Parent's Handbook: Sample Table of Contents

Part One: About the Center

Mission

Basic Information

Hours

Days of Operation

Organization of the Center

The Staff

Core Beliefs (Philosophy)

Part Two: Enrollment

Eligibility

Fees

Intake

Changes in Enrollment

Moving to a New Homebase

Withdrawal from the Center

Re-Enrollment

Termination

Grievance Procedure

Children Enrolled Part-Time

Part Three: Center-wide Policies and Procedures

Fees

Child Care Center Closings

Emergency Evacuation

School Transportation

Part Four: Homebase Policies

Comings and Goings

Daily Attendance

Children's Arrival

Sign In / Out Sheets and Children's Departures

Authorized Escorts

Visitors to the Center

Children's Clothing

Toys from Home

Field Trip / Transportation Procedures

Birthday Parties

Naps

Children with Challenges or Special Needs

Publicity and Research Projects

Part Five: Program

Curriculum Overview Infant-Toddler Curriculum Preschool and Kindergarten Curriculum

Part Six: Guidance and Socialization (Discipline) Policy

Part Seven: The Food Program

General Information Mealtime Procedures Food from Home

Part Eight: Parents in the Program

Parents' Rights and Responsibilities Daily Communication

Scheduled Conferences

Newsletter and Other Written Communication

Parents' Concerns

Parent Representatives System

Donations and Volunteering of Time

Sensitive Issues

Parents' Behavior at the Center

Divorced or Separated Parents

Parents under the Influence of Alcohol or Drugs

Reporting Child Abuse and Neglect

Part Nine: Health Care and Emergencies

Children's Health Record

Medical Problems

Outdoor Policy

Sick Children

Exclusion from the Center

Notification of Infectious Disease

Medication Policy

Emergency Care Procedures

Protecting Your Children from Harm