

# R.C. Bannerman Child Development Center

Dear Parents,

The R.C. Bannerman Child Development Center welcomes you to our program. We all have the best interest of your child at heart and we want each day to run smoothly. The guidelines are listed below. If you have any suggestions or comments at any time, please let us know.

## Guidelines

1. You **MUST** sign your baby “in” and “out” on a daily basis. There will be a daily attendance sheet in your child’s nursery room. This is for your protection, so please try not to forget.
2. **Only parents or other authorized persons are allowed in the center to pick up your child.** They must go to the guidance office and the office will call the nursery to advise us of who is coming. Please tell friends to stay outside the nursery rooms.
- 3) **You must have a signed pass to enter your child’s nursery during class time or unless the CDC staff has called for you.** Without a pass you could get a referral.
- 4) If you know in advance that you are going to be absent it is your responsibility to let your child’s caregivers know. If your child has a doctor’s appointment, **please bring a note stating the nature of the problem and when your child may return to school.**
- 5) Prescription medications are to be taken to the school nurse upon arrival and it is your responsibility to get a pass and come get your child and take him/her to the clinic to administer medication. It would help out if you inform the caregivers that your child is on a prescribed medication.
- 6) You **MUST** label all of your child’s belongings. Items that must be labeled include: diapers, diaper bag, wipes container, bottles, bottle tops, cups, caps, pacifiers, tags in clothing, blankets, toys, all baby food, spoons, bibs, ointments, etc.
- 7) If your child uses bottles, **you must provide 2 clean dry empty labeled bottles for us to supply formula if you are approved for the food program, then 1 bottle for the ride home.** The food program supplies Carnation Gerber Goodstart in Gentle, Protect and Soy. If your child is on a different formula please speak with your child’s caregivers.
- 8) Babies and toddlers have accidents all the time that can soil their clothes, or get dirty during the day. **Please bring in at least 2 extra changing for your child.** It is important that you check your baby’s diaper bag daily for soiled clothing.
- 9) You only have 5 minutes in the mornings to spend in the nursery before the bell rings, so **pre-label everything at home.** It would be wise to purchase a black sharpie for your diaper bags.
- 10) Please use polite manners and respect with each other and the center staff. No shouting, loud talking or use of “foul language” in the center. Keep all comments positive in front of the children.
- 11) For the health and safety of your child, do not place him/her in a crib with a bottle or cup. Do not put anything under the fire-beds. These are cribs that have to be moved immediately in case of a real emergency.
- 12) Please wipe off your feet **outside** before entering the center to help eliminate dirt/sand brought in that your child may crawl or walk in.
- 13) Each time your child receives his/her shots, make sure you get the 680 immunization record signed by the doctor that include an expiration date. Bring this to your child’s caregiver so records can be updated.
- 14) Please make sure you have all of your belongings when leaving the nursery for the day as to not upset your baby with repeated comings and goings.
- 15) If you arrive at school at 9:30 am, we cannot order a lunch for your child. In that case, please be sure to bring a lunch for your child from home so he/she will not go hungry.
- 16) There are to be no technical devices left in your child’s diaper bags. Cell phones, iPods, MP3s, etc.

These are general rules of the Child Development Center. Individual classrooms may have additional suggestions unique to their classes.

Let’s all work together on following these guidelines. Thank you for your cooperation. Please sign and date.

Parent’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child’s Name: \_\_\_\_\_