



**WEST TOWN CHARLIE BROWN PRESCHOOL
AND CHILD CARE CENTER**

1780 S. MONROE AVE. - MASON CITY, IOWA 50401

PHONE 641-424-0065 * FAX 641-421-9405

Fully Licensed Center for 231

A non-profit organization serving families since 1968

Ashley Larsen, Executive Director ~Kris Tabbert, On-Site Director

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.

Services for children ages 6 weeks to 10 years (until child goes into 5th grade or turns 11, whichever comes first).

Hours: Monday-Friday 5:30am-6:00pm

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 (i.e. AEA, NICAIO).

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. Documentation of a valid Certificate of Immunization Exemption (Religious or Medical) or Provisional Certificate of Immunization may be submitted in lieu of a Certificate of Immunization
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 \$40.00/child: due when enrolling into the center.

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

30 hour minimum charge per child per week

Infants ages 0-23 months

0-29hours/week:	\$5.00/hour
30 or more hours/week	\$4.75/hour

Toddlers ages 2 & 3 years

0-29 hours/week:	\$4.50/hour
30 & up hours/week:	\$4.25/hour

Children 4 years and up

0-29 hours/week	\$4.10/hour
30 & up hours/week:	\$3.85/hour

***Second child rate (oldest child/children): \$3.35/hour**

PRESCHOOL FEES

Three/Four/Five Years Old

4-Day (no Wed.) \$325.00/month

FREE Statewide Voluntary Preschool for 4 year olds by September 15th or before.

ROOMS & CAPACITY

Babies 1 (0-6 mos.) – 12 children
 Babies 2 (6-12 mos.) – 16 children
 Babies 3 (12-23 mos.) - 20 children
 Snoopy 1 & 2 (18mos-3 years) – 36 children

Peanuts 1 & 2 (3 – 4 years) – 41 children
 Woodstocks/PreK (4-5 years) – 46 children
 School Kids 1 & 2 (5-10 years) – 57



**LAKE TOWN CHARLIE BROWN PRESCHOOL
AND CHILD CARE CENTER**
7B South 8th ST ~ Clear Lake, IA 50428
PHONE 641-357-7277 * FAX 641-357-2972
Fully Licensed Center for 171

A non-profit organization serving families since 1968

Ashley Larsen, Executive Director ~ Laura Lester, On-Site Director

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.

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Hours: Monday-Friday 5:30am-6:00pm

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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 \$40.00/child: due when enrolling into the center.

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

30 hour minimum charge per child per week

Infants ages 0-23 months

0-29hours/week:	\$5.00/hour
30 or more hours/week	\$4.75/hour

Toddlers ages 2 & 3 years

0-29 hours/week:	\$4.50/hour
30 & up hours/week:	\$4.25/hour

Children 4 years and up

0-29 hours/week	\$4.10/hour
30 & up hours/week:	\$3.85/hour

***Second child rate (oldest child/children): \$3.35/hour**

PRESCHOOL FEES

Three/Four/Five Years Old

4-Day (no Wed) \$325.00/month

FREE Preschool for 4 year olds by September 15th or before

ROOMS & CAPACITY

Babyland (0-12 mos.) – 17 children
Toddlers (12-24 mos.) – 24 children
Snoopy’s (18mos-3 years) – 23 children

Peanuts (3 – 4 years) – 42 children
Woodstocks (4-5 years) – 23 children
School Kids (5-10 years) – 42 children



**WASHINGTON CHARLIE BROWN PRESCHOOL
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

A non-profit organization serving families since 1968

Ashley Larsen, Executive Director ~ Kristi Peterson, On-Site Director

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.

Services for children ages 6 weeks to 10 years (until child goes into 5th grade or turns 11, whichever comes first).

Hours: Monday-Friday 5:30am-6:00pm

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. Documentation of a valid Certificate of Immunization Exemption (Religious or Medical) or Provisional Certificate of Immunization may be submitted in lieu of a Certificate of Immunization.
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 \$40.00/child: due when enrolling into the center.

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

30 hour minimum charge per child per week

Infants ages 0-23 months

0-29hours/week:	\$5.00/hour
30 or more hours/week	\$4.75/hour

Toddlers ages 2 & 3 years

0-29 hours/week:	\$4.50/hour
30 & up hours/week:	\$4.25/hour

Children 4 years and up

0-29 hours/week	\$4.10/hour
30 & up hours/week:	\$3.85/hour

***Second child rate (oldest child/children): \$3.35/hour**

PRESCHOOL FEES

Three/Four/Five Years Old

4-Day (no Wed.) \$325.00/month

FREE Statewide Voluntary Preschool for 4 year olds by September 15th or before

ROOMS & CAPACITY

Babyland (0-12 mos.) – 20 children	Peanuts (3 – 4 years) – 22 children
Toddlers (12-24 mos.) – 20 children	Woodstocks (4-5 years) – 25 children
Snoopy (18 mos-3 years) – 28 children	School Kids (5-10 years) – 52 children

PAYMENT OF SERVICE FEES Billed time begins when the child is signed into the center. Billing is calculated by a full hour with a 15 minute overlap allowance.

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 Friday. **PAYMENTS ARE DUE THE FOLLOING FRIDAY FOR THE PREVIOUS WEEK, UNLESS A WRITTEN AGREEMENT IS MADE WITH THE CENTER DIRECTOR.** We accept, cash, check, or credit/debit (\$4 fee).

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. Every 3 weeks, a \$10 late fee will be incurred 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

All families will be charged a 30 hour per child, per week minimum, **this excludes school kids, during the school year.** Parents are allowed to take TWO full weeks of vacation without being charged as long as the center is notified. Children who attend the center at any time will be charged the minimum for that week. Absence due to illness does not make you exempt from the minimum. Drop-in care is available if ratios allow. Minimums are not charged weeks when the center is closed beyond normally scheduled days as listed in “Days of Operation.”

SIGN UP AND WITHDRAWL 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 Parent 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 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 on non-school days: if the group is away from the center for an activity, parents must make prior arrangements with the center for pick-up away from the center. It may be determined that the child has to miss the activity and stay at the center. This is for the child's safety.*

AUTHORIZED INDIVIDUALS TO PICK UP YOUR CHILD

On the emergency contact form, individuals listed under the “authorized to pick up” section are allowed to pick up when the center is notified by the parent or if needed to be contacted in an emergency. You may authorize as many individuals as you wish in writing on this form. We will not under any circumstances allow your child to leave with an unauthorized person. Please remember to correct this form if your phone number, address, or place of employment changes. Emergency contact forms are required to be updated annually. 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.

Although discouraged, if you would choose to allow a Charlie Brown employee to take your child from the center, this must be done after the employee's shift and Charlie Brown is released from all liability.

DAYS AND HOURS OF OPERATION

All centers are open on a year round basis; Monday through Friday: 5:30am to 6:00pm. The center is closed on the six major holidays (New Year's, Memorial Day, July 4th, Labor Day, Thanksgiving, & Christmas) plus ONE center shut down day for cleaning & maintenance. Other closed days are determined if enrollment is low (i.e. Christmas Eve). If open on Christmas Eve, the centers will close at 3:00 pm. If open on New Year's Eve, centers will close at 5:00 pm.

RESERVATION DAYS

There may be days where we require a reservation so that staffing can be planned accordingly (i.e. Christmas Eve, etc.) Families who need care for these days will be required to reserve their spot. **THERE WILL BE NO EXCEPTIONS** as we must plan staff accordingly to meet State Licensing ratios. No shows will be charged for the time reserved. *If you are more than one hour past your reservation time, you may lose your spot AND be considered a no show.*

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 CAN BE PAID WHEN YOU PICK UP OR IT WILL BE ADDED TO YOUR BILL.

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 temperature with 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, stolen or damaged.

CLASSROOM DESCRIPTION

Each classroom is designed with your child's best interest in mind. Charlie Brown staff members are required at least 10 training hours per year so that the daily activities will meet the standards and policies set by the Charlie Brown & HHS standards. Creative Curriculum is based on age appropriate activities promoting self-esteem and positive self-image; social interaction; self-expression and communication skills; 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 in this parent handbook.

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 will have 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.

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. Toys and electronics will not be allowed from home unless a special day is specified, these days are optional and "bring at your own risk." Every effort is made to keep possessions safe, but lost/broken personal toys at the center may happen. Please mark your child's name on all personal items that are brought to the center.

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)/NUTRITION

The center will provide nutritious 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. This program provides guidelines to ensure your child eats nutritious meals and snacks and have opportunities for physical activity while attending our centers. To ensure CACFP guidelines are met, no food

from home will be served unless your doctor prescribes a special diet and arrangements are made with the CACFP Director. Please make arrangements with the staff for special occasion treats.

An enrollment form and income eligibility form is required by the CACFP and updated annually for every child attending Charlie Brown Centers.

Charlie Brown will provide soy milk for those who have submitted a written request (signed and dated). A note from a medical doctor is required for any food allergies that would require the menu to be modified. A Diet Modification form will need to be completed by a medical doctor if the modification does not meet USDA guidelines (i.e. Rice milk, Almond milk).

In accordance with federal civil rights law and U.S. Department of Agriculture (UDSA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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 severe head injury (i.e. large bump, possible stitches needed, etc.), 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 OF SERVICES

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 this parent handbook.
4. Slandering Charlie Brown publicly and through social media sites such as Facebook.

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. **Medication must be given to the front desk. It should NOT be handed to room staff or kept in lockers, cubbies, or diaper bags.**

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!

By signing the signature agreement page in the parent packet, you are agreeing to Charlie Brown's policies and procedures. Services will be denied to those who refuse to sign.