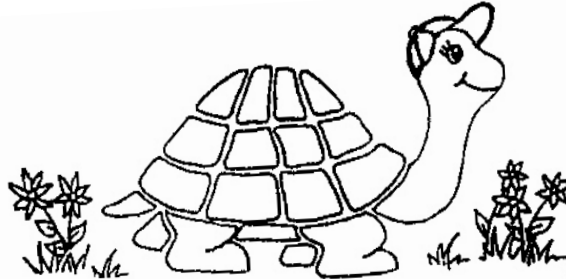


WARWICK CHILD CARE CENTER, INC.



The vision of Warwick Child Care Center, Inc. is to provide high quality child care in a safe and comfortable home like environment for children from infancy through the elementary years.

South Coventry Center

Keystone STAR 4 Center
1190 Ridge Road
Pottstown, PA 19465
Director: Tara Mathias
610-469-0148
tmathias@warwick1.com

North Coventry Center

Keystone STAR 4 Center
145 W. Urner Street
Pottstown, PA 19465
Director: Michelle Fritz
610-323-1601
mmfritz@warwick1.com

Lionville Center

Keystone STAR 4 Center
40 S. Village Ave.
Exton, PA 19341
Director: Chris Bugliani
610-363-7375
cbugliani@warwick1.com

Frazer Center

Keystone STAR 4 Center
11 Church Road
Frazer, PA 19355
Director: Ruby Alblasy
610-647-1078
ralblasy@warwick1.com

Administrator

Diana Neatrou
610-363-8184 ext. 11
dneatrou@warwick1.com

Cedarville Center

Keystone STAR 4 Center
16 E. Cedarville Road
Pottstown, PA 19465
Director: Tana Rinehart
610-326-4522
trinehart@warwick1.com

Assistant Administrator

Linda Wells
610-363-8184 ext. 12
lwells@warwick1.com

Great Valley Program

K.D. Markley and Charlestown
Keystone STAR 4 Center
300 North Pottstown Pike
Suite 260
Exton, PA 19341
Director: Kelli Harris
610-363-8184 ext 14
kharris@warwick1.com

Director of Curriculum & Staff Development

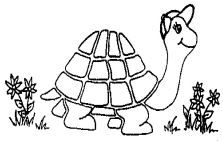
Chris Dragan
610-363-8184 ext. 13
cdragan@warwick1.com

Great Valley Program

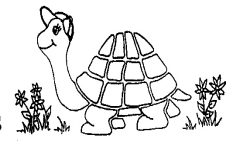
General Wayne and Sugartown
Keystone STAR 4 Center
300 North Pottstown Pike
Suite 260
Exton, PA 19341
Director: Carrie Desch
610-363-8184 ext 15
cdesch@warwick1.com

Website:

www.warwickchildcare.com



Welcome to Warwick Child Care Center!



Warwick Child Care offers five ideal locations with a variety of programs for children of all ages. 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.

South Coventry:

Infant, Toddler, Preschool, and B/A School care for the French Creek, West Vincent, and East Vincent Elementary Schools in the Owen J. Roberts School District. State licensed child care center located at 1190 Ridge Road in **South Coventry Township**.

North Coventry:

Infant, Toddler, Preschool, and B/A School care for all Elementary Schools in the Pottsgrove School District; all Elementary Schools in the Pottstown Area School District; Saint Aloysius, and West Mont Christian Academy. State licensed child care center located at 145 W. Urner Street in **North Coventry Township**.

Lionville:

Infant, Toddler, Preschool, and B/A School care for most Elementary Schools in the Downingtown School District, St. Joseph's and St. Phillip & James Schools, Exton Elementary and Mary C. Howse Elementary in the West Chester School District. State licensed child care center located at 40 South Village Avenue in **Lionville**.

Frazer:

Infant, Toddler, and Preschool care. State licensed child care center located at 11 Church Road in **Frazer**.

Cedarville:

Infant, Toddler, Preschool, and B/A School care for North Coventry Elementary and East Coventry Elementary Schools in the Owen J. Roberts School. State licensed child care center located at 16 E. Cedarville Road in **North Coventry Township**.

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.

PENNSYLVANIA PRE-K COUNTS

Pre-K Counts was developed by Governor Rendell to give access to quality preschool programs for low income or at risk children. "The purpose of Pre-K Counts is to expand the number of children who have the opportunity to experience a Pre-K program of high quality. Early education through *Pennsylvania Pre-K Counts* can open the doors of opportunity for every child to do well in school, in the workforce, and in life." Families that meet the qualifications, low income or at-risk children, can receive free child care for their three or four year old from 8:30 AM to 4:00 PM Monday through Friday. Extended aftercare is available for a nominal fee. If you are interested in more information about this program please contact your center director.

ENROLLMENT/ANNUAL FEE

A **non-refundable \$50.00 enrollment fee per child is required** prior to the first day of attendance. If more than one child is enrolled from the same family, the family maximum enrollment fee is \$100.00. A \$25.00 per child annual registration fee is charged on January 1st with the family maximum of \$50.00. If for any reason a child withdraws from the center then returns, the enrollment fee will be charged at the time of re-enrollment.

HOURS OF OPERATION

Warwick Child Care Center, Inc. will be open from 6:30 AM to 6:00 PM Monday through Friday. **A late fee of \$1.00 per minute per child past 6:00 PM will be charged.**

HOLIDAYS

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

Labor Day	Christmas	Good Friday
Thanksgiving Day	Day after Christmas	Memorial Day
Day after Thanksgiving	New Year's Day	Independence Day
Fall Staff Development Day		
Martin Luther King Day – Staff Development Day		

Each June families will be notified of the exact closing dates for the Staff Development Days, Christmas Holiday, New Year's Day and Independence Day. The regular tuition is charged for the above holidays for part time and full time children.

ADMISSION POLICY

Warwick Child Care Center, Inc. is an equal opportunity care provider.

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

Families are to update the center enrollment and agreement forms two times each year. In addition, the CACFP enrollment form will be updated annually and a new CACFP income eligibility form completed annually.

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.

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. Do not leave any child unattended in your car while you are in the child care center.

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.

Parents of Kindergarten children: It is your responsibility to notify us of any changes in the Kindergarten schedule or school closing dates pertaining to your child. Warwick Child Care Center, Inc. will provide transportation to and from Kindergarten only at the regularly scheduled school times.

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

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.**

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 not enrolled for fulltime, you must have a set schedule and schedule substitutions are not permitted. Additional days and hours of care are based upon director approval and space availability. If you need an additional day or extended hours, you will be charged the drop-in rate.

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 funded by the County Subsidized Program or 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.

A 5% discount will be applied to any family whose tuition is current and is paying for the following month in advance. Payment must be received by the first day of the month. This discount does not apply to employee discounted tuitions, camp activity fees, field trip costs, transportation fees, NSF fees, and late pick-up fees. The monthly tuition is determined by the number of Fridays in the month multiplied by the weekly tuition minus 5%.

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 infants through Kindergarten 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. The \$50.00 per child registration fee must be paid annually. Drop-in care is based upon space available. The center must be called in advance each day care is needed. Daily drop in tuition fees will be 50% of the two day rate.

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 July. 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 the Great Valley School District a 10% discount off the contracted tuition. This discount cannot be combined with the sibling discount. 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 go to Channel 10 NBC or www.nbc10.com for delays or closing announcements. No tuition refunds will be made for these occasional days.

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.

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.

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.

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

Please, check your child's mailbox daily. Your child's projects are important to him/her and they want to share them with you. Memos and notes to the parent are put in the child's mailbox for convenience. The dry erase board in your child's classroom is used as a written means of daily communication to share specific curriculum information.

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.

Field Trips: Preschool children participate in monthly field trips. When possible and practical, this will occur on a monthly basis. If a field trip is scheduled and cancelled for any reason, the field trip will not be rescheduled. Parents will be required to sign a permission form for each field trip. 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.

Transitions: Parents will be given written notice when your child will be transitioning to the next class. Children will be transitioned to the next class in September and June of each year, in accordance with the public school district policy.

Daily Outside Playtime: Please dress your child/infant appropriately, as he/she will be outside daily unless it is raining. All children, including infants, 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. Your child must be well enough to take part in all daily indoor/outdoor activities. 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 obtaining state regulated staff to child ratios.

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.

INFANTS AND TODDLERS

Parents must supply all disposable diapers or pull-ups for their children at all times. A \$1.00 charge per diaper will be added to your weekly tuition for each time your child is out of diapers and must purchase one from Warwick Child Care Center, Inc. Wet wipes and Desitin will be provided.

Please label all bottles, diaper bags and jackets with your child's name. Please supply a complete change of clothing for your child.

Parents will receive a daily infant/toddler gram with written information describing your child's day.

Warwick Child Care Center will provide Similac Powder Formula, Infant cereal, and Stages 1 and 2 Fruits, Vegetables and Meats to any family who elects this option. Parents have the option of supplying their own infant food.

Excessive Biting: A parent/guardian may be asked to remove a child from a Warwick Child Care Center due to excessive biting until a solution can be agreed upon by the care giver and parent/guardian.

MEALS

Breakfast will be served daily at 7:00 AM and a monthly breakfast menu is posted in the kitchen. Breakfast will not be served after 7:20 AM, unless an emergency situation. All employees are in their classrooms by 7:30 AM; therefore, there is no one in the kitchen to supervise children eating at that time.

A morning snack, a nutritious lunch and an afternoon snack are provided daily. These are included in the weekly tuition fee. A variety of hot lunches and cold lunches will be served during the month. Whole milk is served with lunch to children under the age of two and 2% milk is served with lunch to the older children. Effective, September 2011 1% milk will be served for the older children. 100% juice, milk or water is served with each snack and will be noted on the menu. Water is available on a daily basis. We offer an optional self-serve snack to Elementary children. Food substitutions are permitted for any snack or lunch; however, the substitute food must be a healthy food item that is nutritional, nonperishable, non-microwavable, peanut free and meets all the required food groups. All food substitutions must be labeled and stored in your child's cubby.

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 yearly physical thereafter. Children from the age of 6 weeks through 18 months are required to have a physical form submitted each time they receive immunizations. Documented proof of MMR immunizations at 15 months of age is required by Chester County Health Department.

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 center at anytime to administer your own child's medications if needed. Warwick Child Care Center, Inc. will administer a nebulizer treatment and an epipen 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.

ADDITIONAL INFORMATION

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. All parents and employees are required to sign a waiver, releasing Warwick Child Care Center from all liability.

Please refrain from asking Warwick Child Care Center, Inc. employees to "friend" you on social networking sites. Employees are not permitted to post comments on social networking sites in reference to Warwick Child Care Center.

Parents are asked to provide a small blanket for each child to use at nap time. A small pillow may be used if it has a washable pillow case. Your child's blanket and pillow must fit into a space provided for storage. It is important to **label** all blankets and pillows. The blankets will be sent home weekly for laundering. The child care center will provide a mat or crib for each child.

Toys are not allowed from home. One small stuffed animal or doll may be brought for nap time. Also, children are not permitted to wear beaded jewelry to the child care center. This is for your child's safety as items may be harmful if broken into small pieces. Warwick Child Care is not responsible for items brought from home.

TODDLER DAILY SCHEDULE

6:30 - 8:30	Indoor Free Play
8:30 - 9:00	Outdoor Free Play
7:15	Breakfast Option
9:00 - 9:15	Snack
9:15 - 9:35	Morning Circle: (singing, finger plays, stories, nursery rhymes, puppets)
9:35 - 9:55	Learning Activities: (weekly themes)
9:55 - 10:05	Gross Motor Skills
10:05 - 10:30	Art Project: (painting, coloring, markers, pasting, playdough)
10:30 - 11:30	Outside Physical Activities: (riding toys, sandbox, sliding board)
11:30 - 11:50	Lunch
11:50 - 12:15	Learning Centers: (alphabet, numbers, colors recognition, shapes) Fine Motor Skills: (blocks, puzzles, stringing beads, shape sorting, matching)
12:15 - 12:30	Stories
12:30 - 2:45	Nap time
2:45 - 3:15	Fold mats, blankets, put shoes on
3:15 - 3:30	Snack
3:30 - 6:00	Indoor/Outdoor Free Play

PRESCHOOL DAILY SCHEDULE

6:30 - 8:30	Indoor Free Play
8:30 - 9:00	Outdoor Free Play
7:15	Breakfast Option
9:00 - 9:15	Snack
9:15 - 9:35	Morning Circle: (singing, finger plays, stories, nursery rhymes, puppets)
9:35 - 10:30	Learning activities: (reading readiness, letter formation and sounds, counting and number recognition, sequencing, shapes, and colors) Art Project: (cutting, pasting, drawing, painting, playdough)
10:30 - 11:30	Outside Physical Activities: (riding toys, sandbox, swing set, games)
11:30 AM	Kindergarten children return
11:30 - 11:50	Lunch
11:50 - 12:15	Learning Centers
12:10 PM	Kindergarten children leave
12:15 - 12:30	Stories
12:45 - 2:45	Nap time
2:45 - 3:15	Fold mats, put shoes on
3:15 - 3:30	Snack
3:30 - 6:00	Indoor/ Outdoor Free Play

ELEMENTARY DAILY SCHEDULE

6:30 - 8:00	Indoor Free Play
7:15	Breakfast Option
7:25 - 7:45	Club Time
7:45 - 8:15	Outdoor Free Play
3:30 - 4:30	Indoor Free Play/ Homework Option
3:30 - 4:00	Optional Self-Serve Snack
4:00 - 4:20	Club Time
4:30 - 6:00	Outdoor Free Play

SUMMER CAMP PROGRAM

A summer day-camp program is available for elementary school children who will be entering first through sixth grade 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

6:30 - 8:00	Indoor Free Play
7:15	Breakfast Option
7:40 - 8:00	Club Time
8:00 - 8:30	Outdoor Free Play
8:30 - 9:00	Indoor Free Play
9:00 - 9:15	Morning 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 French Creek State Park Pool (Pottstown Centers) Marsh Creek State Park Pool (Lionville and Great Valley Centers)
3:30 - 3:45	Snack
3:45 - 4:30	Quiet Activity (Board games, cards, drawing, painting, reading, etc.)
4:30 - 6:00	Outside Freeplay