

Coddington Learning Center  
"Providing Big Center Learning Opportunities  
In a Homelike Environment"  
1400 SW 22nd Street  
Lincoln, NE 68522  
477-7440  
[www.coddingtonlearningcenter.org](http://www.coddingtonlearningcenter.org)



**PARENT  
HANDBOOK**

## Welcome/ Philosophy

We welcome you to Coddington Learning Center. My staff and I are delighted that you chose to share your child with us. So that we can work together, it is necessary to review important issues that will help us care for your child.

We are very proud of our Childcare program. Our staff is qualified and committed to providing an atmosphere that is sensitive to the children's needs. Teachers interact warmly, responsively, and respectfully with children and provide opportunities to develop independence and a sense of belonging.

The one important issue that we agree upon is that;

**CHILDREN ARE THE WORLD'S  
MOST VALUABLE RESOURCE.**

We strive to make every child feel secure, important and loved.

### **Philosophy**

Our purpose is to help the children develop through their environment by participating in activities that encourage children to...

Use their gross motor and fine motor skills.

Recognize their feelings and others feelings.

Grow socially through cooperative play with other children.

Grow through activities that stimulate intellectual development.

Children learn by doing. Play is the work of young children. By teaching them how to learn, it helps them become independent, self-confident, and inquisitive learners.

We are concerned with the child's strong relationship with his/her family. We encourage parents to visit the center during the day and to participate in any activities, field trips, or meal times whenever possible.

## **Provider/Parent Responsibilities**

### **Provider's Responsibilities**

As the childcare providers, we agree to:

Give each child careful attention and stimulating activities so they will have a happy experience while in our care. Provide curriculum, environment, and teaching strategies based on the way children learn and develop. Consideration is given to each child's strengths, interests, needs, and cultural background.

Furnish nutritious meals at regular mealtimes and foods for appropriate snacks.

Give you reasonable notice, except in an emergency, if we request the removal of your child (ren) from our care.

Keep you informed of your child's development and daily activities.

Partnership with parents is built through newsletters and daily parent-teacher interaction.

### **Parent's Responsibilities**

As a parent, we need you to agree to

Inform us in advance if your child (ren) cannot be brought or picked up at the regular time or if someone other than you will be picking up the child(ren).

Report immediately any change of address and telephone numbers at work or home.

Provide an extra set of clothes to leave at the daycare and a supply of diapers if needed.

Inform us at least two weeks in advance before removing your child(ren) from our daycare.

### **Grievances**

You are encouraged to bring any questions, comments or concerns to the Director: Jennifer Umana. You may call 402-477-7440, email [coddingtonlearningcenter@gmail.com](mailto:coddingtonlearningcenter@gmail.com), fax 402-477-8319, or mail to: 1400 SW 22<sup>nd</sup> Street, Lincoln, NE 68522.

## Daily Routine & Discipline

### **Our Schedule**

Our center is open for childcare between the hours of 6:30 a.m. to 6:00 p.m. Our daily schedule goes like this:

6:30-7:30 Children arrive- free play  
7:30-8:30 Breakfast  
8:30-9:00 Group time/Circle time  
9:00-10:30 Individual Time /Math/Language Arts  
10:30-11:00 Outside Time (if weather permits)  
11:00-11:45 Lunch  
12:00-2:00 Nap/Quiet time  
2:00-3:00 Snack  
3:00-4:00 Art/Music/PE  
4:00-4:30 Outside time (if weather permits)  
5:00-6:00 Free Play

### **Discipline**

Discipline. We hesitate to use the term discipline because it usually means something adults DO to children. To us the word means teaching appropriate behavior. We work to help each child become self-disciplined by seeing how her or his behavior affects others. We have consistent limits based on common-sense rules appropriate to the age of the child. For example, children younger than three are not expected to share, but rather to treat each other gently as they play along side each other.

Children learn to feel good about themselves and others in a secure and manageable environment. Children learn to resolve problems between themselves by using words. While it is okay to feel angry and frustrated, hitting or breaking things is not okay. Children are never humiliated, but are given sincere positive comments on their behavior. We treat them as we expect them to treat others-with dignity and respect.

## **Health & Safety**

### **Immunizations**

Proof of current immunization records is required of all children receiving care. We need this information before your child can start.

### **Illness**

If your child has a fever of 100 degrees or higher under the arm, vomiting, has diarrhea, or is unable to participate in daily activities they may not be in the center. If any of these symptoms appear during the day the child will be isolated and cared for. We will call you immediately and you are required to pick them up as soon as possible. They may return after the symptoms are gone without medication for 24 hours.

### **Accidents**

If your child would be injured while in our care, he/she will be tended to by our staff and a report will be completed for you.

### **Medication**

The health and safety of your child is our first concern. In order to maintain the highest standard of health and safety, we ask that you assist us by observing the following rules concerning the dispensation of medication to your child.

1. Sign in the medication on the medicine log
2. We will not administer medication to your child unless the medication has a current prescription label, which includes the date, child's name, physician's name and directions for administration.
3. Non-prescription medication (i.e... Tylenol, Neosporin ointment, cough medication etc.) will not be given or applied without prior permission from parents and must be supplied by parents.
4. Medications must be given directly to us upon arrival. Children should not be allowed to carry the medication in or out of the day care, nor should medication be left unattended.

### **Emergencies**

We must have a number where we can reach you at all times!! In an emergency, we will try and contact you and if we can not reach you, we will call 911 and an ambulance will take your child to a hospital.

### **Authorization of Individuals to remove children**

We ask you to notify us if someone other than yourself/spouse will be picking up. We will, also, ask the individual for a picture ID.

## **Enrolment Fees & Payment Policies**

### **Enrollment Policies**

All forms must be completed and brought to the day care on the first day. If the child is waiting to receive care, there will be a non-refundable deposit of the first week's care.

The parent/provider agreement may be terminated at our discretion with two (2) week's notice if it is believed that continued care is not in the best interest of the child.

### **Hours and Fees**

We provide full-time care Monday- Friday 6:30 a.m. to 6:00 p.m. Parents are subject to a \$5.00 late charge for every 5 minutes you are late. All children must be picked up and dropped off by an adult.

### **Holidays, Vacation and days off**

Fees need to be paid when children are gone to illness, a day off and holidays. After having care with us for 6 months, parents are allowed one (1) week per year without payment for vacation.

Child care is not provided on the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, & Christmas Day. These are paid holidays for the day care.

### **Payment**

Parents are expected to pay according to the terms of our contract. If we do not receive payment on the agreed day and no other arrangements are made, childcare may be denied or terminated.

All charges for returned checks will be the responsibility of the parents. this includes charges to our account that result because of returned checks.

You will receive a yearly statement in January for your tax purposes.

All policies, contracts, and fees will be reviewed yearly.

### **Weather Policy**

It is the policy of Coddington Learning Center to close on the days that LPS is closed due to inclement weather. We will post it on our Facebook page and send out an email via Himama.

## **Children Learn What They Live**

If a child lives with criticism  
    He learns to condemn.  
If a child lives with hostility  
    He learns to fight.  
If a child lives with ridicule  
    He learns to be shy.  
If a child lives with tolerance  
    He learns to be patient.  
If a child lives with encouragement  
    He learns confidence.  
If a child lives with praise  
    He learns to appreciate.  
If a child lives with fairness  
    He learns justice.  
If a child lives with security  
    He learns to have faith.  
If a child lives with approval  
    He learns to like himself.  
If a child lives with acceptance and friendship  
    He learns to find love in the world.  
--Dorothy Law Nolte

We accept State subsidy and also participate in the Lincoln Littles Tuition assistance program. These are both income based and if you feel you may qualify please see the director for more information.

Your child may participate in an additional opportunity offered: Kidz Educational Dance Express (a dance & tumbling class). If you are interested, please ask for an enrollment form. The program has additional fees which are not included in daycare/preschool tuition.

## **Child Abuse and Neglect**

We are required by state regulations to report any and all suspected cases of abuse or neglect to the proper authorities

It is the policy of Coddington Learning Center not to discriminate on the basis of sex, handicap, race, color, religion, or national or ethnic origin.