

**WEST TOWN CHARLIE BROWN EARLY EDUCATION  
AND CHILD CARE CENTER  
600 1<sup>ST</sup> STREET NW #108 MASON CITY, IOWA 50401  
PHONE 641-424-0065 \* FAX 641-421-9405  
Fully Licensed Center for 177**

**Amber Morud, Executive Director ~Kris Tabbert, On-Site Director**

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**Charlie Brown's Mission:** To provide a stable, nurturing environment to children that encourages social, emotional, and developmental growth through building positive relationships in a preschool and child care setting.

**Educational Child Care Services available for children ages 6 weeks to 12 years**

**Hours: Monday-Friday 5:30am-7:00pm**

**Saturday 6:30am-6:30pm**

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**Orientation will be provided for all families. All efforts will be made to offer reading assistance, translations, and assistance in understanding the parent packet by staff or local partners.**

The following enrollment policies and procedures have been established to afford your child the maximum protection and to comply with licensing standards in the state of Iowa:

1. Each child must have a signed immunization card when enrolling into the center.
2. Children must have a medical examination within 30 days of enrollment into the center.
3. School age children must have a health statement signed by a parent when enrolling into the center.
4. Parents must sign an emergency medical consent form to be used in case of emergencies. Parents must list contacts for emergency purposes.
5. Parents must sign for field trip experiences, picture release, research studies, and pick up permission release.

**ADMISSION FEES**

Registration fee and insurance fee is \$20.00: due when enrolling into the center.

Contracts are issued to insure a guarantee of child care services. Absent days are charged if care is reserved. A minimum of 6 hours is charged for absent days.

**SERVICE FEES** (A yearly increase in fees should be expected)

\*There is a 2 hour minimum per day.

Children ages 0-24 months	(24 hr. /week minimum 0-23 months)
0-23hours/week:	\$3.90/hour
24 or more hours/week	\$3.60/hour
Children ages 2 years and older	
0-23 hours/week:	\$3.00/hour
24 or more hours/week	\$2.85/hour
*Second child rate	\$2.25/hour

**PRESCHOOL FEES**

Three/Four/Five Years Old

5-Day \$264.00/month

FREE Statewide Voluntary Preschool for 4 year olds by September 15<sup>th</sup> or before

**ROOMS & CAPACITY**

Babyland/Toddlers (0-23 mos.) – 36children

Woodstocks (4-5 years) – 24 children

Snoopys (18mos-3 years) – 24 children

School Kids (5-12 years) – 60 children

Peanuts (3 – 4 years) – 24 children

**LAKE TOWN CHARLIE BROWN EARLY EDUCATION  
AND CHILD CARE CENTER  
7B South 8<sup>th</sup> ST ~ Clear Lake, IA 50428  
PHONE 641-357-7277 \* FAX 641-357-2972  
Fully Licensed Center for 184**

**Amber Morud, Executive Director ~ Laura Lester, On-Site Director**

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**Hours: Monday-Friday 5:30am-6:30pm**

**Saturday care available by reservation at West Town**

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**ROOMS & CAPACITY**

Babyland (0-12 mos.) – 20children

Toddlers (12-24 mos.) – 22 children

Snoopys (18mos-3 years) – 23 children

Woodstocks (4-5 years) – 23 children

Peanuts (3 – 4 years) – 44 children

School Kids (5-12 years) – 52 children

**WASHINGTON CHARLIE BROWN EARLY EDUCATION  
AND CHILD CARE CENTER  
700 N. Washington Ave ~ Mason City, IA 50401  
PHONE 641-423-6029 \* FAX 641-423-0174  
Fully Licensed Center for 167**

**Amber Morud, Executive Director ~Kristi Peterson, On-Site Director**

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Peanuts (3 – 4 years) – 22 children

Snoopy's (18 mos-3 years) – 28 children

School Kids (5-12 years) – 52 children

**PAYMENT OF SERVICE FEES** Payment time begins when the child is signed into the center. Using the exact time is the most efficient method. Billing is calculated by a full hour with a 15 minute overlap allowance. Parents are billed if guaranteed reservations are requested. **Financial Assistance is available. Please contact the On-Site-Director for information on State/Federal funded programs.**

A week of service begins on Monday and ends on Saturday. **PAYMENTS ARE DUE BY FRIDAY OF THE WEEK THE CURRENT BILLS ARE PRINTED UNLESS ARRANGEMENTS ARE MADE IN WRITING WITH THE ON-SITE DIRECTOR OR THE EXECUTIVE DIRECTOR. BILLS ARE PRINTED ON MONDAYS.**

**ALL CHARGES MUST BE PAID IN FULL EACH WEEK.** If your bill becomes two weeks past due a \$10.00 charge will be added to your bill. Child care services may be discontinued if your bill becomes past due. After 30 days from your previous zero balance a \$20.00 late fee will be incurred monthly until the entire balance is paid in full. If a contract is agreed upon for a specific day and/or hours of service, the parents will be billed even if the child is absent.

#### **MINIMUM CHARGES FOR INFANTS**

Infants under 23 months and under will be charged a 24 hour per week minimum. Parents are allowed to take full weeks of vacation without being charged as long as the center is notified 24 hours ahead of time. Infants who attend the center at any time will be charged the minimum for that week. Drop-in care is available if ratios allow.

#### **SIGN UP AND WITHDRAWAL FROM THE CENTER**

Parents should visit the center before enrolling their child. During the visit, the parent will have a personal interview with one of the Charlie Brown staff to review the Parents Handbook including center policies. Children are welcome to come with parents to visit his/her classroom and meet the staff. If you no longer need child care at the center, a 2 week written notice of your last day is requested.

#### **ARRIVING AND LEAVING THE CENTER**

Parents are required to sign in each child when arriving at the center and sign out the child when leaving the center. The parent must leave an emergency phone number on the emergency contact form. The parent must leave the child with a staff person in a classroom and notify a staff person when leaving the center. Your communication with the staff when arriving and leaving the center will ensure the safety of your child. A courtesy call if your child is absent is appreciated. \*For School age children during the summer program: if the group is away from the center, parents may pick up their child during lunch time. Parents must stop at the center first, sign their child out and inform the staff that the child will be leaving the group. The parent must notify the staff with their child that the child is leaving. This procedure will help to ensure the safety of the children when participating in activities outside the center.

#### **AUTHORIZED INDIVIDUALS TO PICK UP YOUR CHILD**

On the enrollment form the names of individuals who will be authorized to pick up your child is required. You may authorize as many individuals as you wish in writing on this form. You must leave a written note in the morning or tell a teacher if such a situation arises. We will not under any circumstances allow your child to leave with an unauthorized person and we are sure that you will understand that this is completely for the protection and safety of your child. Please remember to correct this form if your phone number, address, or place of employment changes. Photo identification is required of anyone picking up a child other than a parent known to the staff. According to Iowa law any authorized person who is a sex offender must have written permission from the Executive Director to be on Charlie Brown property.

#### **DAYS AND HOURS OF OPERATION**

The center is open on a year round basis; Monday through Friday: 5:30am to 6:30pm. Only West Town is open during the week until 7pm and on Saturday; 6:30pm to 6:30pm. The center is closed on the six major holidays.

## **ABSENCES AND VACATIONS**

Please notify the center if your child will be absent due to vacation or illness.

## **LATE PICK-UPS: THERE WILL BE A \$15.00 FEE FOR EACH 15 MINUTES PAST CLOSING. THIS FEE MUST BE PAID WHEN YOU PICK UP YOUR CHILD.**

## **CLOTHING**

An extra set of clothing with your child's name on it is required. Please dress your child appropriately for the weather. It is important for your child to go outside everyday to get exercise and fresh air. Your child will go outside everyday unless the wind chill is below 17 degrees.

Please send your child in shoes that are comfortable and easy for playing and running.

**SANDALS/FLIP FLOPS ARE DISCOURAGED!** We will try our best to help children keep track of personal clothing, but we cannot be responsible for items not marked, lost or stolen.

## **CLASSROOM DESCRIPTION**

Each classroom is designed with your child's best interest in mind. Charlie Brown staff members are required to attend monthly training so that the daily activities will meet the standards and policies set by the Charlie Brown Board of Directors. Creative Curriculum is based on age appropriate activities promoting self-esteem and positive self-image; social interaction; self-expression and communication skill; creative expression; and problem solving skills. There will be a balance of active and quiet activities, individual and group activities, indoor and outdoor activities, staff-initiated and child-initiated activities: activities which promote both gross and fine motor development and experiences in harmony with the ethnic and cultural background of the children. A copy of the Child Guidance Policy is available upon request.

## **PARENT AND VISITOR OBSERVATIONS**

Parents are encouraged to visit and observe their children during the day at the center. An open door policy is maintained to promote communication between parents and staff. Parents shall be afforded unlimited access to their children and to the provider caring for their children during the normal hours of operation or whenever their children are in the care of the provider, unless parental contact is prohibited by court order. According to State licensing, parents may only visit their own children's room in the center using an appropriate passage way. Parents will be denied access to other child occupied areas. The State of Iowa does not allow unrestricted access to other children in the center unless a criminal record check is completed.

## **IN KIND CONTRIBUTION/CLASSROOM SUPPORT**

Volunteers are welcome to help with classroom activities, parties, or field trips. As a non-profit organization, Charlie Brown depends on donations, and contributions of time, talents, and gifts from volunteers.

## **FIRE AND NATURAL DISASTER**

Charlie Brown has specific procedures pertaining to all emergencies such as fire and natural disasters. An annual Fire inspection is performed at the center. Fire and tornado drills are conducted monthly. During severe weather, emergency information will be updated with progression of weather. In instances of evacuation, including citywide evacuation due to hazardous threat or disaster, the Civil Defense Department will direct procedures. Parents will be notified of disasters as soon as possible.

## **PROPERTY AND DAMAGES**

The center is not responsible for lost, stolen, or damaged property. Please refrain from allowing children to bring toys from home. Every effort is made to keep possessions safe, but losing toys at the center may happen. Please mark your child's name on all personal items that are brought to the center. Charlie Brown will provide toys and equipment for children to use during their stay at the center, so toys from home are not necessary.

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP):  
FOOD FOR MEALS AND SNACKS**

The center will provide meals and snacks at no extra charge. The center participates in the Child and Adult Care Food Program sponsored by the Iowa Department of Education, Bureau of Food and Nutrition. Special Dietary needs must be at the request of the child's doctor. No food from home will be served unless your doctor prescribes a special diet. Please do not bring food from home. Please make arrangements with the staff for special occasion treats.

An enrollment form and income eligibility form is required by the CACFP for every child attending Charlie Brown Centers. Charlie Brown will make the determination of a child's ethnic and racial status if parents do not record this information on the CACFP forms.

**LACTOSE INTOLERANCE/FOOD ALLERGIES**

A Doctor must complete the food allergy form of all food allergies including "lactose intolerance." A list of what foods should be avoided, what foods are allowed, and the need for soy milk must be included. Accommodations for food allergies are made once the required allergy form is completed with a Doctor's signature.

**MEDICAL EMERGENCIES**

In the case of an emergency, parents will be contacted. If the parent cannot be reached, the person on the emergency pick up list will be contacted. In case of an accident, be it minor or major, there will be an Accident Report left for the parent at the front desk. Please sign it and return it to the person at the desk. In case of a head injury, parents will be notified immediately. It will be the parent's decision whether or not to pick up the child to seek medical attention.

**TERMINATION BY CHILD CARE PROVIDER**

Charlie Brown reserves the right to refuse/terminate child care for the following reasons:

1. Failure to make payment for services.
2. If your child is not ready for a group experience, or if his/her needs are not best met in a group setting, a confidential conference between the parents and staff will be held to discuss other options for care. If a child does not benefit from the programs offered by the center, staff may discuss alternate services with the parents.
3. Misbehavior of a child which jeopardizes the outcome of quality care. A copy of the Discontinuing of Services, "Strike Policy" is included in your Parent Handbook.
4. Slandering Charlie Brown publicly and through social media sites such as Facebook may result in termination of care.

**MEDICATION**

Parents must fill out a medication form for their child listing the medication name, the dose to be given, the time to be given, and when it was last given. **Medication must be in the original bottle with the pharmacy prescription label. The parent is the primary caregiver; 1-2 dose/day medications will be given at home, by the parent.** Staff giving the medication will initial the form at the time the medication is given to the child.

**GET WELL CENTER**

Children who are mildly ill can receive care at Washington, Lake Town, or West Town. Policies and procedures can be discussed with the staff at any of the three centers. The Charlie Brown Board of Directors includes a Medical Consultant who regulates the operation of the Get Well Center. A Registered Nurse is on staff daily to assess ill children and severe injuries and to supervise the Get Well room. The cost of care is \$4.00 an hour with a five-hour minimum.

**PARENT COMMENTS AND SUGGESTIONS**

Parents are asked to complete a survey each fall and spring. If you would like to have immediate input into Charlie Brown services, please contact the On-Site Director.

**NO SMOKING OR CONCEALED WEAPONS ARE  
ALLOWED ON CHARLIE BROWN PROPERTY!**