



The Parents Role

Welcome! Collina Kids Academy is open to you the parent at any time. We do request that you make your presence known immediate to the person in charge. Although we request your cooperation in not disrupting our program, parents are permitted access to all parts of the Center at any time their child is present.

High quality preschool experiences can only be achieved through a close partnership with parents, children and Center staff. Active parent involvement includes:

Provide Updated Contact Information! Parents provide the Center with complete contact information at enrollment. Parents should be sure to keep this information current. Imagine your child becoming very ill and the Center being unable to contact you because your phone numbers are no longer current. It's happened and the Center was forced to call 9-1-1 for a child with a high fever.

Provide the Center with Medical Updates! Infant/toddler medical information may change as the child gets older and/or new foods are introduced. Parents need to keep the **FRONT DESK** informed in writing of any special needs the child may have, including food allergies or dislikes, problems with naptimes, toilet habits, favorite toys and games.

Be sure to pick your child up on Time! As indicated in your enrollment paperwork, the Center closes promptly at 6:30 p.m. Children are very disappointed when consistently picked up late! While we understand severe weather and/or traffic may cause delays, parents should plan accordingly. Late pick up fees will only be waived if more than 3 families are affected by severe weather and/or traffic delays. Please also note, consistent late pick up will result in dis-enrollment.

Be familiar with Center Medication Policies! As indicated in our medical authorization form, medicine will be distributed twice daily at 11:00 a.m. and 3:00 p.m. If medication is required for more than 5 consecutive days, a new authorization form must be completed. ALL medicines, both prescription and nonprescription, must be in their original containers. Nonprescription medicines will not be administered for more than 3 consecutive days without a doctor's note. Medications, other than "as needed" medicines, must be picked up each Friday. Parents may NOT mix medication into sippy cups or bottles. Please note, distribution of medication is a service offered, not a state mandated requirement. While we will make every effort to administer medicine, there may be occasions when we are unable to do so.

Check your child's folder daily! Your child's folder is a primary form of communication between the teacher and the parent. Included in your child's folder will be a daily sheet (children 3 and under) providing important information regarding your child's day as well as any communications regarding items we need from you (diapers, formula, change of clothes). Also included in your child's folder may be activities that your child is currently working on (cutting activities, writing activities, language activities, etc.) Please go over these activities with your child so that they may share with you what a wonderful day of learning they have experienced.

Help us maintain a healthy environment for your child by keeping sick children at home! As indicated in our center policies, we firmly believe sick children should be home with their family so that they can be properly cared for and so that contagious illnesses are not spread at the Center. This includes; a severe cough or sore throat; undetermined rash or spots; temperature over 101 degrees; severe headaches, upset stomach or recurring diarrhea. Your child should remain at home in your care until he or she is free of symptoms for 24 hours.

Be sure to pick your sick child up within 1 hour of being notified! Children can become very ill very quickly. While we isolate and monitor the child at the front desk, this is not a long term solution. For the benefit of all our children and we kindly request your full cooperation by picking up a sick child within one hour when you are called to do so. Consistent delays in picking up sick child in a timely manner may result in dis-enrollment.

Enjoy special events and classroom parties when your schedule allows! Children love when their parents are able to visit them at the Center and participate in special events. While your schedule may not allow you to participate in all events, hopefully, you can make arrangements to join us periodically. Family events include Thanksgiving Luncheons, Mother/Father's Day teas, Easter Egg hunts and classroom holiday parties.