

The Learning Village



Early Childhood  
Development  
Center

## Parent Handbook

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## **Our Philosophy**

***The Learning Village is committed to providing opportunities for children to develop a valid sense of self.***

***They are encouraged to explore, laugh, learn, and embrace the world around them. The children will grow emotionally, intellectually, physically, and socially in a nurturing and supportive environment.***

**The Learning Village Early Childhood Development Center provides opportunities for kids:**

- to develop a valid sense of self. They are encouraged to try, think, and act with increasing independence and be successful.
- to build physical strength, coordination, and motor skills.
- to develop sound eating, resting, and toileting habits.
- to establish a foundation for good health, hygiene, and safety habits.
- to learn to respond to people comfortably and happily.
- to learn to express emotions constructively.
- to imagine and to express ideas and feelings creatively through music, movement, dramatic play, art, and language.
- to understand and appreciate diverse natural, cultural, and social environments.
- to explore concepts and develop intellectual curiosity.

**The Learning Village Early Childhood Development Center provides opportunities for parents or guardians:**

- to secure competent care for their children while they pursue careers or other interests.
- to meet other parent or guardians and teachers concerned with the interests and needs of infants and children.
- to enhance their understanding and appreciation of their children.
- to gain knowledge about child-rearing.

**The Learning Village Early Childhood Development Center provides opportunities for staff:**

- to work with children in a developmentally appropriate setting.
- to continue their professional development.
- to enjoy the camaraderie of other early childhood educators.
- to earn a competitive wage.

**The Learning Village Early Childhood Development Center provides opportunities for the community:**

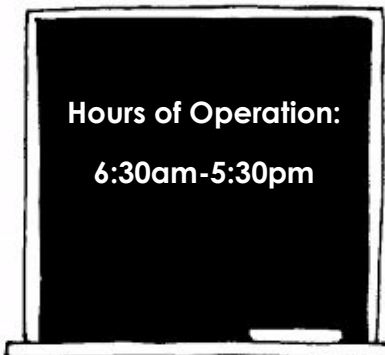
- to help meet the need for quality early childhood education facilities.
- to provide employment opportunities.
- to contribute to the wholesome growth and development of its children.

## Tuition:

### Effective 11/14/22 - Mars Location

Ages	4/5 Days Per Week	3 Days Per Week	2 Days Per Week
Infants/Transition Room	\$325	\$240	\$160
Ones	\$320	\$235	\$155
Twos	\$315	\$230	\$150
Preschool & Pre-K	\$295	\$225	\$145
Half Day Kindergarten	\$190	\$145	\$100
Before School Only	\$95	\$75	\$50
After School Only	\$95	\$75	\$50
Before & After School	\$170	\$130	\$90
School-Age Summer Camp (K thru 6 <sup>th</sup> Grade)	\$245.00 per week	\$170	\$120
School-Age In-Service or Snow Day Flat Charge	\$40		
Registration Fee (for date given)	\$100		
Withdraw for Summer Fee	\$300		

- Families are eligible for one week of vacation per year. The vacation credit is 50% off tuition for that week.
- We have a two-day minimum that your child must attend.
- Returned checks will be charged a \$45.00 fee.
- The sibling discount (10% off) will be applied to the oldest sibling in attendance at the Center.
- The military discount (10%), will be applied once shown a military I.D.
- Effective June 6, 2022, any family who receives assistance for childcare through the state will be responsible for the family copay and for paying the difference between our subsidy payment from the state and our private pay rates.
- Our out-for-summer fee will hold the classroom spot for your child while you pull them out of the center for the summer months.
- Registration fees are non-refundable. If you have chosen to change your child's original start date, a new registration fee must be paid to hold the new start date.

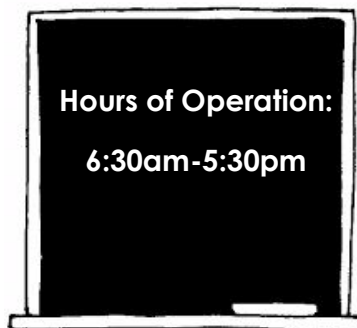


## Tuition:

### Effective 11/14/2022- Saxonburg Location

Ages	4/5 Days Per Week	3 Days Per Week	2 Days Per Week
Infants	\$300	\$210	\$140
Young Toddler	\$295	\$205	\$135
Older Toddler/Transition Room	\$290	\$200	\$130
Preschool & Pre-K	\$285	\$195	\$125
Half Day Kindergarten	\$170	\$135	\$90
Before School Only	\$80	\$60	\$40
After School Only	\$80	\$60	\$40
Before & After School	\$150	\$120	\$80
School-Age Summer Camp (K thru 6 <sup>th</sup> Grade)	\$195	\$130	\$100
School-Age In-Service or Snow Day Flat Charge	\$40		
Registration Fee (for date given)	\$100		
Withdraw for Summer Fee	\$300		

- Families are eligible for one week of vacation per year. The vacation credit is 50% off tuition for that week.
- We have a two-day minimum that your child must attend.
- Returned checks or tuition express decline will be charged a \$45.00 fee.
- The sibling discount (10% off) will be applied to the oldest sibling in attendance at the Center.
- The military discount (10%), will be applied once shown a military I.D.
- Effective June 6, 2022, any family who receives assistance for childcare through the state will be responsible for the family copay and for paying the difference between our subsidy payment from the state and our private pay rates.
- Our out-for-summer fee will hold the classroom spot for your child while you pull them out of the center for the summer months.
- Registration fees are non-refundable. If you have chosen to change your child's original start date, a new registration fee must be paid to hold the new start date.



## Payments:

### Tuition is due in advance:

Tuition must be paid in advance. Payment is withdrawn on Friday for the up-and-coming week. **Tuition Express** is mandatory as your form of payment. You may choose to pay through your bank account (no additional fees) or credit card (with fees applied).

### Cash or Checks:

Cash or checks can be written for registration fees only. Please make checks payable to The Learning Village. Checks returned unpaid from your bank or tuition express declines will result in a \$45.00 Returned Item Fee which will be billed to your invoice. Appropriate late payment charges will also apply.

### Account Receipts and Statements:

You may request a year-end statement for tax purposes, given that your account is paid up to date. You can access your account statements at any time through MyProcure.com

## Schedules:

### Full time:

Any four or five-day regular schedule is considered full-time. The schedule is firm, and families are financially committed to it one month at a time. Full-timers are entitled to care up to 11 hours per day as scheduled. There is no credit for casual absences, sickness, or vacation.

### Part time:

Any regular schedule of attendance other than full-time is known as part-time. Part-time schedules comprise of two to four full days each week (T/R or M/W/F). The schedule is firm, and families are financially committed to it one month at a time. Adding (if available) or dropping days is done upon prior written notice from the parent or guardian. Part-time schedules, like full-time schedules, allow no credit for casual absences.

### Vacation Day Credits:

- You will receive vacation day credits to use towards pre-planned absences.
- One vacation day credit equals 50% of your daily tuition rate.
- A “week” is considered the number of days your child is contracted to attend in a typical week. For example, if your child is enrolled three days per week, one week equals three vacation day credits.
- If you withdraw from our program, your available vacation day credits will expire on your child’s last day of enrollment.
- Days must be consecutive.
- After your vacation credits have been used, your account will not be credited for any additional absences.
- If you are planning a vacation, please complete a Vacation Credit Form at the Center and place it in the tuition box.
- Vacation credit slips must be submitted at least two weeks before your vacation to receive a tuition credit.

**For staffing purposes, if your child will be dropped off or picked up later or earlier than usual or your child will be absent from The Learning Village, please inform the center directors, or your child’s teachers as soon as possible through the Procure app or a phone call to the Center. Ratios of staff and children must be maintained per DPW regulations at all times.** Your notification allows our teachers to begin the daily activities on time and eases our concern for your child’s well-being.

**Adding and Switching Days:**

You may add additional days to your child's schedule, provided that space is available, and your account is paid up-to-date. Please call the Center or message through Procure as soon as you know that you will need childcare for an additional day. Refunds will not be given should your child not attend on this added day for any reason.

**Withdrawal:**

To withdraw your child from enrollment at TLV, it is the Center's policy that parents must provide written notice two weeks (minimum) prior to the date of withdrawal. Failure to provide written notice before withdrawal will result in parents being held responsible for two weeks of tuition costs beyond the date of withdrawal.

**Holiday Schedule:**

Closed on the following holidays depending on when they fall each year:

New Year's Eve OR closed if low enrollment.

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

**Christmas Week (Holiday Closure)**

When one of these holidays falls on a Saturday, the holiday will be observed on Friday. When the holiday falls on a Sunday, the holiday will be observed on Monday. We reserve the right to close around any holiday if there is low enrollment. Each year during the week of Christmas the center will be closed. Only 50% of tuition is due for this week only. Tuition is required for all other holiday related closures. See our exact yearly dates around the center.

**Arrival and Departure:**

Remember to sign in and out using Procure each time you arrive and depart with your child.

Arrivals and departures are transitional times for children and need to be handled delicately. Your child may cling to you in the morning or cry when it is time for him/her to leave in the evening. Do not take tears as a personal rejection or the clinging as a sign of dislike for the Center. This reaction is normal for a young child. We can work together to make these difficult times a little easier for you and your child.

**Arrival:**

Arrival time should be no later than 9:00am. If your child has an appointment/emergency and cannot be brought in before this time it is your responsibility to notify the staff by email, phone call or the Procure app. At arrival, please have them wash their hands in the bathroom before entering the classroom. Upon entering the classroom, please pick up your child's ID Tag from the ID Tag board and hand it to the teacher in the classroom. This will establish that now the teacher is responsible for your child. Inform the staff of any special instructions or information that might be needed for that day.

**Departure:**

At the end of the day when you arrive to pick up your child, the teacher will hand you the ID Tag for you to put back on the ID Tag board. This means that you are now responsible for your child. At this time, your child is not permitted to enter rooms that are closed for the day as we have sprayed disinfectant on the toys and tables/chairs. Please remember to collect any artwork, soiled clothing, and outerwear in the cubby area on your way out. **Children should never be left unaccompanied in the parking lot, dropped off at the front entrance, left in the lobby, playground, or halls. It is for the safety and security of your child(ren) that we have established these policies.**

## **Inclement Weather:**

The Center is open Monday through Friday, January through December from 6:30 am to 5:30 pm except for **scheduled holidays**. Snow days or other unscheduled closings or delays in opening will be announced on **KDKA**. The Learning Village will make **every effort** to remain open throughout the year. Parents or guardians are provided with a revised calendar each year.

In the event of a utility outage (power, gas, and/or water) prior to 6:30am, the opening of the Center will be delayed. If still without utility service after 60 minutes, the Center will remain closed for the day.

**During the winter months:** In the event of a utility outage during normal business hours, the Center will announce its' decision to close after 30 minutes. Parents will be notified by phone and required to pick up their children.

**During the summer months:** In the event of a power outage during normal business hours, the Center will announce its' decision to close after 60 minutes. Parents will be notified by phone and required to pick up their children.



## **Late Policy:**

If you are here past closing time (**5:30pm**), you will be charged an additional \$25.00. Please be respectful and know our center closes at 5:30pm, we would appreciate parents and children on their way out at this time, not in. We allow one waived late fee. After your first time, you will be charged. If your lateness continues, we may have to dismiss you from the center as we are probably not the right fit. Please inform us through our Procure app or a phone call if you are going to be past 5:30pm or past your usual pick-up time. If we haven't heard from you, we will wait up to thirty minutes after your child's normal pick-up time or at normal closing time before attempting to contact you. At normal closing time, we will make every reasonable effort to reach you or another designated adult before requesting the assistance of police and the State Department of Children and Families.

## **Enrollment Policy:**

Enrollment shall be open to any child six weeks to twelve years, provided, in the opinion of the Director, the Center can meet the needs of that child. Enrollment shall be granted without regard to sex, race, color, creed, or political affiliation. When more applications are received than there are places to fill, the following procedure is used:

- Completed Agreements are filed in the order they are received. No Agreement is considered complete unless the Registration Fee is paid in full.
- As vacancies occur, the child whose name appears next on the list will be offered the opportunity to enroll. If declined, the next child will be offered the available vacancy.

## **Right to Dismiss:**

The Learning Village reserves the right to dismiss a child from the Center for the following reasons:

- non-payment of tuition or fees.
- consistently late (pick up past 5:30pm).
- incompatibility of the child or parent or guardian(s) with the Center's program or noncompliance with its policies.
- see Behavior Management Policy for further information.



## **Parent/Guardian Code of Conduct:**

Standards of Conduct: (Behavioral practices for parents)

- For the health of all staff, children and associates, smoking is prohibited in the building and on the premises.
- While it is understood that parents/guardians will not always agree with the staff or the parents/guardians of other children, it is expected that all disagreements be handled in a calm and respectful manner. Under no circumstance should a child, parent or member of staff be approached directly in a confrontational manner.
- Profanity of any kind is not allowed within the center or on premises.
- Slandering the business within the center or off the premises is considered unacceptable.
- Physical discipline or threatening of any sorts may not be used on your child(ren) while in the center.
- Photos must not be taken of other children while within the center or outside on playgrounds.
- Physical contact with children other than your own should be avoided.
- Value the rights, diversity, religious beliefs, and practices of individuals. Refrain from actions & behavior that constitute harassment or discrimination.

Procedures for a breach are dependent on the severity of the incident, the procedures could result in,

- A first warning, through either written or verbal communication. A second warning given will result in a written statement and possible withdrawal or suspension of a child and families place in the center.
- If severe enough, an immediate withdrawal of the child and family from the center.
- Emergency situations, where it is believed the staff, children, or parents are at immediate risk, we are authorized to contact local police to advise them of the situation.

## **Babysitting Policy:**

If you enter into an agreement with an employee from The Learning Village to babysit your child outside of our Center:

- You understand that the sitter enters such agreement as a private citizen and not as an employee of The Learning Village.
- The Learning Village does not assume any responsibility for its employees in any such agreement.
- You agree to hold The Learning Village harmless for any action which results from such arrangement.
- If you enter into an independent childcare arrangement with an employee during your child's enrollment period at The Learning Village or within 6 months thereafter, and this arrangement results in our employee leaving our company, you will be billed a \$2,500 procurement fee (finder's fee.) You also agree to the conditions set forth above.

## **Discrimination Policy:**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative services. Structural modifications shall be considered only as a last resort among available methods.

## Child Abuse Prevention:

The Learning Village is required by state law to report any evidence or suspicion that a child or children are being or have been abused or neglected directly to Butler County Children and Youth Services. The Learning Village endeavors to meet its obligation to protect the children in its care from abuse and neglect in the following ways:

- As "mandatory reporters," our staff is knowledgeable in child abuse detection and reporting requirements.
- We check every child each day upon arrival. We seek explanations for injuries and complaints from the children.
- Staff is attentive to changes in children's behaviors, moods, attitudes, and expressions. Unusual patterns are noted and shared with parent or guardians.
- Positive identification is required from any adult entering the premises.
- Children may not be removed from the Center except by authorized persons who have been positively identified.
- We encourage parent or guardians to use child safety seats, sunscreens, and appropriate discipline. We advise parents or guardians about nutrition, seasonal dress, typical child behavior, and development.

## Parent/Guardian Involvement & Communication:

### We maintain contact through:

- the **Procare** app and **MyProcare.com**
- informal discussions at drop-off / pick-up times.
- bulletin and message boards.
- a periodic newsletter.
- emails and telephone calls.



### We encourage you to:

- check **Procare**
- request individual conferences regarding your child.
- attend special programs and events at the Center

Our **Procare** app & MyProcare.com are key ways to communicate in our center. They offer:

- Two-way communication between parents, directors, and teachers through messages.
- Sharing daily activities, videos, photos, and incidents with parents.
- Safe check in and out of the children.
- A free online portal to access your account information.

You will be sent a link to the **Procare** app and **MyProcare.com** after your enrollment in the center.

## **Behavior Management Policy:**

At The Learning Village, we believe that self-discipline is best. The environment encourages children to develop respect for others, self-control, and social adjustment.

### **We believe children will develop self-discipline if we:**

- act as we expect them to act
- set reasonable and positive expectations
- respect their feelings and their need to express them
- trust them to succeed
- offer them good choices
- calmly resolve issues

### **At The Learning Village we:**

- recognize and reinforce positive behaviors
- redirect children to choose alternative choices
- initiate problem solving, determine and discuss appropriate behaviors (especially important for older toddlers and preschoolers).

When conflicts arise, problem solving and comforting of feelings will occur. Room arrangement shall be inviting, and classroom activities shall be stimulating in order to reduce behavioral problems. Directions or suggestions are stated simply and positively. Actions of the child, not the child's personality, are the focus. Corrective action will be immediate. Consistency will be maintained. If efforts to re-direct inappropriate behavior are unsuccessful, our teachers will use a gentle time-out policy for discipline. The child is briefly removed from the group's activities and is allowed time to regain composure. The teacher makes sure the child understands the reason for the time-out and helps him or her to re-enter the group in a positive manner.

Children will not be isolated, denied food, sleep, or bathroom use due to negative behavior. If time-outs become a regular necessity and appear to be ineffective, a parent/teacher conference should be held to discuss the situation. If there is little or no improvement and the child's behavior becomes a detriment to the rest of the group, termination of enrollment may become necessary. Child Behavior Reports are filled out and given to parents if the child's disruptive behavior is continuing to the point of possible dismissal before termination is determined. You may ask our center directors to see an example of our Behavior Reports if you so desire.

Under certain situations, The Learning Village may require a parent to pick up their child due to aggressive behavior. If the behavior continues, The Learning Village will dismiss the child.

The Center's behavior management policy does not allow threats or physical punishment by staff.

In all situations, our facility will partner with you to provide your child with consistent, positive support. We therefore ask you to join us in modeling positive behavior for all children in our care, and to avoid using developmentally inappropriate language or discipline strategies at the Center.

## **Biting Policy**

Biting is unfortunately not unexpected in large groups of children but can be very emotionally charged. There are many reasons why children may bite. Sometimes the biting is related to teething. Sometimes children bite to express feelings if they are not able to communicate them verbally. Children may bite when they are frustrated, but they may also bite in the excitement of a happy moment.

When children do bite, we want them to learn more appropriate behavior by,

- scheduling the day to avoid boredom, frustration, or overstimulation. We provide age-appropriate activities in a cheerful and calm atmosphere. We help them learn words to express their feelings and give them tools to resolve conflicts.
- modeling positive behavior (kind touches, soft hands, using gentle words).
- analyzing the cause of the biting to address what the underlying problem may be.
- communicating with parents to keep similar strategies while working on behavioral changes.

After a child has bitten,

- parents will be notified on Procure by incident report.
- the child will be spoken to about why we do not bite friends, using soft touches and being kind, etc.

After a child is bitten,

- parents will be notified on Procure by incident report.
- the child will be cleaned up and given lots of TLC.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We will support your children whether they bite or are bitten. We want the best for all the children in our program. Child Behavior Reports are also filled out and given in the circumstance of repetitive and aggressive biting. If you want more information on biting or have any questions or concerns, please let us know.

## **Allergens:**

The Learning Village cannot guarantee an environment free of any allergens. It is impossible to control the allergen residue that can linger on children's hands, on classroom furniture, or on items that children bring from home. We do attempt to minimize the risk of allergen exposure by:

- Prohibiting the sharing of food or utensils
- Requiring store-bought treat/food items with ingredients listed
- Washing and sanitizing tables where meals are served

If a student were to enroll with an allergy, we may be required to change out center to a NUT FREE ZONE. Parents of children with allergies should consult with their physician and with the Center Directors to properly assess the child's needs, and his/her ability to participate in the program. Children with allergies must have an "Allergy Action Plan" on file.

## Health/Immunizations/Physicals:

### Child Health Report & Immunizations:

At the time of enrollment, immunization records and a Child Health Report form (signed by your child's physician) are due within your child's/children's first 30 days. If these records are not turned into the office within the first 30 days, your child is subject to dismissal. Child health reports must be kept up annually (Infants must be kept up every 6 months). If new ones are not given to the Center within a year, your child is subject to dismissal. Immunization records must be brought in after any new ones given.

We **require** that you inform us whenever you know that your child has been exposed to a contagious disease. Some communicable childhood diseases include: covid-19, chicken pox, German measles, impetigo, fifth disease, measles, mumps, pinkeye, ring worm, scarlet fever, strep throat, hand, foot and mouth, and whooping cough. Children exhibiting one or more of the following symptoms should not be brought to the Center.

#### What is too sick to come to TLV II?

- elevated temp. of 100.4° +
- vomiting\*
- two or more cases of diarrhea\*
- reddened eyes (pink eye)
- lethargic and incapable of joining in with classroom routines
- undue irritability or inability to be made comfortable
- an unexplained rash
- too ill to go outside
- exposure to covid-19

If your child is seen by a physician to treat an illness or injury, written authorization is required for your child to return to the Center. This helps us to ensure that the Center remains relatively free of communicable disease and that your child is able to resume vigorous activity without harm.

*\*Readmission will be permitted 24 hours after the last episode.* If your child does not have these symptoms, but you have administered a fever reducing medication (e.g. Tylenol), **do NOT send your child to TLV**. These medications may mask important symptoms.

Childhood Illness Chart	
<i>Illness</i>	
<i>For your child's comfort &amp; well-being, s/he may return when approved by a physician or:</i>	
Chicken Pox.....	24 hours after lesions have crusted
Conjunctivitis.....	24 hours after start of treatment
Covid-19.....	10 days after symptoms began or current CDC OCTEL requirements (with doctors note).
Croup.....	After illness has subsided
Diarrhea.....	24 hours after last loose stool or after 1 normal bowel movement
Impetigo.....	24 hours after start of treatment
Fever.....	24 hours after temperature returns to normal
Influenza.....	24 after symptoms subside
Lice.....	24 hours after treatment and no nits present
Strep Throat.....	24 hours after start of antibiotic treatment
Poison Ivy.....	After lesions have dried up
Ringworm or Pinworm.....	24 hours after start of treatment
<i>For any illness not listed above, please contact the Center Directors.</i>	

**If your child becomes ill during the course of the day, we will call you to pick him/her up.** Please remember that exclusion of a child for illness is critical to minimize the impact it may have on the child population as a whole. We are a Center for healthy children. A child who is not well does not benefit from our program and can adversely affect the health of the class. If you have doubts about your child's health, please keep your child home.

## Medication:

No medication, prescription, or nonprescription will be administered to a child without the written consent of a parent or guardian and the written order of a physician or dentist indicating that the medication is for the named child. This form will be found **in the office** and must be completed at the time of your arrival. **State Childcare Regulations require that the Medication Authorization Form be completed in its entirety with:**

1. the name of the child;
2. the medication or drug name, dose, and method of administration;
3. the time the medication is to be administered;
4. the date(s) the medication is to be started and ended;
5. relevant side effects and the doctor's plan for management if they occur; if applicable
6. notation if the medication is a controlled drug;
7. a listing of any allergies, reactions to, or negative interactions with foods or drugs; if applicable
8. the name and telephone number of the physician or dentist ordering the drug;
9. the signature of the parent or guardian(s) approving the administration of the drug.

\*Prescription and nonprescription medications **may not** be stored in the child's bag. ALL medications must be left in the office with the Center Directors. The medication must be in its original child-resistant safety container with the child's name on it as well as the prescribing doctor or dentist.

Please be aware,

- o Facility persons are not required to administer child medication or special diets, which are requested or required by a parent, physician, or CRNP, as per 3270.133
- o We will not administer any medications or ointments that are expired.
- o We cannot exceed the dosage indicated on the medication label.
- o Our staff will log time and dosage once medication is administered to your child.

## Safety & Building Security:

### Physical Safety:

The children's safety is of paramount importance. The Learning Village's equipment is designed for rugged play and safe use. **Children are supervised at all times** and staff members are well certified in safety precautions, first aid, CPR, and the safe control of groups of young children.

We conduct fire drills and lockdown drills regularly and inspect toys and apparatus on a regular schedule. First aid is always available. Physicians, dentists, and hospitals are on call for advice and help, and an ambulance service is only moments away.

Even with the best precautions, accidents happen; fortunately, most are minor scrapes and bumps, a part of every child's experience growing up. We treat all injuries seriously, even if that amounts only to a hug and reassuring words. We will inform you of all accidents involving your child of which we are aware, minor ones through our Procure app and at pick-up time, those more severe, immediately by phone.

The Learning Village assumes no responsibility for medical expenses a child incurs for injury sustained or illness contracted at the Center. Parent or guardians should ensure their child is covered under an adequate medical insurance plan.

### Security:

The safety of our children also plays out in our security for the building. Each family chooses a code in order to enter into the building. Your code may only be given out to the members on your emergency contact pick up form. This lock system prevents any unwanted guests from entering the building. Each room also has an emergency exit leading directly outside. These doors are locked at all times.

## **Potty Training Policy**

Potty training is a team effort with parents and teachers. We will gladly begin potty training your child at any age you desire if you speak to your child's teachers about the matter. We begin firmly potty training in our Older Toddler room (2 years old). Our center goal is to have our children potty trained by age 3, ready to enter Preschool potty ready.

Diapers, wipes, and underwear are to be provided by the parents. These will need refilled when informed by your classroom teachers that your child's items are running low.

As your child enters into potty training, we ask that you bring them in easy to remove clothing. This will encourage their self-dress and excitement to get themselves onto the potty. Pull ups are a great beginning tool and we highly recommend the tabs that open on both sides, helping to remove them and replace them with more ease.

Communication is key in potty training so be sure to keep in good contact with your teachers during this time.

## **Toys (Items from home), Bedding & Clothing:**

The Learning Village provides many interesting and age-appropriate toys, which are multi-child user-safe. For safety reasons we ask that you do not bring toys from home. Each child is required to bring:

- change of clothes (multiple)
- blanket for rest time
- any topical ointments needed for your child, diaper cream, sunscreen, etc.
- lunch box/bottle bag
- water bottle

### **Clothing:**

Parents or guardians are expected to provide sufficient clean, seasonally appropriate clothing, including bibs (as appropriate) and undergarments for daily use. One complete change of clothing is mandatory. Children in the process of toilet learning should have at least three changes of clothing on hand. Be sure to select clothing that is comfortable for your child and is simple enough for him/her to (learn to) put on and take off by himself/herself. Children grow almost overnight, so check frequently to be sure that sizes of the clothing you leave at the Center remain ample. Iron-on labels or laundry markers should be used to identify each item.

Please remember that children go outside every day and will need appropriate outerwear including hats, snowsuits, boots, and mittens in the winter if appropriate. In the summer, include a sun hat, bathing suit, towel, and water shoes. If your child wears boots or sandals, remember to pack sneakers. The Learning Village staff applies sunscreen regularly throughout sunny days provided we have written parent or guardian authorization.

**\*\*Please label or mark all clothing items and other personal belongings you bring to the Center. \*\***

## **Meals:**

The Center will provide breakfast and a morning and afternoon snack for the children. Parents or guardians are responsible for packing a well-balanced lunch for their child. A calendar of breakfast and snack foods is provided each month. If your child does not like a menu item, parents are welcome to bring in an alternative. Infants: Parents must provide The Learning Village with a written feeding schedule, complete with detailed instructions. Parents must also provide bottles, formula or breast milk, and any necessary baby food.

## **Nap Time:**

Children enrolled at The Learning Village need time during the day to rest and relax. Infants are of course, on individual schedules based on the child's needs and the parents' preferences, but a group nap time is scheduled for all toddlers, preschoolers, and pre-kindergartners. Teachers provide individual cots for the children and encourage them to lay down with a blanket and comfort item from home (if needed). Stories, soft music, and dim lights help the children with the transition to this rest period. Children who do not fall asleep are provided with quiet opportunities to learn and play, including but not limited to books, puzzles, and art activities.

## **Outdoor Play:**

Outdoor play is an integral part of our educational program, contributing to your child's health and development. Children remain inside when the weather is inclement (including extreme heat or cold,) but otherwise participate in daily outdoor activities. Please dress your child appropriately for daily outdoor play, including sneakers or other sturdy, rubber-soled shoes.

## **Transitioning:**

It is our expectation that parents and the Center's staff will work together when a child needs to move from one classroom to the next. We want parents to play an active role in this process.

Teachers and/or the Director may initiate a class change. Your child will be assessed to determine his/her readiness to move from one group to another. Moves are based on their ages, the needs of the child, developmental criteria, and the occupancy of the classrooms.

You will receive notification of a pending move. Parents are encouraged to interact with the new teacher to learn more about his/her classroom. We try to give children a transitional period of at least two weeks before the move takes place. Transitions are based on the individual child, and the time it takes to transition is up to him/her. During the transitional period, children make regular visits to the new classroom. Also, during the transitional period, your tuition fees remain the same until your child officially starts in their new classroom.

When you visit **The Learning Village**, you will see:

- frequent, positive, warm interactions between adults and children
- planned activities appropriate to the children's age and development
  - specially trained staff who respond to individual children
  - many varied, age-appropriate toys and equipment
    - a healthy and safe environment
    - planned nutritious snacks.

at **The Learning Village.....**

**"It takes a village to teach a child."**

