

Toddle Town, Inc

Toddler House  
208 E Lincoln St  
Belleville, IL 62220  
618-234-3832

Toddle Town  
208 South Jackson  
Belleville, IL 62220  
618-233-1625

Rebecca Fudge Owner

Beth Maloney Director

Hour of service: Monday-Friday 6:30 AM to 6:00PM

#### Mission Statement

We will provide an environment for children and families that will promote caring, creativity and communication between parents and caregivers.

## **Our Philosophy at Toddler House and Toddle Town**

We are committed to providing high quality care for each family entrusting their child to our care. All staff members have had special training in Childcare. We maintain staff to child ratios at both buildings: Toddler House, one teacher to four Infants and Toddle Town, one teacher to five Toddlers and one teacher to eight two's.

Our primary goal is to provide quality childcare. The staff will assist your child in developing a positive self-image and provide necessary physical, mental and social skills needed by each age group. We are also mindful of the growing child's nutritional needs. Every child has individual skills to be learned. Our program will provide the stimulus your child to master these skills at their own pace. We provide a loving, home-like atmosphere, which helps each child develop a strong sense of self and confidence. Your child will be provided with smiles, hugs, cuddling, and encouraging words. We create a home away from home.

Quality childcare helps children achieve a sense of trust. It is imperative that children feel secure. Trusting relationships form the basis of healthy personality development. Our program will set and maintain safe limits to protect children from injury. The children will have the freedom to explore, with the occasional bump along the way. The children will learn about the environment around them, and from the interactions with the other children.

Our classrooms are planned so the children are free to explore their environment and permitted their choice when appropriate.

We create a stimulating view from the crib for the babies, crawling babies, will be provided with ample activities for looking and touching.

Children learn to believe in themselves through repeated experiences that prove they are competent. Praise and encouragement will help a child feel that learning is exciting and satisfying. A child who loves to learn and who is confident that they are capable is more likely to be successful, not only in school and social adjustment, but also in adult life.

It is essential that parents and caregivers communicate on a daily basis. During daily arrival and departure are opportune times to provide continuity between home and center. Your child's daily activities will be sent home on a "My Day" form.

As your child moves to Toddle Town, they will still be provided with the same caring, knowledgeable staff. The program will have a great influence on every child's development by providing an interesting, responsive environment for children to explore. Inventory is taken to make sure the environment is from the child's point of view. The environment will be safe for the young child who does not see, or understand danger.

### **Goals for Toddle Town & Toddler House 2015-2016**

We continue to set goals to make sure we keep our learning environment enriched.

To have a print rich environment

Enhance the growth and development of children

Active exploration in the following areas:

- Concept Development
- Art & Creativity
- Large Muscle
- Small Muscle
- Dramatic Play
- Sensory/Tactile
- Language
- Music
- Literature

To expand logical thinking

To use all senses when learning

While we focus on the above, we will still focus on the whole child.

### **Admission Policy**

The order of admission to Toddle Town / Toddler House is a “first come, first served basis. The returned applications are dated upon receipt. Whenever a vacancy occurs, the date of the application form will determine the order for contacting parents of children on the waiting list.

Toddle Town / Toddler House do not discriminate in admission procedures or any of its programs or activities, based on race, creed, handicap, national origin or any other irrelevant criteria.

### **Dismissal and Withdrawal Procedures**

Our staff will help each child adjust to his/her environment with patience and understanding. We will help develop each child’s potential to the fullest. When teachers observe unacceptable behaviors, we will teach the child to use acceptable behaviors, and use positive redirection and reinforcement. We will also work with the parent to use the same positive reinforcement.

When working with young children, everything takes time. Teaching children to develop self-control takes a little time, a little bit of work and patience, but is well worth the effort for your child. All our teaching and redirecting negative behavior is accompanied with kindness and affection.

We request a two week notice if you withdraw your child. This will give us the chance to work with the child and talk about leaving. We will also have the time to complete their portfolio, and gather up all their art work and personnel items.

During that two-week period, we will have time to notify the next person on the list, so their child will have time to adjust to his new environment.

## **Parent Involvement**

A child's family is extremely important for it is their source of strength. By maintaining open communication with each family, we hope to bridge the gap between school and home. Our doors are always open and available for you to visit at your convenience.

We have a family coach that provides opportunities for; family fun nights, parent workshops, and guidance with any developmental questions you may have.

We have a Mother's day breakfast in May. If we can help you and your child in any way, talk to any staff member or stop to see the Director.

## **Daily Arrival and Departure**

Parents are expected to bring their child into the center, and they are to be left under the supervision of a staff member. We also ask that you close and lock the gate as you arrive and as you leave.

**It is illegal in the state of Illinois to leave your car running, and to leave your children in that car. Turn your car off and bring your children with you.**

**We are required by DCFS to have all parents sign their children in and out on the attendance form in the front hallway.** Anyone picking up child/children must be 18 years of age, and **MUST** show a staff member a photo ID, or we will not release your child.

When you enrolled your child, you gave us a list of all persons who are authorized to pick up your child/children in both normal and unusual circumstances. Should circumstances require a change, the center **MUST RECEIVE ADVANCE NOTICE DIRECTLY FROM THE PARENT OR GUARDIAN OR YOUR CHILD CANNOT BE RELEASED.**

During the afternoon you will find the children out on the back playground. Please make sure the gates are locked behind you for the safety of the other children.

### **Safety Rules**

Our first priority is to keep your children safe. We use very simple rules, and start to use them as soon as they become a mobile infant. They are repeated often during the day, every day. As the children move on from one building to another we use the same simple rules:

- Use gentle hands
- Be kind to your friends
- Walk when inside
- Help others
- We share everything

The staff models these rules, and before long, the children begin to do them by themselves and will remind their friends.

### **Medication**

Before a child may receive medication, the parent must fill out a medication form. The form must be filled out with, medication name, dosage, time and date (s) to be given.

Anytime a child is required to take any kind of medication, there are a few rules that must be followed;

1. Toddle Town, Inc will not administer the initial dose of medication.
2. Both prescription and non-prescription shall be accepted ONLY in its original container
3. The child's name must be on all medications
4. Medications will be dispensed as written on the over the counter label, or on the pharmacy label
5. Teachers will document the name of the medication, time and dosage given, and sign the form, each time it is given

6. Parents must fill out the Medication Request for completely. A new form is required each week
7. Medications will be stored in the fridge in a locked container, or in a locked medicine cabinet
8. Expired medication must be thrown away if it belongs to the center. If a child's name is on the medication, return it to the parent
9. In the medicine cabinet on the wall there is a list of staff who are designated to administer medication

When the medication date has run out the item will be returned to the parent.

### **Illness Health and Medical Policies**

Toddle Town / Toddler House are licensed to care for healthy children. There are no facilities or staff available to care for sick children. When we have a sick child, they are not allowed in the classroom.

Once the child has been removed from the room, and the parent has been called, we have the child stay in the office upstairs at Toddler House with the secretary. The child is made comfortable, and taken care of by the office staff.

Anytime your phone number changes please notify the staff upon arrival, even if it is only for one day.

When the children arrive in the morning, a daily health check is made by sight. If the staff members notice that, there is a health question they will ask you.

"A PHYSICAL IS DUE EVERY 2 YEARS!"

PLEASE STOP BY THE OFFICE AND PICK UP A HEALTH

FORM BEFORE GOING TO THE DOCTOR.

Parents are requested to keep their child home if they have any of these symptoms, which may indicate a contagious disease;

- Skin eruptions
- Fever 101 or higher
- Extreme diarrhea

- Rash
- Extreme fatigue
- Constant hacking cough
- Vomiting
- Sneezing with colds
- Red sore throat

Remember....When a child is sent home with a fever higher than 101, they may not return until they are fever and medication free for 24 hours. When you pick up your child whom has become sick, you will be given a form stating why they have been sent home. In addition, depending on what is wrong, when they may return.

### **Summary of Licensing Standards**

#### **For Day Care Centers**

Along with your enrollment package there is a small pamphlet from DCFS. When you read this it may answer any questions you may have. If you should have any questions, please come by the office. This form is attached to your other paper work.

#### **Emergency Medical Care**

In case of an emergency, children will be taken to St. Elizabeth's Hospital by ambulance. The parent will always be contacted first, but in an extreme emergency; we will care for the child first. A staff member will accompany the child, and stay with them until the parents arrive.

### **Supplies**

All the supplies your child needs are here at the center. If you have any excess paper from where you work, or anything we could use for our art center, please send it along with your child.

### **Blankets, Toys and Candy**

We are asking PLEASE do not send the following items to school with your child:

- Toys
- Blankets
- Stuffed Animals
- Candy or goodies {unless they have enough to share with the class}

The only exception to the above would be if there is a special theme or activity, where these items would be used in the class. We are pleased to share treats at anytime.

### **Birthdays and Holidays**

Birthdays are special to the children. Parents are welcome to send treats in on that day. Treat bags may be sent in as a take home treat. Please notify your child's teacher a couple days in advance if you will be bringing snacks to share. Due to health reasons, and DCFS regulations, we are required to have any treats store bought and left in its original package.

About a week before the Holiday there will be a sign-up list posted. The same packaging rules apply.

### **Allergies**

We keep track of all children who have allergies. The staff at both buildings will be notified. There will be a posting in each lunchroom and on the doors of all refrigerators, will be a picture of the child, their name and the allergen. Please notify the staff if this pertains to your child.

### **Infant Feedings**

While holding infants during their feeding time, we want to create an atmosphere that is warm and secure. When the child is able to hold a spoon and cup, they will be given daily opportunities to practice eating and drinking.

Toddler House offers Gerber Good Start Formula free for parents who would like to use it for their infant. You may use another formula, but you will need to provide it.

All other food will be provided, cereal, jar food and later on finger and table food. Parents are responsible to inform the caregiver of food and formula needs.

### **Toddler Feeding**

Toddlers enjoy an unhurried and pleasant lunchtime experience. Teachers will sit with the children and help them with good table manners, and socializing. Toddler rates include breakfast prior to 8:30, snack @10:00, lunch @12:00, and snack after nap.

### **Sleeping at Toddler House**

Every Infant has a different sleep pattern and the staff will accommodate all children. The center will provide sheets and a mobile for over the crib.

### **Napping at Toddle Town**

The children's nap will start at 12:30, and they are not rushed into getting up. Please feel free to bring a favorite blanket. The teachers will pat their backs or rock them. Their diapers are changed immediately upon rising, when their nap is over.

### **Potty Training at Toddle Town**

#### The Transition

To insure an easy transition from diapers to underwear the following procedures should be followed:

- The child must understand the difference between being wet and being dry
- The caregiver will start taking a diaper wearing Toddler to the potty and if the diaper is dry it may be reused
- Once the child begins to catch on to the idea of sitting on the potty, the child will graduate to either pull-ups to training pants
- Children will be given positive reinforcement to use the potty when ready. A child will never be forced to sit on the potty. Going potty is a self-help skill and should be a rewarding and positive experience for the child.

### **Appropriate Clothing**

Potty training clothes should be easy to pull up and down. Pants or shorts with an elastic waist are a great choice. Caregivers will remind you not to put your child in any of the following:

- Onesies
- Snap-leg pants
- Over-alls
- Belts
- Pants with zippers, snaps or buttons

### **Daily Attendance**

Children need to be in attendance daily to gain all the benefits from this program. Children benefit from daily routines, and bond with the caregivers. Please call the center if your child will not be in attendance that day.

### **Children's Portfolio**

We keep a portfolio on your child the entire time they are with us. This will keep track of your child's daily activities, and give you a chance to see how they grow and change into happy independent Toddlers. Take the time to see their fun.

### **Accident Reports**

Accidents occur daily, even though we try to prevent them. If your child has an accident, that requires a report; it will be on the evening clipboard for you to sign. If your child should fall, we will check them all over to make sure we see all the injuries. The report will be as detailed as possible. If you have any questions concerning a bump or scrape, please talk to the child's teacher.

## **Tuition Refund Policy**

If you have paid your tuition in advance, and end up leaving before it is used, it will be refunded. The registration fee will not be refunded. CHASI co-pays will not be refunded.

## **Complaint Procedures**

Complaints may be handled in several ways. If you feel comfortable, talk to your child's teacher when you arrive in the morning, if you have time. In the evening during pick-up time the Director will be available. You may prefer calling during the day, and speak to the Director. You also have the option to muse the suggestion box at the sign in desk.

## **Holidays and Closings**

The center will be closed for the following holidays:

New Year's Day   Memorial Day   Independence Day

Labor Day   Thanksgiving Day and the day after

Christmas Eve and Christmas Day

During the winter months, the center may close due to bad weather. If the center is closed, watch channel 5 news starting at 4:30 am. You may also find it posted on the front door the night before when you pick up your child.

If the decision is made to close the center early, you will be called with the closing time. Please pick up your child by the time given. We also need to ensure the safety of our staff.

## **Children's Attire**

We are asking that the children wear washable and comfortable clothes and shoes. The clothes should be easy for the staff to remove, as well as the children who are in the process of becoming independent. Toddlers should have a complete set of clothes that will be kept at the center. When soiled clothes are sent home they should be replaced the next day. Toddlers are very active inside and out. Fresh air and sunshine are important to the children. Be sure to dress your child according to the weather. When coats, hats and mittens are required be sure to send your child properly dressed. Please place your child's name in their coat this will help teachers keep track of each child's coat. We will take the children outside, for short periods, as long as the temperature is above 32 degrees.

**ALL YOUR CHILD'S CLOTHING MUST BE MARKED WITH THEIR NAME!**

## **Diapering**

It is important to the staff to make your child feel secure and contented while their diapers or clothes are being changed.

Infants: While the baby's diaper or clothes are being changed, we will talk to the baby, sing or play music and make sure the baby feels secure.

Toddlers: While changing or helping the Toddlers dress themselves, the staff will be nurturing independence. The staff will talk about what they are doing: "Avery, put your left arm in your sleeve, good job, okay now put your right arm in your sleeve, good job, okay I'll button your shirt, and you'll be ready to go."

The above create the opportunities for "teachable moments". These routines are completed several times daily, and become a part of the child's day very quickly. We also encourage you to talk to your child while diapering or changing clothes.

### **Teacher Conferences**

Teacher conferences are held twice a year. You may request one at anytime if you would like. Just talk to your child's teacher

### **Child Development**

Children will experience many new things in their young lives. We hope to give you an insight to what we feel is a very nurturing, and positive way of learning. We encourage the child to use active exploration in these areas:

- Concept Development
- Art & Creativity
- Large Muscle Development / Gross Motor
- Small Muscle Development /Fine Motor
- Music
- Dramatic play
- Sensory/Tactile Experience
- Language Development
- Literature

### **Socializing**

All activities strive towards helping young children learn how to get along with others. We emphasis helping young children to learn how to express their feelings. A child's world is ever expanding and finding their place with friends is an important step in growing up.

### **Concept Development**

We use weekly themes to meet the needs of the children. Many of the activities are planned around these ever changing themes. These themes and activities expand the child's curiosity, language skills and cognitive skills. The centers in the Toddler environment help develop concept learning. The interest centers are sensory, art, etc.

### **Art and Creativity**

Art activities are fun time for children. Various activities are available on a daily basis. They will let you know when they are finished, and to them it looks terrific! These activities expose children to a variety of materials and mediums. Such as:

- Play dough--with cookie cutters, small rolling pins
- Coloring--crayons, chalk, markers
- Painting—with brushes, fingers, pudding
- Paste & Glue—collages, sand, cereal
- Watercolors

Teachers assist the children in their experimentation and development of motor skills. Art is CREATED by the children and it will help them express their emotions and feelings. Dittos, coloring pages and teacher directed projects are not used. Ask your child to tell you about their creative masterpiece, compliment them, and find a place on the fridge.

### **Gross Motor and Fine Motor**

Physical exercise and the development of motor skills are experienced daily in all programs:

- Gross Motor Equipment---Slides, rocking boat, climber, tumbling mats and exercise music.
- Fine Motor Materials---Puzzles, pegboards, bristle blocks, large beads, stacking blocks,

### **Music**

Experimentation with music is a daily occurrence. You will find the children marching, singing, and using musical instruments inside and out. Listening to music will relax the children while they learn language skills. Number and letter concepts are also learned through the use of music. When children take a partner while dancing, or share instruments, they are learning social skills. Good auditory skills are developed with music in our daily curriculum.

### **Dramatic Play**

Dramatic play is an important part of our daily program. Children portray roles familiar to them, moms and dads. These play opportunities foster within the child a greater understanding of societies function, how people relate to each other and their place in the world. The children are provided with dress up clothes, puppets, and housekeeping items. We have kitchens, bedrooms and living rooms to encourage dramatic play.

### **Sensory / Tactile Experiences**

When we talk about opening the sensory table, you will see the excitement grow. It is always a surprise when it is opened. The children are able to explore and play with things that we normally would not let the children play in. Sensory activities include:

- Dumping and pouring cornmeal, flour, sand, water
- Playing in shaving cream, icing, and pudding
- Textures---rough, smooth, hard and soft
- Playing in the rain on a warm day
- Playing in the snow and ice
- Going for walks

### **Language Activities**

Where ever the children play you will find books. There are book areas with a soft cushion for the children to sit and look at books when they would like quiet time. During the day we set aside time for:

- Songs and finger plays
- Stories
- Pictures
- Naming body parts
- Puppets
- Singing Books

The above experiences help develop the children's language and understanding of the world in which they live.

### **Emergency Medical Care**

In case of an emergency, children will be taken to St. Elizabeth's Hospital by ambulance. The parent will always be contacted first, but in an extreme emergency; we will care for the child first. A staff member will accompany the child, and stay with them until the parents arrive.

### **Fee Statement**

Registration fee is payable upon enrollment and again each year on September 1. Registration fees are non-refundable. Fees paid after May 1 will not need to be repaid in September.

All fees are non-refundable. Never send money in with a child. Please pay by check and place in mailbox in entry hall of office. Please give cash to a teacher or director. A receipt will be provided upon request.

Weekly rates are payable on Friday for the week to come. We cannot give tuition refunds for days your child is absent.

A late charge of \$25.00 per week will be assessed for payments not made on a timely basis. If payments are 2 weeks late the child may not attend the center.

A fee of \$25.00 will be assessed for non-sufficient funds checks.

If a child remains at the center past 6:00 pm and overtime fee of \$5.00 is charged after 5 minutes or part thereof. An additional \$1.00 per minute will be charged after that. The fee is due immediately upon arrival.

Two weeks' notice must be given if your child is to be withdrawn.

After full time enrollment of 6 months, the child may be out for a 1-week vacation with credit for the week. Maximum of 2 weeks per year will be allowed for full time children. Children enrolled on a part-time basis will be given 1-week vacation (example: 3 days enrolled + 3 days vacation).

## **Emergency Preparedness Plan**

The following four conditions would cause us to remain in the center:

Tornado

Blizzard

Wires down

Lock down

As in all emergencies the children are our first priority. Our situation would be assessed, and the decision would be made to move the children to the safest part of the building. If we were unable to move to another part of the building we would keep the children as safe as possible and try to find blankets, toys, books and food to give comfort until help arrived.

In all four cases we would stay away from windows and door, keep the radio on for further announcements, and contact parents using emergency books. Teachers take their roll call clipboards, emergency information book and their cell phones every time we do any kind of emergency practice.

We have emergency basket located downstairs water, batteries, flashlight and several blankets.

Should the media arrive at the center there are only two people authorized to speak for the center: Becky Fudge and Deborah Streitz. We ask you give no information to anyone.

### **Texting and Email**

Each classroom has their own cell phone to use for daycare business. If you would like to receive texts from your child's teacher when your child does something, funny or cute. Please fill out the form in the enrollment package giving us permission to text you.

We also have a website [www.bellevilledaycare.com](http://www.bellevilledaycare.com) you may visit this website. We have an email also that we will keep in contact with the parents about upcoming events and if there is missing paper work from your child's file. You will also receive the monthly newsletters from our email so if you can provide us with your email.

### **Pest Control**

To prevent infestation our building, Toddle Town and Toddler House will be checked monthly by Bello pest control. Bello is a licensed pest control company and uses child safe materials. If there is an outbreak of mice or any other pest concerns, we will call Bello and have them access the situation and take action. During summer months, they spray for mosquito. This happens on Saturday.

### **Transitions**

The director and your child's teacher will let you know in advance of any upcoming transitions. There are milestones your child will make in the coming years with us. When turning one they will be a transition to the downstairs. At or around 18 months your child will transition to Toddle Town and when turning three they will transition to Learning Journey. We will transition slowly and they will have time to adjust to the new caregiver. You will be given a period for the transition and you will be given a tour of the new classroom and will meet the new teacher.

## **Child Screening**

The first few years of a child's life are very important. We want to provide the best start for your child while they are in our care. Toddle Town, Inc will screen every child that enters the program. We use Ages & Stages Questionnaires, Third Addition (ASQ-3). Once the child has entered the program and all the paper work is complete the testing will be completed with the 60 day requirement. A questionnaire will be provided every 2-, 4-, or 1 month intervals from birth to 3 years.

The enrollment packet will include: Demographic information sheet, questionnaire that corresponds with the child's age, communication, gross and motor skills, problem solving and personal-social skills.

After completing the packet return it to the Director. The questionnaire will be assessed to see if there are any concerns about the child's development. If there no concerns we will provide activities designed to use with the Ages & Stages screening. These activities will provide help for your child towards the completion of the next questionnaire.

Should the questionnaire show a possible concern, we would contact you about getting a more comprised assessment of your child. This information will only be shared with other agencies with your written consent.

## Toddle Town, Inc Orientation Plan

- 1) Tour of the Facility: Parents are invited to tour the facility at their convenience. They are welcome to make an appointment and bring their child.
- 2) Introduction to Teacher: Parents will be introduced to the teachers and staff that are working as they tour the center, and we ask them to return to meet the rest of the staff before their child's first day.
- 3) Parents to visit the classroom teacher: Once the welcome letter has been sent to the family, the parents are given the name of their child's teacher they usually ask what time of day is best to visit the teacher and classroom.
- 4) Overview of the parent handbook: The parents are given a copy of the parent handbook and the main parts discussed Child health; pick up procedures, emergencies, tuition. We ask they read the handbook and ask if they have questions.
- 5) Family Expectation/child's needs:
- 6) Availability of family support resource and activities: The parents are invited to use the parent library. There are pamphlets showing the services available in the area, resource books for the family.
- 7) Interpreter: We are able to use the reaches at Southwestern Illinois College located in Belleville if needed.
- 8) Parent and Child comfortable in new surroundings: A week before the child will start we ask the parents to bring in their child for an extended visit. If the parent feels comfortable leaving the child while they go to the office and sign paperwork, we will tell the child where we are going and see if they are comfortable staying. This will tell us if more than one or two visits are necessary.

### **Orientation Plan for the Toddle Town, Inc**

I have been given a tour of Toddle Town, Inc. and have completed the following:

Tour of facility\_\_\_\_\_

Introduction to the teaching staff\_\_\_\_\_

Parent visit/classroom teacher\_\_\_\_\_

Overview of parent handbook\_\_\_\_\_

Expectations of family needs of the child\_\_\_\_\_

Availability of family support resources and activities\_\_\_\_\_

Interpreter availability\_\_\_\_\_

Extended classroom visit/parent and child Comfortable\_\_\_\_\_

Parent signature\_\_\_\_\_Date\_\_\_\_\_

Tour Guide\_\_\_\_\_

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Weekly rates are payable on Friday for the week to come. We cannot give tuition refunds for days your child is absent.

**A late charge of \$25.00 per week will be assessed on all accounts not current. If payments are 2 weeks late the child may not attend the center.**

**All CHASI co-pays must be paid by the 10<sup>th</sup> of each month to avoid late charges.**

A fee of \$25.00 will be assessed for non-sufficient funds checks.

If a child remains at the center past 6:00 pm and overtime fee of \$5.00 is charged after 5 minutes or part thereof. An additional \$1.00 per minute will be charged after that. The fee is due immediately upon arrival.

Two weeks' notice must be given if your child is to be withdrawn.

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**Parent's signature**\_\_\_\_\_

**Date**\_\_\_\_\_

Toddle Town, Inc

208 E Lincoln St

Belleville, Il 62220

618-234-3832

## Parent Handbook

Childs Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I \_\_\_\_\_ have received a copy of the Toddle Town/Toddler House Parent Handbook.

I hope that this will help you with any questions you may have. If you have any questions please see the Director.

Thank you

Rebecca Fudge Owner

Beth Maloney Director

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_