

The Learning Village



# 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.

# Mission Statement:

At The Learning Village we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with the student and family, we as a facility can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our student's development and growth occur every second of every day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable and thoughtful caregivers. They deserve to participate in experiences that will change their lives for the better and The Learning Village promises to provide the environment to make this come true!

**Core**  
**VALUES**

- Health & Safety**  
Always a top priority to keep everyone safe, both kids and teachers.
- Happiness & Positivity**  
We have a positive and upbeat culture.
- Family**  
We are the TLV family. We are here for each other. We depend on each other.
- Honesty**  
We take accountability for our actions.
- Meaningful Work**  
This is tough work, but we make differences in the lives of kids, families and teachers.

**The Learning Village Early Childhood Development Center provides opportunities for kids, parents/guardians, staff and the community!**



**Our goals provide direction and motivation for the quality of care and education we provide. Our goals consist of the following, but are not limited to:**

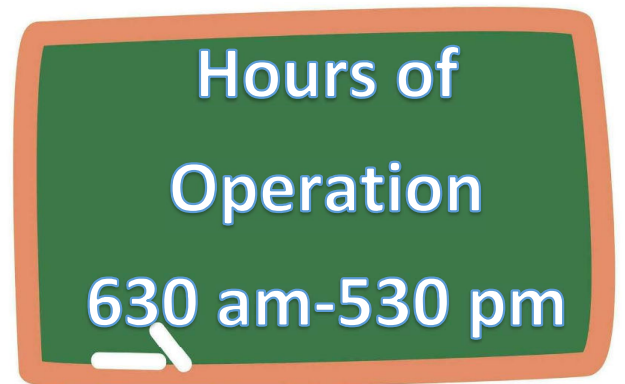
- Create an environment for children to develop a valid sense of self through play while learning independence.
- Teach how to identify and express emotions constructively.
- Secure competent care for children while parents/guardians pursue careers or other interests.
- Encourage staff to continue their professional development.
- Provide employment opportunities within the community.

# Admissions

## **Registration Documents**

The following forms (**included in your digital registration packet**) must be completed to reserve your child's spot at TLV:

- Emergency Contact Form
- Financial Agreement
- Health Assessment
- Child Pick-Up
- Permission Form
- IEP
- Getting to Know You
- Email Addresses
- Parent Handbook Acknowledgement



## **IEP Policy**

Because of the diverse set of needs of the children in our school, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standard therefore requires each early learning provider to request copies of IEP's and IFSP's for the children in their care. This request is made as early as possible. You will be given a sheet during enrollment to sign off on this. We will also ask during the enrollment meeting. Because of the importance of IEP/IFSP to a child's learning, the program should have a copy before the child begins to attend, if possible. We feel that it is important to partner with parents and other community agencies during the IEP/IFSP planning process. We are willing to participate in IEP/IFSP meetings whether in person, Zoom or telephone conference with parent approval.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releases of information may also be required to speak to members of a child's treatment team.

## **Enrollment Fees**

The registration fee for signing up for our program is \$500. Upon enrollment, you will receive a \$400 credit toward your first week's tuition. Please note the \$500 registration fee per child is non-refundable.

### **Special Discounts**

- 10% off sibling discount (applies to the oldest sibling)
- 10% off military discount when ID is presented.
- Families are eligible for one week of vacation per calendar year. The vacation credit is 50% off tuition for that week (see page 9).

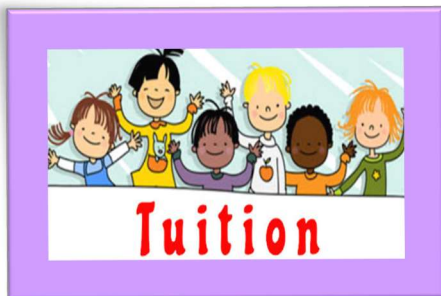
### **Additional Information**

- Your child must attend a minimum of **2** days per week.
- If you choose to withdraw your child for the summer, you will pay a fee of \$300/child to hold the spot(s).
- Any family who receives assistance for childcare through the state will be responsible for the family copay and the difference between our subsidy payment from the state and our private pay rates.
- The Learning Village provides diapers and wipes for children under three included in tuition. You may provide your own if you choose. If your child is not potty trained by age 3, you must provide diapers and wipes for them.

# *Tuition*

### **Tuition is paid prior to services:**

Payment is withdrawn on Friday for the up-and-coming week. **Tuition Express** is mandatory as your form of payment. You will receive an email at the time of your registration or at the beginning of your enrollment. You may choose to pay through your bank account (no additional fees) or credit card (with fees applied). Tuition express decline is charged a \$45 fee.



### **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 will result in a \$45.00 Returned Item Fee which will be billed to your invoice. Appropriate late payment charges will also apply.

**You can access your account receipts and statements at any time through [MyProcure.com](http://MyProcure.com)**

# **Mars Location - Effective 11/11/24**



<b>Classrooms</b>	<b>4/5 Days Per Week</b>	<b>3 Days Per Week</b>	<b>2 Days Per Week</b>
Infants/Transition Room	\$385	\$286	\$200
Young Toddler	\$380	\$281	\$195
Older Toddler/Preschool 1	\$375	\$275	\$190
Preschool 2 & Pre-K 1 & 2	\$340	\$260	\$180
Half Day Kindergarten (includes bus fee)/ In-Service Flat Charge	\$230/\$27	\$171	\$125
Before School Only/ In-Service Flat Charge	\$111/\$51	\$88	\$70
After School Only/ In-Service Flat Charge	\$111/\$51	\$88	\$70
Before & After School/ In-Service Flat Charge	\$198/\$33	\$154	\$120
School-Age Full Day (if not enrolled)	\$66		
School-Age Summer Camp (K thru 6 <sup>th</sup> Grade)	\$280	\$203	\$150
Registration Fee	\$500		
Withdraw for Summer Fee	\$300		

## **Saxonburg Location**- Effective 11/11/24



Classroom	4/5 Days Per Week	3 Days Per Week	2 Days Per Week
Infants	\$358	\$264	\$190
Young Toddler	\$352	\$259	\$185
Older Toddler/Preschool 1	\$347	\$253	\$180
Preschool 2 & Pre-K	\$325	\$248	\$170
Before School Only/ In-Service Flat Charge	\$105/\$44	\$82	\$60
After School Only/ In-Service Flat Charge	\$105/\$44	\$82	\$60
Before & After School/ In-Service Flat Charge	\$187/\$28	\$143	\$110
One Day for School-Age (not enrolled)	\$66		
School-Age Summer Camp (K thru 6 <sup>th</sup> Grade)	\$231	\$165	\$132
Registration Fee**	\$500		
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.
- Sibling discount is 10% off oldest child tuition.
- Military discount is 10% (active or retired and must present ID)
- Tuition Express decline will incur a \$45.00 fee.
- The registration fee for signing up for our program is \$500. This fee holds your child's spot for up to one year. Changes in enrollment dates or prolonging enrollment will require an additional registration fee. Upon enrollment, you will receive a \$400 credit toward your first week's tuition. Please note the \$500 registration fee is non-refundable if you choose not to enroll with us.



# 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 or three 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 School 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.

## **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 school or email the directors 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.

## **Adding Siblings:**

Expecting? Need to add a sibling after a child is already enrolled? Siblings are given priority but will be added to our waitlist if there is no room at the time. Please discuss with the directors as soon as possible to get added to the waitlist.

## **Withdrawal:**

To withdraw your child from enrollment at TLV, it is the School'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

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. Each year during the week of Christmas the school will be closed. Only 50% of tuition is due for this week. Tuition is required for all other holiday-related closures. See our exact yearly dates around the school.

## Summer Schedule/Summer Camp/Unenrolling:

For those of you leaving The Learning Village for the summer months, changing your schedule for the summer months (including camp), OR leaving TLV altogether *at the end of a school year*, we *require* that you email your center directors your **final dates / change of dates** by April 1st. If you do not get us your dates by this time, and you are pulling your child or switching days, **we will be charging you \$200 for not respecting our communication deadlines.** If you are unable to get us the answer by these dates, you are expected to email your center directors and find a way to communicate when you can get us your dates. As for School-Age children leaving for the summer or withdrawing from the center, your child can stay no longer than one week after school is out due to the summer camp beginning.

For those of you leaving TLV *after the summer*, or changing your dates back for the school year, we expect your **final dates/ return dates/ changes of dates** to be emailed to your center directors no later than May 30<sup>th</sup>. If you do not get us your dates by this time, and you are pulling your child, returning, or switching days back, **we will be charging you \$200 for not respecting our communication deadlines.** For School-Age, your child can stay up until the day school begins, making room for the before/after and half day kindergarten children.

This policy is needed so that we can staff the summer appropriately and be sure we have the correct number of children scheduled for summer care and back to school. This policy will be reiterated at the beginning of every new year for families.



## Arrival and Departure:

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 school directors, or your child's teachers as soon as possible through the Procure app or a phone call to the School. Ratios of teachers and children must be always maintained per DPW regulations. Your notification allows our teachers to begin the daily activities on time and eases our concern for your child's well-being.



Be sure to sign your child in and out! You can do so by using the Procure app on your phone to scan the QR code.

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 School. 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. 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 we will contact you to come pick up your child.

**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.



## **Pick Up Authorization:**

For the child's safety, the only people authorized to pick up a child are those listed by the parent/guardian in the child's approved pick-up list. All persons authorized to pick up will be listed on the Procure app. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick up time OR you may call the school and let the director know.

## **Pick Up Authorization Process:**

- **Parents/Guardians must inform The Learning Village (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves will not be able to.**
- **The “authorized pick-up person” must be at least 18 years old and may be asked to provide a photo ID to the teachers.**
- **The authorization shall remain in force until edited or rescinded in writing by the signer of this authorization.**



## **Keeping Updated Forms:**

The Learning Village requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical, emergency and financial agreements. It is the parent/guardian's responsibility to ensure all facility forms are current. We will present these files to you **every 6 months** for your review. Updated vaccinations must be turned in immediately. We have the right to not allow the student in the facility if any forms are missing from their file.

# Policies

## **Late Drop Off:**

- All drop-offs after 9am without a doctor's note will incur a \$25 fee for the day. You will still be able to drop off your child as long as it is before 11am.
- If you come after 9am with prior notice or a doctor's note, you will not have to pay the late fee.
- Regardless of prior notice or a doctor's note, we will not accept children dropped off after 11am
- Kindergarten children dropped off after 11 MUST have already eaten lunch. This excludes children dropped off by the school bus.

## **Late Pick Up:**

**TLV closes at 5:30 PM. All parents and children must be out of the building by 5:30 PM. Anyone IN THE BUILDING after 5:30 PM will be charged an additional \$25 for every 5 minutes they are in the building after 5:30PM.** We love and respect our families as we do our teachers.

## **Enrollment Policy:**

Enrollment shall be open to any child six weeks to twelve years, provided, in the opinion of the Director, the School 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:

- 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 School 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 School'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 teachers, 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 teachers 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 teachers be approached directly in a confrontational manner.
- Profanity of any kind is not allowed within the school or on premises.
- Slandering the business within the school or off the premises is considered unacceptable.
- Physical discipline or threatening of any sort may not be used on your child(ren) while in the school.
- Photos must not be taken of other children while within the school or outside on playgrounds.
- Physical contact with children other than your own must 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 family's place in the school.
- If severe enough, an immediate withdrawal of the child and family from the school.
- Emergency situations, where it is believed the teachers, 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 TLV to babysit your child outside of our Center:

- You understand that the sitter enters such an 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 an arrangement.
- If you enter 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 and the use of alternative services. Structural modifications shall be considered only as a last resort among available methods.

## **Inclusion Policy:**

We include every family and child in all aspects at The Learning Village regardless of their language, culture, ability or background. We will make all necessary accommodations for your child and make sure to adjust activities to assure that all families and children can participate. Some modifications/accommodations include but are not limited to: schedule/routine changes and the modification/accommodation of unique lesson plans and materials according to the IEP/IFSP. Staff will take professional development on inclusion to make them feel competent and confident in their abilities to assist children in achieving their full potential. During your onboarding session we want to hear about your values and goals that will help us care for your child. We can also work with outside agencies such as the local school district (Mars/Knoch) as well as Early Intervention or Intermediate Unit to fully support the needs of the child.

## **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.
- Teachers are attentive to changes in children's behaviors, moods, attitudes, and expressions. Unusual patterns are noted and shared with parents or guardians.
- Positive identification is required from any adult entering the premises.
- Children may not be removed from the School except by authorized persons who have been positively identified.

- We encourage parents 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.

## **Behavior Management & Suspension/Expulsion 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
- offer them good choices
- calmly resolve issues



There are times when a child's behavior may concern teachers. We understand that suspensions and expulsions do not help the child learn and can create a negative view of school and future education. We have developed a policy to address excessive or unwanted behaviors that could potentially lead to dismissal. We believe the basis for this success is to develop a solid relationship with the families and the support agencies within our community. The process can be found below:

- Implement positive behavior strategies within the classroom.
- Track and document all behaviors including what happened before, during and after the incident and share it with parents.
- Complete an ASQ/ASQ-SE and share with family in a conference.
- Connect teachers with professional development pertaining to the issue.
- We then would seek outside assistance including contacting IECMH, our Local Intervention Unit (1-800-CONNECT) and Rapid Response Team (RRT).
- If none of the above interventions have worked or if parents are not agreeing to our terms of working with outside agencies and being committed to the process, we may have to dismiss the child from school and help the family locate another school that will fit their needs.



## Behavior Incident Report

Please know that as incidents are handled, we also are open and responsive to parent communication. The thought of suspension & dismissal can seem extreme. We work on each behavior case individually.

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Teacher/s: \_\_\_\_\_

Stage:  First Stage  Second Stage  Third Stage  Fourth Stage

### Unwanted behaviors:

- Physical Aggression, Hitting, biting, harmful behavior to staff members or other children
- Property damage
- Name calling, crude gestures, disrespect
- Threatening
- Stealing

### Consequence Progression:

- Default Stage** – Teachers will attempt redirection and keep open communication with parents.
- First Stage** – Verbal warnings to parents and reports signed
- Second Stage** – Meeting held with teachers and office staff. Recommendation for behavior evaluation.
- Third Stage** – Refusal of behavior plan and/or continuation of unwanted behaviors will result in a 1 week suspension from the program.
- Fourth Stage** – Dismissal.  
*During this process, your child may be sent home for the day if excessive unwanted behaviors occur.*

Describe the occurrence/s:

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Teacher's Response:

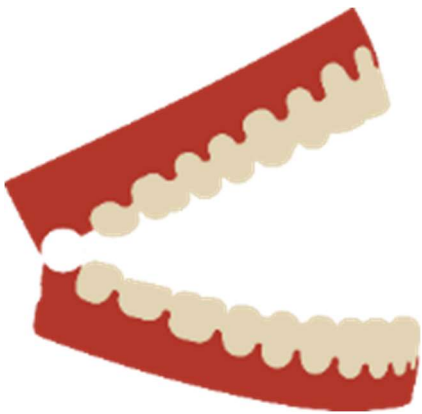
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## **Biting Policy:**

Biting is a behavior that is often unexpected and can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times, it is a temporary behavior and one that is seen between the ages of 11 months and 24 months. Toddlers bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive and lack self-control. It is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly, and be shocking to observe. Our primary concern here at The Learning Village is the safety and health of the children and teachers. We take all biting situations seriously and use our knowledge as educators to handle these tough situations in a positive, constructive and meaningful manner to stop them from occurring.



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 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.

Upon enrolling a child in our school, you must complete a photo consent form that states whether your child is able to have their picture taken and/or used on our website or social media. When receiving photos of your child throughout the day we ask that you please do NOT post them on social media if the photo has the faces of other children since not every child is permitted to be in photos.

Like our page  
on Facebook!



## **Student Transitions:**

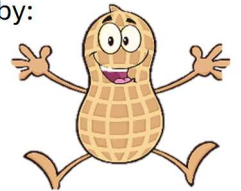
Students will transition to the next age group when they are age-appropriate, there is space available, and all parties including parents, teachers and administration agree it is the right time for the child. Parents will be notified and receive written communication discussing the child's moving date and updated communication on the child's progress. During the transitional period, your tuition fees remain the same until your child officially starts in their new classroom.

# Safety

## 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 our school or specific classroom to a NUT FREE ZONE. Parents of children with allergies should consult with their physician and with the School 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.

## 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 to age 3 must be kept up every 6 months). If new ones are not given to the Center on time, your child is subject to suspension or 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. **\*See page 19 for our illness policy\*.**

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>	

## Illness Policy:

Our priority is keeping our children and staff safe and healthy. If your child is sick, please keep them at home so they do not bring bad germs into the center. As hard as it may be as a parent/guardian who must work, it is better in the long run to avoid the spread and recirculation of illnesses.

The following criteria will be considered in determining if your child must go home:

- 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
- open sores around mouth, on hands, on feet or in the diaper area

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. 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.



**If your child is sent home due to illness, he/she cannot return to the facility until he/she has been free from symptoms for 24 hours.**

*\*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.

## 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,

- 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
- We will not administer any medications or ointments that are expired.
- We cannot exceed the dosage indicated on the medication label.
- Our staff will log time and dosage once medication is

## Caring for Our Children

At The Learning Village, we utilize Caring for our Children (CFOC), to establish policies and practices regarding care plans for children with special medical needs as well as medicine administration. Caring for Our Children is a collection of national standards that represent the best practices, based on evidence, expertise, and experience, for quality health and safety practices for today's early care and educational settings. We keep our schools up to date with the most recent editions of Caring for Our Children and will make revisions when necessary for our Health and Safety Policies. If your child has any need for a special care plan or needs to have medicine administered, please contact the director to schedule a brief meeting to talk about the circumstance and to fill out paperwork that may be needed. Also, please remember if any changes are needed within a care plan that you have already established, to let us know as soon as possible.





## Physical Safety:

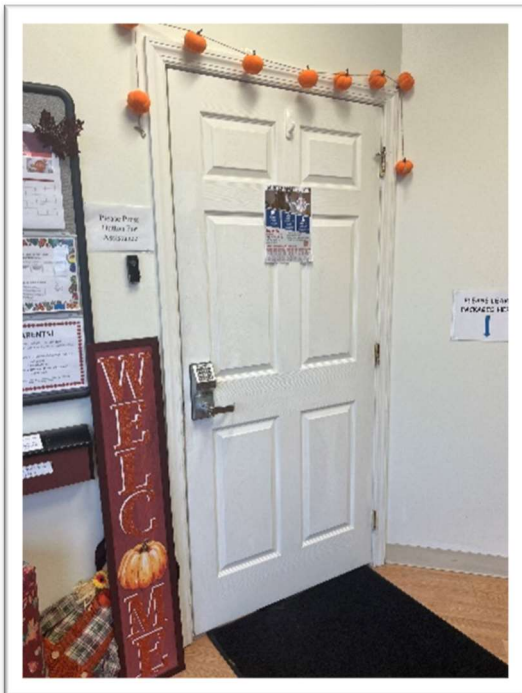
The children's safety is of paramount importance. The Learning Village's equipment is designed for rugged play and safe use. **Children are supervised at all times** and staff members are well certified in safety precautions, first aid, CPR, and the safe control of groups of young children.

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, and 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.



## Building 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.

# Day-to-Day

## Parent/Guardian Involvement & Communication:

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

What you will experience with the **Procare** app:

- 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.

MyProcare.com:

- A free online portal to access your account information.



Sign your child  
in/out  
using the QR code  
displayed at the  
entrance of the  
center!

### **We maintain contact through:**

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

### **We encourage you to:**

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

## **Potty Training**

Potty training is a team effort with parents and teachers. 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. We provide diapers and wipes for all children under 3 included in tuition, however, if your child is not potty trained by age 3, you will have to provide diapers and wipes for them.

**Your child must be potty trained to move to the Preschool 2 Room!**



If your child is NOT potty trained by the time they turn 3 and are scheduled to transition, they will only be able to stay in Preschool 1 for 3 months. We understand that potty training is a developmental milestone, but our Preschool 2 classroom cannot accommodate children who are not potty trained. With working hard, encouragement, and keeping consistent, we can make it happen!

As your child enters potty training, we ask that you bring them in easy to remove clothing and bring quite a few extra underwear. We ask that you provide 3 full changes of clothes and extra shoes. Having them in clothing they can independently remove will boost their confidence and excitement with potty training!

## **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 (we provide cribs, pack and plays and cot sheets)
- any topical ointments needed for your child, diaper cream, sunscreen, etc.
- lunch box/bottle bag
- inside and outside shoes

## **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 School remain appropriate.

Please remember that children go outside every day and will need appropriate outerwear including hats, snow suits, 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 teachers apply sunscreen regularly throughout sunny days provided we have written parent or guardian authorization.

\*Iron-on labels or laundry markers should be used to identify each item.



**\*\*Please label or mark all clothing items and other personal belongings you bring to the school. We are not responsible for any articles not claimed for more than 7 days. \*\***



## **Meals:**

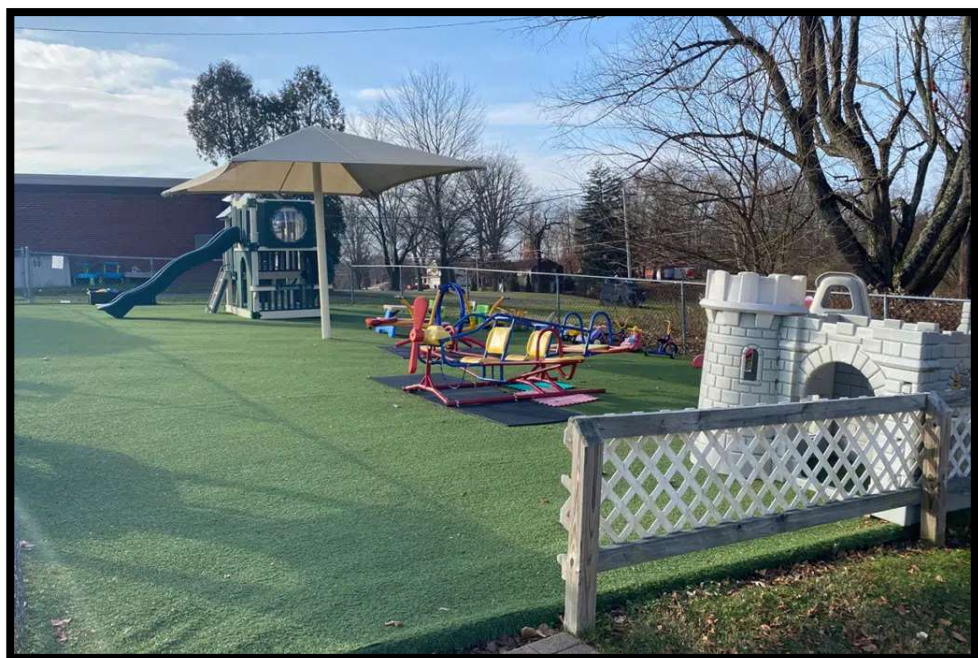
The School will provide breakfast and a morning and afternoon snack for the children. Parents or guardians are responsible for packing a well-balanced lunch for their child. A calendar of breakfast and snack foods is provided each month. If your child does not like a menu item, parents are welcome to bring in an alternative. Infant 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. We do not introduce foods to infants because of potential allergies.

## **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. Cribs, pack and plays, cots and cot sheets are provided.

## 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.



## **Child Screening:**

The Learning Village utilizes the Ages and Stages Questionnaires (ASQ) screening tool. The purpose of screening with ASQ is to identify developmental milestones and potential delays in children from birth to age 6. The ASQ helps guide timely interventions and support tailored to each child's needs. The ASQ will be administered to children at regular intervals, as follows:

Initial Screening: Within the first 45 days of enrollment.

Ongoing Screening: Every 6 months after the initial screening or more if needed.

Screening will be conducted by a staff member that works directly with your child. Results will be reviewed by the teachers and discussed during parent teacher conferences where we will discuss the next steps, interventions or share resources. All screening information and results will be kept confidential and shared only with authorized personnel involved in your child's care and development.

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 teachers 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.”**

