



# Playful Pathways Preschool

North Lawrence Community Schools

## Family Handbook

2021-2022



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## Center Information

### Playful Pathways Child Care Center

**420 W Street  
Bedford, IN 47421**

### Director

Mrs. Michelle Pritchett

### Legal Responsible Party

North Lawrence Community Schools  
460 W Street Bedford IN  
812-279-3521

### Emergency Contact Numbers

**In the event of an emergency call 911.**

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Poison Control Center	1-800-222-1222
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Child Protective Services	1-800-800-5556
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Child Care Information Line	1-877-511-1144
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Bedford Police Department	1-812-275-3311
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Lawrence County Sheriff	1-812-275-3316
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Bedford Fire Department	1-812-275-4544
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IU Health Bedford	1-812-275-1200
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St. Vincent Hospital Bedford	1-812-275-3331
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## Center Mission

North Lawrence Learning Center's Playful Pathways Community Preschool is dedicated to providing an environment rich with choices, opportunities, and experiences that inspire curiosity and a love of learning. Below are the guiding beliefs of our program.

### Our center will

- create caring and safe environments.
- embrace the joy of discovery.
- facilitate a love of learning.
- take time each day to create, move, sing, discuss, observe, read and play.

### Our children will

- learn through open-ended play.
- explore nature.
- develop problem solving skills, creative thinking and self-expression.
- grow cognitively and intellectually as they face tasks, fail, succeed, master and repeat.

### Our teachers will

- serve as facilitators for children learning.
- realize the importance of controlling the environment, not the little children in it.
- give children the freedom to laugh and play while being engaged in child-centered activities.
- ensure uninterrupted free time for exploration with open-ended, child-selected materials.
- provide outdoor play time with both energetic activity and quiet contemplation.



## Child Abuse Prevention, Detection, and Reporting

Employees shall receive annual training regarding child abuse reporting. By Indiana law, staff members are required to report any known or suspected cases of child abuse and neglect to the Department of Children's Services. The center shall at all times maintain the confidentiality of all information obtained regarding the suspected abuse or neglect of a child. All staff shall refrain from questioning children and suspected perpetrators beyond gathering information to report the suspected abuse or neglect to child protective services.

- Staff shall immediately report suspected child abuse or neglect as follows:
  - If the alleged abuse or neglect occurred while the child was under the care of the child care center or the center receives a complaint from anyone regarding possible abuse or neglect of a child by a staff member, they must immediately call the institutional abuse hotline or a law enforcement agency and self-report the suspected abuse or neglect. The director may assist you in calling, but the reporting is ultimately up to the individual.
    - The statewide institutional abuse phone number is 1-800-562-2407.
  - If the alleged abuse or neglect occurred while the child was not under the care of the child care center, staff shall immediately report suspected abuse or neglect to the county child protective services.
    - The statewide phone number is 1-800-800-5556.
  - Reporting suspicions to the director or other supervisory personnel does not relieve the individual staff of their responsibility to report directly to child protective services.
  - The center shall dismiss the employee or volunteer if the child protective services investigation substantiates the abuse or neglect.



# Confidentiality Policy

Ensuring the confidentiality of our students' information and the information of their families and staff is of the utmost importance. **Sensitive information should not be shared in any public area of the center.**

Employees are expected to maintain confidentiality regarding students and staff in each building. Any employee who shares confidential information with another person not authorized to receive the information may be subject to discipline leading up to termination. This includes, but it is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information. See NLCS Board of School Trustee Board Bylaws and Policy #4213 for more details regarding confidentiality.



## Discipline/Guidance Policy

*NAEYC Code of Ethics: “Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. This principle has precedence over all others in this Code.”*

It is very important that a child’s development is nurtured through caring, patience and understanding. Staff and students are trained to use Conscious Discipline in combination with additional behavior management techniques to guide and regulate the behavior of children.

In response to misbehaviors we will not use:

- Threats or bribes
- Physical punishment, even if requested by parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear rules and boundaries
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to child’s eye level
- Give clear choices when appropriate
- Redirect a child to a new activity
- Move your child, if necessary, to a time-out chair for no longer than one minute per year of your child’s age.
- Encourage and model appropriate behaviors

Classrooms are mixed ages to create a wider range of skill development. The Creative Curriculum is designed to engage students in play-based instruction that is focused on meeting students at their developmental need and increasing their skills and understanding.





### (Discipline/Guidance Policy Cont'd)

All classrooms provide a safe place, which is set aside, to encourage calming through breathing cues, sensory items, and comforting objects. The area also contains visuals about feelings and social stories. Teachers read stories to children that teach social practices and time is taken to practice calming strategies.

To support students with labeling their feelings, teachers help children label their own feelings by learning about facial expressions and body language of others. The teachers role play and model as appropriate. In addition, teachers use a “We Wish You Well” board to engage students in building empathy toward others.

Our staff follows the discipline policy and will communicate concerning unsafe or disruptive behaviors. As a team, we work with you to address your child’s needs. This includes networking to help identify community resources that can support your child and family’s needs. Upon an occasion where classroom supports and interventions prove unsuccessful, there may be a need for temporary removal from the program until the behavior is successfully addressed.

If a child is endangering him/herself or others, it may be necessary for staff to move the child in order to keep everyone safe. When a child is engaging in behavior that creates an unsafe environment, the child will be brought to the director’s office, and the parent will be contacted. If all interventions are unsuccessful, a decision will be made, based on the circumstances. If the child goes home, the school psychologist will contact the family within three days of the incident and will set up an observation in the classroom. The school psychologist will work with the teacher and parents to develop a plan for the student. Once the plan is in place, they will meet again in two weeks to evaluate the effectiveness of the plan and make changes as needed. The school psychologist may refer families to other resources as needed.



## Behavior Support Process

On a daily basis, your child's teacher will discuss your child's behavior for that day. If your child's teacher sees a pattern of behavior that is not safe, and as a result limits his or her learning or that of the other students in the class, the following plan of action will be set in place:

1. The classroom teacher will schedule a meeting with the parent(s)/guardian(s). Together the teacher and parent(s)/guardian(s) will develop a plan for success that will be implemented for two weeks.
2. If the student continues to struggle, a second meeting will be scheduled with the parent(s)/guardian(s), the teacher, the mental health consultant, and the Program Director or Principal. We will discuss what is working and what we can adjust to ensure success. We will implement the new ideas for two to three weeks.
3. If the student continues to struggle, a third meeting will be scheduled. At this meeting we will determine an alternate class placement or schedule. This may include reducing the day or a delayed start time.
4. The classroom teacher and mental health consultant will meet with the parents 30 days after the change in schedule or placement. We will evaluate whether the new placement or alternative schedule is helping the child be successful. It will be determined whether or not to continue with the present placement/schedule or to make further changes.
5. If the child is on a reduced day or delayed start, the mental health consultant will continue to meet with the parents every 30 days to keep the parents informed of behavior concerns as well as ideas to best support the child.

\*After the second or third meeting, options of community resources will be presented to parent(s)/guardian(s) as an additional resource of support for their student.



## Dress

Children should wear comfortable and washable clothes to school. Preschool is an active learning environment where dressy clothes are often not appropriate. Staff and children attempt to be clean and careful, but food and craft accidents do occur among young children. All students should have an extra full set of clothes at school.

Tennis shoes or closed toe shoes are required because of the movement and gross motor activities that occur daily. Please do not send your child in flip flops. If temperatures are 32° or above and the ground is dry, students will go outside. Please dress your child in weather appropriate outerwear for each season.

## Drills

In order to keep students and staff safe, we participate in fire, tornado, earthquake, and lock down drills. Specific information is shared with the children in each class to prepare for these drills. Order, safety, and speed are essential skills taught during these drills.

## Field Trips

Notice of field trips will be given in advance. Permission slips for each field trip must be signed by a parent or guardian in order for the child to attend every field trip. **Only Playful Pathways children, staff, and approved volunteers may attend field trips.** Every adult volunteer that wishes to attend a field trip must have a criminal background check completed and on file. Please contact your child's teacher if you are interested in helping with a trip. If you have any questions or suggestions for field trips, please contact your child's teacher.



## Food

The center shall serve breakfast, morning snack, lunch, and mid-afternoon snack. For information on breast milk, see Appendix.

The State Board of Health does not permit sack lunches from home, so food will be provided through our center (This is built into your daily fee.) Please notify us of ANY FOOD AND/OR LATEX ALLERGIES!

Food from the outside – For health and safety purposes, all food brought into the daycare must be store-bought food with a listing of ingredients in its original packaging.

## Hours of Operation and Procedures

The Playful Pathways Early Childhood Center is open from 6:30 a.m. to 6:00 p.m. School year and year round options available based on need.

## Transportation Policy

Playful Pathways does not provide transportation to students. Caregivers should park in designated parking areas and walk children into the office. In the office, the caregiver must sign students in using the sign-in sheets provided. When picking a child up from the center, parents must walk into the office and sign their child out.

Doors open at 6:30am and all children must be picked up by 6:00pm.

North Lawrence Community Schools does provide transportation for those children who are enrolled in the special education program with an individual education plan. These arrangements will be provided upon request.

## Pick-Up / Drop-Off

**Persons bringing or picking up are responsible for notifying staff of the child's arrival and/or departure and must sign in or out with both student and authorized**



**person's name, date, and time.** Permission to take your child home will be limited to you, the parent, and to any other persons authorized by you on the Pickup Authorization Form for my Child. We strictly follow this. Be prepared to present a photo ID at pick-up time.

If a court-ordered injunction exists, provide a copy of the court order, along with a photo for staff to identify this person. We are legally unable to withhold a child from a legal guardian without this documentation.

If an intoxicated or impaired person insists on removing children from the care of a licensed child care center, the center shall immediately report the incident to the local police agency.

Unscheduled visits by a custodial parent or guardian shall be permitted at any time the child care center is in operation.

## Late Policy

Parents arriving after their designated pick-up time will be charged \$5.00 per child for every five minutes that they are late. (1 - 5 minutes would be considered the same five minute segment, so whether it is 6:01 or 6:05, the fee is still \$5.)

If a family has 3 late pick-ups, a meeting will be held with the child care director to discuss either an increase in penalty fees and/or a change in enrollment status.

## Severe Weather / Early Dismissals

If NLCS schools are closed, the Playful Pathways will remain open for our students registered year round. (NLCS Playful Pathways may close if only essential travel is permitted.)

If NLCS schools are delayed, the Playful Pathways Learning Center will be open at normal time.

If NLCS schools have an early dismissal, the Playful Pathways Learning Center will maintain normal hours, but will call families to encourage early pick up.



## Programs and Fees

<u>Schedule Type</u>	<u>Times</u>	<u>Price</u>
Full Day	6:30 am - 6:00 pm	\$30/day

## Nap/Rest Time Policy

Naptime is approximately an hour and a half each day. We provide a safe, quiet rest time for your child/children at the full-day childcare at Playful Pathways Early Childhood Center. The children will be given sufficient time to unwind and soft music will be played. We will rub or pat the back of any child who wants or needs it.

Most children will sleep at least for a little while, as soon as they readjust to the daily routine. Children of preschool age NEED a rest time. It is an Indiana Daycare Licensing requirement and it is also a good early childhood education practice to provide rest time for children up to five years old. We will explain to the children that it is a time in which we want them to relax and rest.

After 30 minutes, any child who is still awake will be provided an alternative quiet time activity.

At the end of rest time, the sleeping children will be gently awakened individually. The shades will be opened, lights turned on, and music turned off. Children will be allowed to get up and use the restroom and wash their hands for the afternoon snack.

Please let us know if there is something that we need to do to help your child adjust to the rest time routine. Be sure to discuss “rest time” with your child/children at home and mention that everyone needs to rest. They do not have to go to sleep, but we do require that they rest for the full amount of time and that they are quiet, so as not to disturb the other children.



## Parents must provide to keep in the classroom

- One change of clothes (in case of spills or accidents). We go outside as much as possible, so a sweater, hat, gloves, and a warm coat are needed to store in your child's cubby for this upcoming fall and winter.
- Diapers (If Needed) –Bring **two bags** of unopened diapers for your child on the first day. When we open the second bag of diapers we will inform you so that you may purchase a new bag. (This is so your child will always have fresh diapers.) All diapers unused at the end of the school year will be bagged up and sent home with your child.

## Student Health

### Health Records

To ensure children's health, each child is required to be up to date on physical examinations by a doctor BEFORE entering the program. In addition, we recommend a current dental exam. Preschoolers should have a well-child exam done by their doctor every year and a routine dental exam every 6 months by their dentist. Contact your doctor and dentist to fill out a form from the most recent visit or to schedule an appointment, if needed. We must receive your completed forms for your enrollment to be considered complete. We require a health record be on file within 30 days of enrollment, which includes:

1. Physical exam form with physician or nurse practitioner's signature dated no earlier than 12 months prior to enrollment date.
2. Current and complete record of immunization history showing month, day and year of each immunization. An important part of early intervention and prevention is maintaining up-to-date immunizations. By state law, all students must be properly immunized in order to enroll in school.



## Medical Emergency/Accident Procedure

When an accident or medical emergency occurs, staff members shall apply first aid and contact the nurse.

Parents will be notified immediately or by the end of the school day, depending on the severity of the injury.

Staff members will complete a typed accident form (accessible in the Google Drive) as soon as possible after the accident occurs and submit it to the secretary, who will then review the form, obtain the building administrator signature, and submit it to central administration.

Minor injuries will be treated at school and families will be notified at pick-up. If a more serious injury or accident occurs, first aid will be rendered and the family will be notified immediately to seek additional medical treatment for the child.

In the case of a medical emergency, Emergency Medical Services (911) will be contacted first, and the family immediately afterwards. Upon arrival of EMS, school personnel will defer to first responders. If necessary, EMS will transport the child to the nearest hospital for treatment. It is vital that your child's emergency and medical information be kept up to date with the school office.

## Illness Guidelines

We want to keep all of our children happy and healthy! When a child is sick, they must be isolated to prevent the possible spread of illness. Therefore, sick children should be sent to the nurse's office. The nurse will sit in the isolation room (room 9) with the child until parents are able to arrive. Please keep your child home for 24 hours if he/ she has:

### Severe Cold

Excessive coughing, nose, or eye drainage.





## Temperature

A fever above 100 °F within the last 24 hours. (If your child is not acting as he/she normally does or has other signs of illness such as hot/dry skin, headache, loss of appetite, etc.)

**We consider sick as a temperature of 100°F from ANY of the following areas: mouth, underarm, ear, rectal**

**\*\*Even if your child is teething, they may not attend the child care facility if they are running a fever.** Fever and congestion are not considered to be signs of teething.

**Your child may return when the fever has been gone for 24 hours (back to the range of 96-99 °F) without aid of medication (Tylenol, Motrin, etc.).**

## Vomiting

If your child has vomited more than one time within the past 24 hours he/she is not permitted at school. Children can dehydrate quickly.

## Diarrhea

If your child has had two or more loose or watery stools in the past 24 hours, he/she is not permitted at school. Children can dehydrate as quickly as 12 to 24 hours after the diarrhea starts. **\*\*Your child may return to school 24 hours after the last loose bowel movement without the aid of medication.\*\***

## Eye Issues

Conjunctivitis (aka: pink eye); reddened eyes; drainage; crusty eyelashes; itchy, sore eyes that can be sensitive to light, etc.

Your child may not return to school until they have been on medication for 24 hours.

## Rash/Skin Issues

Skin rashes or unusual spots that spread quickly, ooze or are of uncertain cause; ringworm; chicken pox; scabies, etc.

***\*\*Doctor's statement may be required for re-admittance.\*\****



## Head Lice

If lice and/or nits are found, the parent or another contact person will be called to pick up the child. Head lice spreads from one person to another and requires treatment.

- The child should be treated at home with a lice shampoo or other safe treatments. **Nits must be picked out of the child's hair as they can hatch and re-infest the child.** This is a very important part of the treatment process.
- Please remember that lice shampoo can be harmful if the directions aren't followed carefully. DO NOT re-treat your child before the time period that's indicated in the instructions.
- Students sent home with head lice must be brought to school and cleared by staff before they can return to the classroom.

## Bed Bugs

In the case that bedbugs are found on a student's clothing or belongings, the parents will immediately be informed and a bed bug inspection form, along with informational material, will be sent home. All parents will be notified that bed bugs have been found in daycare. Students will not be forced to stay home, but they will need to change into a fresh set of clothes upon arriving at school and their belongings that travel to and from school will be sealed in plastic containers while/until the situation has been resolved. Repeat offenders will warrant further investigation.

*If your child becomes ill during the school day, we will notify you immediately and will expect you or another designated person to take your child home.*

## Medications

Any medical needs should be noted on on-line enrollment forms. All medications must be sent to school in original containers. Any over-the-counter medications must be in original containers and accompanied by a physician's statement specifying dosages. Parent permission is required for medication to be provided at school. (Sunscreen, toothpaste and diaper rash ointments are considered medicines and that form is attached to your enrollment packet.) Medication must be provided directly to the school. **NO medication can be transported to school on the bus.**



# Permissions and Receipt of the Handbook

## Parent/Guardian Section

### CHIRP (Children and Hoosiers Immunization Registry Program) Parent/Guardian Immunization Release

1. I have read and understand the purpose and use of CHIRP by the school nurse for immunization recording and reporting.
2. I hereby consent to the release of the following information concerning my child, \_\_\_\_\_, to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP), as outlined in the immunization section of the student handbook. Information may include a student's full name, date of birth, immunization data, and demographic data such as address, telephone number and school in attendance.

### Media Permission Slip

During the school year, our children are the focus of scrapbooks and videos, and sometimes newspaper articles! We must have permission for the children's representations to be created and distributed – even if to the parents. Additionally, we may also have stories published in the local newspapers or online as promotions for our facility. In order for the students to participate, guardian permission is required. Indicate your choice with an 'X' or ✓ below.

\_\_\_\_\_ **I DO give my child permission** to have his/her picture taken and participate in video projects of educational value.

\_\_\_\_\_ **I DO NOT give my child permission** to have his/her picture taken and participate in video projects of educational value.

**I have received, read, understand, and agree to all guidelines, information, and policies (including discipline policies) outlined in the Playful Pathways Handbook.**

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**Name(s) of child(ren):**

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**Signature of Parent/Guardian**

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**Date**



# Required Enrollment Documentation

Parents - Please use this checklist of documents required for each child's enrollment.

## **From NLCS.k12.in.us:**

- New Student Registration Form

## **From Your Child's Pediatrician:**

- Immunization Records—Bring a doctor's note after each additional vaccination.
- Copy of the Student's last Wellness Check
- Allergy Verification from Pediatrician
- Feeding Plan (for infants and toddlers)

## **From the Court:**

- Custody Order
- Protective Order
- Adoption Decree

## **From the Health Department:**

- Birth Certificate

## **From Playful Pathways Office:**

- Medication Permission
- Tuition Agreement
- Work Survey
- Home Language Survey
- Breastmilk Agreement (if applicable)
- Signed Handbook Agreement
  - CHIRP Permission
  - Media Permission Slip
  - Signed Discipline Policy
  - Student Permission Slip
  - Sunscreen Permission



# APPENDIX



## Breast Milk Procedure

Breast milk is a very special product. Provide a safe and excellent source of nutrition to your breast-fed infants by following the procedure below:

1. The facility or the mother must supply sterilized bottles or disposable nurser bags (see “Parent Agreement”).
2. The mother will store her milk in a bottle or bag and refrigerate or freeze the milk. The bottle or bag should contain no more than the amount of milk the child would drink at one feeding. The milk must be labeled with the child’s name and the date and time collected.
3. The bottles or disposable bags must be brought to the center in a clean, insulated container which keeps the milk at 41 °F or below (see “Parent Agreement”).
4. Fresh, refrigerated breast milk must be used within forty-eight (48) hours of the time expressed. Frozen milk may be stored in a refrigerator freezer for three (3) to six (6) months or stored in a deep freezer at -4 °F for six (6) to twelve (12) months.
5. Frozen breast milk may be thawed as follows:
  - a. Frozen breast milk may be thawed under warm water, gently swirled, used within one (1) hour or refrigerated immediately and used within twenty-four (24) hours. Label the bottle with the time and date thawed and method used for thawing (“warm water” or “heat thaw”).
  - b. Frozen breast milk may be thawed in the refrigerator at 41 °F or below. Label the bottle with the time and date moved to the refrigerator and “cold thaw” method and use within twenty-four (24) hours. With this method, **never warm** the breast milk until ready to feed the child.
  - c. Do not refreeze the breast milk once it has been thawed.

### **NEVER HEAT BREAST MILK IN A MICROWAVE!**

**Note:** Once a bottle is fed to an infant, the remainder must be discarded and cannot be returned to the refrigerator.

## Parent Agreement

I, \_\_\_\_\_, agree to provide my breast milk for my child,  
\_\_\_\_\_, in sterilized bottles or sterile nurser bags. I will store my milk in the appropriate serving size for my child. I take full responsibility for maintaining this milk at 41°F or below during home storage and transport to the center.

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**Signature of Parent/Guardian**

**Date**

# Student Permission Slip

Dear Parent:

Playful Pathways is committed to providing play-based learning opportunities that are safe and fun for your child. As part of this commitment, we have gone through the State of Indiana's Child Care Centers licensing process. The license covers classrooms and other common spaces within the learning center building.

Our belief at Playful Pathways is that students learn by experiencing the world around them. Therefore, this blanket permission slip is to allow the teachers and staff of the center the opportunity to use the unlicensed spaces of the child care center. This may include the trails, basketball court, cafeteria, and sidewalks surrounding the building.

I, \_\_\_\_\_(guardian's name) give permission for my child  
\_\_\_\_\_ to participate in activities that occur on North Lawrence  
Community Schools property, even if the space is not licensed as a State of Indiana Child Care  
Center. By signing this permission form, I understand that the form is good for one year from the  
date below.

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***Signature of Parent/Guardian***

***Date***



## Sunscreen Permission

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_

Playful Pathways Preschool provides a variety of outdoor learning activities and playtime. Your child's protection against sunburn is very important to us. Playful Pathways staff will apply sunscreen to *exposed skin*, with your permission, prior to going outdoors during warm, sunny days. Sunscreen will *not* be applied for exposure less than 20 minutes.

*Please note that NLCS is not responsible for any adverse reaction that may occur related to the application of sunscreen.*

**Sunscreen provided by Playful Pathways is SPF 50.**

*Please initial your preference, sign, and date below before returning form.*

\_\_\_\_\_ I **DO** give permission for Playful Pathways staff to apply sunscreen to my child as needed, before outdoor activities with exposure longer than 20 minutes.

\_\_\_\_\_ I **DO NOT** give permission for Playful Pathways staff to apply sunscreen to my child.

Comments \_\_\_\_\_

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**Signature of Parent/Guardian**

**Date**



# Playful Pathways Daily Report

\* Information in this table is to be completed by the parent at drop off.

Child's Name:	Date:
Last Fed:	Last Slept:
Additional Instructions:	

## Feedings

Time:	Caregiver's First Name & Last Initial	Child Was Served (Type and Amount):	Child Ate:

## Your Child Slept

__:__ am / pm to __:__ am / pm	__:__ am / pm to __:__ am / pm
__:__ am / pm to __:__ am / pm	__:__ am / pm to __:__ am / pm
__:__ am / pm to __:__ am / pm	__:__ am / pm to __:__ am / pm

