

Welcome

Tots N Toyland Preschool and Daycare

167 Massanetta Springs Road
Harrisonburg, VA 22801

Phone: (540) 421-4754

Email: info@totsntoyland.com

Website: www.totsntoyland.com

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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, and our Program Director Callie Dean. I am in my thirties, a mother of three children, and I bring seventeen 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 the co-founder of Tots N Toyland and is our acting Program Director. She is a mother of two sweet boys, brings over ten years of formal childcare experience to our team and holds multiple certifications in the Early Childhood Education field.

Both 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 fifteen 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, 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!

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 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!

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

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.

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 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!

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

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> 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> 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> Number and Number Sense Computation Measurement Geometry</p>	<p style="text-align: center;"><u>Visual Arts</u> 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> Self-Concept Self-Regulation Approaches to Learning Interaction with Others Social Problem Solving</p>	<p style="text-align: center;"><u>Music</u> Music Theory/Literacy Performance Music History and Cultural Context Analysis, Evaluation, and Critique Aesthetics</p>
<p style="text-align: center;"><u>Physical Development</u> 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> 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 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 as early as possible 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/message 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 an intervention plan.
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 7:30am 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, COVID19, 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-goey 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 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 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 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. 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.

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 are planning to discontinue services with us, we require a three-week (15 day) 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. If notice is given mid week, a prorated amount of \$40 per day will apply regardless of age bracket.

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 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 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 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.

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.
- 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, 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 pickup.
- 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 current group notification technology.
- Practice monthly fire drills and biannual shelter in place drills and intruder drills.

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, 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.
- Ensure all equipment and materials being offered to children are unbroken and well-maintained before access is given to it.
- 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.
- Use headcounts at all transitions.
- No smoking anywhere on the property.
- Separate infants into their designated play space.

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 multiple times throughout the day. 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.

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. 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 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 <i>*All items must be labeled</i>
<u>2 Years 24-35 Months</u>	<u>Preschool 36-60 Months</u>
1 Blanket 1 Travel-sized Pillow 1 Pillow Case 1 Crib Sheet 1 Box Diapers/Pull Ups 1 Box Wipes 2 Changes of Clothing Diaper Cream <i>*All items must be labeled</i>	1 Blanket 1 Travel-sized Pillow 1 Pillow Case 1 Crib Sheet 1 Box Diapers/Pull Ups (if necessary) 1 Box Wipes 2 Changes of Clothing Extra Pair of Underwear Diaper Cream (if necessary) <i>*All items must be labeled</i>

Sunscreen/Diaper Ointment/Insect Repellent Diaper ointment 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 and Insect repellent 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, 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.**

Tots N Toyland Meal Policy

Dear Parents,

Children are very 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 in daily to be stored in the child's cubby until the designated meal times. Formula and baby food is always provided by the family as well, 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 be certain to include all 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 of 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 taken place via 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 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 and Callie

Rates and Fees Sheet

Rates

Child Classification	Age Range	Weekly Rate
Infant	0-15 months	\$230.00 Weekly
Toddler	16-23 months	\$220.00 Weekly
2 Years	24-35 months	\$190.00 Weekly
Preschool	36 mo - Kindergarten	\$180.00 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
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 and late fee.
- Payment is due by Thursday at the close of business or not later than 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 payment is not in the box or submitted online 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 parents making deposit payments for more than two children.
- If you have multiple children in care and make your payment late, the late fee will stand at \$20, and 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 and direct deposit. 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.

Procure, Brightwheel, and Tuition Express

Procure

Procure is the system we use to track family accounting including tuition charges and credits and all fees excluding deposits.

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.

Brightwheel

Brightwheel is the app we use to facilitate seamless communication between families and teachers as well as 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.

Tuition Express

Tuition Express is an extension of Procure used to pay tuition online. This feature is not required, and you may pay by paper check as well.

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
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
7:30-8:00	Free Play
8:00-8:15	Tummy Time/Jumpers
8:15-8:30	Diapers/Wash
8:30-9:00	Breakfast
9:00-9:30	Outdoor Time
9:30-9:45	Diapers/Wash
9:45-10:45	Rocking/Swinging/Nap
10:45-11:00	Reading Time
11:00-11:15	Music/Dance
11:15-11:30	Diapers/Wash
11:30-12:00	Lunch
12:00-12:30	Lights Down/Quiet Transition
12:30-1:00	Nap
1:00-1:30	Nap
1:30-2:00	Nap
2:00-2:30	Nap
2:30-2:45	Diapers/Wash
2:45-3:00	Snack
3:00-3:30	Craft
3:30-4:00	Sensory
4:00-4:30	Diapers/Wash
4:30-5:00	Free Play/Floor Time/Diapers
5:00-5:30	Cleanup/Pickup

TIME	Toddlers
7:30-8:00	Free Play
8:00-8:15	Reading Time
8:15-8:30	Diapers/Wash
8:30-9:00	Breakfast
9:00-10:00	Outdoor Time
10:00-10:30	Diapers/Bathroom/Wash
10:30-10:45	Art/Sensory/Centers
10:45-11:00	Reading Time
11:00-11:15	Music/Dance
11:15-11:30	Diapers/Wash
11:30-12:00	Lunch
12:00-12:30	Lights Down/Quiet Transition
12:30-1:00	Nap
1:00-1:30	Nap
1:30-2:00	Nap
2:00-2:30	Nap
2:30-2:45	Diapers/Wash
2:45-3:00	Snack
3:00-3:30	Craft
3:30-4:00	Sensory
4:00-4:30	Diapers/Wash
4:30-5:00	Free Play/Floor Time/Diapers
5:00-5:30	Cleanup/Pickup

TIME	Preschool 1
7:30-7:45	Free Play
7:30-8:00	Table Games
8:00-8:15	Reading Time
8:15-8:45	Bathroom/Wash
8:45-9:15	Breakfast
9:15-9:30	Rise and Shine
9:30-9:45	Art/Sensory/Centers
9:45-10:00	Math/Science/Centers
10:00-11:00	Outdoor Time
11:00-11:30	Bathroom/Wash
11:30-12:00	Lunch
12:00-12:30	Lights Down/Quiet Transition
12:30-1:00	Nap
1:00-1:30	Nap
1:30-2:00	Nap
2:00-2:30	Nap
2:30-3:00	Bathroom/Wash
3:00-3:30	Snack
3:30-4:00	Music/Dance/Christian Lesson
4:00-4:30	Craft
4:30-5:00	Bathroom/Wash
5:00-5:15	Reading Time
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	
_____	Tuition Express Form with voided check	
_____	_____	*Autodraft - YES or NO
_____	Audio/Video Surveillance Form	
_____	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	We will collect your child's supplies and set up their cubby
_____	Top blanket	Cubby location will be identified at orientation
_____	Travel-sized pillow	
_____	Pillow case	
_____	Change of clothes	
_____	Diapers	
_____	Wipes	
_____	Diaper Cream	

<u>Initials</u>	<u>Fees</u>	<u>Clarifying Details</u>
_____	\$400 Deposit per child	*Deposits above \$400 can be broken our 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 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 I must consent to the Christian Lesson and this is an optional activity.

_____ I understand the late pick-up and early drop-off fee is \$5 for each 5 minute increment after 5:30pm and before 7:30am.

_____ 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 policy. I agree that deposits will be refunded or forfeited based on end of care payments and proper 3 week notice 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: _____ Parent Email: _____

Parent Signature

Date

Parent Signature

Date

Tots N Toyland COVID-19 Response Plan

Updated September 13 , 2021

Dear Families,

Attached is the most recent version of the Response Plan we have developed to mitigate the risk of transmission of the novel Coronavirus, known as COVID-19.

Increased Hand Washing and Sanitation- All children/staff have increased their hand washing throughout the day. We have discussed proper hand washing with staff, and made additional opportunities available throughout the day to make this a priority above and beyond the existing protocol. Children/staff wash before and after every meal, after touching bodily fluids, coming in from outdoors, using the bathroom or having their diaper changed, and anytime their hands become soiled. All surfaces, bathrooms, high-touch areas, and play items are cleaned and sanitized multiple times per day. Staff members use a 1:10 bleach solution, Lysol spray and an all-purpose cleaner that is approved to kill bacteria, viruses and fungus to disinfect all materials.

Increased Screening - We rely on you to let us know if your child has been ill. We further request you inform us of any known contact between your children or yourself with someone who is experiencing cold or flu-like symptoms. These include fever, chills, body aches, sore throat, dry cough, fatigue, loss of sense of smell or taste, headache, sneezing, congestion, colorful nasal drainage, difficulty breathing, or chest tightness. All children will have their temperature recorded by a staff member before they are permitted to stay for that day.

Household Members and Exclusion of Care for Children/Staff - If a child/staff member's household member is diagnosed with COVID-19, children/staff are excluded from care until one of the following time lines below is satisfied:

1. Without testing the child/staff, 10 day quarantine will begin AFTER the infected family member's 10-day infection period has ended, AND the child/staff member must have remained asymptomatic for that entire duration.
2. With a negative test on or after day 5 following the infected family member's 10-day infection period, AND the child/staff member must have remained asymptomatic for that entire duration, return to care is permitted after 7 days.

EXAMPLE : Jane is an enrolled preschool student. Her brother who lives at home with her tested positive for CV-19 on Monday, 9/13 (day 1). His infection period will end on Wednesday night 9/22 (day 10). Jane can either quarantine from 9/23 (day 1) until end of day 10/2 (day 10) and return on 10/3 if she remained asymptomatic OR be tested on 9/27 (day 5) and return on 9/30 (day 8) if she remained asymptomatic.

Staff and Children / Probable or Confirmed COVID-19 - If a staff member/child is diagnosed with COVID-19, the center will initiate a 10-day-from-last-exposure shutdown for the exposed individuals unless testing allows return after 7 days. All exposed individuals will be immediately notified through contact tracing. Return to care is permitted after 10 days for everyone who did not develop symptoms, OR after 7 days if a negative test is received on or after day 5 of last known exposure. At-home testing will be accepted.

EXAMPLE: Jane was exposed to CV-19 on 9/13 (day 0). She can quarantine from 9/14 (day 1) until 9/23 and return to care on 9/24 if she remained asymptomatic, OR test on 9/18 (day 5) and return on 9/21 (day 8) if she remained asymptomatic.

According to CDC guidelines, people of all ages can become infected and are capable of spreading COVID-19 with or without symptoms present. Because COVID-19 can affect individuals with varying degrees of severity, our policy is to exclude ALL illnesses from the center at this time. This exclusion includes the common cold. The only symptoms that are an exception to this policy are sneezing, itching or watery eyes, clear nasal drainage, or scratchy throat. If present, these symptoms must be cleared by a physician, via a written note, as seasonal allergies.

If a child or staff member shows symptoms listed above, they may not return to daycare until they have subsided for at least 24 hours or earlier if a physician has cleared the child as free of COVID-19.

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

Date

Acceptance of Tots N Toyland COVID-19 Response Plan Updated September 13, 2021

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

_____ I agree to maintain a distance of 6 feet between myself and others whenever possible and expediently pick up and drop off without spending unnecessary time in conversation.

_____ I agree to notify the administration of a pending COVID-19 test for anyone living in my household within 24 hours of gaining that knowledge.

_____ I agree to notify the administration of any known exposure from COVID-19 to anyone in my household within 24 hours of gaining that knowledge.

_____ I agree to wear a face covering and alert authorized pickup persons to wear a face-covering anytime we are present in the building.

_____ I agree to assess myself and my child for illness BEFORE I bring my child to the center. I agree to complete the electronic health check at sign-in on the Brightwheel app, OR a paper symptom checker presented to me or my designated drop-off individual upon arriving at my child's classroom.

_____ I agree to notify the administration of the results of a COVID-19 test for anyone in my household within 12 hours.

_____ I understand my child will have his/her temperature taken at drop-off and throughout the day, and that information will be recorded in Brightwheel and visible to the Tots N Toyland staff.

_____ I understand my child is not permitted to attend the center if they are exhibiting ANY symptoms of illness or have a body temperature of 100 degrees or higher unless cleared by a physician. I have familiarized myself with all exclusion symptoms listed in the COVID-19 Response plan.

_____ I understand my child cannot return to care after an illness until ALL symptoms have resolved or a doctor has provided a negative COVID-19 test result and it is likely my child will be excluded for common cold symptoms.

_____ I understand if anyone in my household, another child's household, or a staff member's household is diagnosed or exposed to COVID-19, individuals must follow the guidelines given in the examples above before returning to care.

_____ I understand if my child, another child, or a staff member in the center is diagnosed with COVID-19, the center will quarantine exposed individuals for 7-10 days from the time of the last exposure. Return to care is permitted, after 10 days for everyone who did not develop symptoms or after 7 days for those who test negative on or after day 5 and remain asymptomatic.

_____ I understand if the center is required to shut down or my child is required to quarantine, all payments are due in full.

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

_____ I understand if my child has been exposed to COVID-19 in the center, I will be notified within hours. However, I recognize the administration is not in control of when they are informed of an exposure and must dedicate 1-3 hours after notification to make contact with the VDH representative and contact trace appropriately via camera feed and attendance records. While the admin team makes every effort to get information out immediately, it is possible I may not be notified of the need to quarantine until very late in the evening or very early in the morning. Notifications may be sent anytime during the hours of 7:00 am and 11:00 pm to ensure I have the information I need to keep my family and others safe.

_____ 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 I am entering myself and my child into a high-risk environment where 95% of the attending population is unable to mask, control their bodily fluids without assistance, and likely to spread any illness, including COVID-19, to myself or my child while they are in care.

Christian Lesson Informational Outline and Consent Form

Below is a description of this activity, when and who will supervise, how to participate, and why we chose this for our program.

What?

I 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 give children a chance to connect where they have previously not been able to before. It will include songs, art, and short stories to offer exposure to Christ. It will not teach particular doctrine 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 are currently, and will continue to offer a secular childcare program inclusive to children from all different 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 individual 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 or center. Considering this same concept, we have children in our program that 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 opportunity. 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 already move from activities and rooms multiple times per day 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 or not. 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 specific doctrine.

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 \$100.00 per child and non-refundable
- Key Fob (Deposit): \$15 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 \$400.00 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. Deposit money for security deposit and key fobs are to be written separately from registration fees.

All deposits are refunded 10 days following the bank clearance of the last payment due to Tots N Toyland.

Printed Name: _____

Signature: _____

Date: _____

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



**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: __ __ __			
<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)					
*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 <i>Regulations for the Immunization of School Children</i> (Minimum requirements are listed in Section III).					
Signature of Medical Provider or Health Department Official: _____			Date (Mo., Day, Yr.): ____ / ____ / ____		

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 lovie 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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