



Parent Handbook

Mission Statement

The mission of Watch Me Grow Child Care is to provide high quality early childhood education that includes a developmentally appropriate curriculum; knowledgeable and well-trained program staff and educators; and comprehensive services that support children's health, nutrition and social well-being.

About Us

With cameras in **every classroom** and a secure internet viewing service available to parents at all times, Watch Me Grow Child Care offers parents a sense of security unlike any other. This, in addition to dedicated, well-trained staff and a safe, stimulating environment, make Watch Me Grow Child Care the best choice for children and parents.

"Parents need a place that they can trust, with well trained, dedicated, caring staff, age appropriate activities and a safe environment for their children to grow and develop. Watch Me Grow Child Care is that place. Children are given the opportunity to explore and learn about themselves and the world around them with guidance and support from our exceptional staff. Parents are able to see this for themselves anytime through an innovative internet viewing system with cameras in every classroom. Finding quality child care is one of the most important things parents can do for their children. I know first hand how difficult it can be to leave your child to go to work. At Watch Me Grow Child Care, parents can see for themselves that their child is in the best possible environment while they are away."

Julie Costello, Owner/Director

Curriculum

At Watch Me Grow Child Care, we focus on the needs of very young children. Research proves that the years between birth-six are extremely important to the overall development and healthy growth of a child. We pride ourselves on being aware of the very latest in research and development in regards to early childhood education. We use this information to develop a curriculum that is age appropriate in all classrooms.

Cuddle Bugs: 6 weeks - 12 months

Our infant program ensures that babies receive the personal one on one attention that they need to develop trust for the world around them. Infants are held, cuddled, talked to and sang to throughout the day. We work closely with parents to develop each infant's daily schedule. Flexibility with infants is key and our staff understands and appreciates this fact. Parents are kept informed of their child's activities through a daily sheet that shows meal and naptimes, activities, and their child's likes and dislikes.

Caterpillars: 12 months - 24 months

When children begin walking alone they graduate to our Caterpillar Room. At this age, children develop a greater independence, but still have a strong need for one on one affection and attention. Young Toddlers are encouraged to explore and discover new things with guidance and encouragement from staff. At this age, a more structured schedule is also introduced. This helps children feel more secure by providing them with a sense of time and expectation of things to come. Our Caterpillar room is equipped with the latest in age appropriate toys and activity centers so each child is fully engaged and enjoying each day.

Bumble Bees: 2 years - 3 years

Our Bumble Bee room allows children more opportunity for growth and development though the use of activity centers and structured playtime. Circle time and teacher led activities also become a larger part of the daily schedule. Greater independence emerges at this age and children are given opportunities to explore and learn with little interference. Another big milestone of this year is potty training. Our staff is well trained in this area and work closely with parents to help their child reach this important goal.

Grasshoppers and Butterflies: 3 years – 6 years

The Preschool Program at Watch Me Grow Child Care is exceptional. Our curriculum was designed to meet the developmental and social needs of children 3, 4, and 5. Formal Preschool classes are held each day from 9:00am-11:30am. Language Arts, Math, Music, and Science concepts are presented in fun and exciting ways that encourage self-discovery and confidence. The use of songs, games, and art projects ensure that children are learning in a fun and enriching environment. Please see the Preschool Schedule for more information.

Enrollment Procedure

- Prior to child's start date the following must be returned to Watch Me Grow Child Care:
 - Completed Blue Emergency Form, with current immunization records
 - Registration fee and first weeks tuition

Please keep us informed of any changes in medical or emergency information. In order to maintain compliance with the Arizona Department of Health Services and Childcare Licensure we must maintain current and accurate records at all times.

Tuition and Fees:

A non-refundable registration fee of \$100.00 is due at the time of enrollment. Tuition is due on Friday for the upcoming week. Current tuition fees maintain your child's enrollment. If tuition is not received by Monday at 6:00pm for the current week, a \$25.00 late fee will be imposed. Watch Me Grow Child Care reserves the right to terminate enrollment for non-payment beyond a two-week period.

If you wish to disenroll your child from Watch Me Grow, a two-week notice is required. If you fail to inform Watch Me Grow, you will be billed for two weeks of tuition.

Watch Me Grow Child Care is open Monday-Friday from 6:00am-6:00pm. Watch Me Grow Child Care closes promptly at 6:00pm. You will be charged \$1 per minute for every minute past 6:00pm. Full payment of the late fee is due immediately at the time of pickup.

Tuition Schedule (rates are weekly)

	<i>5 Full Days</i>	<i>3 Full Days</i>	<i>2 Full Days</i>
<i>Cuddle Bugs</i>	\$225.00	\$175.00	\$135.00
<i>Caterpillars</i>	\$200.00	\$165.00	\$120.00
<i>Bumble Bees</i>	\$200.00	\$165.00	\$120.00
<i>Grasshoppers</i>	\$185.00	\$155.00	\$110.00
<i>Butterflies</i>	\$185.00	\$155.00	\$110.00
<i>Drop In Daily Rate</i> <i>*if space is available</i>	\$85.00/DAY		

Termination of Enrollment by Watch Me Grow

In certain circumstances it may be necessary for the Director to discontinue a child's enrollment at Watch Me Grow Child Care and Preschool. This decision is based on the best interest and well being of all children and staff here at Watch Me Grow. Incident reports will be filled out on all serious behavior infractions. Termination of enrollment may be a result of the following:

- *Abuse of other children, staff or property by child or parent
- *Continued violation of Watch Me Grow policies by child or parent
- *Disruptive or dangerous behavior by child or parent
- *Non-payment of tuition

Holidays and Vacation Time

Watch Me Grow Child Care and Preschool will be closed on the following holidays:

New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	

If a Holiday falls on a Saturday, we will close on Friday. If a Holiday falls on a Sunday, we will close on Monday. The staff at Watch Me Grow Child Care receives holiday pay, therefore regular tuition payments are expected on these weeks.

Regular tuition payments are due each week, whether a child attends Watch Me Grow or not. *There are no discounts for vacation or sick days.* This allows us to staff appropriately at all times and offer the best care for all children.



Watch Me Grow Child Care employs the use of internet cameras in every classroom. This innovative system allows parents to check in on their child's day as often as they would like via the internet. Access to view the classrooms is completely safe and secure. Please see KidsVision brochure for more information on this beneficial service.

Transportation

Watch Me Grow Child Care will not provide any type of transportation service. If field trips are planned, parents will be asked to provide transportation or a charter service will be used.

Sick Child Policy

We believe that most people prefer to be home in a comfortable environment when they are ill; this is especially true for children. We also believe that it is irresponsible, and sometimes dangerous, to knowingly expose others to an illness. For these reasons, we ask that no sick children attend Watch Me Grow Child Care.

Symptoms that would exclude a child from care include:

- * Fever of more than 100 degrees
- * Unexplained Rash or Sore
- * Discharge from eyes, ears or nose
- * Vomiting or Diarrhea
- * Productive cough or dry cough lasting more than 1 week without doctor attention
- * Any illness or injury that keeps a child from participating in regular activity

Should your child develop any of these symptoms while in our care, he or she will be isolated and a parent will be contacted and required to pick him or her up immediately. Children must be symptom free for **at least 24 hours** before returning to Watch Me Grow.

Medication Administration & Emergency Procedures

All staff members at Watch Me Grow Child Care are certified in Infant and Child CPR & First Aid. If required we will administer medical attention to the level of our training. Parents will be notified of any minor injuries through an "Ouch Report". If further emergency care is necessary, 911 will be called and the parent will be notified immediately.

Over the counter or antibiotic medications will not be administered at Watch Me Grow Child Care. Medications are only administered for life threatening conditions (Example: Epipens or inhalers). In these situations, the medication must be brought in its original container with a prescription label that includes the child's name, doctor's name, medication name, required dosage, expiration date, and instructions for administering. A Permission to Administer Medication form must be filled out completely and signed by the parent.

Insurance

Watch Me Grow Child Care carries child care liability insurance in excess of State requirements.

Discipline Policy

Children learn through constant exploration and experimentation. At Watch Me Grow Child Care, we are committed to providing a safe environment for learning. We are strong proponents of positive reinforcement. Each day your child will be rewarded in different ways for positive behaviors.

Children will not be allowed to hurt themselves or others. Hitting, kicking, biting, etc. will be dealt with on a case-by-case basis to determine the best course of action. Possibilities include: redirection, help solving the problem, and parent conference. Parents will always be kept informed and involved. We expect that all parents are willing to work with their teacher and their child to create the best atmosphere for all of the children.

Meals and Nutrition

We provide breakfast, lunch, and a healthy afternoon snack for children over the age of one. We follow all U.S.D.A. and NAEYC guidelines for nutrition. We ask that you do not bring any candy, gum, or soda to Watch Me Grow.

Parents of infants must bring all bottles fully prepared and labeled with the child's name. Bottles will be kept refrigerated and warmed in specially designed bottle warmers, not the microwave. Parents are also required to provide all cereal or baby food that the child needs.

Parent Information and Responsibilities

INFANTS AND TODDLERS:

Please bring two complete changes of clothes, diapers, wipes, pacifier, sippy cup, and anything else needed to effectively meet the needs of your child. We also ask that you bring at least two clean crib sheets. All items must be labeled with your child's first and last name. Diapers and wipes must be replenished as needed. You will be notified in advance when your child is running low on supplies. If you fail to provide diapers, you will be charged \$1.00 per diaper supplied by Watch Me Grow.

PRESCHOOLERS:

Please dress your child in play clothes. Your child will be participating in fun outdoor and art activities and may get clothes dirty. For your child's safety, we also recommend that they wear closed toe, rubber sole shoes. For naptime, we will provide sleeping cots. Please bring a crib sheet and small blanket or "lovey" for your child.

Children will spend time outside each day. We have a strict sun safety policy. All children will be limited to 30 minutes per session of playground/outside activity time after the temperature exceeds 90 degrees. Unlimited water will be available at all times. Play areas are shaded; however, it is the parent's responsibility to apply sunscreen prior to attendance. Our staff will reapply sunscreen to children before going outdoors in the afternoon. If any child exhibits signs of heat exhaustion they will be removed from the outdoor environment, treated accordingly and the parents will be notified if necessary.

Admission and Release Procedures

Every child must be signed in and out each day. Each child will be assigned a code upon enrollment to access the keypad located in the facility lobby. If you have any questions about this system, please see the Director. The entry into Watch Me Grow Child Care is kept locked for security purposes. Your sign in and out code will also unlock the secured door for access into Watch Me Grow.

Children will only be released to authorized individuals. We must have prior written authorization by a parent or guardian to release a child. You will find an area on the Blue Emergency Information Card to list individuals who are authorized to pick up your child. Every individual will be asked to show a valid picture I.D. prior to the release of the child.

On a personal note..

Watch Me Grow Child Care and Preschool is a small, privately owned business. The first school was started in 2005 after the owner, Julie Costello, found it difficult to find quality child care for her own daughter. Julie will be acting as the Director of one of the facilities and will oversee operations at both locations. She has over 12 years of experience in the Early Childhood Field. She holds a Bachelor's Degree in Psychology, and is currently pursuing a Master's Degree in Early Childhood Education. She is also a registered Trainer with the Arizona Statewide Child Care and Early Education Development System (S*CCEEDS).

We look forward to working with you and your child to provide the best possible experience at Watch Me Grow Child Care. If you have any questions or concerns, please do not hesitate to contact Julie at any time.

**** Watch Me Grow Child Care is regulated by the Arizona Department of Health Services. If you have any questions about licensing you can contact the Office of Child Care Licensing at 105 North 18th Avenue, Suite 400, Phoenix, AZ 85007 in writing or by phone at (602) 364-2539. All inspection reports are available at the front desk for public viewing upon request.**

