

Playtime ACADEMY

Parent Handbook



playtimeacademypreschool@gmail.com

Parent/Guardian Handbook

Mission-

At Playtime Academy, we are committed to providing a clean, safe, and nurturing environment that reflects the highest standards of early childhood education (ECE).

Our program balances child-directed and adult-guided, hands-on experiences that foster each child's social, emotional, physical, cognitive, and educational development.

We aim to create a welcoming, family-oriented atmosphere where every child and family feels valued, supported, and at home.

"PLAY IS OUR BRAIN'S FAVORITE WAY OF LEARNING." -DIANE ACKERMAN.

Program-

At Playtime Academy, we provide high-quality childcare and preschool programs that support the unique developmental needs of young children. We proudly serve children from 18 months through the start of kindergarten, creating a safe, nurturing, and engaging environment where every child is encouraged to learn, grow, and thrive.

Our educational approach is intentionally flexible, combining elements from a variety of respected early childhood teaching philosophies rather than following a single curriculum model. This allows our teachers to use their creativity, experience, and professional judgment to design meaningful learning experiences that meet the individual needs and interests of the children in their classrooms. While each classroom has its own unique style, all maintain the same high standards of safety, care, and developmentally appropriate practices.

Learning at Playtime Academy is centered on hands-on experiences that inspire curiosity and foster a love of learning. Through art, sensory exploration, imaginative play, and kindergarten readiness activities, children develop the academic, social, emotional, physical, and cognitive skills they need for future success. By balancing purposeful play with structured learning opportunities, we encourage confidence, creativity, independence, and problem-solving while helping each child reach their full potential.

We believe that children learn best by actively exploring the world around them. Art and sensory experiences provide meaningful opportunities for self-expression, critical thinking, and brain development, laying the foundation for lifelong learning and preparing children for a successful transition into kindergarten and beyond.

"ART IS A PLACE FOR CHILDREN TO LEARN TO TRUST THEIR IDEAS, THEMSELVES, AND TO EXPLORE WHAT IS POSSIBLE." -MARYANN F. KOHL.

Main Ave. Campus Information-

Serving children from 0 months to school age

At our center, we honor childhood as a journey that begins in infancy and continues to grow through the school-age years. Each stage—**infant, toddler, preschool, and school age**—is thoughtfully supported with developmentally appropriate experiences that nurture curiosity, confidence, and connection.

For our **infants**, we provide a warm, responsive environment where secure relationships are the foundation for learning. Through sensory exploration, music, movement, tummy time, and meaningful interactions, infants begin discovering the world around them while building early language, motor, and social-emotional skills.

Our **toddlers** are encouraged to explore with all their senses as they gain independence and confidence. Through hands-on art experiences, sensory play, dramatic play, and guided discovery, toddlers strengthen fine and gross motor skills, expand language skills, and learn to navigate friendships and emotions in a supportive setting.

In our **preschool program**, children dive deeper into creativity and school readiness. We introduce a variety of art media, early literacy and math experiences, science exploration, and imaginative play opportunities. These meaningful, play-based experiences foster problem-solving, critical thinking, collaboration, and self-expression—building a strong foundation for kindergarten and beyond.

For our **school-age children**, we offer a safe and engaging environment before and after school. Our program provides homework support, creative arts, enrichment activities, outdoor play, and opportunities for leadership and teamwork. In this relaxed and supportive setting, children continue developing independence, responsibility, and essential life skills while building lasting friendships.

Across every age group, our commitment remains the same: to nurture independence, creativity, and a lifelong love of learning. By partnering with families and offering enriching experiences at every stage of development, we aim to inspire children to carry curiosity and confidence with them wherever they go.

"ART IS A PLACE FOR CHILDREN TO LEARN TO TRUST THEIR IDEAS, THEMSELVES, AND TO EXPLORE WHAT IS POSSIBLE." -MARYANN F. KOHL.

Hours of Operation-
Monday- Friday
7:30 am- 5:00 pm

Playtime Academy will be closed for the following holidays:

2026

Labor Day- Monday, September 7th

Veteran's Day- Wednesday, November 11th

Thanksgiving Break- (Monday, November 23rd- Friday, November 27th)

Christmas Break (Thursday, December 24th – Friday, January 1st)

2027

New Year's- Friday, January 1st

Martin Luther King Jr. Day- Monday, January 18th

President's Day- Monday, February 15th

Spring Break (Monday, March 22nd - Friday, March 26th)

Memorial Day- Monday, May 31st

Juneteenth- Friday, June 18th

Summer Break (Monday, July 5th - Friday, July 9th)

Labor Day- Monday, September 6th

Veteran's Day- Thursday, November 11th

Thanksgiving Break- (Monday, November 22nd - Friday, November 26th)

Christmas Break (Friday, December 24th – Friday, December 31st)



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Pre-Enrollment

Parents will be given a tour of the Center. Parents are welcome to visit the Center at any time during our operating hours. Before placing a child at Playtime Academy, all required forms must be completed and signed by the parent or guardian. These forms include a physician's report with the child's immunization history, a parent's consent form for the administration of medication, a consent form for emergency medical treatment, a personal rights form, notifications of parents' rights, and a pre-admission health history. Based on your child's age and developmental growth, they will be placed in the appropriate age group for further learning opportunities.

Parent Responsibilities

The parent/guardian(s) will provide the following (if applicable to their child (ren)):

- Change of clothes (labeled)
- Diapers and wipes
- Comfort item for nap (labeled)
- Crib sheet and blanket
- Daily snacks, lunch, and a water bottle

The following forms are required upon enrollment:

- Notification of Parents' Rights (LIC 995)
- Personal Rights (LIC 613A)
- Identification & Emergency Information (LIC 700)
- Consent for Emergency Medical Treatment (LIC 627)
- Child's Preadmission Health History – Parent's Report (LIC 702)
- Physician's Report – Child Care Centers (LIC 701)

All forms are required by the California Department of Social Services Community Care Licensing Division and must be completed before a child's first day of attendance.

Trial Period

There is a two-week trial period before your child is guaranteed a permanent place at Playtime Academy. This time will be used to determine whether your child adapts well to the childcare program and whether it meets all your child's needs.

Payment Policies

Tuition may be paid bi-weekly or monthly in advance:

- Monthly payments are due on the 1st of each month. If fees are not paid by the 2nd, a \$10 late fee will be added to that month's tuition each day until paid in full. If a payment is more than five business days late, your child will not be allowed to attend until the fees are paid in full (including late charges). If payments are not made within two weeks of the due date, your contract will be terminated.
- Bi-weekly payments are due before services are rendered on the 1st and 15th of each month. If fees are not paid by the 2nd and 16th, a \$10 late fee will be added to the tuition each day until paid in full. If a payment is more than five business days late, your child will not be allowed to attend until the fees are paid in full (including late charges). If payments are not made within two weeks of the due date, your contract will be terminated.
- Payment is due regardless of whether or not your child attends on these days to avoid late fees.

All tuition fees are a contracted flat rate and are non-refundable.

Late Fees:

- A \$10 late payment fee will be applied per business day. If a payment is more than five business days late, your child will not be allowed to attend until the fees are paid in full (including late charges). If payments are not made within two weeks of the due date, your contract will be terminated.
- **Please pick up your child no later than your contracted time. There will be a charge of \$1.00 per minute past the stated pick-up time, payable on the next class day. Each additional late pick-up will result in an extra \$1.00 per minute. Continued late pick-ups will result in termination of the contract.**

Paying Tuition:

- All fees may be payable through the ProCare app (you will receive an invitation via email or text to sign up for ProCare). We also accept checks or Cash.
- A \$35.00 fee will be charged for insufficient funds.

**An annual, non-refundable registration fee of \$100 is payable upon registration, an extra \$80 for the second sibling, and \$60 for the third sibling.*

***All tuition fees are a contracted flat rate and are non-refundable. The contracted rate can only be changed with a new contract.*

Playtime Academy closure days:

- If your child does not attend because of illness, vacation time, or a scheduled holiday, you are still held accountable for the total contracted rate.
- If your child does not attend on a day during the week for any reason and is using the part-time rate, switching to another day to make up for the missed day is not an option.
- For Playtime Academy closure days, full tuition is due.

Additional Days:

- We require a 24-hour notice if you wish to add days to your week.
- You will be charged the full-day or half-day rate, depending on how long your child is here for that additional day.

Mandatory Shutdown:

- In the event of a mandatory shutdown, tuition will still be due through the end of the month. If a shutdown continues longer, a week's tuition will be due to hold the child's position open for their return.

Communication:

- Playtime Academy utilizes the ProCare app to facilitate communication between teachers and parents.
- An invitation to sign up for ProCare will be emailed or texted.
- Phone calls may also be made to Playtime Academy's phone at (916) 370.5779.

Regular Attendance

If your child will be late or absent, please notify Playtime Academy no later than your child's regular arrival time. Additionally, for the health of your child and their classmates, it is required that your child **not** attend when ill. Please inform us as soon as possible if this occurs.

Arrival & Departure

- When dropping off and picking up your child, please sign them in and out. There is a sign-in tablet at the front of the school with your child's name and picture through the

ProCare App. It is a three-part process through the app: find your child's name and photo, enter the name of the person you are (the child's guardian), and sign the last page on the screen. The same applies to departure. Sign your child out by locating them by their name and picture on the tablet through the ProCare app at the front of the school. Do not forget to sign your name on the last prompt page.

- Upon arrival, your child will be met in the entryway, where they will be greeted and checked visually for any illnesses.
- Each child will be escorted to their class.
- Playtime Academy requires written authorization from the parent or guardian to allow another person to pick up their child. Our policy is to request photo identification from anyone who comes to pick up your child. Please inform the individuals you plan to permit that they must present a photo ID upon arrival.
- If you need to check on your child at any time, please call us or send a message through ProCare.

Dismissal of a Child

Playtime Academy reserves the right to dismiss any child who, after enrolling, appears unable to participate in group experiences, is involved in excessive discipline issues, the parent or guardian breaches the contract, or has not paid fees.

Damages

Parents or guardians are responsible for **any** damages caused by their child to our property. This includes damages incurred to computers, televisions, video games, board games, books, videos, and other children's belongings, as well as rental equipment. This does not include the normal wear and tear of goods under normal usage.

Discipline

Our policy is that discipline is to be guidance that improves, strengthens, molds, and helps a young child control their actions. For that to happen, we must set an example for the child to follow through consistent guidelines, positive reinforcement, providing acceptable choices, setting realistic limits, encouraging a child to express feelings with words when they are able, using consequences that are related to the behavior, and listening carefully to what the child is saying to us. The teacher's discipline and guidance should nurture love, patience, and concern, resulting in a secure child with high self-esteem and a positive self-image. No one on Playtime Academy premises will permit corporal or unreasonable punishment. Conferences can be scheduled when necessary.

We encourage the following **indoor** behavior:

- Respectful behavior.
- Walk into the classroom.
- Talk appropriately. Use appropriate words rather than biting, hitting, or fighting. No one will tolerate inappropriate language.
- Use play equipment appropriately.

We encourage the following **outdoor** behavior:

- Respectful behavior
- Stay inside the school grounds
- Always stay with the group
- Use appropriate words rather than biting, hitting, or fighting
- Use play equipment appropriately
- No one will tolerate the use of inappropriate language
- Can only go inside with permission given by the teacher

Behavior Policy for School-Age Children (Main Ave. Campus)

At *Playtime Academy*, we strive to create a safe, respectful, and supportive environment where all children can learn and grow. We encourage positive behavior by setting clear expectations and promoting respect, responsibility, and kindness.

Guiding Principles:

- Children are expected to treat peers, staff, and the environment with respect.
- We promote problem-solving, cooperation, and communication skills.
- Positive behavior is reinforced through praise, encouragement, and age-appropriate consequences.

Behavior Expectations:

- Listen and follow directions from staff.
- Use kind words and actions.
- Respect personal space and property.
- Participate in activities appropriately.
- constructively express feelings.

Addressing Challenging Behavior:

- Staff will redirect and remind children of expectations.

- If inappropriate behavior continues, children may have a quiet time or a short break to reflect.
- Parents will be informed about ongoing or serious behavior concerns.
- Together, staff and parents will work on strategies to support the child's positive development.

Serious Behavior Issues:

In cases of aggressive, harmful, or unsafe behavior that endangers the child or others, Playtime Academy reserves the right to take appropriate action, including suspension or termination of care.

Our goal is to foster a nurturing community where every child feels safe, respected, and empowered to make good choices.

Infant Program (Main Ave. Campus only)

Our Infant Program is designed to provide a nurturing, responsive, and safe environment where our youngest children can grow and thrive. We recognize that infancy is a critical time for brain development, attachment, and foundational learning. Through warm, attentive caregiving, sensory exploration, language-rich interactions, music, movement, and developmentally appropriate play, we support each infant's individual growth and milestones.

Safe Sleep Practices (Infants Only)

The health and safety of infants in our care is our highest priority. We strictly follow California Community Care Licensing regulations and safe sleep guidelines to reduce the risk of sudden infant death syndrome (SIDS) and ensure a safe sleep environment.

Our safe sleep practices include:

- Infants are always placed on their backs to sleep unless otherwise directed in writing by a physician.
- Each infant sleeps in an individually assigned, licensing-approved crib or play yard that meets current safety standards.
- Cribs are free of loose bedding, blankets, pillows, bumpers, stuffed animals, or any soft items.
- Only a fitted sheet is used on a firm mattress.
- Sleeping equipment is regularly inspected to ensure it remains in a safe condition and meets licensing requirements.
- Infants are visually checked at least every 15 minutes while sleeping, and documentation of supervision is maintained.

An **Infant Napping Log** is completed daily to document each infant's sleep times and supervision checks. In addition, the required licensing form **LIC 9227 (Individual Infant**

Sleeping Plan) will be completed with parents upon enrollment and updated as needed to reflect the infant's current sleep patterns and needs.

Infant Sleeping Equipment

All infant sleeping equipment used in the program complies with Community Care Licensing regulations. Each infant is assigned to their own crib or play yard. Equipment is arranged to allow for proper supervision and safe spacing. Cribs are sanitized regularly and always maintained in a safe working condition.

Needs and Services Plans (Infants Only)

A **Needs and Services Plan** is required for every infant enrolled in the program. This plan is developed in partnership with families and outlines each child's individual routines, feeding schedules, sleep patterns, developmental goals, and any specific care instructions.

The Needs and Services Plan ensure continuity between home and school, supports individualized care, and will be reviewed and updated regularly to reflect the infant's growth and changing needs.

Through responsive caregiving, strong communication with families, and adherence to all licensing regulations, our Infant Program provides a safe, nurturing foundation for lifelong learning.

Child Custody

Playtime Academy has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or a third party. We must be given a copy of the court's signature order. Please help us by complying with this request.

Suspected Child Abuse

The State of California requires that all members of a licensed facility be on the lookout for and report to the State all cases of abuse of a child. We are, therefore, obligated to report to the State any suspected cases of child abuse and neglect.

Mandated Reporting

All Playtime Academy staff are considered “Mandated Reporters” under P.S. 11166.5. They are aware of and trained on their responsibility to report child abuse and/or neglect.

Immunizations

The California Code of Regulations, Title 17, Section 6035(b), requires that children receive appropriate vaccines as follows:

- The public or private elementary or secondary school, childcare center, day nursery, nursery school, family day care home, or development center shall not allow the admission of any pupil seeking entry who does not meet the requirements for admission under Section 6025 or 6035.
- The principal or administrator shall advise the pupil, parent, or guardian to contact a physician or agency that provides immunization.

**Please do not hesitate to ask any questions regarding immunizations.*

Illnesses & Accidents

Playtime Academy requires you to notify us if your child has been exposed to or has a contagious illness. Playtime Academy will inform you if your child has been exposed to a contagious illness by another child in school. Children may **not** attend if experiencing any of these conditions/symptoms:

- Fever
- Vomiting
- Diarrhea
- Unexplainable rash
- Head lice
- Green drainage
- Pink Eye (or any noticeable eye swelling/discharge)
- Other apparent signs of illness

Daily Health Check:

Your child will be inspected daily for illnesses. Children with apparent symptoms of disease will not be accepted into Playtime Academy. If your child is ill, they are to stay home for 24 hours symptom-free without medication. No child is accepted without a conversation between the center staff and the person bringing the child to the center.

Emergency Situations:

Emergency services will be contacted in case of a medical or dental emergency, and your child's emergency forms will be transported to the nearest medical facility. The parent will be notified immediately. If the parent or guardian cannot be reached, your emergency contacts will be called in the order you list them to pick up your child. Your child will be transported to the doctor or hospital listed on your emergency form if you cannot be reached.

****Please notify Playtime Academy if any emergency contact information has changed.***

Head Lice:

- In the case of head lice, your child must be nit-free to return to school.

Medication

- When sending medication to your child, complete a medication request form and log. Include a dose spoon and place all medication in a labeled bag. The Director will store the medication properly and administer it as needed.
- An interruption in medication will require a new permission form.
- If your child is ill and receives an antibiotic, they may not attend until they have been on the antibiotic for more than 24 hours.
- Children with fever, vomiting, or diarrhea may not attend until these symptoms have stopped for more than eight consecutive hours unaided by medication.

Nebulizers/Inhaled Medication & EpiPens

Playtime Academy will administer Nebulizer/Inhaler Medication and EpiPens upon request and approval. The administrative staff is to be notified that a student needs incidental medication, and the following steps are to be taken before medication is approved and administered:

- The parent or guardian must fill out the LIC 9166 form.
- The plan of operation for the Incidental Medical Services packet must be completed.

Sunscreen Policy

During warmer months, sunscreen protection is essential to keep our children safe outdoors. Please apply sunscreen to your child **at home in the morning before arriving** at Playtime Academy.



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If your child requires sunscreen later in the day, please provide a spray sunscreen and a **signed permission slip** authorizing staff to apply it. Teachers will apply sunscreen **only in the afternoon and as needed**.

Clothing

Please dress your child appropriately for the weather, including shoes and socks. Playtime Academy encourages you **not** to send your child in their Sunday best, as they may get dirty. We also request that an extra pair of clothing be kept here for your child in case a change is needed. Additionally, all shoes should be secure around your child's feet. We kindly request that your child refrain from wearing flip-flops, slip-on shoes, or shoes with wheels attached. All clothing items need to be labeled with the child's name.

Toys

If a student brings a toy, Playtime Academy cannot assume responsibility for any loss or damage to your child's belongings. Please remember to label all your child's items. Your child's teacher states that Share Days are in effect.

Birthdays & Special Occasions

Parents or guardians are welcome to send cookies or cupcakes to share with their child's class on birthdays or special occasions. Please let us know in advance if you plan to bring a special treat.

Transportation for Infants and Preschoolers

Parents and caregivers are responsible for transporting their children to and from the facility.
Center staff are not permitted to transport children.

Field Trips

For any Playtime Academy field trip, parents or guardians must accompany the school. We will not be able to transport children. A field trip form must be completed and signed, even if you will be transporting and staying with your child. We will meet as a group at the designated field trip place. Please inform staff if you plan to bring your child back to the facility after a field trip or if you will be taking them home for the day. Permission slips must be completed for local walking Park field trips on the day of the trip.

Transportation Policy for School-Age Children



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At *Playtime Academy*, we offer transportation services to and from designated local schools for our school-age children. The safety of every child is our top priority, and we follow strict guidelines to ensure a secure and efficient transportation process.

Please review the following transportation policies:

- **Authorized Schools:** Transportation is provided only to and from schools that are pre-approved and within our service area. Please confirm with our staff whether your child's school is on our transportation route before enrolling in this service.
- **Schedule:** It is the responsibility of the parent/guardian to ensure that their child arrives at Playtime Academy on time for morning transport and is picked up promptly in the afternoon (if returning from school). Exact pickup and drop-off times will be shared with families at the start of the school year.
- **Safety Protocols:**
 - Children must always remain seated and wear seat belts.
 - A staff member will supervise during transport to ensure safety and that behavior expectations are met.
 - Children are expected to follow all rules while riding in the vehicle to ensure a safe and respectful environment for everyone.
- **Attendance & Communication:**
 - If your child will not be attending school or needs a change in their transportation schedule, please notify Playtime Academy as soon as possible—**no later than 30 minutes before the scheduled transport time.**
 - If we arrive for pickup and your child is not there as expected (and we were not informed in advance), this may result in a warning or suspension of transportation services.
- **Emergency Situations:** In the event of an emergency, inclement weather, or vehicle issues, parents will be contacted immediately, and alternate arrangements may be necessary.

We appreciate your cooperation in helping us maintain a safe and reliable transportation experience for all families. Please get in touch with us with any questions or changes regarding your child's transportation needs.

Accidents and Injury Reports

If a child is injured at the center, an incident report will be put in your child's ProCare explaining the incident. In a difficult situation, including a head injury, a phone call will be made to the family for further action.



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Naptime

The California Department of Social Services requires that children be provided a rest period. Naptime is scheduled from 12:00 pm to 2:00 pm. A mat will be provided for each child under 6 years old. Please provide a blanket and crib-size sheet for your child. Children will be instructed to lie on a mat and rest during this time. No child will be forced to stay awake or to stay in the napping area longer than the usual nap period. All children will be allowed to nap or rest without distraction or disturbance from other activities at the center.

Food Policy

At *Playtime Academy*, we do **not provide meals or snacks**. Families are responsible for sending **prepared, healthy meals and snacks** with their child each day.

If a child arrives without a snack or lunch, we will contact parents or designated emergency contacts to arrange for food to be brought in. In emergencies—when we cannot reach anyone—Playtime Academy will provide a limited supply of backup snacks.

To help us maintain a safe and organized environment, please follow the guidelines below:

- **All food must come fully prepared** (including breakfast, snacks, and lunch). While we do have a microwave available, please note that food must be sent in **microwave-safe containers—no glass containers**, please.
- We **cannot refrigerate lunches**, so please include an **ice pack** if need to keep food fresh.
- Send foods that your child enjoys and can eat independently, packed in a **labeled lunch bag or box**.
- Please send a **labeled, clean water bottle** each day. Drinking fountains are available if you don't have a water bottle.

Thank you for helping us keep mealtimes safe, smooth, and enjoyable for all children!

Daily Schedule

7:30 am- 8 am- Breakfast (Provided by Parents)
9:15 am- Morning snack (Provided by Parents)
11:30 am- Lunch (Provided by Parents)
12:00 pm-2 pm- Nap/Rest time
3:00 pm- Afternoon snack (Provided by Parents)



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Termination of Parent Contract

Either the parent/guardian or *Playtime Academy* may terminate this contract by providing **30-day written notice to the other party**.

Playtime Academy reserves the right to terminate the contract **without notice** under the following circumstances:

- If tuition payments are **more than two weeks past due**
- If, in the judgment of the Director, the program is not able to meet the child's individual needs

Contract Changes

Any changes to this agreement—by either the parent/guardian or Playtime Academy—must be submitted in writing at least **two weeks in advance** of the proposed change.

Policy and Rate Changes

Playtime Academy will provide **30 days' written notice** of any changes to policies or tuition rates.

Refunds

Please note that **no refunds** will be issued for tuition or fees already paid, regardless of the reason for termination.

Licensing Agency

Any person may request an inspection of any child daycare facility under the California Child Daycare Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.

Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without notice, to secure compliance with or to prevent a violation of this act or the regulations adopted by the department under the act. Any duly authorized officer, employee, or agent of the Department of Social Services also has the authority to interview children or staff without prior consent.

If you have any questions about our policies or procedures or concerns about your child's experience at Playtime Academy, please don't hesitate to contact us.

**Thank you,
Playtime Academy & Nursery**