

WonderTree Academy

Where Wonder Takes Root

WonderTree Academy 2026-2027 Family Policies, Procedures and Processes

Dear WonderTree Families,

Welcome to WonderTree Academy!

I'm so happy you're here and truly honored that you've chosen to share your child's early learning journey with us. At WonderTree, we believe childhood is a precious season of discovery — full of curiosity, growth, and wonder. It's our joy and responsibility to nurture the mind, body and soul of every child who joins our little community.

Our nature-based approach means your child will spend time exploring, moving, and learning from the world around them. Whether they're digging in the garden, creating art from natural materials, or learning through imaginative play, they're building confidence, compassion, and a deep love for learning that will last a lifetime.

We are proud to be **fully licensed by the Commonwealth of Virginia** and meet all **Virginia Department of Education** standards for curriculum, health, safety, and quality care. That means your child's environment — from the classroom to the playground — has been carefully designed and maintained to meet the highest expectations.

But beyond compliance and curriculum, what truly matters here is connection. Our teachers and staff are caring, dedicated people who see each child as an individual — with their own gifts, feelings, and dreams. We believe in building strong partnerships with families because when we work together, children thrive.

Thank you for trusting us. It's not something we take lightly. Each day, we'll do our best to make sure your child feels safe, loved, and inspired to grow in purpose and joy.

Welcome to our WonderTree Academy family — where wonder takes root.

With warmest regards,

Olivia Aiza

Olivia Aiza
WonderTree Academy Founder and CEO

WonderTree Academy

Where Wonder Takes Root

WonderTree Academy - Our Story

The Genesis of WonderTree Academy

WonderTree Academy was founded by Olivia Aiza, a visionary educator with over a decade of dedicated experience in childcare and early childhood development. Driven by a profound passion for nurturing young minds and a keen understanding of what truly fosters holistic growth, Olivia established WonderTree Academy to realize her dream of creating an unparalleled, nature-based learning environment. Her extensive background equipped her with unique insights into crafting a curriculum that balances academic excellence with emotional and social well-being, ensuring every child receives the foundation they need to flourish. From its inception, WonderTree Academy has been a testament to Olivia's commitment to educational innovation and her belief in the boundless potential within every child.

Executive Management Team

Olivia Aiza – Founder, Owner, Director NormaJean Landis - Office Administrator

Guiding children to grow in purpose and wonder

At WonderTree Academy, we believe every child is born with a unique purpose and incredible potential waiting to unfold. Our role is to gently guide and nurture that growth — helping children discover who they are, what they love, and how they can share their gifts with the world.

Through a balance of nature-based exploration, creative play, and mindful learning, children learn to make choices, care for others, and take joy in their own discoveries. Every experience — from planting seeds in the garden to solving a problem with a friend — helps them develop confidence, curiosity, and compassion. At WonderTree, growing in purpose means growing with heart, guided by wonder.

Our hours of operation are Monday – Friday, 6:30 a.m. – 6:00 p.m.

Drop off hours: 6:30 a.m. – 9:00 a.m. We ask that all children be present by 9:00 a.m. Our doors lock at 6:00 p.m. Children must be picked up by 5:55 p.m. If your child will be late or not in attendance, please call the Academy before 8:00 a.m. or send a message through Brightwheel.

WonderTree Academy is CLOSED on these HOLIDAYS:

January: New Year's Day **April:** Good Friday **May:** Memorial Day
July: July 3 in observance of Independence Day **September:** Labor Day
November: Thanksgiving Day & Black Friday
December: Half-Day Dec 23*, Christmas Eve, Christmas Day, & New Year's Eve
Teacher workday: **January:** Martin Luther King, Jr. Day

NOTE: If a holiday falls on a Saturday, WTA will be closed the Friday prior. If a holiday falls on a Sunday, WTA will be closed the following Monday. *Half-day releases at 12 noon

WonderTree Academy

Where Wonder Takes Root

Mission Statement

At WonderTree Academy, we believe each child is a unique creation with limitless potential. Our mission is to cultivate that potential through purposeful learning experiences that engage the heart, inspire the mind, and honor the beauty of childhood.

Cultural Objective

At WonderTree Academy, we cultivate a warm and inclusive community where children, families, and educators grow together in kindness, curiosity, and respect. Rooted in nature and guided by compassion, we nurture a culture that inspires purpose, creativity, and a lifelong love of learning.

Philosophy

At WonderTree Academy, we believe children learn best through wonder, discovery, and connection. Each child is unique and thrives when nurtured in an environment that supports the whole child — mind, body, and soul. Through hands-on experiences, time in nature, and caring relationships, we help children grow in confidence, curiosity, and purpose. Together with families, we guide every child to learn with joy and live with heart.

WonderTree Academy Teachers and Staff

At **WonderTree Academy**, our teachers are more than caregivers — they are mentors, nurturers, and guides devoted to helping every child grow in mind, body, and spirit. Each member of our team is carefully selected for their experience, education, and genuine love for children.

Staff qualifications:

Classroom teachers are selected based on their passion and devotion to teaching young children.

Prior to employment:

- A clean criminal background check
- A clean CPS Investigative Report
- A negative TB screening

Once hired:

- Professional training in early childhood education and child development.
- CPR and First Aid certification, renewed bi-annually.
- Background checks and fingerprint clearances as required by the Commonwealth of Virginia.
- Ongoing professional development in areas such as child guidance, curriculum planning, nature-based education, and positive reinforcement.

WonderTree Academy

Where Wonder Takes Root

- Training on working with diverse learning styles and developmental needs.
- Low teacher-to-child ratios to ensure personalized attention and meaningful connections.
- Commitment to positive guidance, respect, and open communication with families.
- A shared passion for nurturing the whole child — mind, body, and soul.
- 24 hours of on-site training and 10-hour online training
- Incident-free 30-day probationary period AND a successful 90-day introductory period
- College credits or completed education including CDA
- Written personal statement articulating their devotion and calling to teach young children

Our team takes great pride in creating a warm, safe, and inspiring environment each day. We view it as an honor to play a part in your child's early years and strive to ensure that every child feels seen, valued, and supported.

Enrollment Benefits at WonderTree Academy

Choosing WonderTree Academy for your child is an investment in their future, offering a wealth of benefits designed to foster comprehensive growth and a love for learning. Our commitment extends beyond academics, nurturing each child's social, emotional, and creative development within a supportive and engaging environment.

Key Values of Enrolling Your Child

- **All-inclusive Development:** Our curriculum is carefully crafted to address the whole child – intellectual, emotional, social, and physical. We believe in balanced growth that prepares our children for life.
- **Experienced and Caring Educators:** Our dedicated faculty comprises highly qualified and passionate educators who are committed to understanding and nurturing each child's unique potential. They employ innovative teaching methods to make learning exciting and fun. We follow state-mandated student-to-teacher ratios to ensure personalized attention and individualized care.
- **Safe, Nurturing & Secure Environment:** The safety and well-being of your children are paramount. Our campus is designed to be a secure, inclusive, and welcoming space. We utilize comprehensive **security measures** to ensure a safe environment for all children. For added peace of mind, **classroom cameras** are in place, accessible to parents (with privacy guidelines) to observe their child's day.

WonderTree Academy

Where Wonder Takes Root

- **Modern Facilities for Play & Exploration:** Our campus boasts vibrant **indoor and outdoor play areas** designed to encourage physical activity, creativity, and social interaction, rain or shine.
- **Convenient Parental Tools & Communication:** We understand the busy lives of parents. That's why we offer **online enrollment** for a seamless registration process and **auto-payment options** for hassle-free tuition management. We utilize **Brightwheel software**, providing real-time updates on your child's activities, photos, and direct communication with teachers, all from your cell phone.

We encourage you to use Brightwheel to communicate with your child's teacher, as it's the most efficient method. Please be aware that teachers monitor the Brightwheel messages on the classroom iPad hourly. If you have an immediate concern that requires urgent attention, the front office is best equipped to assist you via phone call."

- Our **Parent Referral Program** is a wonderful way to share the WonderTree experience with friends and family. Each family referral who enrolls a child will receive a tuition credit of \$50.00 after 60 days of continued attendance.

At WonderTree Academy, we are dedicated to creating an environment where every child can thrive, develop a lifelong love for learning, and grow into a confident, compassionate, and capable individual. We look forward to partnering with you on this exciting educational journey.

Our monthly Parent Newsletter is emailed on the first of each month, keeping you advised of upcoming center events, a monthly calendar and menu, and special classroom announcements.

Brightwheel Software

WonderTree uses Brightwheel Childcare Software. This program allows our center to go paperless with daily reports, portfolios, photos, videos, and communications. Parents can download the free Brightwheel app from either Google Play or the App Store. Once your child's enrollment is completed, you will receive a Brightwheel invitation email. If you do not receive the email within 24 hours of enrolling, please contact the Director.

The Brightwheel app allows you to view updated information in real time; send and receive messages to your child's teacher; comment on posts; manage your account settings; and update your child's information.

WonderTree Academy

Where Wonder Takes Root

**IF YOUR CHILD CANNOT BE PHOTOGRAPHED OR VIDEOTAPED, PLEASE
NOTIFY THE DIRECTOR AND YOUR CHILD'S TEACHER.**

Once enrollment is completed, you will receive an email to set up your account with on site camera system. This must be completed within 24 hours. Once set, you can download the mobile app and log on to view your child.

If you have any questions or issues installing the program, please contact the Director during operating hours. Bring your phone in at pick up and we will have our IT Specialist help you troubleshoot to determine the issue, help resolve the issue and get you set up.

Tuition Payment Methods

Tuition is charged continuously through enrollment, including all non-school days and winter break. Tuition does not pause for vacation or illness. Automatic payments are drafted each Thursday through the Brightwheel app for the following week's care. Auto electronic payment from a checking or savings account. A processing fee of 0.6% per transaction. Auto electronic payment from a credit or debit card have a 2.95% processing fee per transaction.

Payment set up must be completed by a primary payer through the Brightwheel app.
ACH is required for tuition payments.

PLEASE NOTE: There is a 1-day grace period for missed payments. No late fee will be charged if payment in full is received before 6:00 p.m. on Monday. If tuition is not paid in full by noon on Wednesday of the same week, enrollment will be suspended until your account is paid in full. A new registration fee may be applied if enrollment is suspended for more than two weeks. If you are at risk of suspension, please speak with the on-site Director immediately.

Arrival and Departure Policy

To ensure the safety of your child(ren) and our staff, please read and be familiar with each of the following policies.

Only after enrollment is completed will door codes be shared allowing access to the building. **Do not share your building code** with anyone, even family members. Each parent/guardian/authorized adult must enter their security code before entering the secured child access portion of the center. **To keep the center secure for staff and children, please do not hold the door/share access to any other adult.**

WonderTree Academy

Where Wonder Takes Root

Children must be signed in upon arrival and signed out before leaving for the day using Brightwheel.

If someone other than the usual parent or guardian will be picking up or dropping off your child(ren), please inform us of this change with ample notice. Children will only be released to people listed on the approved pick-up list. These individuals must show a valid ID before entering the secured child access portion of the center and before the child(ren) will be released to them. The onsite director and staff reserve the right to hold the child if verification cannot be obtained or confirmed.

Children will not be released to anyone under 18 years of age, even if they are family members.

If your child(ren) will be picked up later than 6:00 p.m., please contact the Academy as soon as possible. A fee of \$15.00 for every 10-minute delay or portion thereof will be charged to the payment method on file.

IN THE UNLIKELY EVENT that parents/guardians/emergency contact(s) are not reached and there has been no communication from any of these parties, and the Academy has closed for an emergency, or it is 7:00 p.m., the authorities will be notified, including child protective services and the Radford Police Department.

In accordance with VA Code Section 22.1-289.054, A custodial parent or guardian shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program.

Health and Medication

All medication(s) must be in the original container(s).

If your child has a pre-existing condition that requires medication, a note from your child's doctor, including the doctor's address and telephone number must be on file in case of an emergency.

Medication WILL NOT be administered without a completed medical for each day/date the medication is to be administered.

Please keep local emergency telephone numbers up to date in case your child becomes ill.

WonderTree Academy

Where Wonder Takes Root

Only trained and authorized staff are permitted to dispense medication to a child with parental permission. Medication will be dispensed as indicated on the packaging. Any special instructions must be provided in writing.

To help prevent outdated medications from being given, there is a 10-day limit on all medications. All medications to be administered for longer than 10 days require specific instructions from the child's physician.

When medication authorization expires, the Academy will notify the parent/guardian. Medication must be picked up within seven days OR a new medication authorization must be submitted.

Any medications not picked up within seven days will be disposed of by the Academy director. The medication will be mixed with coffee grounds and disposed of in a seal plastic baggie.

Sunscreen and/or Insect Repellent: Parental/guardian permission must be given for either sunscreen and/or insect repellent to be applied to a child's skin. Sunscreen must be in its original container, clearly labeled with child's name and the date it was first brought to the center. We ask that parents apply sunscreen in the morning at home and we will reapply in the afternoon.

Diaper Cream: Written parental permission is required for diaper cream to be applied to your child. Diaper cream must be in its original container, clearly labeled with your child's name and the date it was first brought to the center.

Infection Control and Sick Children

WonderTree Academy takes thorough, precautionary measures to prevent illness from spreading. Tables, toys, and rooms are disinfected daily. Academy staff are trained in universal precautions and effective hand-washing techniques. Every effort is taken to protect children from exposure to infectious or contagious disease. If your child is exposed to a communicable disease, a notice will be posted on the classroom door and at the welcome station. WonderTree reserves the right to obtain medical treatment should the need arise.

Please make us aware if your child has any physical impairments or conditions, i.e. diabetes, epilepsy, hearing or visual impairments, ports, heart monitors, ADD/ADHD, etc.

WonderTree Academy

Where Wonder Takes Root

Parents must promptly notify the Director of any changes in the child's health history and when immunizations are received. An updated Immunization record is required in your child(ren)'s file(s).

If your child or a household member of your family is diagnosed with a communicable disease, please notify the Academy so we are aware. If your child is sent home with symptoms of a communicable disease, i.e. rash or fever greater than 102 Fahrenheit, a doctor's note may be required to return to school. WonderTree Academy teachers and Director reserve the right to determine if your child should be picked up from school. Your help in controlling communicable diseases is appreciated.

To protect all children in our care, children with the following symptoms will not be permitted to attend the Academy:

- If they have a fever at or above 100.2 degrees Fahrenheit
- If they have an unidentified rash
- If they have an eye infection, swelling, and/or drainage
- If they have vomiting, 1 time a day or diarrhea, 3 or more times in a day

Any child showing signs of illness will be separated from other children and comforted by a staff member until they are picked up by a parent/guardian. Parents/guardians will be immediately notified. Please make arrangements to pick up your child, or have them pick up by an authorized person, within 1-hour of being notified.

A child must be symptom and fever-free **without the use of medication** for at least 24 hours before returning to the center.

Injury Prevention Plan

- All cleaning supplies are safely locked away from the reach of children.
- Playground and classrooms are checked daily for choking hazards, broken toys, etc., anything that can be harmful to children, and immediately removed.

Accident Policy and Procedure

If your child is involved in an accident at the Academy, standard first aid will be promptly administered based on the type and severity of the accident. If the injury is serious enough that medical attention is required, or if the injury is to the head or face, parents, guardian and/or emergency contacts will be contacted. If a child is transported via ambulance to a hospital, the Director will ride with the child and stay until parents arrive.

WonderTree Academy

Where Wonder Takes Root

If transportation to a hospital is necessary, we will do our best to use the doctor/hospital of the parents' choosing. Should the hospital or doctor of the parents' choosing not be possible, the child will be transported to the closest hospital with a pediatric unit.

Natural disaster policy

In the event of a natural disaster, flood, tornado, chemical spill, severe storm, etc., staff and children will be moved to the designated shelter-in-place portion of the center. If the center is deemed unsafe, staff and children will evacuate to McHarg Elementary School. Emergency telephone numbers and attendance sheets will be taken so parents can be called. A message will be sent to parents through Brightwheel. Radio, flashlights, batteries, non-perishable food, bottled water, formula and first aid supplies will accompany the staff. In the event of a power outage, the center is equipped with emergency hall lights. Water and supplies will be delivered to the center.

Emergency procedures

All essential staff are trained fire drills monthly and bi-annual shelter in place procedures. A complete copy of our emergency plan is located in the Director's office for your review if you are interested.

All Wonder Tree Academy employees are mandated reporters. It is our legal duty and obligation to be trained annually regarding child abuse and neglect.

If a child comes in with bruises, marks or injuries that were not there the day before, an incident form is completed, and the Director is immediately notified. As a mandated reporter for child abuse, it is not our job to determine what or whether something happened, instead it is our duty to report suspected abuse and neglect and for Child Protective Services to further investigate. Child abuse and neglect training is mandatory for all employees.

Discipline guidelines

Negative behavior is redirected, and appropriate interactions are discussed. When redirection and conversations fail, our staff help children understand the consequences of their behavior. It is important for children to understand why a certain behavior is socially unacceptable and to be given examples on how to modify such behavior.

Consequences are age appropriate and never physical. No form of physical punishment will ever be administered. The only time a child will be restrained is to prevent them from running away or causing harm to themselves or others. If this occurs, the Director is immediately called for assistance.

WonderTree Academy

Where Wonder Takes Root

Termination policy

Occasionally, a child will have trouble adapting to the Academy's environment or abiding by the Academy's rules of behavior. In the unlikely event this should occur, a conference will be scheduled with the parents or guardians, the child's teacher, and the Director. We will work closely with you to resolve the problem. It may be determined that the child will not benefit from this center and other arrangements must be made. WonderTree Academy and the Director reserve the right to terminate enrollment of children whose behavior is continually disruptive OR whose parents are unwilling to comply with WonderTree policies. A two-week written notice will be given to the parents notifying them of the child's unenrollment.

Daily Meal Routine

- Tables are cleaned and sanitized prior to mealtime.
- Children use the bathroom and thoroughly wash their hands
- Children are served a hot meal and cold drink
- Children are encouraged to try new foods but are never forced to try them or to clean their plates.
- Seconds are served when available
- Children are encouraged to clean up after themselves
- Children always visit the bathroom after mealtime.

Parent-Teacher Communication

Parent – Teacher conferences are scheduled every 6 months, typically in November and May. During these meetings, the Lead Teacher shared the child's social and/or academic growth, behavior, class participation and, if appropriate, transitioning to the next class.

Lead Teachers complete an evaluation form, and a copy is provided to the parent/guardian and a copy is kept in the child's file in the Director's office.

Our Curriculum

WonderTree Academy is proud to follow and use Lillio curriculum in our classrooms. The Lillio curriculum offers a comprehensive and engaging learning experience designed to foster your child's development in key areas such as cognitive skills, social-emotional growth, and creativity. With its play-based approach, Lillio ensures that learning is always fun and meaningful, preparing your child for future academic success while nurturing their individual talents and interests. Our dedicated educators utilize the

WonderTree Academy

Where Wonder Takes Root

Lillio framework to create a supportive and stimulating environment where every child can thrive.

The Transition Process

Children's early experiences lay the foundation for enjoying school and performing well. What we do as parents and as professional educators of young children can make a tremendous difference in how these young students perceive school experiences and life-long learning.

- 1. Effective transitions establish a positive relationship between the children, parents and educators.** A parental conference will be scheduled. It is important for you to meet with your new child's teacher; visit the classroom and get answers to any questions you may have.
- 2. Effective transition programs facilitate each child's development as a capable learner.** As a result of daily observations and recent evaluations, the lead teacher recognizes the growth, development, and learning style that has occurred up to this point. Meeting with the new teacher is important. Specific information and your child's learning preferences will be shared.
- 3. Transition Programs can be of indeterminate length, depending on a particular child or parent's needs.** We recognize this will be a transition time for all involved. Your child will transition at their own pace. Please remember, we have an open-door policy and parents are invited to come and observe any time or view the transition process utilizing the camera system.
- 4. Effective transition programs are well planned and effectively evaluated.** Our transition program has been developed with detailed planning and contains clearly defined objectives for each child's development and learning. A few components of the program include observations, evaluations, planning meetings among teachers, meeting(s) with family, and your child visiting the new classroom.
- 5. Effective transition programs are flexible and responsive.** We operate in a climate of trust, where the perspectives of all participants are respected so that open communication can take place. Please contact our Director to address any concerns.
- 6. Effective transition programs rely on open, mutual communication among all participants.** Parents, as well as educators, know a great deal about the children in their care. Children also know a lot about themselves, how they learn, and how they respond in certain situations. When the educational and emotional needs of our children are uppermost in the minds of all parties involved, success is attainable.

WonderTree Academy recognizes dispositions, values, feelings, attitudes, and understandings are equally as important as skills and knowledge. We also recognize that children are an active part of the transition process and not merely recipients. Therefore, above all else and throughout the entire process, we will always take our

WonderTree Academy

Where Wonder Takes Root

cues from the child. Remember, our goal is to make your child's transition as smooth and positive as possible.

- Observation and Evaluation completed by Lead Teacher
- Evaluation reviewed by Academy Director
- Parent Evaluation Completed
- Teacher's Exchange Meeting Scheduled
- Portfolio/Previous Evaluations Shared
- Parent/Teacher Conference Scheduled
- Child begins visiting new classroom
- Director changes Parent's camera access to view new classroom
- Child's belongings moved to new classroom
- Brightwheel update
- Child moves to new classroom
- Transition is complete- Congratulations!

We use a Transition Checklist which documents each of the steps mentioned above. A copy is filed in your child's enrollment file once the transition process is complete. See your Academy Director if you would like a copy of our transition checklist.

What to Bring from Home

Infants and Children under two years of age:

- Infants need their favorite baby food, formula, or breast milk
- Any supplemental food items you would like your child to have for breakfast and/or snack
- Infants can bring a favorite blanket
- Toddlers and Two's need a sheet for their nap cot **and** a favorite blanket
- Disposable diapers, pull ups and two changes of clothing
- When Two's are potty training, please be sure to bring extra clothing
- Once your child is ready and wanting to feed themselves, we will encourage them to do so.
- Refer to your child's individual Daily Schedule for specifics

Please label EACH ITEM with your child's full name

**Food items must be clearly labeled with child's name and today's date
Children under 16 months are on their own schedule regarding feeding and sleeping**

WonderTree Academy

Where Wonder Takes Root

Preschool Children, ages 3-5 years old:

- A box of tissues and disposable wipes
- At least two complete change of clothing in a Ziploc bag, with child's name written on baggie
- A favorite snuggle toy for nap time

Please label EACH ITEM with your child's full name

Meadow Room Daily Schedule (Infants, 6 weeks-16 months)

7:00 am - 8:45 am Saying Good Morning & Joining our Friends
Playing with our Favorite Floor Toys Small Groups to Develop Social Skills Opportunities for Language Development

8:45am – 9:15am Wash up, it's Breakfast Time; Diaper Changes

9:15am-10:00am Come and Cuddle; It's Story Time
Music & Finger Plays, Children's Books, Puppet Play for Language Development Diaper Changes

10:00am - 10:30am Creative Expressions & Sensory Explorations
Creating Memorable Artwork, Engaging the Senses, Texture Touches

10:30am -11:00am Wash up, Lunch is here, Diaper Changes

11:00am - 11:30am Floor Play with our Friends
Music with Movement, Developing Gross Motor Skills, Small Groups to Develop Social Skills

11:30am - 1:30pm Let's Cuddle & Rest, Diaper Changes

1:30pm - 2:00pm Wash Up, Snack is Served, Diaper Changes

2:00pm -3:30pm Floor Play with Friends
Developing Small Motor Skills with our Tree Top Adventure Self-Awareness and making funny faces with Mirrors Music Corner; Let's Shake, Rattle & Roll

3:30pm - 4:15pm Discovering Nature (*weather permitting*); Diaper Changes

4:15pm - 4:40pm Wash Up: Let's Share a Little Snack

4:40pm-5:00pm Come and Cuddle; It's Story Time
Practicing Language Development, Puppet Play

5:00pm - 5:25pm Prepare for Mom and Dad/ Baby's Choice of Activity

Infants each have their own personalized schedule; Infants are always fed on demand and sleep according to their personal needs.

WonderTree Academy

Where Wonder Takes Root

Willow Room Daily Schedule (Waddlers, 16-24 months)

7:30am - 8:00am Saying Good Morning & Joining our Friends
8:00am – 8:45am Wash up, it's Breakfast Time; Diaper Changes
8:45am - 9:30am Come and Cuddle; It's Story Time
 Music & Finger Plays, Children's Books, Puppet Play for Language Development
9:30am - 10:30am Creative Expressions & Sensory Explorations
 Creating Memorable Artwork, Engaging the Senses, Texture Touches, Discovering Nature (weather permitting)
10:30am - 11:00am Wash up, Lunch is here, Diaper Changes
11:00am - 1:00pm Let's Cuddle & Rest
1:00pm-2:00pm Floor Play with our Friends
 Music with Movement, Developing Gross Motor Skills, Small Groups to Develop Social Skills
2:00pm - 2:30pm Wash Up, Snack is served, Diaper Changes
2:30pm - 3:30pm Floor Play with Friends
 Developing Small Motor Skills with our Tree Top Adventure Self-Awareness and making funny faces with Mirrors Music Corner; Let's Shake, Rattle & Roll, Discovering Nature (weather permitting); Diaper Changes
3:30pm - 4:00pm Come and Cuddle; It's Story Time
 Practicing Language Development, Puppet Play
4:00pm - 4:30pm Wash Up, Let's share a little Snack
4:30pm - 5:25pm Prepare for Mom and Dad, Waddler's/Toddler's Choice of Activity

Fern Room Daily Schedule (Two's, 24 months – 36 months/potty trained)

7:00am - 8:45am Good Morning Friends
 Wash Up, Breakfast with friends, Potty Training or Diaper Changes
8:45am - 9:30am Gather Around for Circle Time
 Calendar & Weather, Emotions & Flash Cards, ABC's & Phonics, Numbers & Counting, Shapes & Colors
9:30am - 10:15am Outdoor Classroom (*weather permitting*)
 Gross Motor Development, Small Social Groups, Large Social Groups, Exploration & Discovery
10:15am - 11:00am Free play and Potty Training or Diaper Changes
11:00am - 11:30am Wash Up; Lunch with friends, Potty Training or Diaper Changes
11:30am - 2:00pm Cuddle Up, it's Rest Time
2:00pm - 2:30pm Wash Up, Snack with friends
2:30pm - 3:00pm Afternoon Curriculum
 Dramatic Play, Transportation Center, Math & Manipulatives, Puzzle Play, Music & Movement

WonderTree Academy

Where Wonder Takes Root

- 3:00pm-3:30pm Wash Up, Snack with friends, Afternoon Circle Time,
Potty Training or Diaper Changes
Story Time, Flash Cards, Practice Vocabulary Words, Music & Movement
- 3:30pm - 4:30pm Outdoor Classroom (*weather permitting*)
Gross Motor Development, Small Social Groups, Large Social Groups, Exploration & Discovery
- 4:30pm - 5:25pm Free Play and Prepare for Mom and Dad

Garden Room Daily Schedule (Three's, 36 months & potty trained-48 months)

- 7:00am - 8:00am Good Morning Friends, Free Choice
- 8:00am - 9:00am Wash Up, Breakfast with Friends, Bathroom Break
- 9:00am - 9:30am Carpet for Circle Time
Calendar & Weather, ABC's & Phonics, Numbers & Counting
- 9:30am - 10:00am Story Time
- 10:00am - 11:00am Enrichment Time, Restroom
Arts and Crafts Learning Games, STEM Activities
- 11:00am - 11:30am Outdoor Time (Weather Permitting)
- 11:30am - 12:00pm Wash Up, Lunch with friends, Bathroom Break
- 12:00pm - 2:30pm Let's quiet down for Rest Time
- 2:3 pm - 3:00pm Wash Up, Snack with friends, Bathroom Break
- 3:00pm - 3:30pm Center Play, Rotate Centers, Complete Curriculum Work
- 3:30pm - 4:00pm Afternoon Circle Time, Bathroom Break Story Time
Curriculum Theme, Looking forward to tomorrow
- 4:00pm - 5:00pm Outdoor Time (Weather Permitting)
- 5:15pm - 5:25pm Wash Up and wait for Mom and Dad

Grove Room Daily Schedule (Four, 48 months-kindergarten)

- 7:00am - 8:00am Good Morning Friends, Free Choice
Music & Movement, Legos Manipulatives
- 8:00am - 8:30am Wash Up, Breakfast in the Cafeteria, Restroom
- 9:00am - 10:00am Let's Start our School Day in Circle Time
Calendar & Weather, ABC's & Phonics, Numbers & Counting
- 10:00am - 11:30am Enrichment Time, Restroom
- 11:30am - 12:00pm Arts and Crafts Learning Games
STEM Activities, Outdoor Time (Weather Permitting)
- 12:00pm - 1:00pm Wash Up, Lunch in the Cafeteria, Restroom
- 1:00pm - 3:00pm Let's quiet down for Rest Time
- 3:00pm - 3:30pm Wash Up, Snack in the Cafeteria, Restroom
- 3:30pm - 4:15pm Afternoon Circle Time
Story Time, Curriculum Theme, Looking forward to tomorrow

WonderTree Academy

Where Wonder Takes Root

4:00pm - 5:00pm Outdoor Time (Weather Permitting)
5:15pm - 5:25 pm Wash Up and wait for Mom and Dad

Forest Room (School Age, Kindergarten-12 years 11 months)

This schedule varies by the day and is based on the amount of time spent at the center. School Aged children on standard school days in the afternoon are offered a healthy snack, time to unwind and the option to read or do homework, and time to play.

The Toddler Years (16 - 36 months)

Potty Training:

- Once your child is showing signs of readiness, we will be happy to work with you on potty training. Your child's teacher knows what indicators to look for and will discuss this with you.
- Potty training requires consistency and patience. It should be a positive experience with lots of encouragement. You will be asked to provide underwear and several additional changes of clothing during this training period.
- Regular and constant communication will be maintained, especially during this time, as parents and teachers both need support.

Biting:

Biting is a normal phase of child development, occurring typically between the ages of 13-30 months. It is a result of a child's inability to communicate effectively. Many young children are not very verbal and may become easily frustrated. A child may bite when a toy is taken from them, or they are faced with a new situation.

When biting does occur:

- The child receiving the bite will be comforted and the bite will be thoroughly cleaned with soap and water; if the bite is severe, ice may be applied to relieve the pain and swelling.
- The biting child is removed from the situation and redirected to appropriate activities. Both sets of parents are notified, and an Incident Report is completed to document the biting.
- An Accident Report is written for the child who was bitten.
- The teacher will review the individual situation in an attempt to minimize future and repetitive frustrations for the child.
- The child who bit will be closely supervised and the parents may be asked to come in for a conference to discuss ways we can work together to redirect this behavior.
- The identity of all children involved will always be kept confidential.
- Should a child's biting behavior become excessive, such that another child's safety is a concern, the center reserves the right to suspend and/or dismiss the child from care.

WonderTree Academy

Where Wonder Takes Root

- Our staff have received extensive training on dealing with biting and realize it is an unfortunate, but age-appropriate, phase in a child's development that will pass. Encouragement, redirection, support and close supervision usually helps to resolve the issue quickly.

Virginia Mandated Teacher to Child Ratios

Infants	6 weeks – 16 months	one staff cares for 4 children
Waddlers	16 months – 24 months	one staff cares for 5 children
Two Years Old	24 months – 36 months	one staff cares for 8 children
Three & Four Years Old	3 years – 5 years	one staff cares for 10 children
Schoolers	5 years – 8 years	one staff cares for 18 children
Schoolers	9 years – 12 years	one staff cares for 20 children

Interns and Volunteers

WonderTree Academy welcomes intern students and volunteers from the local colleges. An Intern position is considered a privilege and is regarded as a sacred trust. An Intern or Volunteer is a non-paid individual who is directly supervised by Leadership and assists with daily duties as deemed necessary.

Requirements

- Willingness to work in a professional environment
- Ability to work under supervision and receive feedback
- Must be of honest and moral character
- Signs and works under the WonderTree Academy Confidentiality Agreement
- Understands and works under the Child Abuse and Neglect Policy
- Exhibits professional and appropriate communication
- Demonstrates a positive attitude and a willing heart to serve
- Must show proof of a negative TB Test conducted within the last 6 months
- Completes a Criminal Background and Child Protective Services Check
- Completes and signs a Sworn Disclosure Statement

WonderTree Academy

Where Wonder Takes Root

Yearly Prevent Procedures

Playground and Outdoor Play & Safety Plan

WonderTree Academy staff and teachers understand the importance of and practices constant supervision of outdoor activities by actively roaming the playground and participating in children's activities. This policy helps eliminate --and hopefully-- prevent accidents from occurring. Please understand, your child's health and safety is our main priority.

Preventing Injuries at Work Trainings are held annually to make certain all employees understand and implement the best practices to limit injury to themselves or others, as well as understand OSHA safety standards and implement safe practices in the workplace.

Outdoor Play/Weather Policy

Outdoor play is a very important part of our curriculum. Children will play outside, weather permitting, in reasonable conditions. Please make sure your child has the appropriate clothing so they will be able to participate in the outdoor classroom portion of their Curriculum. Our staff will make a timely judgment in determining if the weather conditions allow for outdoor activities or if the time outdoors needs to be shortened.

WonderTree Academy prides itself on being a year-round program for the convenience of our families. Unfortunately, though, if the weather makes driving conditions unsafe or hazardous, we will post closings, delayed openings or early releases on the local television news banners. We will also make every attempt to contact you via Brightwheel and/or email. **Please make sure your contact information is always current.**

Withdrawing Enrollment from WonderTree Academy

- ❖ If you decide you no longer need our services, we require a 4-week written notice prior to withdrawing your child.
- ❖ If you choose to withdraw without a 4-week notice, your account will be charged for the 4- week notice. Unenrollment's will be processed after receiving the written notification. A confirmation may be requested confirming your child's last day at WonderTree Academy.
- ❖ If it becomes necessary for us to terminate your child's care, we will make every effort to extend the same courtesy, unless circumstances prevent us from doing so.
- ❖ Unenrollment's can result from non-payment of tuition, excessive biting, aggressive behavior that does not improve, behavior that endangers your child or other children in our care, use of vulgar language, or parental aggressiveness, any rudeness, disrespect, and/or vulgar language towards any of our Academy staff.

WonderTree Academy

Where Wonder Takes Root

Disclosure

WonderTree Academy reserves the right to make changes to any policy, procedure, tuition rates, enrollment forms, or other processes and information disclosed in this parent handbook without prior notice. We reserve this right to maintain licensing compliance, stability, and integrity of our Academy and for the safety and security of the children and families in our programs and for the staff that our company employs. Throughout the year, prior to our next official revision/reprinting of this Parent Handbook, addendums and changes may be needed. At that point, a type of written or verbal addendum will be presented to you. However, at any point, should you need additional information, clarification or better understanding of any policy or procedure, please ask your Academy Director.

CURRENT RATE SHEET FOLLOWS