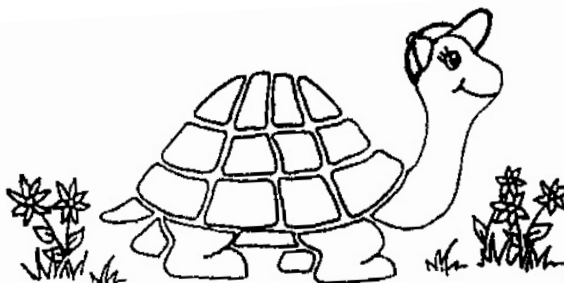


WARWICK CHILD CARE CENTER, INC.

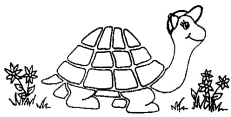


GREAT VALLEY SCHOOL DISTRICT

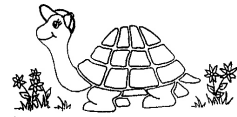
**Director of Great Valley Program
K.D. Markley & Charlestown Centers**
K.D. Markley- 4 STAR Keystone Rating
Charlestown- 4 STAR Keystone Rating
Kelli Harris
300 North Pottstown Pike, Suite 260
Exton, PA 19341
(610) 363-8184 x14
(610) 594-3856 fax
kharris@warwick1.com

**Director of Great Valley Program
General Wayne & Sugartown Centers**
General Wayne- 4 STAR Keystone Rating
Sugartown- 4 STAR Keystone Rating****
Carrie Desch
300 North Pottstown Pike, Suite 260
Exton, PA 19341
(610) 363-8184 x15
(610) 594-3856 fax
cdesch@warwick1.com

Administrator
Diana Neatrou
610-363-8184 x11
dneatrou@warwick1.com



Welcome to Warwick Child Care Center!



In partnership with Great Valley School District, Warwick Child Care is offering care to elementary children at the following times: before school, after school, delayed openings, early dismissal days and all day care for school closing dates. This service will be offered in a classroom located in each of the four elementary schools. All Warwick Child Care Centers are participating in the Keystone STARS program. This is a quality initiative program to improve the quality of child care centers in Pennsylvania. Warwick Child Care Center, Inc. is a private child care center. All questions, concerns, and suggestions should be directed to Kelli Harris or Carrie Desch, the Directors of the Great Valley Program or the administrative office. Great Valley School District should not be called with a child care question. Please address any correspondence to Warwick Child Care Center, Inc. – Great Valley Program, 300 North Pottstown Pike, Suite 260, Exton, PA 19341.

K.D. Markley Center

4 STAR Keystone Rating
354 Swedesford Road
Malvern, PA 19355
(610) 889-0689

General Wayne Center

4 STAR Keystone Rating
20 Devon Road
Malvern, PA 19355
(610) 889-0699

Charlestown Center

4 STAR Keystone Rating
2060 Charlestown Road
Malvern, PA 19355
(610) 935-8401

Sugartown Center

4 STAR Keystone Rating
611 Sugartown Road
Malvern, PA 19355
(610) 644-1640

MISSION

The mission of Warwick Child Care Center, Inc. is to provide quality child care through the implementation of the Warwick Child Care Center, Inc. philosophy and the high quality standards set by the state of Pennsylvania. High quality child care will be offered to children from infancy through elementary years by offering:

- ~Nurturing and experienced staff
- ~Small group instruction
- ~Individuality
- ~Standardized curriculum and assessment
- ~Developmentally appropriate lesson plans
- ~Partnerships with family and community resources
- ~Partnerships with the local school districts to provide a smooth transition from Preschool to Kindergarten

PHILOSOPHY

It is the philosophy of Warwick Child Care Center, Inc. that early childhood should be a time of fun, warmth, security, exploring and discovery. Warwick Child Care Center, Inc. will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children's play and small group instruction. The curriculum includes dramatic play, creative art activities, music, science activities, cooking experiences, computer instruction, block play, sand and water experiences, field trips throughout the community, daily outdoor activities, and the celebration of birthdays and holidays. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction.

REGISTRATION FEE

A **non-refundable \$50.00 enrollment fee will be charged per child** at the time of enrollment and annually thereafter unless the child attends year round, then a yearly \$25.00 annual registration fee per child is charged. If for any reason a child withdraws from the center then returns, the \$50.00 re-enrollment fee will be charged at the time of re-enrollment.

For children withdrawing at the end of the school year and returning in September: A non-refundable \$50.00 enrollment fee will be charged per child at the time of initial enrollment and annually thereafter. If more than one child is enrolled from the same family, the family maximum annual registration fee is \$100.00.

For children attending year round, including a minimum of four weeks of summer camp: A non-refundable \$50.00 enrollment fee will be charged per child at the time of initial enrollment and a \$25.00 annual registration fee will be charged per child on September 1st of each year. If more than one child is enrolled from the same family, the family maximum annual registration fee is \$50.00. The registration fee must be paid prior to the child's first day of attendance.

HOURS OF OPERATION

Before School	7:00 AM - 8:30 AM
After School	3:30 PM - 6:00 PM
Kindergarten Care	7:00 AM - 6:00 PM
Delayed Opening	7:00 AM - 10:30 AM
Delayed Opening which becomes schools closed	7:00 AM - 6:00 PM (Full Day)
Schools closed due to weather	7:00 AM - 6:00 PM
Early Dismissals	12:00 PM - 6:00 PM
Holidays listed in the school calendar	No day care services
Parent conference days	7:00 AM - 6:00 PM
Early dismissals for emergencies	7:00 AM - 8:30 AM only (Children will go home when school is dismissed.)

Warwick Child Care Center, Inc. will be open Monday through Friday. **A late fee of \$1.00 per minute per child past 6:00 PM will be charged.**

When Great Valley Schools are canceled due to inclement weather, the Warwick Child Care Center will offer a full day of child care at K.D. Markley Elementary only. Children enrolled in the General Wayne, Charlestown, or Sugartown program are welcome and encouraged to attend this center on those days. The K.D. Markley Center will be open from 7:00 AM to 6:00 PM. All four of the elementary centers will be open for any delayed openings or scheduled early dismissals incurred during the school year.

HOLIDAYS

If the holiday falls on a weekend you will be notified of the date the holiday will be observed.

Warwick Child Care Center will be **closed** on the following holidays:

September 5th, 2011	December 27th, 2011	April 6th, 2012
November 24th, 2011	January 2nd, 2012	May 28th, 2012
November 25th, 2011	January 16th, 2012	July 4th, 2012
December 26th, 2011	February 20th, 2012	

The regular tuition is charged for the above holidays for part time and full time children. Full tuition is charged for Thanksgiving week, Christmas week, and Spring Break weeks. If your child does not attend any of these weeks, a vacation week may be utilized, if available, and you will be charged 50% of your contracted tuition.

ADMISSION POLICY

Warwick Child Care Center, Inc. admits children of any race, color, religious creed, disability, gender or ethnic origin. Warwick Child Care Center, Inc. does not discriminate on the basis of race, color, religious creed, disability, gender or ethnic origin in policies or center administered programs.

Upon enrollment, parents will receive a brochure, enrollment packets, CHIP (Children's Health Insurance Program) information, CCIS (Childcare Information Services) information, and a child information sheet.

Warwick Child Care Center, Inc. reserves the right to immediately expel any child, if said child, their parent, or designated pick up person uses offensive language, is abusive or threatening, or poses a direct threat to any child, parent, or employee. This policy applies to, but is not limited to, all verbal, written, or electronic means of communication.

The confidentiality of all children and parents will be respected.

Warwick Child Care Center, Inc. discourages employees from privately baby-sitting our client's children. If a parent hires an employee for private baby-sitting, both the parent and employee will be required to sign a waiver, releasing Warwick Child Care Center from all liability.

TUITION POLICIES

Payment may be made in the form of cash, check, Discover, Visa, or Mastercard. Tuition Express, an electronic bank payment, is also available for payment. Please see the Director for additional information. Please make checks payable to: **Warwick Child Care Center**. The weekly fee may be placed in the tuition mailbox located in each classroom.

Each parent will be asked to sign a parent agreement form stating the minimum amount due each week. A new parent agreement form will need to be signed each time your child's schedule changes. You will be given the original agreement form to keep once a copy has been made for your child's file.

If your child is enrolled part time, you must have a set schedule and schedule substitutions are not permitted. If you need an additional day or hours of care, please call for space availability. An additional day of tuition will be charged.

The weekly tuition rate is standard regardless of holidays, days missed due to illness, or days missed due to inclement weather.

Each family is permitted **two vacation weeks per calendar year at one half of their regular tuition fee.** A vacation week is identified as one in which a child is still enrolled in the child care program but attends less than 50% of the contracted time. The one half fee will reserve your child's place at Warwick Child Care during this week. Full tuition will be charged for all other weeks during the calendar year. Vacation weeks at one half tuition do not apply to children enrolled in the Elementary Summer Camp Program.

Families with more than one child enrolled will receive a 10% discount on the additional children's tuition. The 10% will be applied to the lesser of the tuitions. Warwick Child Care Center operates child care centers for infants through school age children at 11 Church Road in Frazer and 40 South Village Avenue in Lionville. Families with younger children may enroll at two different sites and receive the 10% discount for the second child.

A 5% discount will be applied to any family paying one month's tuition in advance by the first day of each month. This discount does not apply to employee discounts, camp activity fees, field trip costs and transportation fees. For months with five weeks, the 5% is applied to five weeks of tuition using the last Friday as the final week in the month.

For elementary children, first through fifth grade, two tuition options are offered. When choosing the regular rate the elementary children may attend all day on vacation and early dismissal days from the public school. There will be an additional rate applied for the added attendance time.

There is also a blended tuition rate available for the elementary children. The blended rates have incorporated additional tuition fees for all early dismissals, school closings, delayed openings, and snow emergency days. However, the blended tuition rate does not apply to school closings caused by school district strikes. In the event of a district strike, parents will be notified of the maximum weekly tuition rate. During the final week of elementary school, the blended tuition rate is applied only to the days elementary school is in session. The blended tuition rate is not applicable beginning the first day of Warwick Child Care's Elementary Summer Camp Program. Parents have the option of choosing which payment plan they prefer at the time they enroll their child. Payment plan changes will not be allowed as the school year progresses. Any changes will be made at the beginning of the next school year.

Drop-in care is available for elementary children on those occasional times when care is needed for only one day at a time. Prior registration is required before drop-in care may be used. Drop-in care is based upon space available. The center must be called in advance each day care is needed.

A late fee of \$10.00 per week is charged for all tuitions past due by seven days. No child will be permitted to attend if tuition balance is twenty-one days overdue.

There will be a \$35.00 fee charged on all returned checks and all Tuition Express (elective electronic payments) returns.

Two weeks written notice is required to withdraw your child or change your child's schedule. Tuition will be charged for two weeks if written notice is not given. At the request of the parent, Warwick Child Care will transfer a copy of the child's record to another educational setting.

A tuition increase is possible each September. A timely notice will be given to parents/guardians concerning an increase in tuition.

Warwick Child Care Center, Inc. agrees to offer all employees of the Vanguard Group, Siemens, and Great Valley School District a 10% discount off the normal contracted tuition. This discount can not be combined with any other discounts and this applies to tuition only. A copy of the employee identification card must be provided to verify employment.

Every effort will be made to remain open in inclement weather; however Warwick Child Care Center, Inc. has the option of calling a delayed opening or child care center closing. In the event of inclement weather, please tune in to Channel 10 NBC or www.nbcphiladelphia.com for delays or closing announcements. No tuition refunds will be made for these occasional days.

Great Valley School District will not permit handheld electronic devices, such as Nintendo DS, Ipods, PSP's, etc. to be brought to school. Therefore, children may only bring these items to Warwick on a day when school is not in session. Cell phones are not permitted at any time. If any of these items are found, they will be taken by the teacher, placed in a locked cabinet, and returned to the parent at the end of the day.

ARRIVAL AND DISMISSAL

It is the parent's responsibility to assure your child's safe arrival and departure from the building. All parents are required to sign their child in and out daily. For safety reasons, turn your car off while escorting your child to and from the building.

In order to reduce germs and illnesses, children are asked to wash their hands when they enter the classroom each day. Parents are asked to assist their child with this process.

Please notify us with a written note if someone different will be picking up your child. Your child will not be released without notification from you. Identification will be required of any individual other than the parent picking up a child.

Please call the child care center in the morning if your child will be absent.

CURRICULUM INFORMATION

Warwick Child Care Center, Inc. implements the Creative Curriculum. The Creative Curriculum is based on the research and theories of several child psychologists. The curriculum embraces how children develop and learn through the use of goals and objectives, interest centers and small group activity. Family involvement is encouraged. The Creative Curriculum addresses the needs of all children, with a focus on social, emotional, physical and cognitive development.

Fall and spring parent/teacher conferences will be offered annually. Your child's progress, behavior, social and physical needs will be discussed. If requested during the parent/teacher conferences, parents will be referred to the appropriate social, mental health, educational and medical services. A sampling of art work and learning activities are collected in a portfolio to monitor your child's progress annually. This portfolio will be shared with parents at the parent/teacher conferences. A dry erase board in your child's classroom is used as a written means of daily communication to share specific curriculum information.

Warwick Child Care Center, Inc. utilizes a secure online assessment system for all children. This data is shared with the Office of Child Development and Early Learning in accordance with state regulations.

School age clubs will be offered twice daily for any elementary child that chooses to participate. The clubs are: art, music, fitness, literacy, and Fun Friday.

Field Trips: On days off of school, the elementary children will participate in field trips. Parents will be required to sign a permission form for each field trip. The permission form will be sent home one week in advance and must be returned prior to the day of the trip. If a field trip is scheduled and must be cancelled for any reason, the field trip may not be rescheduled. It is the parent's responsibility to have your child to the center on time for the field trip. If you arrive late, you may drive your child to the location of the trip or make alternate child care arrangements for the day. You **may not** take your child to another Warwick center due to license regulations and child/staff ratios. Children are transported in Warwick Child Care Center, Inc. passenger vans and/or mini school buses. If you do not want your child to participate in the field trip, please make alternate arrangements for child care on the day of the trip. **Each field trip may have an additional cost. Included in this cost will be a \$1.50 transportation fee.** Booster seats are provided for all elementary children under the age of eight that are transported in a Warwick Child Care Center, Inc. passenger van.

An evening parent meeting will be offered in early September to explain the policies of Warwick Child Care Center, Inc. and to assist the child with transitioning into the Kindergarten or Before and After School Programs.

Time will be available for homework assistance from 4:45-5:10 PM, after the children have had free play outside. Please let us know if you want your child to complete his/her homework daily.

Daily Outside Playtime: Please dress your child appropriately, as he/she will be outside daily unless it is raining. All children go outside for short periods of time if the temperature is 25 degrees or higher. Snow pants, hats, boots, and mittens will be needed in the winter and swimsuits, towels, and suntan lotion will be needed in the summer. Please label all clothing. Each child in attendance should be well enough to participate in regular daily activities, including outdoor play. Warwick Child Care Center, Inc. is unable to make exceptions to this policy due to upholding state regulated staff to child ratios.

Small toys are permitted from home with teacher's approval. Warwick Child Care is not responsible for items brought from home.

If your child has an IEP or IFSP, a copy is requested for your child's file so Warwick Child Care staff can provide the best possible care for your child.

Parents and school age children are asked to complete a written survey annually to assist with continuous quality improvement. Parents are encouraged to offer improvement suggestions at any time. Parents are welcome to visit at any time.

MEALS

We are a peanut-free center. Children may not bring in any items that contain any peanut products.

Great Valley School District provides a hot and cold breakfast daily for a reasonable cost per day. You have the option of providing your child with money for breakfast.

Warwick Child Care Center will provide your child with a nutritious afternoon snack. We offer an optional self-serve snack to elementary children. 100% juice is served with each snack with the exception of two afternoon snacks when water will be served. Water is available on a daily basis. Food substitutions are permitted for any snack; however, the substitute food must be a healthy food item, non-perishable, non-microwavable and peanut free. All food substitutions must be labeled and stored in your child's cubby.

Parents are required to provide a cold lunch and beverage for their child on all early dismissal and school closing dates.

Kindergarten children may purchase lunch in the school cafeteria or bring a cold lunch from home. The Kindergarten children will eat lunch in the Warwick classroom.

HEALTH

A child with the following symptoms will **not be permitted to attend** the child care center:

1. Fever – 101° or higher
2. Vomiting
3. Diarrhea
4. Pink eye or eye infection
5. Severe cough
6. On prescription medication less than 24 hours

You will be called if your child exhibits any of the above symptoms during the day. You or someone you designate is expected to come immediately. Please have a back-up person to pick up your child if you are not in a position to leave your job.

All children must have a physical form turned in within 60 days of their enrollment and a physical alternating years (at 6, 8, and 10 years of age) thereafter. Documented proof of MMR immunizations at 15 months of age is required by Chester County Health Department.

When injury occurs, our first aide certified staff will first assess the severity of the child's injury. We treat the injury immediately by keeping the child comfortable and administering proper first aide procedures. If the injury is severe, the staff will consult with the school nurse. If the school nurse is not available, staff are instructed to contact their center director for consultation and notify the school office. Parents will be notified via accident reports and a phone call. In the event that any of the above attempts are unsuccessful or for extremely severe injuries, the paramedics will be called and the child will be taken to an emergency room at the local hospital.

Warwick Child Care Center has the right to expel a child if the required physical form is not returned within the 60 days of enrollment. It is the parents' responsibility to have the child's physical form completed within the 60 days and yearly thereafter.

Warwick Child Care Center employees will not administer prescription or over the counter medications. Should your child require a prescription medication, have the pediatrician write the prescription so that the medication can be given at home. You are welcome to come to the child care at anytime to administer your own child's medications if needed. Warwick Child Care Center, Inc. will administer a nebulizer treatment and an Epi-pen with a doctor's note and the parent's daily signature on the medication consent log.

A Health and Community Services Reference Guide will be provided to parents twice annually.

Parents are required to provide medical insurance coverage for their child. Parents are required to submit all medical bills from accidents while under the care of Warwick Child Care to their own insurance company prior to submitting to Warwick Child Center, Inc.

KINDERGARTEN DAILY SCHEDULE

7:00- 8:00	Indoor Free Play
7:40- 8:00	Club Time
8:00- 8:30	Outdoor Free Play
8:15	Breakfast Option
9:00- 9:15	Optional Morning Self-Serve Snack
9:15-11:45	Circle Time Learning Activity Art Project Learning Centers Outside Free Play
11:45-12:45	Lunch/Free Play with AM/PM Kindergarten children
11:45	AM Kindergarten children arrive
12:40	PM Kindergarten children leave
12:45- 3:30	Circle Time Learning Activity Art Project Learning Centers Outside Free Play
3:38	After School Elementary children arrive
3:40 – 4:00	Optional Afternoon Self-Serve Snack
4:00 - 4:40	Outside Free Play
4:40 - 5:10	Homework Option
5:10 – 5:30	Club Time
5:30 - 6:00	Free Play

ELEMENTARY DAILY SCHEDULE

7:00 - 8:00	Indoor Free Play
7:40 – 8:00	Club Time
8:00 - 8:30	Outdoor Free Play
8:25	Breakfast Option
3:40 – 4:00	Optional Self-Serve Snack
4:00 - 4:40	Outside Free Play
4:40 - 5:10	Homework Option
5:10 – 5:30	Club Time
5:30 - 6:00	Free Play

SUMMER CAMP PROGRAM

A summer elementary program is available at the K D. Markley Center for children who will be entering first through sixth grades at the end of the summer. A Summer Camp brochure is available upon request. AM snack and PM snack will be provided. An activity fee, based on the number of weeks enrolled for, will be charged at the time of enrollment to help defray the cost of field trips, gas, and pool membership. You may contract for individual weeks of summer care or for the entire summer. You are only charged for the weeks you contract for.

Elementary Summer Schedule

- | | |
|-------------|-----------------------------------|
| 7:00 - 8:00 | Indoor Free Play |
| 8:00 - 9:00 | Outdoor Free Play |
| 9:00 - 9:15 | Optional Morning Self-Serve Snack |

The daily schedule and times are subject to change. Please check the camp information board daily.

- | | |
|---------------|--|
| 9:15 - 12:00 | Monday - Chester County Library or Field Trip |
| | Tuesday - Craft Project |
| | Wednesday - Special Activity |
| | Thursday - Field Trip |
| | Friday - Park and Picnic Lunch |
| 12:00 - 12:30 | Lunch - Parent provides |
| 12:30 - 3:30 | Swimming at Marsh Creek State Park Pool |
| 3:30 - 3:45 | Optional Afternoon Self-Serve Snack |
| 3:45 - 4:30 | Quiet Activity
(Board games, cards, drawing, painting, reading, etc.) |
| 4:10 - 4:30 | Optional Club Activity |
| 4:30 - 6:00 | Outside/Inside Free Play |