



Parent Handbook

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336.372.4775

Welcome!



Thank you for choosing Learning Tree Childcare Center for your child's care and learning. We are excited to begin a new adventure with you!

About Learning Tree Childcare Center

Learning Tree Childcare Center was started in 2023 to serve families of Alleghany County with quality childcare services. More than just a daycare, Learning Tree intends to create an environment that focuses on social-emotional learning combined with appropriate developmental educational learning.



Our Mission

Our mission is to provide families and children with a safe, welcoming environment where children can enjoy learning and parents can rest assured they are receiving a high quality of care, direction, and education!

Our Philosophy



Learning Tree Childcare Center believes that early learning is an important part of a child's future. We believe in learning social, emotional, and educational basics that will give a child a solid foundation to build upon in the future. We believe that children learn best through play and communication in a safe, fun environment that they enjoy. Our teachers will provide appropriate modeling and guided learning techniques to help maximize the impact of the daycare's environment and provide individualized learning based on each child's unique developmental stages.



Enrollment Policies & Procedures

ADMISSION: Upon enrollment, an application packet must be completed for your child and on file before the first day of attendance. This packet may include an application, emergency information, physical and immunization records, behavior policy, safe sleep policy, permission forms for trips, food program form (CACFP), photo/media release form, and billing plan.

ORIENTATION: Children have unique adjustment periods to changes in routine. We offer parents the opportunity to bring their child for a short visit(s) to the center to meet their teacher and see their room in preparation for their first day.

PARENT DROP OFF POLICY: Acclimation to a new environment can be difficult at first for both parents and children. Separation anxiety and tears from children at drop off are normal and usually brief after the parent departs. We offer a parent drop-off area where a parent can give a quick goodbye and hug. The center coordinator or a teacher will come to the drop off area and take your child to their room. This helps get the child used to being dropped off and ensures that they will be greeted each day with kindness and personalized attention.

**PARENTS ARE NOT ALLOWED IN THE CLASSROOMS
AT DROP-OFF OR PICK-UP.**



PARENT PICK-UP POLICY: Parents arriving to pick their child up will notify the center coordinator or designated staff member that they want to pick up their child (please give the child's name and room). The parent may then wait in the designated parent area and your child will be brought to you. This policy is to ensure the safety of all children and prevent disruptions in the classroom.



Financial Policies & Procedures

BILLING PLANS: During enrollment, a billing plan will be set up for tuition for your child. Fees are subject to change at the owner's discretion. Families of currently enrolled students will be given a 2-week notification of any fee change. The center does accept subsidized payment assistance.

PAYMENTS: Learning Tree Childcare only accepts pre-payments for tuition fees. All fees must be paid by Saturday for the upcoming week. Payments may be made in person at the daycare during the week and on Saturday through the Brightwheel App. Brightwheel also offers an auto-pay option to ensure that your fees are always paid on time. If tuition has not been paid, your child will not be accepted at daycare on Monday until financial obligations are met.

LATE FEES: If a child is not picked up by their designated pick-up time a late fee will be charged in 15 minute increments at \$10 per increment. Late fees must be paid by the end of the week.

ABSENCES: Your billing plan ensures that your child will have a space as long as needed as long as fees are paid in a timely manner. We understand that there are days that children must be absent but the weekly tuition fee must be paid for the full week regardless of how many days your child attends. This applies to any week in which the child is absent for illness or vacation and for holidays.

TERMINATION OF ENROLLMENT: Learning Tree Childcare Center requires a 2-week notice of termination of a child's enrollment. Parent's will be responsible for their billing plan payment during that 2-notice even if they choose to remove their child before the 2 weeks has ended.

NON-PAYMENT / BAD CHECKS: Learning Tree Childcare Center will use legal means to recover any monies owed to the center due to non-payment, bad checks, or payments outstanding for the 2-week notice of termination period. NSF checks will incur a \$35 fee.

Disenrollment Policies & Procedures

DISENROLLMENT: Learning Tree Childcare Center strives to ensure that childcare is available for all children but **the owner reserves the right to initiate disenrollment at her discretion.** A decision to terminate the childcare contract is a serious matter that will not be taken lightly. Below are a few of the reasons the center might initiate disenrollment. (*Reasons for disenrollment are not limited to this list.*)



- **Health & Safety-** The child's immunization and physical records are not current despite repeated requests given to the parent(s)/guardian(s).
- **Fees-** Billing plans for tuition fees and subsidy parent co-pays are not paid.
- **Behavior-** A child's behavior is dangerous to other children and staff members and needs more specialized attention than our center can provide.
- **Family Members-** A family member is repeatedly and unreasonably demanding despite the center's efforts to resolve the problem.
- **Disrespect-** A child or family member is disrespectful to center staff, center students, or other families.

Daily Operating Policies & Procedures

DAYS & HOURS: Learning Tree Childcare Center will operate Monday - Friday, 6:30 AM - 5:30 PM.

WHO WE SERVE: Learning Tree Childcare Center serves children from birth to age 12.

ARRIVAL & DEPARTURE: Parents are expected to adhere to the schedule set forth in their child's enrollment agreement. We ask that you advise us if your child will be arriving later than 10:00 AM to ensure staff and meal preparedness. Children are expected to be picked up by the pick-up time stated in their enrollment agreement. Late pick-ups will be charged in 15-minute increments at \$10 per increment. Late charges must be paid by the end of the week.

RESPONSIBLE PERSON: Our center maintains extremely high safety standards to protect our students and staff. For that reason, we ask that parents comply with the arrival and departure safety procedures outlined on the next page.



Arrival & Departure Safety Procedures



PARKING LOT: Parents are solely responsible for the safety of their child when entering or exiting the center. Our parking lot can be busy at arrival and departure times. Please hold your child's hand or make sure they stay with you at all times while outside the building. The parking lot and porch may be slippery or icy during inclement weather.

RESPONSIBLE ADULT: Children must be escorted in and out of the building by a parent or other designated, responsible adult. Children can only be picked up by people listed on file as authorized persons. ID will be required for all authorized persons to confirm their identity prior to releasing a child to their care.

CHECK IN & OUT: Children must be checked in and out on the Brightwheel App (Scan Barcodes are located at the porch, entrance, playground, and in the center's parent area. If you do not have access to the Brightwheel App, you may sign your child in/out on the *Daily Check-in / Check-out Log*).

ENTERING THE BUILDING: Please enter the building ONLY by the main entrance. The doors will be unlocked and monitored during the drop-off times of 7:00am - 8:30am and the pick-up times of 4:00pm - 5:30pm. The doors will remain locked during other operating hours and parents can ring for a staff member.

Closing Policies & Procedures

Our intentions are to close as little as possible in order to serve the needs of the parents and children in Alleghany County.



HOLIDAYS: The center will be closed on select holidays in order to allow our staff time to celebrate with their families.

New Year's Day, Good Friday, Memorial Day, July 4th,

Thanksgiving (Thursday and Friday), Christmas Eve, Christmas Day

Any other holiday closings will be posted and parents advised at least two weeks in advance.



WEATHER: The center will try to remain open during inclement weather days as long as it is safe for our staff to get to the center. If we are on a two-hour delay or closed for weather, we will send a notice out on Brightwheel as soon as the decision is made. Weather closings are made at the discretion of the owner and center coordinator.



Program Information

STAR RATED LICENSE INFORMATION (NC DIVISION OF CHILD

DEVELOPMENT AND EARLY EDUCATION: All licensed programs, except religious sponsored programs, have a star-rating similar to the ratings you will find for other products and services. A one star means the program meets NC minimum child care requirements. A Five Star license means a program meets the voluntary enhanced standards required for the highest star level. The child center license is posted in every child care program for parent review. On the license you will see the scores the program has earned in the two major components of the license: Staff Education and Program Standards. You will also be able to see if the program received a Quality Point.

STAFF: The staff at Learning Tree Childcare Center are trained throughout the year. They will receive training regularly throughout the year to work with all the center's rooms and children. Teachers are placed in rooms based on an evaluation of their skills and personality and a determination of where they can best serve the children.

CLASSROOM INFORMATION: Learning Tree Childcare is available to provide quality childcare year round for children age birth - 12 years old. The center is designed to encourage growth and developmental learning in accordance with all state and local regulations. Our classrooms are planned and furnished with developmentally appropriate furniture, equipment, and toys that promote the philosophy of learning through play.

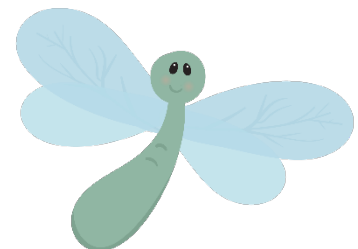


Infant Classroom Information

INFANT (BIRTH - 12 MONTHS)

Learning Tree Childcare Center provides a safe, loving environment with specialized care for your infant. Each infant will receive a personalized schedule based on parent information given. The goal is to maintain consistency in routine in both the center and at home.

- All infants are held for all bottle feedings.
- Staff will dedicate one-on-one time with each infant daily.
- Each baby will have its own crib and designated storage area.
- Babies will be placed in crib for sleeping.
- Babies will have ample opportunity for freedom of movement.
- Babies will have soft areas, sensory activities, stories, songs, music and language activities to promote healthy development.
- All infants will have "tummy time" each day to promote healthy development of back and neck muscles.
- Please see parent guidelines for infant care on the next page.



INFANT (BIRTH – 12 MONTHS) PARENT GUIDELINES

In order to provide the best overall care for your infant, it is crucial that Learning Tree and the parents collaborate. We ask the following of all our infant parents.

- Make sure you infant arrives appropriately dressed and with a clean diaper.
- Feeding schedules should be reviewed at least once every 2 weeks and parents can let the teacher know of any changes.
- Parents must provide all food items for infants including bottles, juice, cereal, and baby food. **ALL FOOD ITEMS MUST BE LABELED WITH CHILD'S NAME AND DATE BROUGHT TO CENTER.** Bottles / Sippy cups must be prepared at home and labeled with the child's name and date. Parents must be sure to bring the appropriate amount of bottles each day to satisfy the infant's feeding schedule. All prepared bottles will be sent home at the end of the day.
- Infants not on table food will be fed on demand and not restricted to timed feedings if they are hungry.
- Learning Tree Childcare Center supports breastfeeding mothers. If you are breastfeeding, an individualized plan will be developed during enrollment.
- Parents should notify the center when they are ready to start introducing foods into the baby's diet. Staff will coordinate with parents to develop a plan to help with this transition.





Toddler (1 year) Classroom Information

Children enrolling between the ages of 12-24 months will enter into our Toddler 1-year Room. Infants at the center will transition to the Toddler room after their 1st birthday.

Learning Tree will introduce the concept of group routines with the toddlers while still offering a high level of individualized care.

- Children will be provided with a wide range of activities that promote developmental growth including music, language, sensory and motor activities and opportunities.
- Staff will begin to encourage and model social and emotional concepts in the class.
- Staff will emphasize the skills necessary to meet the goal of giving the children a sense of belonging within a group and foster nurturing relationships with classmates.
- Toddlers will be provided with a cot or sleep mat for naptime and a storage area for their personal items.



This is the opportune time to promote positive associations in the toddler of friends and "school". Please see parent guidelines on the next page.

TODDLER 1-YEAR PARENT GUIDELINES:

- Due to space constraints, please do not bring diaper bags for toddlers. They will be provided with a storage area for their personal items.
- Please ensure that toddlers are dressed appropriately for the weather and has outside wear (jacket, sweater, hat/gloves) appropriate for playground time.
- Make sure that toddlers have shoes for playground time.
- Parents should provide all necessary items for daily care including diapers, wipes, toothbrush and toothpaste.
- Pacifiers are allowed for toddlers although staff will attempt to get the toddler accustomed to not needing it during the day.
- Parents should provide a change of clothing in a labeled Ziploc bag to keep at the center. Please ensure these extra clothing are rotated out at least monthly.
- We want your toddler to be comfortable and enjoy being at the center. To promote that sense of well-being, we will allow toddlers to bring special items for naptime only. They may bring a SMALL, TODDLER size blanket for personal use only during naptime. The blanket can be taken home daily or left at the center during the week. Blankets must be taken home on Fridays to be washed. The center also allows each toddler to bring a soft comfort item for naptime. These items must be small enough to fit in a Ziploc bag for storage during other times of the day. Comfort items may include a special stuffed animal, lovey, etc. Comfort items may not be hard, make noise, or electronic. Comfort items will not be shared and are only brought out at naptime.

Toddler (2 year) Classroom Information

The toddler 2-year room is for children between the ages of 2-3 years of age. Toddlers in the 2-year room will begin to experience more emphasizes on group routines and social interactions. All children will continue to receive individual attention and care.



TODDLER 2-YEAR PARENT GUIDELINES:

- Due to limited space, do not bring diaper bags for toddlers. Each child will have an area for storing their personal care items.
- Please bring all items necessary for daily care including diapers, wipes, toothbrush and toothpaste.
- Parents should provide a change of clothing in a labeled Ziploc bag to keep at the center. Please ensure these extra clothing are rotated out at least monthly.
- Each child will be provided a sleep cot. They may bring a SMALL, TODDLER SIZE blanket for naptime and soft comfort item. Blankets must be taken home at least once a week on Fridays for washing.
- Pacifiers will be allowed but generally stored during the day.
- When parents believe that their child shows signs that they are ready for potty-training they should notify staff so a potty-training plan can be developed. During potty-training parents must provide extra underwear and clothing in case of accidents.

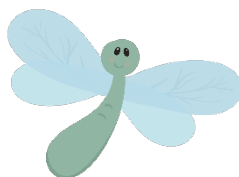
Preschool Classroom Information

The preschool room is designed for children aged 3 - 5 years of age. In our preschool room, students will have a specially designed space with centers and areas that promote a wide variety of learning opportunities.

- Skills promoted include gross motor skills, fine motor skills, creative thinking and expression, literacy and number skills, science and nature concepts, language, and critical thinking and problem-solving skills.
- Teachers will model behavior and communication skills and help children with their social and emotional development.
- Children will be encouraged to learn how to function and enjoy social group activities.

PRESCHOOL PARENT GUIDELINES:

- Please bring all items necessary for daily care including diapers, wipes, toothbrush and toothpaste.
- Parents should provide a change of clothing in a labeled Ziploc bag to keep at the center. Please ensure these extra clothing are rotated out at least monthly.
- Each child will be provided a sleep cot. They may bring a SMALL, TODDLER SIZE blanket for naptime and soft comfort item. Blankets must be taken home at least once a week on Fridays for washing.
- Develop a potty-training plan with the center if needed.



School-age Classroom Information

Learning Tree Childcare Center will provide a school-age program for summers, before and after school, and days when school is closed with limited spaces available.

Bus transportation will be available from Sparta Elementary School.

Children in this classroom will be offered tutoring and homework time.

Children will have access to center activities including, but not limited to, manipulatives, dramatic play, literacy, creative thinking, science and math.

Children will have daily outside time, weather permitting.

During full days, school age children will receive meals at the center including breakfast, lunch, and pm snack.



Daily Schedule Information

Daily schedules vary depending on age and room. Schedules typically include circle time and group activities, learning centers, individualized learning activities, meal times, and gross motor/outdoor time. Teachers will evaluate and plan activities based on the developmental levels of the room's students and their interests. Daily and weekly schedules will be posted in the center parent area as well as each center room.

Playground / Outside Time

Childcare centers are required by the NC Division of Child Development and Early Education to allow all children an opportunity play outdoors daily (weather permitting). Each room will have designated outdoor time in their schedule and parents MAY NOT request that their child stay indoors during these times. If your child is too sick to participate in outdoor activities, they should be kept out of childcare for the day. *Outdoor time will be limited or eliminated for the day if a weather advisory/air quality warning has been issued.*

Meals & Snacks

Learning Tree Childcare Center will provide two meals and one snack daily. Breakfast will be served between 8:45 and 9:30 with staggered start times for different rooms. Lunch will be served with start times between 11:45-12:15. An afternoon snack will be provided to all children at 2:45. No child will go more than three hours without the

opportunity to eat either a meal or snack. If your child arrives later than 9:00 am please give them breakfast before arriving. All meals meet the USDA nutritional guidelines. Types of foods and serving sizes will vary based on the child's age and developmental level. Water will be available to children throughout the day and offered by teachers. Menus will be planned out and posted for parents in the childcare center. Monthly menus will also be posted on the website.

Food Allergies

Please inform us if your child has or develops food allergies. Food allergy information will be in the child's file, child's classroom, and the kitchen to ensure safety.

Naptime

Each child will be provided a cot for their individual use only. Each cot will be labeled with the child's name. Cots will be washed and sanitized weekly. Children will not share any sleeping items including cots, linens, and blankets. Naptime is scheduled between 12:30-2:30pm based on the child's need. Children who do not choose to nap can use naptime as an opportunity for quiet time on their cot. Children are not required to sleep at naptime but are required to be quiet and on their cots.

Parent Communication

Learning Tree Childcare Center will utilize the Brightwheel application for center and family communication. Communication will include updates and important events as well as teacher communication regarding your child's day.

We encourage our parents to communicate any questions or concerns to their room's teacher through the Brightwheel Messaging Application which is monitored by the director and owner. Although a teacher will not always be available to speak with a parent during childcare hours, you can leave a message and they will contact you as soon as possible.

Grievance Procedures

If you have a problem you would like to discuss, we ask that you talk with the center director or owner. They will be happy to speak with you regarding your concerns and, if necessary, organize a group meeting including your child's teachers to develop a plan to address the problems. Please do not attempt to talk to your child's teacher at pick-up or drop-off. You may speak with the center coordinator / director who will address your issue. Teachers need to be focused on the children in their classrooms during these busiest times of day.

Confidentiality

Confidentiality is a priority at Learning Tree. All confidential information is kept secure by the owner / director. If certain information needs to be shared with the child's teacher in order to meet their needs in the classroom, it will be shared privately and with sensitivity. Information will not be shared with any program outside of the center staff without written consent from the parent.

Health & Safety Policies

Staff / Child Ratios

Learning Tree Childcare Center commits to meeting the required staff / child ratios set forth by state standards.

Infants (under 12 months):	1:5
12-24 months:	1:6
2 years:	1:10
3 years:	1:15
4 years:	1:20
5-12 years:	1:25

Immunizations / Physicals

Learning Tree Childcare Center requires that all children have a physical and immunization record on file.

Immunization records must be updated each time they receive additional shots. These records are submitted to the state annually and checked by state licensing consultants.

Failure to provide accurate records in a timely manner may lead to dis-enrollment of your child.

Daily & Weekly Cleaning & Sanitation:

Daily cleaning will occur in all classrooms including the following:

Clean & Sanitize Tables
Clean & Sanitize Bathrooms
Clean & Sanitize Sinks
Sweep, Mop, & Vacuum Floor / Carpet Areas
Trash changed daily.

Weekly cleaning will include:

Full cleaning of entire center including parent area, teacher resource area, office areas, playground areas and classrooms.

All floors and carpet areas to be cleaned and sanitized.

Baseboards wiped and cleaned.

Bathrooms deep cleaned.

All cots, cribs, blankets and linens cleaned, washed, and sanitized.

All cubbies wiped down and sanitized.

Porch & Parking Lot cleaned.

Kitchen cleaning will include daily:

Washing & sanitizing all dishes.

Drying & storage of all dishes.

All food prep surfaces to be cleaned and sanitized.

Sinks to be cleaned, sanitized, and dried.

All food to be properly stored or disposed of.

Trash taken out.

Floors swept and mopped.

Short-Term Exclusion Policy / Sick Child Policies

Children may not attend the center on days that they have any of the following symptoms unless they are cleared to return by a health care professional and deemed non-contagious / healthy enough to return to normal routines and activities in a school / child care setting.

FEVER: Above 100 degrees Fahrenheit under the arm or 101 degrees Fahrenheit by mouth. Fever must be normal for 24 hours without medication before returning to the center.

EXCESSIVE NASAL DRAINAGE: Excessively runny nose with discoloration of drainage (green or yellow).

SIGNS AND SYMPTOMS OF POSSIBLY SEVERE ILLNESS: Symptoms including persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, and abnormal lethargy.

DIARRHEA: Unusual changes in a child's usual stool pattern included increased frequency of stools, thin or watery stools.

VOMITING: Has two (2) or more episodes of vomiting within a 12-hour period.

MOUTH SORES: Open sores with drooling.

RASH: Rashes uncommon for the child that may include a fever or behavior change.

A child will need to be released by a health care professional to ensure they are no longer contagious if they have any of the following diagnosis:

CONJUNCTIVITIS / PINK EYE: with eye discharge until 24 hours after treatment was started

SCABIES, HEAD LICE, OR OTHER INFECTION: until 24 hours after treatment and free of nit

IMPETIGO: 24 hours after treatment has started

STREP THROAT, SCARLET FEVER, OR OTHER STREP INFECTION:

until 24 hours after treatment has started and the child does not have a fever.

PERTUSSIS: until 5 days after the treatment as started.

TUBERCULOSIS (TB): until a health care professional determines the disease is not contagious

CHICKENPOX: until 6 days after the start of the rash or after all sores have crusted over.

MUMPS: until 9 days after the start of symptoms (swelling of the cheeks).

HEPATITIS A: until 7 days after the start of symptoms (jaundice).

HEPATITIS B: until 1 month after the start of jaundice and until they feel well enough to participate in normal routines and activities.

HIV/AIDS: children can attend school as long as they feel well enough to participate. Children need to be kept at home when they feel unable to participate in normal routines and activities or has open lesions/sores that cannot be covered or if the child has other contagious conditions.

MEASLES: until 6 days after the start of the rash.

RUBELLA (GERMAN MEASLES): until 6 days after the start of the rash.

ORAL HERPES (COLD SORE/FEVER BLISTER): until the child is not drooling or lesions can be covered or heal.

SHINGLES: until lesions are dry

RINGWORM: child can return after treatment has started.

Any child who becomes ill while at the center will be separated from the other children while parents are called to come pick up them up. Center policy requires that arrangements are made to pick the child up within 1 hour of being notified.

MEDICATIONS: No drug or medication will be administered to any child without specific, documented instructions from the child's parent and physician. No drug or medication will be administered after its expiration date. All medications must be kept in a designated locked box controlled by the center director or designated staff member. Medication is given to the child as documented on the *Medication Permission Form*. Medication will be administered by the center coordinator or designated staff member and properly recorded. This information will be documented and signed off on by the authorized staff member who dispensed the medication. All staff administering medications will receive training on the process and have documentation of training in their staff file.

Prescribed medication must be in its original container bearing a proper pharmacy label that includes the child's name, date filled, prescribing doctor's name, the name of the medicine or prescription number, and directions for dosage and administration. It must be accompanied by a *Medication Permission Form* which includes the child's name and is signed and dated by the parent / physician. Prescribed medication will be administered only to the person for whom it is prescribed.

Over the counter medicines such as cough medicine, decongestant, acetaminophen, ibuprofen, topical creams or intestinal medicines shall be in the original container and must be labeled with the child's name and the date the medicine is brought to the center. The parent and doctor must fill out a *Medicine Permission Form* before any over the counter medicine can be given to a child.

A *Medication Permission Form* filled out by a parent and physician may give blanket permission for up to six months to authorized administration of medication for asthma and/or allergic reactions. Any medication remaining after the course of treatment is completed must be returned to the parent.

An Emergency Plan will be posted in all classrooms, parent information area, and the center website. The Emergency Plan will include:

- Emergency Room & Phone #
- Poison Center
- Persons responsible for giving first aid and/or CPR
- Persons responsible for accompanying the ill/injured child for medical attention.
- Persons responsible for notifying parents.

SAFETY: Learning Tree Childcare Center is committed to providing a safe environment for everyone. Potentially hazardous items such as cleaning supplies, medications, etc, are stored in locked areas. The Center is free of tobacco, drugs, alcohol and firearms. Electrical outlets are covered with safety plugs. No poisonous plants are allowed in the center.

Emergency drills are conducted monthly so the children and staff are prepared in evacuation procedures. We ask that children do not bring toys, food, gum, money or books into the center unless an invitation to do so has been issued by the center / teacher.

Children go outside every day (if possible). The children should dress appropriately for the weather. Children should wear shoes that allow free movement and protect the child's feet. Sneakers or sandals that buckle are the preferred type of shoes at our daycare. Flip flops should not be worn due to safety reasons.

CHILD ABUSE & NEGLECT: All staff members are mandated reporters of child abuse / neglect and are required by law to notify the proper authorities. This requirement applies regardless of where the abuse occurred. Any suspicions of child abuse & neglect should be reported to the director / owner and a report filed with the proper authorities. Staff members will be trained in identifying potential abuse and the center procedure regarding mandated reporting during staff orientation. Types of reportable abuse include, but are not limited to, physical abuse, sexual abuse, and emotional / mental abuse.

Teachers will be required to fill out a Daily Child Care Health Check Form on each child enrolled in their class. All forms will be kept on file by the director / owner.

DISRUPTIVE BEHAVIOR POLICY: To ensure the safety and well-being of children and staff at Learning Tree Childcare Center,

disruptive behavior that injures property or other children or staff is not allowed. If disruptive behavior is repetitive a conference will be called between the owner, director, lead teacher, and parents to develop a plan to address and correct said behaviors. If all options fail to change the behavior, the center reserves the right to dis-enroll.

DISCIPLINE PROCEDURES: Learning Tree Childcare Center believes in teaching discipline, not the act of discipline. We teach children how to be disciplined by using redirection, conversing with the child using direct eye contact and speaking quietly and calmly, and having the director remove the child from the room and give them the opportunity to calm down and refocus. In the event a child is out of control and actively hurting others, a staff member may restrain/hold the child with just enough strength to protect the child and others until they are calm enough to talk to the teacher. Learning Tree will never use any injurious form of discipline including corporal punishment, isolation, shaking, biting, spanking, slapping, pulling of hair, denying of food or rest, forcing food or rest, or verbal yelling and belittling.

Our center intends to create positive relationships between the children and staff and develop an environment of mutual respect and affection. All children will be treated with respect and taught to respect those around them. We believe that positive attention reinforces appropriate behavior.

The center provides calming corners in each room where a child can spend a few minutes calming themselves and refocusing to join the group activities.

NUTRITION: The center will provide breakfast, lunch, and snack for all children each day that are appropriate for their age and stage of development. Drinking water will be available and offered throughout the day including during outside times. Menus will be preplanned and posted in the family area as well as in the rooms and on our website.

Children will also participate in daily teeth brushing. Parents must provide a toothbrush in an individual holder labeled with the child's name and toothpaste. This is to promote healthy oral hygiene.

SPECIAL DIETS AND FOOD ALLERGIES: Learning Tree participates and follows recommendations from the Child & Adult Care Food Program. Children may not bring food from home to replace the food served at the Center unless the child's doctor prescribes a special diet. Special diets require a doctor's signature and written instructions from a parent, doctor, nutritionist, or registered dietician. The documents will be kept in the child's file and posted in the kitchen. Any child with an allergy will have a posted Allergy Form in their classroom in view.

Children are not allowed to bring food into the center. Please ask your child to leave all snacks and candy at home. All foods and beverages with little to no nutritional value will not be served (soft drinks, sweets, fruit drinks, etc).

Each class will have a special celebration once a month to celebrate that month's birthdays. All children will be recognized and celebrated on that day. We ask that parents who want to assist with this celebration provide snacks such as

fruit and vegetable trays, cheese and crackers, baked chips and 100% fruit juice. We cannot accept food made at home for the safety of our children. Trays and snacks and treats must be purchased from a store and arrive in the original closed, unopened container. We invite parents of that month's birthday children to join us for the festivities.

FIELD TRIP POLICIES AND PROCEDURES: Field trips may be planned periodically by the center.

No child under the age of 3 will participate in a field trip unless transported and accompanied by a parent.

Alleghany in Motion will be used for field trips for transportation. There will be a nominal charge for transportation costs to be paid by the parent. Parents must leave a booster seat to use for their child during transport. No child can be transported without a booster seat.

Parents will be given a permission form for the child to attend the field trip as well as a transportation permission form. These forms will be sent/given to parents at least one week in advance. If these forms are not filled out and received back at the center by the day before the trip, the child will not be able to participate.

Proper child/staff ratio will maintained at all times during the trip. Extra staff will be added to the trip if the center owner / director deems it necessary. Parents will be given the opportunity to volunteer to help with field trips but will not be counted in the staff/child ratio.

Staff members will carry a working cell phone while on trips.

Staff will carry emergency information for each child on the trip including emergency contact numbers, allergies, medications, etc.

If any medicine is to be taken while on the trip, staff will follow the regulations that are followed in the facility and medication will be carried in a locked box along with the proper forms.

There will be a staff member certified in 1st Aid / CPR on all trips that has access to a first aid kit.

Staff members will take multiple head counts during the trip including upon departure, loading and unloading of the van, periodically throughout the trip, and upon arriving back at the center.

EMERGENCY EVACUATION PLAN: In the event of an extreme emergency, Learning Tree has developed the following evacuation plan.

FIRE: Fire drills are conducted monthly at the center. In case of fire, all classrooms will evacuate from their designated exit. Fire plans are posted in each room in the center. Classes will meet at the bottom of the parking lot, outside the bottom fenced playground area. Each teacher will conduct a head count during the evacuation.

TORNADO: The center will conduct tornado drills. In the event of a tornado, classrooms will evacuate the classrooms into the hallway and meet in the hallway bathroom where everyone will crouch and cover their heads. Teachers will conduct head counts during the evacuation.

INDIVIDUAL EMERGENCY: Designated staff will assess the situation and call for medical assistance and/or medical transportation. This may be the parent or, if it is an immediate emergency, 911.

INTRUDER EMERGENCY / LOCKDOWN: In the event of an intruder all staff members will be alerted with the designated intruder code word. All employees are responsible for getting their children into the most secure available space and keeping them calm and quiet. The center director will be designated to call 911.

First Aid Kits will be kept in areas for quick access. After an evacuation, parents will be notified. If it is deemed unsafe to re-enter the center building, parents must pick up their children immediately.

In all emergencies, staff should carry a working cell phone if available to them. They should also carry their emergency packet that includes an attendance sheet and emergency information notebook located in each classroom IF SAFE FOR THEM TO DO SO. All emergencies are different and the staff and center's first priority is to ensure that the children are safe.



*Thank you for choosing
Learning Tree!*