

THE LEARNING PLAYHOUSE

208 North Providence Road

Richmond, VA 23235

(804) 560-7808



INTRODUCTION

Welcome to the Learning Playhouse! Thank you for choosing us to be the childcare provider for your family. The Learning Playhouse is a small privately owned Pre-School Center that is operated by Degree and Non-Degree holder staff. Staff members all have one thing in common, "The Love for Children." This handbook will provide information for both parents and staff to work as a team to help develop the children in our program. Each child deserves to have a happy and memorable developmental years.

PHILOSOPHY

Our primary goal is to provide children with safe, secure, and loving environment with lots of opportunity to learn. We believe children are life's most valuable resource. They are the future! We believe that strengthening a child's foundation will yield a strong and secure adult.

OBJECTIVES

- ✓ To provide a safe, secure, loving, and nurturing environment
- ✓ To enhance the development and growth of the child
- ✓ To provide varied areas of learning opportunities
- ✓ To provide an environment conducive of learning
- ✓ To help develop the child's acceptable social behavior
- ✓ To help develop the child's mental and physical skills needed for future learning experiences

STAFF

Staff members are selected not only by their education and experience but also for their love and passion for caring and education children. In addition to the affinity for children, teachers are required to have a high school diploma, have had early childhood courses and/or work related experience. Assistant teachers are required to have at least a high school education. Staff members are required to have first aid courses and at least one employee in the center will have CPR Certification at all times.

MEET OUR TEACHERS

Jim & Milette Allison

Mary Whitten Cheatham

Karen Williford

Milette Allison

Megan Deavers

Frances Bentley

Suelyn Hubbert

Carrie Ciejek

Diana Jacobs

Belle Seneres

Jeidy Dayrit

Brittany Silk

Austyn Anderson

James Whitten

Samantha Ferrell

Med Jefferson

Jackie Cox

Gabby White

Kirsten Harmon

Owners

Center Director

Assistant Director

Three's Teacher

Pre-K Teacher

Reading/Math Specialist

School Age Program Director

Three's Teacher

Two's Teacher

Spanish Teacher

Pre-K Teacher

Two's Teacher

Three's Teacher

Sign Language Teacher

Four's Teacher

Four's Teacher

Pre-K Teacher

School Age Teacher

School Age Teacher

Cook

Two's Aide

Substitute

Pre-K Aide

Four's Aid

Substitute

ENROLLMENT

The Learning Playhouse opens its opportunities to all children regardless of race, color, nationality, or ethnic origin; providing we can meet the needs of the child. We accept children from 2 to 12 years of age. Children are accepted on first come first serve basis.

HOURS OF OPERATION

The Learning Playhouse is open Monday through Friday from 7:00am and close promptly at 6:00pm. If a child is picked up later than the closing time there will be a charge of \$5.00 for the first 15 minutes and then \$5.00 for every 5 minutes after that. The late pick-up fee will go to the employees who stay to care for the child.

HOLIDAYS (NO OPERATION)

New Year's Day (January 1st)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (First Monday in September)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving
Christmas Eve (Close at 12:00pm)
Christmas Day

FEE SCHEDULE

Weekly Tuition Fee

- ✓ Due Every Monday
- ✓ A late Fee of \$10.00 will be applied to your account on Wednesday Afternoon.

Vacation

Pre-School: Once a year a child is entitled to a full week off without charge with one week prior notice.

School Age: During the school year a child is entitled to a full week off without charge with one week prior notice. Additionally, the child is entitled to one week off without charge with full attendance during the summer program.

Half Rate/Sick Time

Will only apply to two or less days of service for a maximum of four weeks in a year. Holidays are considered as a day of attendance.

Registration Fee

Upon enrollment a \$40.00 fee is due per child.

Field Trip/Activity Fee

Information for each event/trip will be available in advance. Fee will be collected upon occurrence. There will be a blanket permission form required for each child; this form will be kept in the child's file.

School Closing

Before or After School Only

There will be an additional charge of \$10.00 a day for Early Release/Delay and \$15.00 a day if school is closed.

Before/After School

There will be no additional charge for school closings, delays, and early releases.

Snow Days

Before or After School Only

There will be no additional charge for the FIRST Snow Day but everyday afterward will be a charge of \$15.00 per day.

Before/After School

There will be no additional charge for the FIRST Snow Day but everyday afterward will be a charge of \$10.00 per day.

Drop In Fee (Previously Enrolled Children ONLY)

Daily Rate is \$40.00 a day.

Returned Check Fee

A fee of \$25.00 will be charged on each returned check.

DISCIPLINE

"Teaching Self Control" - Proper behavior and proper conduct promote a safe environment. Discipline is necessary for Learning. Rules and regulations will be explained to children along with the consequences that go with them.

General Discipline Techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable.

Our disciplinary techniques are:

- ✓ Redirection or Removing the child from the situation
- ✓ Verbal Warning
- ✓ Taking away Privileges
- ✓ Time Out (Reasonable time or 5 minute maximum)

The Learning Playhouse reserves the right to withdraw any child from its roll with a two-week notice for the following reasons:

- ✓ Excessive Biting
- ✓ Causes or is likely to cause danger to oneself and/or others
- ✓ Has a severe discipline problem
- ✓ Exhibits bad language
- ✓ Non-Payment
- ✓ Non-Conformance to Centers Policy as stated in this handbook
- ✓ The Learning Playhouse can not meet the child's needs

Parents have the right to withdraw their child from the Learning Playhouse with a two-week advance notice in writing.

MEDICATION

The Learning Playhouse is unable to administer medication for the children under its care.

CHILD'S HEALTH

A certificate showing proof of immunization is required prior to enrollment. These certificates must be updated as needed.

If a child is sick or has a fever, the child can not be admitted that day. If a child becomes sick during the day, he or she will be isolated from the other children and the parent will be contacted to pick the child up. A child with a fever over 100 degrees F should be fever free for 24 hours before returning to the Learning Playhouse.

Children with the following symptoms must be picked up from the Learning Playhouse promptly:

- ✓ Temperature of 101 degrees F (taken under the arm)
- ✓ Pink Eye
- ✓ Loose Bowel Movement (3 times in one hour)
- ✓ Vomiting
- ✓ Or any other symptoms that might need medical attention immediately or may be contagious under the discretion of the teacher/director

The Learning Playhouse reserves the right to deny enrollment to any child with a communicable disease.

ACCIDENTS/INJURY

Minor accidents will be recorded and will be presented to the parent for signature at the end of the day. These reports on the type of accident and what action was taken will be kept on file.

For major injuries, parents will be notified immediately.

SIGN IN & SIGN OUT

A parent or guardian must sign the child in upon arrival and sign out when picked up. If a parent or guardian can not pick up the child and someone who is not on the authorized pick up list must pick up the child, the parent must notify the teacher/director by written, verbal, or telephone instruction. The authorized person will be asked to show picture identification.

The director/teacher may refuse to allow any child to be picked up by anyone who appears to be intoxicated or otherwise impaired. We will call someone on the authorized pick up list in your child's file to pick up your child instead.

FOOD POLICY

The Learning Playhouse will provide breakfast, lunch, and an afternoon snack. Copies of menus will be sent home and posted on the parent information bulletin board.

During the school year, school age children will be offered breakfast in the morning and snack in the when they arrive from school. School age children are responsible for providing their own school lunch.

Food portions will be appropriate for the age of the child and additional portions will be permitted.

Parents may supply food for their children due to special diets, Religious beliefs, or medical reasons. A letter must be submitted identifying the reason for the special diet and state that the parents are responsible for complying with the USDA nutritional guidelines. Food must be delivered in an airtight container and/or be in the original container. Parents may bring food/beverages for celebrations and for field trips as requested by the center staff.

Please do not allow your child to bring candy or junk food to the center. Children will be encouraged but not forced to try new foods. No child will be denied food at mealtime for disciplinary reasons.

SUSPECTED CHILD ABUSE POLICY

It is required by law that the Learning Playhouse Staff or Volunteer to report suspected child abuse.

MAINTENANCE & HOUSEKEEPING

The rooms and hallways of the school are maintained in a clean manner. Electrical, ventilation, heating, and alarm systems are inspected regularly. Results of these inspections are recorded and kept on file. Fire Drills are conducted monthly. All cleaning agents, bleaches, and any other dangerous materials are stored away from food and in a manner assuring the child's protection.

ARRIVAL AND DEPARTURE POLICY

- ✓ Upon arrival, all children must be accompanied inside the facility by an adult
- ✓ Staff must be notified of the child's arrival
- ✓ Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving
- ✓ Authorization is required when anyone other than the designated adult arrives to pick up the child
- ✓ For children arriving late when his/her group is on a field trip, the child will stay with the group closest to his/her age at the center until their class returns
- ✓ No child will be allowed to be dropped off at a field trip location at anytime, due to safety precautions
- ✓ For safety precautions, parents are requested to turn off their car engines when a child is alone in the vehicle while in the parking lot
- ✓ If a child is not picked up after the closing time, the Learning Playhouse staff will call parents first then the emergency contacts provided by the parents. If no response, the Learning Playhouse is required to call Social Services.
- ✓ No child will be left unattended at anytime

ATTENDANCE AND ABSENT PROCEDURE

- ✓ A roll call will be taken at the beginning of each class session
- ✓ A head count will be taken every hour
- ✓ Absent children will be inquired upon

- ✓ Children that are attending another program who are absent will be inquired upon by calling the parent and/or the other program
- ✓ On field trips, all children will be accounted for before getting in the vehicle and leaving the center. A head count will be done every 15 minutes while on the field trip and another roll call when in the vehicle before leaving the field trip.

PLANS & PROCEDURES

Lost or Missing Child

- ✓ In case of a missing or lost child, the Learning Playhouse staff will search all possible areas
- ✓ If the child is not found in a reasonable amount of time, the authorities will be called after which the parents will be contacted
- ✓ Social Services will be informed within 24 hours of the incident
- ✓ If on a field trip, at least one staff member shall be left at the site of the incident. The other children will be taken back to the center

Injury Prevention Plan

- ✓ Children are not to play on equipment when unsupervised. The playground will be cleared of rocks and other hard objects as they appear.
- ✓ Staff must continually watch the children at play and move to critical areas as needed to provide adequate supervision.
- ✓ Staff should be spread over the entire playground area and avoid congregating in groups.
- ✓ Equipment will be checked regularly for preventive maintenance.
- ✓ Fall zone for each piece of equipment will be maintained for each operable standard.
- ✓ Accident reports will be reviewed for possible multiple occurrences for corrective actions.

INJURED OR SERIOUSLY ILL CHILDREN

- ✓ Keep injured or ill child comfortable
- ✓ Call Emergency Medical Services for help
- ✓ Inform Parents
- ✓ Document the Incident

NATURAL DISASTER

- ✓ Keep the children calm and move the class to the safest room in the building
- ✓ Call the parents to pick up child if it is safe to travel
- ✓ Evacuate the building if necessary

EMERGENCY EVACUATION

- ✓ Sound the alarm
- ✓ Teachers line up all the children by the door in a single file line
- ✓ Calmly and quickly the teachers will lead the children through the exit door to the playground