

Capital Kids Preschool & Child Care Center

8758 Richmond Highway, Alexandria, Virginia 22309

703-360-3668

Dear Parent,

Thank you for your interest in **Capital Kids Preschool & Child Care Center**. Welcome to our world of learning and fun! Enclosed you will find information about the programs we offer. Please call if you have any additional questions. We would be happy to schedule a tour and/or a play day for you and your child.

At **Capital Kids**, we view each child as a unique and special person with his or her own pattern and timing of growth. We are devoted to providing a wealth of opportunities for discoveries, new experiences, problem solving, and accomplishments. We believe that all areas of a young child's development (social, emotional, physical, and cognitive) are integrated and that optimal development of these areas is derived from positive and supportive relationships with adults. Our curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities, and to pursue their own interests as unique individuals among their friends.

Capital Kids provides a safe, nurturing, and educational environment for infants through 12 years of age. The Full-day Program at **Capital Kids** operates from 6:00 a.m. to 6:30 p.m., Monday through Friday, and includes two meals and one snack. We also offer a Half-day Program and an Extended Day Program (from 6:30 p.m. to 10:00 p.m.).

Registration applications, inclusive of a non-refundable registration fee, are being accepted on a first-come, first-serve basis. Upon acceptance, an enrollment agreement must be completed and returned with a security deposit equal to one week's tuition in order to reserve a placement in our program. The security deposit will be applied to the last week of your child's enrollment in the program. Please ask about our sibling discount!

We appreciate your considering us as the next step in your child's developmental journey. We look forward to the experience of caring for your most precious loved one(s).

Sincerely,

Lisa Hatcher, MSW
Owner

CAPITAL KIDS INFANT PROGRAM (0-16 months)

PROGRAM OVERVIEW

Capital Kids is committed to providing you with quality infant care. Our infant program is designed to work with your child's individual needs, adapting to his or her physical, cognitive, and psychological stages of development. At Capital Kids, our caregivers provide an environment that will help your child build a sense of security and will lay a foundation for the development of confidence and trust. We will closely work with you on a daily basis to ensure that we are meeting your infant's evolving needs through individualized schedules and loving, attentive care. Program goals and objectives have been designed in order to meet needs, along with an infant curriculum, which together form the basis of our philosophy of a quality infant program.

DAILY SCHEDULE

In an infant room there is a schedule of activities that occur daily such as arrivals, diapering, playtime, outdoor time, feeding, sleeping, and departures. However, the specific times that these activities occur vary for every infant based on his or her natural sleeping and eating needs. Therefore, our daily schedule is flexibly based on the individual needs of each child.

SANITATION

Classroom sanitation is a critical issue that our caregivers attend to daily. Health precautions include protection from illness, proper food preparation, cleanliness of the environment and equipment, and the personal hygiene of the caregivers. Maintaining a sanitary environment is mandatory in an infant room. This includes daily sanitizing of the toys and climbing equipment, and weekly sanitizing of the cribs (your child will be assigned the same crib for the duration of his or her enrollment). Young children can be expected to develop colds and viruses until they develop stronger immune systems. It is our responsibility to maintain a sanitary environment to help reduce the number of illnesses they develop.

WHAT TO BRING WITH YOU ON YOUR FIRST DAY

- A. Everything that is brought to Capital kids must be labeled with your child's name so not to mistake it for another child's belongings.
- B. We need for you to supply us with the following items.
 - a. 2 sets of crib sheets
 - b. blankets
 - c. diapers
 - d. wet wipes
 - e. 2 changes of clothes
 - f. formula (ready to use)
 - g. baby food
 - h. bottles (we send home daily)
 - i. bibs
 - j. sippy cups (we wash and keep here)
 - k. any diapering ointments and powders to be used

MEDICAL RECORDS

- A. Each child shall have a physical examination by a physician before the child's attendance or within one month after enrollment. The following criteria shall be met for the child's physical examination.
 - 1. For children six months of age and younger, within two months of enrollment.
 - 2. For children seven months through 18 months of age, within three months of enrollment.
 - 3. For children 19 months through 24 months of age, within six months of enrollment.
- D. Each child must be up-to-date on all immunizations required by the State Board of Health prior to enrollment. Updated information on additional immunizations shall be provided once every six months for children under the age of two.

MEDICATION AT SCHOOL

Upon the written request of a parent or physician, medication will be administered to your child during the school day. Before any medication may be administered, the following procedures must be met:

- a) A Medication Authorization Form must be filled out by the parent.
- b) All medication must be in the original container, and labeled with the date, the child's name, the dose and time to be administered, and the date of completion for the medication.
- c) Medication must be handed to a staff member. Under no circumstances may a child retain possession of any medicine.
- d) All medication is placed in a locked box and kept out of the reach of the children.
- e) No medication will be administered for a period exceeding two weeks (ten working days) without a new authorization form being completed by the parent.
- f) Any long-term medication or medication to be given on an "as needed" basis must be accompanied by written authorization from the child's physician.

AUTHORIZED LINES OF AUTHORITY

The following individuals may be contacted any time during business hours if needed. The established lines of authority at Capital Kids are as follows:

Owner/Director	Lisa Hatcher
Assistant Director	Melonie Bennett
PM Supervisor	Jessica Hernandez
Back-up Director	Shirley Hill

Capital Kids Infant Program Program Goals and Objectives

Interaction Among Caregivers and Infants

- A. Our caregivers use the daily routines of each child as opportunities to interact with and provide stimulation for our infants.
- B. Our caregivers respond to our infants' needs immediately, recognizing a baby's cry as the child's most effective means of communication.
- C. Our caregivers provide a rich environment of the English language for our infants by talking, singing, and reading to them throughout the day.
- D. Our caregivers demonstrate respect for our infants by communicating with them about daily events such as what actions they are doing, what has just happened, and what will happen next, and by making eye contact with them when they are speaking to them.

Classroom Environment & Curriculum

- A. Our caregivers provide an environment which offers a structured routine with a variety of experiences and opportunities, such as tummy time, swimming, rocking, crawling, being held and cuddled, exploring the play area, and Exersaucer time. Additionally, our infants are provided with a diversity of sensory and perceptual experiences. We provide continual auditory stimulation through a variety of music, including classical, lullabies, and children's songs. Baby Einstein auditory and visual stimulation videos are played on monitors throughout the day. Our play area provides equipment and toys that support both gross and fine motor development, as well as stimulate sensory and perceptual acuteness.
- B. Our caregivers provide daily opportunities for our infants to explore their environment both indoors and outdoors (weather permitting).
- C. Our caregivers demonstrate a respect for each child's individuality with regard to their unique eating and sleeping routines.
- D. Our caregivers demonstrate knowledge of age-appropriate toys and toy safety guidelines for infants.

Classroom Equipment

- A. Our caregivers monitor the infant's toys to assure that they are sanitary, safe, and age-appropriate.
- B. Our caregivers attractively display toys to allow opportunities for infants to choose their own toys.
- C. Our caregivers provide stimulating equipment as seen from the infant's viewpoint: mobiles, pictures, low floor-level mirrors, well-padded climbing equipment, etc.

Safety, Sanitation, and Nutrition

- A. Our caregivers practice, diapering, feeding and toy sanitation guidelines throughout the day.
- B. Our caregivers monitor the immunization, health, and medical needs of all infants. All medication, over the counter or prescription, must be accompanied by a Medication Authorization Form filled out by the parent. This includes items such as Desitin, Balmex, A & D Ointment, baby powder, and Vaseline. All of our caregivers have had Health Screening training and are aware of the symptoms of illnesses common to infants and children.
- C. Our caregivers demonstrate good personal health and hygiene practices.
- D. Supervision of the infants includes observing for possible safety hazards within the classroom at all time.
- E. Our caregivers follow a regular schedule of sanitizing all toys, equipment, and surfaces of the classroom daily.

Staff and Parent Interaction

- A. Our caregivers initiative warm and supportive daily communication with parents.
- B. We encourage daily communication from parents about any needs or concerns they may have regarding their child.
- C. So that they parent is as well informed as possible, we provide a daily record of each child's happenings through the day. This activity sheet includes such things as the time and mounts of food taken, times of diaper changes and whether it was bowel movement or wet, the amount of time the child sleeps, and any other pertinent information that we would want you to know, such as whey you need to supply as with more diapers, a medical concern, or a baby's first crawl (!).
- D. We need parents to put in writing any changes to a child's routine, such as the need for medication, or a change in diet.

PREPARATION FOR THE FIRST DAY AT CAPITAL KIDS

Please bring the following items to Capital Kids before or on your child's first day:

_____ Physical Form & Immunization Record

_____ Proof of Child's Identity

_____ Registration Form

_____ Policy Agreement

_____ Weekly Tuition Agreement

_____ USDA Income Eligibility Statement

_____ A complete change of clothing including shirt, pants or shorts, socks, and underwear. Please label each piece of clothing with your child's name in permanent marker. (Any item of clothing that is taken off is subject to being lost. Capital Kids is not responsible for items such as hats, mittens, gloves, coats, sweaters, etc.)

_____ For children who are not completely toilet trained, please provide an adequate supply of wipes, pull-ups, and extra clothing. When replenishing these items, please place them in your child's bin as needed.

_____ For infants, please provide 2 changes of clothing, 2 sets of crib sheets, 2 bibs, food or formula, diapers, wipes, and any other items that you feel your child will need throughout the day. Keep in mind that everything you bring must be labeled.

_____ For naptime, children will need a blanket and a sheet. These items will be sent home at the end of the week to be laundered and returned on Monday. Please feel free to bring any items that will make falling asleep easier for your child, such as, a pacifier, stuffed toy, or special blanket. Pillows are not allowed unless prescribed by a physician.

