

# PlayTime ACADEMY

Parent Handbook

2025



## **Parent/Guardian Handbook**

### **Mission Statement**

At Playtime Academy, we strive to provide a clean, safe, and loving environment using the best practices of ECE for the children in our care. Our focus is to offer child-directed/adult-directed, hands-on experiences that promote each child's social growth and emotional, physical, cognitive, and educational development. We want all families at Playtime Academy to feel welcome and want to promote a family environment at our school.

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

### **Program-**

We offer a childcare/preschool program for 18 months to the start of kindergarten, where we explore many different art mediums and promote opportunities to the children for sensory play, imaginative play, preparing for kindergarten, and promoting independence. Art and sensory play are other forms of expression that we feel are essential in a child's brain development. By providing these opportunities to children in our community, we hope to promote a love for learning that will carry on through their future learning environments.

"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- 7:30 am- 5 pm**

**Playtime Academy will be closed for the following holidays:**

### **2025-**

New Year's Day- Wednesday, January 1<sup>st</sup>, 2025

Martin Luther King Jr. Day- Monday, January 20<sup>th</sup>

President's Day- Monday, February 17<sup>th</sup>

**Spring Break (Monday, April 14<sup>th</sup> - Friday, April 18<sup>th</sup>)**

Memorial Day- Monday, May 26<sup>th</sup>

Juneteenth- Thursday, June 19<sup>th</sup>

**Independence Day Week (Monday, June 30<sup>th</sup>- Friday, July 4<sup>th</sup>)**

Labor Day- Monday, September 1<sup>st</sup>

Veteran's Day- Tuesday, November 11<sup>th</sup>

**Thanksgiving Break (Monday, November 24<sup>th</sup>-Friday, November 28<sup>th</sup>)**

**Christmas Break (Monday, December 22<sup>nd</sup>-Friday, December 26<sup>th</sup>)**

### **2026-**

**New Year- January 1<sup>st</sup> and 2<sup>nd</sup>**

### **Pre-Enrollment**

Parents will be given a tour of the Center. Parents may view the Center at any time during operating hours. Before placing a child at Playtime Academy, all mandated forms must be filled out and signed by the parent or guardian. These forms include a physician's report, with an immunization history of the child, parent consent for administration of medication form, consent for emergency medical treatment, personal rights form, notifications of parent's rights, and pre-admissions health history. Based on age and developmental growth, your child 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 water bottle

### **Trial Period**

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

### **Payment Policies**

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

- Monthly payments are due on the 1<sup>st</sup> of each month. If fees are not paid by the 2<sup>nd</sup>, a late fee of \$10 each day will be added to that month's tuition until paid in full. If a payment is later than five business days, your child will not be allowed to attend until fees are paid in full (including late charges). If payments have not been made after two weeks from 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 late fee of \$10 each day will be added to the tuition until paid in full. If a payment is later than five business days, your child will not be allowed to attend until fees are paid in full (including late charges). If

payments have not been made after two weeks from 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 later than five business days, your child will not be allowed to attend until fees are paid in full (including late charges). If payments have not been made after two weeks from 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, to be paid the next class day. Each additional late pick-up will result in an extra \$1.00 per minute. Continual late pick-up will result in a 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 uses the ProCare app to communicate between teachers and parents.
- An invitation to sign up on 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 does **not** attend when ill. Please inform us as soon as possible if this occurs.

**Arrival & Departure**

- Upon dropping off and picking up your child, you must 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, push the name of who you are (Guardian of the child), and sign the last page on the screen. The same applies to departure. Sign your child out by finding them by their name and picture on the tablet through the ProCare app at the front of the school, and 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/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 on permitting that they must have a photo ID when they present themselves.

- If you need to check on your child anytime, 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, seems unable to participate in group experiences, is involved with excessive discipline issues, the parent/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, other children's belongings, rental equipment, etc. This does not include the regular wear 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 listen 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 inside 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

### **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 to 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 or 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 about 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 due to 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 for illnesses daily. Children with apparent disease symptoms 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 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/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/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 be responsible for administering it.
- 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.
- Plan of operation for Incidental Medical Services packet must be completed.

### **Sunscreen**

There will be times during the year when sunscreen is needed. **Please apply sunscreen in the morning before arriving at Playtime Academy.** If sunscreen is needed later in the day, please supply spray sunscreen with a signed permission slip. Teachers will only apply sunscreen later in the afternoon 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 ask for an extra pair of clothing to be kept here for your child in case a change is needed. Additionally, all shoes should be secure around your child's feet. We ask that your child not wear flip-flops, slip-on shoes, or shoes with wheels attached to them. All clothing items need to be labeled with the child's name.

### **Toys**

If a student does bring a toy, Playtime Academy cannot assume responsibility for losing or damaging your children's items. Please remember to label all your child's items. Your child's teacher states Share Days.

### **Birthdays & Special Occasions**



Parents/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 are bringing a special treat.

### **Transportation**

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

### **Field Trips**

For any field trip with Playtime Academy, parents/guardians must attend with the school. We will not be able to transport children. A field trip form must be filled out and signed even though 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 take them home for the day. Permission slips must be completed for local walking Park field trips on the field trip day.

### **Accidents and Injury Reports**

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

### **Naptime**

The California Department of Social Services requires that children be provided a rest period. Naptime is scheduled from 12:00 pm-2 pm. A mat will be provided for each child under the age of six. 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**

Playtime Academy will **NOT** be providing meals of any kind. All families must provide healthy snacks and lunches daily; if your child does not come with a packed snack and lunch, Playtime Academy will contact you or your other family members to provide one as soon as possible. In the case of an emergency, Playtime Academy will have snacks on-site for children

who have forgotten their snacks/lunches and we cannot contact the family to bring their snacks/lunches.

- All children must provide their breakfast, snacks, and lunches already prepared. We have a microwave, but please ensure microwave-safe food is in a container. Please, NO glass containers.
- We do not have room in the refrigerator for children's lunch boxes; please put in ice packs if needed.
- Please send healthy foods you know your child likes in a labeled lunch bag or box.
- Please provide a labeled clean water bottle daily. Playtime Academy has drinking fountains if water bottles are not brought to school.

### **Daily Schedule**

9:30 am- Morning snack  
11:30 am- Lunch  
12:00 pm-2 pm- Nap/Rest time  
3:00 pm- Afternoon snack

### **Termination of Parent Contract**

Either party may terminate this contract by giving two weeks' written notice. Playtime Academy may terminate the contract without written notice if the parent/guardian is over two weeks late with scheduled payments or if the director feels the child's needs are unmet. Changes to the contract by either party must be made in writing at least two weeks before the changes occur. Playtime Academy will give 30 days' notice before any policy or rate change.

### **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 policies or procedures or concerns about your child's experience at Playtime Academy, please contact us.**

**Thank you,  
Playtime Academy**