

BACK TO SCHOOL INFORMATION

The following forms are due the first time you leave your child at The Children's Center. All forms are available for download under "links and downloads" on the web-site at www.mckaychildcenter.com.

- **Medical Forms**: Physical examinations (with immunization records) are required by the State of Colorado for every child entering a licensed program. The physician should supply you with a copy of your child's well check-up form and immunization records each year. Be sure to ask because some physician's charge to give you a copy after the visit. Immunization records are a part of the well child check up but do not tell us if the child is healthy. If you are a returning family, be sure that the forms we have are up to date. Well child check-ups are valid for one year.
- If your child has a special need in which we will administer medications (Epi-Pen, Nebulizer, etc.) food allergies or a medical procedure, you will need to let me know immediately. I will then send the forms and make the connection with our health consultant before your child attends the first day. I have to schedule a time for our health consultant to go over your forms so you need to contact me right away so your child doesn't miss the first week of School!
- **Permission/Emergency Forms** need to be returned before your child can attend the first day. Returning families: Although we already have your form, the State of Colorado is requiring that we obtain a new one each year. I have attached a copy for you to sign and give to us before your child is left at our facility the first time.
- **Parent Handbook** – There have been several changes so all families need to read the Handbook and sign the return sheet. The calendar is also attached. We follow the Adams County Meridian Elementary School for closings.
- **Open House** - For you and your child to meet your teacher and other families before the first day of classes. Open House and the First day of School are during the week after Labor Day. Individual dates will be announced after Adams 12 School District announces their start dates.

Arrival: Students should arrive at school at 8:30 a.m. for the morning program and 12:15 for the afternoon program. The front door will be unlocked 5 minutes before the program begins and locked again 10 minutes after arrival time. You will need to bring your child into the classroom at arrival and sign in at the Parent desk in the hallway. The tuition payment box is also on that desk.

Dismissal: is at 11:15 a.m. for the morning program and 3:00 p.m. for the afternoon program. We will bring your child out to your vehicle at both times. You will receive a vehicle dismissal number at Open House. If you are a walker, please remain outside and we will bring your child to you.

Dropping your child off at school could be a new experience for both you and your child. To make the process easier, about a week before school begins start discussing with your child what the drop off routine will be. For example, "We will go to your classroom. I am going to look at one book (or project) with you and then I am going to leave. Kiss, hug, wave good-bye and leave. Tears may not happen at first but could happen a couple of days after school has started. (The honeymoon is over). Please be aware that they are safe and loved here and the crying generally stops before your reach your car. Remember, this is a new building/room, a new teacher and new routines for your child. We, as adults, have had the luxury of time to learn coping skills for all these new changes. Tears are the only coping

tool that some young children have. In short, it may be harder on you than on your children. We will call you if the crying persists.

Bathroom accidents will occur, especially the first couple of weeks. All the new toys, activities and new friends are more important than going to the bathroom. No big deal. Please NO PULL UP PANTS! We have found that they actually delay the toilet training because the children are not uncomfortable. Using the toilet is part of the “curriculum” in the 3 year old program and our potties are just the right size. We will have extra clothes at the school if we have an accident. Also, help your child be successful by wearing clothes that they can handle by themselves. Example: no belts, buttons, jeans, tights or suspenders.

We provide all snacks and school supplies. Each child will need an empty tote bag/backpack to put their papers in each day. **All blankets, stuffed animals, toys and games need to be left at home.**

Please remember to keep the teacher informed if you have given your child any medications prior to coming to school. They can alter your child’s behavior and we look to the child’s behavior as an indication if they are ill and need to be picked up.

You do not need to return any of these forms until the first day your child attends School. Do not hesitate to send an e-mail to marilynjonesco@gmail.com if you have questions. We have found e-mail to be our best form of communication so be sure that The Children’s Center is not considered SPAM on your computer. We look forward to seeing you soon.

Sincerely,

Marilyn Jones

Center Director/Owner

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