

# CHILDSPACE TOO

5517 Greene Street  
Philadelphia, PA 19144  
(215) 849-1660

## Statement of Operating Procedures

1. **Food:** CHILDSPACE TOO provides breakfast, lunch and an afternoon snack. Parents of infants are responsible for bringing their, baby food, formula will be provides if it is one of the brands offered by the Archdiocese Food Program. If any child requires a special diet food the family must provide all of the necessary food.
2. **Clothing:** Children should be brought to CHILDSPACE TOO wearing seasonally appropriate play clothes. An extra set of clothing (pants, shirt, and socks, underpants) and outdoor clothes should be provided. Clothes should be marked with your child's name. Diapers (disposable) must be provided by parents. CHILDSPACE TOO provides wipes.
3. **Sleeping:** CHILDSPACE TOO provides a crib or sleeping mat for each child. Parents are responsible to bring a crib or mat sheet and blanket. To reduce the risk of Sudden Infant Death Syndrome infants are placed on their backs to sleep. Parents on a weekly basis must wash bedding.
4. **Arrival Time:** CHILDSPACE TOO hours are 7:30 a.m. to 6:00 p.m. for children attending full days, and 7:30 a.m. to 12:30 p.m. or 1:00 p.m. to 6:00 p.m. for children attending ½ days. We open at 7:30 a.m., and understand that not all families need to have their children here that early in the morning. However, we ask that children arrive by 9:30 a.m. The reason for this request is that children need some time to adjust to the room before formal group time happens. Children need time to talk to their friends, explore the variety of toys, and have some individual time with their teachers before snack and circle time. We understand that there are individual circumstances, which make this request difficult for some families on certain days, and we ask that you talk to the staff in your child's room if this is the case. We also ask that if your child is coming in after 11:00 a.m. due to extenuating circumstance (i.e., doctor's appointment, special occasion) you call and let us know that he/she is coming. We thank you for your cooperation.
5. **Pick-up:** CHILDSPACE TOO is not responsible for children after 6:00 P.M. Please make arrangement if you are going to be delayed. In case of emergency, try to notify CHILDSPACE TOO prior to 5:00 P.M.
6. **Alternative Escorts:** If someone other than the child's parent is to pick up the child, that person should be listed on the parental consent form and classroom staff informed. Permanent changes in designated escorts may be made on your consent form at any time. If it is necessary