

# Welcome

## **Tots N Toyland Preschool and Daycare**

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## About Us

Welcome to Tots N Toyland! We are a state-licensed preschool and daycare center offering skilled child care for children ages birth to thirteen. Our center is operated by myself, Erica Dorsey, our Program Director, Callie Dean, and our Assistant Program Director, Jacqueline Morales. I bring over twenty years of experience to our team. I am a former nationally registered EMT with expertise in childhood safety and life-saving techniques, and I insist on prevention and planning. I hold a Preschool CDA credential in Early Childhood Education. Callie Dean is Tots N Toyland's co-founder and our acting Program Director. She brings over fifteen years of formal childcare experience to our team and holds multiple certifications in the Early Childhood Education field including her CDA Credential in Toddlers. Our Assistant Program Director, Jacqueline Morales has over ten years of childcare experience, holds multiple certifications in Early Childhood Education, and has been with our company since its debut as a center in 2018.

We are educated and experienced with expected developmental and educational childhood milestones. We are dedicated to shaping your child's day into an experience that exceeds yours and their expectations. Working with us are fifteen excellent teachers from their twenties to their fifties. Each teacher brings a unique perspective to our center, and we respect them as our equals. This center's success is directly related to its passion and unwavering commitment to properly caring for our children.

Our center is located at 1634 Spring Port Drive, Rockingham, VA. It is five minutes from Interstate 81 and blocks from Sentara Rockingham Memorial Hospital. We are located one street from the Stone Spring Rd bypass and Port Republic Road. Due to our convenient location, we can provide childcare for families in Harrisonburg, Elkton, Broadway, Timberville, Fort Defiance, Dayton, Bridgewater, Penn Laird, Grottoes, Weyers Cave, Mount Crawford, and McGayhesville, VA. These locations are within fifteen minutes of our daycare center.

Tots N Toyland offers affordable child care for children with all levels of abilities. We have an ongoing partnership with The Speech and Language Center, and this partnership allows us to focus on providing an inclusive environment for children requiring speech or occupational services and enables them to receive those additional services while in care at our center.

Safe child care is paramount here at Tots N Toyland. We have many policies to ensure a safe environment and consider ourselves top-of-the-line germ fighters!

We are privileged to have the opportunity to work with you and your child! We can't wait to start making memories!

Sincerely,  
Erica, Callie, and Jackie

## Curriculum

### Infants

Sometimes it is easy to forget how much our infants are learning every day. However, neurological connections are forming at an amazing rate. The most important needs of an infant are security and confidence that their needs will be met promptly. They need to sense that their caregivers enjoy them and will be there for them. Hearing books read, looking at pictures, enjoying outdoor time and having age-appropriate toys to play with are core activities important to their growth. Plenty of tummy-time for those who are not yet crawling is another great activity to strengthen muscles and develop confidence. As soon as they begin walking, they are off to Toddlers!

### Toddlers

Toddlers are just beginning to feel confident in their ability to navigate and often feel they are ready to take on the world. They are amazed by new experiences and everything is an adventure. Lots of active play is vital for our Toddlers, as well as a large variety of sensory experiences such as textures, sounds, smells colors. We offer cozy spots for those times when things get a little overwhelming and they need a place to relax and process all they are learning. Books and music will be a part of their everyday routine, as well as puzzles, blocks, dolls, cars and early art experiences.

### Twos

Children between the ages of two and three need plenty of chances to explore, develop fine and gross motor skills, expand their vocabulary and continue learning to relate to peers. Twos provides ample opportunity for children to pursue all these activities with a variety of blocks, toys, art and craft activities, water play, puzzles, and of course books. Peer relationships and daily self-help skills include toilet training, learning to wash and dry their hands, putting on shoes, picking up toys, sharing with and being kind to peers are all core focus areas in Twos. Additionally, we begin to introduce a basic academic curriculum to ready them for their big transition to Preschool.

### Preschool

Preschool is a time for learning everything needed to be successful in Kindergarten. We provide a curriculum consistent with Virginia's Foundation Blocks for Early Learning: Comprehensive Standards. These focus areas include Literacy, History and Social Science, Math, Visual Arts, Personal and Social Development, Music, Physical Development, and Science. All preschool activities and learning are taught in a play-based setting and are designed to instill confidence and excitement related to learning.

## Kindergarten Prerequisites

### Virginia's Foundation Blocks for Early Learning: Comprehensive Standards

|   |  |
|---|--|
| <p style="text-align: center;"><b><u>Literacy</u></b></p> <p style="text-align: center;">Oral Language<br/>Vocabulary<br/>Phonological Awareness<br/>Letter Knowledge and Early Word Recognition<br/>Print and Book Awareness<br/>Writing</p>   | <p style="text-align: center;"><b><u>History and Social Science</u></b></p> <p style="text-align: center;">History/Similarities and Differences<br/>History/Change Over Time<br/>Geography/Location<br/>Geography/Descriptive Words<br/>Economics/World of Work<br/>Economics/Making Choices and Earning Money<br/>Civics/Citizenship</p>  |
| <p style="text-align: center;"><b><u>Math</u></b></p> <p style="text-align: center;">Number and Number Sense<br/>Computation<br/>Measurement<br/>Geometry</p>   | <p style="text-align: center;"><b><u>Visual Arts</u></b></p> <p style="text-align: center;">Visual Communication and Production<br/>Art History and Cultural Context<br/>Analysis, Evaluation, and Critique<br/>Aesthetics</p>   |
| <p style="text-align: center;"><b><u>Personal and Social Development</u></b></p> <p style="text-align: center;">Self-Concept<br/>Self-Regulation<br/>Approaches to Learning<br/>Interaction with Others<br/>Social Problem Solving</p>  | <p style="text-align: center;"><b><u>Music</u></b></p> <p style="text-align: center;">Music Theory/Literacy<br/>Performance<br/>Music History and Cultural Context<br/>Analysis, Evaluation, and Critique<br/>Aesthetics</p>   |
| <p style="text-align: center;"><b><u>Physical Development</u></b></p> <p style="text-align: center;">Skilled Movement/Locomotor Skills<br/>Non-locomotor Skills<br/>Manipulative Skills<br/>Movement Principles and Concepts<br/>Personal Fitness<br/>Responsible Behaviors<br/>Physically Active Lifestyle<br/>Health Knowledge and Skills<br/>Nutrition<br/>Habits that Promote Health and Prevent Illness<br/>Information Access and Use<br/>Community Health and Safety</p> | <p style="text-align: center;"><b><u>Science</u></b></p> <p style="text-align: center;">Data Collection and Statistics<br/>Patterns and Relationships<br/>Scientific Investigation, Reasoning, and Logic<br/>Force, Motion and Energy<br/>Matter/Physical Properties<br/>Matter/Simple Physical and Chemical Reactions<br/>Life Processes<br/>Interrelationships in Earth/Space Systems<br/>Earth Patterns, Cycles, and Change<br/>Resources</p> |

## Vacations, Holidays & Closings

We believe we can provide the best care to your children when we care for ourselves and our families as well. We are closed for the following holidays:

- New Year's Day - January 1
- Martin Luther King Day - Third Monday in January (Staff Training Day)
- Second Monday of March - Staff Training Day
- Good Friday - Preceding Easter Sunday
- Second Monday in May – Staff Training Day
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Second Monday in July – Staff Training Day
- Labor Day - First Monday in September
- Second Monday in September - Staff Training Day
- Veterans Day - November 11 (Staff Training Day)
- Thanksgiving Day - Fourth Thursday in November
- Day After Thanksgiving (Black Friday)
- Winter Break - The week of Christmas through January 1 - New Years Day

If these holidays fall on a Saturday or Sunday, we will recognize them either the Friday before or the following Monday. All closings will be announced in advance to assist families with making alternative plans.

**Delays, Closings and Early Dismissals** due to inclement weather, loss of power, outbreaks of dangerous illnesses, staff training, or any other cause deemed necessary by admin will be determined as early as possible, and you will be notified as soon as possible. Our priority is your convenience and safety. Notifications will be delivered through the Brightwheel app, and you are encouraged to stay connected to this app as it is our primary mode of communication. We will NOT operate in alignment with the public school systems. All closings, late openings, and early dismissals will be at the discretion of the administration.

## Behavior & Discipline

Children often engage in behavior that is undesirable in certain settings that require modeling and correction to achieve our goal of developing productive, respectful, and confident members of our community. To do so, we have a three-step process for teaching positive behavior choices.

1. We practice **positive redirection** and encourage self-discipline by leading by example. Our primary goal is to provide your child with the necessary skills for them to manage their behavior and emotions and cooperate with others. By offering choices and modeling to show them what TO do instead of instructing them of what NOT to do, we instill a lesson instead of a punishment.
2. If choices and modeling don't alter the course, we may **remove** the child from the situation and **calmly speak** with them about their behavior.
3. If the initial redirection, removal, and conversation are ineffective, we will implement a "**Time Out**" to either apply a consequence, or allow the child time to recover from big emotions before expecting more from them. The number of minutes in "Time Out" will correspond with their age in years. (3 years = 3 minutes)

We will follow this discipline strategy consistently in every event, excluding dangerous situations that require immediate action. We want every child to be successful in our center. However, we recognize that a Daycare Center is not a one-size-fits-all setting. Some children struggle to adapt to expectations present at daycare and will communicate these struggles by withdrawing from activities or acting out. Below are two criteria sections, **Disturbances to Classroom Environment or Failure to Thrive** and **Forbidden Actions w/ Incident Report**. We use these two lists of criteria to determine if our Daycare Center is or may not be the best fit for your child.

### Disturbances to Classroom Environment or Failure to Thrive

Daycare is a busy place, and we learn so much! Learning is made possible by a cooperating body of children who come eager and ready to learn. Some children may require more care than we can provide, as evidenced by frequent and prolonged disturbances in the classroom. The disturbances include but are not limited to:

- Noncompliance with teacher directives
- Failure to stay seated during mealtimes or group activities
- Back-talk
- Elopement/refusal to stay with staff
- Screaming more than 30 minutes in duration
- Purposefully dumping material bins or unreasonably destroying organized items
- Failing to assist with cleanup
- Climbing furniture
- Withdrawing or hiding from the group
- Disrupting other children's sleep
- Intentional aggravation of peers

These behaviors and others similar in nature suggest discomfort for the child and warrant close attention. We will work with all children to achieve appropriate behavior. However, within two months, if we cannot resolve disturbances that compromise the group's learning, we will request the arrangement of an alternative care environment that better aligns with your child's needs.

## Behavior & Discipline - Continued

### Forbidden Actions w/ Incident Report

The following is a list of forbidden actions that will result in an Incident Report and our Progressive Action Timeline for resolution.

- Biting/Kicking/Hitting/Punching/Slapping
- Foul language/Verbal threats/Spitting/Screaming lasting longer than 30 consecutive minutes
- Choking/Pinching
- Property destruction
- Inappropriate physical touch/Exposure
- Elopement/Intentional refusal to stay with staff

Staff write Incident Reports each time one of the above listed behaviors occurs. We require a parental signature so you are always aware of the frequency and cause of such actions. The following Progressive Action Timeline is in place to ensure the well-being of ALL children:

1. After **5 incident** reports, noting the behaviors above, within a **28-day period**, we will request a parent conference to discuss the behaviors and devise an intervention plan.
2. Following the conference, we will continue behavioral observation. If the intervention is ineffective, evidenced by an additional **5 incident reports** within a subsequent **28-day period**, we will have a secondary conference to create an additional and/or alternative intervention.
3. If after two conferences, the behavior persists and there are an additional **5 incident reports within another 28-day period**, we will no longer be able to accommodate the behavior and we will request the arrangement of an alternative care environment.

A decision ending with step 3 is incredibly difficult. We want to make sure you have been a part of an ongoing conversation regarding the behavioral development of your child and know we are committed to working with children during difficult phases they may encounter.

### Biting Provision

Biting always receives an Incident Report, but is handled differently from our Progressive Action Timeline depending on the classroom the child attends. Bites are measured in groups of 5 across a 28-day period. If a variety of bite levels occur, the levels will be averaged.

#### Definitions

Level 1 - Bite leaving a red mark, superficial tooth marks that fade within an hour, welt

Level 2 - Bite leaving bruising

Level 3 - Bite that breaks the skin causing bleeding

Nursery & Toddler Classrooms - Children in these classes are not at risk of removal from care due to biting with the exception of five, "Level 3" bites within any 60-day period.

Twos Classrooms - Level 1 biting follows the same schedule of our existing PAT. Level 2 biting will require an intervention after 5 occurrences. Biting will be measured across 12 consecutive weeks starting from the onset of the first bite. More than 2 bites in one calendar week will cause that week to be labeled "Bite Positive". If more than 8 weeks, consecutive or not, within a 12-week period are "Bite Positive", or there are five, "Level 3" bites within any 60-day period, we will request the removal from care.

Preschool Classrooms - The fifth bite of Level 1 or Level 2 in any 180-day period, or two level Level 3 bites in any 180-day period will be cause for the removal from care.



## Drop Off & Pick Up

Please limit your drop-off and pickup time, as we will probably have multiple families picking up/dropping off simultaneously. We want to ensure everyone's safety and keep our eyes on the children. If you would like to discuss something about your child, please let us know in advance so we may schedule a proper time to focus our undivided attention on your needs.

**Arrival/Departure** Children must be accompanied by an adult inside the building, where they will be dropped off or picked up from the classroom and greeted by a teacher. Multiple staff members will be on-site to transfer children to and from care, and parents must use our Brightwheel app's QR code at the entrances to scan in and out. Children must be accompanied at all times until they reach their classroom. Parents are responsible for children before they are seated in their classroom at drop-off and once the parent arrives at the classroom for pickup. Drop-off and pickup times allow parent/teacher communication to last only a few minutes. Please only use this time to have brief conversations.

**Separation Anxiety** is prevalent in children at this stage, and we understand your desire to ease this discomfort for your little one. We find the best method is a noticeable "Good Bye" and a quick exit. Be assured that we recognize this as a scary time for your child, and we will be there to comfort them when you go. Parents needing additional time to comfort their children in the morning should do that before entering the building. Parents are not permitted to linger in the classroom past 3 minutes during drop-off.

**Don't be late! Don't be early!** Our Center opens at 7:30am. No early admittance is allowed. We close at 5:30pm. Parents and children must have gathered all their belongings AND have exited the building before or by 5:30pm sharp. Regardless of arrival time or QR scan to check out, any parent/child still within the building after 5:30pm will be considered late. Fees for a time after 5:30pm OR after an early dismissal are as follows:

5:31pm-5:35pm (or up to 5 minutes late) - \$25  
 5:36pm-5:39pm (or between 6 and 9 minutes late) - \$35  
 5:40pm-5:45pm (or between 10 and 15 minutes late) - \$50  
 5:46pm+ (or more than 15 minutes late) - \$75

If a child is left waiting for 20 minutes beyond closing and parents nor emergency contacts can be reached, we will contact child protective services to step in as a temporary guardian for that child.

**Transportation** is not provided to or from the Center under any circumstances.

**Custodial Parent's Right to be Admitted to the Center** A custodial parent has the right to enter the building whenever their child is in care. They are to be granted immediate access to the Center if their child is present unless their behavior is deemed dangerous to children or staff. A noncustodial parent will also be granted access to the Center unless a court order states otherwise.

## Illness & Disease

Being sick is no fun! We do our best to stay healthy and keep your little one healthy too. We have developed the following policy to prevent illness and care for your child while they are in our care:

If your child has any **signs of infection**, they will not be able to come to preschool until their symptoms have been clear for a full day following onset. Signs and symptoms of infection are as follows:

**Fever, Vomiting, Rash, Fatigue, Loss of Appetite, Pink Eye, Diarrhea,  
Cough-productive or nonproductive, Muscle Aches/Pains, Chills/Sweating**

If your child becomes sick during the day, we will comfort them in our office, offer them fluids and call you to have them picked up as soon as possible. They will be **unable to return to care the next day** but may return the subsequent day if symptoms do not return.

**Influenza and RSV:** If your child receives a positive diagnosis for any strain of Influenza or RSV, they may not return to care for at least **four days**. We want to do our best to prevent the spread of this virus.

**Medications** will not be administered at our center unless necessary for life-threatening conditions such as asthma or anaphylaxis. The following medications are administered: EpiPen, Inhalers and Nebulizer treatments and Insulin.

**Cold sores or Warts** must be dried up and healed before your child can return to daycare. This communicable virus is easily spread through saliva and skin contact.

**Head Lice** evidenced by adult bodies or eggs will be considered an active infestation and will need to be treated and removed before your child can return to care. We're always on the lookout. We will handle this promptly if the situation arises.

**Injury or Emergency** is never something you want to hear about your child. Rest assured that we are trained and prepared to handle these situations. There is always trained staff on-site when children are in care however, we believe in prevention as the primary strategy to avoid illness and injury. Tots N Toyland has developed an Emergency plan. It is included in this welcome packet and can be reviewed upon request at the center and online at [www.totsntoyland.com](http://www.totsntoyland.com).

\*A special note regarding illnesses that pose a significant risk, such as **Influenza, Measles, Chicken Pox, Rotavirus, Hepatitis, Whooping Cough, RSV, Meningitis, COVID19, etc.** We need to know if you, a member of your family, and especially any enrolled child has come in contact with or potentially been exposed to anyone with or suspected to have these serious illnesses. We can put protective measures in place in time to prevent the spread of these illnesses before they have a chance to infect others. Parents will inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Failure to report this information will result in immediate termination from care.

## Safety

This should be the home page in our opinion. There is nothing more important than the health and safety of your child. Safety is our number one priority, and there will be no measure spared to ensure this. Tots N Toyland has implemented the following:

**Hand washing** is our best defense against illness. We will wash our hands and your child's hands regularly throughout the day with warm soapy water for the length of time it takes us to sing the ABCs twice. Before meals, after diapering, and after touching ooey-gooney paint!

**Immunization records** must be provided before the start of services, and your child must be up-to-date on their vaccinations, or we will need a medical or religious exemption.

**Shoes** are not permitted past the entrance of our rooms. This includes children and parents. Please walk on the smooth surface floor and DO NOT wear your shoes on the carpets where little children crawl and play.

**Proper handling of food** will always be followed. We will never serve your child food that is expired or unsafe for consumption. All food will be properly handled, and all surfaces will be regularly sanitized.

**Sanitation** of surfaces and toys is also a daily, if not multiple times per day event here at Tots N Toyland.

**Diapering** for girls is front-to-back. This is a small detail with big consequences. We also encourage independence in the bathroom, but we will assist children who need help getting clean.

**Child-Proofing** methods such as outlet covers, trip hazards, choke hazards, mini blind cords, door knob covers, gates, drawer locks, etc., are in place and checked often.

**Reporting Suspected Child Abuse** Staff are mandated reporters and are regularly trained to receive a minimum of 2 hours of annual training on recognizing and reporting suspected abuse or neglect of children. If any employee suspects abuse or neglect, they must immediately report to the appropriate authorities. Abuse will never be tolerated and will be reported immediately. We have a closed circuit 32 channel audio and visual camera surveillance system that records 24 hours per day. We will use this to ensure no child is ever mistreated in our center.

**Lead and Asbestos and Other Hazards** Our center is located inside a building built after the ban of lead-based paint and asbestos so that is not a concern. There are no poisonous plants. We use Rockingham county water. There are no animals. We have a 24-hour monitoring system in place for fire, fire extinguishers and escape routes. We keep a first aid kit stocked and available.

## **Hours of Operation & Notice of Change in Services**

We are open Monday through Friday from 7:30am until 5:30pm. We are closed on Saturday and Sunday. Our opening and closing times are not flexible and will result in fees or possible dismissal from our program if they are not adhered to.

### **3 Week Notice**

We hate to see you go! However, we realize life happens, and things change. If you plan to discontinue services with us, we require a three-week (15-day) paid advanced notice. We want to say farewell to your child and make arrangements regarding our schedule. The deposit will be refunded to you at the end of care, providing proper notice has been given, and all tuition fees are up-to-date. If notice is given midweek, a prorated amount of \$50 per day will apply regardless of age bracket.

Unfortunately, consistent violations of our policies would result in the end of care for your child here at Tots N Toyland. We hope never to see this happen. However, if we feel we are no longer the best fit for your needs, we will give you notice and do our best to help you find a suitable alternative.

Regardless of any policies written elsewhere in this document, dangerous behavior that cannot be brought under control and risks the safety of others will result in the end of care from our preschool immediately. Tots N Toyland reserves the right to terminate care at any time and for any reason determined necessary by admin.

Rates will be reviewed the first week annually in November and are subject to adjustment up or down as the industry suggests. We will always give you adequate time for adjustments and keep a transparent record of why rates are being altered.

Vacation time, daily curriculum, and holidays should stay the same. We do not anticipate any of these to change, but if they do, we will provide adequate notice.

## Tots N Toyland Emergency Preparedness Procedure

### B. Procedural Components for:

1. Sounding of Alarms - In the event of an emergency of any kind, staff who recognize the threat will immediately alert all other staff/administrator/program directors by two-way radio.

a. If the threat warrants an evacuation such as fire, flood, fumes, leak, or chemical hazard, the manual pull-station for fire will be activated and the building sirens and strobes will activate. The evacuation procedure will be initiated as planned.  
In the event of an intruder, the Lockdown procedure will be initiated without sirens if the intruder is still outside the building. If the intruder enters the building, the Intruder Lockdown Plan will be initiated; including pulling the manual pull station to sound the sirens and strobes. The lockdown will occur by classroom to keep children/adults from being targets of the intruder. If children can exit, they will do so. If they are unable to evacuate without becoming highly visible, children will/adults will hide. As a last resort, adults will defend children using force as necessary to prevent injury or loss of life.

b. If the threat is a weather/natural disaster related event such as high wind, tornado, earthquake or lightning storm, all children will shelter in place away from windows, towards the interior of the building, and underneath tables. There will be no sounding of alarms.

### 2. Emergency Communication

a. The emergency officer is Erica Dorsey - Primary Phone 540-282-7453

b. The back-up emergency officer is Callie Dean - Primary Phone 540-292-6924

Local Authorities

Emergency- Dial 911

Rockingham County Police - 540-564-3800 Rockingham County Fire & Rescue - 540-564-3175

Rockingham County Department of Social Services/CPS - 540-574-5127 Poison Control - 800-222-1222

c. Notification of relevant local authorities as well as all parents will be made by the Administrator/Program Director on duty. Notification of Local Media WHSV 540-433-9191.

d. There will be a main phone line inside the administrative office; cellular phones with all staff, internet access at the main entrance, storage room and administrative office; and a building-wide intercom for direct communication. The communication device's primary uses are to maintain a safe and fluid operation.

### 3. Evacuation

a. The primary assembly point is in the front of the building on the playground. The secondary assembly point is in the front of the building in the grass area located on the side of the building. Head counts will be performed before evacuation and immediately after reaching the assembly point. Primary means of egress are the two main doors located in the front lobby of the building or doors located inside the classrooms. The secondary means of egress is a door located in the rear of the building through the center hallway.

b. The entrance laptop containing sign-in/out information and parent/emergency contact information will be collected upon evacuation of the building. The emergency supply bag located at the front central entrance/exit will include this emergency plan, emergency medication, a list of all parent names and numbers, weather band radio with extra batteries, snacks, water bottles, first aid kit, flashlight, baby bottle and ready-to-eat formula, baby food, diapers and wipes, and our relocation site's name and telephone number. The front classroom teacher or office staff is responsible for taking the bag outside.

c. In the event of a full building evacuation, staff are to complete a head count before and after they exit the building. An immediate attendance report is to be radioed to the director on duty and all children are to be physically accounted for by their supervising teacher. The director on duty is to check all areas of the building before exiting to ensure everyone is out safely. If there is a missing person after the exit headcount, the director on duty should reenter the building to collect the missing person. Parents/Administrator/Authorities will be notified through available cellular phones or through assistance from neighboring business' communication resources.

### 4. Shelter-In-Place

a. In the event of a Shelter-in-Place situation, children will be moved to the center of the building in the two interior classrooms. Children will get underneath tables and huddle together. Children will be protected from debris by large furniture and interior walls. The primary assembly point is located in the interior of the building away from windows and doors. The secondary assembly point is in the middle hallway of the building in the center corridor. Head counts will be performed before shelter and immediately after reaching the assembly point. Primary means of egress are the two main doors located in the front lobby of the building or doors located inside the classrooms. The second means of egress is a door located in the rear of the building through the center hallway.

b. The entrance laptop containing sign-in/out information and parent/emergency contact information will be collected upon evacuation of the building. The emergency supply bag located at the front central entrance/exit will include this emergency plan, emergency medication, a list of all parent names and numbers, weather band radio with extra batteries, snacks, water bottles, first aid kit, flashlight, baby bottle and ready-to-eat formula, baby food, diapers and wipes, and our relocation site's name and telephone number. The front classroom teacher or office staff is responsible for taking the bag outside. Parents/Administrator/Authorities will be notified through available cellular phones or through assistance from neighboring business' communication resources.

#### 5. Facility Containment

The facility will be locked and secured at all times; and only accessible to outside individuals if granted access by means of an electronic pad activated by hand from an adult occupant inside the facility or assigned credentials on their personal phone used from the outside. All windows will also remain closed and locked unless needed seasonally for ventilation.

#### 6. Staff Training/Drill Frequency

Staff will be trained across 3 (8-hour session) days prior to or beginning their first day of hire. Staff will also participate in 24 hours of annual training directed by Erica Dorsey. Staff training will include child development, food safety, illness and disease, CPR/First Aide, staff and child health and safety, injury prevention, playground safety, preventing and reporting child abuse and neglect, confidentiality and privacy policies, workplace best practices and ethics, parent/teacher communication, etiquette, emergency drills, curriculum planning, and center-related operations.

Staff will be trained on all emergency situations and scenarios and will be required to practice a monthly fire drill, a biannual intruder drill and a biannual shelter-in-place drill. After each drill, the plan will be assessed and reviewed by all directors; input will be gathered from all staff members and necessary changes will be implemented immediately. If problems are encountered and changes are made, a secondary drill will be performed the following day to practice the new procedures.

#### 7. Special Procedures Developed

In the event of a terrorist attack, a lockdown drill will be initiated. All children will be sheltered in their classrooms with assigned staff and will remain there until local authorities report it is safe to evacuate. Parents/Administrator will be notified with available communication devices within the building by the director on duty.

#### Additional Procedures

Continuity of operations to ensure that essential functions are maintained during an emergency:

To ensure continuity of operations, annually, Tots N Toyland will conduct assessment of business operations, risks, preparedness for and response to recover from emergencies. This will be done in partnership with community emergency preparedness management, public school authorities, local law enforcement, fire and rescue response teams and health department personnel.

\* In the event of an evacuation that prevents the children and staff from reentering the building, we have partnered with Kids Harbor at the Harrisonburg First Church of the Nazarene, located at 1871 Boyers Road, Harrisonburg, VA 22801. Their phone number is 540.434.1901.

## Intruder Lockdown Procedure

1. If you hear, “**LOCKDOWN**” over the intercom or an administrator announces the lockdown in person:

**Classroom teachers** are to:

- a. Quickly direct children and other staff members to the interior classrooms in the center of the facility in order to prepare for immediate evacuation in the event the intruder gains access to the building.
  - b. Place children against the wall, so that the intruder cannot see them looking in the door. Place all children under age two in available cribs with the youngest first.
  - c. Keep children quiet.
  - d. Call 911 immediately to alert local law enforcement.
  - e. Take a headcount at the assembly point to ensure all children are accounted for.
  - f. If children and teachers are outside the school building, they should immediately move into the interior of the playground, line up against the side walls and remain still and quiet. Staff will be directed where to relocate if necessary, depending on the situation.
  - g. If teachers and children are in the bathrooms, they should immediately move to the assembly point which is located in the interior rooms in the center of the building.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will make announcements over the intercom and teacher radios.
3. An administrator will signal all personnel if the lockdown has been lifted by announcing the safe word “Lifted”.
4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all children present in class. Administrators/Directors will divide and keep in communication with cell phones.



## Injury Prevention Policies

### Injury Reports

Injury reports are written by staff when an injury occurs that requires first aid. Parental signature is required. All staff are instructed to notify parents as soon as possible of any injury that occurs in care. There may be times that immediate notification is not possible, but we will make every effort to inform you ahead of pick-up.

#### Administrative Responsibilities

- Maintain a physical environment that includes but is not limited to undamaged and properly maintained walls, floors, fixtures, equipment, furniture, toys, utensils, bedding, fire alarm system, security camera system, doors, and bathrooms.
- Maintain a clean and hazard free entrance way, parking lot and outdoor playground area with adequate fencing to ensure children cannot wander away undetected.
- Maintain a pest-free environment.
- Maintain a comfortable environment consisting of an interior temperature of no less than 69 degrees F and adequate fresh air to mitigate the risk of excess CO<sub>2</sub>.
- Supervise all staff to ensure licensing standards are being met; and provide adequate training to staff in order to ensure those standards, as well as company established best practices are well understood.
- Remain updated on product recalls and register contact information with food and equipment suppliers to ensure timely notification in the event of a recall.
- Maintain records of injury reports, ask for feedback from staff and review and revise the data every 3 months or sooner if necessary to make changes to anything that suggests a pattern of causing injury.
- Regularly check and ensure the water temperature does not exceed 120 degrees F.
- Ensure staff are familiar with shaken-baby syndrome, abusive head trauma, and Sudden Infant Death Syndrome through regular training. Staff are instructed to request assistance from each other or administration if they feel overwhelmed when working with crying babies and need to step away to compose. Staff will regularly check sleeping babies every 15 minutes to ensure safe sleep, place infants on their backs to sleep, and keep the crib free of anything other than a thin blanket and pacifier.

## Playground Safety Policies

#### Administrative Responsibilities

- Maintain a physical environment that includes but is not limited to undamaged and properly maintained fixtures, equipment, furniture, and toys.
- Keep fences and gates stable and free of protruding nuts, screws or bolts.
- Ensure walkways are free moss or algae and remain non-slip.
- Ensure playground is free of litter, glass, sharp objects and animal droppings.
- Maintain a pest-free environment.
- Supervise all teaching staff to ensure licensing standards are being met; and provide adequate training to staff in order to ensure those standards, as well as company established best practices are well understood.
- Remain updated on product recalls and register contact information with food and equipment suppliers to ensure timely notification in the event of a recall.
- Maintain records of injury reports, ask for feedback from staff and review and revise the data every 3 months or sooner if necessary to make changes to anything that suggests a pattern of causing injury.

### Staff Responsibilities

- Directly supervise all children using sight and sound; and be aware of fall hazards, crush hazards, pinch hazards, entrapment hazards, food hazards, trip hazards, water hazards, projectile hazards, sleeping hazards.
- Set up learning centers in a way that provides adequate space around the center and between children to minimize the risk of children becoming trampled or injured by each other or others passing by.
- Practice proper hand washing frequency and technique.
- Encourage children to practice using “inside feet” (no running) and “inside voices” and position furniture and play centers in a manner that eliminates long corridors or large open spaces to discourage running while inside.
- Do not allow children to engage in big body play or unsafe acrobatics.
- Do not allow children to throw, hit or kick play equipment, unless it is designed for that use, and it is done on the outdoor playground in an area that does not threaten to strike another child.
- Ensure all equipment and materials being offered to children are unbroken and well- maintained before access is given to it.
- Keep doors locked, items on shelves pushed back and secure, rugs flattened, furniture from protruding, equipment clean and sanitized, bedding tight and clean, floors free of unnecessary debris, water sources secure, and the environment free of hazards by consistently scanning for anything that could pose a risk of injury.
- Ensure food offered for consumption is free from any physical hazards, is properly cut to size and served uncontaminated and at the proper temperature.
- Place infants on their backs to sleep in a crib, ensure their bedding is tight and free of materials, ensure their airway is unobstructed and monitor closely during sleep to ensure their airway does not become compromised.
- Allow infants and children to eat at their own pace and never introduce food or drink into the mouth of a crying child.
- Remain updated on the most current training related to safety and prevention and collaborate with fellow workers weekly to discuss best practices.
- Maintain proper childproofing such as electrical outlet covers.
- Position staff in proximity to children who may struggle with biting, hitting or other similar behavior to quickly redirect them and protect the other child.
- Limit conversations to no more than a few minutes with parents at drop off and pickup.
- Use headcounts at all transitions.
- No smoking anywhere on the property.
- Secure all furniture to the floor and walls and store heavier objects on lower shelves.
- Maintain an open line of communication between staff members.
- Separate infants into their designated play space outside or while in mixed-age classes.

## **Staff Policies - Staff training and development.**

### Procedures for supervising a child who may arrive after scheduled classes or activities including field trips have begun

If a child arrives after a learning center or activity has started, that child will be greeted warmly and promptly introduced into the activity alongside peers or offered an alternative activity if introduction of the child would be unreasonably disruptive.

### Procedures to confirm absence of a child when the child is scheduled to arrive from another program or from an agency responsible for transporting the child to the center

After 10 minutes have passed from the expected time of arrival of a child being transported by a private guardian, staff will report the absence to the director on duty. If the child was expected to arrive from a regularly scheduled bus which has already made it's stop and the child did not arrive, the absence is to be reported immediately to the director on duty. The director will make the necessary phone calls and take responsibility to locate that child. In the event the child is not located within 20 minutes by the director on duty, Erica Dorsey/Administrator, the child's parents, and local law enforcement will be notified.

### Procedures for identifying where attending children are at all times, including procedures to ensure that all children are accounted for before leaving a field trip site and upon return to the center

Sign in/Sign out documentation will be required for all parents; and attendance reports will be collected by the director on duty multiple times throughout the day. Head counts must be performed multiple times anytime children are transitioning from one area to another including scheduled bathroom breaks, classroom shifts and outdoor play.

### Procedures for action in case of lost or missing children, ill or injured children, medical emergencies and general emergencies

Lost or missing children are to be reported immediately to all active workers on duty via current group technologies and to the on-duty program director. All children will be stationed in their intruder drill positions, half staff will be utilized and all other available staff members will begin an active search. Security camera feed will be immediately reviewed to identify the last known position of the child. If child is not located within 10 minutes, Erica Dorsey/Administrator, the child's parents and local law enforcement are to be notified.

Ill or injured children will be assessed by the acting teacher. If illness or injury presents itself outside the scope of care by the acting teacher, the child will be assessed by the acting director on duty. If the illness or injury does not warrant immediate action, the child will be comforted and attended to with proper first aid or fluids. If the illness or injury requires immediate care that cannot be

administered at the center, the parents will be called for pick up, or if necessary, emergency services will be summoned. Additionally, for injured children, an injury report will be filled out and turned into the director's office. A conference will be held with the acting teacher and provisions will be put in place if necessary, to prevent a recurrence. If neglect or abuse is suspected, a full investigation starting with the administration will be conducted.

In the event of a medical or general emergency, staff will first notify each other and get the assistance of the director immediately. Staff will assess the scene for safety, clear other children from harm's way, determine the nature of the emergency to be medical, trauma or environmental, put on PPE and rely on their training and skills to properly respond. Other staff members will remain present and provide assistance where necessary including calling 911, retrieving first aid kits, evacuating children, and notifying parents and Erica Dorsey/Administrator.

#### Policy for any administration of medication

Medication except for life saving medications such as EpiPen, Nebulizers and Insulin, will not be administered at this location. In the event that policy is changed, only MAT trained directors on duty will administer medication. Expired medication authorization forms will expire or be renewed after 10 work days. Long-term prescription drug use and over-the-counter medication may be allowed with written authorization from the child's physician and parent. When an authorization for medication expires or the medication itself expires, the parent shall be notified that the medication needs to be picked up within 14 days or the parent must renew the authorization or provide a new unexpired medication. Medications that are not picked up by the parent within 14 days will be disposed of by the center by either dissolving the medication down the sink or flushing it down the toilet. Staff will regularly check the medication box to ensure no medication is expired.

#### Procedures for response to natural and man-made disasters.

In the event of a natural or man-made disaster, staff will ensure their children are evacuated to their assigned shelter-in-place locations and will remain there until the director on duty or the local emergency management team deems it safe. 911 will be called, parents will be notified, and Erica Dorsey/Administrator will be notified immediately.

## Child Supply List

|   |  |
|---|--|
| <p><u>Infant 0-15 Months</u></p> <p>1 Swaddle Blanket/Outfit<br/> 1 Box Diapers<br/> 1 Box Wipes<br/> 2 Pacifiers<br/> 3 Bottles/Nipples Size 1,2, and 3<br/> 1 Formula Infant Food<br/> 2 Changes of Clothing Diaper Cream</p> <p><b><i>*All items must be labeled</i></b></p> | <p><u>Toddler 16-23 Months</u></p> <p>1 Blanket<br/> 1 Crib Sheet or Cot Mat<br/> 1 Box Diapers<br/> 1 Box Wipes<br/> 1 Pacifier<br/> 2 Changes of Clothing Diaper Cream</p> <p><b><i>*All items must be labeled</i></b></p>   |
| <p><u>2 Years 24-35 Months</u></p> <p>1 All-In-One Sleep Bag<br/> 1 Box Diapers/Pull Ups<br/> 1 Box Wipes<br/> 2 Changes of Clothing 1 Diaper Cream<br/> 1 Insect Repellent</p> <p><b><i>*All items must be labeled</i></b></p>   | <p><u>Preschool 36-60 Months</u></p> <p>1 All-In-One Sleep Bag<br/> 1 Box Diapers/Pull Ups (if necessary)<br/> 1 Box Wipes<br/> 2 Changes of Clothing<br/> Extra Pair of Underwear Diaper Cream (if necessary)<br/> 1 Insect Repellent</p> <p><b><i>*All items must be labeled</i></b></p> |

**Sunscreen/Diaper Ointment/Insect Repellent** Diaper ointment and insect repellent is to be supplied by the family of the enrolled child. The product must be over-the-counter, properly labeled with the child's full name and not be expired. Staff are to apply these products as needed, using the manufacturer suggested application guidelines and in compliance with state-mandated application procedures. A written authorization form must be signed annually by the child's guardian. Sunblock is provided by the center and is not needed unless a specific product is desired. If a specific product is needed, it must be labeled and not expired.

***Please inform us as soon as possible if you are in need of assistance with supplies. We will never allow a child to go without.***

**\*Outside items including but not limited to toys, loviess, trinkets, etc. are not permitted without prior approval from the administration or classroom teachers (all age groups). If this policy is not followed, we are not responsible for lost or broken items.**

## **Tots N Toyland Meal Policy**

Dear Parents,

Children are unique and notoriously picky with their diet preferences. We aim to support each child with proper nutrition by offering a clean and family-style environment where they have adequate time and freedom to eat and engage in community conversation. All food is provided by the individual families and sent daily to be stored in the child's cubby until the designated meal times. The family always provides formula and baby food, and we encourage providing a variety of items for each meal. We have time set into our daily schedule for breakfast, lunch, and an afternoon snack.

Families are welcome to send in any amount or type of food they deem appropriate for their child and can send more or less based on individual schedules and child preferences. We will leave all uneaten food inside lunch boxes and record all meal consumption within our daily communication app, so families know exactly how much their child ate for that day.

You can find guides on our website that offer guidance and recommended best practices for meal plans to assist you in packing balanced and healthy food options. Please include food and drink for each meal and a cold pack to keep food at a safe temperature throughout the day.

In addition, we will review your child's allergy list before each setting to ensure their safety. Be assured that if your child has an allergy to a particular food item, we will modify our seating arrangements for children to avoid possible cross-contamination.

Breast milk is to be sent from home already bottled. Unused breast milk will be left in the bottle, capped, and placed back in the family-provided cooler to be sent home that day. Bottles with breast milk will not be washed or cleaned out at the center.

Sincerely,

Erica, Callie and Jackie

## Parent/Teacher Communication

Dear Families,

Each day, you will receive a verbal report from your child's teacher informing you of the highlights of each day; basic information regarding their diet, bathroom, and napping habits; and any significant developments or events that may have occurred. This info will also be logged in the Brightwheel app. Please keep all communications with your child's teacher within the app to ensure optimal care for children and accountability.

Teachers will plan their daily lessons around your child's specific needs. Each teacher is responsible for documenting their classroom's developmental progress. They will work from a uniform checklist that suggests age-appropriate developmental characteristics for their group. This information will be recorded as a rolling record and used in conferences with us (Program Directors) every three months. We will ensure that every child is gaining strength and receiving encouragement in all areas of development.

We believe parents are the most crucial part of a child's life and we want to share everything we can with you to make your child's experience here a positive one. Every six months, we will hold parent/teacher conferences to address your child's developmental progress and discuss any topics you choose. It will also serve as an opportunity for you to see how amazingly fast your little one is learning and gaining positive experiences. These individual conferences will be held during the weekday for 15 minutes each between 12:30pm and 2:30pm.

We operate transparently. We always have, and we always will. Your suggestions and feedback are what make this center a great place. Please never hesitate to voice concerns or offer advice. Our doors remain open.

Sincerely,  
Erica, Callie, and Jackie

## Brightwheel

Brightwheel is the system we use to facilitate seamless communication between families and teachers as well as to track attendance. You will scan a QR code upon entry and exit from the building to check your child in and out. Through this application you will be able to view the many different activities your child has participated in that day. Keep in mind that our teachers are also working to give your children the best day possible. Please take any lack of communication in the app as a good sign that your teacher is fully focused on your children. We believe it is important that the children come first and if necessary our teachers will wait until nap time to upload their information.

## Rates and Fees Sheet

### Rates

| Child Classification | Age Range            | Weekly Rate     |
|----------------------|----------------------|-----------------|
| Infant               | 0-15 months          | \$270.00 Weekly |
| Toddler              | 16-23 months         | \$270.00 Weekly |
| 2 Years              | 24-35 months         | \$232.00 Weekly |
| Preschool            | 36 mo - Kindergarten | \$222.00 Weekly |

- There are no sibling discounts.

### Fees

| Description    | Type          | Amount          | Frequency           |
|----------------|---------------|-----------------|---------------------|
| Registration   | Nonrefundable | \$100.00        | One-time Enrollment |
| Activity       | Nonrefundable | \$100.00        | Annually in January |
| Returned Check | Nonrefundable | \$35.00         | Each NSF check      |
| Late Payment   | Nonrefundable | \$20.00         | Each Occurrence     |
| Late Pickup    | Nonrefundable | \$25.00-\$75.00 | Each Occurrence     |
| Deposit        | Refundable    | \$400.00        | One-time Enrollment |

- The listed fees are on a per child basis, with the exception of the returned check, late fee, and late pick up fees.
- Payment is due by Monday at the close of business - 5:30 pm. The payment box will be collected Monday night at 5:30 pm and online payments will be processed at close of business.
- If your check payment is not in the box by close of business Monday, a \$20 late fee will be assessed and expected to be paid on Tuesday.
- If payment is not received by the close of business on Friday, your child will not be able to return until payment is received.
- Deposits are not fees. They are a safeguard for the business and will be refunded at the end of care, if all financial obligations have been met and the 3 week (15 paid days) has been given and honored.
- An extended period of 4 weeks is allowed for multiple children deposit payments.
- If you have multiple children in care and make your payment late or pick up late, the late fee will be flat, not per child. Consistent late payments or pickups will be cause for dismissal from the program.
- A returned check will result in a "returned check fee" but it will not result in a late fee as well. However, your child will not be permitted to return to care until repayment has been made.

### Payment

We accept checks and ACH auto draft through the Brightwheel app. Payment is due regardless of unexpected closings including holidays, training days, weather related events or days missed for any reason including illness, vacation, etc. Missed days are still considered enrolled days and therefore require payment. Payment shall be made to Tots N Toyland.



## Contact Information

|                            |  |
|----------------------------|--|
| Address                    | 1634 Spring Port Drive, Rockingham,<br>VA 22801  |
| Main Phone Tots 'N Toyland | 540-421-4754   |
| Tax ID/EIN Tots 'N Toyland | 82-4913237   |
| Website                    | <a href="http://www.totsntoyland.com">www.totsntoyland.com</a>   |
| Email                      | <a href="mailto:info@totsntoyland.com">info@totsntoyland.com</a>   |
| Administrator              | Erica Dorsey<br>540-282-7453<br><a href="mailto:erica@totsntoyland.com">erica@totsntoyland.com</a>         |
| Program Director           | Callie Dean<br>540-292-6924<br><a href="mailto:callie@totsntoyland.com">callie@totsntoyland.com</a>        |
| Assistant Program Director | Jacqueline Morales<br>540-208-8336<br><a href="mailto:jackie@totsntoyland.com">jackie@totsntoyland.com</a> |

## Daily Schedule

### Tots N Toyland Schedule

| TIME        | Toddlers                     | Twos 1st Half                | Twos 2nd Half                | Preschool 1st Half           | Preschool 2nd Half           |
|-------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 7:30-8:00   | Free Play                    | Free Play                    | Free Play                    | Free Play                    | Free Play                    |
| 8:00-8:15   | Reading Time                 | Reading Time                 | Reading Time                 | Reading Time                 | Reading Time                 |
| 8:15-8:30   | Diapers/Wash                 | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                |
| 8:30-9:00   | Breakfast                    | Breakfast                    | Breakfast                    | Breakfast                    | Breakfast                    |
| 9:00-9:15   | Rise and Shine               | Rise and Shine               | Rise and Shine               | Rise and Shine               | Rise and Shine               |
| 9:15-10:15  | Art/Math/Science/Sensory     | Outdoor Time                 | Art/Math/Science/Sensory     | Outdoor Time                 | Art/Math/Science/Sensory     |
| 10:15-11:15 | Outdoor Time                 | Art/Math/Science/Sensory     | Outdoor Time                 | Art/Math/Science/Sensory     | Outdoor Time                 |
| 11:15-11:30 | Diapers/Wash                 | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                |
| 11:30-12:00 | Lunch                        | Lunch                        | Lunch                        | Lunch                        | Lunch                        |
| 12:00-12:30 | Lights Down/Quiet Transition | Lights Down/Quiet Transition | Lights Down/Quiet Transition | Lights Down/Quiet Transition | Lights Down/Quiet Transition |
| 12:30-1:00  | Nap                          | Nap                          | Nap                          | Nap                          | Nap                          |
| 1:00-1:30   | Nap                          | Nap                          | Nap                          | Nap                          | Nap                          |
| 1:30-2:00   | Nap                          | Nap                          | Nap                          | Nap                          | Nap                          |
| 2:00-2:30   | Nap                          | Nap                          | Nap                          | Nap                          | Nap                          |
| 2:30-2:45   | Diapers/Wash                 | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                |
| 2:45-3:00   | Snack                        | Snack                        | Snack                        | Snack                        | Snack                        |
| 3:00-3:30   | Music/Dance/Alt Outdoor      | Music/Dance/Alt Outdoor      | Music/Dance/Alt Outdoor      | Music/Dance/Alt Outdoor      | Music/Dance/Alt Outdoor      |
| 3:30-4:00   | Craft                        | Craft                        | Craft                        | Craft                        | Craft                        |
| 4:00-4:15   | Diapers/Wash                 | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                | Bathroom/Wash                |
| 4:15-4:30   | Reading Time                 | Reading Time                 | Reading Time                 | Reading Time                 | Reading Time                 |
| 4:30-5:00   | Table Games                  | Table Games                  | Table Games                  | Table Games                  | Table Games                  |
| 5:00-5:30   | Cleanup/Pickup               | Cleanup/Pickup               | Cleanup/Pickup               | Cleanup/Pickup               | Cleanup/Pickup               |

\* Diaper changes for Infants and Toddlers are not accurately reflected in this schedule for the purpose of page space.

## Enrollment Checklist Needed at Orientation Scheduled on \_\_\_\_\_

| <u>Initials</u> | <u>Required Paperwork</u>                          | <u>Clarifying Details</u>                                    |
|-----------------|--|--|
| _____           | Registration Form                                  |  |
| _____           | _____  | *includes 4 different phone numbers for parents              |
| _____           | _____  | *work phone numbers CANNOT be personal cell                  |
| _____           | _____  | *includes full addresses for emergency contacts              |
| _____           | Over-the-Counter Skin Product Form                 | *includes known allergies, chronic problems, physician/phone |
| _____           | Copy of Birth Certificate or Proof of Birth Letter |  |
| _____           | Immunization Record                                |  |
| _____           | _____  | *dated prior to first day of attendance                      |
| _____           | Physical Record                                    |  |
| _____           | _____  | *within 2 months of attendance for children 0-6 months       |
| _____           | _____  | *within 3 months of attendance for children 7-18 months      |
| _____           | _____  | *within 6 months of attendance for children 19-24 months     |
| _____           | _____  | *within 12 months of attendance for children 25+ months      |
| _____           | Enrollment Contract                                |  |
| _____           | _____  | * Email addresses  |
| _____           | Fees Agreement Form                                |  |
| _____           | Brightwheel Banking Info or Paper Checks?          |  |
| _____           | _____  | *Autodraft from Brightwheel - YES or NO                      |
| _____           | Audio/Video Surveillance Form/Photography          |  |
| _____           | Christian Lesson Consent Form                      |  |
| _____           | Child Interest Form                                |  |

| <u>Initials</u> | <u>Supplies Needed</u>  | <u>Clarifying Details</u>                                    |
|-----------------|-------------------------|--|
| _____           | All-In-One Sleeping Bag | We will collect your child's supplies and set up their cubby |
| _____           | Change of clothes       | Cubby location will be identified at orientation             |
| _____           | Diapers                 |  |
| _____           | Wipes                   |  |
| _____           | Diaper Cream            |  |
| _____           | Insect Repellent        |  |
| _____           | Sunblock                |  |
| _____           | Pacifier with strap     |  |

| <u>Initials</u> | <u>Fees</u>             |   |
|-----------------|-------------------------|---|
| _____           | \$400 Deposit per child | *Deposits above \$400 can be broken our into multiple |
| _____           | \$100 Registration Fee  | payments per our policy                               |

| <u>Initials</u> | <u>Steps Taken in Preparation for Meeting</u> |
|-----------------|---|
| _____           | Download Brightwheel App                      |
| _____           | Downlaod Paxton Key App                       |
| _____           | Bring mobile phone and have access to email   |

## Enrollment Contract

It is my desire to have my child enrolled at Tots N Toyland. I have received a copy of the welcome packet and all accompanying forms. I have read, understand and agree to abide by the policies contained therein. I further understand that if the policies outlined in this packet are not adhered to, it would be sufficient cause for the program to end care. I also agree to give a minimum of three paid weeks written notice (fifteen full paid preschool days) of my intent to withdraw my child from the program. If three weeks notice is not given, I agree to make full payment for the final three weeks and risk forfeiting my full deposit to help cover the amount due. Please initial next to each item.

\_\_\_\_\_ I understand that I must provide a completed medical/immunization form to Tots N Toyland prior to the first day of services.

\_\_\_\_\_ I understand the rates and fee schedule and agree the weekly tuition rate is to be paid regardless of days attended.

\_\_\_\_\_ I understand that payment is due no later than Thursday of each week and is subject to a \$20 late fee if payment is not made before the close of business on Thursday.

\_\_\_\_\_ I understand I must consent to the Christian Lesson and this is an optional activity.

\_\_\_\_\_ I understand the late pick-up fee is a sliding scale based on the time I have physically exited the building after 5:30pm or after the time set for an early dismissal and ranges between \$25-\$75 per occurrence.

\_\_\_\_\_ I understand what supplies I need to provide for my child including diapers, wipes, creams, ointments, sunblock, skin lotion, insect repellent, sunscreen, pacifiers, and those items must be labeled.

\_\_\_\_\_ I understand the "drop off and pick up" policy.

\_\_\_\_\_ I understand the illness policy.

\_\_\_\_\_ I understand the meal times, packing and labeling requirements.

\_\_\_\_\_ I understand a \$100 one-time registration and \$400 security deposit is due at time of enrollment (per child), and an annual activity fee of \$100 (per child) will be collected the following year in January and each year after to assist with company supplies.

\_\_\_\_\_ I understand the behavior policy and I/we have read and shared the program rules with my child.

\_\_\_\_\_ I understand the deposit and notice of withdrawal policies. I agree that deposits will be refunded or forfeited based on end of care payments and that I must give 3 weeks paid notice to satisfy this agreement. Deposits are not to be used as final payments.

\_\_\_\_\_ I understand the medication policy.

\_\_\_\_\_ I understand the shoe policy. I further agree to NEVER wear shoes on the carpeted areas of the center and anywhere inside the classrooms. I will be mindful and aware of debris and soiled clothing when coming in contact with surfaces in the center in order to protect the clean environment I wish for my child.

Parent Email: \_\_\_\_\_ Parent Email: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Christian Lesson Informational Outline and Consent Form

What?

We have used the term “lesson” to describe this new activity option, but that term does not accurately illustrate what this time will look like in practice. The 20-minute activity will allow children to connect where they have previously not been able to. It will include songs, art, and short stories to offer exposure to Christ. It will not teach particular doctrines or influence children concerning how they should think or behave. It will not dive into Bible study or teach children that Jesus is the way to salvation. It will acknowledge his existence and validate our participating children’s thoughts and feelings based on what they already know. We strongly believe that personal faith of any origin and subsequent education should be taught under the care of family and church.

Why?

We currently and will continue to offer a secular childcare program inclusive to children from all walks of life. Our mission is to focus on the growth of our children related to their physical, cognitive, language, and social/emotional development. We strive to meet children where they are and contribute to their lives in ways that complement their needs. We demonstrate this now with our special needs population and our partnership with third-party agencies who deliver therapies to individual children right here in our center. Considering this concept, we have children in our program who would like to make prayer a part of their day and share their faith-related experiences; but who often refrain from this due to fear of misunderstanding from peers who don’t share those values or inadequate opportunities. By offering a 20-minute window of time each day, our families can choose to give their children a chance to bring their faith into their school day.

When and Who?

The 20-minute activity will occur during a natural transition time each day. The children move from activities and rooms multiple times daily to play with different friends and centers. This transition is an opportune time to shift the children who wish to participate in the faith activity, as it will align with the natural timing for movement. We will also allow children to choose each day, depending on their desire to attend. This choice is the same as they would make with any other activity. It will exist as another option only for the children of families who want to sign up. Numerous teachers have expressed interest in participating in this new activity, and we will make a daily schedule to assign a teacher each day. Children who do not participate will play in any other activity option they are already used to attending.

\_\_\_\_\_ I wish to have my child \_\_\_\_\_ participate, at their discretion, in a daily activity consistent with the Christian Faith to include songs, artwork, and short stories related to the life of Jesus Christ.

\_\_\_\_\_ I acknowledge the purpose of this activity is for my child to connect with peers and share in conversation, prayer, and song and will not teach a specific doctrine.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Tots N Toyland Video/Audio Surveillance Policy Agreement

There is video/audio recording located in the classrooms, common areas, kitchen, hallway and outdoor play area. Surveillance of the bathroom areas is prohibited and will not be in use.

I, \_\_\_\_\_ the parent/legal guardian of understand that my child will be under video/audio surveillance while present at Tots N Toyland Preschool and Daycare.

\_\_\_\_\_ I understand that Tots N Toyland may disclose personal information if: (a) such information is subpoenaed (b) Tots N Toyland believes it is necessary in connection with activity that may be illegal or expose Tots N Toyland to legal liability. Tots N Toyland will not use this surveillance for any unlawful or inappropriate purpose.

\_\_\_\_\_ I understand that all recorded content is the sole property of Tots N Toyland and will not published, shared, distributed, assigned, or sold and is obtained for the purpose of protecting the welfare of my child, and Tots N Toyland staff and teachers. I have no ownership rights to any content and will not be given access to view any content without the expressed consent of Tots N Toyland or court subpoena.

### PHOTOGRAPHY/VIDEO - Consent to Publish

\_\_\_\_\_ I grant permission to Tots N Toyland to use my or my child's photograph or videos publicly to promote the library. I understand that the images or videos may be used in print publications, online publications, presentations, websites, and social media. No royalty, fee or other compensation is payable to me by reason of such use.

\_\_\_\_\_ I DO NOT grant permission to Tots N Toyland to use my or my child's photograph or videos publicly to promote the library.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Tots N Toyland Deposits and Fees Agreement

I, \_\_\_\_\_, understand that upon signing this document I agree to the terms of Tots N Toyland's Security Deposit's, Activity Fee, and Enrollment Fee. Those terms are as follows:

- The Enrollment Fee is \$100 per child and non-refundable.
- The Activity Fee is due January 1 of each year and is nonrefundable.

The Security Deposit is \$400 per child and ONLY refundable IF:

- A written, 3-week or 15 day paid notice is provided before withdrawing my child's enrollment from care.
- All outstanding charges have been paid in full.

If both terms of the security deposit are not met, the deposit is deemed not-refundable with no exceptions. All deposits are refunded within 10 days following bank clearance of final payments. Deposits are not meant to act as payment for final weeks of pay.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**VIRGINIA DEPARTMENT  
OF EDUCATION  
CHILD REGISTRATION  
MODEL FORM**

|   |          |               |                      |
|---|----------|---------------|----------------------|
| Child   | Nickname | Date of Birth | Sex                  |
| Address   |          |               | Home Phone           |
| Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed |          |               |                      |
| Previous Child Day Care Programs and Schools Attended                                       |          |               |                      |
| If Child Attends this Center and Another School/Program, Give Name of School/Program        |          |               | Grade or Class Level |

**PARENT(S)/GUARDIAN(S)**

|   |                |            |
|---|----------------|------------|
| Parent  | Place Employed | Work Phone |
| Home Address                                      |                | Home Phone |
| Parent  | Place Employed | Work Phone |
| Home Address                                      |                | Home Phone |
| Person(s) or Agency Having Legal Custody of Child |                |            |
| Home Address                                      |                | Home Phone |
| Work Address                                      |                | Work Phone |

**EMERGENCY INFORMATION**

|  |         |       |
|--|---------|-------|
| Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency |         |       |
| Child's Physician  | Phone   |       |
| Two People To Contact if Parent(s) Cannot Be Reached                                   | Address | Phone |
| 1.   | 1.      | 1.    |
| 2.   | 2.      | 2.    |
| Person(s) Authorized To Pick Up Child  |         |       |
| Person(s) <u>NOT</u> Authorized To Pick Up Child*                                      |         |       |

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center (i) shall not be denied the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the school or day care center solely on the basis of such noncustodial status and (ii) shall be included, upon the request of such noncustodial parent, as an emergency contact for the student's school or day care activities.



### AGREEMENTS

1. The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent(s)/guardian(s) authorize the child day center to obtain emergency medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. \*\*
3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

### SIGNATURES

|                                 |             |
|---------------------------------|-------------|
| <i>Parent(s) or Guardian(s)</i> | <i>Date</i> |
| <i>Administrator of Center</i>  | <i>Date</i> |

First Date of Attendance: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

\*\* If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

### OFFICE USE ONLY IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following.

|                            |                   |                                  |                                     |
|----------------------------|-------------------|----------------------------------|-------------------------------------|
| <b>Place of Birth</b>      | <b>Birth Date</b> | <b>Birth Certificate Number</b>  | <b>Date Issued</b>                  |
| <b>Other Form of Proof</b> |                   | <b>Date Documentation Viewed</b> | <b>Person Viewing Documentation</b> |

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):

\_\_\_\_\_ *Date*

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia *and* the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section § 22.1-289.049 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction, or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.



VDOE Model Form

**Authorization Form for  
Non-prescription Over-the-Counter Skin Products  
8VAC20-780-520**

**INSTRUCTIONS:**

This form must be completed by the parent/guardian to authorize the use of:

- Sunscreen
- Diaper ointment or cream
- Insect repellent

\_\_\_\_\_ has my permission to apply the non-prescription  
(Name of Center)

over-the-counter (OTC) skin product listed below to my child \_\_\_\_\_  
Child's Name

Product Name: \_\_\_\_\_

Known Adverse Reactions (if any): \_\_\_\_\_

- All OTC products must:
  - Be in the original container and, if provided by the parent, labeled with the child's name
  - Be used according to manufacturer's recommendation and instructions for application
  - Not be used beyond the expiration date of the product
- Sunscreen:
  - Must have a minimum sunburn protection factor (SPF) of 15
  - Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs programs
  - Children nine yrs. and older may self administer sunscreen if supervised
- Diaper ointment/cream and Insect repellents:
  - Shall be kept inaccessible to children
  - Record of use shall be kept that includes the child's name, date of use, frequency of application and any adverse reactions

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_  
(Start date) (End date)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Child Interest Form

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

A. What type of play does your child typically participate in?

\_\_\_\_\_ Dramatic \_\_\_\_\_ Individual \_\_\_\_\_ Building/Manipulatives  
 \_\_\_\_\_ Drawing/Coloring/Crafts \_\_\_\_\_ Reading \_\_\_\_\_ Active play

B. How would you classify your child's temperament?

#### Activity

|        |  |  |  |  |  |      |
|--------|--|--|--|--|--|------|
| High   |  |  |  |  |  | Low  |
| Active |  |  |  |  |  | Calm |
|        |  |  |  |  |  |      |

#### Approach

|          |  |  |  |  |  |                 |
|----------|--|--|--|--|--|-----------------|
| Quick    |  |  |  |  |  | Slow            |
| Outgoing |  |  |  |  |  | Slow to warm up |
|          |  |  |  |  |  |                 |

#### Adaptability

|           |  |  |  |  |  |               |
|-----------|--|--|--|--|--|---------------|
| High      |  |  |  |  |  | Low           |
| Easygoing |  |  |  |  |  | Strong willed |
|           |  |  |  |  |  |               |

C. Interests

\_\_\_\_\_ Dolls/Babies \_\_\_\_\_ Automobiles/Transportation \_\_\_\_\_ Books \_\_\_\_\_ Puzzles  
 \_\_\_\_\_ Building \_\_\_\_\_ Music/Dancing \_\_\_\_\_ Nature \_\_\_\_\_ Animals \_\_\_\_\_ Sports  
 \_\_\_\_\_ Disney \_\_\_\_\_ Coloring/Crafts \_\_\_\_\_ Dress up

D. Eating habits

Picky Eater? Circle one. Yes No

If so, what will they eat? \_\_\_\_\_

E. Special Needs

Does your child require accommodations? Circle one. Yes No

If so, what are they? \_\_\_\_\_  
 \_\_\_\_\_

F. Do you have any teacher preferences? \_\_\_\_\_

G. What is your child's current schedule?

Eating: \_\_\_\_\_ Sleeping: \_\_\_\_\_

H. Do they have a special love or toy?

\_\_\_\_\_

I. What is your preferred method of discipline?

\_\_\_\_\_

J. Primary language spoken in the home: \_\_\_\_\_

Any additional languages: \_\_\_\_\_

K. Does your child have any allergies? Circle one.      Yes      No

If so, what are they? \_\_\_\_\_

L. Who does your child live with?

\_\_\_\_\_

\_\_\_\_\_

M. Has the child experienced any past traumatic events, medical or otherwise?

\_\_\_\_\_

N. Where was your child in care before joining our center?

\_\_\_\_\_

O. Does your child have any peers currently at or joining the center? \_\_\_\_\_

a. If so, what are their names?

\_\_\_\_\_

\_\_\_\_\_

P. If your child is ***an infant***, please answer the following questions.

a. Do you practice swaddling at home? \_\_\_\_\_

b. How much formula does your baby receive each meal? \_\_\_\_\_

c. What is your feeding schedule? \_\_\_\_\_

Q. Any additional comments or information? Please write them below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_