

# 100 Deer Creek Road

**Saxonburg, PA 16056**

**Phone: 724.352.5885**

**Fax: 724.352.5886**

**Director: Melanie Merten**

**tlvdirector@gmail.com**

**TABLE OF CONTENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Our Philosophy…………………………………… | 3 |  | Medication………………………………………………………………. | 9 |
| Tuition…………………………………………………. | 4 |  | Allergens…………………………………………………………………. | 9 |
| Extended Care…………………………………… | 4 |  | Safety……………………………………………………………………… | 10 |
| Hours of Operation………………………….. | 4 |  | Discrimination Policy…………………………………………….. | 10 |
| Payments…………………………………………….. | 5 |  | Parent/Guardian Code of Conduct…………………….. | 10 |
| Schedules……………………………………………. | 5 |  | Behavior Management Policy………………………………. | 11 |
| Vacation Day Credits……………………….. | 5 |  | Biting Policy……………………………………………………………. | 12 |
| Adding/Switching Days……………………. | 5 |  | Potty Training Policy…………………………………………….. | 12 |
| Withdrawal…………………………………………. | 6 |  | Toys…………………………………………………………………………. | 13 |
| Inclement Weather………………………….. | 6 |  | Bedding/Clothing…………………………………………………… | 13 |
| Holiday Schedule………………………………. | 6 |  | Nap Time…………………………………………………………………. | 13 |
| Late Policy…………………………………………… | 7 |  | Outdoor Play…………………………………………………………… | 13 |
| Enrollment Policy………………………………. | 7 |  | Parent/Guardian Involvement……………………………. | 14 |
| Right to Dismiss………………………………… | 7 |  | Child Abuse Prevention………………………………………… | 14 |
| Babysitting Policy……………………………… | 7 |  | Transitioning………………………………………………………….. | 14 |
| Meals……………………………………………………. | 8 |  | Arrival and Departure………………………………………….. | 15 |
| Health………………………………………………….. | 8 |  |  |  |



**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.

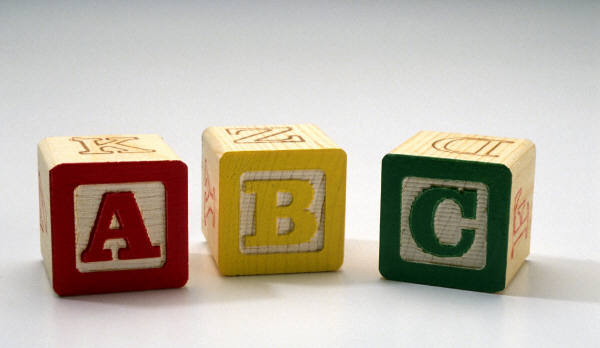
**The Learning Village Early Childhood Development Center provides opportunities for the community:**

* 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.

## 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.***



**Tuition:**

**Effective 9/1/2015**

|  |  |  |
| --- | --- | --- |
| **Ages** | **Part-Time Rate for less than 5 days**  **(min 2 days per week)** | **Full-Time Rate**  **(5 days per week)** |
| 6 Weeks to 1 Year Old | $48 per day | $195 per week |
| 1 Year Old | $47 per day | $190 per week |
| 2 Years Old | $46 per day | $185 per week |
| 3 to 6 Years Old | $45 per day | $180 per week |
| Half Day Kindergarten | $40 per day | $135 per week |
| Before School Only | $12 per day | $55 per week |
| After School Only | $12 per day | $55 per week |
| Before & After School | $25 per day | $110 per week |
| School Age (K thru 6th Grade) | $45 per day  (snow day, in-service, PT summer camp daily rate) | $152.50 per week  (summer camp) |
| Hourly Rate (less than 5 hours per day) | $12 |  |
| Registration Fee | $50 |  |

* We charge a $50 re-enrollment fee for 5 consecutive days of absence (not a vacation).
* 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 will be applied to the oldest sibling in attendance at the Center.

**MCED00217_0000[1]**

**Hours of Operation:**

**Monday – Friday**

**6:30 – 6:00**

**Payments:**

**Tuition is due in advance:** Tuition may be paid weekly, biweekly, or monthly as long as it is in advance. Payment is due by Friday for the up-and-coming week. If your payment is late, a late fee of $25.00 will be added on your invoice for the month.

**Checks:** 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.

**Account Receipts and Statements:** You may request a year-end statement for tax purposes, given that your account is paid up-to-date.

**Schedules:**

**Full time**:

Any five-day regular schedule over 5 hours per day 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 10 hours per day as scheduled. An extended day fee will be included in your invoice if you exceed the maximum of 10 hours. 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 or up to five part days each week. 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.
* Only one vacation day credit may be used per day.
* Vacation day credits cannot be applied to an account balance.
* If you withdraw from our program, your available vacation day credits will expire on your child’s last day of enrollment.
* 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, please inform Melanie, or your child’s teacher as soon as possible. Ratios of staff and children must be maintained per DPW regulations at all times.**

If your child will be absent from The Learning Village on his/her scheduled day, please inform Melanie or your child’s teacher as soon as possible. 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 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.

**Inclement Weather:**

The Center is open Monday through Friday, January through December from 6:30 am to 6:00 pm except for [**scheduled holidays**](http://www.kidstopkids.com/holidayk.html). 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.

**Holiday Schedule:**

Closed on the following dates:

New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

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 on any holiday if there is low enrollment. Tuition is required for all holidays.

**Late Policy:**

Your child can attend on any schedule that meets the needs of your family, space permitting. Once a schedule is established, we ask that you make every effort to adhere to it for your child's sake. Children have very accurate internal clocks and become distressed easily if you are "late." If you do run late, please give us a call so we can inform your child before he/she begins to worry. A fee of $5 per minute will be charged for late pick-up beyond 6:00 pm. Money should be given to the teacher at the time of pick-up. 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.
* 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.

**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 child care 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.

**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.

**Health:**

A current certificate of good health or health assessment form (not more than twelve months old) signed by the child's physician is required at the time of enrollment. Recertification is required annually up to the year the child enters school. Enrolled children are required to have completed immunizations appropriate to their age.

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

If your child becomes ill during the course of the day, we will call you to pick him/her up.

**What is too sick to come to TLV?**

* elevated temp. of 101° +
* vomiting\*
* two or more cases of diarrhea\*
* reddened eyes (pink eye)
* listlessness
* undue irritability or inability to be made comfortable
* an unexplained rash
* too ill to go outside

\**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 (eg. Tylenol), do NOT send your child to TLV. These medications may mask important symptoms.

**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.

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.

**Childhood Illness Chart**

*Illness For your child’s comfort & well-being, s/he may return when approved by a physician or:*

Chicken Pox…………………24 hours after lesions have crusted

Conjunctivitis………………..24 hours after start of treatment

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

*For any illness not listed above, please contact the Center Director.*

**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. **State Day Care 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.

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

Prescription and nonprescription medications may not be stored in the child's bag. 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.

The following preparations are not defined as medications, but require a nonprescription medication authorization form to be completed in its entirety by the authorizing parent or guardian:

a. nonprescription diaper changing ointments that are free of antifungal, antibiotic or steroidal components,  
b. nonprescription medicated powders,  
c. teething medications.

**These non-medications must be in their original containers labeled with the child's name. All non-medications must be handed to a staff person upon arrival at the Center. Non-medications may not be stored in the child's bag.**

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 administered to your child.

**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

**The Learning Village has a few children with nut allergies.  They are severe enough that an Epipen will be needed to treat the child if they ingest peanut butter. We have to put the children's health and safety first and have decided that it is best to make our center a NUT FREE center. We understand that some children love their peanut butter and jelly sandwiches so we are happy to provide a list of safe alternatives to peanut butter. We do hope that everyone can respect this new policy and adhere to the new rules regarding no peanut butter in the lunches. We thank you for your cooperation in keeping the kids safe and healthy.** Parents of children with allergies should consult with their physician and with the Center Director 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.



**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 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. We collaborate with a registered nurse to monitor conditions at the Center and to ensure that our staff members consistently use safe and healthy practices.

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 at pick-up time, those less minor, 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's coverage under an adequate medical insurance plan.

**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.

**Parent/Guardian Code of Conduct:**

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.

**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.

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. Parents must abide by the same policy when in the Center. Children are subject to suspension for a period of two weeks should parents violate Center policy. **Fees will be required during the two-week suspension to ensure the child’s slot is available at the end of the suspended period.**

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.

First, we try to schedule 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.

Second, if a bite does occur, we help the child who was bitten. We administer first aid and comfort the child. If the skin was not broken, we use an ice pack. If the skin was broken, we follow medical advice and clean the bite with soap and water. The teachers fill out an incident report, sign it, and have the parent sign it. A copy is kept in the child’s file and a copy is sent home. We show the children strong disapproval of biting. Our specific response varies, but our basic message is that biting is the wrong thing to do. We also help the child who bit learn different more appropriate behavior. We keep an open line of communication with parents when there is a biting problem so that we can work together to solve it.

Third, teachers analyze the cause of the biting. We work together to develop a plan to address causes of biting, focusing on keeping children safe and helping those who are stuck in biting patterns.

Fourth, parents are notified if their child starts to bite. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. If your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

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. If you want more information on biting or have any questions or concerns, please let us know.

**Potty Training Policy**

Let us know when you have begun training your child at home. After your child has been training at home for about a week, we will begin training here. No child will be forced to use the potty. Your child must want to use the potty and also let us know that they need to use the potty.

Please keep in mind that at TLV, children tend to be much busier than at home, playing with their friends, participating in daily activities, etc. This can distract your child which means that they will forget to use the potty. At your home, the distraction level is down and they will do a much better job. It can take a lot longer to potty train a child here than at home.

**We will need to use pull-ups until your child can and will announce that he/she must use the bathroom. Your child may be potty trained at home, but until he/she uses the potty here, they will need to be in pull-ups**.

TLV is mostly all rugs and we cannot have children urinating on the rugs. Once your child has gone two weeks with no accidents, pull-ups will be replaced with underpants.

While your child is potty training, please send your child in easy to remove clothing. If your child comes in overalls and other hard to remove clothes, we may not potty train them that day. Your child will want to help pull up and down his/her pants and clothing with too many "buttons, snaps" makes it harder to get the child on the potty in time.

Once your child has moved up to using underwear during potty training time, we ask that you keep us supplied with at least three sets of clothing including socks. Wet and dirty clothes will be placed into a plastic bag at the end of the day.

**Toys:**

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.

\*Please label or mark all clothing items and other personal belongings you bring to the Center. Labeled or marked items are difficult to lose. Found articles can be recovered from the lost and found box.

****

**Bedding/Clothing:**

Each child is required to bring:

* change of clothes
* blanket/pillow for rest time

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 two 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.

**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. 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.

**Parent or Guardian/Involvement:**

We maintain contact through:

* daily written reports about your child.
* informal discussions at drop-off / pick-up times.
* bulletin and message boards.

**“We believe that close parent or guardian/staff communication is imperative in an excellent childcare program.**”

* a periodic newsletter.
* emails and telephone calls.

We encourage you to:

* visit informally anytime, or call.
* read a story or share a skill with your child's group.
* request individual conferences regarding your child.
* attend special programs and events at the Center.

**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.

**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 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.

**Arrival and Departure:**

Remember to sign in and out each time you arrive or leave 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.

When you arrive with your child in the morning, 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. The children in each classroom will be divided amongst the teachers to help establish clearer responsibility of the children. 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.

**Children should never be left unaccompanied in the parking lot, dropped off at the front entrance, left in the lobby, playground, or halls.**

Inform the staff in writing of any special instructions or information that might be needed for that day. We request that you say goodbye to your child rather than merely disappear. Your child may cry briefly, but ultimately will trust you more.

Please enter the Center quietly so as not to disturb the activity in progress. We ask that you remember to be courteous to all of our children. A smile and a friendly greeting are always appropriate.

It is for the safety and security of your child(ren) that we have established these policies.

Since children will not know when they will be leaving, they may be involved in an individual or group activity. Allow your child to "shift gears" by giving him/her a warning period, i.e. "will be leaving in two minutes" or "after you finish that picture, we will leave." If you need to rush, please call us in advance so that we can help prepare your child prior to your arrival. Please remember to collect any artwork, soiled clothing, and outerwear in the cubby area on your way out.

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.”