



Child Development Center After School Program

PARENT HANDBOOK

Ministry of Woodlawn United Methodist Church
219 North Alf Coleman Road
Panama City Beach, Florida
<http://woodlawnpcb.org>

850-234-3196 Ext. 306

PHILOSOPHY AND GOALS

Woodlawn CDC, After School Program operates as a non-profit organization. The program is self-supporting and located at 219 North Alf Coleman Road Panama City Beach, Florida. Our purpose is to provide safe, enjoyable, and affordable out-of-school experiences for children enrolled in elementary school located in Panama City Beach area who would otherwise be home alone afterschool.

Our goals are:

- To provided a flexible, developmentally-appropriate play and success-oriented curriculum which complements the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- To provide a warm, secure environment designed to encourage decision-making, problem-solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- To provide a competent, caring and professional staff who understand and meet the needs of the children in group child care.
- To provide frequent and open communication with parents that provides support and encourages involvement.

Woodlawn CDC, After School Program is a ministry of Woodlawn United Methodist Church.

LICENSE TO OPERATE

Woodlawn CDC, After School Program is a license exempt program under Section 402.316.Florida Statutes, Religious Exempt Child Care Facilities.

- We are an integral part of Woodlawn CDC, conducting regularly scheduled classes, courses of study or educational programs.
- We are members of Association of Christian Schools International (ACSI) and The National Association for the Education of Young Children (NAEYC), which is dedicated to improving the well-being of all young children, with particular focus on the quality of educational and developmental services for all children from birth through age 12.
- We meet background screening required in ss. 402.305.402.3055, and 435.04, Florida Statutes.

WOODLAWN CHILD DEVELOPMENT ADVISORY BOARD

Woodlawn CDC, After School Program is part of Woodlawn United Methodist Church and is governed by a board composed of professionals from within our church and parents of enrolled children.

Your input into the decision-making process is greatly appreciated. Any time you have a suggestion or concern, please talk with director.

Woodlawn CDC Advisory Board:

List of Advisory board will be provided for you by the Director on demand.

DAYS/HOURS OF OPERATION

The Woodlawn CDC, After School Program is held in the Activity building and selected classrooms in educational wing from the end of their school day until 5:30pm.

Woodlawn CDC, After School Program follows the Bay County School calendar and operates on days when school is in session. The program begins on the first day of school and ends on the last day of school. Please refer to the school calendar for specific dates.

SCHEDULED EARLY RELEASE DAYS: Woodlawn CDC, After School Program will be in session for all scheduled early release days.

- **EMERGENCY DELAYS, DISMISSALS & CLOSINGS:** Schools are sometimes closed for emergency conditions such as snow, hurricanes, facility problems, etc. In these situations:
 - If Bay Co. Schools are closed for the day, Woodlawn CDC, After School Program is closed.
- Parent must make alternate arrangements for days when Woodlawn CDC, After School Program is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellation, delays, and early dismissal information.
- **HOLIDAY CARE (7:00am – 5:30pm)**
 - PLEASE SEE CALENDAR ON WEBSITE
 - RESERVATION REQUIRED

ATTENDANCE: SIGN IN/SIGN OUT

ARRIVAL PROCEDURE: After school, children are to immediately report to the activity area or other designated area to check in with the staff. Children are greeted by staff as they arrive and attendance is taken. Woodlawn CDC, After School Program cannot assume responsibility for a child until he or she is checked in.

Holiday care, children must be accompanied into the building and signed in by their parent/guardian. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.

TRACE PROCEDURE: If your child will be absent on an afternoon he or she is scheduled to attend, you must inform Woodlawn CDC, After School Program by notifying a staff member prior to the absence, or by emailing or leaving a voice mail message **before 2:00 PM.** Failure to notify the Woodlawn CDC, After School Program staff of an absence will result in a \$5.00 trace fee.

If a child is absent on an afternoon he or she is scheduled to attend, and Woodlawn CDC, After School Program has not been notified, Woodlawn CDC, After School Program trace procedure will be followed. Staff will first check the child's classroom and the school office, then will call the parents to determine the child's whereabouts. Once parents are contacted, they become responsible for locating the child. If attempts to contact the parents are unsuccessful, messages will be left and the emergency contacts will be called. If no contact can be made, the police may be called to report the missing child. Woodlawn CDC, After School Program reserves the right to terminate enrollment for recurrent unnecessary traces.

DEPARTURE PROCEDURE: Written permission is necessary for a child to leave the Woodlawn CDC, After School Program to attend other activities or programs. (On or off campus)

At the end of the day, parents are encourage to help the child transition from Woodlawn CDC, After School Program to home by joining in the conclusion of an activity and/or helping with clean up of the child's area. The person who picks up the child must inform a staff member that they are leaving and sign out on the attendance sheet. Woodlawn CDC, After School Program takes no responsibility for children once signed out of the program.

RELEASE AT PICK-UP: Children will be released only to those persons specified on the registration/enrollment form. At least one emergency contact listed on the Child Enrollment and Health Information form must also be listed for emergency pick-up situations. If a person not listed on the registration/enrollment form must pick-up the child in an emergency situation, parents are to provide an email from the address on the file with Woodlawn CDC, After School Program, or a signed note giving the person permission to pick up the child. Phone calls will be accepted to grant permission only if they can be readily verified through voice recognition or a return phone call.

Staff will check the identification of anyone they do not recognize. Please inform anyone picking up your child of this policy so they are aware we must see a photo ID before releasing the child. Your child's safety is our priority!

Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary.

CUSTODY ISSUES: All parents/guardians listed on the Child Enrollment and Health Information shall be authorized to pick up his/her child on any day that Woodlawn CDC, After School Program is in session and will be permitted to designate others to pick up his/her child on any day that Woodlawn CDC, After School Program is in session – unless Woodlawn CDC, After School Program is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Director is apprised of the court order or decree.

For parents with joint or shared custody, parent will be permitted to pick up the child on any day Woodlawn CDC, After School Program is in session and to designate others to pick up the child on any day Woodlawn CDC, After School Program is in session.

If one parent is the legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as the court order or decree provided to Woodlawn CDC, After School Program supports such a determination.

STAFFING AND SUPERVISION

Woodlawn CDC, After School Program staff will have well-qualified specialists who are committed to providing a warm, supportive environment to enhance the child's self-image. All staff members have a sincere interest in children and complete hours of in-service training each year on topics such as child development, health & safety, guidance & discipline, developmentally-appropriate activities, etc. Directors have at least two years of college training or experience working in a licensed child care center and a minimum of four courses in child development.

A major responsibility of staff is to provide for the health and safety of each child. Staff persons are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures.

CURRICULUM

The Woodlawn CDC, After School Program curriculum, designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and games, music, dramatic play, cooking, science and discovery, math and literature, fitness & wellness activities, special interest areas, and special events. Activities are planned to meet the needs and interests of the children.

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children. A typical schedule is:

Holiday/Full time

- 7:30 – 8:30 Arrival and Creative Play
- 8:30 – 9:00 Praise and Worship
- 9:00 – 11:30 Classroom/ groups (Activity time; free choice)
- 11:30 – 12:00 Lunch
- 12:00 – 12:30 Clean up
- 12:30 – 2:00 Movie and down time
- 2:00 – 4:30 Creative Play
- 4:30 - 5:30 Prepare to leave; wrap up activities

AFTER SCHOOL PROGRAM

- 2:00 – 2:45 Arrival of students: fitness, outdoor play and snack
- 2:45 – 3:30 Homework/ Creative Play
- 3:30 – 4:30 Special Interest Activities
 - Enrichment activities (science & nature, math, literacy, etc.)
 - Hobbies (cooking, electronics, sewing, construction, collections, etc.)
 - Special events (celebrations, performances, special guests, etc.)
- 4:30 – 5:30 Free Play, clean up and preparation for departure
- 5:30 Program ends

OUTDOOR PLAY

Woodlawn CDC, After School Program will provide outdoor play for the children each day as the weather permits. The outdoor play period may be canceled or the length of time adjusted for extreme temperatures or threatening weather. Please see that children are dressed appropriately for active play for both indoors and outdoors. Closed-toed shoes (such as tennis shoes) are a necessity for safety and comfort. They protect children from mashed toes and are more comfortable on the playground which has a mulch surface.

SNACKS

A snack will be provided and available each day. This snack is not intended to be a meal. If your child does not like the snack food served or you would like your child to have more food, please feel free to send a healthy snack with your child.

MOVIES

Only G and PG rated movies will be shown to the children. Parents must specify on the registration form which movie rating their child has permission to see.

FIELDTRIPS/TRANSPORTATION OF CHILDREN

Woodlawn CDC, After School Program will schedule periodic field trips (usually on an early release day or holiday care). Parents will receive specific information before each field trip, including the means of transportation to be used. Written permission from a parent/guardian is required for all field trips and swimming activities. During field trips, each staff member will have specific children they are responsible for supervising. Attendance will be taken before departing from Woodlawn CDC, After School Program, upon arrival at the field trip site, and upon returning to Woodlawn CDC, After School Program. Swimming field trips may be taken to area pools and will be supervised by certified lifeguards or water safety instructors. Adult volunteers may also assist with field trip supervision. A person trained in first aid, CPR, and management of communicable disease, a first aid kit, and emergency forms and health records for each child will be available on all trips.

Since all staff are needed for field trip supervision, if a child cannot attend a scheduled field trip, parents must make other child care arrangements for that day. No credits or refunds will be given in this situation.

HOMEWORK POLICY

Woodlawn CDC, After School Program is not an academic extension of the school day but we appreciate all the demands on school age children and their families and have a commitment to their academic learning. Although Woodlawn CDC, School Program cannot provide individual tutoring for all children, 30 – 60 minutes of quiet homework time is available Monday through Thursday. During this time, children may choose to do homework. Parents are requested to clarify expectations on homework with their children. The Woodlawn CDC, After School Program staff will be happy to encourage children to participate in the homework time and tutor at the parent's request.

CHILD GUIDANCE & MANAGEMENT POLICY

The goal at Woodlawn CDC, After School Program is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the right of others. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect all times:

- Show respect for people and property.
- Follow good safety practices.
- Follow direction the first time they are given.

The environment of the program will be structured to help children remember limits. Children will be treated with respect so they may in turn learn to respect others. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the Woodlawn CDC, After School Program group setting.

Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control.

Parents will be informed of the child's behavior at Woodlawn CDC, After School Program and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop a special behavior management plan.

- **INCIDENT REPORT:** In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, and name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property.

Should a child's inappropriate activity or behavior cause damage to any property, Woodlawn CDC, After School Program reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property. An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation.

A copy of the incident report will be given to the parents and a copy will be filed in the After School office. Please remember that it is not acceptable for a parent or legal guardians to engage in an argument with or threaten Woodlawn CDC, After School Program staff and/or children. Examples of such behavior include but are not limited to loud voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in disenrollment from the program.

- **SUSPENSION:** In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his or her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. If the child's behavior continues to be inappropriate, the child may be dismissed from the program.

DISENROLLMENT: If, at any time, Woodlawn CDC, After School Program determines that a child is unable to benefit from the program, unable to abide by the Woodlawn CDC, After School Program rules, or the child's behavior is unsafe or unmanageable, he or she may be dis-enrolled from the program. In such cases, Woodlawn CDC, After School Program would communicate with the parent or legal guardian prior to disenrollment. (See Termination of Enrollment for additional grounds for disenrollment)

ACCIDENTS, EMERGENCIES & SAFETY OF CHILDREN

The safety of the children is of greatest concern at Woodlawn CDC. The following guidelines will help to provide safety:

- A telephone is available for emergencies.
- A staff member trained in first aid, CPR, and child abuse/neglect recognition and prevention is on duty at all times.
- In the case of a minor accident/injury, Woodlawn CDC, School Program staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, emergency services (911) will be contacted, parent will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time of enrollment.
- A written accident/incident report will be completed and given to the person picking up the child whenever a child has an accident/injury.
- Monthly fire drills and periodic tornado drills will be conducted for all children and staff. A plan is posted in each area used by Woodlawn CDC, After School Program explaining the action to be taken in case of fire, severe weather alerts, or general emergencies. This plan also includes a diagram of evaluation routes.

MANAGEMENT OF COMMUNICABLE DISEASE

A child should not attend Woodlawn CDC, School Program when visibly ill. A sick child belongs at home where he/she is more comfortable. Children should not be brought to Woodlawn CDC, After School Program if they have experienced or are experiencing the following symptoms:

1. Fever within 24 hours of being brought to Woodlawn CDC, After School Program (fever is defined as a temperature of 100.2 degrees or higher. Giving a fever reducing medication to reduce temperature does not count).
2. Two or more diarrhea stools in the previous 24 hours
3. Vomiting with the previous 24 hours
4. A heavy, constant nasal discharge
5. A constant cough or sore throat
6. Head Lice (A child identified having head lice shall not be permitted to return until treatment has occurred and is nit free).
7. Contagious skin rash
8. Systems of any communicable disease
9. Sad, fussy, cranky or generally not himself/herself

All children will be involved in physical fitness activities, both indoors and outdoors, as an important part of Woodlawn CDC, School Program. If you believe that your child is too ill to participate in any of these activities, please keep your child home. We do not have the staff to separate one child from an activity while the remainder of children participates.

Should a child become ill at school, the parent or authorized person designated on the enrollment form will be contacted to pick up the child. Until the parent arrives to pick up the child, he/she will be removed from the classroom. Although we know it is sometimes difficult, we request that the parent or pre-authorized person pick up the child within 30 minutes to minimize the possibility of spreading the illness.

Parents will be notified by a note or email from Woodlawn CDC, After School Program if their child has been exposed to a contagious illness. Our staff makes every effort to help the children observe good health habits such as washing hands, using tissues for cleaning the nose, wearing layers when needed, etc. These attentions to daily health practices will help keep down the incidents of communicable diseases.

If your child contracts a communicable disease, it is imperative that parents advise us immediately. There are some communicable diseases that, should your child contract, you will need to obtain a written physician's statement prior to the child returning to Woodlawn CDC, After School Program.

MEDICATION POLICY

The Woodlawn CDC, After School Program must be notified concerning the usage of long-term daily medications. It is the parents' responsibility to keep their child's medical information current. We prefer the parent give any prescribed medication to the child at home. However, if medication during program hours is necessary, the medicine must be brought to the Director's office. A medication request form must be completed by the parent and accompany the medication each day it is to be administered. No medication will be given without the written permission of the parent. A record of administered medication is kept in the Director's office. No type of medicine or vitamin should be placed in the child's backpack, tote, or lunch box. All medication will be kept in the Director's locked cabinet.

Medication to be administered at Woodlawn CDC, After School Program must be:

- In the original container.
- Labeled with the child's name.
- Labeled with the date (if prescription medicine).
- Labeled with the prescription number.
- Labeled with directions for the correct dosage to be administered.
- If prescription medication, it must be labeled with the name of the prescribing physician.

Parents with children requiring a daily dosage of medication will need to follow the same procedure as above except that medication may be kept on site. Additionally, the parent will need to fill out a medication request form. Each time medication is administered, staff administering will sign medication request form. Should the medication be discontinued at any time, the parent must notify the Woodlawn CDC, After School Program and pick up the remaining medication.

Children suffering with severe food allergies or allergic reaction to ant bites or stings may have medication kept on site at all times for staff to administer in the event of a medical emergency. The parents will be asked to obtain a letter from their physician outlining specific signs and symptoms that we are to observe in the child as well as the step by step procedure we are to follow in the event of allergic reaction. The Director may also request an Epi-Pen to be on site at all times, we will ask the parent to give a brief demonstration as to its usage. A completed medication request form must accompany the onsite medication. The medication and medication request forms are to be brought to the Director's office.

Children suffering with asthma or reactive airway disease and requiring breathing treatments may have treatments done during Woodlawn CDC, After School Program hours. The parent must complete a medication request form indicating the operating procedure for the treatment.

The parent will need to bring the breathing machine and medication request form to the Director's office and give a demonstration as to the proper procedure for preparation and administration of the treatment. The breathing machine will be returned to the parent at the end of each day. Alternatively, parents are welcome to come to Woodlawn CDC, After School Program and administer the medication themselves.

ALLERGY INFORMATION

Woodlawn CDC, After School Program keeps a list of the children who have allergies to specific foods (peanuts, etc.), who are allergic to bee/wasp stings or have other medical concerns such as asthma, ear tubes, etc. This list will be posted in every classroom and administrative office. It is vital that parents keep us updated regarding their child's allergies, reactions to exposure to those allergies, and appropriate remedies. Woodlawn CDC, After School Program staff will work hard to minimize the risk of exposure to something which may cause an allergic reaction in a child. However, we cannot guarantee that a child will not come into contact with an allergen.

SPECIAL NEEDS POLICY

It is the intent of Woodlawn CDC, After School Program to provide group child care services to children, without regard to disability. Enrollment of children with disabilities will be made as long as the child is determined to be a qualified child with a disability. Factors include that the child will not:

- Constitute a direct threat to the health or safety of himself or herself or others in a group child care setting, or
- Require supervision, educational services, and /or personal services beyond that reasonably expected of the existing staff, or services not provided for children without disabilities, or
- Require specialized equipment not present in or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents will need to provide all pertinent information regarding the child's special needs, and complete a written medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be under taken on a case-by-case basis. Input from the parents and the Director with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child care setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the Director at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above listed factors.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in activities at Woodlawn CDC, After School Program. You are welcome to visit and observe the program at any time, to share a special interest with the children, or to help with various projects. When visiting, please notify the Director of your presence. Staff is available to discuss a child's needs and parents are encouraged to share any thoughts and information about their child at any time. Due to staff responsibilities and schedules, parents are asked to make an appointment for a conference with staff when it is necessary to engage in an extended conversation.

Serious questions or concerns should first be addressed with the Director. Every effort will be made to resolve the situation at this point. If a solution cannot be found, the parent may address their concern in writing to the Woodlawn CDC, After School's Advisory Board, who will review the situation and determine a resolution.

To keep parents advised about Woodlawn CDC, After School Program, information will be shared through informal discussions, conferences, emails, newsletters, and via the parent table.

ENROLLMENT POLICIES AND PROCEDURES

A child is considered enrolled at Woodlawn CDC, After School Program only after the non-refundable registration fee has been received, the availability of space has been confirmed, and all required enrollment forms are received.

A Medical/Physical Care Plan is required for children with health conditions.

REQUIRED ENROLLMENT PAPERS

At the time of enrollment your child must have the following forms (with all required information completed) on file in our office:

1. Registration/Enrollment Form
2. Woodlawn CDC, Medical Release & Permission Form
3. Parent Agreement

No child may be admitted into the program without the above forms which are required by Woodlawn CDC, After School Program.

ELIGIBILITY AND ADMISSION

Woodlawn CDC, After School Program shall be granted to any child in community regardless of race, gender, color, creed, religion, national origin, or ancestry. Registration is accepted on a first come, first served basis. Registration/enrollment priority will be given in the following order:

1. Current Woodlawn CDC, After School Program students and their siblings
2. Woodlawn United Methodist Church
3. The general public.

Children are accepted on the condition that all paperwork and health forms information is submitted to Woodlawn CDC, After School Program by the published deadline. All fees must be paid in order to be submitted.

Admission is based upon the availability of space. Notification of withdrawn must be made in writing and tuition must be paid in full. (Please refer to the "Fees and Tuition" section of the handbook for refund information.)

TERMINATION OF ENROLLMENT

A child's enrollment may be terminated or enrollment may be denied by Woodlawn CDC, After School Program for any of the following reasons:

- Tuition or other fees are more than seven days past due.
- Recurrent late pick-up, unnecessary traces, or late payments.
- Woodlawn CDC, After School Program determines the child is unable to benefit from the program, unable to abide by the Woodlawn CDC, After School rules, or the child's behavior is unsafe or unmanageable.
- Woodlawn CDC, After School Program determines that the behavior of the parent is inappropriate or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem.
- Woodlawn CDC, After School Program determines that a parent is unwilling to accept the resolution of the staff or the Woodlawn CDC, Advisory Board as to any matter.
- Woodlawn CDC, After School Program determines that the program is unable to meet the needs of the child.

TUITION/PAYMENT INFORMATION

Fees and tuition are set yearly by the Woodlawn Child Development Center Advisory Board.

Registration fees are required at the time of registration and registration fees are non-refundable.

- Tuition is due at the beginning of each week. It will be considered late Monday at 5:30pm. A \$10.00 late fee will be added to your child's account if tuition has not been paid by Wednesday of each week. If you anticipate that your payment will be late, contact the director to discuss or make payment arrangement.

- Returned checks will be assessed the applicable bank service fees plus the \$10.00 late fee.

Make checks payable to Woodlawn CDC, After School Program. Please write your child's name in the memo portion of your check.

- Tuition payments should be dropped off in the locked tuition box located near table where you sign your child(ren) in and out.
- If tuition is more than two weeks delinquent, your child will be dis-enrolled from the Woodlawn CDC, After School Program.
- Payment receipts will be located at sign in and out table each week.

Families with more than one child will receive a discount on registration fees.

There is no reduction for illness, vacation or holidays.

ADDITIONAL INFORMATION

- The Woodlawn CDC, After School Program telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the Woodlawn CDC, After School Program staff, and parents are requested to call their children only when necessary. **Children are not permitted to use personal cell phones at Woodlawn CDC, After School Program.**
- Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to the program, but if they are lost, stolen, or broken, Woodlawn CDC, After School Program cannot be held responsible for replacement or repair.
- Woodlawn CDC, After School Program reserves the right to search the child's belongings if the need arises.

THANK YOU

Thank you for choosing Woodlawn CDC, After School Program as your child care provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with Woodlawn CDC, After School Program.