



# Parent Handbook of Policies and Procedures

YOUTHLAND ACADEMY – [CENTER NAME]  
[CENTER ADDRESS]  
[CENTER PHONE NUMBER] [CENTER FAX NUMBER]

## **CACFP NONDISCRIMINATION STATEMENT/POSTERS**

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education, or public distribution.

### **FULL STATEMENT:**

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer”.

If the material is too small to permit the full statement to be included (such as flyers or brochures) the material will at a minimum include the statement, in print size no smaller than the text.

### **CONDENSED STATEMENT:**

“This institution is an equal opportunity provider”.

### **“AND JUSTICE FOR ALL” POSTER OR DECAL:**

Sponsors are to prominently display in a public place the “And Justice for All” USDA poster or decal at each site and at the agency office if at a different location. If posters and/or decals are needed in other languages appropriate to the local population, please contact the state agency.

**• • • AND JUSTICE  
FOR ALL**

This facility is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap, or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250.

Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Secretary of Agriculture

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Pursuant to Title VI of Civil Rights Act of 1964  
42 USC 2000c and CPR Part 15

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

# WELCOME TO YOUTHLAND ACADEMY CHILD CARE CENTER!

Welcome to Youthland Academy - Beekman. The Academy is designed to enhance your child's day through social, educational, and emotional stimulation. Our staff is committed to meet each individual child's needs in a loving nurturing manner.

This Handbook is designed to familiarize you with our policies and procedures, as well as to open the doors of constant communication and understanding concerning your child's growth and development.

Please review the policies outlined here, and feel free to direct any questions and/or comments to our Academy Director.

We are pleased to welcome \_\_\_\_\_ to Youthland Academy.

First day of attendance: \_\_\_\_\_

Class: \_\_\_\_\_

Teacher: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Weekly Fee: \_\_\_\_\_

Owner: **Shay Clark & Lauren DeFrain**

Director: **Gayle Booker-Nelson**

Center Information:: **Youthland Academy - Beekman**  
**3277 Beekman Street**  
**Cincinnati, OH 45225**  
**Phone (513) 827-6808**  
**Fax (513) 672-2820**

Youthland Academy Childcare Centers are licensed for operation for the care of infants, toddlers, pre-schoolers, and school-age children. Youthland Academy Childcare Centers do not discriminate upon the basis of race, color, religion, sex, or national origin.

## **FRANCHISE LOCATIONS:**

**Colerain**  
2941 W. Galbraith Rd.  
Cincinnati, OH 45239  
(513) 522-3075

**Newtown**  
7397 Main Street  
Newtown, OH 45244  
(513) 271-7110

**Norwood**  
4600 Smith Road  
Cincinnati, OH 45212  
(513) 631-2761

**North Bend**  
11380 US 50 State Line Rd.  
North Bend, OH 45052  
(513) 353-0209

**Cheviot**  
4190 Harrison Avenue  
Cincinnati, OH 45211  
(513) 481-5118

**Middletown**  
4435 Marie Drive  
Middletown, OH 45042  
(513) 217-5444

**Milford**  
55 West Techne Center Dr., ste 100  
Milford, OH 45150  
(513) 831-5437

**Price Hill**  
4500 Glenway Ave.  
Cincinnati, OH 45205  
(513) 248-2210

**West Carrollton**  
303 Fame Road  
West Carrollton, OH 45449  
(937) 859-5437

**Montgomery**  
10310 Montgomery Rd.  
Cincinnati, OH 45242  
(513) 794-0093

**Fort Wright**  
115 Kennedy Road  
Fort Wright, KY 41011  
(859) 426-1500

**Blue Ash**  
9280 Plainfield Road  
Cincinnati, OH 45236  
(513) 984-9079

**Dayton**  
2350 Catalpa Drive  
Dayton, Ohio 45406  
937-535-5437

**Pleasant Ridge**  
6142 Montgomery Rd.  
Cincinnati, OH 45213  
(513) 351-9888

**Loveland**  
10632 Loveland Madeira R  
Loveland, OH 45140  
(513) 583-1181

**Cheviot (Corporate)**  
4190 Harrison Ave  
Cincinnati, OH 45211

## **YOUTHLAND ACADEMY PHILOSOPHY**

The needs of children and their parents are the primary concerns of Youthland Academy. By providing the best possible care to children, we seek to contribute to the happiness and security of our parents and the communities in which they live.

First and foremost, Youthland Academy provides children with constant and alert supervision in a safe environment, screened from hazards. The large open classroom with designated areas for learning centers provides for both quiet and active play.

Our entire program is designed to enable children to have a positive self concept and to know success at an early age. This is possible because our Academy environment provides children the opportunity to be safe in their quest as natural leaders.

Youthland Academy is a “Learning Center” that assists children in their realization of success and fulfillment through programs of positive self-image. Children experience the joy of learning; they feel loved and accepted. Our program is our attitude!

Our Teachers and Directors are provided weekly themes that ignite each child’s unique pleasure in learning. The seasonal curriculum suggests proven ways to include these weekly themes in a variety of “discovery centered” activities. Using the curriculum’s themes, each teacher designs individualized lesson plans. We do not adhere to standardized lesson plans because we feel there is no “standard” child or class. This is why we keep our teacher-child ratio at a level which comfortably supports personal attention.

Some of our Academies provide activities such as gymnastics and dance classes. These services enable parents to further enrich their children’s lives without cutting into the quality time parents and children share after working hours.

Progress reports and/or developmental checklists are given to parents to keep them up-to-date on the total growth of their child/ren. Formal conferences are scheduled yearly to discuss a child’s progress. Parents are also strongly encouraged to meet with their child’s teacher and Director, and visit the Academy at any time.

## HOURS

The Academy is open Monday through Friday from \*6:30 a.m. until \*6:00 p.m. The Academy provides both full-time and part-time services, before and after school, as well as summer camp for school-aged children.

\* Hours may vary at each location. Please contact your local Youthland Academy for specific hours of operation.

## WEATHER POLICY

It is our intention to provide service at all scheduled times. However, severe weather conditions may prevent this. Should we need to close our centers before regular closing time, we will post the information via local stations, Channel 5, Channel 9 and Fox 19. Information will also be posted on our website, [www.youthlandacademy.com](http://www.youthlandacademy.com) and on our Facebook and Twitter pages. If weather conditions worsen during the day, please check these sources often, or call the center to check on its status. It is important in these circumstances to be prompt in picking up your child so that children, staff and families have safe travel home.

## VISITATION

You may visit your child at the Academy at any time. Unannounced visits are encouraged and welcomed. Additionally, we are interested in presenting the children with as many varied experiences as possible. If you would like to be a guest speaker, or if you know of someone with an interesting talent or job, please do not hesitate to contact us! We like changes of scenery and learning through field trips. If you know of any interesting destinations, please share with us.

## LICENSING

Youthland Academy is licensed by the State of Ohio. The license is posted in the entryway and on the Parent Board. The Youthland Academy – Beekman facility is licensed to care for \_\_\_\_\_ children.

We may take care of:

Number of Children	Ratio
Young Infants	1:5 or 2:12
Young Toddlers	1:7 or 2:14
Older Toddlers	1:8 or 2:16
Young Pre-Schoolers	1:12 or 2:24
Older Pre-Schoolers	1:14 or 2:28
Schoolagers	1:18

A copy of the State's Rules and Regulations are posted for viewing. The current year's license for operation is located in the entryway and office of each center. A copy of the laws governing the licensing of the center is available for review at any time. The licensing record for each center is also available in the center and with the Ohio Department of Jobs and Family Services. The toll free number for ODJFS Child Day Care Licensing is located on center's license.



## ENROLLMENT

Child Enrollment and Health Information forms, including current immunization records, must be completed in full and signed by the parent or guardian. A medical statement signed and stamped by your child's physician must be turned into the center within the first thirty days of enrollment. If you opt out of certain or all immunizations, your child's physician must complete the Child's Medical Statement form. The physician must state the reason why the child was not immunized. A written feeding plan is required for any child under 1 year of age.

## PARENT RESPONSIBILITIES

Listed below are areas in which we require active parent involvement in order to offer your child the best possible care at all times.

This Parent Handbook is a necessary part of admission and clearly defines the center's responsibilities to the parents as well as the parent's responsibilities toward the center. The policies apply to all parents and may not be changed on a parent-by-parent basis. It is the responsibility of the Academy Director to enforce these policies for the safety of the students and the staff of the center.

### Maintain Current Files:

It is the responsibility of each parent to work with the center to maintain current and accurate emergency contact information, as well as update each child's medical file yearly. Failure to provide up-to-date medical forms as requested may lead to a suspension in services rendered.

### Child Pick Up

It is the responsibility of the parent to pick their child/ren up from the center before closing time. When a child is left at the Academy past normal operating hours, staff may wait until the parents arrive. **A fee of up to \$1.00 per minute, per child will be assessed. This fee must be paid to the on duty staff member at the time of the late pick up.** If a child is left at the center for over an hour after closing, we reserve the right to notify the Police and Child Services.

### Child Absence

In order to ensure your child's safety, parents must contact the center if:

- Your child is going to be arriving later than 9:30 a.m..
- If your child is going to absent due to illness or other reason.
- If your child leaves school early and will not be attending the afternoon program.

The Director will contact parents who have not called by 9:30 a.m. to report their child absent. If your child is absent for five consecutive days without any communication or contact with the Director, it will be assumed our services are no longer needed and your child will be unenrolled and their spot filled. Parents may re-enroll their child depending on space availability. Fees for absent days will not be prorated or refunded for any reason.

### Children's Needs

Reporting important information about your child is the responsibility of the parent. Please communicate each child's needs to the Center Director. This includes but is not limited to, allergies, changes in behavior and illnesses.

### Medical Insurance

Youthland Academy will not pay any medical expenses for any child, including but not limited to, accidents and/or illnesses children may have at the Academy. It is the responsibility of the parent/guardian to provide health coverage. **Normal childhood related accidents may happen at the childcare facility including falling, bumping into objects, tripping etc. Youthland Academy shall not be responsible for medical expenses resulting from these types of incidents.** It is the policy of Youthland to screen the classrooms for potential hazards as well as maintain a clean, safe environment. Even with all the safeguards in place, children can still have accidents. Parents are notified by the Academy Director immediately following an accident and the Director will advise if a visit to the hospital is recommended.

### Hospital Transportation Policy

If the Academy is unable to reach a parent if their child has had an accident or is ill, Youthland may send the child to the hospital by ambulance. This includes but not limited to; temperatures over 101 degrees, any head injury, broken or sprained limbs, uncontrollable asthma, wheezing or difficulties breathing and other related symptoms. **The center will not enroll any child if the parent refuses to grant permission for emergency transportation for emergency treatment.**

If it is necessary to transport a child to a hospital by ambulance, one staff member from the Academy will ride along if the parent does not make it to the center in time. In the event the parent does not arrive to the center in time to ride with the ambulance, then the parent must arrive at the attending hospital no later than 15 minutes after the child and staff member arrive. Parents will be charged \$1.00 per minute after 15 minutes.

### Damage to Facilities or Equipment

In the event a child maliciously damages equipment, toys or the facility attended, the parent may be asked to reimburse the facility for the replacement cost of said item/s.

## **SUPPLIES**

Parents are responsible for providing the items listed on the following page. Please bring the supplies appropriate to each child's age group on or before his/her first day of attendance. ALL ITEMS MUST BE LABELED.

The following list includes necessary supplies for each age group:

### **Infant Supplies**

- Formula in labeled bottles (label must have child's name and date)
- Bottles filled with appropriate water levels
- Extra can of formula
- Adequate supply of diapers
- Wipes
- Ointments and Powders
- Two complete change of clothing
- Pacifier, blankets (not allowed in cribs per ODJFS), and bibs
- Plastic shoe box

### **Toddler Supplies**

- Adequate supply of diapers, wipes, and ointments
- Two complete changes of clothing
- Blanket
- Paint shirt (man's old short sleeve shirt)

### **Pre-School Supplies**

- Complete change of clothing, including socks
- Paint shirt (man's old short sleeve shirt)
- Blanket and/or pillow
- Plastic shoe box

### **Schoolage Supplies**

School Year, Before/Afterschool:

- Backpack, pencils, paper and any supplies needed for school (toys, video games, MP3/music players or any other items not allowed by the child's school is discouraged).

Summer/School Vacation:

- Complete change of clothing, including socks
- Paint shirt (man's old short sleeve shirt)
- Blanket and/or pillow
- Plastic shoe box

Children are not permitted to bring cell phones into the center. If a school age child carries a cell phone, it must be turned into the Director's office upon arrival and may be picked up upon departure of the center.

If it becomes necessary for Youthland Academy to supplement any of these items, there will be an additional charge added to your weekly fee. The fees are as follows: diapers – \$1, wipes - \$1 each time used.

Children will not be permitted to stay in the center without appropriate clothing and/or a change of clothing in their cubby. If a child has an accident or needs his/her clothes changed, a phone call will be made to the parent to pick up the child.

**YOUTHLAND ACADEMY IS NOT RESPONSIBLE  
FOR LOST, STOLEN, OR DAMAGED ITEMS.**

**CLASS ASSIGNMENT**

The Academy accepts children ages six weeks through twelve years of age. Each child is assigned to classes with the following names and teacher / child ratios:

<u>GROUP</u>	<u>AGES</u>	<u>RATIO</u>	<u>GROUP SIZE</u>
Baby Bears	Young Toddlers	1:5	2:12
Teddy Bears	Older Infants)	1:6	2:12
Brown Bears	Young Toddlers	1:7	2:14
Koala Bears	Older Toddlers	1:8	2:16
Panda Bears	Young Pre-Schoolers	1:12	2:24
Polar Bears	Older Pre-Schoolers	1:14	2:28
Grizzly Bears	Schoolagers	1:18	2:36

**TRANSITIONING POLICIES**

Each family receives our enrollment packet upon touring our centers. Within that packet is a Child Information Statement that needs to accompany the child prior to, but no later than the first day of attendance. With this enrollment packet we help the teacher prepare for the new child with Name, Birthday, Cubby and Cot or Crib assignment. During the first two (2) to four (4) weeks of enrollment, our staff and Director will use this information to familiarize themselves with each child and assess that they are placed in the class that best suits that child's individual developmental needs.

Transitioning students from one age group to another is determined on an individual basis as deemed necessary. The developmental readiness is determined by the child's primary teacher and Director in accordance with Ohio's Early Learning and Developmental Standards/Guidelines. Each family will be notified in writing via JFS for number 01129 within

an adequate time frame specifying the date and time that their child will begin the transitioning process, as well as an opportunity to schedule a time to meet their child's new teacher. Along with the child we pass their family Information Sheet, JFS form 01511, to help the new teacher better meet the needs of the child. In order to prepare the child for their new classroom, the duration of the transitioning process is determined by the child's consistent demonstration of social and emotional comfort levels within the new environment. Each parent is notified verbally on a daily basis of their child's progress until permanent placement in the room is determined by the teachers.

When a child has completed our preschool program and will be entering Kindergarten we help prepare the family by giving them school pamphlets for the surrounding schools to which we transport. By providing the parents with a body of work and Child Assessment Portfolio, it helps the parents make the best decision in choosing a school. We help the child transition better by scheduling a field trip to the nearest elementary school, and practice techniques such as holding lunch trays, bringing book bags and even completing homework assignments. This is a fun new adventure for both parents and students.

In the event that a child may withdraw from our program, we require a two week notification in order to adequately gather and prepare a "My Youthland Academy Adventure" book. This book may include all current curriculum work, a copy of the child's most recent development assessment and a class photo to commemorate their time with us. We also prepare your child and his/her fellow classmates for the upcoming change through various transitioning techniques, such as reading stories about new schools and moving, and taking pictures with their classmates and teachers. If, at any point in time, a question or concern is had by a parent regarding this procedure, we encourage our parents to address these to the Director. If the family moves into a new area where there is a Youthland Academy, we try to make arrangements with that center so the child may remain a part of the Youthland Academy family.

## **DAILY SCHEDULE**

The daily schedule for each age group is designed to meet the developmental needs of the children. A healthy balance between active and quiet play, outdoor play and nap time is integrated into the schedule. The teachers will post weekly lesson plans on the "Parent Board" located in each classroom.

## **ARRIVAL AND DEPARTURE**

For the safety of each child, the Academy requires that each parent accompany their child/ren into the building and escort them to the care of the attending staff member. A family member under the age of 18 years **may not** bring children in or out of the building. This includes older siblings. Youthland Academy requests that our parents phone ahead if they plan on arriving later than their usual time. It is the responsibility of the parent to notify and alert the Director

and/or staff that the child is departing. Staff will document arrival and departure of each child on a daily attendance form.

No child will be released to anyone other than the parent or guardian without written consent. YLA requires written notification in advance to release children to anyone other than the parents or guardians as indicated by the Alternate Pickup Authorization form located in the Enrollment Packet. Any person picking up a child will be required to show official identification. YLA reserves the right to ask new parents for identification until all of the staff is acquainted with the new family.

In the event your child is involved in a custody agreement, a court order must be provided to the center stating the appropriate days each parent will pick up the child. This court order will be copied and kept on file in the Director's office. Each teacher will be notified as to whom will be picking up the child on which day. The court order will be implemented as stated, and no adjustments may be made at any time.

Parents must sign their children in and out using a provided password. This computer will also track accounting statements, medical notices or center announcements. It is the responsibility of the parents to check notices daily and accurately sign your children in and out.

We begin our morning curriculum at 9:30 a.m.; we request all children to be in attendance prior to that time. **Parents are required to call ahead of time to announce late arrivals.**

**Youthland Academy reserves the right *not* to accept any child arriving after 9:30 a.m., without prior approval.**

## **PROFESSIONAL CONDUCT**

Youthland Academy will not tolerate offensive language from parents or staff members. It is policy that any inquiries and/or concerns shall be addressed to the Academy Director only. Any negative matters that need to be discussed, must directly involve the Director. It is a violation of state law, as well as Youthland policy, for a parent to physically or verbally discipline children in the center, or to reprimand or accuse other children of misconduct. Academy staff is required to maintain a professional attitude towards our parents at all times as well. If the Center suspects a parent or guardian is picking up a child under the influence of drugs or alcohol, YLA will contact the police and Department of Human Services immediately. All rules and policies are in place to ensure the safety of each child and caregiver in the facility. As stated earlier, the Academy requests that all Center matters are addressed directly to the Center Director or the owners of the center.

**Youthland Academy reserves the right to terminate child care services immediately in the event of behavioral issues that endanger the health or safety of our staff or other children in our care.**

**Youthland Academy reserves the right, at any time, to discontinue child care services to any parent or child who does not practice the policies of the center.**

## **DISCHARGE**

In most instances, if a child demonstrates consistent aggressive behavior or discipline problems there will be documented observations done by the teachers and all of our procedures will be followed. When we feel we have exhausted all of our abilities to control the behavior we will require a parent-teacher conference to discuss the situation and/or behavior. At that time there will be a follow-up meeting set to discuss any progress, alternatives, etc. If behavior has not improved or has gotten worse, and if the teacher and Director feel it is necessary, a professional referral will be recommended. This will be done only after we have exhausted all our abilities and it is in the best interest of the child to receive outside help. If professional help is not sought, alternative childcare arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed in a reasonable time frame, then alternative childcare arrangements must be made.

## **HIRING CENTER STAFF**

Youthland provides job related training for all staff. The Academy does not endorse, nor is it responsible for teachers and other staff who provide outside services for Youthland parents such as babysitting. Youthland does not insure or train staff to work outside the daycare setting. Any relationship formed outside the daycare setting excludes Youthland from all liability.

## **SAFETY POLICY**

All children will be supervised at all times. The policy governing arrival and departure of children assures that a child care staff member is aware of each child's presence at the Academy.

There is immediate access to a telephone within the building at all times. A monthly fire drill is conducted and exit plans are posted in each area in the event of fire or emergency weather alerts.

First Aid kits are located in the office, infant room, and vans. Staff members trained in First Aid, CPR, Communicable Disease, and Child Abuse recognition are always present in the building. The Director and each employee of Youthland Academy are required by state law to report any suspicion of abuse or neglect to the proper authorities.

Use of aerosol sprays shall be prohibited when children are in attendance in the Academy.

## **CHILD ABUSE AND NEGLECT POLICY:**

If a Youthland staff member suspects a child in his/her care has been the victim of child abuse or neglect we are required by law to report our suspicions. All child development teachers in the state of Ohio are mandated reporters. Similarly, no physical punishment of a child will be tolerated on our premises. Should a staff member observe a parent physically punishing a child on Youthland property, that staff member will report the behavior to the appropriate authorities.

## **HAIR BEADS/BARRETTES/ACCESSORIES**

Children under the age of three (3) are not permitted to wear beads/barrettes in their hair, earrings, necklaces, bracelets, or any other jewelry or hair decorations. These items, if removed, pose a serious choking hazard. If a child wears any of the aforementioned items to the center, YLA staff will immediately remove and store these items in the office until pickup time.

## **GENERAL EMERGENCY PLAN**

General emergencies include any threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc.; and loss of power, heat or water. Any staff member who learns of a significant health or safety hazard will immediately notify the Director so that appropriate action can be taken. All staff will follow the posted Emergency Procedures and wait at the designated safety site in the event emergency personnel are involved.

A monthly fire drill is conducted and emergency medical/dental/evacuation plans are posted in each room of the facility in the event of fire, severe weather alert, or other emergency. Tornado/Weather drills are conducted monthly from March to October. Parents should refer to the Fire and Weather Alert written plan and diagram for instructions on evacuation and weather safe rooms.

### **Procedure and Practices:**

The center has a written, developed plan including procedures used to prepared or and respond to the following:

There is immediate access to a telephone within the building at all times. The Director will monitor weather/news daily by radio/TV and advise staff of any pending weather-related or other emergencies.

- The Emergency Information for each child will be taken along during any emergency or emergency evacuation drill.
- First Aid Kits, medicine and other emergency supplies will be taken along during any emergency or emergency evacuation drill.
- There will be emergency supplies (food, water, clothes, blankets, flashlights, diapers and other necessary items) to care for children in the facility or the designated "Safe Place.", which is Ethel M. Taylor School.

In the event of Emergency Evacuation, academy staff will contact the local authorities immediately, as well as parents by phone (calls and text messages) and will post on our private



center Facebook page informing parents of the situation and location, as well as post a notice on the entry door of the center.

- Our evacuation shelter is Ethel M. Taylor School, located two blocks north of the center. Upon evacuation, each teacher will conduct a name to face count from their daily attendance.
- The center will have an evacuation bag that will include coloring sheets, crayons and busy bags for children to use while waiting at our “Safe Place”.
- To assist with infants, children with health conditions or special needs, academy staff will use our 6 seat buggy and cribs to transport children.
- For reunification with parents, the center will have a “Ready to Go” index card box that will contain all of the emergency contact information for each child. If an emergency occurs within the building, and we are unable to communicate with parents due to loss of landline or internet service, parents will be contacted using our cellphones.

The supplies for an Emergency Evacuation are located in the Front Office closet. During an Emergency Evacuation, the Director will collect the Medicine Box and Emergency Evacuation Bag. Infant staff will collect bottles, diapers and wipes and place them in a crib.

In the event severe weather occurs while Schoolage children are being walked to/from school, the staff will wait indoors at either location (center/school) until it is safe to walk.

Academy staff are trained during orientation on the center’s disaster plan. They will sign off after training to ensure they are knowledgeable about the plan and procedures. Certain staff members will be assigned specific duties during an emergency or natural disaster.

## **EMERGENCY INDOOR/OUTDOOR LOCKDOWN**

In the event an individual refuses to leave upon request or is deemed to be an “intruder” or similar designation, the Director or designated staff member will initiate the “LOCKDOWN” procedure. If there is criminal/unsafe activity occurring outside the building, initiate the “LOCKOUT” procedure.

- **Intruder – Lockout/Lockdown Procedures**

These procedures are to be used in situations that could result in harm to persons inside the childcare facility such due to an intruder, disgruntled person or unauthorized trespasser seeking to create a disturbance.

- **LOCKDOWN procedures if an intruder is inside the building:**

- The Director or designated staff member will call local authorities (911) and follow direction as to how to handle the situation.
- If possible, we will isolate the aggressor from as many adults and children as possible. Seek to move the individual to the Office, Resource Room or less populated area. Remain calm, and do no attempt to physically restrain or block movement.
- Director or designated staff member will announce “lock down” over the intercom.
- In a “lock down” situation, all children are kept in classrooms or other designated locations that are away from danger. If not in a classroom, but in an unsecured

location (ie. hallway, Imagination Station), children/staff will enter the nearest enclosed room.

- If staff and children are not inside the building (on the playground, routine trip) the preschool and pre-k teachers will open the window to inform them of the situation. Staff and students on the playground or on routine trip will go to the “Safe Place” where staff will contact local authorities.
  - Staff will conduct a name to face count from their daily attendance.
  - The Director or designated staff member will secure building entrances, ensuring that no unauthorized individuals can leave or enter the building.
  - Staff and children will remain in the classroom, locking the classroom door, securing the door with available furniture to create a barricade and/or wedge to keep the door closed. Staff and students will stay clear of windows and doors, try to remain quiet. When possible, the teacher will engage in quiet story time activities with the children to maintain calm as much as possible. Staff will have a cell phone within reach at all times and turn phones to vibrate mode.
  - Ignore fire alarm activation.
  - Staff will contact parents as soon as it is safely possible.
  - Remain in room until Director or designated staff member announces the end of lockdown.
- **LOCKOUT procedures if unsafe activity is occurring outside the facility:**
  - Director or designated staff member will call 911 if unsafe activity is observed outside the facility.
  - Director or designated staff member will lock all exterior doors and windows
  - Cover windows if possible
  - Keep children away from windows and exterior doors

## **WEATHER EMERGENCIES AND NATURAL DISASTERS**

### **Severe Thunderstorms**

- Shelter in place along walls, away from windows

### **Tornados**

- In the event of a tornado warning, the Director will alert the staff, and children will go to the assigned “Safe Place,” , located on the emergency evacuation plans in each classroom, bringing with them the aforementioned supplies and emergency information. All may return to their classrooms when an “all clear” is sounded.

### **Flash Flooding**

- In the event of flash flooding, the Owner and Director will contact emergency personnel (911) to make arrangements or transportation to a “Safe Place”. Parents will be informed of the evacuation.

### **Major Snowfall, Blizzards, Ice Storms**

- In the event of closings necessary due to snow/storms, ice storms, blizzards or major snowfall (i.e. Level 3 Snow Emergency), the Director will notify the following media, Channel 5, Channel 9 and Fox 19, in a timely fashion, and will update the

Youthland Academy website. If the facility must close during operating hours because of a snow/storm, the Director and staff will notify families or emergency contacts via local media outlets and if possible, by phone. If weather conditions prevent any child from being picked up from the facility, staff will care for them until families can safely arrive. If parents arrive late for pick up due to inclement weather, we suggest you to tip our staff \$10.00 for every half hour past closing time. The staff will stay and feed the children dinner.

## **Earthquake**

If indoors

- Staff and students will stay indoors and away from windows.
- Staff and students will take cover under desks, tables or heavy furniture.

If outdoors,

- Staff and students will stay outdoors and move away from the building

After the shaking stops.

- Staff and students will evacuate – move to open areas of the building
- Staff and students will not re-enter the building until authorities have checked it for possible structural damage, leaking gas lines and other utility disruptions.

## **Hazardous Material/Spill**

[Warning of a hazardous material/spill incident is usually received from the fire or police department]

- The Director or designated staff member will determine whether it is safer to shelter students and staff or to evacuate.
- If it is necessary to evacuate, staff and students will move crosswind, never directly to or against the winds which may be carrying fumes. Upon reaching point of safety, take a name to face count from their daily attendance.
- Staff and students may not return until emergency personnel have cleared the area to be safe.

## **Gas Leak**

- Staff and students will evacuate the center immediately to the “Safe Place”
- Director or designated staff member will notify local utilities and fire department.
- Staff and students may not return until emergency personnel have cleared the area to be safe.

## **Bomb Threat**

- If a suspicious package or letter arrives, the Director or designated staff member will contact local authorities (911).
- If by phone, The Director or designated staff member will try to gain as many details as possible. We have a checklist to use as a guideline next to every phone.
- The Director or designated staff member will contact local authorities (911).
- Staff and students will evacuate the building to the “Safe Place”.
- Staff and students may not return until emergency personnel have cleared the area to be safe.

## **Outbreaks**

- In the event the facility is quarantined, we will continue to provide care, food, and supplies for the children as long as necessary. In the event that a facility needs to be evacuated for disaster relief, the children and staff will evacuate to the closest “Safe Place”. Please refer to the Emergency Plan posted in each room for the specific location of the nearest “Safe Place”.

## **Loss of Power/Water/Heat**

- In the event of a power failure,
  - Director or designated staff member will discover whether the power outage is in the facility only, the neighborhood, or a larger surrounding area. Emergency lighting will be activated. The Director will call the local power provider to explain the situation and request assistance, if appropriate. If weather conditions do not allow for children to be cared for at a safe temperature, academy staff will notify parents by phone to make other arrangements for the children’s care. Unless the power failure is accompanied by an emergency situation, children will be kept inside.
- In the event of loss of water
  - Director or designated staff member will report disruption to local utilities to explain the situation and request assistance, if appropriate.
  - An emergency supply of water is located in each classroom
  - Director or designated staff member will purchase additional water if necessary.
  - If conditions do not allow for children to be cared for safely, academy staff will notify parents by phone to make other arrangements for children's care. Unless the loss of water is accompanied by an emergency situation, children will be kept safe inside.
- In the event of loss of heat
  - Director or designated staff member will discover the reason for the heat loss
  - If weather conditions do not allow for children to be cared for at a safe temperature, academy staff will notify parents by phone to make other arrangements for the children’s care. Unless the power failure is accompanied by an emergency situation, children will be kept inside. Unless loss of heat is accompanied by an emergency situation, children will be kept safe inside

## **Active Shooter/Terrorism/Other Act of Violence**

- In the event of active shooter
  - Director or designated staff member will call emergency officials (911) . There are 3 basic steps to survival during and active shooter
    - Run – if staff and children are able to evacuate from their room to a safe place
    - Hide – if staff and children are not able to evacuate, use modified lock down procedures by hiding in the bathrooms or closets.
    - Fight – as a last resort, in order to protect the children, fight the intruder with aggression and improvised weapons (e.g. anything that can be thrown at the shooter such as chairs, fire extinguisher, books etc...)

The Director and owners will review and/or revise the plan yearly or as needed.

## **INCIDENT REPORTING**

Any time a child has an accident or receives an injury that requires First Aid, the staff member in charge will fill out a report, in duplicate, explaining the nature of the accident and any resulting injuries. This form is completed on the day of the incident. A copy of the form is given to the parent and the original is placed on file in the office. If First Aid is administered, the Director must also sign the report.

Directors may contact the parent at the time of an injury or incident, even minor incidents. Please be certain the center always has a current phone number or method of reaching you at all times.

## **SERIOUS INJURY OR ILLNESS**

The following procedures will be followed in the event of an accident, injury, or illness.

1. The parent/guardian will be called immediately, and 911 when necessary.
2. If the parent/guardian is unavailable, the emergency contact listed on the Emergency Medical and Transportation Authorization form will be notified.
3. The physician or dentist listed on the Emergency Medical and Transportation Authorization form will be called for instructions.
4. The child and the child's health record will be taken by ambulance to the physician's office, clinic, or hospital of the child's parent's/guardian's choosing.
5. A copy of the incident report completed by the staff will be issued to the parent/guardian. The original report will be kept on file at the center.

\*Parents must arrive at the hospital no later than 15 minutes after the emergency vehicle transporting their child.

## **TRANSPORTATION**

Youthland Academy will walk Schoolage children to and from Ethel M. Taylor School. Written permission from the parent(s) is on file at the Center for all children who are walked to and from school by staff. The center will not use vehicles to transport. The elementary school is one block away and two staff members will walk with the children. The staff members will have a "Walking Transportation" binder that will have all the necessary forms such as attendance records, permission slips, as well as a cell phone for emergency use, and a First Aid kit with any medication that a child requires while under the care of the center. Staff walking also hold current First Aid, CPR and Communicable Disease certifications.

In the event that your school age child is to be dropped off or picked up by public transportation, you must notify the Director if your child will be absent. In the event your child is scheduled to be at the center after school, but the child does not appear at the center, the Director will be notified immediately and the Director will notify the parent/guardian.

## **CURRICULUM GUIDELINES FOR DEVELOPMENTALLY APPROPRIATE PRACTICE**

Our curriculum provides for all areas of a child's development including physical, social, emotional and cognitive. Curriculum planning is partially based on teacher's observations and recordings of each child's special needs, interests and developmental abilities. Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete, real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills.

### **GUIDANCE AND MANAGEMENT**

Guidance and management applies to all employees of the center. Youthland Academy's philosophy for discipline is to create a positive atmosphere that emphasizes self-esteem, self-control, and self-actualization. Our daily schedule is planned so that each child is given "choice time" to learn to take control over certain areas of his/her life. Our approach rewards positive behavior and ignores behavior we wish to discourage.

#### **Allowable Discipline Techniques**

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from situation, if used, shall not last more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

#### **Prohibited Discipline Techniques**

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the child may regain self-control.

- a. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal function of any portion, or all of a child's body while the child is in a face-down position.
- b. Prone restraints include physical or mechanical restraint.

Each child helps contribute to the rules for their class. Doing this allows each child to be aware of what is inappropriate behavior and to understand the consequences of their actions. Positive guidance methods are part of Youthland's philosophy for discipline. Positive directions are used to tell children what they *are* to do rather than focusing on what *not* to do, (i.e. "walk please" instead of "no running"). Redirecting the child to another activity and keeping the child's goals or interests in mind is another technique used. Words are the tools we use to teach and encourage problem solving skills between children. This enables them to make careful judgments, choose appropriate solutions and to understand the consequences of different choices. The last resort used would be a "thinking time," when a child might be given time to sit and determine a better choice of conduct for their actions. The maximum thinking time allowed is one minute per year of the child's age. All staff members are required to document excessive inappropriate behavior and turn it in to the Academy Director. If the inappropriate behavior continues, a meeting with the child's parents will be scheduled so that we can devise a plan to work as a team to eliminate behavior issues.

Physical or verbal punishment shall never be an accepted disciplinary procedure. Discipline shall not be administered for a child's failure to eat, toilet accidents or for not wanting to participate in certain activities. Techniques of discipline shall not humiliate, shame, or frighten a child. It is the purpose of the staff at YLA to provide a safe, healthy, and caring environment for each child. Through our discipline policies and procedures, we hope to teach each child to understand rules of safety and help them take ownership of their own behavior.

Youthland Academy believes open communication between the center and the parents is the best tool for conquering behavioral problems. The Academy has many resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations. The Academy happily assists our parents in any way possible. However, if a situation is out of the control of our staff and Director, we reserve the right to discontinue care for any child. In the event there is a severe or continual problem with an individual child, he/she may be asked to leave the Academy for his/her own welfare and that of the other children.

## **BITING**

Biting is a typical and often common problem amongst toddler aged children in a childcare setting. Youthland provides detailed and comprehensive training to our staff in how to prevent and reduce biting incidents in the classroom. When biting occurs, written documentation is sent home with the offending child's parents. An incident report is provided to the injured child. Under no circumstance will names be given to either family. In the event a child continues to bite without showing signs of progress, the Director may suspend him or her from the Academy until the problem is under control.

## **MEALS AND SNACKS**

The Academy serves breakfast, lunch, and afternoon snack. Students enrolled for full days receive breakfast, lunch, and snack.

A noon meal consisting of one third of the recommended daily allowances of vitamins and foods from each of the four food groups will be served. The children usually eat family style with their teacher and may eat as much as they want. We offer the children each entrée and we encourage them to try all foods served that day. Weekly menus are posted in the kitchen and on the Parent's Board as you enter the Academy. Any substitutions will be noted as they occur by the cook directly on the menu.

The Academy's policy on food preparation does not permit parents to provide food for their children's lunch or snacks. Any diet eliminating the use of any one of the four food groups or dietary allowances as required by Child Care Licensing must be written, signed, and dated by the child's attending physician. The parent is responsible for any substitute items. The Resource Room will be available for breast-feeding mothers.

Youthland is committed to providing children healthy choices. Our commitment to our families addresses and promotes good health at an early age. We substitute foods including white flour with those containing whole wheat or whole grain, fresh fruits in place of canned fruits, 100 % fruit juices rather than juice "cocktail" etc. A detailed list of our menus and ingredients can be seen at your participating Youthland locations.

## **ILLNESS AND COMMUNICABLE DISEASES**

**To prevent the spread of communicable diseases, Youthland requires that all adults and children wash and/or sanitize their hands upon entering the facility.**

Please notify the Academy by 9:30 a.m. if your child will be absent. Under no circumstances will we accept a child who is ill. Please be sure to check your child each morning before sending him or her to the center.

Staff members are trained by a registered nurse or by the Red Cross to recognize of the signs and symptoms of illness and communicable diseases. All YLA Teachers are trained by their Directors in the proper methods of hand washing and disinfecting after diaper changes. (All staff members trained in recognition of the symptoms of illness and in hand washing procedures are listed by each phone). We monitor children and their behavior for signs of illness throughout the day. You will be contacted immediately if your child becomes ill while under our care. Please be sure you have made provisions for your child to be picked up in the event such illness should occur. Your child must be picked up from the center within 30 minutes of notification of the illness, or a late fee will apply.



Because we are concerned with the health and safety of all the children, **it is extremely important for you to notify the center immediately of all contagious diseases your child contracts other than the common cold.** *We must abide by state and health department restrictions and policies on return-to-school guidelines. Youthland Academy will not be held liable for lost wages or fees incurred in the event a child is unable to return to the center due to restrictions imposed upon us by the health department in the event a communicable disease has been identified.*

Any child identified with the symptoms listed below will be isolated from the other children, within sight and hearing of staff member. The child will wait on a cot in the Director's office until the parent or guardian arrives. The cot will then be cleaned and sanitized after use. An ill child must be picked up immediately; dismissal procedures for a sick child will be the same as the procedures as listed in the departure policy. Return to care policies shall apply as directed below.

- **Temperature.** One hundred one degrees (101) Fahrenheit or higher in combination with any other sign or symptom of illness. Fever must return to normal for 24 hours before returning to care without the assistance of medication (ie. Tylenol/Advil). Call the doctor if your child suddenly develops a rash, especially if it is accompanied by a fever, sore throat, or swollen glands, as this may be a sign of scarlet fever. This is especially important if your child has any of the symptoms of strep throat, or if someone in your family or in your child's school has recently had a strep infection.
- **Diarrhea.** (three or more abnormally loose stools within a twenty-four hour period). Your child may return to care after 24 hours without loose stools. In the event of a rotovirus diagnosis, please provide release from your physician before returning to care. In the event of a shigella case, parents may be required to exclude their child from class until diarrhea has ceased and the child has two stools that have tested negative for the bacteria. A release from the physician or health department may be required.
- **Severe coughing.** Cough which causes the child to become red or blue in the face or to make a whooping sound as well as difficult or rapid breathing. Return to care when free of symptoms or with a physician's written approval.
- **Ringworm.** A common skin infection which takes different forms depending on the part of the body infected. It is very contagious, so if you believe your child has ringworm, please see your healthcare provider immediately. Return to care 24 hours after treatment has begun. ***A release from your physician must be provided.***
- **Yellowish skin or eyes.** Return to care when free of symptoms or with a physician's written approval.
- **Pink eye.** Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Return to care 24 hours after treatment has begun and a release from your physician is provided.
- **Untreated infected skin patches, unusual spots or rashes.** Return to care when free of symptoms or with a physician's written approval.

- Unusually dark urine and/or gray or white stool. Return to care when free of symptoms or with a physician's written approval.
- Stiff neck with an elevated temperature. See your healthcare provider immediately. Return to care when free of symptoms or with a physician's written approval.
- Evidence of untreated lice, scabies, or other parasitic infestations. Return to care no sooner than 24 hours after treatment is begun. In the event of lice, your child must be "nit free" before being allowed back to care. Upon return, the child must check in with the staff each morning for 4-8 days for a quick recheck in order to prevent recurrence. To assure effective treatment, please check previously treated children for evidence of new infection daily for ten (10) days after treatment. It is recommended you repeat the treatment seven (7) to ten (10) days after initial infestation.
- Sore throat or difficulty in swallowing. In the event of a strep throat diagnosis, your child must be fever free for at least 24 hours, and on an antibiotic for a full 24 hours before returning to care.
- Vomiting. Vomiting more than one time or when accompanied by any other sign or symptom of illness. May return to care after 24 hours without vomiting or other signs of illness.
- Hand-foot-mouth disease. Hand-foot-mouth disease is a common childhood illness featuring mouth sores, [fever](#), and a [rash](#). Often, the first thing parents notice is their children's decreased appetite for solids. Children may also have a fever and a sore throat. A day or two later, many children develop sores in the mouth. They begin as small [red spots on the tongue](#), gums, or mucous membranes. They may blister or form ulcers. A skin rash may also develop over a day or two, with flat or raised red spots. Unlike with many rashes, the spots are often found on the palms and soles. Symptoms and recovery time may vary, so please speak to your Director before returning to care.
- Fifth's Disease. Especially common in kids between the ages of 5 and 15, fifth disease typically produces a distinctive red rash on the face that makes the child appear to have a "slapped cheek." The rash then spreads to the trunk, arms, and legs. Fifth disease is a viral illness. Recovery time may vary, so please see your child's physician and speak to your Director before returning to care.

If you have additional questions concerning symptoms of illnesses, a complete "Child Day Care Center Communicable Disease Chart" is posted in the Office.

All parents will be notified of a contagious disease by written notice on the "Parent Board". A mildly ill child (minor cold, not exhibiting any of the listed symptoms or discharge) will be permitted to stay in the class and will be closely monitored by the teacher for any communicable disease symptoms to develop.

Your child will be readmitted to Youthland Academy after the signs and/or symptoms of any communicable disease are not present for a period of twenty-four hours unless otherwise indicated by a physician's instructions.

Staff members exhibiting any of the signs of symptoms of communicable disease will be excused from job responsibilities and may not be permitted to return to work without a physician stating that they are free of communicable disease.

## **MEDICATION**

When a medication, food supplement, or modified diet is requested by a parent, it must be approved by the Director and follow these guidelines:

- 1) Prescription medication must be accompanied by written instructions from a physician and/or written instructions from the parent. It must be presented in the original prescription container with label intact.
- 2) Any fever-reducing medications that do not contain aspirin, or cough/cold medications that do not contain codeine, may be given for no longer than three days. These items must be in the original container and accompanied by written instructions from the parent describing the dosage and the times of administration. Written instructions from the parent may not exceed the manufacturer's recommended dosages.
- 3) Any non-prescription topical lotions, creams or ointments, and lip balm may be administered with written instructions from the parent for no longer than three months. When used for skin irritations, the ointment, lotions, or creams shall be administered for no longer than fourteen (14) consecutive days at any one time. All topical lotions, including lip balm, are required to be checked into the office. Schoolage children will be permitted to apply topical lotion and/or lip balm themselves with the supervision of staff.
- 4) All medications must be hand delivered to the Office along with the completed paperwork

Youthland Academy advises all children with medications to arrive 10 minutes early to ensure all necessary medication forms are properly filled out. If a parent leaves medication and fails to correctly fill out the forms, YLA will not administer the medication.

**ALL MEDICATIONS MUST BE CHECKED IN WITH THE DIRECTOR. DO NOT LEAVE ANY MEDICATION IN DIAPER BAGS OR CUBBIES. SCHOOL AGE CHILDREN ARE NOT PERMITTED TO CARRY THEIR MEDICATION WITH THEM; IT MUST BE GIVEN TO THE DIRECTOR.**

## **DAILY BEHAVIOR CHARTS**

It is the goal of Youthland Academy and its staff to keep the parents informed of each child's daily behavior. "Daily Behavior Charts" for each group are posted each day in the appropriate classroom area. You may check your child's report by looking at the posted form when you pick your child up. For example:

<u>Child's Name</u>	<u>Health</u>	<u>Lunch</u>	<u>Snacks</u>	<u>Rest</u>
Mary Smith	Great	Yes	Yes	1 hour

All parents of children in the infant, ones, and toddler classes receive individually written “Baby Grams” each day. “Baby Grams” detail the child’s entire day, including; feeding times and amounts, detailed diaper changes, and napping times. “Baby Grams” also inform the parents of special activities of that day.

## **OUTDOOR PLAY**

It is the policy of Youthland Academy to incorporate as much outdoor time as possible in our daily programs. If a parent does not wish their child to go out on a specific day, you must sign the “Outside Play” sheet for your child’s class. These sheets are located on the main “Parent Board”. We cannot honor any long-term or ongoing refusal of outdoor play without a written statement from a doctor. Children are required to go outside at least once a day (weather permitting), unless they have written approval by a physician. **Youthland will not reimburse for clothing that is damaged on the playground and recommends that parents dress children in appropriate play clothes, which may become wet or dirty.** If the child is unable to follow the day’s scheduled activities, the parent may need to consider whether attendance that day is in the best interest of the child.

Since the children play outside, we recommend they dress appropriately for the anticipated weather. This includes sweater, coats, comfortable shoes and socks, (**sandals and flip flops are not permitted**), hats, gloves, and boots. Please be certain there is a change of clothes at the facility at all times in order to accommodate children who may be wet or dirty after playing outside.

Youthland Academy’s policy states that children will not be taken outdoors in extreme cold/heat conditions. During heat advisories, children will only be taken outdoors in the early morning or evening hours. The facility may provide water sprinklers and/or wading pools for the children during hot weather. The staff and students will not participate in any water activity where they are fully immersed. Parents will be notified and written permission requested when we have “Water Days”. On days that children are not permitted outdoors due to weather or safety conditions, (such as tornado watch or warning, lightening or other dangerous weather conditions) or any situation which would threaten the children’s personal safety, the children will participate in indoor large muscle play. (i.e. games, parachute play, music & movement activities, etc.)

## **CHANGE OF CLOTHING**

Upon enrollment, each child is to have a plastic shoe box containing two complete changes of clothing at the Academy. Whenever a child is sent home with soiled clothing, parents must check the box and replace the clothing for the following day. Replacement clothes should be sent in a marked bag. If the Academy provides clothing for a child, we ask that the garments be replaced as soon as possible.

It is the policy of YLA not to wash the children’s clothing. If a change of clothing is unavailable, the parent will be contacted. If a change of clothing is necessary for a child but is

unavailable, the parent will be called to immediately provide a replacement. In order to avoid this inconvenience we recommend parents constantly monitor the child's cubby.

### **CUBBIES**

Each child is assigned a cubby in or near his/her classroom area. Parents should clear their child's cubby daily. Any items left will be placed in the "Lost and Found" box. Any spare clothing labeled with a child's name will be kept in the plastic shoe box in the child's cubby.

### **LOST AND FOUND**

Any clothing articles or blankets found in the center are placed in the "Lost and Found" box. Any clothing not claimed within a reasonable amount of time is donated to charity.

### **SHOW-N-TELL**

Only on Fridays may children bring a toy or an interesting object to the Academy. If possible, please choose an item that follows the theme of the week. This item will be shared with the class during the time designated for "Show-n-Tell". All "Show-n-Tell" items must be labeled and placed in the designated box. This is the only time children are permitted to bring toys from home to the Center. There are no exceptions to this rule.

### **NAP TIME**

Each child is provided an individually assigned crib or cot during the daily rest time. A child is never required to sleep, but a quiet time is scheduled after lunch. At this time children are encouraged to relax, look at books, or sleep. Because Youthland participates in a "nap time program," the children are expected to remain on their cots to rest and sleep as part of their daily schedule.

Please inform the Center Director if a nap toy, blanket, or pillow is required for security by the child. All napping articles must go home for laundering at the end of each week. Quiet, easy listening music is played to soothe and quiet the children. Back rubs are also a favorite of the children at nap time.

### **UPDATES TO THE PARENT HANDBOOK:**

This parent handbook is updated each spring. The handbook will be posted on our website at [www.youthlandacademy.com](http://www.youthlandacademy.com) and copies will be available at the center. It is the responsibility of the parent to check for updates. If major policy changes are made to the handbook any other time in the year, the center Director will make copies or flyers noting the policy change available to all parents.

### **NEWSLETTERS, UPDATES & DAILY COMMUNICATIONS:**

To keep our parents and students well acquainted with our center activities, Youthland Academy issues a monthly newsletter for our students and parents. Copies are available during the first week of the month. The newsletter is an effective tool to communicate with our parents many Academy happenings, field trips, parties, guest speakers, and lots of "great gossip." Some centers issue weekly classroom newsletters.

## WEBSITE

Please visit our website regularly at [www.youthlandacademy.com](http://www.youthlandacademy.com). The website describes in detail our curriculum, news and events, menus, franchise information and more. There is also an option to contact the corporate office. Youthland encourages parent and staff feedback as well as comments and suggestions. Delays and closings of any of our locations will also be posted on the website.

## CAMERAS

Many of our Academies have camera surveillance systems. The center Director has a monitor in the office where she can view all classrooms throughout the building. Members of the Youthland Corporate team also monitor the classrooms. The cameras are in place for the safety of the children as well as the staff. Due to privacy concerns of all children in our care, parents are not allowed to view footage.

## CHANGE OF ADDRESS, HOME/OFFICE PHONE NUMBERS

Parents must submit any changes of work or home addresses and/or phone numbers **in writing** as soon as they occur. This is extremely important for the safety and well being of the children. This also applies to emergency contact number and physician information. The Center asks each parent to update enrollment records annually.

## PAYMENT OF CHILD CARE FEES

Upon enrollment, a deposit of one week's child care tuition is required along with a nonrefundable registration fee of \$100. This deposit will be used for the last week of child care, provided a written two week notification of withdrawal is given to the Academy Director.

**Child care fees must be paid in full on Monday for each week of child care. Fees not paid in full on Monday are subject to a \$25.00 late fee or termination of services.**

## TUITION RATES (See the Director for Part Time availability and rates)

Infants	\$245 per week
Toddlers	\$190 per week
Preschool/Pre-Kindergarten	\$176 per week
½ Day Kindergarten	\$140 per week
Schoolage:	
Full Time (Summer)	\$176 per week
AM Only	\$80 per week
PM Only	\$80 per week
Before & After School	\$100 per week

Checks, money orders, major credit cards and cash are acceptable methods of payment. Cash payments must be placed in a sealed envelope noting the name of child, date, and the amount paid on the outside of the envelope. All payments must be placed in the safe located outside the Director's office. Cash receipts will be given within 48 hours of payment; however, parents

paying cash should request a receipt at the time of payment. Youthland Academy will not accept responsibility for unmarked payments or payments that are not properly deposited in the noted areas for payment collection. A receipt for all other payment types is given upon request.

**Deposits are picked up bi-weekly by a bonded courier service. Place your tuition payment directly in the safe. Do not hand checks or cash payments to any employee at the center. Receipts for all cash payments will be sent back to your center.**

There is a \$35.00 fee for each returned check. If a check returns to the Center for NSF or on a closed account, a six (6) month period must pass before a check will again be considered as an acceptable form of payment. There is a \$25.00 late charge for all payments made after Tuesday, unless other arrangements have been pre-approved with the Director or Corporate Office. A late fee of \$25.00 is assessed for all payments made after Friday,

**NO EXCEPTIONS.**

Any parent who withdraws from the Center with a delinquent payment is sent to Youthland Academy's collection agency. **NO EXCEPTIONS.**

No refunds are given for services rendered. A reimbursement may only be issued for overpayment of services. Any parent who withdraws a child and has prepaid tuition may receive a reimbursement with a minimum one week written notice to the center.

A late dismissal charge is enforced for all children picked up after closing time. This fee will not be waived under any circumstances. The charge is \$1.00 per minute per child, for each minute after closing time. This charge must be paid directly to the center Teacher(s) who stayed after hours to supervise the child/ren.

It is the goal of Youthland Academy to provide the highest quality of care at an affordable cost to our parents. As the cost of living rises each year, unfortunately child care fees increase as well. Youthland's rates traditionally increase once a year in the fall, and notices of the event are given weeks in advance. YLA recommends parents plan ahead and anticipate a 4% - 7% rate increase each fall, every year. The Academy ensures parents that our rates are always the most competitive in the area.

Refunds are not given for absence. In order to hold a child's place at the Academy fees must be paid in a timely fashion.

## **HOLIDAYS AND VACATIONS**

The following legal holidays are observed by the Academy; **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. The Academy is closed but there are no discounts for the fees on these days.** If a holiday should fall during a weekend, the Academy will announce whether the Friday before or the Monday after will be honored in its place.

Vacations from the Academy are available. Each family is entitled to two weeks of vacation per year of enrollment. This is applicable only after a child has been enrolled for at least six months. If the enrollment is less than six months, there is no vacation time allotted towards child care fees. Vacation days may only be taken in weekly increments and may not be used without one week prior written notification to the Academy.

For any additional questions concerning Youthland Academy vacation policy, please feel free to speak to your center's Director.

### **WITHDRAWAL POLICY**

Youthland Academy requests a minimum of a one week notice in writing prior to withdrawing a child. Together, the Academy and the parents can use this time to collect the child's belongings, zero out your accounts and receive necessary tax filing information. It also gives each child an opportunity to say goodbye to his or her teacher and friends. Following withdrawal, all belongings and personal effects must be removed from the center within one week or they will be donated to charity.

### **DELINQUENT TUITION**

Youthland Academy will give parents a minimum of two (2) notices regarding unpaid tuition. If any parent refuses to acknowledge or respond to these notices, Youthland Academy will not continue to provide services until the balance is resolved.

### **PARENT PARTICIPATION POLICY**

The Director is available to assist parents and employees with problems related to the childcare center. If he/she is unable to assist you, then you will be directed to the appropriate person/agency where you may be able to receive further assistance.

The Academy encourages parents to participate in the center's programs as often as possible. Notices will occasionally be posted or sent home requesting the participation in specific activities such as field trips, parties, special events. Our facility has an open door policy and your unannounced visits are welcomed and encouraged.

Youthland Academy holds two Parent-Teacher Conferences per school year. The dates and times of the conferences will be announced and posted in the facility. You will be asked to join your child's teacher to discuss your child's care and development and to exchange information about the program. Your child's teacher will conduct two formal assessments each year on children enrolled in our program. Assessments are conducted in the Fall and Spring of each year. The assessments will be kept confidential and only shared with the parent. If you are unable to attend a conference, a phone conference may be available. If you would like to request a conference with your child's teacher and/or the Director, other than those regularly scheduled, you may do so by speaking with the Director.



## **DAILY SCHEDULE / DAILY ROUTINE**

### **INFANTS (6 WEEKS TO 18 MONTHS)**

In the infants' room a "T.L.C." individual approach is stressed. This means that each infant's "at home schedule" is followed by our infant care providers. As each baby grows, Youthland adjusts their schedule to that of the baby's. Each baby is cuddled and loved as they are bottle fed in the child care provider's arms. We know how important that is to a child's development.

The Resource Room is available for breastfeeding mothers to nurse or pump.

Each baby has their own crib which parents are welcome to personalize and make like home. Parents are provided with a storage bin in which to store extra clothes, diapers, and wipes. The Teachers at Youthland Academy sterilize toys, equipment, and bedding on a daily basis to prevent the spread of germs. They are also trained in Youthland's elaborate diaper changing procedure. When the child care provider is not involved with the immediate needs of the babies, she stimulates them through play activities in which their small and large motor skills are developed.

- Diaper changing occurs and is recorded every two (2) hours and as needed based upon the child's arrival at the center
- Babies are fed according to their individual schedules
- Cuddling and play will occur throughout the day

6:30-8:30	Good Morning/arrivals Parent Communication Children's Choice
8:30-9:30	Diaper Changes Bottle Feeding/Breakfast
9:30-10:30	Tummy Time Exploring with Toys
10:30-12:00	Diaper Changes Music/Large & Fine Motor Bottle Feeding/Lunch
12:00-2:30	Quiet Time/Nap Story Time/Soft Block Play Tummy Time
2:30-3:30	Diaper Changes Bottle Feedings/Snack
3:30-4:30	Music/Large & Fine Motor
4:30-5:30	Diaper Changes Bottle Feedings Children's Choice
5:30-6:00	Diaper Changes Saying Goodbye/Cleanu

Parents of infants are encouraged to check in daily mid-day during the first few weeks of enrollment as the child transitions to his or her new setting.

### TODDLER (18 MONTHS TO 30 MONTHS)

In the toddler room, the focus is on life skills, toilet training, and learning activities. At this age the children learn to develop social skills by playing with other children. The Teachers work with the children to help them develop attention spans through directed activities. The children are also developing verbal skills by learning to express their feelings and resolve difficulties they may experience in new social interactions.

Each child experiences the various activities available in the learning center:

- Art Expression
- Blocks
- Group activities - music, storytelling, circle games, etc.
- Housekeeping
- Library
- Small manipulative toys (put together and take apart)

A child will graduate to the pre-school class when he/she is toilet trained, his/her language skills are adequately developed, and he/she is able to accept direction.

6:30 - 9:00	Breakfast Free play Circle activities
9:00 - 11:15	Small group center activities Attendance, weather, and morning snack Story telling Outdoor play Centers (sand & water, large motor, dramatic play, housekeeping, manipulative)
11:15-12:00	Lunch
12:00-2:00	Nap time (story record, soft or classical music)
2:00 - 4:30	Centers Afternoon snack Outdoor play Arts & crafts Music
4:30 - 6:00	Good grooming; large motor; circle time, and free play

## PRE-SCHOOL (2 1/2 YEARS TO 5 YEARS)

It is the goal of the Academy to develop a self directed and self motivated child. A child exhibits a natural curiosity for learning and the Center Teachers create an environment of fun learning. The Teachers work with the children to teach them self control in a group setting.

The Academy teaches children through hands-on experiences with a wide variety of material which develops practical life experiences, sensorial perception, and knowledge of language, math, science, art and music.

The Youthland philosophy is based upon Learning Centers that develop skills, provide academic instruction and allow for learning discovery. The Teachers promote creative play in each area to enrich each child.

The Pre-Schoolers learn through the following:

Art	Library and Language Arts
Blocks	Math
Dramatic Play	Outside Play
Arts	Small Manipulative
Music	Science
6:30 - 9:00	Breakfast
	Centers
	Circle games
9:00 - 11:45	Pre-School Curriculum
11:45-12:45	Lunch
	Music
	Story telling
12:45-2:30	Nap time (story record, soft or classical music)
2:30 - 4:15	Afternoon snack
	Outdoors or table toys
	Center rotation
	Music
	Arts and Crafts
4:15 - 6:00	Good grooming
	Large motor
	Circle games
	Free play

## SCHOOL AGE (5 YEARS TO 10 YEARS)

For school holidays and summer, the school-age children will follow a schedule with field trips, camp, special activities, etc.

6:30 - 8:00	Breakfast Centers Leave for school
3:00 - 4:15	Snacks Centers Arts and Crafts
4:15 - 6:00	Outdoor play Homework Free play

I have received a copy of this Handbook. I have fully read and understand the Youthland Academy Parent Handbook. I understand and acknowledge my acceptance of the policies stated within this Handbook. I have been offered an opportunity to ask questions. I will direct any further questions or concerns to my Director.

Child's Name: \_\_\_\_\_ (please print)

Child's Name: \_\_\_\_\_ (please print)

Child's Name: \_\_\_\_\_ (please print)

Child's Name: \_\_\_\_\_ (please print)

Parent Signature: \_\_\_\_\_

Center: Youthland Academy – Beekman

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