

# WELCOME!

Come Join Us

On Our

Learning

Journey

§ MARCH 2016 §

## **Goals for the 2016-2017 School Year**

As we start another school year we are setting new goals for an enriched learning environment.

- \*To expand skills in make-believe play
- \*To enhance verbal communication daily
- \*To increase knowledge of a print rich environment
- \*To become aware of beginning reading skills
- \*To show progression in beginning writing skills
- \*To broaden logical thinking skills
- \*To build on basic concepts and information to a fuller awareness of their immediate world
- \*To increase learning and problem solving skills
- \*To utilize an area that is appealing for quiet time
- \*To apply all senses while learning

While our main focus will be on the above, we will still focus on the whole child.

# **Learning Journey**

**225 South High Street    Belleville, IL 62220**

**1-618-355-5875**

**Hours of Service: Monday-Friday**

**6:30 am to 6:00 pm**

We are pleased you have chosen Learning Journey. We have worked especially hard to achieve and maintain the credentials needed for our Early Educational Program.

**DCFS** We are in good standing with the Department of Child and Family Services. Our license has been renewed every three years since Learning Journey opened in 2000.

**NAC** We received our Accreditation in 2008 from NAC (The National Accreditation Commission for Early Care and Education Programs). This included a self-study process in which administrators, staff and parents evaluated the program in accordance with Accreditation Standards. A two day validation visit was made and a thorough review of all programs was completed.

**ExceleRate IL** We have achieved a Gold Circle of Quality over the past four years from the StarNet Program. The new program, replacing StarNet will be called ExceleRate IL, and all staff members are required to attend all classes over the next year. This will change our Three Star rating to the Gold Circle of Quality.

## **Head Start Collaboration**

We have been collaborating with Head Start since 2010. This program affords us the ability to provide the children with a variety of elements needed to keep their imagination on going. We also provide some of the children with an introduction to vision, hearing and the dentist through SIUE Edwardsville



**MISSION STATEMENT:** We will provide an environment for children and families that will promote caring, creativity and communication between parents and caregivers.

**OUR PHILOSOPHY AT LEARNING JOURNEY**

We create a warm, happy, and positive atmosphere for our children to learn, as we bridge the gap from home to school. We guide children to a continued good self-image, while building social skills in a caring setting.

Sensory, motor perceptual and language skills are introduced through materials and activities which are both child centered and teacher directed. Work is planned which emphasize the process rather than the product fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Recognizing that children grow in predictable stages, we treat each child as an individual. We work from the level each child has attained and move forward a step at a time. We teach a love of learning by allowing children to experience their own stage of development and help them to feel success without pressure.

We value the active involvement of parents in our program both through committee and classroom participation. Parents are invited to participate in socials, classroom activities and parent education workshops and are always welcome to spend time at the center during drop off and pick up times

Parents may gain valuable insights and techniques from the expertise of the staff and at the same time share their own talents and interests to maintain the excellent quality here at Learning Journey. The center then becomes a shared experience. This hopefully will continue throughout each child's educational experience.

## **ADMISSION POLICIES**

Learning Journey admission is based on a “first come, first served basis”. All returned applications are dated upon receipt. Whenever a vacancy occurs, the date of the application form will determine the order for contacting parents of children on the waiting list.

Learning Journey does not discriminate in admission procedures to any of its programs or activities, on the basis of race, creed, handicap, national origin or any other relevant criteria.

## **Summary of Licensing Standards for Day Care Centers**

Along with your enrollment package there is a small pamphlet from DCFS. These are the DCFS guidelines we must follow. This form is attached to your other paper work. This may answer any questions you may have. If you are still unsure, please come by the office.

## **ENROLLMENT PROCEDURES**

### **Children’s Enrollment Papers**

The package you have been given is a very important part of our record keeping. We are required by DCFS to have this information on file for every child at the center. Please fill out the papers and be sure to sign where needed and return to the office. Be sure to read Notification #1 and #2 they concern a time frame that must be followed

**The day care center shall:**

### **Notification #1**

Provide a written notice to the parent or guardian of any child to be ***enrolled for the first time within 30 days*** of enrollment the parent or guardian must provide a ***certified copy of the child’s birth certificate or other proof of identity and age of the child***. The center shall make a duplicate and return the original certified copy to the parent or guardian no later than the end of the next business day after receipt. If a certified copy of the birth certificate is



not available, the parent or guardian must submit ***a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit*** or notarized letter ***explaining the inability to produce a certified copy of the birth certificate***. The center's notice to parent or guardian shall also indicate that the ***center is required by law to notify the Illinois State Police*** or local law enforcement agency if the parent or guardian fails to submit proof of the child's identify within the 30 day time frame.

### **Notification #2**

By law we are to notify the Illinois State police or local law enforcement agency of the parent's failure to submit a certified copy of the child's birth certificate or other reliable proof of identity. The center shall also ***notify the parent or guardian in writing that the Illinois State Police or local law enforcement*** has been notified as required by law, advising the parent or guardian that he or she ***has 10 additional days to comply*** by submitting the required documentation.

### **DRIVERS LICENSE**

We are now requesting a copy of your driver's license to keep in your file.

### **HEAD START**

We collaborate with Head Start, not only do the children benefit from the activities but the parents do as well. The SIUE nursing students as well as dental students come to visit the children during the school year. Part of their program is to visit the center and complete a form on each child: height, weight, blood pressure, hearing and vision. The stipend will help with center improvements.

### **DAILY ATTENDANCE**

Students need to be in attendance daily to gain the benefits from this program. Please call the center if your child will not be in attendance that day. If it is a contagious disease we need to notify the other families in that classroom and also throughout the center.

## **DAILY ARRIVALS/DEPARTURES**

DCFS mandates that Parents bring their child into the center, and be left under the supervision of a staff member. If there is a problem with your code ring the doorbell.

- **The front gate must be closed and locked as you arrive and leave.**
- **It is illegal in the state of Illinois to leave your car running, and to leave your children in that car. Turn your car off and bring your children with you.**
- **We are required by DCFS to have all parents sign their children in and out on the attendance form located: on the front of the half doors for upstairs and at the top of the stairs for downstairs.**
- **Anyone picking up child/children must be 18 years of age, and MUST show a staff member a photo ID, and sign their full name, or we will not release your child/children.**

When you enrolled your child, you gave us a list of all authorized individuals to pick up your child/children in both normal and unusual circumstances. Should circumstances require a change, PLEASE notify the center right as soon as possible.

- **MUST RECEIVE ADVANCE NOTICE DIRECTLY FROM THE PARENT OR GUARDIAN OR YOUR CHILD/CHILDREN CANNOT BE RELEASED.**

While the children are out front in the afternoon, there will be a teacher posted by the front gate. This is to insure the safety and accountability of the children.



## **DISMISSAL/WITHDRAWAL PROCEDURES**

The Learning Journey staff is committed to helping each child adjust to his/her environment with patience and understanding. We will help develop each child's potential to the fullest. When teachers observe behaviors or development that is not appropriate for the child's age, we will recommend the child for testing or special services with their parent's permission. We will work with the parent on a plan for care and redirection. After a period of one month, if the Director and the teacher feel we are unable to help your child we will ask the parent or guardian to take the child from our center for services elsewhere. A list of services will be provided to assist them and their child.

When you withdraw your child, we request a two week notice if possible. This will give the child time to adjust to leaving, and saying good-bye to their friends. The Teachers will have time to complete the child's portfolio and gather up all their art work and personnel belongings. We will also have time to notify the next child on the waiting list.

## **DOOR CODE**

Our door code was installed for the protection of the children and staff as well as the peace of mind for the parents. If there is another adult by the door when you enter **PLEASE DO NOT LET THEM IN**. They are to use their own door code. Make sure you and your child are the only ones that go inside. We also ask that you do not let your child know your door code. The teachers are keeping a close eye on the children who know their code and are letting themselves in while they are on the playground.

## **TERMINATION PROCEDURES**

The main concern of the Learning Journey staff is for the safety and well-being of the children. We will look at each child, individually, and make our recommendations accordingly. We follow the guidelines given to us by DCFS. If the child in question has harmed another child, or a staff member, by physical force or verbally, measures will be taken immediately. Our final decision will not be based on race, creed, sex, national origin or income.



Parents will be notified that they will need to meet with the Director. The severity of the child's actions will be discussed, and set a tentative plan that will include the following:

1. A meeting with the child's Teacher and the Director.
2. Jenna Kelly, LCSW an Early Childhood mental health consultant will assist us with the goal setting, explain the daily record keeping and the positive guidance techniques to be used.
3. After two weeks there will be another meeting to see if progress has been made.
4. At this time it will be determined if termination will take place.

If termination occurs the child's belongings will be gathered. The parent/parents will leave with their child and their door code will be deactivated.

### **TUITION REFUND PROCEDURES**

If you have paid tuition in advance, and end up leaving before it is used, it will be refunded. The registration fee and CHASI co-pays will not be refunded.

### **Late Fee Policy**

By signing this document I understand that in the event monies owed are over thirty days past due Toddle Town, Toddler House and Learning Journey reserve the right to demand payment in full. If the outstanding balance is not paid in full upon demand, the undersigned agrees to pay 10% apr (annual percentage rate) on the balance plus all costs incurred by Toddle Town, Toddler House and Learning Journey in collecting the outstanding balance, including all reasonable attorney fees and all court costs.

My child \_\_\_\_\_ is enrolled in Learning Journey (Toddle Town, Inc.) Child Care Program. The weekly tuition for my child is \_\_\_\_\_ or Co-pay \_\_\_\_\_

I have read the policies regarding tuition payment procedures and agree to the terms of this document.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Child Care: \_\_\_\_\_ Date: \_\_\_\_\_

.....This is just a copy for the Parent Handbook the one you.....  
.....will sign is in your packet.....

### **COMPLAINT PROCEDURES**

Complaints are handled in several ways. If you feel comfortable talk to your child's Teacher when you arrive in the morning, or during pick-up when there is more time for both parent and Teacher. The Co-Director will be in the kitchen during breakfast from 6:30 to 8:30. During pick-up time the Director will also be available, or you may prefer calling at your convince during the day and the Director or Co-Director will be there to help you. Another option is using the suggestion box located in the Parent Lounge.

### **ILLNESS/HEALTH/MEDICAL POLICIES**

Learning Journey is licensed to care for healthy children. There are no facilities or staff available to care for sick children. When a child has become ill, they are not allowed in the classroom. The parents are notified that their child has a medical condition that excludes them from the classroom. The parents are to pick up the children as soon as possible. Listed below are some of the reasons we remove the sick child from the classroom.

Once the child has been removed from the room, and the parent has been called by the office staff the child will stay in the office until they are picked-up. The child is made comfortable, and watched closely.

**Anytime your phone number changes please notify the staff upon arrival, even if it is only for one day.**



When the children arrive in the morning, a visual health check is made. If the staff members notice that there is a health question they will ask you.

**“A PHYSICAL IS DUE EVERY 2 YEARS!”**

**PLEASE STOP BY THE OFFICE AND PICK UP A HEALTH**

**FORM BEFORE GOING TO THE DOCTOR.**

### **SICK CHILDREN ARE EXCLUDED**

Parents are required by DCFS to keep their child home if they have any of these symptoms, which may indicate a contagious disease;

- Skin eruptions: that are oozing or draining
- Fever 101.4 degrees, or higher
- Extreme diarrhea (three or more before 1 PM)
- Rash
- Extreme fatigue
- Constant hacking cough
- Vomiting
- Red sore throat
- **Remember....When a child is sent home with a fever higher than 101.4, they may not return until they are fever and medication free for 24 hours.**

When you pick up your ill child you will be given a form stating why they have been sent home. And depending on what is wrong, when they may return. We follow the DCFS guidelines pertaining to ill child.

### **FOOD SERVICE**

The guide lines we use for serving the children breakfast, and two snacks are provided for us by USDA, Food and Nutrition Service. Our menu is posted on all three parent bulletin boards. The center writes the menu for breakfast and snacks and these items are rotated monthly. We also have food available for



the children who have food allergies. The classroom teachers mark on the monthly calendar what we gave the child as a substitute

## **ALLERGIES**

### **WE ARE A NUT FREE, PEANUT BUTTER FREE SCHOOL**

Please be mind full of this when sending in treats for birthdays or holidays. We have children with an allergy to nuts, even though we check the ingredients we still need your help... also you may check with the teacher in your child's room about other allergies. Thank You!

## **MEDICATION ADMINISTRATION**

### **MEDICATION MAY NOT BE KEPT IN THE CHILD'S**

### **BOOKBAG OR THEIR CUBBY**

Anytime a child is required to take any kind of medication, there are a few rules that must be followed:

### **Learning Journey will not dispense the**

### **First dosage of any medication.**

1. Prescription and non-prescription medications shall be accepted **ONLY** in their original container, and dispensed as written on the containers.
2. The child's name must be on all medications
3. Medication has not expired
4. Asthma medication/equipment must have written instructions attached.
5. Epi-pens must not be expired and have written instructions attached.
6. Parents must fill out the Medication Request form completely:
  - Child's full name
  - Medication name
  - Dosage and reason for medication
  - Time and date (s) to be given

After the medication has been given the person who has administered the medication will fill in the form and sign their name.

The refrigerated medication will be stored in the fridge upstairs/ downstairs in a locked bag. The others will be stored in a locked “Medicine” cabinet in the classroom. All cabinets have a list of staff members who are authorized to give medication.

A new form is required every time a new medication is brought to the center. The medication form is in every classroom.

If the medication is given daily (asthma nebulizer) there is a monthly form you may pick up in the office.

### **ACCIDENT REPORTS**

Even though we try to prevent accidents, they still occur. If your child has an accident, that requires a report; it will be on the evening clipboard for you to sign. We will check the child all over to make sure we see and list all the injuries and where they are, and how it happened. The report will be as detailed as possible. If you have any questions concerning a bump or scrape, please talk to the child’s teacher.

### **HEAD INJURIES**

Anytime a child has had a head injury of any type you will be notified right away. We are using this as a precaution measure so if later on in the evening they should become ill you will be aware of the symptoms.

### **EMERGENCY MEDICAL CARE**

In case of an emergency, children will be taken by ambulance to St. Elizabeth’s Hospital for care. The parent will also be contacted first, but in an extreme emergency, we will care for the child. Then the parent will be called as another staff member accompanies the child to the hospital and waits until the parent arrives. Your permission for this procedure is on file in the office.



## **LESSON PLANS**

Our themes are changed monthly along with all the center games, books, cooking and art supplies. The two 04 teachers ask for the teaching staffs input then put together the themes for the year, the monthly curriculum and any special events. We use Creative Curriculum as our guide for all the classroom centers and activities. The centers in all room are as follows: Dramatic Play, Block, Art, Library areas as well as Music and Movement, Table Toys, Discovery to include all outside areas.

You will find that these plans are filled with creative ideas with the teachers adding more every year. At the end of every month the teachers evaluate the past month: what worked, what didn't and what will be added for the next year.

Every week of the month there are new plans to follow. The weekly plan is divided into 4 areas:

- Group Time.....Songs, games, reading, discussions
- Story Time.....Reading, flannel boards
- Small Group Activities.....Teacher w/2-4 children
- Special Activities.....Cooking, guest speakers

Along with the new lesson plans, changing the centers, adventures found in new books we feel we are keeping the children interested and excited about school.

## **HOLIDAYS/CENTER CLOSINGS**

The Center will be closed for the following holidays:

New Year's Day   Memorial Day   Independence Day

Labor Day   Thanksgiving Day and the day after

Christmas Eve and Christmas Day

During the winter months the Center may close due to bad weather.



Watch Channel 5 news starting at 4:30 AM for closings that will be listed under

Learning Journey, Belleville

If the announcement has been made early enough you will receive an E-Mail, or it may also be posted on the front door the night before when you pick up your child.

When the decision is made to close early, you will be sent an E-Mail or called with the closing time. Please pick up your child by the time given. We also need to ensure the safety of our staff.

### **BIRTHDAYS /HOLIDAYS**

Birthdays are special to the children. Parents are welcome to bring in treats. Please notify the teachers before so you will have an accurate count. Treat bags may be sent in as a take home treat. Due to health reasons, (food allergies) and by **DCFS regulations, we are required to have all treats store bought and left in its original package.** Please remember we are a nut free school. We will provide snacks for the children who are unable to eat the special snack provided. Remember to ask your child's teacher about any class allergies.

### **HOMEWORK**

On Monday you will find the homework for the week in your child's cubby. Homework needs to be returned by Friday and placed in the trays on the table at the end of the hallway upstairs. There is a tray for upstairs and downstairs. We feel this is a great way for you and your child to spend quality time together. The teachers will go over the homework with the class and they may receive a sticker or a smiley face for their hard work.

### **SUNSHINE CALLS**

After the first week of school your child's classroom teacher will call you to see how you think your child is adjusting. During the course of the school year their teacher will call you several times just to see how things are going. If

you need to call and ask any questions feel free to give them a call. During the first call they will ask you what time and day would be best for you to receive their call.

### **MONTHLY NEWSLETTERS**

We are now sending out our monthly newsletter via E-mail. We are trying to go green as much as we can to save the environment and some money. We hope you are receiving these newsletters, if not check your spam or come by the office to make sure we have your E-mail correct.

### **GUIDANCE AND DISCIPLINE**

We have adopted “Conscious Discipline” by Dr. Becky Bailey. With our school climate we can help build co-operation, willingness and responsibility, as the teacher’s students and parents learn and work together. Self-regulation – managing our own thoughts, feelings and actions – is the cornerstone of a successful life. Through this new approach we will bring all children, to a place of willingness through a sense of belonging. “Conscious Discipline is specifically designed to provide parents with the conscious awareness and skills needed to create safe, connected, problem-solving homes as well.

### **CLASSROOM RULES**

During the first week of a new school year, the children and Teachers make a list of rules for their classroom. Teachers will ask the children what they think the rules should be. These rules also include a picture of the rule using the children in the class. These are our simple rules:

- ❖ Our hands and feet stay to ourselves
- ❖ Use gentle touches with our friends
- ❖ We use walking feet
- ❖ We use inside voices
- ❖ Take good care of our friends and toys
- ❖ We share everything!
- ❖ We use our words to tell people what we need or want



## **BLANKETS, TOYS AND CANDY OH NO!!!**

We are asking --**PLEASE DO NOT SEND**--the following items to school with your child:

- **Toys**...they become lost or broken
- **Blankets**...may not travel back and forth to school. They will be kept on your child's cot and laundered weekly with the sheets and pillowcases.
- **Stuffed Animals**...a small comfort item for nap is acceptable, but it must be kept at school and will be laundered weekly.
- **Any item for lips** {except for medical needs}
- **Candy**...unless they have enough to share with the entire class
- **Food**...**DCFS mandates food NOT BE BROUGHT INTO THE CENTER: McDonalds, doughnuts, pop tarts, Bread Co, etc.**
- **IF any of the above arrive at school, and become a problem they will be placed in the office and you may retrieve them up when you pick up your child.**

## **NAPPING**

The children are required to rest for two hours in the afternoon. All children have their own cot, pillow and blanket provided by the center. These items are laundered weekly or as needed. The teachers will pat the children to sleep; we also play appropriate music or stories. When the first hour is up and they are still awake, then they will be given books to enjoy on their cots until nap time is over. This will keep us within DCFS ratios during naptime.

## **PLAYGROUND SAFETY**

We are very fortunate to have two playgrounds. The front playground is licensed for 30 children at a time. The smaller playground out back is licensed for 10. We have a daily schedule that gives all the classrooms time on the front playground daily. We also eat lunch outside when the weather is nice.

In the afternoon when the numbers decrease from 30, a teacher will come in and take enough children out to bring it back to 30. This will continue until all



children are outside. There is also a designated spot for all the teachers so we will have all parts of the playground covered during the afternoon. We keep one of the gates locked, so it is easier to see parents arrive and leave with their children.

We also have a list of playground rules and all teachers follow the same rules. The list of play ground rules are posted on the front doors.

### **PESTICIDE APPLICATION INSIDE AND OUT**

We have now adopted an Integrated Pest Management program as defined by DCFS. Our pest control company BELO will be using a variety of non-chemical methods as well as “child friendly” pesticides when needed to reduce pest infestations. We are using sticky traps in the center and they are well out of sight of the children. Currently they are checking/changing these traps the third Wednesday of every month. The notice will be posted on the front door if we should any other “child friendly” pesticides.

### **CURRICULUM**

We have chosen the Creative Curriculum, a child based program to use at Learning Journey. Every interest center in the room is available to the children throughout the day. The goals and objectives within these areas: Social-Emotional Development, Cognitive Development, Physical Development, Art, Mathematics, Science, Language, Social Studies, Literacy form the foundation for the Creative Curriculum, which is an effective developmental approach to learning.

The following page is an examples of how Early Childhood teachers use the Creative Curriculum, to promote learning in, Literacy, Math, Science and Social Studies

### **CHILDREN'S PORTFOLIOS**

A portfolio is kept on your child the entire time they attend Learning Journey. Teaching Strategies Gold is used which has 38 Objectives are used by the teachers as their guide. These are the areas covered:

Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, the Arts and English Language Acquisition.

Underneath these headings are 38 individual checkpoints. The goals and objectives are worked on daily. They may be completed in a group activity or one-one with a teacher. Anecdotal records are taken on a regular basis, and goals and objectives met during that daily observation will be listed which is then added to their portfolio. Some of these activities may also include a picture, art sample, writing sample or a photo.

### **SCREENING PROCESS FOR ALL CHILDREN**

All children are screened as they enter our program. You will receive a Dial 4 screening packet to complete it will contain: Welcome letter, permission slip, Health Screening Questionnaire, questionnaire about previous programs attended, exit survey, Dial 4 Parent Questionnaire. Once this is turned in your child will be screened. From the time they start we have 60 days to complete this process. Then they are screened every year after that, with conferences in the fall and the spring.

Every spring we post a list of all elementary schools in the area and when they offer Kindergarten screening. During the May conference the teachers ask if you have had your child screened and if you require any further information. At this time you will complete the exit survey.

### **PARENT-TEACHER CONFERENCES FOR ALL CHILDREN**

Conferences will be twice a year and scheduled for ALL children in our program. **This is a requirement of our Illinois Pre-K Grant.** Two to three weeks before conference time, information will be sent home about signing up. The sign-up sheet will be outside your child's classroom door. The upstairs conferences will be one week and the following week will be the downstairs. We encourage you to call at the first sign of a problem or if you have any questions. Our staff is eager to help the parents and students



## **PARENT INVOLVEMENT**

A child's family is extremely important for it is their source of strength. By maintaining open communication with each family, we hope to bridge the gap between school and home. Learning Journey is always open and invites you to visit at your convenience. We have various family activities throughout the year: Gingerbread Houses, Mother's and Father's Day events, and our Pre-K graduation in May (graduates and their families only)

## **ROLE OF PARENTS/INFLUENCE**

Parents are a child's first teacher, and as they grow the parents roll becomes even more important. Parents influence their children by spending time with them reading to them and giving them the nurturing they need to build independence and self-esteem. Guiding them along the way to be safe and teaching them to keep safe.

## **PARENT INFORMATION BOARD**

There are three parent boards in the center: At the end of the hallway upstairs there is one for the two classrooms upstairs. As you go through the basement door there is an info board for the classroom on the left. As you continue down the hallway you will go by the door leading outside, on the right is the info board for the large classroom downstairs.

## **CHILDREN'S ATTIRE**

We are asking that the children wear comfortable clothes and shoes. We do get messy from time-to-time so we ask that your child "NOT" wear their Sunday best to the center. Girls need to wear shorts under their dresses to make sure their bottoms are covered while playing. These clothes should be easy for the children to dress and undress themselves. We all know they always wait till the last MINUTE TO GO POTTIE! During the summer months, the children are **NOT ALLOWED TO WEAR CROCS, FLIP FLOPS OR SANDLES OR WITHOUT STRAPS ACROSS THE HEEL**. Bring a full set of clothes to leave at the center. If the clothes are soiled and sent home, please send in clean clothes the next day.



## **BORROWED CLOTHING**

If your child has an accident and their cubby is empty, we will provide clothes from Learning Journey. When these clothes are borrowed we will write what they borrowed, their name, and the date. We ask you to please return them to your child's teacher within 3 to 4 days. If the clothes are not returned you will be charged a fee of \$5.00 that will be added to your tuition.

## **SEASONAL CLOTHING**

As the seasons change please make sure your child has proper clothing. During the winter months we do take the children outside be sure to send in hats and mittens with their coats. The only winter item we have for the children are mittens. The temperature chart is posted on the front door.

## **TOILET LEARNING**

The ultimate goal of toilet training is to enable the child to see undressing, toileting, dressing and washing up as one continuous act they can successfully accomplished alone.

There are only a few children who arrive at the center that are still in pull-ups. With the help of the family and the continuation of their routine the child will become successful in a short period of time. We will use daily communication, written, or talking to you when you pick-up your child.

However, from time to time we will receive a child that will need more time. If we know the child is in need of more time, we will ask that the parents work with us and use the following guide lines:

### **APPROPRIATE CLOTHING FOR TOILET LEARNING**

Clothing should be comfortable, and easy for the child to pull up and down. Sweat pants and pants with elastic are a great choice. For your child to have a stress free start please do not have them wear:

- Onesies
- Pants with snaps on the legs

- Over-alls
- Belts
- Pants with a zipper and a snap or button

Accidents occur on a daily basis. We are requesting that the child have at least two set of clean clothes at the center daily. We will put the soiled clothes in a double plastic bag with their name on it and it is placed in the dirty bin under the homework table (upstairs) and inside the door entering the basement. If these clothes are not taken home after 5 days they will be discarded

### **SWIMMING LESSONS**

During the months of June or July, we offer swim lessons for six weeks. The YMCA is just around the corner, and children are away from the center for about two hours once a week. We also follow the ratio of children to lifeguards for their age. The life guards at the pool will discuss the rules and safety precautions with the teachers and the children. We ask that you dress your child in their suit before you drop them off, and bring a towel and a change of clothes. They may wear swim shoes or flip- flops to the pool and back ONLY

### **EMERGENCY PREPAREDNESS PLAN (unable to leave the center)**

The following four conditions would cause us to remain in the center:

1. Tornado
2. Blizzard
3. Wires Down
4. Lock Down

As in all emergencies the children are our first priority. Our situation would be assessed, and the decision would be made to move the children to the safest part of the building. If we were unable to move to another part of the building we would keep the children as safe as possible. We have two classrooms one on either side of our evacuation area: there are blankets, toys, books and water to try to give them comfort until you arrive.

In all four cases we would stay away from windows and doors, keep the radio on for further announcements, and contact parents using emergency books.



Teachers take their roll call clipboards, emergency information book and their cell phones every time we do any kind of emergency practice.

Should the media arrive at the center there are only two people authorized to speak for the Center: Becky Fudge and Deborah Streitz. We have asked the staff not to give information to anyone.

### **FIRE /TORNADO PROCEDURES/EMERGRNCY PLANS**

Fire drills are practiced once a month and tornado drills are practiced during the summer months. Teachers take their rosters with them during both drills. Posted in the classroom is a chart showing the primary exit and secondary exits. Remember the goal is to make sure all the children are removed from the building in a safe and proper manner.

The following procedures should be followed in case of a fire:

1. Children are lined up quickly, and in an orderly manner. They follow the teacher out of the building to the front fence.
2. If smoke is a problem, we will drop to the floor and crawl.
3. Teachers take attendance.
4. When everyone is by the front fence the center count is taken of the children and staff members. We then walk down to the YMCA parking lot. This way everyone is out of the way of the fire department.
5. After taking a head count, we will walk the children to Toddler House located at 208 E. Lincoln
6. One staff member will remain to assist any parents who have come to the center.
7. Toddler House has a list of all parent's emergency information in case we are unable to bring ours.
8. As soon as the children are settled we will start to call the parents.

## **TORNADO PROCEDURES**

1. The Center will stay alert to the weather. When we hear the tornado siren, the children will be taken down to the basement in an orderly manner.
2. We will gather in the hallway and both bathrooms.
3. We will make sure all the children are down on the floor with their heads down and their hands are over their heads.
4. Our radio will be on for the latest warnings.
5. We have emergency items on hand: flashlights, water, batteries, blankets and food.

Our emergency plan calls for us to take the children to Toddler House located at 208 E. Lincoln. Decisions will be made on the conditions outside after the storm.



# Toddle Town - Toddler House - Learning Journey

## Rate Schedule and Policies

### Weekly rates are as follows:

6 weeks to 24 months.....	\$210.00
2 year olds.....	156.00
Part time 2 year olds.....	105.00
Pre-school 3-4-5- year olds.....	136.00
Part time pre-school.....	94.00
Registration Fee.....	20.00
Registration Fee Family.....	30.00

1. ALL FEES INCLUDING REGISTRATION ARE NON-REFUNDABLE. Never send Money in with a child. Payment by check is preferred and should be placed in the mailbox in the entry way at Toddle House/Toddle Town and placed in the office mailbox at Learning Journey. When paying with cash please give the money to a teacher or the Director and they will give you a receipt.
2. Registration fee must be paid upon enrollment. Fees paid after May 1<sup>st</sup> will not need to be repaid in September.
3. Weekly rates are payable on Friday for the next week. We do-not give tuition refunds for the days your child is absent. An exception may be made if your child is absent due to extended illness. Please notify the center if your child is out due to illness or vacation or the full rate of tuition will be charged.
4. **A late fee of \$25.00 will be assessed for payments that are more then a week late.** When payments are more than two weeks late your child may not return until the balance is paid in full. **Co-pays must be paid by the 10<sup>th</sup> of the month.**
5. For every non-sufficient check returned you will be assessed \$25.00. This balance must also be paid in full.
6. If a child remains at the center past 6:00 pm a late fee of \$5.00 is charged after **5 minutes**. An additional **\$1.00 per minute will be charged after that**. The fee is due immediately upon arrival. Your child would appreciated a call to let them know you will be late.
7. Full rates are due every week and there are no exceptions for Holidays: New Year's Day, 4<sup>th</sup> of July, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day.
8. We require a two weeks-notice if your child is going to be withdrawn.
9. After a full time enrollment of six months your child may use one week vacation credits (5days). Maximum of two weeks per year will be allowed for a full time child. Children enrolled as part time will be given credit for three days.
10. When a child is out for the summer and returns in the fall: no vacation credits are given.

Policy Dated: 1-18-2016

