

CHILDSPACE WEST
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Statement of Operating Procedures

1. **Food:** CHILDSPACE provides breakfast, lunch and one snack per day, including a variety of beverages. Breakfast is served from 8:10 a.m. to 9:10 a.m. Lunch is served between 11:30 a.m. and 12:30 p.m., and afternoon snack is given between 3:00 p.m. and 3:30 p.m.
2. **Clothing:** Children should be brought to CHILDSPACE wearing seasonally appropriate play clothes. An extra set of clothing (pants, shirt, underpants and socks).
3. **Sleeping:** CHILDSPACE 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 must wash bedding once every week.
4. **Arrival Time:** CHILDSPACE hours are 8:00 a.m. to 6:00 p.m. for children attending full days, and 8:00 a.m. to 1:00 p.m. for children attending ½ days. We understand drop off times will vary among families. However, we request that children in the infant, young toddler, and older toddler classrooms arrive by 10:00 a.m. and children in the preschool room arrive by 9:30 a.m. This allows children to enjoy breakfast with their peers as well as affords them the time to adjust and explore the room before formal group time begins. We understand that there are individual circumstances, such as doctor's appointment, that require you to bring your child in after morning activities are well on their way. If this is the case, please call CHILDSPACE by 11:00 a.m. to let us know s/he is coming.
5. **Pick-up:** CHILDSPACE is not responsible for children after 6:00 p.m. Please make alternative arrangements for pick-up if you are going to be delayed. In case of an emergency, please notify CHILDSPACE before 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 to send an escort not on your list, you must call in advance to give us this information. The escort will be asked to show a photo identification before the child is released.

7. **Illness:** Please call to inform us whenever your child will not attend CHILDSPACE due to illness. Your child should not be brought to CHILDSPACE if unable to participate fully in all activities, including outdoor play. Your child may not attend CHILDSPACE if s/he has a fever, diarrhea, or vomiting. If a child becomes ill during the day, staff may request parents arrange to pick the child up early. It is important you have a back-up plan for childcare when your child is ill. **IN CASE OF AN EMERGENCY**, we will try to reach you (the parent of guardian). If unable to reach you, CHILDSPACE will call 9-1-1 and have your child transported to Children's Hospital.
8. **Medication:** If your child is on medication at any time during the year, you must complete consent forms in order for staff to administer medication. You will be required to provide specific written information. All prescription medicine must be delivered to CHILDSPACE in its original container with the prescription intact. Never leave medicine in your child's cubby or diaper bag.
9. **Visits:** Once children are enrolled in CHILDSPACE, parents are free to visit at any time. Please do not send non-parent visitors to classrooms without previous clearance from staff or the director.
10. **Growth and Development Reports:** CHILDSPACE will provide parents with written information about their child's growth and development every six months. Formal conferences are held twice a year, or more often as requested by the parent or staff. Staff is responsible for providing parents information about their child's development, verbally, at least on a quarterly basis.
11. **Questions:** Any questions and/or concerns should be addressed to the staff or Head Teacher of the classroom. If you have any concerns or problems which cannot be resolved at the classroom level, please see the director.

Welcome to the Childspace family and look forward to providing a safe, nurturing, educational environment for you and your child/ren.