

## **WHEN YOUR CHILD STARTS**

Before your child begins a regular schedule, we ask families to plan a few introductory/play visits. The minimum requirement is for you and your child to spend 1 hour in the room. This enables parents and children to explore the classroom. Please check your child's "cubby" daily for important information that we may need to send home.

There are also weekly bulletins posted along the entranceway to the center around your child's classroom. We invite parents to talk with teachers regularly. The classes correspond with parents through notes in lunch boxes, cubbies, and message boards. In the infant/toddler room daily logs are kept to record your child's naps, diaper changes, and eating schedule. We will call you if there is something we feel you should know. Childspace understand and recognizes that families come from different cultural and linguistic backgrounds. A Spanish interpreter is available Monday through Friday from 7:30-3:30. In event that another language interpreter is required, Childspace will contact the Lingual Institute to provide this service.

It is important that we have on file your current mailing address and telephone number(s) as well as emergency phone numbers. Occasionally we might need to get in touch with you by phone or send correspondence in the mail.

You are welcome to call the center during the day to check on your child. The number to reach the center is (215) 248-3080. We do ask you to be sensitive to other parents who might need to get through and not spend too much time on the line. If you need to reach the Childspace Too Center, the main number is (215) 849-1660. If you have any questions regarding your tuition bill please call our bookkeeper at (215) 248-3080 ext. 4. She handles all billing information.