

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 experienced child care for children ages birth to thirteen. Our center is operated by myself, Erica Dorsey, Reina Yeargain, and Callie Dean. I am in my thirties, a mother of three children, and I bring fourteen 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. Reina Yeargain is in her twenties and is a graduate of Virginia Tech. She brings five years of childcare experience with a passion for early childhood development. She is caring, energetic, loves to read and lesson plan and also holds a CDA credential in Early Childhood Education. Callie Dean is my sister and our Assistant Director. She originally opened the day home with me when this all began and is an amazing caregiver! She is a mother of two sweet boys and has been working in child care since high school.

The three of us are educated and experienced with Autism Spectrum Disorders, Epilepsy, developmental and educational delays and we 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 thirty amazing teachers ranging in age from their twenties to their fifties. Each teacher brings a wonderfully unique perspective to our center and we respect them as our equal. This center's success is directly related to the passion and unwavering commitment they show regarding the proper care of our children.

Our center is located at 167 Massanetta Springs Road, Harrisonburg, VA. It is within 5 minutes of Interstate 81 and just blocks from Sentara Rockingham Memorial Hospital. We are located one street across from the Stone Spring Rd bypass, 500 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 day care 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 allowing them to receive their speech, OT, PT and ABA therapies while they are at our center. We offer a fair opportunity for this vulnerable population to enjoy all the same experiences as their typical peers. We have a competitive pricing plan; and our low rates for child care allow you as parents to focus on what's most important, which is providing for and taking care of your family.

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

Nutrition is also a big focus for us too. We serve only organic and natural foods; and all meals are USDA approved. All food is carefully selected to ensure it is free of all artificial ingredients and harmful additives. Our meal plan is built every month and is full of variety.

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

Sincerely,

Erica, Reina, and Callie

Curriculum

Infants

Sometimes it is easy to forget how much our infants are learning every day. As they grow, neurological connections are forming at an amazing rate. The most important requirements 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. Infants are seeing and hearing what goes on around them, and as they grow and develop they begin to explore their environment. Hearing books read aloud, looking at pictures, enjoying outdoor time (1 hour each day), and having age-appropriate toys to play with are very important. Plenty of tummy time is provided for those who are not yet crawling. Social activities such as songs, finger plays, and other games are a great way for children this age to begin to form social connections.

Prerequisite for Toddler Program

- plays beside other children
- shows a sense of humor
- seeks independence
- begins to have concept of self
- beginning to walk
- climbs over objects
- feed self with fingers
- drinks from a cup with help
- understand simple directions
- imitates behavior of others
- practices words
- responds to words and gestures

Toddlers

Our toddlers are an inspiration with their curiosity and love of learning. Toddlers are just beginning to feel confident in their ability to navigate and often feel they are ready to take on the world. They love learning the names of items in their surroundings and mastering new skills. 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 and colors. They are all fun for this age! The Toddler room will be filled with activities that provide these experiences, as well as offer cozy spots for those times when things get a little overwhelming for their active brains and they need a place to simply 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, such as learning to put color on paper with a crayon.

Prerequisites to Two-Year-Old Room

- recognizes self in mirror
- engages in pretend play
- expresses ownership of objects
- uses "I" "mine" "me" "you;" calls self by name
- shows awareness of others' feelings
- walks forward, backward, sideways
- walk and runs without falling
- jumps with both feet
- builds a tower of three blocks
- makes individual marks with crayon or marker
- uses a spoon and cup with control
- pulls zippers
- turns pages in a book
- names familiar objects
- fills a box or can with objects
- recognize his body parts on a doll
- imitates past events
- uses two-word sentences
- follows simple directions
- names pictures
- uses words to make needs and wishes known
- uses social words including "hello" "please" and "thank you"
- uses nouns, verbs, and adverbs
- begins to use prepositions

Two's

Children between the ages of two and three are in a rapid stage of development and need plenty of chances to explore, develop fine and gross motor skills, and continue learning to relate to peers. The 2-year-old room will provide ample opportunity for children to pursue all these activities with a variety of blocks, toys, arts and crafts, water play, puzzles, and of course books. Caring teachers will provide guidance with peer relationships and learning the skills needed at this stage. These include beginning toilet training, learning to wash and dry their hands, putting on shoes, picking up toys, sharing with and being kind to peers, etc.

Prerequisites to Preschool Room

- Enjoys routines
- aware of own skills and curious
- take turns in games
- shows independence
- expresses feelings with appropriate actions
- understands "mine" and "his" or "her"
- helpful to others
- climbs and runs easily
- stands on one foot
- builds a seven-block tower
- washes and dries own hands
- eats independently
- begins to classify objects
- understands quantity concepts "some" "more" "gone" "big"
- understands space concepts "up" "down" "behind" "over" "under" "under"
- understands time concepts "now" "soon"
- can count two objects
- names six body parts
- uses fifty single words
- identifies and labels own actions and others' actions
- imitates word patterns
- knows first name when asked
- carries on a conversation using two to three sentences
- follows instructions with two or three steps
- identifies objects by use in pictures when asked
- does puzzle with three or four pieces
- copies a circle with pencil or crayon

Preschool

Our preschoolers, ages 3 to 5, will be provided with a large variety of learning centers. Many of our learning centers will be based on the current theme which will run for two weeks at a time. There will be four main areas, each containing several learning centers or activity stations.

Discovery area - The discovery area is filled with activities involving whole body movement such as climbing, swinging, balancing and crawling through tunnels. Gross motor activity is so important for these very energetic learners, and this room will give them a wonderful place to be active and gain confidence in their physical ability.

Build With Me - This area will be filled with fun building supplies such as large blocks, small blocks, Legos, tinker toys and car and train tracks. Also in this room will be our community and family center where children can practice social skills and role such as playing house, pretending to be community helpers, and acting out various scenarios. These are all important as the child learns about the world around them.

Art and Reading - This area will offer a space for creativity as well as a quiet place to enjoy a good book. Here is where the children will find the playdough, worksheets, drawing, painting and coloring supplies and other options for arts and crafts.

Play With Me - This area is where children will concentrate on manipulatives, puzzles, board and card games, pegboards, magnetic letters, and other toys with small pieces. This will be a great place to practice fine motor skills, as well as turn-taking with friends. Children will be allowed to move freely between these areas based on their interests.

Each room will be well staffed to provide plenty of supervision, as well as assistance and encouragement when needed.

Prerequisites to Kindergarten

- plays with other children in cooperative play
- makes friends with other children
- resolves play conflicts in a positive manner
- maintains role in ongoing play in a positive manner
- takes turns cooperatively
- helps another child in need
- can tell how another child feels during conflict
- handle sudden changes with self-control
- can express anger in words rather than actions
- shows interest and attention in group activities
- makes eye contact with adults
- makes activity choices without teachers help
- plays rolls confidently in dramatic play
- stands up for own rights
- displays enthusiasm for doing things for themselves

- runs with control over speed and direction
- jumps up and lands on two feet
- hops on one foot
- Throws, catches, and kicks balls
- use his writing and drawing tools with control
- use scissors with control
- identifies object by shape color and/or size
- sort objects by likenesses
- count objects correctly
- knows what happened today
- can build a block enclosure
- takes part in conversations
- asks questions
- can tell a story
- prints letters
- write numerals one through ten
- prints first name
- holds book right side up
- retell stories from books with increasing accuracy
- shows awareness that print in books tells the story
- can pretend with imaginary objects
- uses language for creating a sustaining a plot in imaginary play
- knows basic shapes
- draws basic animals, trees, flowers and people

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
- Martin Luther King Day - Third Monday in January (**Staff Training Day**)
- New Year's Day - January 1
- 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 any of 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.

We will each spend two weeks a year with our families. During this time, the remaining two of us directors will stay behind. Vacation will never be taken simultaneously so your family will never be without a familiar face. Our teachers will also be given vacation and sick time. We will have designated substitutes that are already hired with the Tots N Toyland family to fill those days.

Delays, Closings and Early Dismissals due to inclement weather or other similar causes will be determined no later than 4am on the day of service. Our priority is your convenience and safety. If we see that our roads are impassable then we will email/text/call to inform you of the closing with as much advanced notice as possible. We will NOT operate in alignment with the public-school systems. Closings and early dismissals will be at the discretion of the administration.

Behavior & Discipline

Our goal is ensuring that your child is maximizing 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...

- Inappropriate physical contact (another child or care provider)
- Foul language
- Spitting
- Throwing
- Kicking
- Screaming
- Hitting
- Failure to follow directions
- Damage to toys or property
- Lying
- Biting

- 1) We strongly encourage **Positive Redirection** and self-discipline by leading by example. Our ultimate goal is to provide your child with the necessary skills in order for them to control their own 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 given. 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. We will not tolerate biting, hitting, or any other dangerous actions.

*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 and happen 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 will diligently work with any child using this behavior to give them the necessary skills or materials to meet their needs. If repeated attempts, redirection, observation, and prevention prove to be ineffective, it may be safest to remove your child from care.

**** 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 unfortunately bound by certain standards that we must maintain as a daycare center. We must take into account the safety of all attending children and policies must be put in place. We want to ensure that everyone in the center is on the same page regarding the course of action based on the following behaviors:

- Biting
- Kicking
- Punching
- Hitting
- Cursing
- Choking
- Spitting

We require all teachers to fill out incident reports each time one of these behaviors occurs. Injury reports are filled out when first aid is administered per DSS standards. These incident reports are meant as a way 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 aforementioned behaviors within a **28-day period**, Tots 'N Toyland will request a parent conference to discuss the behavior and devise ways to disincentivize or educate the child.
2. Following the conference, we will continue behavioral observation. If the intervention put in place is not effective, 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 that 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.

Drop Off & Pick Up

Please limit your drop off and pick up time as we will probably have multiple families picking up/dropping off at the same time. We want to ensure everyone's safety and keep our eyes on the children. If you have something you would like to discuss 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 will take place solely from the central entrance door. Children are to be accompanied by an adult inside the building where they will be greeted by a director and opening staff members. Multiple staff members will be on site to sign children in and out via a child application located on the entry/exit tablet. Parents will be required to manually sign their name inside the application screen to check children in and out. Children will then be escorted to their classrooms by either the opening staff members or their family member. Children must be accompanied at all times until they reach their classroom. Drop off and pickup times are not an opportunity for parent/teacher communication lasting more than a few minutes. Vehicles must be properly parked in the spaces provided out front and the engines powered off.

Separation Anxiety is very common 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 right there to comfort them when you go.

Don't be late! Don't be early! A \$5 per five-minute fee will be assessed for late pickups. If a child is left waiting for 20 minutes beyond closing and neither parents or emergency contacts can be reached, child protective services will be contacted to step in as a temporary guardian for that child. If you find yourself here early, you may be left waiting at the door. We expect our staff to arrive at the center at least 5 minutes before we open, but the door will remain locked until 7:00am sharp. No early admittance is allowed.

Transportation will not be 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 at any time 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 to be a danger 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 over before your child is clear to return to daycare. This is a communicable virus that 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 when it comes to 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 is available to 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, Rotovirus, Hepatitis, Whooping Cough, RSV, Meningitis, etc.** We need to know if you, a member of your family, and especially any enrolled child has come in contact or potentially been exposed to anyone with or suspected to have these serious illnesses. We are able to 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 ABC's 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. There is a special shoe box available for shoe storage and it is easily accessible. Please walk on the smooth surface floor and DO NOT wear your shoes on the carpets where little children crawl and play.

Proper cooking and handling of food will always be followed. We will never serve your child food that is expired or under cooked. 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. Just like our food, the cleaning products will be natural and environmentally friendly. No toxic chemicals are used at our center.

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 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 are to immediately report to the director on duty and to Erica Dorsey. Erica Dorsey will be solely responsible for reporting suspected abuse to local authorities including police, DSS, and CPS. If Erica Dorsey is unable to perform this duty, it is the responsibility of the other directors to report to local authorities. Abuse will absolutely never be tolerated and reported immediately. We have a closed circuit 16 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. Additionally, center staff are mandated reporters and are regularly trained to recognize and report suspected abuse or neglect.

Lead and Asbestos 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.

Your child will ALWAYS be in an area where we can SEE and HEAR them.

Hours of Operation & Notice of Change in Services

We are open Monday through Friday from 7:00am until 6:00pm. 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 are planning to discontinue services with us, we require a three-week paid advanced notice. We want the opportunity 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.

Consistent violation of our policies would unfortunately result in the end of care for your child here at Tots 'N Toyland. We hope to never see this happen. However, in the event 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 annually the first week 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 in the event 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 Reina Yeargain - Primary Phone 804-221-4286

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 in the employee lounge; internet access at the main entrance, employee lounge and administrative office; a building-wide intercom, and a twenty piece two-way radio system distributed to each classroom for direct communication on a dedicated channel registered for business use by the FCC. 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 and 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 by the administrator/program director during the shelter procedure and taken to the assembly point. 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 and baby food, diapers and wipes and our relocation site's name and telephone number. The front classroom teacher is responsible for taking the bag to the assembly point unless she is not present in the classroom at the time of the shelter-in-place event. In this case, the director on duty is responsible for getting the emergency bag to the assembly point.
- c. 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. All windows will also remain closed and locked.

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.

Note: All staff members should locate and hold on to their teacher binder prior to moving out of their classrooms.

- 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 radios or 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 teaching and cooking 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.
- Supervise kitchen staff to ensure Time/Temperature logs, labeling logs, and cleaning logs are updated and complete.

Staff Responsibilities

- Directly supervise all children using sight and sound at all times; 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.
- 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.
- Ensure eating utensils are free of weak parts and in good working order.
- Place infants on their backs to sleep in a crib that is equipped with a movement alarm mat, 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.
- Do not allow objects, excluding personal care items such as wipes, diapers, blankets, etc. to come into the center. Such objects cannot be properly inspected for safety.
- 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.
- Plan activities which match the needs, skills and abilities of the children.
- Limit conversations to no more than a few minutes with parents at drop off and pick up.
- All staff will be CPR and First Aid certified.
- 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 and open line of communication between staff members using two-way radios.
- Practice monthly fire drills and biannual shelter in place drills and intruder drills.
- Defer to the state standards and remain familiar with changing standards.

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 low branches are trimmed.
- Ensure walkways are free moss or algae and remain non-slip.
- Ensure resilient material under and around stairs and slides is between 6-12" deep, depending on equipment height.
- Keep loose resilient material raked and ensure there are no holes or bare spots.
- 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 at all times; and be aware of fall hazards, crush hazards, pinch hazards, entrapment hazards, choking hazards, trip hazards, water hazards, projectile hazards or cut/scrape/puncture 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.
- 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 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.
- Remain updated on the most current training related to safety and prevention and collaborate with fellow workers weekly to discuss best practices.

- 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.
- Staff will position themselves near children and will actively scan the environment to ensure safe play is being practiced and no additional hazards have presented.
- Plan activities which match the needs, skills and abilities of the children.
- Use headcounts at all transitions.
- No smoking anywhere on the property.
- Maintain an open line of communication between staff members.
- Separate infants into their designated play space.
- Check the resilient surface areas daily for depth compliance and before allowing children to use the equipment. Consistently scoop loose material that might be spread too thin to maintain proper depth.
- Defer to the state standards and remain familiar with changing standards

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, offered a restroom break and a drink of water, if possible; then 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 then make the necessary phone calls and take full 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 at 9:30am. Any arrivals or departures from that time forward must be recorded into the sign in/sign out software. Head counts must be performed and cross checked between at least 2 staff members anytime children are transitioning from one area to another including scheduled bathroom breaks, classroom shifts and outdoor play. Staff will be familiar with their classrooms and maintain sight and sound supervision at all times.

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 two-way radios 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. 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. If those findings reveal proof of neglect or abuse, evidence will be turned over to law enforcement and the staff member will be terminated immediately.

In the event of a medical or general emergency, staff will first notify each other across their two-way radios and get the assistance of the director immediately. Within seconds, 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 1 Box Diapers 1 Box Wipes 1 Pacifier 2 Changes of Clothing Diaper Cream Insect Repellent (Products containing lemon or eucalyptus oils should NOT be used) Sunblock <i>*All items must be labeled</i>
<u>2 Years 24-35 Months</u>	<u>Preschool 36-60 Months</u>
1 Blanket 1 Pillow and Pillow Case 1 Crib Sheet 1 Box Diapers/Pull Ups 1 Box Wipes 2 Changes of Clothing Diaper Cream Insect Repellent (Products containing lemon or eucalyptus oils should NOT be used) Sunblock <i>*All items must be labeled</i>	1 Blanket 1 Pillow and Pillow Case 1 Crib Sheet 1 Box Diapers/Pull Ups (if necessary) 1 Box Wipes 2 Changes of Clothing 3 Extra Pair of Underwear Diaper Cream (if necessary) Insect Repellent Sunblock <i>*All items must be labeled</i>

Sunscreen/Diaper Ointment/Insect Repellent Sunscreen, 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.

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 food, drink, cups, toys, lovies, 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.**

***Outside food/drink containing egg, nuts, shellfish are NOT permitted on the premises.**

Tots N Toyland Meal Policy

Dear Parents,

As soon as your child is able to eat from our menu, usually by 12 months, breakfast, lunch and an afternoon snack are included in your child's tuition. Formula and baby food is always provided by the family. Our meals are prepared on-site and include a wide variety of items; some grown in our preschool garden that we tend on our playground.

Please be sure to ask for our current menu, or find it posted on our entrance bulletin board. It is a priority for us to serve your child with healthy food choices they will love. All food and drink that will be served is organic or natural and carefully selected to avoid artificial additives, chemicals, pesticides, harmful preservatives, modified ingredients, etc. We have chosen a variety of items that should compliment each other and give the necessary nutrients to your child while they are in our care. All meals are approved by the USDA food program.

While we strive to make healthy choices, we understand that each child is unique in what they enjoy and what they do not. Please look over the menu and let us know if there are any items that you would like us to avoid for your child. A suitable alternative is always accepted and is no problem. We want your little one to be full and happy.

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 menu for all children to avoid any possible accidents.

Tots N Toyland will prepare our meals on site in our facility kitchen. We will have 1 kitchen personnel responsible for purchasing supplies, stocking, preparation, cooking, cart delivery, used ware item collection, and cleanup of all meals.

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.

We hope you find our meal plans suitable and we look forward to your input!

Sincerely,

Erica, Reina, and Callie

Parent/Teacher Communication

Dear Families,

Enclosed you will find our forms for parent/teacher communication.

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 taken place via the KidReports app. Please keep all communications with your child's teacher within the app to ensure optimal care for children and accountability.

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

That information is only half as useful as it could be if we don't pass it along. We believe parents are the single most important part of a child's life. We want to share everything we can with you to make your child's experience here a positive one. Every 6 months, we will hold parent/teacher conferences to address your child's developmental progress and to discuss any topics that you choose. It will also serve as a visual for you to see how amazingly fast your little one is learning and gaining positive experiences. These conferences will be held during the weekday for 20 minutes each between the hours of 12:30pm and 2:00pm. We will schedule them individually.

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, Reina, and Callie

Rates and Fees Sheet

Rates

Child Classification	Age Range	Weekly Rate
Infant	0-15 months	\$205.00 Weekly
Toddler	16-23 months	\$195.00 Weekly
2 Years	24-35 months	\$175.00 Weekly
Preschool	36 mo - Kindergarten	\$165.00 Weekly

- There will be a 10% sibling discount on the oldest child's tuition if a family has 3 or more children enrolled.
- Although we are open from 7am until 6pm, there is a daily limit of 10 hours of care unless approved otherwise by administration.

Fees

Description	Type	Amount	Frequency
Registration	Nonrefundable	\$75.00	One-time Enrollment
Activity	Nonrefundable	\$50.00	Annually in January
Returned Check	Nonrefundable	\$35.00	Each NSF check
Late Payment	Nonrefundable	\$20.00	Each Occurrence
Deposit	Refundable	\$300.00	One-time Enrollment
Key Fob	Refundable	\$12.00 each	One-time/Mandatory

- The listed fees are on a per child basis, with the exception of the returned check and late fee.
- Payment is due by Thursday at the close of business. The payment box will be collected Thursday night at 6:00PM and recorded. If your payment is not in the box, 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.
- An additional 4 weeks will be allotted to parents enrolling more than one child, who can make a variance claim for the payment of deposits. For 2 children, the \$600 will be divided evenly and will amount to \$150 extra each week until week 4. For 3 children, \$900 will be paid as \$225 additionally each week.
- If you have multiple children in care and make your payment late, the late fee will stand at \$20; not \$20 per child; consistent late payments 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, money orders, and Tuition Express payments. Payment is due regardless of unexpected closings, 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 Inc.

Procure, Kid Reports, and Tuition Express

Procure

Procure is the system we use to track child attendance, family accounting, employee records, and payroll. At your scheduled meeting with a director you will make two 4-8 digit codes to be used when you drop off and pick up your child. These codes will be used on the front computer screen and are imperative to helping us ensure your child's safety as well as track our attendance records. If you ever receive an error message while using the check-in system, please see a director promptly.

Additionally, you may register your email with www.myprocure.com to be able to view your ledger and generate tax receipts. Your ledger shows you everything you have been charged, all processed payments, and any other fees you may have been billed. This helps you track your expenses as well as make sure you are making payments on time.

Kid Reports

Kid Reports is the app we use to facilitate seamless communication between families and teachers. To be able to use this feature, we must have your email registered in your Procure account, and the system will take up to 24 hours to sync your new profile. 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.

Tuition Express

Tuition Express is an extension of Procure used to pay tuition online. This feature is not required, and you may pay by check or money order if you are more comfortable with those mediums. However, for our families that prefer to make online payments, you may fill out the form on the back of this packet and attach a voided check at the bottom. Once this form has been turned into a Director, we will process the form and generate a registration ID number. When you receive that code, you may go to www.tuitionexpress.com and make an account using your ID. We do not accept debit/credit payments.

Contact Information

Address	167 Massanetta Springs Road Harrisonburg, VA 22801
Main Phone Tots 'N Toyland	540-421-4754
Fax Number	540-209-8424
Tax ID/EIN Tots 'N Toyland	82-4913237
Website	www.totsntoyland.com
Email	info@totsntoyland.com
Administrator	Erica Dorsey 1214 Windsor Road Harrisonburg, VA 22801 540-282-7453 erica@totsntoyland.com
Program Director	Reina Yeargain 804-221-4286 reina@totsntoyland.com
Assistant Program Director	Callie Dean 540-292-6924 callie@totsntoyland.com

Tots N Toyland Schedule

TIME	Infant	Toddlers	Twos	Preschool 1	Preschool 2
7:00-7:30	Free Play	Free Play	Free Play	Free Play	Free Play
7:30-8:00	Reading Time	Reading Time	Reading Time	Reading Time	Reading Time
8:00-8:30	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	Bathroom/Wash	Bathroom/Wash
8:30-9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00-9:30	Rocking/Swinging/Nap	Music/Dance	Free Play	Rise and Shine	Outdoor Time
9:30-10:00	Rocking/Swinging/Nap	Reading Time	Music/Dance	Art/Sensory/Centers	Outdoor Time
10:00-10:15	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	Bathroom/Wash	Bathroom/Wash
10:15-10:45	Outdoor Time(20)	Art/Sensory/Centers	Art/Sensory/Centers	Outdoor Time	Bathroom/Wash
10:45-11:15	Tummy Time/Jumpers	Music/Dance	Math/Science/Centers	Outdoor Time	Rise and Shine
11:15-11:30	Diapers/Wash	Diapers/Wash	Diapers/Bathroom/Wash	Bathroom/Wash	Math/Science/Centers
11:30-12:00	Lunch	Lunch	Lunch	Lunch	Bathroom/Wash
12:00-12:30	Diapers/Wash/Quiet Time	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	Lights Up/Quiet Transition	Lights Up/Quiet Transition	Bathroom/Wash	Bathroom/Wash
2:45-3:00	Snack	Diapers/Wash	Diapers/Wash	Snack	Snack
3:00-3:30	Music/Dance	Snack	Snack	Music/Dance	Free Play
3:30-4:00	Sensory	Outdoor Time	Outdoor Time	Free Play	Music/Dance
4:00-4:30	Diapers/Wash	Outdoor Time	Outdoor Time	Bathroom/Wash	Bathroom/Wash
4:30-5:00	Reading Time	Diapers/Wash	Diapers/Bathroom/Wash	Reading Time	Reading Time
5:00-5:30	Free Play/Floor Time/Diapers	Free Play	Reading Time	Math/Science/Centers	Art/Sensory/Centers
5:30-6:00	Cleanup/Pickup	Cleanup/Pickup	Cleanup/Pickup	Table Games	Table Games

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 weeks written notice (fifteen full 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 or forfeit my full deposit. 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 care is limited to 10 hours per day unless previously authorized by a director.

_____ I understand the late pick-up and early drop-off fee is \$5 for each 5 minute increment after 6:00pm and before 7:00am.

_____ I understand what supplies I need to provide for my child including diapers, wipes, creams, ointments, sunblock, skin lotion, insect repellent, sunscreen, pacifiers, etc.

_____ I understand the "drop off and pick up" policy.

_____ I understand the illness policy.

_____ I understand the meal plan.

_____ I understand a \$75 one-time registration and \$300 security deposit is due at time of enrollment (per child), and an annual activity fee of \$50 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 policy. I agree that deposits will be refunded or forfeited based on end of care payments being fulfilled. I agree that 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(s): _____

Parent Signature

Date

Parent 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 and Enrollment Fee. Those terms are as follows:

- The Enrollment Fee is \$75.00 per child and non-refundable
- Key Fob (Deposit): \$12 for each Key Fob purchased
 - You are refunded this fee as long as all purchased fobs are returned in proper working order at end-of-care
- The Security Deposit is \$300.00 per child and ONLY refundable IF:
 - You give the required 3-week notice if you decide to terminate care
 - And you are up to date on your tuition when you decide to terminate care

If both above terms of the Security Deposit are not met, the deposit is then deemed non-refundable with no exceptions.

Printed Name: _____

Signature: _____

Date: _____

Tots 'N Toyland Illness Memo

At Tots 'N Toyland we exclude for the following illnesses:

Molluscum Contagiosum: An infection caused by a poxvirus (molluscum contagiosum virus). The result of the infection is usually a benign, mild skin disease characterized by lesions (growths) that may appear anywhere on the body. Within 6-12 months, this virus typically resolves without scarring but may take as long as 4 years. The virus that causes molluscum contagiosum spreads from direct person-to-person physical contact and through contaminated fomites. Fomites are inanimate objects that can become contaminated with virus; in the instance of molluscum this can include linens such as clothing and towels, bathing sponges, pool equipment, and toys.

***Child is excluded from care** until the lesions are gone. MC is considered a communicable illness as it is highly contagious through simple direct skin-to-skin contact. The best way to avoid getting molluscum is by following good hygiene habits. Remember that the virus lives only in the skin and once the lesions are gone, the virus is gone and you cannot spread the virus to others.

Pinworm (Threadworm): The people most likely to be infected with pinworm are children under 18, people who take care of infected children and people who are institutionalized. In these groups, the prevalence can reach 50%. Pinworm is the most common worm infection in the United States. Humans are the only species that can transfer this parasite. Household pets like dogs and cats cannot become infected with human pinworms. Pinworm eggs can survive in the indoor environment for 2 to 3 weeks. A person is infected with pinworms by ingesting pinworm eggs either directly or indirectly. These eggs are deposited around the anus by the worm and can be carried to common surfaces such as hands, toys, bedding, clothing, and toilet seats. By putting anyone's contaminated hands (including one's own) around the mouth area or putting one's mouth on common contaminated surfaces, a person can ingest pinworm eggs and become infected with the pinworm parasite. Since pinworm eggs are so small, it is possible to ingest them while breathing. Once someone has ingested pinworm eggs, there is an incubation period of 1 to 2 months or longer for the adult gravid female to mature in the small intestine. Once mature, the adult female worm migrates to the colon and lays eggs around the anus at night, when many of their hosts are asleep. People who are infected with pinworm can transfer the parasite to others for as long as there is a female pinworm depositing eggs on the perianal skin. A person can also re-infect themselves or be re-infected by eggs from another person.

***Children are excluded from care** until the first treatment is administered. Child must have fingernails cut short and maintain a prudent level of hand washing hygiene in the center and at home for 2 months.

I have read and understand the terms of this agreement:

(Signature)

Tots N Toyland Video/Audio Surveillance Policy Agreement

Dear Parents,

This is to notify you of our classroom video surveillance cameras. The purpose of the video/audio recording is for child safety, as well as the safety of the daycare teachers, staff and parents.

There will be 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.

Video/audio feed will be recorded for 30 days and then written over. The surveillance system in use is a wired, closed-circuit system. The hard drive housing the recorded video/audio feed will be kept locked to safeguard the surveillance data against unauthorized viewing/use.

Tots 'N Toyland has posted a video surveillance sign in the center to inform all visitors of the video cameras in use.

I, _____ the parent/legal guardian
of _____ understand that my child will be under
video/audio surveillance while present at Tots 'N Toyland - 167 Massanetta Springs Road,
Harrisonburg, VA 22801.

_____ I understand that I do not acquire ownership rights to any content, documents or other materials obtained through this surveillance and will not be given access to view any content without the expressed consent of Tots 'N Toyland or court subpoena.

_____ 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.

_____ I understand that Tots 'N Toyland will not use this surveillance for any unlawful or inappropriate purpose, including but not limited to any violation of the legal rights (including the rights of privacy and publicity) of others

_____ 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.

Parent/Guardian

Date

Director Signature

Date



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Medication Authorization Form

For Prescription and Non-prescription Medications

VDSS Division of Licensing Programs Model Form

INSTRUCTIONS:

- **Section A** must be completed by the parent/guardian for **ALL** medication authorizations. **Section A and Section B** must be completed for any **long-term medication authorizations** (those lasting longer than 10 working days).

Section A: To be completed by parent/guardian

Medication authorization for: _____

(Child's name)

_____ has my permission to administer the following medication:

(Name of Child Care Provider)

Medication name: _____

Dosage and times to be administered: _____

Special instructions (if any): _____

This authorization is effective from: _____ until: _____

(Start date)

(End date)

Parent's or Guardian's Signature: _____ **Date:** _____

Section B: to be completed by child's physician

I, _____ certify that it is medically necessary for the medication(s) listed

(Name of Physician)

below to be administered to: _____ for a duration that exceeds 10 work days.

(Child's name)

Medication(s): _____

Dosage and Times to be administered: _____

Special instructions (if any): _____

This authorization is effective from: _____ until: _____

(Start date)

(End date)

Physician's Signature: _____ **Date:** _____

Physicians Phone: _____



**Authorization Form for
Non-prescription Over-the-Counter Skin Products
Licensed Child Day Centers
VDSS Division of Licensing Programs Model Form**

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 Provider)

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 child's name, date, frequency of application, and any adverse reactions

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

Parent's Signature: _____ Date: _____

**DIVISION OF LICENSING PROGRAMS
DEPARTMENT OF SOCIAL SERVICES
CHILD REGISTRATION 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

PARENT(S)/GUARDIAN(S)

Father	Place Employed	Business Phone
Home Address		Home Phone
Mother	Place Employed	Business Phone
Home Address		Home Phone
Person(s) or Agency Having Legal Custody of Child		
Home Address		Home Phone
Business Address		Business 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 must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during 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 immediate 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>

Date Child Entered Care: _____ Date Left Care: _____

** 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 63.2-1809 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.

**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: _____
Last First Middle Mo. Day Yr.

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)					
*Poliomyelitis (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.): ___/___/___

Part III -- COMPREHENSIVE PHYSICAL EXAMINATION REPORT

A qualified licensed physician, nurse practitioner, or physician assistant must complete Part III. The exam must be done no longer than one year before entry into kindergarten or elementary school (Ref. Code of Virginia § 22.1-270). Instructions for completing this form can be found at www.vahealth.org/schoolhealth

Student's Name: _____ Date of Birth: ____/____/____ Sex: M F

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 1 = Within normal 2 Abnormal finding 3 = refer = 3 1 2 3 1 2 3 1 2 3 1 2 3
	HEENT <input type="checkbox"/> Neurological <input type="checkbox"/> Skin <input type="checkbox"/> <input type="checkbox"/> red for evaluation or treatment Lungs <input type="checkbox"/> Abdomen <input type="checkbox"/> Genital <input type="checkbox"/> <input type="checkbox"/> Heart <input type="checkbox"/> Extremities <input type="checkbox"/> Urinary <input type="checkbox"/> <input type="checkbox"/>	

EPSTD 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.				<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				
<input type="checkbox"/> Screened by OAE (Otoacoustic Emissions): <input type="checkbox"/> Pass <input type="checkbox"/> Refer					

Vision Screen	<input type="checkbox"/> With Corrective Lenses (check if yes)				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/	20/			
<input type="checkbox"/> Pass <input type="checkbox"/> Referred to eye doctor <input type="checkbox"/> Unable to test – needs rescreen							

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.



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ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ Checking Savings

Authorized Signature _____ Date _____

For Official Use Only

Date Received _____

Employee Signature _____



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