

## POLICY HANDBOOK 2025-2026

Welcome to Play to Learn Extended Care Program. We work hand in hand with Bethany Community School by offering extended care to best support our BCS families. We continue to educate and play using the whole child approach in our developmentally appropriate environments, while offering the experience of a mixed-age classroom.

The following policy statement is designed to further acquaint you with our program and to answer some of the questions you may have during the school year. Please keep it handy for reference as needed. Subject to change.

**OWNER:** Amanda Jackson 918-813-0279 & playtolearnextendedcare@gmail.com

**MRS. AMANDA'S OFFICE HOURS:** 7:30am- 9am, 1pm-2pm, 2:30pm-5.30pm Monday-Friday. We strive to answer any communication within 24 hours of receiving. Messages left outside of business hours will be answered within the next business day.

**AGES OF CHILDREN:** 14 months to Third Grade. In June, we offer Summer School for children 18 months - entering third grade in the next school year and to current and past patrons only.

**BUSINESS HOURS & DAYS:** We offer Before Care from 8am - 9am and After Care from 2:30pm - 5:30pm, Monday thru Friday to the families enrolled in Bethany Community School.

**ENROLLMENT:** Scheduled Care - Parents pick 3 - 5 days a week, your chosen days are guaranteed. Parents **will be charged** based on your child's personalized schedule even if the child is not in attendance due to illness, vacation, scheduling, emergency closings, and weather-related closings etc. Your monthly payment holds your child's space in our program. We require 1 month notice for changes to schedule or to disenroll. All enrollment related fees are non-refundable.

**DROP-IN CARE:** is subject to available places per day and may not always be available. Each day we hold 2 places only for drop in. Drop in prices are different from our Scheduled Care prices. If you reserve a space for, drop in, you will be charged unless you give us 24 hours' notice that you no longer need care. We cannot accommodate one and two days a week as scheduled care.

**NONDISCRIMINATION POLICY:** Play to Learn Extended Care welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies and other school administered programs.

## **FINANCIAL INFORMATION**

### **ENROLLMENT & SUPPLY FEE:**

\$55 for one child and \$80 for the same immediate family members.

The supply fee is \$50 per child enrolled in Play to Learn Extended Care.

The enrollment and supply fee are **non-refundable**.

**SUMMER ENROLLMENT FEE:** This fee is due when enrolling for summer. This fee is non-refundable.

**TUITION:** Payments are due on your first day of attendance each month. Payments are late on the 8th at 5.35pm and a \$5 per day late fee will be charged until payment is made.

**LATE PICK UP:** Pickup time from Play to Learn Extended Care is no later than 5:30 p.m. If you are late picking up your child, you will be charged a late pick-up fee of \$1.00 each minute past 5:30pm. Your account will be charged, and payment will be due no later than the next day.

**LATE PAYMENT:** Payment for the month is due no later than the 8th. The late fee of \$5/day will be charged until payment is made (including weekend). We have payment options available through Square. You will not be able to attend until payment is made. It is always best to communicate financial needs with us beforehand.

Returned checks will be assessed fees payable in cash or money order for:

1. The full amount of the check, and
2. A \$30.00 service fee the bank charges Play to Learn Extended Care, and
3. Any additional fees incurred as a result of your check not clearing If two checks are returned, you must pay in cash thereafter.

**Payments may be made by check, cash, or Square (Visa/MasterCard) with processing fees passed on to patrons.**

## COMMUNICATION

- It is imperative to us that we be able to communicate with you and you with us. It is helpful for the teachers to know if your family is going through a challenging situation (death, divorce, serious illness, birth of a sibling, unemployment, a parent away for an extended period, etc.) If Play to Learn Extended Care is made aware of the situation, we will attempt to give the support needed during difficult times. Play to Learn Extended Care and Bethany Community School leadership shares information to ensure a positive and supported experience for children and families enrolled in both programs.
- A restraining order or primary physical custody papers must be on file to keep a birth parent from picking up their child. If you do not authorize through the ROI to have access to court documents, we are unable to follow through with the court documents content and instructions. This is in accordance with state and federal laws. Play to Learn Extended Care will identify anyone who attempts to pick up a child. If no legal papers are on file and it is determined, they are the birth parent we cannot stop them from taking the child. We would make every attempt to contact the other parent if this were to occur. Please help us to maintain current information and stay apprised of any details which will keep your child safe and all of us informed.
- We use ProCare, our Facebook Page and the website to keep you updated. If at any time you encounter a problem or have a question, please speak with Mrs. Amanda or a member of teaching staff immediately. **Communication is the first step in making a situation right.**

## DISCIPLINE

- If the need for discipline arises, it shall be constructive and educational in nature and appropriate to the child's age and circumstances. Redirection, conflict resolution, natural consequences and prior intervention will be used. At no time will physical punishment be used. At Play to Learn Extended Care, like Bethany Community School we have no guns, war toys, or toys of destruction. We prefer that the children not bring items with these themes to school.

## TERMINATION OF CARE

- Play to Learn Extended Care reserves the right to terminate care at any time for any sufficient reason, including but not limited to late payment, not adhering to policies and procedures, misbehavior or unruliness of child. Parents may withdraw child from our program for any reason, however we do require a one month paid notice. Payment will be required until end of notice period.

## WHAT DO I NEED TO BRING TO PLAY TO LEARN

### WHEN CHILDREN ARRIVE TO PLAY TO LEARN:

- A breakfast of cereal is provided for those children who come to before care. If a special cereal or snack is needed due to food allergies, please send with your child.
- Child is fully dressed in appropriate tennis shoes that stay on their feet and play and weather appropriate clothes because we cannot play in the sand with flip flops or rain boots.
- For days where weather could be cold or raining, please send your child with a labeled coat, gloves, hat, raincoat, and change of clothes for your child to be prepared.

### LUNCH & DRINK:

- Your child's lunch box and cup should be clearly labeled with child's name on the outside, large permanent letters or with a label; returnable items such as Tupperware and utensils should be labeled as well. To promote independence, please make sure your child can open their lunch box and containers. Always cut foods such as grapes, hotdogs, and sandwiches into small bites that are also cut length wise. These items are choking hazards.

### SNACKS:

- While your child is in after care, a snack will be served at around 3:15 pm. Parents with children that have food allergies will need to supply all food/snacks for extended care.

### CLOTHING:

- A change of clothes including a shirt, pants, underwear, and socks need to be sent every day with your child. They will need to be seasonally appropriate. Please label all items you send. Sometimes accidents, spills, and outdoor play when it rains call for a change of clothes and although we have some clothing to use in a pinch, most children prefer their own clothes.

- Please consider your child's comfort, and dress them in simple, easy to manage play clothes. Many of our activities are messy, and accidents do happen.

#### **PERSONAL BELONGINGS:**

- Please make sure that any clothing, blankets, lovies etc. are clearly labelled. We cannot be responsible for items that are not. Toys from home are not allowed in Play to Learn classrooms.

#### **POTTY TRAINING & POTTY TRAINED:**

When we have 3 classrooms:

**PTL 1-** is for Todd 1 and Todd 2 (who are wearing diapers or working towards potty training).

**PTL 2-** is for Primary and Junior 1 (who are working towards potty training and are potty trained).

**PTL 3-** Junior 2, Pre-K, K-2 (with all children being potty trained).

#### **A potty-trained child is doing the following:**

- Can communicate to their teacher the need to go to the bathroom with enough time to use the bathroom before they have to go.
- Can pull down their clothing to use the bathroom and then get them back up without help.
- Can wipe themselves after using the bathroom.
- Can get on and off the toilet by themselves.
- Can wash and dry hands independently.
- Can go back to the classroom without distractions.
- Can wait their turn to use the bathroom if it is already in use if we are outside or there are other friends utilizing the facilities.

**Diapers:** If you have a child in diapers, please send 2 diapers for them each day they are at Play to Learn Extended Care. Please label diapers with your child's name. Please be sure you have removed all medications (except diaper cream).

**Pull-Ups:** If you have a child in pull-ups, please send the style with the **Velcro sides only**. **These allow teachers to not have to completely undress your child when changing is needed.** Also, please make sure that your child can pull up and down the clothing they are wearing while wearing their pull-up.

PTL 2 classroom placement is for potty trained children only. This is due to that classroom not having diaper changing facilities. If your child is not potty training, they will be placed in PTL 1 until they are fully potty trained.

#### **Ways We Help Prepare Children Getting Ready to Train:**

We begin looking for signs of readiness, such as they are able to identify when they are wet or dirty, showing an interest in the potty, following simple directions, knowing when they need to go, communicating needs, being able to physically get to the bathroom, and not being afraid of the toilet are all good places to start. Some things we do to help prepare them in the classroom is talking about the potty while changing their diaper. We have them sit on the toilet when we have our transitional times for diaper changes and using the bathroom (before and after meals and snacks, before and after falling asleep). We start having them help pull their pants up after diaper changes to prepare them for when they use the bathroom and washing their hands independently. We will always communicate with you as parents and care takers about any signs that your child is ready.

#### **Ways We Do Not Prepare Children Getting Ready to Train:**

We cannot have your child on a potty-training schedule where they will need to go every 20-30 minutes. This is very hard on the child while at school and has been proven to not be as successful. It is very time consuming and is not realistic in our school setting. We will not limit drinks or food to avoid accidents. We have a set schedule, and each child is fed snack and given their drinks at the same time while potty training. We do not clean out dirty underwear. We do not do laundry of any soaked or soiled clothes. They will be placed in a bag, put in their backpack, and returned to the parents.

#### **BASIC HEALTH (see illness policy)**

Play to Learn Extended Care, may request you keep your child home, return home, or pick up due to (but are not limited to) the following:

- Illness that prevents the child from participating comfortably in program activities, such as going outdoors.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spread of harmful disease to others
- Severely ill appearance
- Fever of 100 or above. No exceptions.
- Fever of 99 and above with another symptom (including but not limited to) coughing, runny nose, lethargy, child is able to tell you they do not feel well.

- Diarrhea: watery stools or decreased form of stool not associated with change of diet; stool not contained in the diaper; child unable to reach the toilet; or stool frequency that exceeds 2 or more stools in a brief time period.
  - Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
  - Vomiting more than 2 times in the previous 24 or if we have a fear of dehydration.
  - Mouth sores with drooling (unless the child's medical provider or local health department authority states that the child is noninfectious).
  - Abdominal pain that continues for more than 2 hours
  - Rash
  - Skin sores weeping fluid and on an exposed area that cannot be covered
  - COVID-19: Please see addendum, will require contacting the Health Department
  - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
  - Impetigo until 24 hours after treatment has been started.
  - Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
  - Rubella, until 7 days after the rash appears.
  - Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).
  - Pertussis (whooping cough) until 5 days of antibiotics.
  - Mumps, until 5 days after onset of parotid gland swelling.
  - Measles, until 4 days after onset of rash.
  - Hepatitis A virus until 1 week after onset of illness or jaundice or as directed by the health department (if the child's symptoms are mild).
  - Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return.
  - Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.
- 
- For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification. We always require a total of 4 contact numbers on file, updated regularly. If you pick up past the hour, we will charge a \$1/minute late pick up fee.
- 
- Until then, your child will be removed from class and kept comfortable in a separate area and will continue to be observed for symptoms. Children need to remain home for 24 hours without symptoms before returning to the program, unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before the child can return. Children who have been excluded may return when:
    - They are free of fever, vomiting, and diarrhea for a full 24 hours without any related medication to reduce fever or limit diarrhea and vomiting.

- They can participate comfortably in all usual program activities, including outdoor time.
  - They are free of open, oozing skin conditions and drooling (not related to teething) unless the child's medical provider signs a note stating that the child's condition is not contagious, and the involved areas can be covered by a bandage without seepage or drainage through the bandage. If a child is excluded because of a reportable communicable disease, a note from the child's medical provider stating that the child is no longer contagious and may return is required.
  - The final decision on whether to exclude a child from the program due to illness will be made by Play to Learn Extended Care.
  - Notes allowing for a child's return to the center after exclusion due to illness must originate from the child's medical provider. A note written and signed by the child's parent/guardian who is also a physician is not acceptable.
- 
- Because of safety factors protecting the children, prescription medications will not be administered to children at school without a lengthy permission form being filled out and original instruction and medication packaging from the doctor and pharmacy. We do not give OTC medications at all. If your child requires OTC medication, then they are best kept at home.

#### **IN CASE OF ACCIDENTAL INJURY:**

We will make an immediate attempt to contact a parent. If we cannot reach you, or one of the persons listed for us to contact, we will call an ambulance or 911. Until the arrival of a parent, physician or EMT the Administrator will be in charge and make all decisions about the care of the child and will remain with the child or name the person to remain with the child. You will be expected to assume responsibility for any resultant expense. We will not transport any children to the hospital in a personal vehicle. All Play to Learn Extended Care staff are First Aid and CPR certified.

#### **PLEASE KEEP THE SCHOOL UP TO DATE ON ALL CONTACT INFORMATION.**

#### **HEAD LICE POLICY:**

Students diagnosed with live head lice will need to go home at the end of the Bethany (9-2.30) day to prevent spreading to multiple classes based on our mixed age groups, children may return after appropriate treatment has begun. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

#### **EPI PEN & BENADRYL:**



If your child has allergies that require an Epi Pen and Benadryl for the allergic reaction, please provide these items to both the BCS classroom and the Play to Learn classroom and they will always stay with the child. We require 2 Epi Pens.

**\*\*\*If an EPI pen is administered for any reason, 911 will be called. If one is stored for a food allergy a Food Allergy Action Plan form will be kept on file which you MUST fill out.**

**\*\*\*If a child has been known to have seizures a Seizure Plan of Action Form MUST be on file in the office. Any medication must have all Doctor Instructions with the medication in original packaging.**

**\*\*\*All PLAY TO LEARN EXTENDED CARE Staff members have been trained in Pediatric First Aid and CPR breathing. St Francis Hospital (Main 61 and Yale) is the closest to and would be the destination given to 911 in case of an emergency.**

#### **SUNSCREEN:**

**Play to Learn Extended Care Staff** are not allowed to apply sunscreen to children. Do not pack it in your child's bag. If you want your child to have sunscreen on, please apply it before they arrive.

#### **Insect Repellent:**

**Play to Learn Extended Care Staff** are not allowed to apply insect repellent to their students. You may apply repellent before your child arrives.

#### **OUTDOOR PLAY**

We go outside nearly every day "weather permitting". The term "weather permitting" means unless there is a weather advisory or public announcement related to extreme cold or heat that may cause health problems, we will go outside. Here are our guidelines for outside play:

When temperatures are at or below 32° F, including wind chill, outdoor time will be limited to no longer than 15-minute intervals. Children should be dressed appropriately so that they are comfortable when outside. Hats and gloves are necessary for all children when it is cold and labeled with their name. When temperatures are between 95-100° F, outdoor time will be limited to 15-minute intervals. We will take precautions to make sure that all children drink plenty of water. We are blessed to have many trees which provide an abundance of shade, but on sunny days we encourage you to apply sunscreen to your child prior to coming to school. You know best what works for your child's skin.

Children cannot stay indoors when their class goes out. This is regardless of whether they have allergies, are just returning after just being sick or whatever the case may be. We do not have staff to watch the children outdoors and indoors too. If you would like to arrange to come up and be with your child indoors while the class is outside, that would be perfectly agreeable. Please make these arrangements with their teacher and Mrs. Amanda.

### **EMERGENCY AND WEATHER-RELATED CLOSINGS:**

In the event of inclement weather our policy is to close school. If hazardous driving conditions occur while children are at school, we may close early. If a **tornado warning** is being sounded, please do not risk coming to pick up your child. If you are in the parking lot please hurry inside and come into the kitchen, church workroom or library area. After the danger has passed, please feel free to come and pick up your child. In case of any other emergency please know that we will be here keeping your child as safe as possible until you arrive. In the event of an emergency, **loss of power, gas leak or water etc.**, we will call parents to come pick up their child(ren). In any other emergency, we will follow Health Department guidelines in response. **Covid related illness we will continue to follow their guidelines in response.**

### **SAFETY:**

The building doors are usually kept locked except for the main arrival and departure times so that we may monitor those who enter the building. If you would like to visit during this time, please ring the doorbell that is just to the right of the glass doors and one of our staff will let you in as quickly as possible.

### **Child Abuse**

Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.

I, \_\_\_\_\_, have read, fully understand, and agree to adhere by all of the policy handbook guidelines.

Signature\_\_\_\_\_

Date:\_\_\_\_\_

