

# *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 staff. All teachers 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 happy and memorable developmental years.

## **CENTER INFORMATION**

The Learning Playhouse  
208 North Providence Road  
Richmond, VA 23235  
(804) 560-7808 (May Leave a Message)  
Learningplayhouse1@gmail.com

## **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 a first come first serve basis.

## **HOURS OF OPERATION**

The Learning Playhouse is open Monday through Friday from 7:00am and closes 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 (CENTER CLOSED)**

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

## **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

**TEACHERS**

Teachers are selected not only by their education and experience, but also for their love and passion for caring and educating 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**

| <b>TEACHER</b>     | <b>CLASSROOM</b>                         |
|--------------------|--|
| Mary & CK Cheatham | Owners                                   |
| Tricia Tribble     | Director/School Program Director         |
| Karen Williford    | Assistant Director                       |
|                    |  |
| Monette Gabriola   | Two's Teacher                            |
| Cherry Owens       | Two's Teacher                            |
|                    |  |
| Belle Seneres      | Three's Teacher<br>Sign Language Teacher |
| Baiyinah Fleming   | Three's Teacher                          |
|                    |  |
| Jeidy Dayrit       | Four's Teacher                           |
| Frezel Jordan      | Four's Teacher                           |
|                    |  |
| Rhea Funtilla      | Pre-K Teacher                            |
| Ashley Whitten     | Pre-K Teacher                            |
| Niyo Charlotte     | Pre-K Teacher                            |
| Amber Anthony      | Pre-K Teacher                            |
|                    |  |
| James Whitten      | School Age Teacher                       |
| Sarah Sessions     | School Age Teacher                       |
| Malik Monds        | School Age Teacher                       |
| Zoe Chainey        | School Age Teacher                       |
|                    |  |
| Jade Delaney       | Aide                                     |
| Colby Jordan       | Aide                                     |
|                    |  |
| Med Jefferson      | Cook                                     |

## **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. **ALL VACATIONS NEED TO BE IN WRITING AND GIVEN TO THE FRONT OFFICE.**

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 time enrollment during the summer program. **ALL VACATIONS NEED TO BE IN WRITING AND GIVEN TO THE FRONT OFFICE.**

### **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. \*\*\*Please see the list of our Holidays.**

### **Registration Fee**

Upon enrollment a \$50.00 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 (the First snow is when School is Closed but the TLP is Open regardless of attendance) 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 (the First snow is when School is Closed but the TLP is Open regardless of attendance) but everyday afterward will be a charge of \$10.00 per day.

### **School Age Drop In (Previously Enrolled Children ONLY)**

Daily Rate is \$45.00 a day.

### **Returned Check Fee**

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

## **ARRIVAL AND DEPARTURE POLICY**

A parent or guardian must sign the child in upon arrival and sign out when picked up at any time of the day. Parents are to walk children to their class and notify staff of child's arrival.

If parent or guardian cannot pick up the child and someone who is not on the pickup list needs to pick up the child, the parent must notify administration/teacher by written, verbal or telephone instruction to authorize the pickup. The person will be asked to show picture identification.

Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.

The administration and/or teacher may refuse to allow any child to be picked up by anyone who appears to be intoxicated or otherwise impaired.

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 (as long as ratios can be met). Due to safety precautions, no child will be allowed to be dropped off or picked up at a field trip location at any time.

If a child is not picked up after closing time, the Learning Playhouse staff will call parents first then the emergency contacts provided by the parent. If no response, the Learning Playhouse is required to contact local authorities. 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.

#### **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 cannot 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.

#### **PARENT INVOLVEMENT**

We have an open door policy and custodial parents are welcome to observe, eat lunch, chaperone for field trips, and assist with classroom activities while the child is in attendance. We also

encourage parents to participate in classroom activities by bringing requested items. Parents will receive regular written communication regarding their child's daily activities.

Parents should feel free to discuss their daily activities with the teachers. We encourage and want to have parental feedback, because this is what enhances our programs. Parent/Teacher Conferences will be held twice a year.

Parents who refer a family to the facility will be given one week of tuition for one child when the family has attended the child care facility for one month.

We reserve the right to temporarily or permanently exclude any person from the center, including a parent, whom we deem likely to pose a threat or risk to the center or who fails to or refuses to conduct him or herself in a manner befitting a proper child care environment. This includes but is not limited to; profanity, yelling threatening, aggressive or violent behavior, intoxication or failure to follow policies and procedures.

### **ACCIDENTS/INJURY**

Minor accidents will be recorded and 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.

### **MEDICATION**

The Learning Playhouse is unable to administer medication, with the exception of emergency medication (Epi-Pens and Rescue Inhalers). Children that require emergency medication will need to have medication forms completed by the parent and physician. All medications must be handed directly to management and will be stored in a locked cabinet accessible to staff only.

At least one teacher with MAT training will be present at the center at all times as well as on field trips. Parents will be notified immediately if a child needed emergency medication while at the center.

### **APPLICATION OF SUNSCREEN, INSECT REPELLANT, & DIAPER OINTMENT**

In order for the Learning Playhouse to apply sunscreen and insect repellent to children in their care, parents will need to sign a permission form each Spring. Parents are required to provide sunscreen/insect repellent for their child. All sunscreen must be hypoallergenic and will be applied per the instructions on the label. Parents must agree to pick up their child if any adverse reactions that may occur.

Non-prescription diaper ointment will be applied to children as the needed arises with written permission from the parent.

### **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 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 with the child's name. 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.

## **DISCIPLINE**

“Teaching Self Control” - Proper behavior and proper conduct promote a safe environment.

Discipline is necessary for Learning. Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflict.

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
- Encourage decision-making abilities
- Promoting ways of getting along
- Using consistency in applying expectations
- Verbal warnings
- Taking away privileges
- Timeout (One Minute Per Age)

The following disciplinary actions are forbidden:

- Physical Punishment (Striking a Child, Roughly Handling/Shaking a Child, Restricting Movement)
- Enclosure in a Small Confined Space
- Punishment by another Child
- Separation from the group so that the child is away from the hearing and vision of a teacher
- Withholding or forcing food
- Verbal remarks which are demeaning to the child
- Punishment for toileting accidents
- Punishment by applying unpleasant or harmful substances

The Learning Playhouse reserves the right to withdraw any child from its roll 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 the Parents Handbook

- The Learning Playhouse cannot 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.

### **Electronics/Personal Belongings**

Please be aware that The Learning Playhouse is NOT responsible for any lost, stolen or damaged personal belongings (cell phones, iPods', video games, DVD's, etc.).

### **SUSPECTED CHILD ABUSE**

It is required by law that the Learning Playhouse Staff or Volunteer to report suspected child abuse. The child abuse hotline is 1-800-552-7096.

### **TRANSPORTATION**

Teachers who drive the TLP bus/van must be 21 years of age and must follow these policies when transporting kids to and from school as well as field trips:

- Children shall be secured in a seat belt or car seat as required by the Virginia Statutes
- Children shall remain seated with arms, legs, and head remaining inside the vehicle
- The maximum number of passengers shall not be exceeded for any vehicle
- Staff are to remain on the bus when children are present
- Doors shall be closed and locked properly
- Children shall enter and exit the vehicle from the curbside or in a protected parking area
- Staff shall check before exiting to ensure that no children are left on the bus
- No talking on cell phones while transporting children
- Staff shall check first aid supplies regularly and replenish after use of the items
- Staff shall always carry with them a list of children being transported
- The bus shall always have a list of emergency phone numbers, first aid kit, list of names of the children being transported
- Staff shall report any maintenance concerns to the office
- Staff shall be sure that the bus has gas before leaving the center
- Staff shall encourage the children to keep the bus clean by regularly instructing them to pick up their papers and trash
- Children shall only listen to age appropriate music and radio stations
- No smoking in company vehicles

### **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.

### **PLANS AND PROCEDURES**

#### **Lost or Missing Child**

- In case of a missing or lost child, the Learning Playhouse staff will search all possible areas
- The authorities will be called and Child's Information will be given to the Police
- Parents will be notified by phone to inform parents of situation and steps that are being taken
- 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 Injured Children

- Keep injured or ill child comfortable
- Call Emergency Medical Services for help
- Inform Parents via Phone
- Document the Incident
- Licensor will be notified if need be

#### Natural Disaster

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

#### Power Outages

- Director/Designee will try to locate problem and activate alternate lighting system
- Electric Company will be contacted
- Parents will be notified if power outage is prolonged for pick up of child

#### Storms & Snow

- Director/Designee will determine prior to opening hours; families will be notified by facebook and/or local news channel (NBC 12)
- If the center must close during hours of operations because of snow or sever storm, parents will be notify by phone
- If weather conditions prevent a parent or guardian from reaching the facility to pick up child, the center will care for the child until such time as the parent, guardian, or emergency contact person can safely claim the child

#### 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
- Roll Call will be taken when classes reach designated areas (Preschool Children-School Age playground all the way to the back fence: School Age Children-School Age playground right side all the way to the fence)
- If it is determined that the building is unsafe, children will be moved to alternate site location
- Director/Designee will notify parents via emergency contact information of evacuation and alternate site location

#### Suspected Child Abuse Reporting

- Report Directly to the Social Services Child Abuse Hot Line at 1(800)552-7096

#### Non-Pick UP

- If a child is not picked up 15 minutes after closing time, the Learning Playhouse will call the parents first.
- The emergency contacts will be called if parents could not be reached.
- If response is not attained, the Learning Playhouse is required to call Social Services.

**STAFF DEVELOPMENT PLAN**

- All staff members are required to train in advancement course for Child Development, health screening, Blood Borne Pathogens, Teaching Strategies, Standard Policy and Procedures, Discipline Techniques, Etc.
- Each Staff member must acquire 16 hours of training annually.