

Welcome

Tots N Toyland Preschool and Daycare

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Table of Contents

✓ About Us.....	1
✓ Curriculum.....	2,3
✓ Vacations, Holidays & Closings.....	4
✓ Behavior & Discipline.....	5
✓ Incident and Injury Policy.....	6
✓ Drop Off and Pick Up.....	7
✓ Illness & Disease.....	8
✓ Safety.....	9
✓ Hours of Operation & Notice of Change in Service.....	10
✓ Emergency Preparedness Plan.....	11,12,13
✓ Intruder Lockdown Procedure.....	14
✓ Injury Prevention Policies.....	15,16
✓ Playground Safety Policies.....	15,16
✓ Staff Training & Development.....	17,18
✓ Child Supply list.....	19
✓ Meal Policy.....	20
✓ Parent/Teacher Communication.....	21
✓ Rates & Fees.....	22
✓ Contact Information.....	23
✓ Schedule.....	24
✓ Enrollment Checklist.....	25-38

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, and our Program Director Callie Dean. I am a mother of three children and bring over twenty years of experience to our team. I am a former nationally registered EMT with expertise in childhood safety and life-saving technique, and I insist on prevention and planning. I hold a CDA credential in Early Childhood Education. Callie Dean is Tots N Toyland's co-founder and our acting Program Director. She is a mother of three sweet boys, brings over ten years of formal childcare experience to our team, and holds multiple certifications in the Early Childhood Education field.

We are educated and experienced with Autism Spectrum Disorders, Epilepsy, and developmental and educational delays, and are well versed in expected 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 ranging in age 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 167 Massanetta Springs Road, Harrisonburg, VA. It is five minutes from Interstate 81 and just blocks from Sentara Rockingham Memorial Hospital. We are located one street from the Stone Spring Rd bypass, five hundred feet off Rt. 33, and directly across from the Preston Lake development. 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, including children with special needs. We have an ongoing partnership with The Speech and Language Center. This partnership allows us to focus on providing an inclusive environment for those children and will enable them to receive their speech, OT, and ABA therapies while at our center. We offer a fair opportunity for this vulnerable population to enjoy all the same experiences as their typical peers.

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 and Callie

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;"><u>Literacy</u></p> <p style="text-align: center;">Oral Language Vocabulary Phonological Awareness Letter Knowledge and Early Word Recognition Print and Book Awareness Writing</p>	<p style="text-align: center;"><u>History and Social Science</u></p> <p style="text-align: center;">History/Similarities and Differences History/Change Over Time Geography/Location Geography/Descriptive Words Economics/World of Work Economics/Making Choices and Earning Money Civics/Citizenship</p>
<p style="text-align: center;"><u>Math</u></p> <p style="text-align: center;">Number and Number Sense Computation Measurement Geometry</p>	<p style="text-align: center;"><u>Visual Arts</u></p> <p style="text-align: center;">Visual Communication and Production Art History and Cultural Context Analysis, Evaluation, and Critique Aesthetics</p>
<p style="text-align: center;"><u>Personal and Social Development</u></p> <p style="text-align: center;">Self-Concept Self-Regulation Approaches to Learning Interaction with Others Social Problem Solving</p>	<p style="text-align: center;"><u>Music</u></p> <p style="text-align: center;">Music Theory/Literacy Performance Music History and Cultural Context Analysis, Evaluation, and Critique Aesthetics</p>
<p style="text-align: center;"><u>Physical Development</u></p> <p style="text-align: center;">Skilled Movement/Locomotor Skills Non-locomotor Skills Manipulative Skills Movement Principles and Concepts Personal Fitness Responsible Behaviors Physically Active Lifestyle Health Knowledge and Skills Nutrition Habits that Promote Health and Prevent Illness Information Access and Use Community Health and Safety</p>	<p style="text-align: center;"><u>Science</u></p> <p style="text-align: center;">Data Collection and Statistics Patterns and Relationships Scientific Investigation, Reasoning, and Logic Force, Motion and Energy Matter/Physical Properties Matter/Simple Physical and Chemical Reactions Life Processes Interrelationships in Earth/Space Systems Earth Patterns, Cycles, and Change 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 Eve - December 31
- New Year's Day - January 1
- Martin Luther King Day - Third Monday in January (**Staff Training Day**)
- Good Friday - Preceding Easter Sunday
- Second Friday in April – **Staff training day**
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Second Friday in July – **Staff training day**
- Labor Day - First Monday in September
- Veterans Day - November 11 (**Staff Training Day**)
- Thanksgiving Day - Fourth Thursday in November
- Day After Thanksgiving (Black Friday)
- Christmas Eve - December 24
- Christmas Day - December 25
- Day After Christmas - December 26

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 COVID-19 or similarly 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

We aim to ensure your child maximizes their developmental potential in a safe and secure environment. To do so, we have implemented the following discipline policy. The following behaviors defined below will be handled with a three-step process.

Unacceptable behaviors may include but are not limited to:

- Biting
- Kicking
- Punching/Hitting
- Foul language
- Choking
- Spitting
- Pinching
- Property Destruction
- Repeated refusals to follow directions
- Inappropriate physical touch

1) We strongly encourage **Positive Redirection** and self-discipline by leading by example. Our primary goal is to provide your child with the necessary skills for them to control their behaviors and cooperate with others.

2) Remove the child from the situation and **Calmly Speak** with them about their behavior.

3) If the initial removal, redirection, and conversation are ineffective, a "**Time Out**" will be used.

The number of minutes in "Time Out" will correspond with their age in years. (3 years = 3 minutes)

At no time and under no circumstance will physical discipline be used.

This discipline policy will be followed consistently in every event, excluding dangerous situations that require immediate action.

*A special note regarding biting - Biting is one of the most dreaded behaviors we experience with small children. Our approach to this behavior revolves around determining the function of the biting. It could stem from frustration or aggression due to a lack of skills to resolve a problem. It could be attention-seeking behavior. It can also be as simple as a teething response. Placing yourself next to the child who is biting and waiting to observe the antecedent is the best way to determine an intervention. We will protect the children in care from this behavior and diligently work with any child using it to give them the necessary skills or materials to meet their needs. If repeated attempts, redirection, observation, and prevention prove ineffective, removing your child from care may be safest.

**** If your child bites a classmate 2 or more times in one day, you will be asked to pick them up.**

Incident and Injury Policy

Although we understand that children have difficulty with emotional regulation, we are bound by certain standards we must maintain as a daycare center. We will consider the safety of all attending children and have adopted the following policy for this purpose. The following is a list of unacceptable behaviors that will result in an Incident Report:

- Biting
- Kicking
- Punching/Hitting
- Foul Language
- Choking
- Spitting
- Pinching
- Property destruction
- Repeated refusals to follow directions
- Inappropriate physical touch

We require all teachers to fill out Incident Reports each time these behaviors occurs. These reports are meant to track the behaviors and devise ways to prevent future instances. We require a parental signature so that you are always aware of the frequency and causes of such actions. Tots N Toyland has put the following timeline in place so that we can ensure the well-being of ALL children:

1. After **5 incident** reports noting the behaviors above within a **28-day period**, Tots N Toyland will request a parent conference to discuss the behavior and devise an intervention plan.
2. Following the conference, we will continue behavioral observation. If the intervention is ineffective, resulting in an additional **5 incident reports** within a subsequent **28-day period**, we will have a secondary conference to create an additional coping strategy.
3. If after a roughly *60-day period*, the behavior persists and there are an additional **5 incident reports within another 28-day period**, Tots N Toyland will no longer be able to accommodate the behavior, and we will request care be found elsewhere.

We hope you understand that 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 hope that we can maintain our care for your family.

Injury Reports are filled out when an injury occurs and first aid is administered.

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.

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.

*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.

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.

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.

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 22 VAC 40-185-550

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 evacuation plan will be initiated; including pulling the manual pull station to sound the sirens and strobes.

- 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 rear 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 three main doors located on the three corners of the building. The secondary means of egress is the fourth door located in the rear of the building through the kitchen.
- 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 is responsible for taking the bag outside unless she is not present in the classroom at the time of the evacuation. In this case, the director on duty is responsible for getting the emergency bag on her exit from the building.
- 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 Kindergarten and Toddler 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 back of the building in the rear corridor and employee lounge. Head counts will be performed before shelter and immediately after reaching the assembly point. Primary means of access/egress are the three main doors located on the three corners of the building. The secondary means of egress is the fourth door located in the rear of the building through the kitchen.
- 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 is responsible for taking the bag outside unless she is not present in the classroom at the time of the evacuation. In this case, the director on duty is responsible for getting the emergency bag on her exit from the building. 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 key fob. 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 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.

* 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 infant classrooms and kitchen in the rear 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 three 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 playhouse, line up against the rear wall 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 kitchen and infant rooms in the rear 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

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 CO₂.
- 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.

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 Relating to 22 VAC 40-185-240. 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.

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

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

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, lovie, 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 and Callie

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 and Callie

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	\$246.00 Weekly
Toddler	16-23 months	\$246.00 Weekly
2 Years	24-35 months	\$206.00 Weekly
Preschool	36 mo - Kindergarten	\$196.00 Weekly

- There are no sibling discounts.

Fees

Description	Type	Amount	Frequency
Registration	Nonrefundable	\$100.00	One-time Enrollment
Activity	Nonrefundable	\$75.00	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
Key Fob	Refundable	\$15.00 each	One-time/Mandatory

- 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 Thursday at the close of business - 5:30 pm. The payment box will be collected Thursday 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 Thursday, a \$20 late fee will be assessed and expected to be paid on Friday.
- 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 COVID-19 quarantine, 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	167 Massanetta Springs Road Harrisonburg, VA 22801
Main Phone Tots 'N Toyland	540-421-4754
Tax ID/EIN Tots 'N Toyland	82-4913237
Website	www.totsntoyland.com
Email	info@totsntoyland.com
Administrator	Erica Dorsey 540-282-7453 erica@totsntoyland.com
Program Director	Callie Dean 540-292-6924 callie@totsntoyland.com

Daily Schedule

Tots N Toyland Schedule

TIME	Infant	Toddlers	Twos	TIME	Preschool 1
7:30-8:00	Free Play	Free Play	Free Play	7:30-7:45	Free Play
8:00-8:15	Tummy Time/Jumpers	Reading Time	Reading Time	7:30-8:00	Table Games
8:15-8:30	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	8:00-8:15	Reading Time
8:30-9:00	Breakfast	Breakfast	Breakfast	8:15-8:45	Bathroom/Wash
9:00-9:30	Outdoor Time	Sensory	Music/Dance	8:45-9:15	Breakfast
9:30-9:45	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	9:15-9:30	Rise and Shine
9:45-10:45	Rocking/Swinging/Nap	Art/Sensory/Centers	Free Play/Christian Lesson	9:30-9:45	Art/Sensory/Centers
10:45-11:00	Reading Time	Reading Time	Math/Science/Centers	9:45-10:00	Math/Science/Centers
11:00-11:15	Music/Dance	Music/Dance	Art/Sensory/Centers	10:00-11:00	Outdoor Time
11:15-11:30	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	11:00-11:30	Bathroom/Wash
11:30-12:00	Lunch	Lunch	Lunch	11:30-12:00	Lunch
12:00-12:30	Lights Down/Quiet Transition	Lights Down/Quiet Transition	Lights Down/Quiet Transition	12:00-12:30	Lights Down/Quiet Transition
12:30-1:00	Nap	Nap	Nap	12:30-1:00	Nap
1:00-1:30	Nap	Nap	Nap	1:00-1:30	Nap
1:30-2:00	Nap	Nap	Nap	1:30-2:00	Nap
2:00-2:30	Nap	Nap	Nap	2:00-2:30	Nap
2:30-2:45	Diapers/Wash	Diapers/Wash	Diapers/Wash	2:30-3:00	Bathroom/Wash
2:45-3:00	Snack	Snack	Snack	3:00-3:30	Snack
3:00-3:30	Craft	Craft	Craft	3:30-4:00	Music/Dance/Christian Lesson
3:30-4:00	Sensory	Outdoor Time	Outdoor Time	4:00-4:30	Craft
4:00-4:30	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	4:30-5:00	Bathroom/Wash
4:30-5:00	Free Play/Floor Time/Diapers	Free Play/Floor Time/Diapers	Reading Time	5:00-5:15	Reading Time
5:00-5:30	Cleanup/Pickup	Cleanup/Pickup	Cleanup/Pickup	5:15-5:30	Table Games

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	
_____	COVID-19 Response Plan	*2 pages

<u>Initials</u>	<u>Supplies Needed</u>	<u>Clarifying Details</u>
_____	Crib sheet (Nursery Toddler)	We will collect your child's supplies and set up their cubby
_____	Top blanket (Nursery Toddler)	Cubby location will be identified at orientation
_____	All-In-One Sleeping Bag	
_____	Change of clothes	
_____	Diapers	
_____	Wipes	
_____	Diaper Cream	
_____	Insect Repellent	

<u>Initials</u>	<u>Fees</u>	
_____	\$400 Deposit per child	*Deposits above \$400 can be broken out into multiple
_____	\$100 Registration Fee	payments per our policy
_____	\$15 Keyfob Deposit per fob (up to 4 fobs)	

<u>Initials</u>	<u>Steps Taken in Preparation for Meeting</u>
_____	Download Brightwheel 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 \$75 (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 infant rooms. 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

Tots N Toyland COVID-19 Response Plan
Updated November 22, 2022

Exposure Criteria

Exposure for Children/Staff - Quarantine is no longer required. If a child or staff member has a known exposure to COVID-19, they should monitor for symptoms for 10 days. Exposed children and staff may continue to attend daycare as long as they remain completely symptom free.

Isolation Criteria

Confirmed COVID-19 Infection for Children - Children may return to care after 10 days following a positive test if they have been without fever for at least 24 hours without the use of fever-reducing medicines, AND their symptoms are improving. Day 1 is the day the test was administered.

Confirmed COVID-19 Infection for Staff - Staff may return to care after 5 days following a positive test if they have been without fever for at least 24 hours without the use of fever-reducing medicines, AND their symptoms are improving. Day 1 is the day the test was administered. Staff is required to wear a well-fitted mask for days 6-10.

*** Although quarantine is no longer required, if there is an outbreak of COVID-19 in the center evidenced by 3 or more infected individuals, that will result in a temporary closure of the affected classes.**

_____ I agree to notify the administration of a pending COVID-19 test, subsequent results, known exposure of COVID-19 to myself or anyone in my household within 12 hours of gaining that knowledge.

_____ I understand my child is not permitted to attend the center if they have been exposed to COVID-19 and are exhibiting symptoms consistent with a COVID-19 infection, or have a body temperature of 100.4 degrees or higher unless cleared by a physician or have tested negative on or after day 5 from the last know exposure.

_____ I understand my child cannot return to care after a COVID-19 infection until 10 days have passed, AND they have been 24 hours fever-free without the use of fever-reducing medicine, AND their symptoms are improving.

_____ I understand if my child is unable to attend due to illness or if the center is required to shut down due to an outbreak, all payments are due in full.

_____ I understand at-home tests are accepted provided I send a photograph of the test to the administration before return. I recognize COVID-19 PCR testing results can take as long as 5-8 or more days to be delivered.

_____ I understand exposure criteria is identified as indoors and within 6 feet of an infected individual for 15 or more minutes across a 24-hour period where both individuals are not masked.

_____ I understand and accept that this center is not requiring exposed individuals to quarantine after a known COVID-19 close contact as long as they remain asymptomatic and it is possible that an asymptomatic carrier could infect myself or my child while in care.

_____ I understand the policies listed here may or may not be in alignment with current CDC guidance and I assume all risks associated with COVID-19 for my child while in care.

_____ I understand and accept that I am entering myself and my child into a high-risk environment. I recognize that 95%+ of the attending population does not mask and are likely to spread any illness, including COVID-19, to myself or my child while they are in care.

I have read and agree to follow the Tots N Toyland COVID-19 Response Plan guidelines. I will do my part so we may all benefit and do our best to keep our daycare community safe.

 Parent Printed Name

 Child or Children's Printed Names

 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.
- A Key Fob is \$15 each and assigned to my family. As long as I return the fob in working order, the \$15 is refundable.

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.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

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: _____

COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM

Part II - Certification of Immunization

Section I

To be completed by a physician or his designee, registered nurse, or health department official.

See Section II for conditional enrollment and exemptions.

A copy of the immunization record signed or stamped by a physician or designee, registered nurse, or health department official indicating the dates of administration including month, day, and year of the required vaccines shall be acceptable in lieu of recording these dates on this form as long as the record is attached to this form. Only vaccines marked with an asterisk are currently required for school entry. Form must be signed and dated by the Medical Provider or Health Department Official in the appropriate box.

Student's Name: _____		Date of Birth:			
<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Mo. Day Yr.</i>		

IMMUNIZATION	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN				
	1	2	3	4	5
*Diphtheria, Tetanus, Pertussis (DTP, DTaP)					
*Diphtheria, Tetanus (DT) or Td (given after 7 years of age)					
*Tdap booster (6 th grade entry)					
*Polio (IPV, OPV)					
*Haemophilus influenzae Type b (Hib conjugate) *only for children <60 months of age					
*Pneumococcal (PCV conjugate) *only for children <2 years of age					
Measles, Mumps, Rubella (MMR vaccine)					
*Measles (Rubeola)			Serological Confirmation of Measles Immunity:		
*Rubella			Serological Confirmation of Rubella Immunity:		
*Mumps					
*Hepatitis B Vaccine (HBV) <input type="checkbox"/> Merck adult formulation used					
*Varicella Vaccine			Date of Varicella Disease OR Serological Confirmation of Varicella Immunity:		
Hepatitis A Vaccine					
Meningococcal Vaccine					
Human Papillomavirus Vaccine					
Other					
Other					

I certify that this child is **ADEQUATELY OR AGE APPROPRIATELY IMMUNIZED** in accordance with the MINIMUM requirements for attending school, child care or preschool prescribed by the State Board of Health's *Regulations for the Immunization of School Children* (Minimum requirements are listed in Section III).

Signature of Medical Provider or Health Department Official: _____ Date (Mo., Day, Yr.): ____ / ____ / ____

Health Assessment	Date of Assessment: ____/____/____ Weight: ____ lbs. Height: ____ ft. ____ in. Body Mass Index (BMI): ____ BP ____ <input type="checkbox"/> Age / gender appropriate history completed <input type="checkbox"/> Anticipatory guidance provided TB Risk Assessment: <input type="checkbox"/> No Risk <input type="checkbox"/> Positive/Referred Mantoux results: ____ mm				Physical Examination <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1 = Within normal</td> <td style="width: 10%;">2 = Abnormal finding</td> <td style="width: 10%;">3 = Referred for evaluation or treatment</td> </tr> <tr> <td>HEENT <input type="checkbox"/></td> <td>Neurological <input type="checkbox"/></td> <td>Skin <input type="checkbox"/></td> </tr> <tr> <td>Lungs <input type="checkbox"/></td> <td>Abdomen <input type="checkbox"/></td> <td>Genital <input type="checkbox"/></td> </tr> <tr> <td>Heart <input type="checkbox"/></td> <td>Extremities <input type="checkbox"/></td> <td>Urinary <input type="checkbox"/></td> </tr> </table>											1 = Within normal	2 = Abnormal finding	3 = Referred for evaluation or treatment	HEENT <input type="checkbox"/>	Neurological <input type="checkbox"/>	Skin <input type="checkbox"/>	Lungs <input type="checkbox"/>	Abdomen <input type="checkbox"/>	Genital <input type="checkbox"/>	Heart <input type="checkbox"/>	Extremities <input type="checkbox"/>	Urinary <input type="checkbox"/>						
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EPSDT Screens Required for Head Start – include specific results and date: Blood Lead: _____ Hct/Hgb _____																																	
Developmental Screen	Assessed for:		Assessment Method:		Within normal		Concern identified:			Referred for Evaluation																							
	Emotional/Social																																
	Problem Solving																																
	Language/Communication																																
	Fine Motor Skills																																
	Gross Motor Skills																																
Hearing Screen	<input type="checkbox"/> Screened at 20dB: Indicate Pass (P) or Refer (R) in each box.																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">1000</td> <td style="width: 15%;">2000</td> <td style="width: 15%;">4000</td> </tr> <tr> <td>R</td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> </tr> </table>					1000	2000	4000	R				L				<input type="checkbox"/> Referred to Audiologist/ENT <input type="checkbox"/> Unable to test – needs rescreen <input type="checkbox"/> Permanent Hearing Loss Previously identified: ____ Left ____ Right <input type="checkbox"/> Hearing aid or other assistive device																
	1000	2000	4000																														
R																																	
L																																	
Vision Screen	<input type="checkbox"/> With Corrective Lenses (check if yes)																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Stereopsis</td> <td colspan="2"><input type="checkbox"/> Pass <input type="checkbox"/> Fail</td> <td colspan="2"><input type="checkbox"/> Not tested</td> </tr> <tr> <td>Distance</td> <td>Both</td> <td>R</td> <td>L</td> <td colspan="2">Test used:</td> </tr> <tr> <td></td> <td>20/</td> <td>20/</td> <td>20/</td> <td colspan="2"></td> </tr> </table>										Stereopsis		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Not tested		Distance	Both	R	L	Test used:			20/	20/	20/			Dental Screen				<input type="checkbox"/> Problem Identified: Referred for treatment <input type="checkbox"/> No Problem: Referred for prevention <input type="checkbox"/> No Referral: Already receiving dental care
Stereopsis		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Not tested																													
Distance	Both	R	L	Test used:																													
	20/	20/	20/																														
Recommendations to (Pre) School, Child Care, or Early Intervention Personnel	Summary of Findings (check one): <input type="checkbox"/> Well child; no conditions identified of concern to school program activities <input type="checkbox"/> Conditions identified that are important to schooling or physical activity (complete sections below and/or explain here): _____ _____ _____ _____ _____ Allergy <input type="checkbox"/> food: _____ <input type="checkbox"/> insect: _____ <input type="checkbox"/> medicine: _____ <input type="checkbox"/> other: _____ Type of allergic reaction: <input type="checkbox"/> anaphylaxis <input type="checkbox"/> local reaction Response required: <input type="checkbox"/> none <input type="checkbox"/> epi pen <input type="checkbox"/> other: _____ Individualized Health Care Plan needed (e.g., asthma, diabetes, seizure disorder, severe allergy, etc) Restricted Activity Specify: _____ Developmental Evaluation <input type="checkbox"/> Has IEP <input type="checkbox"/> Further evaluation needed for: _____ Medication. Child takes medicine for specific health condition(s). <input type="checkbox"/> Medication must be given and/or available at school. Special Diet Specify: _____ Special Needs Specify: _____ Other Comments: _____																																
	Health Care Professional's Certification (Write legibly or stamp): Name : _____ Signature: _____ Date: ____/____/____ Practice/Clinic Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____																																

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.
