



**TREEHOUSE**  
**LEARNING CENTER**

PARENT HANDBOOK

Dear Parents,

Welcome to Treehouse Learning Center. Thank you for entrusting us with the care of your child(ren). We take this role and responsibility very seriously and consider it a blessing to have this opportunity. We believe that every child is a unique and special gift. Our mission is to provide a warm and caring environment that exudes joy and love as we provide a safe and nurturing atmosphere. We understand that a peaceful and happy place for children is created through a caring, positive, and affirming environment. Treehouse Learning Center promises to partner with you to promote the growth and development of your child(ren). We are committed to providing qualified staff members who are passionate and devoted to the care and well-being of your child(ren). We value the opportunity to partnership with you to care for, train, build, and prepare your child(ren) for life. We are here to meet your needs and answer any questions that you may have. Please do not hesitate to contact us at any time. We look forward to your involvement as we join together in teamwork for the continued success and growth of your child(ren).

Sincerely,

Treehouse Learning Center Family



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158 Imperial Drive  
Gahanna, Ohio 43230

Welcome to *Treehouse Learning Center*. The following contains important information about our center. This handbook exists for the safety and well-being of both children and families. It is important that you review the information and keep it handy as long as your child is enrolled in our program.

### **Mission Statement**

Our mission at Treehouse Learning Center is to provide a safe and developmentally appropriate atmosphere, which fosters a child's natural desire to explore, discover and create. We will set out to generate the most contagious learning environment by unlocking creative minds, engaging intuitive thought processes and fostering interpersonal relationships.

### **Philosophy**

At Treehouse Learning Center we believe in the value and uniqueness of each child. Our childcare experience is designed to promote each child's own individual, social, emotional, physical, and cognitive development. Our method of teaching uses a "hands-on" approach given that children learn best and have more fun when engaged in tactile experiences. Children are encouraged to be active participants, not just an observer.

Our main goal is to foster a desire for learning within each child and enrich his/her self-esteem and awareness. We present information through games and activities which involve each child. Children are expected and encouraged to be children, we do not believe they are small adults. The environment at the Center promotes learning but we will have fun in the process. Through a mixture of hands-on experiences, group activities, and individual play, our children will develop the intellectual, social, emotional, and physical skills necessary for all aspects of life and development.

### **License**

At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

### **Enrollment**

Our program is designed for children ages 6 weeks to pre-k. Children are accepted on a first come, first served basis. We do not discriminate on the basis of race, gender, religion or origin. We accept children with special needs if reasonable accommodation is possible. A child is considered enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space AND the required paperwork is received/approved by the administrator. This includes the basic enrollment and health information forms. ***This is mandatory and is for the safety of your child.***

### **Hours of Operation**

*Treehouse Learning Center* will be open Monday through Friday 6:00am-6:00pm. A late fee will be charged if a child is not picked up by closing time. If your child will be late or absent we request that you notify us by 9am. We will observe the following holidays:

New Year's Day  
MLK Day  
President's Day (closed for professional development)  
Memorial Day  
4<sup>th</sup> of July  
Labor Day  
Columbus Day (closed for professional development)  
Thanksgiving Day & the Day after Thanksgiving  
Christmas Day  
Early dismissal will occur on Christmas Eve and Good Friday

*Full tuition will still be due for the weeks in which these holidays fall.  
If a holiday falls on a weekend, it will be observed either the preceding Friday or the following Monday*

### **Private Pay Tuition/Fees/Payment**

Full-Time enrollment is considered 4-5 days/week. Part time enrollment is limited, and will require approval by the administrator. Tuition is due on Monday of the week childcare is provided, in the form of a personal check or via direct deposit from your bank. NO CASH! Please include your child's name in the memo on your check. Please see the attached enrollment form for more details regarding our weekly fee schedule.

If payment is not received by Wednesday of the week services are provided, the account will be considered delinquent (see delinquent fees below). If you decide to keep your child at home for any reason you still will be required to pay your tuition in full for that period of absence. In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space at *Treehouse Learning Center*. If you pre-pay for services and your child will be out sick for an extended illness, you must request reimbursement in writing the week of your child's absence. No refunds will be disbursed after that time.

**All checks are to be made payable to:** *Treehouse Learning Center*. Our tax ID number is available upon request.

**Delinquent accounts/Returned checks:** A fee of \$30.00 will be charged to the account if payment is not received by Wednesday of the week services are provided. If tuition is more than 2 weeks late, your child will no longer be allowed to attend the center unless payment is received in full. A \$30.00 fee will be charged for any returned checks due to insufficient funds, and the parent will be required to pay in cash until all account balances are settled. If this is a recurrent event then you will be required to pay with a money order or cashier's check.

**Late Pick Up charges:** If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. A late fee of \$1.00 per minute per child will be charged after 6:05p.

**Vacation:** After 12 months of enrollment you will have 1 week of vacation time to use at your discretion. Time will not "roll-over" if not used.

**Sibling Discount:** We will offer a 15% discount on the weekly rate per sibling (Not applicable for Title XX enrollees)

**Registration Fee:** \$100.00 due on admission and annually

### **Ohio Department of Job and Family Services (ODJFS) Child Care Assistance Tuition/Fees/Payment**

- Your child is expected to attend during the hours for which you agreed that childcare was needed. Those hours are specified in writing on the Ohio Department of Job and Family Services (ODJFS) authorization form.

- You are responsible and required to ensure that your child is accounted for daily via the ODJFS point of service device at the front office. You are REQUIRED to swipe the card ODJFS provided to you each day (once when dropping off and once when picking up your child).
- If you have a co-pay designated by ODJFS you are REQUIRED to pay that amount each week.
- Treehouse Learning Center will establish a written agreement for payment of the copayment. The agreement shall be signed and dated by both the parent/guardian and Treehouse Learning Center. A copy will be provided to the parent/guardian and we shall retain a copy for review by the county agency.
- If an assigned copayment is delinquent more than two weeks from the date established in the written copayment agreement, Treehouse Learning Center will submit a record of the delinquent copayment to the county agency no later than three weeks from the date the copayment was due. At this time your child will be unable to return to Treehouse Learning Center until your account is current.
- When the county agency has verified that the copayment is delinquent, child care benefits shall be terminated after the parent/guardian has been provided prior written notice of the action. The county agency shall notify the parent/guardian by sending the JFS 4065 "Prior Notice of Right to a State Hearing".
- The parent/guardian shall be ineligible for child care benefits if a delinquent copayment is owed, unless satisfactory arrangements are made to pay the delinquent copayment. Arrangements to pay a delinquent copayment shall be satisfactory to both the parent/guardian and Treehouse Learning Center.
- Per ODJFS guidelines a child is allowed only 10 absence days bi-annually. Absences include all days that the student is not in attendance. ODJFS will not pay for a child whose absences exceed ten service days. Once 10 absent days have been exhausted, you will be required by THLC to pay the weekly rate.

**Smoke Free Environment**

Treehouse Learning Center maintains a smoke-free environment in compliance with local, state and federal laws. We ask that you do not smoke in the center or on Treehouse Learning Center property.

**Roster Statement**

A parent roster is compiled annually of participant in our program. On the enrollment form you can either agree or decline to be listed on the roster. The roster is available to parents by request.

**Staff/Child Ratios and Maximum Group Sizes**

Treehouse Learning Center will not exceed the following state required ratios:

Age of children	Staff/child ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool - three years	1 to 12
Preschool - four and five years of age	1 to 14

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency. Also, please refer to our staff/child ratio signs posted at the entrance of each classroom area. Separate age groups determine the ratios listed above, as programs are to remain separate. However, the last hour of center operation, age groups may be combined as long as the ratio of the youngest child present is maintained.

### **Daily schedules**

The daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the child. We want our children to view *Treehouse Learning Center* as a safe and comforting place, where they know what to expect and when. Daily routines include a variety of motor, creative & social activities. See **samples** below:

#### **SAMPLE** Daily Infant Schedule

630a-830a	Sign in/Review infant daily sheet filled out by parent/Wash infant hands/Infant feeding per individual schedule/Free play
830a-915a	Infant Snack Time
915a-930a	Clean-Up Time/Diaper Check
930-1030a	Small Group Time (i.e. bible stories, other story time, flash cards)
1030a-1045a	Outdoor play (weather permitting)/Indoor gross motor (i.e ball pit/hide and seek)
1045a-1100a	Lunch Set Up/Diaper check/Individual activity
1100a-1130a	Lunch
1130a-1145a	Clean Up/Diaper check
1145a-2pm	Nap/Quiet Time or Individual Activity for non-sleeping infants
2p-230p	Snack
230p-245p	Clean Up/ Diaper Check
245p-315p	Small Group/Exploration of materials
315p-400p	Outside Play (weather permitting)/ Indoor gross motor (i.e ball pit/push toys)
400p-415p	Diaper Check
415p-500p	Individual Activity/Exploration
500p-600p	Quiet Activities/Parent pick up

#### **SAMPLE** Daily Toddler Schedule

630-815	Sign in/Supervised Free Play/Breakfast served 730-830a
815-830	Diaper Check/Bathroom Break
830-900	Circle time/Small group time (i.e. reading, singing, dancing, instruments, etc.)
900-915	AM snack
915-945	Outside Play (weather permitting)/Indoor gross motor activities (i.e exercising, ball pit, duck-duck-goose, large balls, dancing, etc)
945-1015	Diaper check/bathroom break
1015-1045	Small group time (Arts & Crafts, etc)
1045-1100	Set-up for lunch
1100-1130	Lunchtime
1130-1145	Clean-up from lunch/Diaper check/bathroom break
1145-230	Nap time or individual activities for those who are awake
230-245	Snack time
245-300	Clean-up/ Diaper check/bathroom break
300-315	Small group time: Exploration of materials (i.e sensory bins, activity stations, etc)
315-400	Outside Play (weather permitting)/Indoor gross motor activities (i.e exercising, ball pit, duck-duck-goose, large balls, dancing, etc)
400-415	Diaper check/bathroom break

415-515	Individual Activities (designated table activities, books, building blocks, coloring, pretend play, etc)
515-600	Quiet Activities (i.e. soothing music, reading time, pretend play/dolls etc/) / Diaper check/bathroom break/Parent pick-up

**SAMPLE**  
Daily Pre-K Schedule

630-815	Sign in/Supervised Free Play/Wash hands/Breakfast served 730-830a
815-830	Bathroom Break
830-900	Circle time/Small group time (i.e. reading, singing, dancing, instruments, etc.)
900-915	AM snack
915-945	Outside Play (weather permitting)/Indoor gross motor activities (i.e exercising, ball pit, duck-duck-goose, large balls, dancing, etc)
945-1015	Bathroom break
1015-1045	Small group time (Arts & Crafts, etc)
1045-1100	Set-up for lunch
1100-1130	Lunchtime
1130-1145	Clean-up from lunch/Bathroom break
1145-230	Nap time or individual activities for those who are awake
230-245	Snack time
245-300	Clean-up/Bathroom break
300-315	Small group time: Exploration of materials (i.e sensory bins, activity stations, etc)
315-400	Outside Play (weather permitting)/Indoor gross motor activities (i.e exercising, ball pit, duck-duck-goose, large balls, dancing, etc)
400-415	Bathroom break
415-515	Individual Activities (designated table activities, books, building blocks, coloring, pretend play, etc)
515-600	Quiet Activities (i.e. soothing music, reading time, pretend play/dolls etc/) / Diaper check/bathroom break/Parent pick-up

**Supervision Policy**

A major responsibility of our staff is to ensure the health and safety of each child entrusted in our care. Our staff is alert to the safety needs of the children at all times. At no time will a child be left unattended. Staff will supervise children at all times and at nap time. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of the staff. In the event of a hazard we will exercise the necessary precautionary and preventative measures to ensure the health and safety of your child.

**Arrival/Departure**

All parents are *required* to bring their child(ren) into the classroom and sign them in daily. Any special messages, medications, pickup notes, etc are to be given *directly* to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Parents are responsible for the supervision of their child(ren) before signing in and after signing out. At the time of pick-up, parents are asked to make contact with supervising staff to ensure that we are aware that the child is being picked up. A child is not permitted to leave with any other person than those designated in writing by the parent/guardian on the enrollment form. Photo ID will be checked for any designee picking up your child. If an emergency arises and an unauthorized person must pick up your child you must submit in writing via e-mail/fax the information of the person picking up, and they must show their ID. No person under 18 may pick up. If there are any changes to those authorized to pick up your child please advise the center.



### **Children Arriving to the Center from Other Programs**

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center. Next, we will contact the program that they are coming from to determine the child's whereabouts. We will then contact the parent to determine further action. For this reason, it is very important that the parent contact the center when your child will not be attending outside programs.

### **School Delays/Cancellations**

Treehouse Learning Center will be closed during levels 2 and 3 snow. The Administrator(s) will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day. In the event that Treehouse Learning Center closes early or cancels care for the following day, parents will be contacted (via phone or e-mail) and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel home safely.

### **Release of a child**

Staff will release children only to persons on the enrollment form provided by the parent. If an emergency arises the parent must inform staff in writing via e-mail/fax. Staff will check IDs of anyone they do not recognize. Please let people know ahead of time to bring picture ID. The children's safety is our priority. Staff will not release children to *anyone* who appears under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home and the Police will be notified if necessary.

### **Custody Agreements**

If there are custody issues involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **Child abuse reporting**

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our primary concern.

### **Guidance Policy**

*Treehouse Learning Center* believes that helping children to learn self control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive re-direction (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give them a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, safety of children is always our primary concern. Staff will be in contact with parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from staff, we may choose to develop and implement a behavior management plan with input from both staff and parents. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

### **Meals/Snacks**

Treehouse Learning Center will provide breakfast, lunch and an afternoon snack. Breakfast is over at 830AM, if your child arrives after 0830AM, the parent/guardian will need to provide breakfast and supervise the meal if child is still in need of a breakfast. All meals and snacks will meet child care licensing requirements. Please let us know ahead of time if your child is not permitted to have any types of foods due to allergies or religious beliefs.

### **Accidents/Emergency**

*Treehouse Learning Center* has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center will conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire, weather conditions, or loss of power, heat or water, our emergency destination is 140 Imperial Drive. If the immediate area must be evacuated a sign will be posted in the front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible for pick up. If a parent cannot be reached, we will call the emergency contact listed on your child's enrollment information.

In the unlikely event of an environmental threat or threat of violence, the staff will secure the children in the safest possible location, contact and follow instructions given by the proper authorities and contact the parents as soon as the situation allows. An incident report will also be provided to the parent.

There will always be a staff member present at the center during business hours who has received training in first aid, communicable diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered and the parent(s) would be contacted immediately to assist in deciding on an appropriate course of action. If the injury/accident is life threatening, EMS will be contacted and parents will be notified. Staff will not transport children in their own vehicles. Only parents and EMS will transport. If you have an objection to EMS transporting your child(ren) please let us know in writing. An effective alternative plan will need to be formulated and signed by you and one of our administrators.

An incident/injury report will be completed, and given to the person picking up the child on the day of the incident/injury if any of the following occurs; (1) the child has an illness, accident, or injury which requires first aid, (2) the child receives a bump or blow to the head; (3) the child has to be transported by emergency squad; (4) an unusual or unexpected event occurs that jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within 24 hours in the incident. The center will also verbally contact the licensing personnel from the appropriate ODJFS office within 24hours when there is a general emergency or serious incident, injury, or illness. The report will be provided to licensing staff within 3 business days of the incident.

### **Management of Illness**

*Treehouse Learning Center* provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses given their immature immune system. We are firm believers that handwashing is the single most effective way to prevent the spread of infection. Therefore, we will stress the importance of frequent hand washing practices at Treehouse Learning Center to decrease the incidence of illness and cross contamination. We require staff to wash their hands, as well as, assist children in hand washing at appropriate times. These times include but are not limited to:

- Upon arrival at work
- After diapering/toileting each individual child
- Upon returning inside from outdoors
- After wiping noses
- After using the restroom

- After handling cleaners
- Before and after food/bottle preparation or handling
- When hands are visibly soiled.

We also have a routine for cleaning and sanitizing toys, surfaces and floors. Despite our best efforts, kids will inevitably get sick, but we ask that you do your part as well. We observe all children as they enter the program to quickly assess their general health. **We ask that you not bring a sick child to the center. THEY WILL BE SENT HOME.** We also ask that you not pre-medicate a child to mask symptoms. Our bodies are unique and have defenses to keep us healthy and sometimes we may be contagious to others even before having symptoms. Please do your part in keeping our children healthy. We encourage immunizations and annual flu shots to provide the extra protection needed to ward off illness and disease. Please plan ahead and have a back up care plan if you are unable to take time off from work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees in combo with any of the following symptoms:
- Diarrhea (3+ abnormally loose stools within 24h)
- Severe cough (causing child to red in face, or make whooping sound)
- Difficult or rapid breathing
- Yellowish skin/eyes
- Redness of eye/eyelid, thick and purulent discharge, matted eyelashes, burning, itching, or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with elevated temperature
- Untreated lice, scabies, or other parasitic infection
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness will be carefully observed for symptoms. The parent will be notified. If the child does not feel well enough to participate in activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens will need to be washed and disinfected before being used again.

Parents will be notified if children have been exposed to a communicable disease. **Children can only come back when they have been free of fever for at least 24 hours.** If they continue to have other symptoms as outlined above, a doctor's note will be required stating that the child is not contagious before returning.

### **Medication Administration, Supplements & Modified Diets**

#### **Medications**

The center will only administer **prescription medications** to a child after the parent completes a request for medication form. All proper sections must be completed and the medication must be handed to the administrator or designee each day. Medications will be stored in a designated area inaccessible to children. Prescription medications must be in their original container and will be administered in accordance to instructions on the label. If parents request any different dosages or uses, a physician must provide written instructions on the request for medication form. Again, **over the counter medications will not be administered.**

#### **Food Supplements or Modified Diets**

If your child requires a food supplement or a modified diet you must secure written information from your physician/CNP regarding this matter.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of outside time when the temperatures are very warm or very cold. Children will not be taken outside when the temperature drops below 30 degrees or rise above 95 degrees (wind chill and heat index are considered). If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to the conditions, we will include a time for indoor gross motor activities. Please send your child(ren) with the proper clothing so they can be comfortable and safe while playing.

### **Clothing**

- Children must wear comfortable casual clothes and closed toe shoes (gym shoes recommended)
- Winter clothes must be provided during the winter months as children go outside for gross motor activities (coats, hats, gloves, boots, etc.)
- Families must supply an additional set of clothing (and socks) in case of an unforeseen event
- Families must mark clothes with their child's name written in indelible ink

### **What to bring:**

#### Infants

- 3 changes of clothes (including socks or booties)
- Formula/Breastmilk (please bring enough for the day and an extra supply to have on hand)
- Light blanket for nap
- Pacifier (if needed)
- An unopened package of disposable wipes
- An unopened package of disposable diapers
- Crib Sheets
- Bibs

#### Toddlers

- An unopened package of disposable wipes
- An unopened package of disposable diapers/pull-ups
- 3 changes of clothes (including socks)
- Sweater/jacket suitable for indoor/outdoor temperature changes
- Covered sippy cups
- Blanket for nap
- Bibs if needed

#### Pre-K

- 1 change of clothes (including socks)
- Sweater/jacket suitable for indoor/outdoor temperature changes
- Blanket for nap

- All supplies will need to be appropriately labeled with the child's name and replenished as needed. We are not responsible for items that are not labeled.

-Wipes are used for diapers changes and to clean face/hands after meals.

### Toilet training procedures

The initiation of toilet training should **always** be based on the child's developmental level rather than on the child's age. Initiating toilet training before the child is developmentally ready can create stress and anxiety for the child/family, and increase the length of time it takes to appropriately train the child. It is important for the child to begin toilet training when he/she exhibits signs of interest and readiness. Failure to recognize and act on these signs may cause the child's interest to wane and can delay the toilet training process. Therefore, readiness should be viewed as a valuable window of opportunity (See signs of readiness below).

We require that the child be at least 2 years of age **AND** must also show signs of readiness. When your child has exhibited signs of potty training readiness we ask that you begin teaching at home during a weekend or vacation. Please let us know in advance when this process has started. PLEASE NOTE: We will only assist your child in potty training if you have successfully begun training at home at least for 1-2 weeks prior. After this trial period at home you will need to discuss the next steps with your teacher or the administrator given that every child is different and has different needs. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. **Do not bring your child in panties or underwear until we have discussed what measures have been taken at home and have reviewed and signed the toilet training policy.** We will follow through and encourage your child while in our care but positive reinforcements and consistency must be continued at home. Potty training will be done in a relaxed manner with the cooperation of the family.

During potty training your child needs to be dressed in "User friendly" clothing. The best items are shorts and pants with elastic waists. Please **DO NOT** dress your child in the following: **tight clothing, shirts that snap in the crotch, pants with snaps & zippers, overalls or bib type clothing, belts or one piece outfits.**

It is required that parents provide pull-ups and a few extra change of clothing (including socks and shoes if available). Soiled clothes will be returned in a plastic bag at the end of the day. You will be notified when the supply is running low.

#### **SAMPLE Potty Learning Schedule**

Once the teacher and parent have discussed how toilet training has gone at home and the toilet training policy has been reviewed and signed, below you will find a sample schedule for toilet training. For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not (see sample below).

- Upon arrival at the center
- Before and after breakfast
- Before and after lunch
- Before and after nap
- Before and after going outside
- Just before going home

#### **Potty Training Readiness Checklist**

##### Verbal Stages of Readiness

Basic verbal skills. The child is able to speak in three to four word sentences

- |         |   |
|---------|---|
| Stage 1 | The child tells you he/she has a wet diaper, recognized when he/she is wet.   |
| Stage 2 | The child tells you he/she is wetting, recognizes the sensation of being wet. |
| Stage 3 | The child tells you he/she will wet, can control himself and uses the potty.  |

### Physical/Psychological sign of Readiness

- Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement)
- Can recognize when diaper is wet or soiled
- Has bowel movement at regular times (child chooses when to move its bowels)
- Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels)
- Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)
- Initiates interest in using the potty and asks to wear underwear
- Wants to be independent which is very important for the learning process
- Child is emotionally ready and is open to learning
- Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands)
- Can use consistent words or gestures to communicate
- Is able to physically get to the potty and sit on it without help
- Must show a willingness to want to sit on the potty and understand its function.

### Parent participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child’s progress or needs by appointment only due to staff responsibilities/supervision of children and daily schedules. During appointment times staff may engage in more detailed conversation where they can focus on you and the needs of your child exclusively.

If parents have any questions or concerns it is recommended that the following chain of command is used until an answer or solution is found:

1. Child’s Teacher
2. Administrator
3. Owner

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are entrusting us with your little one(s) and we want to foster healthy working relationships.

### Permanent Disenrollment

Treehouse Learning Center seeks to maintain a solid partnership with our families as a basis for their children’s success within our program. Due to our child-centered/family approach to accommodate a wide range of individual differences, occasionally, a child’s/family’s behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything within reason to work with you to avoid a child’s disenrollment from the center. Below are some reasons why we would have to disenroll a child or family. These include but are not limited to following:

- A. Child’s Actions:
  1. Child unable to adjust to the program after a reasonable amount of time
  2. Ongoing physical or verbal abuse to staff or other children
  3. Ongoing uncontrollable tantrums/angry outbursts
  4. Excessive biting
- B. Parental Actions:
  1. A parent/guardian fails to abide by Center policies/procedure
  2. Non-payment of tuition
  3. A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program

Immediate Causes for Disenrollment include but may not be limited to the following:

1. A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.
2. Potentially dangerous behavior by a parent or child

In all cases, our goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns related to the children in our care. However, parents wishing to withdrawal their child(ren) may do so at anytime. A two week notice is required in writing to avoid any fees or issues with re-imburements if applicable.



**Acknowledgement of Receipt**

Please read the attached handbook in detail before signing this document. Direct any questions or concerns to our administrators or designees. By signing this statement you acknowledge the following:

- I have read and understand all information presented in this document
- I have received a copy of this handbook to keep for my reference
- Policies in this document will supersede all other previous documents.

Parent /Guardian Name(s) \_\_\_\_\_

Child Name(s) \_\_\_\_\_

Parent/Guardian  
Signature(s) \_\_\_\_\_

Date \_\_\_\_\_





**Enrollment Agreement**

<u>Child's Name:</u>	<u>DOB:</u>	<u>Classroom:</u>
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I have been informed and agree to the terms outlined in the parent handbook regarding the following:

- Treehouse Learning Center Hours of Operation
- Dates the Center will be closed
- Late fees
- Returned Check Fees
- Annual Registration Fee
- Extended Absence Procedures
- Disenrollment Procedures

Additionally, I have been informed that:

- Accounts two weeks behind may result in immediate termination of services and referral to a collection agency. In the event my account is sent to collections, I will be responsible for the balance of my account and any reasonable collection and attorney fees.
- A two week's written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final two weeks regardless of my child's attendance.

Infant (6 weeks-18 months)	\$ .00/week
Toddler (19 months-3 years of age)	\$ .00/week
Pre-School/Pre-K (4-5 years of age)	\$ .00/week

**Authorized Pick-Up List**

- 1.
- 2.
- 3.
- 4.

- I approve Treehouse Learning Center to add my information to the center roster
- I was referred by \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_