



Preschool & Nursery

# Parent Handbook

[www.playandlearnllc.com](http://www.playandlearnllc.com)

600 Old Spanish Trail Road

Scott, LA 70583



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# Play & Learn Handbook

## Welcome

Thank you for choosing Play & Learn. We offer child care for children between the ages of 6 weeks to 12 years of age. We have a nursery, a preschool program and an after school & summer care program. Our goal is to provide parents with safe, nurturing, and educationally focused child care. Our curriculum uses thematic units and age appropriate practices to maximize your child's growth and brain development. Research has found that 90% of a child's brain development happens from birth to five years of age. We will strive to fill your child's early years with countless positive and stimulating experiences. Character development is also an important aspect of our program. We feel that all of these methods combined will help cultivate a great foundation for life.

Our staff members participate in numerous continuing education programs in order to remain alert to ever-changing needs of today's families and the findings of current research. We always have numerous staff members on campus who are CPR and first-aid certified.

All that we expect of the children is that they come to school, be themselves, and have respect for others. We expect parents and guardians to read the operating procedures in this handbook, supplemental notes and newsletters; and feel free to be a part of the school, offer comments, suggestions, constructive criticisms, as well as moral support.

It is mandated by the state that parents receive this handbook. Upon completion of registration you will be asked to sign acknowledging that you have received and read this hand book. The policies and procedures we operate by are intended to ensure our parents and staff are able to work together to provide the best care possible for all children.

## Our Mission

Our mission is to provide quality child care in a safe environment that encourages children to develop physically, socially and emotionally.

## Play & Learn Policies

### 1. Abuse & Neglect Policy

Any person employed at Play & Learn, LLC having such cause to believe that a child's physical, mental health or welfare has been or may be further adversely affected by abuse or neglect will inform the Director immediately. All staff & owners are mandated reporters. It is the obligation of the Director to then file a report with the local Child Protection Agency. This is in accordance with LA R.S. 12:1403. This is a law in the state of Louisiana. The phone number for Child Protection is 1-855-452-5437.

### 2. Non-Discrimination Policy

Play & Learn is open to all children, regardless of race, color, national origin, creed, sex, disability or ancestry, who may benefit from our program. The child must be between the ages of six weeks to twelve years of age.

### 3. Admissions Policy

Admission is based on space availability, with preference first given to siblings. Our criteria for admission is that children must be between the ages of 6 weeks and 12 years of age. Admission is also based on the needs of the child and our school's ability to meet their needs.

### 4. Disclosure of Information Policy

Children's records are only made available to the Director, Assistant Director and teachers at Play & Learn. Along with any authorized employee of the state licensing board or social service office employee whom presents proper identification.

### 5. Complaint Policy

Below you will find the name, email address, address, phone number, fax number & website for the LDE which over sees childcare centers in our state. If you wish to see any information about past inspections for Play & Learn or file any type of significant, unresolved complaint you can do so with them, by calling, emailing or writing.

#### **LDE Licensing**

P.O. Box 4249

Baton Rouge, LA 70821

Phone: (225) 342-9905

FAX: (225) 342-2498

Email: [ldelicensing@la.gov](mailto:ldelicensing@la.gov)

<http://www.louisianabelieves.com/early-childhood>

## Our License Number

#15467

### **6. Parental Access Policy**

Parents are welcome to visit the facility anytime during regular hours of operation as long as their child is enrolled. Please check in at the office and the Director or Assistant Director will assist you. Each room is equipped with a one-way viewing window. Please remember that if you actually enter your child's classroom during a visit it might be stressful and confusing for your child. It is natural for them to want to leave with a parent or guardian.

Tours for prospective parents are done by appointment only.

### **7. Parental Involvement Policy**

Parents will be invited to share special classroom activities with their children at least twice a year (i.e. birthday party, holiday parties, etc.)

### **8. Behavior Management Policy**

1. "Redirection" will be used for younger children.
2. "Time Out" will be used for older children. (2years old & older) In time intervals of one minute per year of age (i.e. 2-year-old = 2 Mins. Of time out only)
3. If misbehavior is continued, the child is sent to the Director to evaluate the problem.
4. If the Director cannot get through to the child, the parents are contacted.
5. No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon a child. Derogatory remarks shall not be made in the presence of children about family members or about the children themselves.
6. No child or group of children shall be allowed to discipline or bully another child.
7. When a child is removed from the group for disciplinary reasons, he/she shall never be out of the sight of a staff member.
8. No child shall be deprived of meals or any part of a meal for disciplinary reasons.
9. No child shall be bullied by other child or children
10. No child shall be restrained for discipline reasons
11. No missing active play time (unless the incident took place during active play time)

We strongly discourage a child to hit or bite another student back. We teach the children to speak to an adult about their problem and the adult will handle the situation. If you have spoken to your child's teacher and a problem has not been resolved, please speak to the Director or Assistant Director. We will do our best to resolve all issues in a timely manner. We strive to teach the children to behave in the best interest of themselves and other children around them. Thank you for all of your support and trust.

### **9. Biting Policy**

Biting is strongly discouraged. However, if a student is bitten, we will examine the bite, wash and treat it with ice or a cold compress and a report will be written. If the skin has been broken, we will call the parent, and determine if the child needs to be picked up. The child who bit will be warned and disciplined depending on their age. The parent of the child who bit will also be notified. **At no time can the staff release the name of the child who bit.**

**If biting is severe or persists after attempts have been made to rectify the problem, it could be cause for dismissal from Play & Learn.** Severe bites include, but are not limited to causing severe bruising, breaking the skin or drawing blood.

### **10. Electronic Device Policy**

Only our summer camp students are allowed to bring electronic devices from home. These devices should not have active internet on them. If they do come to school with active internet on them, they will be held at the front desk by the director or assistant director. All games/program on these devices should be free of violence & adult content. They should also be suitable for children ages 10 and below. All electronic devices are limited to 2 hours per day, with the exception that TV, DVD or video viewing shall be limited to no more than one hour per day. Electronic device activities for children 2 and under is prohibited.

### **11. Computer Practices Policy**

All computers with internet access & that are accessible by children will have filtering software to prevent access to inappropriate content.

### **12. Programs, Movies & Video Policy**

Programs, movies, TV shows aimed at adult audiences or video games with violent or adult content shall not be permitted in the presence of children.

Games rated E10+ shall be permitted for children ages 10 years or older

"T" or "M" rated games will be prohibited

Movies rated PG will only be shown with written parental authorization. G rated movies can be shown with no prior authorization.

### **13. Monitoring Policy for Provisionally Employed Staff Members**

The Louisiana Department of Education has been designated by federal law to process new child care criminal background checks. These new background checks are required by federal law to reduce the risk of children being harmed. This affects all child care centers in Louisiana.

A center may **provisionally employ** as a staff member, a person for whom it has requested a child care criminal background check and the Louisiana Department of Education has received a **satisfactory fingerprint-based** Louisiana or Federal criminal history information record, pending the department's receipt of the other background results and determination.

**The Louisiana Department of Education Licensing Division require that we inform all parents of our monitoring policy for provisionally employed staff members.**

1. A provisionally-employed staff member may be counted in child to staff ratios
2. Provisionally-employed staff members will be monitored by lead teacher assigned to that class room and administrative staff. **These staff members must currently have a satisfactory criminal background check.**
3. A monitor or monitors, will be assigned to a provisionally-employed staff each day.
4. A monitor must be physically present at the center at all times.
5. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff to be able to intervene at any time if needed.
6. Monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
7. A center may designate one monitor for up to a maximum of five provisionally-employed staff at any given time
8. A least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff is present.
9. Our center shall have a log with written documentation of the monitoring of each provisionally-employed staff, monitor assigned and times of the visual observations.

### **14. Health-Related Policies**

Your child's health and safety are of utmost importance to all of us.

1. **Accidents or Injury**-If your child sustains a minor injury while at Play & Learn an incident report will be written. In case of serious accidental injury, we make an immediate attempt to contact a parent or guardian. Play & Learn will maintain a parent's signed emergency treatment consent form. It is to your child's benefit that you keep the school up-to-date on phone numbers and other personal information. Please notify us if you will be out of town and who will be responsible for your child.

#### **Parents will be notified immediately for the following reasons:**

- ✚ blood not contained in a Band-Aid
- ✚ head injury
- ✚ human bite which breaks the skin
- ✚ an impaled object
- ✚ broken or dislodged teeth
- ✚ any injury requiring professional medical attention

In the event of serious injuries, we will immediately call 911, before contacting the parents.

2. **Allergic Reactions**- If your child happens to have an allergic reaction while at Play & Learn we will assess their immediate need and either contact you or emergency services depending on their needs. If your child has an identified allergy, we will need documentation from their physician, a signed plan of action, Benadryl & 2 Epi Pens if deemed necessary. All Emergency medication must have side effects sheets, all required forms filled out completely and not be expired. All medication forms will have to be redone every six months.
3. **Fever**-If your child runs a fever at Play & Learn we will notify you. If your child's fever is at or above 100.4 they will need to be picked up immediately. Children have to be fever free without medicine for 24 hours or have a doctor's note explaining a non-contagious illness that may cause a fever (i.e. ear infection or teething)
4. **Illness & Infection** -If your child becomes ill or appears to have an infection while at Play & Learn you will be notified to pick them up. If needed they will be isolated from the group immediately. Children can return to school with a doctor's note or after a 24-hour period with no visible symptoms of illness or infection.

#### **Keep your child home if he or she:**

- ✚ has a fever or has had one during the previous 24-hour period
  - students with a fever of 100.4 will not be permitted at school or will need to be picked up
- ✚ has had diarrhea during the last 24 hours (very loose watery or out of the diaper stools)
  - students with 3 or more diarrhea (very loose or watery) stools will have to be picked up from school
- ✚ is on their first day on medication for pink eye

- ✚ has vomited within the last 24 hours
- ✚ has heavy nasal discharge
- ✚ has an unexplained rash (other than a diaper rash)
  - they may return to Play & Learn with a note from a physician, stating that it is not communicable
- ✚ has a constant cough (multiple time in 5 to 10 minutes) or barking cough
- ✚ has symptoms of a possible communicable disease
- ✚ has lice, nits or eggs
- ✚ A student who tested positive for COVID 19 or was directly exposed will need to remain out of school for 7 to 10 days.
  - 7 days with a negative test & symptom free
  - 10 days symptom free & no test

We follow health department guidelines for all other illnesses.

5. **Immunizations-** All children must have a copy of his/her immunization record on file. No child will be allowed to stay at school without this completed information.
6. **Daily Observation-** a daily observation is done upon each child's arrival at school and must be documented for LDOE.
7. **Medications**

We will only administer medicine that is **prescribed to be given three or more times a day**. We give medicine only at 12:00p.m. and 4:00p.m. Parents can come by the center and administer medications. The state closely mandates administration of any and all medications.

**We are required by the state to adhere to the following procedures:**

- ✚ medicines must be in its original container
- ✚ medicines must not be expired
- ✚ parents must complete and sign a medication administration form **daily**
- ✚ parents must provide a side effects sheet for each medication
- ✚ over the counter medications must have a doctor's authorization on the bottle with the dosage, strength of medicine and name of the child on a pharmacy tag
- ✚ measuring spoons/syringes must accompany the medicine
- ✚ all medicines must be brought home daily
- ✚ EpiPen's must be according to the doctor's orders & may not be expired

**Please remember not to place/leave medicines in diaper bags.** This also applies to diaper creams, nose pumps, and baby powder, etc.

Insect spray and lotion shall be administered with a one-time authorization form that shall be updated every 6 months. These are provided by the parents, no aerosols, please.

## Play & Learn Procedures

### 1. Physical Activity

We offer all children from ages one and up numerous opportunities for physical activities both inside and outside. Some of which are teacher lead and some of which are student lead. Each classrooms schedule indicates specific arrangements

- a. *children under age two shall be provided time and space for age-appropriate physical activity, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day;*
- b. *children age two and older shall be provided physical activity that includes a combination of both teacher- led and free play, both indoors and outdoors, weather permitting, for a minimum of 60 minutes per day;*

\*\*\**The above section is taken directly from Bulletin 137 Part CLXI Pg.17*

### 2. Sleep/Rest

Infants sleep according to their own needs. We offer all children from ages one and up sleep/rest time from 12 -2 P.M. Infants are offered a sleep/rest time at 9 A.M. & 2 P.M.

- c. *infants shall be allowed to sleep according to their individual schedules;*
- d. *children under age four shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day;*
- e. *children ages four and older shall be offered the opportunity for quiet time;*

\*\*\**The above section is taken directly from Bulletin 137 Part CLXI Pg.17-18*

### 3. Arrival and Departure Procedures

Arrival- We ask that all children arrive no later than 9:00 A.M. This helps keep the children on a schedule. If there are any special circumstances that cause this to be a problem please feel free to speak to the Director about it.

Upon arrival, sign your child in and store their belongings in his or her cubby. For infants, please place all items that need refrigeration in the cooler upon arrival. The staff will not be responsible for checking bags for bottles or food. Along with placing all items in the cooler, please remember to start the daily infant log.

Dismissal/Pickup- At dismissal, sign your child out and collect all belongings in his or her cubby. If you have an infant remember to collect all bottles. Bottle must go home every night! Used bottles will be rinsed out, but it is your responsibility to sterilize bottles.

Daily Arrival & Departure Log - Parents are expected to sign your child in at the time of arrival and out at the time of departure. Parents should legibly sign this log using their first and last name. Anyone picking up a child must be on the child-release authorization list provided at registration. *Anyone who is not known by the teacher will be asked for identification in the form of a valid driver's license.*

Adjustment to Separation-A period of approximately two months of adjustment is normal for children. We realize that it can be very stressful on both children and parents. We will do all that we can to encourage a smooth transition and make your child feel comfortable. Please feel free to ask the teachers or director for suggestions that may help your child adjust better.

Child Release Authorization -Upon enrollment, you will be asked to create a list of people authorized to pick up your child. No child will be released to a person not authorized to pick the child up. We must have written authorization to make any changes to the authorized pick-up list. If a person is on the authorized pick-up list, that person will be allowed to pick up the child. As a courtesy, please notify your child's teacher if someone besides a parent is going to be picking up your child. Relatives or friends who pick up the child must be at least 16 years of age with a valid driver's license.

Departure Safety - Once a parent/guardian is in the presence of your child, that parent/guardian is responsible. The child is no longer under the teachers' supervision. To ensure the safety of your child and others, we ask that whoever is picking your child up remains in control of your child's behavior. We also stress parking lot safety issues. Please, do not allow children to run out of the door! They must be accompanied & supervised by an adult when leaving our building.

### 4. Water Activity or Water Play Day Safety Procedures

Accounting for all children & ensuring their safety during water play or water activities is our main goal!!! Safety 1<sup>st</sup>

- ✚ The center shall obtain written parental authorization for a child to participate in any water activities or water play activities (\$1913.)
- ✚ No children under 3 years of age can participate in water activities
- ✚ 2 staff members must be present with the water slide while the children are using it
- ✚ CPR is required for at least 2 staff supervising children engaging in water activities
- ✚ No more than 2ft of standing water will be used at Play & Learn
- ✚ Ratios must always be met
- ✚ To ensure safety & accountability for each child teachers will be required to how many children they have in their care at all times.
- ✚ Head counts need to be done before entering or exiting the building
- ✚ Head counts must also be done when one teacher & her students are moving from one activity to another
- ✚ At no time will standing water be left unsupervised. A staff member will always be supervising the standing water even if all children have entered the building
- ✚ When fun jump/water slide activities are complete the landing zone will be completely drained
- ✚ The following ratios will be followed during Water Activities or Water Play

Ages of Children	Ration
Three Years	20:2
Four Years	25:2
Five Years	30:2

## Financial Arrangements

### Tuition



Tuition is payable in advance. It is due on the first of each month. After the fifth of the month you will be charged late fees accordingly. The school depends on each month's tuition to pay current expenses and payroll. There will be a \$5.00 charge for every day your child's tuition is late, with a maximum of five days late and a late charge of \$25.00. After this childcare service will no longer be rendered.

There will be a \$25.00 charge for return checks. After 2 NSF checks, the parent will be asked to pay with cash or a money order. Tuition Rates & Registration/Maintenance fees are adjusted & posted annually in the Play & Learn Yearly Financial Arrangements.

### Missed Days

Tuition will not be credited nor make-up days granted for vacation periods, sick days, emergency school closures, etc.

### Payment in Case of Withdrawal

A two-week notice is appreciated if a parent decides to withdraw their child from Play & Learn. If the director decides that it is best to withdraw a child, a refund (if applicable) will be given as of the date of withdrawal.

### Extra Activities

Additional activities such as field trips, dancing, tumbling, karate, etc. are not included in regular monthly tuition. If you enroll your child in any additional activities you will have additional charges enforced by the third-party companies providing the services.

### Overtime Charge

There will be an overtime charge of \$1.00 per minute for children not picked up by 5:45 P.M. Consistent lateness will be cause for withdrawal without a refund.

## Hours of Operation

- Monday through Friday, 6:30 A.M. to 5:45 P.M.

## Holidays & Closures

- New Year's Eve & New Year's Day
- Mardi Gras Holiday (Monday, Tuesday & Wednesday)
- Good Friday
- Easter (Monday Following)
- Memorial Day
- Fourth of July
- Labor Day
- Halloween Closing @ 4 pm
- Thanksgiving Day & Friday After Thanksgiving
- Teacher In-service Day (December)
- Christmas Eve & Christmas Day
- One week per year which will be determined 12 months in advance

- This provides time for center maintenance, improvements, and a vacation to rejuvenate staff

If the holiday falls on a Sunday, we will be closed the Monday. If the holiday falls on a Saturday, we will be closed the Friday. (Closures are subject to change). **Please read newsletters carefully.**

We will also close when there is a threat of serious weather conditions and closures are recommended. Parents will be notified by phone, email, Facebook, Remind App, radio, or TV.

## Nutrition

### Infants

The meal pattern shall be of texture and consistency appropriate for the particular age of the child. The amount of food authorized by the parent shall be provided for the infants and will be served consistently in accordance with the infant's eating habits and parent's desires. Both bottled formula and breast milk shall have labeled bottles and labeled caps/covers with the child's name or initials and be refrigerated upon arrival. Baby food shall be in the original unopened container and labeled with the child's name or initials. Infants will be held while being bottle-fed. A bottle will not be propped at any time. Once an infant can hold a bottle on their own in their high chair you will be asked to sign a bottle authorization form. An infant whom can hold a bottle **will not be placed in a crib with a bottle nor will the child be allowed to walk around with a bottle.** Bottles will never be heated in a microwave; bottle warmers will be used. All bottles will be rinsed out and sent home with the parent at the end of the day. It is the parent's responsibility to sterilize bottles and pacifiers at home.

### Toddlers & Preschoolers

Toddlers and preschoolers will be served breakfast snack, lunch and a mid-afternoon snack. We serve state-approved meals. Menus are posted in the main room & online. Formula/breast milk is not allowed in the preschool. No outside food is permitted, except for special occasions such as birthday parties, holiday parties or with a physician's note that states your child has a tested food allergy.

Any food brought into the centers for parties need to be store bought and have an ingredient label on it. It must also be free of peanuts. No homemade treats are served. We ask that you approve this with the Director a few days in advance.

### **School Aged Children**

School aged children in after school care will be served a snack on a daily basis. If they are attending for a whole day, they will be served breakfast snack, lunch and mid-afternoon snack.

### **Food Allergies**

A child with food allergies/intolerance shall have a written statement signed by their physician indicating the specific food allergy/intolerance.

## **Educational Program**

At Play & Learn, we strive to make every experience a learning experience!

### **Classes & Teachers**

Children are normally grouped according to their age. Classes are flexible and a child may be moved from one class to another to meet special needs or circumstances. Parents will be notified prior to a child changing class or teacher. Classes intermingle throughout the day according to individual needs, interests, differences and capabilities.

### **The Pledge of Allegiance**

The Pledge of Allegiance will be said on a daily basis.

### **Grace & Religious Holidays**

Grace will be said before meals on a daily basis. Religious holidays such as Easter and Christmas, will be celebrated.

### **Technology**

Children will be exposed to age appropriate technology, on a regular basis.

### **Curriculum & Thematic Units**

Our preschool will use a curriculum throughout the year to ensure that all students are exposed to important skills and information. This will help to ensure certain skills are not overlooked or forgotten about. Thematic units are used for both the toddlers and the preschoolers. This is when the instruction of a curriculum is organized around particular themes (i.e. oceans, space, farm animals, food, and transportation). When teaching different themes teachers will use books, songs, art projects, dramatic play and gross motor activities that coincide with particular themes. Research has also discovered that learning is an integrated process, which works best when children are engaged in both their environment and social group. Thematic units are also fun and encourage children to learn for mastery.

### **In the Nursery**

Children 6 weeks to 12 months will be cared for in the nursery. The teachers in the nursery will talk, read, sing, hold, rock and cuddle the babies. Younger infants will be encouraged to develop physically with tummy time and play time in our many play stations. The older infants will be encouraged to use our custom play area to get their daily exercise in. We will strive to provide consistency along with many opportunities for growth and exploration.

Our nursery is custom-designed to be self-contained and provide the teachers and infants with a comfortable and functional setting. It is also conveniently located near the administrative office for both the directors and the parents.

### **In the Toddler Rooms**

Children 1 year old and 2 years old will be referred to as our toddlers. The toddlers use thematic units just as the three and four-year olds do. The teachers in these classrooms will read nursery rhymes and books, sing songs, introduce letters, numbers and do simple art projects with children. At this age it is also very important to focus on social and emotional skills. The teachers will encourage children to deal with their peers and teachers in a positive and productive manner, while still encouraging them to be independent. Their classrooms are equipped with restrooms, water fountains and covered play yards. The covered play yards are adjacent to the classrooms. These play yards are self-contained and separated from the older children. Both the one year old and the two-year-old classrooms are filled with age appropriate toys and materials to stimulate your child as they play.

Toddlers will be encouraged to:

- ✚ recognize their name
- ✚ use oral language to express themselves
- ✚ recognize basic colors & shapes
- ✚ recognize letters & numbers

### **In the 3-Year-Old Preschool Room**

In the 3-year-old classroom both curriculum and thematic units will be used along with centers, group time and outdoor time to develop the whole child.

Children in our three-year-old class will be encouraged to:

- ✚ recognize their name
- ✚ use oral language to express themselves

- + find letters in their environment
- + create letters during play time
- + use numbers in everyday language
- + display number sense
- + count to 10
- + physically count 5 objects
- + sort objects by color & shape
- + recognize simple patterns
- + discuss time of the day (morning & night)
- + discuss daily weather & changes
- + recognize a calendar & its purpose
  - o days of the week

### **In the 4-Year-Old Preschool Room**

In the 4-year-old classroom both curriculum and thematic units will be used along with centers, group time and outdoor time to develop the whole child. We are preparing these children for Kindergarten, so they will be learning a lot and have a busy year.

Children in our 4-year-old class will be encouraged to:

- + write their name
- + identify/create letters
- + display phonological awareness & print awareness
- + read/create simple three letter words
- + learn parts of a book
- + discuss the author & illustrator's job
- + recognize rhyming words
- + exhibit number sense & one-to-one correspondence
- + count to 20
- + physically count 10 objects
- + use comparative vocabulary
- + sort objects by size
- + recognize & extend patterns
- + discuss time of the day (morning, noon, night)
- + discuss & graph daily weather
- + recognize & complete a calendar
  - o days of the week
  - o months of the year
  - o dates
- + participate in story time
  - o characters
  - o setting
  - o beginning of the story
  - o middle of the story
  - o end of the story

**On a daily basis all of the staff at Play & Learn will support and encourage appropriate social, emotional and cognitive development in all of the children in our care!**

## **Items Parents Provide**

### **Infants**

- + daily schedule
- + prepared bottles (formula or breast milk, **Nothing Frozen**)
- + cereal
- + fruits
- + veggies
- + juice
- + diapers (as needed)
- + (1) pack of wipes per week
- + diaper rash ointment (as needed)
- + (2) changes of clothes including socks

- + bibs (these will be sent home daily)
- + Sleep Sack
- + pacifier (2)

### Toddlers

- + Kinder Mat (1" thick only)
- + mat cover (No Pillow or straps longer than 6 inches)
- + small sheet/blanket
- + diapers or pull-ups/underwear as needed
- + (1) pack of wipes per week
- + diaper rash ointment (when needed)
- + (1) change of clothing, including socks (5 if your child is potty training)

### Toddler & Preschoolers who are Potty Trained

- + Kinder Mat (1" thick only)
- + mat cover (no pillow or straps longer than 6 inches)
- + small sheet/blanket
- + change of clothing including socks

### Nap Cover & Sheet

- + For infants, you will need to provide a clean baby blanket on Monday, which will be used until Friday, unless it's soiled. If it is soiled, it will be sent home to be washed and a clean blanket should be returned the following day.
- + For toddlers and preschoolers, you are required to provide a mat cover and a sheet/small blanket for your child to use at nap. If it is soiled, it will be sent home to be washed and a clean blanket should be returned the following day. We also encourage children to bring a small soft security item to make nap more pleasant for them. Remember to label the mat, mat cover, sheet/blanket and security item. **No Pillows for nap! No Rolled mats!!!**

**Please remember all items need to be labeled with your child's full name!**

## **Other Important Items**

### Photographs

Pictures of students may be used for display in the school, on Facebook and for craft projects. Please let us know during registration if you do not want your child photographed.

### Custody Issues

All custody issues must be resolved outside of Play & Learn. If there are any special custody issues, we, must have a copy of court papers in your child's file. Excessive problems between custodial and non-custodial parents will be grounds for immediate termination.

### Pacifiers & Bottles

Bottles are only be used in the nursery. Once your child moves on to the preschool, we no longer allow bottles. Pacifiers are only allowed at nap time in the nursery and in our red room. After this point pacifiers are no longer allowed. This is due to sanitation and health reasons. It becomes very difficult to keep children from sharing with one another. We will work with you and your child to ensure a smooth transition from the nursery to the preschool.

### Birthdays

We recognize that birthdays are very special to young children and encourage you to provide a special snack on your child's birthday. It needs to be store bought, with an ingredient label and be free of peanuts. We ask that no homemade treats be brought to the center due to allergies. We celebrate birthdays during afternoon snack.

### Toys from Home

We ask that children leave their personal toys at home or in the car. However, a small soft item to cuddle with at nap time is acceptable because it may help your child feel more comfortable. We do encourage children to share books or movies (G) with their class. Please make sure to label all items with your child's full name. **No toys, movies or books that depict violence or excessive destruction are allowed at our school!**

**Afterschool/Summer Camp Kids may bring G or PG movies that are in good taste.**

### What to Wear to Play & Learn

First, think of your child's comfort. Next, provide simple clothing that is easy and quick at changing and restroom time. Please send your child in tennis shoes, preferable slip-on or Velcro. Hard-soled shoes can be dangerous to other children during play time. Sandals and Crocs don't have good traction and can be dangerous. Please don't send your child to school in expensive clothing that is not suitable for play. **When children play, they inevitably get dirty and we are not responsible for replacing clothing.**

### **Evacuation Procedure**

In the event the facility should need to be evacuated, for any reason, the staff and children will evacuate the building to the west Play & Learn playground. We are also required to practice a fire drill once a month, tornado drills 4 times a year, 2 evacuation/emergency drills per year and have a severe weather alert plan. In the event we have to evacuate campus our plan is to use Sts. Peter & Paul School & the Lafayette Public Library (South Side Branch) on Johnston St. as evacuation sites. This is our plan however in the event something happens local authorities can override our plans. During any times of emergency or severe weather we will alert parents through the Remind App. All parents should down load this app and sign up with our school. To do this search *@lheber* in the Remind App.

## **Thank You**

Thank you for choosing Play & Learn. As a parent myself, I know first- hand how important it is to have quality child care for our children. I personally promise to do my very best to ensure that Play & Learn provides safe, educationally focused quality child care for years to come.