

# Child Development Center



Volume VIII, Issue II, September 2009

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## CURRICULUM

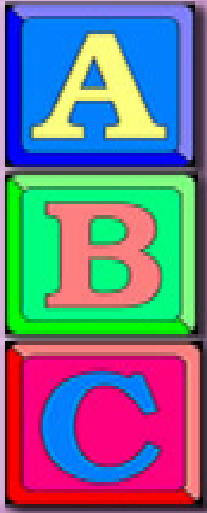
Date	Unit	Emphasis
Aug 31-Sept 4 Sept 7	<i>Emphasis on Me and My Family</i> <b>Labor Day Holiday</b>	Purple <b>School Closed</b>
Sept 8-11 Sept 14-18	Grandparents Week <i>Emphasis on Safety and Community</i> <i>Helpers</i>	Gray Blue
Sept 21-25 Sept 28-Oct 2 Oct 5-9		Brown Orange Red
<u>Dates to Remember</u>		
Sept 7	School Closed for Labor Day	
Sept 9	Take Child-Created cards to Adult Day Care in honor of Grandparents' Day	
Sept 26	EOC Tech Open House 10 a.m. to 2 p.m.	
Sept 29	Child Development Center Parent Meeting at 6 p.m.	
TBA	Police Officer Visit	
TBA	EMS Fire training program	

## ANNOUNCEMENTS AND REMINDERS

We have distributed the **Parent Association packet** which includes information about party assistance, a request for multicultural emphasis, career exploration visits from parents, and a survey to establish topics and/or speakers for our parent nights. Please return these ASAP.

We are conducting our first parent meeting of the year September 29. The **parent meeting** will be held in the Early Care and Education classroom at 6 p.m.. During this meeting, Karen Manwell, our Program Coordinator, will explain the **Developmental Screening Program** and also other services offered by the Oklahoma City/County Health Department. Teachers will be in charge of children at this time.





Even if you have been with us previous years and have participated in this screening, please attend and fill out the permission/information sheet which will enable your family to participate in the screening program. These permission/information sheets will also be available to parents in the Center who were unable to attend.



We want to also encourage you to tour the Center immediately following the Parent Meeting. We hope to give many of you a better idea of what goes on in the day of your child. We will have some art work posted, some typical centers open for display and teachers available to answer questions.

Please make every effort to be with us the evening of September 29. Those attending the parent meeting portion of the event will be eligible for a drawing in which one free Supply Fee (worth \$30) will be given away.

We also hope each of you will be able to attend the **campus-wide Open House** scheduled for September 26, 10 a.m. to 2 p.m. This will be a family event with lots of freebies, car show, motorcycle show and many more child-friendly events. Our contribution to the festivities will be painting children's faces. This activity will be held in our Early Care and Education class-

room. We will have more details on this event in days to come.

In October our EMS/Fire training program on our campus will visit the children for the purpose of demonstrating **fire safety**.

We are so grateful for **parents that are willing to contribute their time to us**. If you have a special talent or occupation that you would like to share with the children, please describe it on the Parent Association surveys that are being distributed. We would also be grateful for readers. Children enjoy hearing a variety of people reading to them. If you should ever find any extra time in your schedule, please think of us. We would really like to have you visit us!

\*We now take **VISA and Master Charge** cards in payment for tuition and fees. As the process is rather involved, speak with a staff member for more information.

Please refer back to the **six-week menu** rotation which we distributed in August. We have copies of our menus available in our parent area which is in the entrance of our Center. This area is made up of a rack of informational pamphlets, menus, plus copies of the current newsletters/correspondence. The current week's menu is also posted on the Parent Bulletin Board which is located in this same area. We participate in CACFP\* which is a federally funded child nutrition program. Please remember that, because of such situations as delivery schedules, etc., there will be substitutions from time to time. Menu week #'s are also posted on your Tentative Schedules.

We have another **Parent Resource Area** in the book case beside Mrs. Erbin's area. This resource area consists of books, pamphlets and videos which are available for checking out to parents/guardians.. We also have a parent resource file from which you are welcome to borrow information.

## Twinkies



One of the areas in which many parents indicated a lack of knowledge on previous year's parent surveys was a **Grievance Procedure**. **A copy of our Grievance Procedure is found in this Parent Resource Area. Copies of the most recent Licensing, Fire Marshal, and Health Department inspection are also found in this area.**

Attached to the newsletter this month is a copy of **Our Eleven Most Asked Questions**. Please review.

Please notice the **Suggestion Box** located on the check-in/out counter, next to the payment slot. We would really like to hear from you.

**Late Fee** is still a policy. The fee is \$10. Remember payment should be made by 4:00 P.M.. Tuesday of each week. If you pay by cash, please have correct amount ready as we do not keep any change in the Center for that purpose. When paying with cash, use one of the small manilla envelopes available at the check-in/out area in which to place it. Write on the outside of the envelope your name and the amount of cash placed in the envelope.

Parents also need to remember our **policy for two-weeks notification to terminate** your contract. These two weeks give us time to fill your child's space without having to cut staff or services.

Please assist us by discouraging children from ringing our **door bell** in the entry area. The door bell's purpose is to alert staff to a visitor or to a parent/guardian having problems checking children

in/out. When we hear the bell, we immediately begin assessing situations and determining who will break away from their children/duties to give assistance. Having children ringing the bell is very distracting and, in some cases, alarming.

Please help us by not allowing children to check themselves in/out on the computer. We also ask that you not allow children to play on the **computer**. The computer in the entry is for adult use only. Children randomly pushing keys on the keyboard can easily exit or damage programs. Thank you for your assistance.



The number of privately owned, bulky blankets and pillow cases seem to increase monthly. We are in a position that we cannot keep up with **laundry**. Some of the blankets and quilts coming from home are so large that they are a "load" of laundry in themselves. Because of this, we are asking that parents take privately owned blankets and pillowcases home each Friday to launder and bring back on Mondays. All Center owned blankets and sheets will be done here. You should begin finding blankets in your child's cubby each Friday for your convenience. Thank you so much for your understanding and co-operation.



### **CENTER NEWS**

We continue to train our staff in the *Focused Portfolio Assessment Process*. We are excited about this assessment tool and hope you will be as well. You will be learning more about Focused Portfolios during the Parent/Teacher conferences in the spring. We will use the information gained through this assessment process to determine a child's progress in growth and development; plus the information is used to better individualize our curriculum. This information is made available to parents/guardians and used as a basis for discussion during Parent/Teacher

Conferences. This informational assessment is another tool we use to assess and individualize your child's curriculum.

We will again be participating in the **Square 1 Art** fund raiser. During mid-October, you will find a packet from Square 1 Art with a sample of your child's artwork attached. You may order items from the catalog that will be provided. We are using this project as a fund raiser to purchase equipment for our center and for purchasing incidental art and party supplies throughout the year. These items (mugs, trivets, key chains, etc.) make great Christmas gifts. Grandparents, especially enjoy receiving a mug with their grandchild's art work displayed upon it.

### **Mrs. Manwell's Early Care and Education Class**

We are full of wonderful, eager students. We are grateful for returning students who are in the process of cross-training and monitoring the new students. Be patient as they all learn the routines and responsibilities and learn the ins and outs of our industry. We have completed food service training and will be working on career choices and professionalism in the Child Development Industry. Projects will begin with Art in October.

\*In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. You may also write to the Oklahoma State Department of Education, Child Nutrition Programs Section, Room 310, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599.



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# Photo Page

