



17671 Glacier Way
Lakeville, MN 55044

(952)891-5437



www.foursquarechildcare.com

PARENT HANDBOOK




The following is a list of rules and regulations governing our Child Care Agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to us before we will assume the responsibility for your child. NO EXCEPTIONS. Please inform us immediately of any changes. Below you will find the list of forms that you need to complete and return to Four Square before or on your child's first day.

-  Enrollment Agreement
-  Form E-100 - Emergency Contact Information
-  Form H-300 - Health Care Summary
-  Form H-500 - Immunization Record

If Applicable:

-  Form A-500- Emergency Care Plan for Child with Severe Allergies (necessary if your child has allergies)
-  Form A-600 - Asthma/RAD Individual Child Care Plan (necessary if your child has asthma)
-  Forms M-200 and M-300 - (if necessary for non-prescription and prescription medications)




DAYS AND HOURS OF OPERATION

Four Square is open Monday – Friday, from 6:30am-6pm and provides care for children a maximum of 10.5 hours per day after which late fee apply. Late drop-off does not constitute late pick-up. All children enrolled after September 2016 requiring care an excess of 10.5 hours per day will be charged an Overtime Rate of an additional \$5.00 each day exceeding 10.5 hours, \$10 for infants. These days must be set and scheduled for the year otherwise late fees will apply, refer to Fees and Charges for rate.

PROGRAMS OFFERED

Each program is designed around the specific age group and includes many learning opportunities. The classrooms are set up in a “home-like” environment with age appropriate toys and furniture. Four Square recognizes the importance of creating an environment which allows the children to safely explore, creating confidence and a healthy sense of self. Establishing trust supports children's curiosity and exploration. We work hard to build trust with each individual child starting with building a solid beginning for our infants. “A safe child is an empowered child”.

We promote children's sense of self by:

-  Developing a positive and supportive relationship with every child;
-  Helping children learn about themselves and others; and
-  Providing opportunities for children to feel successful and competent.

SCHOOL AGERS




Team work, creativity, fellowship, sportsmanship and developing an understanding of Christian values are promoted in our school age program. Children will take part in teacher lead activities, as well as opportunities to interact with other children during free play.

We will provide full day care for children out of school for the summer, filling their weeks with many fun activities. Each child will take part in the Summer Bridge Program, reviewing skills they mastered during the

school year, previewing the skills he or she will learn in the fall and preventing summer learning loss; school stops for the summer, learning never should! Our goal is to support your child’s education and educationally stimulate each child by focusing on reading, writing, mathematics, scientific discovery, social and emotional development, technology and creative projects. Our summer program will include water play, ALL sports, arts and crafts, movies, bowling, library events, exciting trips, and special events.

In addition to offering summer care, Four Square also offers before and after school care plus care on days that schools are closed. We provide childcare, meals and activities for children during the school year. Four Square will provide convenient transportation to elementary schools in the area as long as it fits into Four Squares bus route for the current school year.

BEFORE AND AFTER SCHOOL CARE AND SUMMER TUITION: KINDERGARTEN - 5TH GRADE

-  Before School Care: \$13.50 per day
-  After School Care: \$13.50 per day
-  School Closings and Summer: \$44 per day for full time students

INFANT - PRESCHOOL CARE: ADD AN ADDITIONAL \$5 FOR EACH DAY EXCEEDING 10.5 HOURS, \$10 FOR INFANTS

**INFANT CARE
6 WEEKS - 18 MONTHS**

NUMBER OF DAYS PER WEEK	TUITION PER WEEK	
5	\$285	Our infant program focuses on the healthy development of each individual infant’s motor, language and social skills. We use American Sign Language to improve the way we interact with infants. The age-appropriate loving and nurturing environment, will give all infants the freedom to safely explore, learn and grow.
4	\$260	
3	\$221	
2	\$170	
1	\$100	

**TODDLER CARE
16 MONTHS - 36 MONTHS
AFTER 31 MONTHS CHILDREN MAY TRANSITION TO THE PRESCHOOL PROGRAM IF POTTY TRAINED AND EMOTIONALLY READY; HOWEVER, TODDLER RATES APPLY UNTIL 36 MONTHS.**

NUMBER OF DAYS PER WEEK	TUITION PER WEEK	
5	\$245	Our toddler program offers a loving environment full of different learning centers with a comforting routine. A curriculum that provides music, language, art, cognitive, social and sensory experiences, in addition to developing gross and fine motor skills. Toddlers are encouraged to make choices and develop self-help skills to build confidence and independence.
4	\$228	
3	\$200	
2	\$160	
1	\$95	

**PRESCHOOL CARE
31 MONTHS - 5 YEARS
MUST BE POTTY TRAINED**

NUMBER OF DAYS PER WEEK	TUITION PER WEEK	
5	\$235	Our preschool program has been designed to enhance the social, emotional, physical and cognitive development of each child using a structured curriculum. The children will have a wide range of hands on projects allowing each child to experiment and explore their surroundings. Each day children will partake in teacher led activities, as well as interact with one another in the many learning centers. The goal for your child during preschool years is to gain confidence, a positive sense of self and the academics necessary to enter kindergarten.
4	\$220	
3	\$185	
2	\$150	
1	\$90	

TUITION POLICIES

All families must have an Automatic Payment Form completed and on file. Tuition is due Monday for the current week of care. For last minute drop-ins, your account will be charged the additional fees the following week if payments for the current week have already been processed. If you are unable to provide the required information; other payment arrangements must be made with the director prior to the beginning of the program. *Daycare fees will automatically increase each year for cost of living. The new rates will be effective each September.*

Four Square budgets on scheduled enrollment, therefore will not issue a refund on tuition if your child is absent. If your child is enrolled on a part-time schedule and their normal day of attendance should fall on a legal holiday, regular payment is still required. If a holiday falls on a Saturday, Four Square will be closed the preceding Friday. For holidays that fall on Sunday, Four Square will be closed the following Monday. Four Square observes holiday hours, open 8-5 one week per year for Christmas. Exact dates will be posted yearly in the Fall Newsletter. The following are paid holidays:

Four Square Holidays:

- 1) New Year's Day
- 2) Memorial Day
- 3) July 4th
- 4) Labor Day
- 5) Thanksgiving
- 6) Friday after Thanksgiving
- 7) Christmas Eve
- 8) Christmas

Four Square Staff Development Days:

- 1) Good Friday
- 2) Provider's Appreciation Day (Friday before Mother's Day)
- 3) Columbus Day

If Four Square fails to receive your tuition payment for two consecutive weeks, your child's enrollment will be immediately terminated and Four Square will pursue collection remedies for any and all unpaid tuition, associated costs, disbursements and attorney fees. In order to provide the greatest care for children and staff, we must budget for everyday costs.

FEES AND CHARGES

- 1) Registration Fee: Four Square has a one-time non-refundable registration fee of \$55 *per family*.
- 2) Deposit: Before your child is admitted into Four Square, or to hold a future spot, a deposit must be paid. This deposit is equal to one week of child care and will be credited to your last week's tuition when you decide to depart from Four Square. The deposit will not be returned if a two week written notice is not given or if your child never attended Four Square.
- 3) Late Pick-Up Fee: Late fees apply to all children remaining after 6pm or after 10.5 hours and to sick children 1 hour after parents have been called. The Late Fee is a charge of \$15.00 per child for the first 10 minutes and a \$1 per minute thereafter, unless it is prearranged. When prearranged the fee will be \$5.00 for the first 10 minutes and a \$1 per minute thereafter. This fee covers Four Square's costs for providing care after 6pm and the additional staff needed when children are sick and isolated from the group or here extended hours.
- 4) Late Payment Fee: For each day tuition is late your child's account will be charged \$10, *unless prior arrangements have been made with the director*.
- 5) Key Cards: Each family will receive two key cards upon enrollment. A fee of \$10 will be charged for each additional or lost card.
- 6) Holding Fee & Deposit: We require an additional two-week deposit if you wish for us to hold your spot. A holding fee, equivalent to ¼ of the regular tuition will be applied each week you are away. The deposit will be credited to your account on the 5th week upon your return. We reserve the right to refuse to hold a spot.

HEALTH POLICIES

The health and well-being of all children here is the utmost importance to us. It is for the protection of the children that we must insist on a strict adherence to the Health Policy. Please read it carefully. If you have any questions or doubts regarding the statements it contains please discuss it with us now. Even with all precautions, children do get sick. Due to our concern for all of the children enrolled in our child care, there are certain guidelines that we require all our families to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to Four Square. This is to ensure that a child does not return to Four Square when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. We require that ALL children who are on any type of medication do not attend childcare until a FULL 24 hours has passed, after the first dose was administered.

If your child becomes ill while at daycare he or she will be isolated from the other children and parents will be called. If we are unable to contact a parent, we will call the designated emergency contact person. The child will be unable to remain in our care if ill and we will expect them to be picked up within the hour after which the late fee applies.

If your child is unable to go outside or participate in daily activities, please inform us. Prolonged requests for special may result in a request to keep the child home until they are able to participate in normal activities.

Should your child require a modified diet due to recovery from an illness or injury, please inform us. You may be requested to supply the necessary food required.

There are a number of immunizations required by law before your child may attend child care. Upon application for enrollment you will be asked to provide an immunization record. Please make sure your child is up to date on immunizations and please continue to supply us with updated records.

There are illnesses that by law exclude children from attending child care. Those illnesses include but are not limited to:

 Contagious
Conjunctivitis
 Infectious
Diarrhea
 Impetigo

 Chicken Pox
 Hepatitis A
 Scarlet Fever
 Scabies
 Lice

 Ringworm
 Strep Throat
 A Reportable
Illness

CHILDREN ARE ALSO REQUIRED BY LAW TO BE KEPT HOME IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS:
Drainage from eyes, respiratory distress, unexplained lethargy, as well as:

Fever

A temperature of 100 degrees or higher is considered a fever. In the event of this type of temperature, the child should not come to daycare until the temperature has been down for 24 hours *without* the aid of a fever reducing medicine such as Tylenol. If a child wakes up with a temperature and you administer a fever reducer, this generally only will last for a few hours. In the meantime, the other children have been exposed to an undiagnosed illness. You will have to come pick up your child and they will not be able to come the next day.

Vomiting or Upset Stomach

If your child vomits while at daycare, you will be expected to come immediately to remove your child from daycare. If you are unable to come as soon as you are called, please arrange for someone else to pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

Undiagnosed Rash







A child with an undiagnosed rash or a rash attributable to a contagious illness may not attend daycare. In order to return with the rash, a doctor's note will be required.

Diarrhea

If a child is acting normal but has two or more diarrhea episodes in one day; or if a child has a single *uncontained* diarrhea, the child will be cleaned up and changed. Parents will be called to pick up the child within the hour. All clothing will be sent home double wrapped in a plastic bag. Infants and toddlers with diarrhea due to teething must have a doctor's written note upon entering care again, unless diarrhea is uncontained.

Please note, if your child is sent home with the above symptoms, they cannot return for 24 hours after the symptom(s) break.

Some of the features that help insure your child's health are:

-  Four Square's health policy is strictly adhered to.
-  Current immunizations are required.
-  Good hygiene is stressed at all times.
-  Every attempt is made to keep toys and play area sanitized.
-  Food preparation is done in a safe and hygienic manner, in accordance to the Department of Health.
-  Hand washing is done before eating and after diapering, use of toilet, outside play, messy craft projects plus multiple other times throughout the day.

MEDICATIONS

If your child is on a prescription medication and it must be administered while at Four Square, the medicine must be in its original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. We will provide a form for you to sign giving us permission to administer the medication to your child. Medication will be given at the time or with the meal you specify and a written record is kept. Children requiring long-term medication use must have appropriate corresponding health care plans. i.e.: asthma, seizures, severe allergies, etc. These must be updated every six months.

Some non-prescription topical medications may be administered with a parental verbal and written permission. These will be administered per the manufacturers instruction unless there are written instructions provided by the dentist or doctor. Medications are not given after the expiration date on label.

ABSENTEEISM AND ILLNESS

If your child is ill or for any other reason will not be attending, please call us in the morning by 10am to let us know. We greatly appreciate this courtesy. If you are having someone else pick up your child, please let us know in advance. We will need to know the name of the person and please inform them, we will be asking for identification and your family's confidential password for first time pick-ups. We will not let a child leave without the parent's permission.

PERSONAL POSSESSIONS




Please label your child's possessions with their first and last name or initials.



Comfort Items: Teachers spend valuable time resolving conflicts that arise from children bringing toys from home. We ask that you limit what each child brings to Four Square to one or two "comfort items" i.e. a blanket or a stuffed animal, *not toys*. It is necessary to label these one or two possessions with your child's first and last name. It is our intention to provide a high quality, safe and nurturing environment, supplied with a variety of developmentally appropriate materials. We incorporate our supplies into a flexible yet predictable schedule. As always, please let Mr. Phil or Miss Amy know if any concerns arise from this guideline and we will be happy to work out different arrangements to meet your family's needs.

It is also necessary to label any food brought from home with the child's full first and last name. Please ensure they are store bought and unopened.

DISCIPLINE

By using love and respect, while setting reasonable limits, we help the children develop self-control, make decisions that are socially responsive and express their feelings in acceptable ways. The following methods of discipline will be used at Four Square:




-  Encourage children to solve the problem themselves
-  Intervention and discussion
-  Re-direction to another play area





-  Loss of privileges
-  Time-Out

Time-outs are used as the last form of discipline unless the child just needs some quiet self-time for settling down. If we feel that there is a chronic behavioral issue that needs attention we will work together as a team, to insure we are handling it in the same manner. In doing so, the child then has continuity in their discipline toward the unfavorable behavior.

DAYCARE EXPECTATIONS

Please go over this section with your child so they will also know what is expected of them at daycare. We will expect all children (age is taken into consideration) to know the rules. We assume these are quite similar to the rules you have in your own home. We do not intend to sound as we do not allow the children to play and enjoy themselves; however, we feel it is important with the number of children in daycare, to follow these rules to insure safety.

-  No hitting, biting, pushing, kicking, wrestling, etc.
-  No throwing or intentionally breaking anything.
-  No running, jumping or climbing inside the classroom.

-  No opening of interior or exterior doors. Parents and Teachers only!
-  No leaving the center or fenced in play area.
-  No name calling or teasing. Everyone is treated with respect.
-  No picking up of babies or toddlers.

SOME TIMES AT PICK UP TIME THE CHILDREN MAY GET ROWDY BECAUSE SOMEONE ELSE IS HERE. YOUR CHILD HAS LISTENED TO OUR RULES ALL DAY. PLEASE SHOW YOUR CHILDREN THAT YOU RESPECT US AND OUR RULES BY REMINDING THEM AND ENFORCING THEM WHILE YOU ARE HERE. CHILDREN MUST BE SUPERVISED AT ALL TIMES! CHILDREN CANNOT LEAVE THE CLASSROOM WITHOUT A PARENT.

OUTDOOR ACTIVITIES/LARGE MOTOR

During the summer a lot of our day is spent outside. All parents are asked to donate one bottle of sunscreen for your child to use. We will apply it each time we go outside.

During the winter months, we continue to go outside daily unless it is below zero. Please be sure your child has the proper clothing to allow them to play comfortably and stay warm. If they are not prepared, they will be unable to go outside and will miss valuable large motor time.

On days we are unable to go outside due to the weather, we will have access to the Great Room and Lobby for large motor activities.

PROPER ATTIRE

Childs play is messy work. Your child will be painting, playing in the grass, coloring with chalk and other various activities. Please do not expect us to keep your child's clothes clean and free of stains. The kids will participate in all activities regardless of their dress.

Please be certain that boots slip off easy, zippers zip, etc. as the malfunction of these things hinder and frustrate the child when learning to dress him or herself.

MEALS

To meet the needs of your child, we serve balanced meals and snacks that comply with USDA requirements. Please have your child here by 8:15am if you wish for us to serve them breakfast. If your child arrives after that time we will have expected them to have eaten at home. Lunch is served around 12:00. We have a morning water break and will sometimes give the kids a small snack to go with it. We believe meal time should be a pleasant time; therefore, children are given all the food groups but not forced to eat it. Children who choose not to eat will not be able to eat until the next meal or snack time. All meals are prepared on site with the occasional exception of meals brought in from Little Caesars and McDonalds.

INFANT MEALS

We will provide jarred fruits, vegetables and iron fortified infant oatmeal for all infants. We will supply this up until the day they turn one. At that time, they will switch over to the non-infant menu. If you wish to continue baby food or cereal, you will need to supply it.

Each infant will decide when he or she has had enough to drink and will never be force fed. We acknowledge each infant as an individual with likes and dislikes. Parents are requested to provide written dietary instructions and feeding which will be posted in the feeding area. Each parent will be informed on how much their child has eaten each day on Brightwheel.

DIAPERING

The diapering surface is approved by our health consultant, is waterproof and free of cracks. After each use, the changing area is cleaned and disinfected. Hands of the child and care giver will be washed thoroughly. Diapers are changed as needed and are checked often. Creams and ointments are not routinely used. On occasion, when these products are used it will be discussed with the parents. Four Square provides wipes. Diapers and creams will need to be brought from home.

TOILET TRAINING

Toilet training should be a fun and exciting time for both child and parents. Some readiness signs to look for are: (1) Language skills, the ability to say “potty” or some other term which indicates that your child needs to use the bathroom. (2) An interest in staying dry or clean. (3) Staying dry during nap time.

It is not a good idea to dress your child in overalls, pants with difficult fasteners or onesies, this will be frustrating for your child. Your child’s readiness is something we will discuss to insure consistency between your home and Four Square. This is a special time for your child, a sign that they are growing up. Toilet training should be a good experience; a punishment for accidents is very inappropriate. Please request a copy of our Potty Training Policy for more information.

BIRTHDAYS




Each child’s birthday is their special day. We will celebrate everyone’s birthday. We will buy the child a gift that is from all of us. It will be the parent’s responsibilities to provide cake or treats, if desired. Please insure the item is nut free and store bought. We are unable to serve homemade items.

ALLERGIES

Due to the high number of children with severe allergies to nuts, Four Square is a nut free center.

NAPTIME

All children under school age are to lie down for a rest period in the afternoon. Even older children benefit from a period of “quiet time”. Please send along a blanket to keep at daycare and any special items such as a stuffed animal your child likes to sleep with. Infants will be placed on their back in a crib; preschool and toddler children will lie on cots. If your child no longer needs a nap, quiet activities will be provided.

-  Infants: Naptime is determined by each individual infant. The multiple naps throughout the day will progress down to two naps a day.
-  Toddler: One afternoon nap after lunch.
-  Preschool: One afternoon nap/rest time after lunch. All preschool children entering kindergarten the following year will partake in a learning experience geared towards kindergarten readiness, after a brief rest period.

EMERGENCY AND ACCIDENTS

Proper supervision of the children by the staff is vital to accident prevention. Four Square’s indoor and outdoor environment will be free of hazards. We will inspect indoor and outdoor areas daily for any potential hazards, documenting in a checklist. Four Square complies with all state licensing requirements.

In the case of an injury to your child, necessary first aid will be administered and documented by a staff member with the required first aid and CPR training. If necessary, the Lakeville Paramedic will be called and your child will be transported to the hospital. **YOU WILL BE NOTIFIED AS SOON AS POSSIBLE.**

AMBULANCE

If there is medical need for your child to be transported in an ambulance, the cost will be covered by the parents or guardians.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held monthly to familiarize children with the proper procedure in case of an emergency. A fire extinguisher is kept in the nursery and kitchen. Staff is trained on the use and is aware of the locations of the fire extinguishers.

In case of severe weather, the children and staff will go into the bathroom where there are no windows. The emergency card file, a battery operated radio, a battery operated flashlight and a cell phone will be taken along. We will remain there until the all clear is given.

MINNESOTA WEATHER/MINNESOTA WISE

We are all aware of how Minnesota winter can be and understand that the weather and driving conditions can cause late pick-ups. This is sometimes unavoidable; however, please try your best to avoid late pick-ups. In the event of a late pick up, please call the center so we can make the proper arrangements. Four Square will close if Farmington or Lakeville school districts are closed due to inclement weather with the exception of subzero temperatures, unless it is declared a state-wide emergency.

FIELD TRIPS

Written permission will be obtained from each child's parent before taking children on field trips. In addition, parents will fully understand the purpose and destination of each field trip. Staff will take emergency phone numbers for each child as well as a first aid kit and any necessary medications.

LICENSING - DEPARTMENT OF HUMAN SERVICES (DHS): (651)432-6500

Four Square is licensed by the State of Minnesota, Human Services Department. We operate our childcare center in compliance with the provisions of Minnesota Statutes, chapter 245A and Minnesota Rules, parts 9503.0005 to 9503.0170. These statutes require that Four Square maintains certain records, pass a yearly-unscheduled inspection, meet fire and other safety codes and requires all staff further their education and training in the child care field on an on-going basis. You may be asked, on occasion, to provide information about us and our child care center to the licensing agency. We are licensed to provide care for children ages 6 weeks old through 12 years. Our license is posted in the front entry way of Four Square.

RESEARCH AND PUBLIC RELATIONS PERMISSION

Four Square will obtain written permission from each parent before a child is involved in experimental research or public relations activity.

PARENT/CAREGIVER COMMUNICATION

Four Square will maintain an open stream of communication regarding each child and issues surrounding their care by means of daily discussion, electronic daily notes, as well as quarterly parent newsletters. Teachers communicate efficiently with parents sharing information about their child's experiences and development, in addition to goals for their child.

Conferences will be scheduled once a year. Should you desire to have an additional conference, you may request one at any time. Teachers will keep a written assessment of each child's intellectual, physical, social, and emotional development, which will be discussed during the conferences.

As a child care center we are required under the federal IDEA special education law, to refer any child in our program who has been identified as having developmental concerns or risk factors. We must make our referral within seven days, after risk factors or concerns have been identified. While this is a mandate, we will communicate any concerns with you prior to making our referral and will include you during the process.

Each year Four Square will have an optional confidential survey, giving all families the opportunity to review our child care program plan.

Four Square has an OPEN DOOR policy. Parents of children enrolled in our program are welcome to visit the center any time during hours of operation. Parent involvement is encouraged. As your partner in caring for your child, our interactions with you, as the parent are as important as our interactions with your child.

TRIAL PERIOD AND WITHDRAWAL









A two-week trial period will be given, upon enrollment, to determine the suitability of the arrangements. If at any time during the two weeks you feel the arrangement has not proven workable, you will be given two weeks to find alternative care. Four Square will also have the right to terminate, with the same notice, if we feel it is not working out or is affecting the care that we are giving the other children. We do require a two week written notice if you intend to withdraw your child from Four Square at any point in time. This two-week notice is paid, whether or not the child is brought to daycare. Four Square may terminate this contract without giving any notice if you do not make payments when due.

When notice for termination has been given (by either party) you will be provided with a statement showing the amount due to Four Square. This will be due on or before your child's last day.

CHANGES IN CONTRACT

This contract may be changed at any time by giving all parents a four week notice in writing of the change prior to the change being effective.

MISCELLANEOUS

-  Please send along extra clothes to keep here in case your child's clothes get soiled.
-  Please share information that will help us better care for your child. For example: Child complaining of tummy ache, throwing up over weekend.
-  Four Square is a smoke free center.
-  Insurance for Four Square is provided through Selective Insurance of America.
-  Parents may review program plan upon request.
-  Four Square has no pets. Parents will be informed before pets are brought into the building for special occasions.
-  AS CHILD CARE PROVIDERS, WE ARE MANDATED TO REPORT ANY SUSPECTED CASES OF CHILD NEGLECT OR ABUSE TO THE DEPARTMENT OF HUMAN SERVICES.
-  We require everyone to have a set schedule. If you need to make changes to your schedule, we require a two week written notice. We will make every attempt to accommodate desired schedules. Due to room ratios/capacity there may be a delay in acquiring your desired schedule change.

Four Square's goal is to create and maintain a safe and happy environment for each child that will stimulate their physical, intellectual, social and emotional growth at their own pace. We offer loving care that focuses on each child as a unique and wonderful individual and in doing so, builds self-esteem and respect for others.

Happy, healthy kids are the result of good nutrition, a sanitary environment, and proper hygiene. Four Square maintains an environment that promotes wellness and minimizes illnesses.

"A SAFE CHILD IS AN EMPOWERED CHILD!"



FOUR SQUARE
Preschool and Daycare
Learning Every Day, Loving Every Minute

17671 Glacier Way
Lakeville, MN 55044
(952) 891-5437

www.foursquarechildcare.com

Phil and Amy Shaver
Phil (651) 210-4099
Amy (651) 894-2756

phil@foursquarechildcare.com
amy@foursquarechildcare.com

courtney@foursquarechildcare.com

PARENT HANDBOOK ACKNOWLEDGEMENT

The purpose of our handbook is to outline Four Square Preschool and Daycare policies and procedures and to provide important information regarding our child care program. We make every effort to work closely with parents in a partnership that will facilitate a child's growth and development. Communication between parents, teachers and the director is a vital part of our program. Please be sure to read the Parent Handbook in its entirety so that you are familiar with and have a clear understanding of Four Square policies and procedures.

Your signature indicates you have read the parent handbook in its entirety, understand and will adhere to the Four Square policies and procedures as outlined.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO CONTACT THE DIRECTOR SHOULD I HAVE QUESTIONS OR NEED CLARIFICATION REGARDING ANY POLICIES, PRACTICES AND PROCEDURES CONTAINED IN THE PARENT HANDBOOK; I AGREE TO ABIDE BY THE POLICES AND PROCEDURES OUTLINED AND UNDERSTAND I WILL BE NOTIFIED OF ANY CHANGES IN POLICIES AND/OR PROCEDURES, AS THEY ARE SUBJECT TO CHANGE.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date