys at home. The CDC is not responsible for lost or stolen items. The CDC is a Christian based facility, so we ask that children not bring any type of weapon toy to the center. If toys of this nature are brought in, they will be held in the coordinator's office until the end of the day. Each child will have a "cubby" where he/shed can store personal items. Please mark all items for identification purposes. *Personal roller skates or in-line skates may be brought on skate field trip days.*

NO CELL PHONES ALLOWED WORKING OR NON WORKING!!!!

We are looking forward to seeing you this summer and will do our best to ensure a safe and happy summer for your child. Our door is always open, so feel free to stop by even if it's just to say hello. Thank you again for allowing the CDC to be a part of your summer.