2550 Union Road Cheektowaga, New York 14227 (716) 656 - 8050



Dear Parents,

Thank you for your interest in Watch Me Grow Daycare Center of WNY. The following will give you some information about the Center, as well as some information about us (the owners/operators of the Center). Our Parent Handbook, a fee schedule, and a registration packet are also available upon request. The Parent Handbook outlines the basic policies and procedures of our Center. The registration packet will start the registration process for your child.

You are also welcome to come in and tour the Center at any time (we are open Monday through Friday from 6:30AM to 6:00 PM), although you can get the best idea of our programs and curriculum between the hours of 9:15AM and 11:45AM. We would be happy to show you and your child our facility and the programs that we offer. We are confident that you will find our Center to be bright, cheerful, and inviting, with outstanding programs to enhance your child's growth and development!

The Center is newly constructed and has been built specifically for childcare, which has afforded us with the opportunity to provide a facility with distinctive and unique features. Some of these features are:

- 1. Emergency exit doors from all classrooms
- 2. Observation windows in all classrooms and gymnasium
- 3. Climate-controlled environment
- 4. Coded security entrance system
- 5. Small, personalized class sizes
- 6. At least three exterior windows in all classrooms
- 7. Fully equipped kitchen to prepare meals at Center and to accommodate special dietary requests
- 8. Indoor gymnasium
- 9. Large outdoor fenced-in playground
- 10. Nature trail where children can take walks and explore the outdoor world
- 11. Sick room area, separate from other children, but within direct supervision of staff
- 12. Spanish classroom
- 13. Computer and phonics lab
- 14. Bright and warm atmosphere; your child's home away from home

We are confident that you will find our physical facility one of the finest in the area.

Although the quality of the physical facility is important, the quality of the curriculum and staff are even more important in providing your child with the best possible care. The Center's program is focused on the whole child. Our program (curriculum, staff qualifications, materials, and equipment) have been designed to enhance the development of your child's emotional, social, intellectual and physical growth. It is the Center's philosophy that children learn through play, and thus it is the Center's responsibility to provide an environment rich with materials and activities for your child to explore and experience. Our Center places an emphasis on child-directed activities in which children will be free to choose the materials and areas that interest them. The teacher's function is to provide developmentally appropriate materials and experiences, as well as interact with, question, and challenge the children to enhance their learning experience. All of the curriculum is developmentally appropriate and includes science, art, math/cooking, literature, movement and music, and gross motor activities. The classrooms are also arranged in such as way as to provide even more learning experiences as they are divided into a variety of learning centers that are childdirected. These include dramatic play, creative art, reading corner, sensory center, science, blocks, and learning games and manipulatives.

Our curriculum and philosophy meet the standards established by the National Association for the Education of Young Children (NAEYC) and are approved by the Director of the Center. By having your child's teacher prepare the curriculum for your child's classroom, the curriculum is developmentally appropriate and is tailored to meet your child's needs and interests. Who better than your child's teacher knows best your child's learning style and his or her strengths and weaknesses? Captivating your child's interest is one of our teaching staff's primary goals. In this way, your child becomes engaged, and therefore learns!

All teachers at Watch Me Grow are educated in early childhood education. They also receive continuing in-service training in early childhood development and have training in both First Aid and CPR. They are second to none! They truly strive to be an extension of your family and do all they can to provide the best possible care for your child. We all love to "watch them grow!"

We also offer a vast array of enrichment programs at our Center. We are very excited about both our computer and phonics lab and our Spanish classroom, which are integrated into your child's day here at Watch Me Grow. We also provide field trips, special visitors, and special events for the children to enhance their learning and fun!

We also have both a Pre-K and Kinder-Readiness Program. These programs have been designed in partnership with the Cheektowaga Central School District to ensure that your child is well prepared for both their Kindergarten screening and their Kindergarten year of school. Our Pre-K and Kinder-Readiness graduates have shown a noticeable head start in their first year in elementary school. We track and monitor your child's progress throughout the school year and specifically tailor the curriculum to meet your child's individual needs. These programs also include extensive use of our Learning Center, where there is a strong emphasis on printing, computer, listening, and phonemic awareness skills.

We decided as mature parents to operate a daycare center due to our love of children, and our belief that we can provide a unique environment above and beyond that of other daycare centers. Both of our children had attended daycare and we understand the demands placed upon today's working parents, as well as their concerns about obtaining quality care for their children. We realize that you, as parents, are the primary caregivers of your children, and it is our role to be an extension of your family and provide care that will enhance your child's learning and development. We are committed to providing a healthy, safe, loving, caring and stimulating environment in which your child will know he/she belongs, and one in which you will be secure in entrusting your child's care.

If you wish to register your child, please complete and return to us a registration packet with the \$30 registration fee and one (1) week's tuition, which will be held as a security deposit and applied to your child's last week of care at the Center. This will secure a spot for your child. Registration is on a first-come, first-serve basis.

Once again, thank you for your interest in the Center. We are extremely proud of our Center's quality and believe it to be one of the finest Centers in Western New York. Please call us at 656-8050 with any questions you may have. We welcome your calls and look forward to meeting you and your child in the near future.

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Dedicated to the growth of children

REGISTRATION FORM

CHILD'S NAME: AGE:
MALE FEMALE BIRTHDATE:
TODAY'S DATE:
PARENT(S) NAME:
ADDRESS: PHONE:
STARTING DATE FOR CARE: ESTIMATED ARRIVAL TIME: ESTIMATED DEPARTURE TIME: DAYS CARE NEEDED: MON. TUE. WED. THU. FRI.
FULL DAYS HALF DAYS (AM) HALF DAYS (PM)
A non-refundable \$30 registration fee and 1 week's tuition must accompany this registration form. Make checks payable to Watch Me Grow Daycare Center. The 1 week of tuition will be applied to your child's last week of care.
How did you hear about our Center?
For Office Use Only: Registration Fee Due: Security Deposit Due: Amount Paid: Check Number: Date Paid:

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I understand that upon enrolling my child in the Center, a \$30.00 registration fee and one (1) week's tuition must be paid to the Center. The one (1) week of tuition will be applied to my child's last week of care. If my child does not attend the Center, I understand that the enrollment deposit (both the one (1) week of tuition & registration fee) are NON-REFUNDABLE.

I understand that if I register my child for the fall of any given year AND choose to transfer the one (1) week of tuition to my child's fall registration, both the one (1) week of tuition and registration fee are NON-REFUNDABLE if my child withdraws from the Center prior to September 30th of that same year. In this case, I also understand that the one (1) week of tuition that I transferred to my child's fall registration will NOT be applied to my child's last week of care if my child withdraws from the Center prior to September 30th. In this instance, I understand that I am responsible for the full amount of tuition for my child's last week of care.

I agree to comply with the policies and procedures as set forth in the Parent Handbook. I understand the fee schedule and that tuition is due weekly, in full, on or before the first day of the period for which my child will be attending. I understand that failure to pay tuition in a timely manner will result in a \$10.00 late fee for any given week, on any and all unpaid balances, and may result in loss of enrollment.

I understand that I am responsible for payment of tuition regardless of vacations, illness, holidays, Center closings or any other absenteeism.

I understand that I must call the Center by 8:30 AM to notify the Center of my child's absence in order to be eligible for a make-up day IF my child is enrolled in the Center on a part time basis. I understand that make-up days are a courtesy & are granted pending availability. I understand that make-up days can only be used on days my child is not normally scheduled and cannot be substituted for payment of tuition for my child's normally scheduled days.

I also agree to give the Center at least two (2) weeks WRITTEN notification of withdrawal of my child from the Center. I understand that I am still responsible for two weeks of tuition even if I fail to give two (2) weeks notice of withdrawal from the Center.

I agree to pay all of Watch Me Grow Daycare Center of WNY Inc.'s cost and expenses, including attorney fees and interest, in any way relating to the collection of the amounts due here or to the enforcement or protection of the rights of Watch Me Grow Daycare Center of WNY Inc.

I agree to release and hold harmless Watch Me Grow Day Care Center of WNY, Inc., its officers, directors, shareholders, employees, representatives and agents from any and all claims arising out of or related to the services to be rendered pursuant to this agreement other than as a result of the gross negligence or willful misconduct of Watch Me Grow Daycare Center of WNY, Inc.

I have also provided the Center with all pertinent medical and health information regarding my child as well as emergency notification information. I agree to keep the Center informed of any changes regarding this information.

I also authorize the Center to provide and/or arrange for treatment in case of a medical emergency

i also admortize the Center to provide a	nu/or arr	ange for treatment in case of a medical	emergency.
I give my permission for Watch Me Gruse in the Center, marketing materials,			and photograph my child fo
Signature of Parent/Guardian-Mother	Date	Signature of Parent/Guardian-Father	Date

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There is NO REDUCTION IN TUITION FOR ABSENTEEISM, regardless of the reason, (illness, vacation, snow days, holidays, etc...)

Although there is no reduction in tuition for days missed, Watch Me Grow Daycare, unlike other Centers, does offer make-up days as a **COURTESY** to our part-time students, **PENDING AVAILABILITY**.

MAKE-UP DAY POLICY: Recap of Parent Contract & Parent Handbook

I understand that I must call the Center by 8:30 AM to notify the Center of my child's absence in order to be eligible for a make-up day IF my child is enrolled in the Center on a PART-TIME BASIS.

I understand that make-up days are a COURTESY and are granted PENDING AVAILABILITY. I understand that the Center has incurred the expenses to care for my child on the days my child is scheduled to attend and that make-up days are a courtesy pending availability at the Center.

I understand that make-up days can only be used on days my child is not normally scheduled to attend the Center.

I understand that I must get approval from the Center in order to use a make-up day.

I understand that make-up days are granted on a "first come, first serve" basis, PENDING AVAILABILITY.

I understand that make-up days will not be granted if my account has an outstanding past due balance.

I understand that make-ups days cannot not be substituted for payment of tuition for my child's normally scheduled days.

I understand that make-up days cannot be used in lieu of payment of regular tuition, regardless of circumstances.

I understand that make-up days cannot be used as payment of middo of my child's normally scheduled days. I understand that I am responsible for payment of tuition for my child's normally scheduled days every week that my child is enrolled at the Center, regardless of absenteeism.

I understand that make-up days cannot be used to pay tuition at the end of my child's enrollment at the Center. I understand that regular tuition will not be waived because of unused make-up days.

I understand that I will lose any make-up days my child may have accrued if I withdraw my child from the Center, even if my child returns at a later date.

I understand that my child must be enrolled at the Center in order to be able to use any make-up days that my child may have accrued.

I understand that make-up days cannot be transferred between siblings.

I understand that I cannot request a make-up day more than two (2) weeks in advance due to new registrants and staff vacations.

I understand that if I am granted a make-up day that I have requested, and my child does not end up attending on granted make-up day, I lose that make-up day.

Date	Signature of Parent/Guardian-Father	Date
	Date	Date Signature of Parent/Guardian-Father

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES



Medical Statement of Child in Childcare

Name of Child:	y Licensed i		ician's A	ssistant or N	Urse Prac	
			ne or Birtin		Date of Exe	etti iatori.
Immunizations requirements of the immunizations vecent immunization (see the immunization).	he physical col vould endange	ndition of the name	ed child is tlach certi	such that one of	or more	☐ Yes ☐ No
Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP)	1 st Date	2 [™] Date	3 rd Date	4 ⁱⁿ Da	ate	5 th Date
Polio (IPV or OPV)	1 st Date	2 nd Date	3 rd Date	4 th Da	ate	
Haemophilus influenzae type B (Hib)	1 st Date	2 nd Date	3 rd Date	4 th Da after	ite OR 1 st Date 15 months of a	(if given on or ge)
Pruemococcal Conjugate (PCV) for those born on or after 1/1/08)	1 st Date	2 nd Date	3 rd Date	4 th Da	ite	
Hepatitis B	1 st Date	2 nd Date	3 rd Date			
Measles, Mumps and Rubella (MMR)	1 st Date	2 nd Date				
Varicella (also known as Chicken Pox)	1 st Date	2 nd Date				
Other Immunization	s may includ	the recomme	 ended vac	cines of Ro	tavirus,	
Influenza and Hepat	itis A		T	·····		
Type of Immunization:		Date:	Type of Im	munization:		Date:
Type of Immunization:		Date;	Type of Im	munization:		Date:
Type of Immunization:		Date:	Type of Im	munization:		Date:
Tests					····	
Tuberculin Test Date:	1 1	Mantoux Results:	☐ Positiv	e 🗌 Negative	· · ·	mm
TB Tests are at the physic	ian's discretion.	_				
If positive, or if x-ray order	ed, attach physi	cian's statement doc	xumenting tr	eatment and foll	ow-up.	
Lead Screening Date: _	1 1					
Attach lead level statemen						
Lead Screening (Include		Results)				
1 year / /	_ Result:	·	mcg/dL	☐ Venous	☐ Capillan	<i>t</i>
2 years / /			mcg/dL	☐ Venous	☐ Capillar	•
Most recent date of lead	- '	ifferent from above);			
	_		mcg/dL	Venous	Capillary Capillary	
Per NYS law, a blood lea If the child has not been to give the parent information county health department	ested for lead, th n on lead poisor	ne day care provider ning and prevention,	may not ex	clude the child:	from child da	v care, but must

Medical Statement of Child in Childcare



(continued)

Health Specifics		Com	ments
Are there allergies? (Specify)	☐ Yes ☐ No		
Is medication regularly taken? (Specify drug and condition)	☐ Yes ☐ No		
Is a special diet required? (Specify diet and condition)	☐ Yes ☐ No		
Are there any hearing, visual or dental conditions requiring special attention?	☐ Yes ☐ No		
Are there any medical or developmental conditions requiring special attention?	☐ Yes ☐ No		
Summary of Physical Exam Include special recommendations to B	Pay Care Providers		
On the basis of my findings as indicated a that: he/she is free from contagious and coare.	bove and on my kno ommunicable diseas	owledge of the named ch e and is able to participal	ild, I find le in day Yes No
Signature of Examiner		Address	
Please Print Name		City, State, Zip	
Title	······································	() Phone	Date

Religious Exemptions

Public Health law Section 2164 allows a child to be religiously exempted from immunization. A written and signed statement from a parent, parents or guardian of the child stating that they object of the immunization of their child due to their sincere and genuine religious beliefs should be submitted to the day care owner, operator or administrator who shall determine whether the statement of religious belief is acceptable.

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Child's Name: Date of Birth: has been in my care since (Child's Name) and is receiving health care, including appropriate health examinations in accordance with the American Academy of Pediatrics schedule of such care and examinations. (Physician/Physician's Assistant/Nurse Practitioner Signature) Name of office: Address: City, State, Zip: Phone Number:

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Allergy Form

My child,	
(Please Circle One)
1.) Has allergies to:	
2.)Does not have any allergies	
Parent Signature:	Date:

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Please Note: This form must be Reauthorized every 6 months

Written OTC Topical Medication Consent Form - Diaper Cream/ Ointment

Parent to complete:	
Child First Name:	Child Last Name:
Date of Birth:	
Child's known allergies:	
l,	_, the parent/ guardian of,
below:	Center to administer OTC topical medication named
Name of OTC topical medication:	
Frequency of application:	
Parents Name:	Parents Signature:
Please Print	
Provider to complete:	
Name of provider who received this s	tatement:
Provider Signature:	Date Received:

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Please Note: This form must be Reauthorized every 6 months

Written OTC Topical Medication Consent Form - First Aid

Parent to complete:	
Child First Name:	Child Last Name:
Date of Birth:	
l,	the parent/ guardian of,
authorize Watch Me Grow Daycare Cerbelow to my child "as needed" for first	nter to administer OTC topical medication named aid:
 1.) Neosporin 2.) Antiseptic wipes 3.) Hydrogen peroxide 	
Parents Name:	Parents Signature:
Please Print	
Provider to complete:	
Name of provider who received this sta	tement:
Provider Signature:	Date Received:

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SLEEP ARRANGEMENT AGREEMENT

I understand that my child,	will sleep in
a crib when he/she is between the ages of 6 weel	ks and 18 months old and
will sleep on a cot when he/she is between the ages old.	s of 18 months and 6 years
I understand that my child will sleep in his/her of	classroom.
I understand that my child will be supervised sleeping in their classroom.	by the Center staff while
I understand that in the preschool classrooms or reduce staffing by one person while the majority	nly Watch Me Grow may of children are sleeping.
Enough staff will remain in the building in case of	emergency.
Parent Signature	Date

Watch Me Grow Daycare Center Child Information

- All Information is Confidential -

Child's Full	Name		(Child's Home Address	Telephone
Case	i	D. t. of		The state of a second	
Sex	Birth	Date of Acceptance (Completed	PROTEIN AND AND AND AND AND AND AND AND AND AN		()Parent ()Guardian
·····					() Caretaker () Other (Specify
	Emergen			ople & physician)	
Name		Relation	Address (I	During hours of day care)	Telephone
		<u> </u>			
Please list	all individ	tuals (and the	eir relations	ship to the child) who live in yo	ur household
Name		Relation		Age (of brothers and sisters)	
	•				
					,
••					
fledical Inf	ormation				
s your child	allergic to	anything?	Yes	s () No ()	
		reactions to	medication,	environmental conditions, and/or	foods
f yes, pleas	e list				
·····					
low does th	e allergy a	affect your chil	d? (type of	reaction)	
Vhat is the	necessary	treatment for	such reaction	ons?	
				, , , , , , , , , , , , , , , , , , ,	
as your chi	ld ever be	en hospitalize	d? If so, for	what reason, at what age, and fo	or how long?
<u></u>					

Does your child have any handicapping conditions that you are aware of? Yes () No () If so, how were they diagnosed and what are the physician's recommendations/treatments?
Are there any restrictions placed on your child's activity, diet, or any other aspect of his program participation?
Is there anything you would like to share with us concerning your child's health?
Eating / Feeding
For Infants Only Was or is your child breast fed? Yes () No () If your child uses formula, what type? Have there been changes? If so why?
ls your child eating food? Yes() No() If so, what kind?
What is your child's eating schedule?
What are your child's particular likes or dislikes?
Do you have any special concerns regarding your child's eating?
Sleeping Please record your child's present sleep schedule here. Include <u>all</u> significant periods of sleep
What position does your child sleep in most often?
How would you characterize your child's sleep? Deep, Restless, Etc.

How do you discipline your child?						
What is your child's favorite play activity?						
How does your child respond to books?						
What have you noted about your child's thinking ability?						
To help us meet your child's already established needs pleas share one typical 24 hour schedule with us. <u>Time</u> <u>Activity</u>						
Wakes up						
Wakes up						

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Child Release Authorization

	Child's Name:		Date:		
	individuals designate up person, in additi before the child is r with an original copy	n for Watch Me Grow Dayca	We require notification of an here. We also require photection exists, the Director r	alternative pick- oto identification must be provided	
	Name	Address	Phone	Relationship	
1					
2					
3					
4					
	notify the Center ea	se are the only individuals auch time these authorized peonte this list when it becomes n	ople will be picking up my		

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Formula Preparation

I give permission for Watch Me Grow Daycare Center of WNY to mix and prepare formula for my child,
according to package/parent instructions.
I know that I am required to provide the Center with the formula. The name of the formula that I will supply the Center with is named,
Child's Name
Parent Signature

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PARENT INFORMATION/EMERGENCY INFORMATION:

Child's Name:
MOTHER'S INFORMATION:
Name:
Employer:
Work Address:
Work Phone Number:
Home Address:
Trome Phone Number.
Cell Phone Number:
Email:
FATHER'S INFORMATION:
Name:
Employer:
Work Address:
Work Phone Number:
Home Address:
Home Phone Number:
Cen rhone Number.
Email:

OCF	S-LDSS-0792 (10/2018) FF	RONT						
				NEW YORK STATE HLDREN AND FAMILY SER) (Inch			
		· ·		ARE ENROLLMENT				
		Child's Full Name:	<u> </u>	THE MINITURE IN PROPERTY OF THE PROPERTY OF TH	Date of Birth:	Gend	der:	
		Preferred Name/Nickname:			1 1			
^ر	PHOTO OF	Child's Home Address:						
1,	::::::::::::::::::::::::::::::::::::::	Office Address.						
Name of Person Enrolling Child				Relationship to Child:			<u></u>	
			☐ Parent ☐ Guardian ☐ Other		☐ Caretaker ☐ Relative			
Phone Number(s) of Person Enrolling Child:			Address of Perso		ig Child (if different the	an child):		
Ema	mail Address:							
_	EMERGENCY CONTACT NAMES / ADDRESSES		Authorized to Pick Up	PRIMARY PHONE NUMBER	OTHER PHONE N	JMBER / E	MAIL.	
0	Primary Contact:		Yes					
			☐ No		CT als to says			
Շ			ļ —	ok to text	ok to text			
Ä			Yes					
EMERGENCY INFO			□ No	ok to text	ok to text			
	4.11		Yes	W 7000-1				
			_ No	ok to text	ok to text			
For F	Program Use Only			For Program Use Only	OK TO TEXT			
	- •	1 1		Date of Disenrollment:	1 1			
				·				
OCFS	S-LDSS-0792 (10/2018) RE	VERSE						
Chile	d's Full Name:				Date of Birth:			
				/ /				
Check boxes below to indicate if your child has any special needs/services: □ Early Intervention/Special Education □ Occupational Therapy □ Speech/Language □ Physical Therapy								
	ullergies (list)	od Eddomon - Occupational (nciapy ∐iop	eeciir Laiiguage Li Filysk	car merapy			
	Other				*** "			
	-	n here AND discuss with your chil	ld agra provide					
	<u> </u>	sician's Name/ Group:	a case browner		Phone Num	har		
	·	solutio realities catoup.			()	•		
Pref	erred Hospital:		*****		Phone Num	ber:		
Chile	d's Dental Care:				Phone Numi	- her		
					()			
	•	Child health insurance informat the NYS Health Market		e by calling toll-free 1-800- : https://nystateofhealth.ny.g		•		
	REEMENTS							
		medical treatment for my child				☐ Yes	□ No	
• [•	consent for my child to nder proper supervision	o take part in neighborhood trips (on	(i.e., fibrary, par	k and playground) away fron	n the program	☐ Yes	□No	
I understand the program may need additional permissions for situations such as transportation, medication, release of information, and field trips								
I provided information on my child's special needs to the program to assist in caring for my child								
I understand the program must give parents, at the time of enrollment of a child, a written policy statement as required by regulation								
• agree to review and update this information whenever a change occurs and at least once every year Yes								
SIGNATURE – PARENT OR PERSON(S) LEGALLY RESPONSIBLE: DATE:								

I

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TO BRING LIST

- 1. 1 box of tissues
- 2. 1 box of flushable wipes
- 3. 1 tube of toothpaste
- 4. 1 toothbrush
- 5. Diapers/Pull-Ups
- 6. 1 box of wipes
- 7. Art smock (Dad's old dress shirt worn backwards works just fine)
- 8. Weather-appropriate change of clothes (including socks and undergarments)
- 10. Rest buddy, blanket and/or pillow (must be taken home weekly to launder)
- 11. Formula or jar food, if applicable
- 12. Pacifiers and bottles, if applicable
- 13. Appropriate outdoor clothing for outdoor play (hat, mittens, boots, snow pants and coat for winter; suntan lotion, bathing suit, water shoes, hat and towel for summer)
- 14. Journal notebook for teacher/parent communication
- ***** Guns, war toys, toys of destruction, candy and gum will not be permitted!
- ****** PLEASE label everything with your child's full name, except for the toothpaste, flushable wipes and tissues. These items will be shared with the whole class.

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NUT-FREE FACILITY

Watch Me Grow Daycare Center is a <u>Nut-Free facility</u>. Please check the ingredients of all food items and beverages being brought into the Center to ensure that they do not contain nuts, tree nuts or nut by-products. (donuts, breakfast bars, cereal, milk etc...)

We have children who have severe nut allergies and cannot be exposed to items containing nuts or nut byproducts.

Many items that you may think do not contain nuts, actually do! Please read the packaging labels on the items you plan to bring into the Center to confirm that they contain no nut or nut by-products.

Thank you for your attention to this matter.