

LOLLIPOP JUNCTION, INC.
(THE BABY JUNCTION, THE JUNCTION, LOLLIPOP JUNCTION)
211 EAST MAIN STREET
CARTHAGE, MS 39051
601/267-7676

CHILDREN'S HANDBOOK

DEAR PARENTS,

* WE ARE GLAD TO JOIN YOU IN A VITALLY IMPORTANT MATTER OF YOUR CHILD'S PHYSICAL, MENTAL, AND SPIRITUAL DEVELOPMENT! WE ARE AWARE THAT THE MOST IMPORTANT YEARS OF YOUR CHILD'S LIFE ARE BIRTH THROUGH PRE-SCHOOL. IT IS THE PURPOSE OF LOLLIPOP JUNCTION TO PROVIDE AN ENVIRONMENT THAT CHALLENGES A CHILD TO REACH HIS OR HER GREATEST POTENTIAL. WE WISH TO PROVIDE A CENTER WITH A CHRISTIAN ATMOSPHERE AND TO PROVIDE HAPPY LEARNING EXPERIENCES FOR EACH CHILD APPROPRIATE TO HIS OR HER DEVELOPMENT.

• THIS BOOKLET CONTAINS OUR GUIDELINES AND THE SCOPE OF OUR CHILDCARE WORK AT LOLLIPOP JUNCTION. YOU WILL WANT TO READ THROUGH IT CAREFULLY. WE WELCOME YOUR SUGGESTIONS AS TO HOW OUR WORK WITH YOUR CHILDREN MAY BE IMPROVED.

•WE ARE INTERESTED IN YOUR FAMILY. HAND IN HAND-DAYCARE CENTER AND HOME - TEACHERS AND PARENTS. WE SEEK GOD'S HELP AND GUIDANCE IN THE GROWTH OF YOUR CHILD.

SINCERELY,

LOIS SHINABARGAR
OWNER/DIRECTOR
267-0733 HOME
267-7676 CENTER

ADMISSION POLICY

- APPLICATIONS FOR ENROLLMENT FORMS AND ENROLLMENT FORMS ARE AVAILABLE AT OUR MAIN LOCATION, MONDAY-FRIDAY FROM 6:30 A.M. UNTIL 5:30 P.M. THESE FORMS ARE AVAILABLE AS THERE ARE VACANCIES. ANY APPLICATION FOR ENROLLMENT THAT IS COMPLETED WILL BE CONSIDERED FOR ACCEPTANCE ACCORDING TO THE DATE RETURNED AND SPACE AVAILABLE. YOUR CHILD MAY BE PLACED ON A WAITING LIST. UPON A VACANCY, THE PARENTS WILL BE GIVEN A 48 HOUR NOTIFICATION TO REGISTER.
- WHEN A CHILD IS ACCEPTED AN ENROLLMENT FORM MUST BE COMPLETED AND RETURNED WITH THE REGISTRATION FEE OF \$40.00 PER FAMILY. WE MUST HAVE A FORM 121 SHOT RECORD ON EACH CHILD ENROLLED BEFORE THE CHILD ENTERS THE CENTER. PLEASE NOTIFY THE CENTER OF ANY ADDRESS, WORK OR TELEPHONE NUMBER CHANGES. THIS IS EXTREMELY IMPORTANT TO THE WELFARE OF YOUR CHILD.

SERVICES PROVIDED

- LOLLIPOP JUNCTION WILL ACCEPT CHILDREN AGES SIX WEEKS THROUGH 14 YEARS OF AGE. WE PROVIDE AGE APPROPRIATE SETTINGS. CHILDREN ARE GROUPED ACCORDING TO AGE, PHYSICAL DEVELOPMENT, EMOTIONAL DEVELOPMENT AND SPACES AVAILABLE IN EACH GROUP. THE FOLLOWING GENERAL GUIDELINES OF GROUPINGS ARE FOLLOWED. IT MAY BE ALTERED ACCORDING TO INDIVIDUAL NEEDS.
 - INFANTS (SIX WEEKS UP TO SIX TO TWELVE MONTHS)
 - TODDLERS (TWELVE MONTHS UP TO TWENTY FOUR MONTHS)
 - TWO YEAR (TWENTY FOUR MONTHS UP TO THIRTY SIX MONTHS)
 - THREE YEAR KINDERGARTEN
 - FOUR YEAR KINDERGARTEN
 - SCHOOL AGE (COMPLETED FIVE YEAR KINDERGARTEN UP TO FOURTEEN)
- THE MAIN DAYCARE FACILITY IS OPEN MONDAY THROUGH FRIDAY FROM 6:30 A.M. UNTIL 5:30 P.M. WITH THE EXCEPTION OF THE FOLLOWING: NEW YEAR'S DAY, MEMORIAL DAY, JULY 4, LABOR DAY, THANKSGIVING DAY, AND CHRISTMAS DAY. IF ANY OF THESE HOLIDAYS FALL ON THE WEEK END, WE WILL BE CLOSED ON THE WEEK DAY RECOGNIZED FOR THE HOLIDAY OR THE DAY BEFORE (SAT) OR THE DAY AFTER (SUN). THERE WILL BE NO DEDUCTION IN FEES FOR THESE CLOSURES. THE BABY JUNCTIONS HOURS ARE 7:00 A.M. - 5:30 P.M. MONDAY THRU FRIDAY. THE JUNCTIONS HOURS ARE 7:30 A.M.-5:30 P.M. MONDAY THRU FRIDAY.
- WE OFFER YOU TWO WEEKS VACATION A YEAR. YOU WILL RECEIVE YOUR FIRST WEEK AFTER SIX MONTHS OF FULL-TIME DAYCARE. YOU WILL RECEIVE YOUR SECOND WEEK AFTER TWELVE MONTHS OF FULL-TIME CHILD CARE. YOU MAY USE YOUR VACATION WEEK(S) AT ANY TIME. WE DO HOWEVER REQUIRE A ONE WEEK NOTIFICATION. YOUR CHILD CAN NOT ATTEND THE CENTER DURING A VACATION WEEK. YOU CAN NOT USE YOUR VACATION WEEKS BACK TO BACK.
- AS A CHILD CARE PROVIDER, WE ARE REQUIRED BY LAW TO REPORT ANY CHILD NEGLECT IMMEDIATELY TO THE MISSISSIPPI STATE DEPARTMENT OF HUMAN SERVICES IN ACCORDANCE WITH THE STATE YOUTH COURT ACT.

- PARENTS HAVE WELCOME ACCESS TO THE CENTERS (LOLLIPOP JUNCTION, BABY JUNCTION, AND THE JUNCTION) AT ALL TIMES. WE OFFER A NEW SERVICE AT ALL THREE CENTERS. KIDSVISION IS A NEW INTERNET SERVICE THAT ALLOWS THE PARENTS TO VIEW THEIR CHILD/CHILDREN WHILE AT WORK OR HOME VIA THE INTERNET. THIS CENTER IS THE ONLY CENTER IN THIS AREA WITH THIS SERVICE.

- IN THE EVENT OF AN EMERGENCY, THE CENTER WILL RELOCATE TO THE METHODIST CHURCH ACROSS FROM THE CENTER.

- LOLLIPOP JUNCTION AND THE JUNCTION TRANSPORTS CHILDREN IN A VEHICLE THAT IS FULLY INSURED AND DRIVEN BY A LICENSED DRIVER. WE DO NOT ALLOW CHILDREN UNDER THE AGE OF THREE TO PARTICIPATE IN FIELD TRIPS.

- IN THE EVENT OF A DANGEROUS SITUATION, ALL EMERGENCY NUMBERS ARE POSTED IN EACH ROOM

- WE WILL NOT TOLERATE ANY WEAPONS ON THESE GROUNDS. WE WILL TERMINATE CHILDCARE IMMEDIATELY IF A WEAPON IS BROUGHT ON THE GROUNDS OF ANY OF THE THREE CENTERS. (KNIVES, GUNS, ETC ...)

- THE MAXIMUM NUMBER OF HOURS A CHILD CAN BE LEFT IN OUR CENTERS IS 9 HOURS A DAY.

- CHILDREN ARE NOT ACCEPTED ANY EARLIER OR KEPT ANY LATER THAN THE HOURS LISTED IN THIS HANDBOOK. NEVER LEAVE YOUR CHILD AT THE CENTER BEFORE THE CENTER OPENS. NEVER DROP YOUR CHILD OFF. OR PICK YOUR CHILD UP WITH OUT SIGNING THEM IN AND OUT. THIS IS A STATE LAW. THIS IS FOR THE SAFETY OF YOUR CHILD. WE WILL NOT ALLOW ANY ONE TO PICK YOUR CHILD UP THAT IS NOT LISTED ON THE APPLICATION FOR ENROLLMENT.

- A LATE FEE WILL BE APPLIED TO EACH CHILD LEFT HERE AFTER CLOSING TIME. THIS MUST BE PAID TO THE EMPLOYEE IN CHARGE WHEN YOU PICK YOUR CHILD UP. THE CHARGE IS \$2.50 (PER CHILD) FOR EACH FIVE MINUTES YOUR CHILD IS HERE AFTER 5:30P.M. PLEASE PICK YOUR CHILD UP ON TIME. IF YOU CAN NOT GET HERE BEFORE CLOSING PLEASE MAKE OTHER ARRANGEMENTS AND CALL THE CENTER TO INFORM THE STAFF OF THESE ARRANGEMENTS. PLEASE BE CONSIDERATE OF OUR STAFF, THEY ALSO HAVE FAMILIES AT HOME, WAITING FOR THEM.

FEE STRUCTURE

- WE REQUIRE A \$40.00 REGISTRATION FEE PER FAMILY. THIS IS A ONE TIME FEE UNLESS YOUR CHILD IS WITHDRAWN AND RE-ENTERS THE CENTER.
- WE HAVE AN \$80.00 REGISTRATION FEE PER CHILD FOR OUR KINDERGARTEN CLASSES. THIS IS DUE YEARLY. PRE-REGISTRATION FOR FALL KINDERGARTEN BEGINS IN FEBRUARY OF EACH YEAR. THIS FEE SHOULD BE PAID BY APRIL 30 FOR ALL CHILDREN WHO ARE CURRENTLY ENROLLED IN THE CENTER WHO WANT TO ENROLL THEIR CHILD IN THE 3-K OR 4-K PROGRAM. PRE-REGISTRATION IS OPENED TO THE PUBLIC APRIL 1ST.
- THE RETURN CHECK POLICY.... THERE WILL BE A \$40.00 CHARGE PER RETURNED CHECK.
 - A LATE FEE OF \$ 10.00 WILL BE ADDED TO ANY ACCOUNT THAT IS TWO WEEKS BEHIND PAYMENT AND \$10.00 EVERY WEEK AFTER THAT UNTIL YOUR ACCOUNT IS BROUGHT CURRENT. Any and all collection fees will be added to your account.
- ALL FEES ARE WEEKLY OR MONTHLY, EXCEPT DROP-IN FEES.
 - YOU ARE REQUIRED TO PAY FOR THE DAYS YOUR CHILD IS ABSENT. UNLESS YOUR CHILD COMES AS A DROP-IN THE DROP-IN RATE THEN IS APPLIED. PLEASE CALL ONE DAY IN ADVANCE FOR ALL DROP-INS. SPACE IS LIMITED WE ACCEPT DROP-INS ONLY AS WE HAVE SPACE.
 - PART-TIME SPACES ARE LIMITED. YOU MUST PAY FOR A MINIMUM OF THREE DAYS AT \$15.50 A DAY. IF YOUR CHILD COMES MORE THAN THAT THREE DAYS, \$ 15.50 WILL BE CHARGED FOR THE OTHER DAYS.
 - IF YOUR CHILD COMES TWO DAYS, YOU ARE STILL REQUIRED TO PAY FOR THE FULL THREE DAYS.

DAYCARE FEES
(BEGINNING AUGUST 1, 2005)

SIX WEEKS THROUGH THIRTEEN YEARS

| | |
|---------------------|--|
| ONE CHILD..... | \$70.00 WEEKLY |
| TWO CHILDREN..... | \$120.00 WEEKLY (WITH OUT KINDERGARTEN) |
| | \$125.00 WEEKLY (WITH ONE FULL TIME IN DAYCARE AND ONE IN KINDERGARTEN) |
| | \$130.00 WEEKLY (WITH TWO IN KINDERGARTEN) |
| THREE CHILDREN..... | \$165.00 WEEKLY (WITH OUT KINDERGARTEN) |
| | \$175.00 WEEKLY (WITH ONE OR TWO ENROLLED IN KINDERGARTEN AND ONE IN DAY CARE) |

DROP IN RATES

| | |
|---------------------|----------------------------------|
| ONE CHILD..... | \$15-50 A DAY |
| | \$11.50 HALF A DAY WITH LUNCH |
| | \$9.50 HALF A DAY WITHOUT LUNCH |
| TWO CHILDREN..... | \$30.00 A DAY |
| | \$23-00 HALF A DAY WITH LUNCH |
| | \$19.00 HALF A DAY WITHOUT LUNCH |
| THREE CHILDREN..... | \$38.00 A DAY |
| | \$27.50 HALF A DAY WITH LUNCH |
| | \$21.50 HALF A DAY WITHOUT LUNCH |

• HALF A DAY IS CONSIDERED 6:30 TO 12:00 NOON OR 12:00 TO 5:30 ANY THING OVER THIS TIME IS A FULL DAY. THE CHARGES ARE \$15.50 A DAY.

AFTER SCHOOL CARE

| | |
|---------------------|--|
| ONE CHILD..... | \$28 WEEKLY FOR AFTER SCHOOL CARE |
| | \$33.00 FOR BEFORE AND AFTER SCHOOL CARE |
| | \$10.00 FOR BEFORE SCHOOL CARE ONLY |
| TWO CHILDREN..... | \$38.00 WEEKLY FOR AFTER SCHOOL CARE |
| | \$45.00 FOR BEFORE AND AFTER SCHOOL CARE |
| | \$10.00 FOR BEFORE SCHOOL CARE ONLY |
| THREE CHILDREN..... | \$48.00 WEEKLY FOR AFTER SCHOOL CARE |
| | \$57.00 FOR BEFORE AND AFTER SCHOOL CARE |
| | \$12.00 FOR BEFORE SCHOOL CARE ONLY |

KINDERGARTEN FEE

- THE FEE FOR KINDERGARTEN IS \$1250.00 PER SCHOOL YEAR. THIS PAYMENT IS DIVIDED INTO 12 MONTHLY PAYMENTS OF \$125.00 A MONTH. THESE PAYMENTS BEGIN IN AUGUST AND END IN MAY. ALL PAYMENTS ARE DUE BY THE 10th OF EACH MONTH UNLESS THE 10th FALLS ON A WEEKEND, THEN THE PAYMENT IS DUE THE MONDAY FOLLOWING THE WEEKEND. A \$10.00 LATE FEE WILL BE ADDED TO ALL ACCOUNTS THAT ARE NOT PAID ON THE 10th OF EACH MONTH.

- THE FEE FOR ONE CHILD ENROLLED IN KINDERGARTEN ONLY \$125.00 A MONTH-

- THE FEE FOR ONE CHILD ENROLLED IN KINDERGARTEN AND DAY CARE FULL TIME IS \$70-00 WEEKLY.

- THE FEE FOR TWO CHILDREN ENROLLED IN KINDERGARTEN ONLY IS \$250.00 MONTHLY.

- THE FEE FOR TWO CHILDREN ENROLLED IN KINDERGARTEN AND DAY CARE FULL TIME IS \$130.00 WEEKLY.

GENERAL POLICIES

IMMUNIZATION REQUIREMENTS

- A CURRENT IMMUNIZATION RECORD IS REQUIRED PRIOR TO ENROLLMENT TO ALL THREE FACILITIES. IF A CHILD IS NOT UP-TO-DATE WITH IMMUNIZATIONS WE MUST HAVE A WRITTEN EXPLANATION FROM YOUR CHILD'S PHYSICIAN AS TO THE REASON. PLEASE ASK FOR A COPY OF YOUR CHILD'S IMMUNIZATION RECORD WHEN SHOTS ARE GIVEN. WE ARE REQUIRED BY THE STATE OF MISSISSIPPI TO KEEP THESE UPDATED. A CHILD MAY BE ASKED TO WITHDRAW IF A CURRENT IMMUNIZATION RECORD CAN NOT BE OBTAINED FOR OUR RECORDS PLEASE BRING A FORM 121 FROM YOUR CHILD'S PHYSICIAN OR THE HEALTH DEPARTMENT.

- IF YOUR CHILD BECOMES ILL AT THE CENTER, YOU WILL BE NOTIFIED AND EXPECTED TO PICK YOUR CHILD UP PROMPTLY. CHILDREN WHO ARE ILL MAY NOT REMAIN AT THE CENTER. PLEASE HAVE RESPECT FOR THE OTHER CHILDREN, PARENTS AND THE STAFF AT THE CENTER. IF YOUR CHILD BECOMES SICK AT HOME WITH A CONTAGIOUS ILLNESS, PLEASE CONTACT THE CENTER. WE MAY NEED TO INFORM THE STAFF AND PARENTS. IF YOUR CHILD IS ILL, A DOCTOR'S EXCUSE IS REQUIRED TO RETURN TO DAYCARE, STATING DIAGNOSIS AND RETURN TO DAYCARE DATE. ILLNESS RESULTING IN VOMITING, DIARRHEA OR HIGH FEVER SHOULD BE CLEARED FOR 24 HOURS BEFORE YOUR CHILD CAN RETURN TO THE CENTER.

- IF YOUR CHILD NEEDS EMERGENCY MEDICAL ATTENTION, THE CHILD WILL BE TRANSPORTED TO THE NEAREST EMERGENCY ROOM AND THE PARENTS WILL BE NOTIFIED. PLEASE INFORM US OF ANY CHANGES IN PHONE NUMBERS OR OTHER INFORMATION ON YOUR CHILD'S APPLICATION. WE NEED TO BE ABLE TO REACH YOU AT ALL TIMES.

- OUR CARE GIVERS ARE TRAINED IN CPR AND FIRST AID

MEDICINE

• BY STATE LAW, WE ARE ONLY ALLOWED TO GIVE MEDICINE BETWEEN THE HOURS OF 10:00 A.M. AND 2:00 P.M. ALL DOSES NEEDED BEFORE 10:00 SHOULD BE GIVEN AT HOME. A MEDICATION LOG IS LOCATED AT THE FRONT DESK OF EACH FACILITY. YOU (PARENT/GUARDIAN) MUST SIGN THIS LOG IF WE ARE TO GIVE YOUR CHILD MEDICATION. PLEASE DO NOT LEAVE MEDICATION AT THE CENTER AND EXPECT THE STAFF TO GIVE IT WITHOUT PERMISSION^ PLEASE TAKE MEDICATION HOME EACH DAY WE ARE NOT RESPONSIBLE FOR ANY MEDICATION LEFT AT THE CENTER OVER NIGHT. WE WILL NOT ADMINISTER ANY MEDICATION CONTRARY TO THE PHYSICIAN'S ORDERS LISTED ON THE MEDICATION.

WITHDRAWAL PROCEDURE

• LOLLIPOP JUNCTION/ THE JUNCTION AND THE BABY JUNCTION RESERVE THE RIGHT TO ASK ANY CHILD/FAMILY TO WITHDRAW FROM THE CENTER FOR REASONS SUCH AS, BUT NOT LIMITED TO:

- UNRESOLVED BEHAVIOR PROBLEMS,
- HABITUAL NONPAYMENT OF REQUIRED FEES,
- HABITUAL FAILURE TO SIGN YOUR CHILD IN AND OUT OF THE CENTERS OR
- HABITUAL FAILURE TO PICK YOUR CHILD UP ON TIME. (5:30P.M.)
- IF A PARENT/GUARDIAN CHOOSES TO WITHDRAW FROM THE CENTER, WE MUST HAVE A TWO WEEK WRITTEN NOTICE. IF A PARENT WITHDRAWS A CHILD WITH OUT NOTICE, THE PARENT WILL BE REQUIRED TO PAY FOR THE TWO WEEKS AFTER THE WITHDRAW DATE. IF LOLLIPOP JUNCTION, THE JUNCTION OR THE BABY JUNCTION ASK A CHILD/FAMILY TO WITHDRAW, WE WILL NOT EXPECT THE TWO WEEK PAYMENT. ANY FEES OWED AT THE TIME WE ASK FOR YOU TO WITHDRAW WILL BE DUE AND PAYABLE.

ARRIVAL AND DEPARTURE PROCEDURES

• PARENTS/GUARDIANS MUST BRING THEIR CHILD INTO THE CENTERS AND SIGN THEM IN AND COME BACK INTO THE CENTER TO PICK THEM UP AND SIGN THEM OUT. (FIRST AND LAST NAMES REQUIRED.) MSPH REQUIRES THAT EACH CHILD IN THE CENTER BF. SIGNED IN AND OUT EVERY DAY. NO PERSON OTHER THAN THOSE LISTED ON YOUR CHILD'S APPLICATION WILL BE ALLOWED TO PICK A CHILD UP. IF A PARENT CALLS THE CENTER AND ASKS FOR SOME ONE NOT LISTED ON THE APPLICATION TO PICK A CHILD UP, THE PARENT WIEL BE REQUIRED TO ANSWER PERSONAL INFORMATION ON YOUR CHILD'S APPLICATION. THE PERSON WILL THEN BE REQUIRED TO SHOW A DRIVERS LICENCE WHEN PICKING THE CHILD UP. WHEN EVER POSSIBLE PEEASE INFORM THE STAFF IN THE MORNING IF SOME ONE DIFFERENT WILL BE PICKING YOUR CHILD UP. WE RESERVE THE RIGHT TO DENY ANY REQUEST IF WE ARE NOT SATISFIED. THIS IS FOR THE SAFETY OF EACH CHILD.

• OUR DISCIPLINE POLICY IS DIRECTED TOWARD TEACHING CHILDREN ACCEPTABLE BEHAVIOR AND BUILDING CHILDREN'S SEEF-ESTEEM. THE FOLLOWING ARE ACCEPTABLE DISCIPLINE POLICIES:

- VERBAL APOLOGY.....DEPENDING ON THE CHILD'S AGE

- TIME OUT.....THIS ENABLES THE CHILD TO REGAIN SELF-CONTROL AND KEEPS THE CHILD IN VISUAL CONTACT WITH THE CARE GIVER. THE CHILD'S DEVELOPMENT STAGE AND THE USEFULNESS OF THE TIME OUT FOR A PARTICULAR INCIDENT WILL BE CONSIDERED.

- PHONE CALL TO PARENTIF WE ARE UNABLE TO CORRECT A CHILD'S BEHAVIOR, WE WILL CALL THE PARENT. THE PARENT MAY BE ASKED TO TALK TO THE CHILD OR COME TO THE CENTER AND DISCUSS AN APPROPRIATE WAY TO CORRECT THE CHILD'S BEHAVIOR.

- WE ARE NOT ALLOWED TO SPANK A CHILD. PHYSICAL PUNISHMENT IS NOT ACCEPTABLE AT LOLLIPOP JUNCTION, THE JUNCTION OR THE BABY JUNCTION. AFTER THREE MEETINGS WITH A PARENT/GUARDIAN, WE RESERVE THE RIGHT TO END CHILD CARE IMMEDIATELY.

FOOD

- OUR MENU IS POSTED AT THE FRONT ENTRANCE. PLEASE USE THE SPACE PROVIDED ON YOUR CHILD'S APPLICATION TO WRITE ANY ALLERGIES YOUR CHILD HAS TO FOOD, MEDICATION AND INSECTS. BREAKFAST TIME BEGINS AT 6:30 AND ENDS AT 8:30. YOU ARE NOT ALLOWED TO BRING FOOD INTO THE CENTER. (EXCEPTION-INFANTS) THIS IS A STATE LAW. YOU ARE NOT ALLOWED TO BRING RESTAURANT OR HOME PREPARED FOOD INTO THE CENTER. IF YOUR CHILD DOES NOT WANT TO EAT BREAKFAST AT THE CENTER, HE/SHE MUST EAT BEFORE ARRIVAL AT THE CENTER. PLEASE DO NOT BRING DRINKING CUPS INTO THE CENTER. WE PROVIDE CUPS FOR MEALS AND SNACKS. LUNCH IS SERVED FROM 11:00 A.M. AND 12:00 PM SNACKS ARE SERVED MID MORNING AND MID AFTERNOON.

PERSONAL ITEMS

- ALL PERSONAL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S FULL NAME. THIS INCLUDES BLANKETS, BOTTLES, PACIFIERS, DIAPER BAGS, JACKETS AND ANY EXTRA CLOTHING. WE ARE NOT RESPONSIBLE FOR ANY LOST ITEMS.

- PLEASE DO NOT BRING TOYS TO THE CENTER. WE ARE NOT RESPONSIBLE FOR LOST OR BROKEN TOYS!!!

SUPPLIES

- YOUR CHILD WILL BE REQUIRED TO BRING SUPPLIES TO THE CENTER, DEPENDING ON THE AGE AND ROOM.

- INFANTS.....ALL BOTTLES PREPARED DIAPERS, WIPES, KLEENEX, DISINFECTANT SPRAY AND ALL OTHER ITEMS NEEDED FOR YOUR CHILD'S WELL BEING.

- TODDLERS-.....DIAPERS/PULL-UP OR UNDER PANTS, WIPES, KLEENEX DISINFECTANT SPRAY, KINDER-MAT, AND A KING SIZE PILLOW CASE (LABELED)

- KINDERGARTEN—ANY SUPPLIES REQUIRED FOR KINDERGARTEN (SEPARATE LIST)

• THIS IS A SMOKE FREE FACILITY. SMOKING IS NOT ALLOWED IN THE CENTER OR ON THE GROUNDS.

• TOLL FREE NUMBER TO THE CHILD CARE COMPLAINT HOT LINE 800-489-8734.

• WE HAVE LIMITED LIABILITY AND CASUALTY INSURANCE AT LOLLIPOP JUNCTION, THE JUNCTION AND THE BABY JUNCTION.

• ASA CHILD CARE PROVIDER, WE ARE REQUIRED BY LAW TO REPORT ANY EVIDENCE OF CHILD ABUSE OR NEGLECT TO THE MISSISSIPPI STATE DEPT- OF HUMAN SERVICES IN ACCORDANCE WITH THE STATE'S YOUTH COURT ACT

• MR. ANTHONY DEEVER—STATE INSPECTOR 484-5054

IF A CHILD LIVES WITH CRITICISM.....HE LEARNS TO CONDEMN.
IF A CHILD LIVES WITH HOSTILITY.....HE LEARNS TO FIGHT.
IF A CHILD LIVES WITH RIDICULE.....HE LEARNS TO BE SHY.
IF A CHILD LIVES WITH SHAME.....HE LEARNS TO FEEL GUILTY.
IF A CHILD LIVES WITH TOLERANCE.....HE LEARNS TO BE PATIENT.
IF A CHILD LIVES WITH ENCOURAGEMENT.....HE LEARNS CONFIDENCE.
IF A CHILD LIVES WITH PRAISE.....HE LEARNS TO APPRECIATE.
IF A CHILD LIVES WITH FAIRNESS.....HE LEARNS JUSTICE.
IF A CHILD LIVES WITH SECURITY.....HE LEARNS TO HAVE FAITH
IF A CHILD LIVES WITH APPROVAL.....HE LEARNS TO LIKE HIMSELF
IF A CHILD LIVES WITH ACCEPTANCE AND FRIENDSHIP.....
.....HE LEARNS TO FIND LOVE IN THE WORLD

CHILDREN LEARN WHAT THEY LIVE AND LIVE WHAT THEY LEARN.

PLEASE SIGN

YES I READ THE HANDBOOK FOR LOLLIPOP JUNCTION DAYCARE AND KINDERGARTEN-
I UNDERSTAND THAT I MUST ABIDE BY THE RULES AND REGULATIONS.

I UNDERSTAND THE DISCIPLINE POLICY AND AGREE THAT THE OWNER/DIRECTOR RESERVES
THE RIGHT TO TERMINATE MY CHILD CARE IF A DISCIPLINE PROBLEM ARISES WITH MY CHILD
THAT CAN NOT BE RESOLVED AFTER THREE MEETINGS WITH ME (THE PARENT) AND THE
OWNER/DIRECTOR- I UNDERSTAND THAT NO CREDIT WILL BE EXTENDED FOR CHILD CARE. I
UNDERSTAND THAT MY ACCOUNT MUST BE KEPT CURRENT. I UNDERSTAND THAT I MUST GIVE
A TWO WEEK NOTICE; AND/ OR PAY FOR THOSE TWO WEEKS WHEN WITHDRAWING
MY CHILD. I UNDERSTAND THAT AFTER TWO WEEKS, A \$10.00 WEEKLY LATE CHARGE WILL BE
ADDED TO MY ACCOUNT UNTIL IT IS BROUGHT CURRENT. THE ENROLLMENT OF MY CHILD IN
LOLLIPOP JUNCTION INDICATES THAT I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES
AS SET FORTH IN THIS HANDBOOK. (WITH OR WITHOUT MY SIGNATURE).

MOTHER'S SIGNATURE _____ DATE ___ S. S.
NUMBER _____ FATHER'S
SIGNATURE _____ DATE ___ S. S. NUMBER

ADDITION TO PARENT'S HANDBOOK

SECTION:

ILLNESS

*IF YOUR CHILD BECOMES ILL AT THE CENTER, YOU WILL BE NOTIFIED AND EXPECTED TO PICK YOUR CHILD UP PROMPTLY. CHILDREN WHO ARE ILL MAY NOT REMAIN AT THE CENTER. PLEASE HAVE RESPECT FOR THE OTHER CHILDREN, PARENTS AND THE STAFF AT THE CENTER. IF YOUR CHILD BECOMES SICK AT HOME WITH A CONTAGIOUS ILLNESS, YOU ARE REQUIRED TO CONTACT THE CENTER IMMEDIATELY. WE MAY NEED TO INFORM THE STAFF, PARENTS, AND HEALTH DEPARTMENT. ILLNESS RESULTING IN VOMITING, DIARRHEA, OR HIGH FEVER SHOULD BE CLEARED FOR 24 HOURS BEFORE YOUR CHILD CAN RETURN TO THE CENTER. ****A DOCTOR'S EXCUSE IS NOW REQUIRED (STATING DIAGNOSIS AND PERMISSION TO RETURN TO DAYCARE DATE) BEFORE YOUR CHILD CAN RETURN TO DAYCARE.

(****New Addition)

February 7, 2005

HANDBOOK AMENDMENT

THIS AMENDMENT TO OUR HANDBOOK CONCERNS OUR PARENTS WHO ARE TEACHERS.

Our current policy on vacation is as follows:

We offer one week vacation after your child has been enrolled the first six months. We then offer you a second week after the next six months. After your child has been enrolled in the center for twelve months, you are entitled to two weeks vacation each year. You may use these weeks at any time. However, you may not use these weeks back to back. We also need one week notification of the use of a vacation week.

We will allow our teachers the option of taking the summer off and placing your child on the drop-in list. You will then pay only for the days your child comes to the center (\$ 15.50 a day). If you place your child on the drop-in list and your child misses more than two weeks during the summer, you will not be given the two weeks vacation.

If your child is enrolled full time during the summer, you will be given the two week vacation.

Our vacation policy applies to all families enrolled in the center.