

## Positive Parenting at Trinity

~ 121 W. 12<sup>th</sup> St. Davenport, IA 52803 ~ (563)322-3260 (563) 322-6055 fax ~

~ Hrs: Monday – Friday 7:00 a.m.-5:30 p.m.~

### Arrival/Departure:

- Each child must be signed in and out every day, even if children are outside on the playground.
- When signing in, you must put a pickup time and person every day.
- Children must wash their hands upon arrival daily.
- If you bring your child after 8:50 a.m. and we are outside, please sunscreen your child with the extra bottle in the office.
- All vehicles must be turned off.
- All individuals under 18 must accompany drop off person into the building.
- Child sign-in books – Adults, this is a fine motor and eye/hand coordination activity for both of you to share, please assist your children in signing in. They cannot be around the corner alone after you leave.
- Personal toys should stay at home or in your car.
- During the summer, children may not wear sandals, Mary Janes, crocs or other similar shoes. They must wear tennis shoes with laces or Velcro.

### Food:

- Breakfast – Your child(ren) must be here and in the breakfast room before 7:10 a.m. to enjoy breakfast with their friends.
- Lunch – Your child(ren) must be here by 11:30 a.m. to enjoy lunch with their friends.
- To maintain licensing standards, we ask that you do not bring food into the center (except to share on special occasions).
- Birthdays – Treats are allowed if you would like to celebrate your child's birthday. This may be done on or near the date and can be done a number of different ways: 1) 2 cake mixes and 2 frosting's (we will make it here as a group) 2) 1 gallon of ice cream 3) anything that has been purchased, prepackaged, and unopened for 70 individuals.

### Late Fees and Warnings:

- Pick up is no later than 5:30 p.m.
- The first time your child is not picked up by 5:30 p.m. you will receive a warning.
- The second time, and each time afterwards, there will be a charge of \$10 if you are 1-5 minutes late and \$5 for each additional minute.

### Other:

- When bringing in diapers and extra clothes for your children, please take them to the bathroom and put in each child's basket or bag.
- If your child is sent home due to an illness, your child must be free of a temperature or diarrhea for at least 24 hours before he/she can return. Your child cannot be accepted prior to the 24 hours. This is the state guideline.
- Focus time and weekly menus can be found above the sign-in books.
- If your child will be absent from school, please call and inform us of the absence.
- We will go outside as often as we can, please dress your child appropriately.