

Learn & Grow Creative Arts Center, LLC

Parent Handbook



4172 Central Pike
Hermitage, TN 37076

Learn.GrowCAC@gmail.com
learngrowcreatively.wixsite.com/mysite

Angie Gomez - Owner/Executive Director

Nikki Crouch- Program Director

Learn & Grow CAC Introductory Parent Letter

Dear Families,

Thank you for choosing to partner with Learn & Grow Creative Arts Center for your child's early developmental and educational years. We know it takes a village to raise little people today so we strive to partner and connect with our families to support them in every way possible. Our school family is extremely important to us, and we value each individual, young and old, for who they are and who they will become.

This handbook explains the policies and procedures regarding our program. At Learn & Grow Creative Arts Center, we pride ourselves in offering a well-rounded "school" program for children to thrive educationally, developmentally, socially, and emotionally. L&G is a secular school that offers a diverse, inclusive, and safe space for children to grow as individuals within a small community. Our teachers provide a classroom environment where children explore their world through daily hands-on experiences maximizing language/skill development, critical thinking, problem solving, exploration, creativity, imagination, and so much more! Children are engaged in music, art, dance, Spanish, science, geography, ASL, language arts, outdoor exploration, and STEAM classes during their school days. With offering a small school environment, we are able to watch our little people develop long lasting friendships. We are also able to nurture kindness, compassion, and respect for others through our amazing staff and their love for teaching.

If you have questions at any time, feel free to reach out. Our door is always open! Thank you for choosing us to be an integral piece of your child's early education years. We look forward to growing alongside your family in the years to come!

Thank you!

Ms. Angie & Ms. Nikki

Welcome to Learn & Grow Creative Arts Center LLC. This handbook contains information regarding our Creative Arts Preschool/Childcare program. It is very important that you read all the information included in this handbook and keep it handy while your child is attending L&G.

Philosophy and Educational Goals

Learn & Grow Creative Arts Center LLC is a family owned and operated school licensed by DHS. L&G was established to provide quality, educational, creative, consistent, care for children 6 weeks - 5 years old. A school aged program for children ages 5-12 years old is also available for virtual learning, school closures, summer break, and homeschoolers.

Our Staff recognizes the importance of balanced growth through a variety of creative and structured experiences. Children will have the opportunity to grow socially, emotionally, and cognitively throughout their years with us at L&G. Our theme based, creative curriculum with a STEAM emphasis, provides your child with a unique and engaging learning environment. Weekly theme based activities including art, dance, music, sign language, Spanish, Science, Technology, Engineering, Math, and outdoor exploration will cultivate your child's curiosity and individual growth. Through consistent daily individual and group lessons, promoting independence, and consistent supportive expectations, children will be preparing for not only their Elementary years but developing a sense of who they are in the big world around them! We look forward to becoming a part of your village!!

Security and Licensing

Learn & Grow Creative Arts Center LLC is licensed by the Tennessee Department of Human Services and is inspected yearly by the State Fire Marshall, Health Department, and the Department of Human Services. All doors to the building are locked at all times. Security cameras are located in the classrooms as well as a security monitoring system. Security cameras provided for on-site video monitoring. For the protection of our students, external access is restricted and only accessed by Ms. Angie for remote check ins. To protect the privacy of the children on the film, video footage will not be shared unless requested by DHS. All teachers and employees at L&G are background checked upon application & prior to working with any child. For the safety of our children, families, and staff, illegal drugs, medications, and weapons of any kind are not permitted on the premises. There is also no smoking or vaping allowed on the premises of L&G. All visitors must have an appointment before entering the school to ensure the utmost safety of all children and staff. All children will be dropped off and picked up at the main entry door. This will ensure all children are always welcomed and released name to face with the appropriate adult. Only allowing staff and children inside the building day to day, helps to limit potential outside dangers from affecting our school day! You will find the required DHS licensing summary for parents to read and become familiar with on L&G's website. We are happy to give you a paper copy if needed. The full version of rules is located on the DHS child care website for your review at any time.

Non-Discrimination Policy

At L&G, we take pride in offering an inclusive, diverse, and secular program. L&G does not discriminate based on race, color, religion, national origin, sex, sexual orientation, or disability. We have zero tolerance for any kind of harassment or misconduct towards another family, child, or employee.

Hours of Operation

Monday - Friday 7 am – 5 pm. All children must arrive by 8:30 am daily, unless prior notification is given.

Admissions

Required Steps for Admission: The applicant must first schedule and complete an in-person tour of the school. When a spot is confirmed, families will complete all forms and actions listed below. Families will return the enrollment packet to L&G no later than three business days after touring to secure a spot for

your child and ensure all documents are completed correctly prior to your child's first

day. • Enrollment Application and Agreement

- Emergency Contact and Transport Information
- Medical Information
- Signed Permission in Case of Emergencies
- Media Release
- Signed Acknowledgement of Receipt of Handbook
- Signed Tuition Fee Acknowledgement & Yearly Payment Option (ACH or Cash)
- Up to date Certificate of TN Child Immunization Record (Religious Exemptions or delayed vaccine schedules are not accepted)
- \$125 Individual Application Fee / \$175 Family Application Fee
- Signed Parent Commitment Agreement
- Signed Letter Acknowledging Receipt of "Keeping Kids Safe" Policies
- Signed Letter Acknowledging Receipt of Flu Information

A child will not be considered enrolled until all of the listed items are completed and received.

Enrollment openings are rare and are filled quickly if an opening becomes available. Prompt communication is the best way to secure a spot at L&G. Any change to any information while your child is enrolled at L&G must be communicated to the Program Director immediately so current information is always on file for the safety of your child.

Shot Records

A current TN Immunization Certificate with a current physical and physicians signature is required upon enrollment and must be attained before your start date. Immunizations must be kept up-to-date according to Tennessee State Law. Your child will not be allowed to remain enrolled at L&G without up to-date immunization/physical records. Religious exemptions and delayed vaccine schedules are not accepted.

.

Priority Enrollment and Infant Sibling Policy

Priority Enrollment

- Children of staff will have first enrollment priority
- Infant siblings of currently enrolled children will have second priority
- New applicants, beginning with current family referrals first, then children on the waitlist with paid fees, will have third priority

Infant siblings of currently enrolled children receive priority over new infant applicants. However, in order to be eligible for enrollment, infant siblings must notify the Director/Executive Director at least 7 months ahead of time and then complete a waitlist application with a \$100 non-refundable hold fee. Infant spots are filled close to a year ahead of time, so it is not guaranteed that an opening will be available at the exact return to work date. We will always do our best!

New Infant families requesting a future enrollment spot will need to schedule a tour and complete an application with a \$200 non-refundable hold fee to guarantee a spot for your child. These spots are rare but in the event a spot is open, it is a guaranteed spot.

Registration Fee

A non-refundable annual registration fee of \$125.00 individual/\$175.00 family is due annually on June 1st to continue your child's enrollment at L&G.

School Aged children enrolled for a full year for days off, holiday breaks, and summer break pay a \$125.00 registration fee due annually on June 1st.

School Age Summer Program only = registration fee of \$75.00 on June 1st.

School Year Supply Donations

In lieu of requiring a supply fee for items such as glue sticks, crayons, markers, colored pencils, construction paper, paint, etc, we simply ask parents to donate a few supplies from our school year "Wish list". This school supply donation drive is held annually during the 1st week of August. We appreciate all of your support!

Arrival and Departure Times

Prior to admission, an agreed upon arrival and departure schedule for your child must be clearly communicated with the Program Director & Executive Director. Parents must adhere to these times as they will enable us to effectively maintain appropriate ratios, staff scheduling, and help the classroom teacher effectively plan for the day. School begins promptly at 8:30 am. Any child arriving after 8:30 am will be considered absent for the day unless prior notification is given. No child shall be in attendance for more than 9.5 hours per day.

Drop off and Pick up Procedures

- All parents/guardians will drive around the building and physically drop/pick up their children at the entry door. The Director or the child's teacher will greet you at the door.
- All children will have their temperatures checked (during heightened illness times) and any wellness questions will be asked to the parent.
- Parents and any approved adult are required to use the electronic QR code or PIN to sign their children in/out of the center upon arrival and departure. In the event of a system error, manual signatures will be required.
- Parents/Guardians are required to wear a mask when signs are posted and maintain social distancing requirements during a pandemic.
- Children will use hand sanitizer or wash their hands at the sink in the classroom upon entering and before exiting the building.

Sign In/ Sign Out Procedure

When dropping off and picking up your child, parents/guardians and any approved adult must use your QR code or PIN to sign your child in and out. We know everyone is in a hurry at times and may forget to pass along a QR code or PIN to an alternative adult OR forget your own phone at home, but this is a mandatory DHS rule and we will be in violation if this is not completed. Making sure you have both the QR code and PIN set up on your account will help with this situation. If there is a system error or

another reason for the electronic system to be offline, you will be required to manually sign your child in and out.

Release of Children

A child will be released only to the parents or to persons whose names are listed on the child's release form provided by the parent/guardian. Please let us know ahead of time if someone else will be dropping off or picking up your child. A verbal notice in person or by telephone is fine provided the person is on the list of people authorized to pick up your child. If the person is not on that list, we must have written permission to release the child. There are no exceptions. L&G staff will check ID's of anyone they do not recognize before releasing a child. We do not know everyone. Please remind any new persons to have their ID ready and available while picking up or dropping off. The children's safety is our priority. Any alternative persons picking up or dropping off must also have the QR code or PIN number to sign your child in and out.

In accordance with DHS regulations, we will not release a child to anyone whose behavior places the child in immediate risk. If a person arrives to pick up a child, and it is determined that his/her behavior is in any way harmful to the child – intoxicated, out of control, without a car seat, etc. – the L&G staff will follow these procedures:

- The person will not be allowed to take the child home
- The teacher will refer the person to the Director for assistance
- The emergency transportation names listed in the child's file will be contacted to arrange alternate transportation
- If the person in question insists on taking the child, the police will be notified

Custody Agreements/Restraining Orders

If there are court appointed custody arrangements or restraining orders involving your child, you must provide L&G with current court documents to keep on file. L&G may not deny a parent access to their child without the proper documentation on hand. Any time a court hearing takes place, updated information must be provided to L&G to ensure the most up to date information is on file.

Absences

In the event your child will not be in attendance for the day due to illness, please email the office no later than 6:30 am. For all pre planned absences such as doctor's appointments, dentist, vacations, or any kind of change to your child's regular arrival or departure times, a 48 hour notice given via email is required. Late arrivals without prior notice will not be admitted for the day and will still be charged regular tuition. Children must arrive at school by 8:30am. L&G's school day begins promptly at 8:30 am. Email: Learn.GrowCAC@gmail.com Phone: 615-885-5303

Late Pickup

We understand that circumstances beyond your control happen from time to time. When those situations happen and you will be late picking up your child- a phone call to the center is required so arrangements can be made with the Program Director. Our staff schedules are based on each child's daily schedules and they may have prior commitments resulting in the inability to stay late.

L&G closes promptly at 5:00 PM. A late fee of \$2.00 per minute per child will be charged for every minute after 5:00 PM a child remains in L&G's care. Late fees are to be paid at time of pick up, in cash, directly to the staff member caring for your child. The program director reserves the right to request that alternative childcare arrangements be made if late pickup occurs more than three times.

School Closures & Delays

Closures & Delays due to inclement weather, natural/national disaster, or major building issues may disrupt service from time to time. We do not typically follow MNPS or Wilson County Schools decisions regarding inclement weather, but we do take their decisions into account when considering the safety of our students and staff. If MNPS OR Wilson County schools are on a delay OR closure due for inclement weather, L&G will automatically delay opening to 8:30am. This will allow us time to assess the situation further to ensure travel is safe enough for all students and staff. In the case of closures or delays, we will post a notice on our Facebook page –Learn & Grow CAC Families and we will send out an email to include any pertinent information. If L&G is closed for any reason, parents will continue to be responsible for regular tuition payments. L&G will give as much notice as possible when making the tough decision to close as we understand the difficulty this poses.

Pandemic School Closures- Government Required

In the event of another national shut down due to a pandemic or other unforeseen circumstance, parents will have the following options to hold your child's spot:

- Pay full weekly tuition
- Pay half rate tuition
- No payment-withdraw your child

If a child is withdrawn, he/she will only be eligible for re-enrollment based on space availability and will begin the enrollment process as a new applicant.

All tuition paid during a national, mandatory, shut down will go towards paying L&G staff and any other operational costs needed to be able to reopen after a mandated closure is lifted.

Holiday / School Calendar

At the beginning of January, a new school calendar is sent home regarding closures and early dismissal information including but not limited to....

- 2 half day teacher in-service dates (March/October)
- Holiday closure dates
- Christmas Program
- Spring Graduation Program
- Summer Program Dates

L&G will always be closed to observe Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, the week of Christmas (dates vary), New Years Eve, New Years Day. Additional days around these holidays may result in closure as well and will be noted on the yearly school calendar. If any of these holidays fall on a Saturday or Sunday, L&G will be closed on either Friday or Monday. Full tuition is due for weeks in which holidays or school closures occur. The week of Christmas break will be a non-paid week.

Schedule Changes

L&G offers a quality Creative Arts School Program year-round (August-July). If at any time your family needs a permanent change of schedule, families need to fill out a schedule change request form from the office. Any change may take up to 2 weeks to be granted to allow for changes to our staffing pattern. Before our Summer Program begins, families will need to give a one-month notice if they plan to change their child's hours for the Summer Program. If a family chooses for their child not to attend during the Summer, they will have to withdraw and then re-enroll if space is available. If a family does choose to withdraw from the Summer Program, their child is not guaranteed a spot for the following school year as we are typically full.

Weekly Tuition Rates

Tuition rates are based on your child's age as of August 15th for the entire calendar year. (Aug-July)

Payments made by ACH or Cash	6 wks-12 mo.	1 year old	2 year old	3 year old	4 & 5 year olds	K-6th grade
Full time	\$295	\$275	\$265	\$255	\$245	\$185
Part Time 8:30-3:00 M/W/F	NA	NA	NA	\$130	\$130	NA

There is a \$10 sibling discount, per child, attending Learn & Grow **Full Time**.

Tuition Payment Policies

All weekly tuition payments must be made on Monday by 5:00pm for the week of care. Payments are accepted via ACH or Cash. Upon admission a payment schedule will be chosen for the year and cannot be changed. Weekly payments are made each Monday. Monthly payments are due on the 1st of each month. If the 1st falls on a Saturday or Sunday, payments may be withdrawn on Monday.

Cash payments must be placed in a sealed envelope labeled with the exact amount, the date, and your child's full name.

After researching other school policies, we have found our tuition policies are consistent with other schools. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week to meet our operational expenses which include paying our staff on school closure days. Consequently, we cannot make payment allowances for any days missed in your regular attendance schedule. No credits, refunds, or make up days shall be given for individual absences. In the event of an illness, holiday, inclement weather, vacation, or any school closure full tuition is always required to ensure your child's spot unless otherwise specified. We thank you for always making timely payments!

Late Payments/ Delinquent Accounts/Returned ACH Payments

All weekly cash payments made after 5:00 pm on Monday will result in a \$5.00 late fee per day.

Invoices for unpaid late fees will be sent home.

A \$45.00 fee will be charged for any insufficient funds ACH payment. After 3 attempts, the parent

will subsequently be required to pay in cash thereafter.

In the event that one week of tuition and late fees are left unpaid, your child will be considered withdrawn from L&G. All balances that are left unpaid will have an additional 10% charge added each week and will be turned over to a third-party collections agency or to small claims court.

Certificate Program

In the case of certificate program approval, the parent is to act as the sole contact to ensure tuition is paid in full and on time. The parent is responsible and required to pay their co-pay weekly along with any tuition difference between the state base rate and L&G's tuition rate. Late fees are assessed at \$5 per day if cash payments are received after Monday at 5:00 pm. Reapplying annually, prior to the certificate expiring, is the responsibility of each family. Once expired, full tuition will be required to be paid.

Tuition Increase

Each August, a cost-of-living increase may occur in our tuition rates. The new rates will be communicated by July 1st through email and/or mail. Rates are subject to change at any time during the year if deemed necessary with a 2 week notification.

Withdrawals

A two-week written notice is required to withdraw from L&G via email for weekly payments. A 30 day notice is required for monthly payments. If this notice is not provided, the account on file will be charged all tuition and fees for the weeks whether the child attends or not. When a child is withdrawn, he/she will only be eligible for re-enrollment based on space availability and will begin the enrollment process as a new applicant.

"Free" Week

All families will receive one week of non-payment during the Christmas Break closure. All tuition fees are based on 51 weeks of paid tuition.

Preparing for School

Parents will need to provide the following items for your child's school day:

Infants-11 month olds: (Little Beginnings)

ALL ITEMS must be labeled with your child's name. Food, bottles, and sippy cups must be labeled with your child's name and date.

Diapers – all diapers, wipes, and diaper cream (if needed) must be on site at all times.

Teachers will let parents know as their supply runs low.

Bottles with formula or breastmilk – all breast milk must be thawed and in bottles prepared for the day; all bottles for formula must be filled with the appropriate amount of water and a can of formula on site for easy mixing. Teachers will let parents know when their formula is running low. Baby food or finger foods (when applicable)- labeled AM, Lunch, PM for feeding times. All food must be age appropriate and prepared for easy serving. (No glass)

Clothing-At least two complete changes of clothes – includes a shirt, a pair of pants, socks, sleepers are perfectly fine as well.

Pacifiers - Please provide a pacifier that can stay at L&G. Pacifiers should not have any attachments and will only be given during naptime while in their own bed. Pacifiers will be sanitized daily

A daily information sheet will be sent home each day indicating information about your child's day. This will include diaper changes, feeding times, sleep times, and special comments.

Please only send a small lunch box/bag to transport your child's bottles/sippy cups/foods to school.

No glass bottles or containers are allowed at school.

Please refrain from sending a diaper bag to school. We have all necessary items for your child's day. Due to lack of space, we do not have room for car seats to be left at school. Please be sure to plan ahead for transportation needs.

One year olds-School Age children::

(All babies will need to be weaned off of a bottle, pacifier, and eating finger foods before age 1 to be able to transition into the Litter Wonders room.)

ALL ITEMS must be labeled with your child's name including lunch box/small backpack.

Diapers/pull-ups (if potty-training) – all diapers, wipes, and diaper cream (if needed) must be on site at all times. Teachers will let parents know as their supply runs low.

Clothing- At least two complete changes of clothes (more if potty-training) – includes a shirt, a pair of pants, underwear, socks, and shoes.

Lunch – see additional information in the Meals section

Water Bottle- please send a full water bottle for outside play and drinking throughout the day. This will go home each day to be washed and refilled. Staff will refill water bottles throughout the day as needed.

No glass containers are allowed at school.

A daily informational sheet will be sent home each day indicating information about your child's day until they reach age 2.5. Age 2.5-12yrs, communication will mostly be verbal. Teachers will write notes home when needed. Phone calls may also be relevant at times. We encourage all children to begin communicating about their day with their parents/guardian. Weekly/Monthly classroom newsletters can help prompt conversation about your child's day. Due to lack of space, we do not have room for car seats to be left at school. Please be sure to plan ahead for any transportation needs.

Breakfast/Drop off

All children should be fed breakfast prior to arrival. DHS requires that teachers sit with each child while eating to prevent choking. Our teachers are unable to feed children during arrival due to alternative responsibilities taking place.

It is normal for some children to have difficulty separating from their parents or to cry before they are dropped off on occasion. Please make your drop off as brief as possible. The longer you prolong the departure, the harder it is for the child. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. We got this!

Always feel free to write your child's teacher a note about your child's needs for the day, send an e-mail, or call and speak with the Director at any time! Our door is always open and communication is extremely important to all of us.

Daily Clothing and Attire

At L&G Creative Arts Center children will be engaged in daily outdoor exploration and play along with messy hands-on activities; therefore, we encourage you to dress your child appropriately. Children should arrive dressed for learning and play. Clothing should be comfortable and seasonally appropriate for outdoor play year-round. Shorts or tights should be worn under dresses or skirts. All children who can walk must wear tennis shoes. For safety reasons, please do not send your child to school wearing flip flops, crocs, sandals, boots of any kind, dress up shoes, etc. Parents will be asked to return to school to bring appropriate tennis shoes if a child arrives with other footwear. Tennis shoes provide ample support and are the safest shoe to wear for littles engaged in play.

Outdoor Play

Children will enjoy outdoor exploration rain or shine! Research has shown that children stay healthier when they have daily outdoor time. If the temperature (wind chill/heat index) is between 32° and 95 classes are required to go outside to play. If the temperature is under 32° or over 95°, the Director will decide the length of time and if it is appropriate for the children to go outside. On days children are unable to go outside, indoor gross motor activities and games will be provided. Children will be supervised carefully. Parents are required to apply sunscreen before the children arrive at school. Teachers will reapply sunscreen before going outside in the afternoon when needed. All children will need to have a sunscreen form on file for it to be applied at school. If you would prefer your child wears a hat while playing outside, please let your child's teacher know. This is completely acceptable.

Daily Schedule

At L&G we believe in providing a structured, creative, learning environment that is flexible enough to provide adaptability when necessary but consistent enough to provide predictability for the children and staff. We strive to provide a safe and comfortable "home away from home" where children are able to thrive. Each classroom has an age appropriate schedule that reflects a mixture of independent learning and teacher directed lessons. Our "school day" is from 8:30am-3pm M-F. Our focus during our school day is to provide the children with a myriad of learning experiences they may not otherwise be exposed to elsewhere. Our teachers are able to prepare children for each new growth phase by providing consistency as well as individual academic and social/emotional goals and expectations. Our school program consists of STEAM hands-on learning activities, Spanish, American Sign Language, Music, Science, Geography, English Language Arts, Outdoor Exploration, Dance, and so much more!

Our school year officially begins the 2nd week of August annually and runs through May. Our Summer Fun program begins after Memorial Day and runs through July 31st. A transition time between our summer program and school year provides children and staff the chance to prepare adequately for the change.

Summer Program

Children in the 18 months old through School Age classrooms will have a water day schedule during the summer. On their scheduled day, children will need to arrive wearing their swimsuits/water shoes. Parents will send a towel, change of clothing, and tennis shoes in a small bag. Swimwear will be sent home to be washed at the end of the day. Please label swimwear and towels, as there are typically multiples of each. Be sure to apply sunscreen before school and L&G teachers will reapply sunscreen after nap.

Supervision Policy

At L&G a major responsibility of our staff is to ensure the health and safety of each child in our care. All staff at L&G are attentive to the safety needs of their children, anticipate hazards, and take the necessary precautionary and preventive measures to ensure their safety. A zero-tolerance cell phone policy is enforced while all staff members are on the clock and have children in their care. Cell phones are a distraction, and we feel strongly about giving each child our complete attention. Cell phones have no place in the classroom. At no time will a child ever be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they will be isolated in a section of the room not in use, but always within sight and hearing of a staff member, until they are picked up. Please alert the Director if you ever have a concern pertaining to any kind of supervision.

Nap and Quiet Time

At L&G we believe that a well-rested child is a “happy” child. Sleep is vital to growth and brain development. All children (infants-PreK) are expected to nap or rest during our designated nap/rest time each day. In the infant room, naps occur as needed until they have reached 5 months old or when they transition to the center nap schedule. Our main school wide naptime occurs from 12pm-2pm. Learn & Grow provides cots for children ages 12 months and up. Cribs are provided for 6 week olds – 11 month olds. All linens-sheets, bibs, blankets, etc. are provided by L&G. We will wash the provided bedding items every Friday and as needed when accidents or illnesses arise in Free and Clear detergent. All bibs and other cloth items are washed daily.

Safe Sleep

In an effort to reduce the risk of SIDS and other sleep-related causes of infant death, Learn & Grow practices a safe sleep policy. This includes: Always placing a baby on his or her back to sleep, the use of a firm mattress, tight fitted sheet, and a pacifier if needed. These items are prohibited - blankets, swaddles, soft objects, toys, pacifiers attached to a stuffed animal, teething necklaces, bibs, or any hooded clothing. Our babies are touched every 15 minutes while sleeping for SIDS checks. Babies are only allowed to sleep in a crib/pack n play. Sleeping on the floor, car seat, swing, etc is prohibited for safety measures. Teachers also provide supervised tummy time throughout the day for all babies. Teachers are trained on safe sleep practices and SIDS multiple times a year.

Transitions into new classrooms

Children are assessed for placement into new classes by chronological ages and based on their overall development. Interest level in the activities typical of each group is also taken into consideration. The classroom teacher is consulted as to the readiness of the child. Parents will be notified and provided with information on their child’s transition before movement takes place. Due to the close knit nature of our school, every teacher knows each child at L&G very well. Transitions between classrooms tend to be seamless when everyone knows everyone! At times it is necessary to change children into a different classroom due to lack of readiness as well. This does not mean your child is behind, it can simply mean they need a little more time to develop where they are at instead of struggling to meet expectations of their current classroom. We are always looking out for the best interest of each child.

Keeping Kids Safe Curriculum

DHS requires all licensed child care programs to educate preschool children (ages 3 and above) on the importance of personal safety and child abuse prevention. Parents will be able to obtain a copy of the curriculum prior to the Keeping Kids Safe Curriculum being taught. Parents are able to exclude their children from this curriculum if desired. A certificate of completion will be awarded at the end of the program to each child.

Child Abuse Reporting

All L&G employees are mandated reporters of child abuse & neglect. If any employee has suspicions that a child is being abused or neglected, they are required to make a report to the local child services agency.

Guidance/Behavior Policy

At Learn & Grow we believe that helping children learn self-control and develop positive self-esteem is very important. Our hope is that each child will learn self-discipline, respect, kindness, and compassion through careful guidance and modeling appropriate behavior. Your child will be treated with love and respect. If children are treated with respect, they in turn will learn to respect their teachers, friends, and family. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcements will be used when redirecting daily situations throughout the school. Teaming with parents during your child's years at L&G is a vital piece in your child's growth and development.

Children in our Adventurers, Explorers, & Trailblazers classrooms will be using a positive reward system for being a good friend, being helpful, kind, learning a new skill, etc. Each day they will be able to obtain a sticker for their chart for having a great day and being a good friend at school. When their sticker chart is filled, they will then pick a prize out of the treasure chest! We understand that from time to time we all have difficult days and have to figure out how to work through those. If a child (ages 3-12) is exhibiting behavior outbursts that require them to need a "break" from the group, they will not receive a sticker for that day. It is our goal to encourage positivity and making good/kind choices rather than focusing on the negative. Through positive reinforcement, redirection, and encouragement, we find our children are happy and are able to work through the challenging times with little difficulty. Staff will never impose punishment for failure to eat, sleep, or having a toileting accident.

L&G will hold a conference with the parents if a situation arises that does not respond to the techniques already mentioned. We will work together to arrive at a possible solution. Parents may be called to remove their child if his or her behavior prevents us from being able to properly care for the other children in class in a safe manner. If the behavior continues, we reserve the right to ask that parents make other child-care arrangements for the safety and well-being of everyone.

Biting

L&G understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember that biting can be developmentally appropriate for children under age 2. If a bite occurs, parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The teachers may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed. To minimize incidents of biting, we carefully observe the child who has shown biting tendencies to determine if there is a pattern of when the biting behavior occurs. Parents are expected to work with staff to identify methods and strategies to curb this behavior through ongoing dialogue and comparison of classroom and home strategies. In the event methods and strategies agreed upon are not working and the child is biting numerous times daily/weekly, the child may be sent home to ensure the other classmates are not being hurt. If a child bites another child and it breaks skin, the child will be sent home for the day. Dismissal due to biting is rare, however it is at the discretion of the Program Director. If dismissal is a necessary final step, it will be taken with appropriate documentation & clear communication.

Communication

Communication is the key at L&G. Good communication is important to us so we are able to share openly about your child's growth, development, concerns, praises, or questions that may arise. Parents are encouraged to communicate with his/her child's teacher and all administrative staff openly and respectfully throughout the year. When a question or concern arises about your child's day, parents should take these following steps in this order:

1. Discuss with the child's teacher if it is related to the child or classroom
(Call, email, schedule a meeting)
2. Discuss with the Program Director.
3. When a question or concern has been discussed with your child's teacher and the Program Director and there hasn't been any answer/resolution-contact the Executive Director directly via email or personal cell 615-626-1206.

Any questions or concerns pertaining to tuition or policies/procedures need to be directed to the Program Director first, then Executive Director.

All important and sensitive issues need to be discussed in private, outside of regular school hours in a scheduled meeting to ensure both parties are focused on the issue at hand.

Please call the school between the hours of 7a-5pm for any immediate needs, concerns, or changes for the day. We are happy to let you know how your child is doing if you want to call and check in on them. We communicate primarily through email for vacation requests, appointments, absences, reporting an illness, etc. as it keeps all our information in one place that is available to all administration.

If your address, phone numbers, or email addresses have changed, please be sure they are emailed to L&G so we can update your information as soon as possible.

Weekly Emails/Facebook/Newsletters

Important updates and announcements are sent to each parent weekly. These include things such as Parents Night Out events, upcoming school closures, weekly news, illness updates, etc. Pictures and announcements are posted on our FB page daily so family members can see what is happening at school each day. Weekly & monthly classroom newsletters are sent home during the year. These are classroom specific and contain important information about your child's classroom activities.

Media Release

L&G may photograph, video, and use a child's image in print or online to promote L&G Creative Arts Center activities, including instructional use, promoting children's work or achievements, L&G website, and L&G's social media pages. In no situation will a child's name be used to identify the child. Permission decisions may be changed at any point by emailing the Director. You may opt out of permission on the enrollment form by initialing the appropriate line.

Termination

Learn & Grow Creative Arts Center reserves the right for immediate termination for these reasons, but not limited to:

- Failure to complete required forms
- Failure to pay tuition & late fees
- Inability to meet the child's needs by our program
- Knowingly bringing a sick child to school and masking symptoms with medication
- Lack of compliance with handbook regulations
- Failure of child to adjust after a reasonable amount of time
- Lack of parental cooperation regarding policies and procedures
- Physical or verbal abuse of any person or property
- A child whose behavior continuously causes bodily harm to others, is a constant disruption to daily routines, or requires extensive one-on-one care to comply with center routines or safety procedures. (Immediate dismissal may be required without notice)

In most instances, prior termination due to a child's behavior, all options will be considered and will be communicated clearly with the family. An action plan will be discussed with the parents before implementing. Action plans that are implemented will be documented with information on improvements or concerns. If termination must occur, a 2 week notice will be given for the family to look for alternative care. Immediate dismissal may be deemed appropriate at the Program Director's discretion if the behavior results in harm to self or others.

Outside Childcare

At L&G we develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit/nanny/housesit for them outside of L&G working hours. This policy clarifies key points and procedures regarding private arrangements between staff and parents. Individual staff members or volunteers are NOT allowed to babysit/nanny/housesit for L&G families outside of school hours.

- This crosses the line from professional to personal and can have far reaching consequences in terms of safeguarding, public liability, and confidentiality.
 - If an employee or volunteer engages in caring for a child enrolled at L&G outside of school hours, that person would be in breach of contract, and this could result in disciplinary action.
- *Exception- if a family has had a previous relationship with an employee (family, prior sitter, etc)

Non-Child Care Staff

Classes may be observed and taught by non-child care staff occasionally. These individuals would not be counted in adult: child ratios and would never be alone with children. An example of this would be a college student observing a class as the teacher implements the curriculum. A special guest speaking to the children about fire safety. These individuals will be documented by L&G and supervised by a staff member at all times.

Meals/ Snacks/ Food Allergies

At Learn & Grow, children will be served lunch between the hours of 11-12p and afternoon snack at 2:30pm. All children should be served breakfast before arriving at school. Parents are required to provide a packed lunch and water bottle for their child daily. DHS does require that we encourage healthy eating habits including well-balanced meals. Please send a healthy lunch that does not have to be refrigerated or heated. **Glass containers of any kind are prohibited.** Children age 1 and older must have finger foods they can easily feed themselves. All ages, please refrain from sending rice, pastas with any kind of sauce, mac n cheese, or quinoa. They are wonderful foods; however they are not wonderful foods for littles in group eating situations. Buttered bowtie pasta is a great alternative. It's the little things we can do to help make lunch clean up a little easier on your child's teacher!! All lunchboxes and water cups/bottles must be labeled with your child's name. A cold pack must be inside your child's lunchbox as we cannot refrigerate them. Children age 1 and up should pack their lunch in one reusable container that is easy to eat out of. We love to eat outside and this makes picnics much more enjoyable to everyone. (Bento box/ divided Tupperware container)

SNACKS/LUNCHES (UNDER 12 MONTHS OLD)

- *Please be sure all lunch bags containing food or breast milk bottles have an ice pack in them.
- *All bags, cups, bottles, containers must be labeled with your child's name and date.
- * Food containers also need to be labeled AM snack, lunch, or PM snack
- * By age 1- babies need to be able to drink from a sippy cup and feed themselves finger foods in order to be ready to transition into the 1 yr old classroom. Our teachers will work with you and your little one on these transitions.

LUNCHES (12mo-12 yrs.)

Please be sure your child has the following finger food items in their lunches daily:

***PROTEIN *GRAIN *2 SERVINGS FROM THE VEGETABLE/FRUIT GROUP *DAIRY**

Please make sure your child's lunchbox, milk/water cups, Tupperware/Bento box are labeled with your child's name.

Choking Hazards

According to DHS rules, all children regardless of age must have these items cut up and quartered at home if brought in as a meal item. If these items are sent in a child's lunch box but not cut up, the item will not be able to be served to prevent the risk of choking. (this is not an all-inclusive list...)

When in doubt- just cut it up • Hot dogs • Sausage links • Polish sausages • Vienna sausages • Meat sticks • Grapes • Carrots

All raw/fresh veggies/fruit either need to be steamed or baked so they are soft and cut for all children ages 2 and under to prevent choking.

Examples of foods that **will not be served** if sent to school for lunch:

Chips, cookies, donuts, any sweets, fruit snacks, freeze dried fruits/vegs, any chewy/gummy/sticky foods, veggie straws, flavored milk, sweetened drinks, anything resembling peanut butter or containing nuts of any kind. We are happy to send them home for car ride snacks!

SNACKS

Here are some examples of school snacks:

*cheez-it *goldfish *cheese crackers *applesauce *animal crackers *fruit cups *graham crackers

FOOD ALLERGIES

All food allergies must be communicated clearly and documented with information from your child's pediatrician prior to their first day. Because of severe food allergies, we are a nut free facility. Please do not send any type of nut butter or any nut based products.(almond milk, Nutella, granola bars, etc) If your child has dietary restrictions due to your beliefs or lifestyle, a written note is required to be kept in your child's classroom stating what restrictions are to be adhered to while your child is at school. Parents of children with special diets will be required to provide all foods and drinks for their children.

Birthday / Holiday

We are happy to celebrate birthdays with the children. Please make arrangements with the Director if you would like to bring a special snack for the class. Again, please be mindful of classroom allergies. Holiday parties are a hit at school! Special snacks/treats are absolutely allowed and encouraged!

Personal Belongings

At L&G, there are a plethora of activities for children to play with during the day. All personal items must remain at home. This includes any toy, blanket, or special items from home to school. The only exception will be made for specified show and tell days. Each child's teacher will inform you of any show-and-tell dates in their weekly newsletters. We are not responsible for any lost or broken personal items. All personal items should be clearly marked with the child's name.

Potty Training Policy

Children will begin potty training at L&G when they are 2 years old and are able to communicate the need to go potty and parents are diligently working on potty training at home. Once these 3 things are happening, teacher/parent partnering will be imperative to the success of this process. Potty Training is not for the faint of heart! Children will be required to wear pull-ups that have the resealable sides (Easy Tabs) to school, for easy on and off. When a child is dry and actively going potty for two full weeks and is able to communicate the need to go potty- their teacher will request they come to school wearing underwear. Communication and positivity are key!!

All children will be required to be fully potty trained and completely out of pull-ups by age 3. We do not have the facilities or supplies required to change children in the preschool classrooms. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently. It's important for parents to understand the need for all children to be fully potty trained. Your adherence to this policy helps ensure a positive experience for your child and the other children in their class.

Your fully potty-trained child...

- *will clearly communicate to their teacher that he/she needs to go to the bathroom.

- *is able to go to the bathroom (either urinating or bowl movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, attempting to wipe himself/herself, putting clothing back on, flushing the toilet, and washing and drying his/her hands. (teachers will assist as needed)

- *is aware of the need to use the toilet without constant reminders from the teachers.

- *will ONLY be wearing underwear when at school – this includes upon arrival and naptime.

Our staff is aware that accidents do happen. That is why we ask parents to keep at least of changes of clothing at school.

If your child is not fully potty trained as described above by age 3, your child will be withdrawn from Learn & Grow Creative Arts Center and their name will be placed at the top of our waiting list. When they are fully trained, they will be first on the list to re-enroll. (No additional registration fee will be required)

Children with Special Needs

At L&G we value the diversity and inclusive nature of our community. However, we are unable to accommodate any direct one on one needs for children at Learn & Grow. We do have a wonderful ASL and Spanish program where children thrive with language development. If your child is in need of Speech Therapy, OT, PT, Food therapy, etc we do require that all appointments are scheduled outside of L&G. Many children have a fear of strangers and having unfamiliar faces in our classrooms can lead to high emotions for some. We have found this to be best practice for all of the children.

Illness

Learn & Grow Creative Arts Center provides children with a clean and healthy school environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is likely that they may experience more frequent illnesses in the beginning before their immune systems become more active. All children will be assessed with temperature checks before parents are allowed to leave during heightened illness seasons. We ask that you please keep children home who are not feeling well, even if they do not have a fever. This will help keep their classmates and teachers healthy and allow your child to recover more quickly. Please always plan ahead and have a backup care plan in place for unexpected illnesses that arise during their school day. Children tend to be germ magnets and by no means do we expect children to be 100% healthy all of the time. We do however, expect mutual cooperation when it comes to illness policies. We understand everyone needs to work and sick children cause parents to have to call off and use PTO time. We are sympathetic to this and know at times it can cause frustration. In our world, if our teachers end up sick from caring for sick children at school, that means eventually those teachers will also end up sick and unable to work, leaving classrooms without a teacher, for even the healthy children. Please know this too shall pass, and their immune systems will soon be made of steel!

L&G's school health policies may differ from your child's pediatrician's opinion. From years of experience, each pediatrician has differing exclusion or return to school timelines for the same illness, so we have had to adapt to the best interest of the whole school community instead of the individual. In all situations, L&G's policies will override your child's doctor's recommendation. Group care conditions differ greatly from individual care situations, and we have to take every child and staff member's health and well-being into account. Doctor's notes are required after seeing the pediatrician regardless if it aligns with our return policy.

A child exhibiting any of these symptoms will be immediately isolated and parents/emergency contacts will be contacted to pick the child up from school within 1 hour.

In all of these cases and those not listed (we can't possibly list every single illness that may occur) your child's activity level and appetite must be back to normal before returning to school. Any child not feeling well enough to participate in regular school activities will need to be picked up from school and remain out of school the next day. Any time a child has been exposed to a communicable disease a note, email, or verbal notice will be given.

• Conjunctivitis (Pink Eye): This is a highly contagious infection of the eye characterized by redness and tearing, a yellow discharge from the eyes, or eyelashes stuck together. Children with this condition must have taken the prescribed antibiotics for at least 24 hours and all discharge must be gone before returning to school.

- Green Eye Discharge: Green/yellowish eye discharge without redness of the eye is likely caused by a viral infection, sinus infection, ear infection, or severe allergies. Regardless of the specific illness/reason behind the discharge, children will need to remain out of school until all discharge has cleared. This discharge is contagious and spreads to other friends in their classroom. If medication is prescribed, children must be on said medication for a minimum of 24 hrs. and eye discharge must be completely gone before returning to school
- Colored Mucus: Although some physicians say that it is okay for a child to attend or return to school with colored mucus coming from the nose, we often see colored mucus quickly escalate into a more serious illness then spread among classmates. Our policy states that mucus must be clear for 24 hours without medication and with minimal drainage before returning to school. A constant runny nose or any colored mucus will result in a child needing to remain at home.
- Diarrhea: A child who has any instances of diarrhea (watery stools) will be sent home. The child must be diarrhea-free for at least 36 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended. This can be very contagious.
- Ear Pain/Ear Infection (Otitis Media): Ear infections are extremely common. Children with this condition must have taken the prescribed antibiotics and be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the school. Oftentimes children need an additional day or two before they start to feel better.
- Hand-Foot-Mouth Disease: This is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on the hands and feet, and sometimes blisters near the genitals and on the buttocks. At times the rash/blisters are all over their body. The child is contagious before visible symptoms occur. Children are required to be out of school for 7 full days at a minimum. All blisters must be healing and scabbed over before returning after 7 days. This is HIGHLY contagious and children can get it multiple times.
- Head Lice: Head Lice is characterized by a very itchy scalp and nits (white eggs) on the hair shaft within an inch of the scalp. Unlike dandruff, nits cannot be easily removed. In untreated cases, live bugs may also be present on the scalp. Children may return to the center after they have proof of treatment and there are no signs of nits/live bugs.
- Impetigo: This skin infection is characterized by crusted sores. Children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the center and all discharge must be gone. Typically children are out of school for about 3 days before the infection is drying up.
- Respiratory Infections/Common Cold: These are very common and are usually caused by viruses. It is advised that your child remain at home until all symptoms are gone. If a fever is associated with the infection, your child must be fever-free for at least 36 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.
- Scabies: This is a very itchy rash between the fingers, on wrists, under arms, at the belt line and, in infants, on the head, neck, palms, and soles. The child may return to the center 24hrs after treatment.
- Sore Throat/ Strep Throat: Children with strep must have taken the prescribed antibiotics and be fever free for at least 36 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.
- Temperature: A child will be sent home if he/she has a temperature of 100° F or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.
- Vomiting: A child who vomits 1 time will be sent home and should remain home until 36 hours after the last episode of vomiting has occurred. Stomach viruses are highly contagious and can spread through the school rapidly. The child must not have vomited for at least 36 hours before returning to the center and they must be eating normally upon return.
- Rashes If your child develops a rash and the cause is unknown, we will ask that the doctor check out the rash and verify in writing that it is not contagious. Unfortunately, we are unable to assume it's an allergy or something that is not contagious, since many times rashes are caused by viral infections.
- Coughing/Breathing- Children who are coughing constantly, gagging when coughing, coughing up

mucus, have a barking cough, wheezing, having trouble breathing normally will result in children being sent home. In order to return to school, children must be symptom free for 24hrs.

In cases of croup/bronchitis- children must remain out of school for 3 full days. Breathing treatments are not administered at school.

Antibiotics-Any time a child is prescribed an antibiotic/medication, the child must be on the medication for at least 24 hrs prior to returning to school. Please let the Director know your child has been put on an antibiotic or medication so we are able to monitor any unusual side effects when your child returns to school. Regardless of the time of day that your child started the antibiotic, your child will need to remain home the next day to ensure the medication has had enough time to begin working.

COVID/FLU A/B-Children or families presenting with COVID / FLU symptoms must remain home until testing can be completed. If your child is positive for COVID / FLU they must remain home for 7 full days and return to school on day 8. If someone in your household is positive for COVID/FLU, your child must remain home. COVID/FLU are highly contagious. Some situations may differ from household to household. All return dates and guidance should be communicated with the Director to discuss the appropriate return date for your family.

Virus- Viral illnesses typically take more than 24-36hrs for children to feel better. Viral illnesses do have to run their course. This may mean children are out of school for several days while their immune systems fight off the virus. Returning to school too soon often leads to prolonged illness or relapses in feeling better resulting in more days off of school. Returning to school after a viral infection means children are no longer symptomatic.

L&G requires children to be out of school for a full week with the following illnesses. (5 full school days plus the weekend) These illnesses are eligible for half rate tuition. A half rate tuition week is allowed 1 time per school year. After the 1 half rate illness week, full tuition will be required for all other absences. Illnesses that require 1 week off of school minimum

- Flu A or B
- Hand Foot Mouth Disease
- Chicken Pox
- RSV/Bronchiolitis
- Pneumonia
- COVID
- Any additional viruses/illnesses that are up to the Director's discretion

Teething Teething is not a reason for exclusion. Teething can cause a low-grade fever (under 100° F), crankiness, loose bowel movements, and a clear, runny nose. Teething does not cause the exclusionary conditions described above. However, it is at the classroom teacher and the Director's discretion if the child is feeling well enough to participate in a full day of school. Please do not give your child any fever reduction or pain medication before school. This will only mask symptoms and in the event your child is sick, we will not know until it's late in the day and they have exposed everyone in their classroom.

Notification of Illness

If your child is sick at home, we ask that you notify L&G, via e-mail, not only of the absence but also of the nature of the illness. This allows our staff to keep track of any illnesses which may occur or spread in our classrooms. If your child has an infectious/ communicable (easily spread) disease, we ask that you share the diagnosis immediately so that parents of children in your child's class may be notified that an infectious/communicable disease is present in their classroom. Names of children who are ill will never be shared- only diagnosis. This includes illnesses that arise on the weekend. Open communication is vital.

Illness at School

L&G will not keep actively sick children under any circumstance. It is the parents' responsibility to make alternative arrangements in the event of an illness. If the child shows symptoms at school, the child must be picked up within 1 hour from the time a parent is called. While waiting on the parent or emergency contact, the child will be kept in an isolated area in the classroom on a cot/crib. All cots and sheets will be washed/sanitized after the child leaves the school. If we call a parent to pick up a child due to signs of illness, that child will be required to stay home the following day. Your child may return to school 24-36 hours after the symptoms of illness end without the aid of medication depending on the illness. L&G does not allow partial days of attendance when factoring 24-36 hours after symptoms. Under no circumstance shall you bring your child to school while he/she is sick, showing symptoms of illness, or has been knowingly exposed to a communicable disease. Masking your child's symptoms with medication and bringing them to school is not allowed and will be cause for immediate termination of enrollment. If your child is prescribed an antibiotic/medication due to an illness, regardless of the time of day, your child will need to remain home the next day to ensure the medication has had enough time to begin working.

Returning After a surgery/hospitalization

A written statement of good health from a doctor will be required in order to return to school when a child has undergone surgery, been to the ER, or has been hospitalized. A child will continue to be excluded from care if the appropriate note is not received before the child is brought to school.

General Appointments Vs Sick Visits

Children are permitted to attend school after a well check, dentist, swim lessons, or other non-illness related appointments pending it is before 11:30 am. Children must eat lunch before coming to school if they are arriving after 11 am.

Children that have attended a sick visit to the doctor, urgent care, ER- are not permitted to attend school after the appointment regardless of being "cleared". In these situations, they likely are not feeling 100% and it will be best for them to rest for the remainder of the day at home.

Medication

Learn & Grow Creative Arts Center does not administer any kind medication. The only exception is for life saving needs-EpiPens and inhalers for asthma/food allergies. Topical diaper cream and sunscreen are allowed to be administered with written permission.

Accidents/ Medical Emergencies

Minor bumps and scratches are inevitable amongst children, but we make every effort to keep the children safe through constant supervision, school rules, and guidance. Minor injuries that occur at school will receive appropriate first aid. In the event any emergency injury or illness occurs, you will be contacted immediately. If necessary, L&G will call 911 and have your child taken to the nearest hospital with a staff member where you will be asked to meet them. If you are not going to be at your usual place of employment or at home, please make sure that we have a number where you can be reached in the event of an emergency.

If your child bumps their head at any time while at L&G, parents will be contacted immediately. If their fall causes an immediate bump, bruise, or any kind of laceration- parents will be called to pick your child up to monitor them at home. There are no exceptions to this rule.

Any time a child has an illness, a minor injury, or medical emergency, an incident/illness report will be completed and the person picking up the child will be required to sign the report. If you would like a copy for your records, please ask the Director to make a copy for you. All incident reports must be signed by a parent/guardian/emergency contact within 24 hours.

CPR & First Aid

L&G will always ensure all staff are trained in CPR and First Aid. At least one person on site will have current CPR & First Aid certification with the goal of having all staff certified when classes are available.

Emergency Preparedness

L&G has devised several procedures to follow in the event that an emergency would occur while your child is at school. In the event of a fire, tornado, earthquake, lockdown, active shooter, bomb threat, environmental threat, etc. staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed. In order to prepare children for unlikely events L&G does conduct monthly drills to ensure the utmost safety for the children and staff if an actual event were to happen. Should L&G need to evacuate due to fire, weather, loss of heat/air, power, or water our emergency destination is at New Hope Baptist Church. An email/Facebook post/or phone call will be made to notify families, as well as a posting on our door. In the unlikely event of needing to evacuate the area per local authorities, our emergency destination would be the Hermitage Public Library. Staff will transport children in their vehicles only for this emergency situation. An email/Facebook post/or phone call will be made to notify families as well as a posting on our door.

If parents or guardians are not able to be reached in any kind of emergency, the listed emergency contacts will be called. Please always be sure we have the most up to date phone numbers at all times. We are always prepared for the unthinkable and hope we never have to experience it.

Parent Participation

A pre-admission conference/tour will be scheduled for all new child/family enrollment. This is required prior to your child's first day of school. The purpose is to allow children to view the school, meet staff, and see their classroom. This conference also provides parents and the Executive Director/Director to meet and discuss school policies, philosophies, and allow parents to provide information about their child/family.

Parents have unlimited access to their child during school hours. However, we do ask that children are not disturbed during naptime (12p-2p) so everyone is able to take a good uninterrupted nap. Teachers work very hard to successfully get every child to sleep so they are able to clean/sanitize their classroom thoroughly while having some much needed quiet time for the children to wake up well rested and happy!

Please check L&G's Facebook page, personal emails, and backpacks for daily posts & notes/newsletters that are sent home with your child.

L&G parents can actively participate in holiday parties and spirit weeks by signing up to provide supplies/snacks during those times.

L&G parents can volunteer to help with special events, read to the children, and help with special art projects when volunteer days arise.

A small group of L&G parents will have the opportunity to serve on our Parent Committee that will be responsible for scheduling monthly weekend meet-ups and activities outside of school hours.

Parent/Staff Relationship

L&G parents will maintain a respectful and professional relationship with L&G staff as they work very hard during the day to provide a wonderful environment for your child. All questions regarding your child's day must be addressed in person, email, or by calling the school. Requesting any staff personal phone numbers or messaging them on social media is not acceptable or appropriate. All staff have been trained to either disregard messages or to direct parents to use the appropriate avenues. Our staff love each and every family that attends L&G so they would never want to come across as rude but they do need to be able to leave their work at work and enjoy their family time when they are not at school. They are your little people's superheroes, and they deserve to have a clear cut work/homelife separation. Thank you so much for your understanding of this. If there is ever an emergency, please never hesitate to call Ms. Angie's cell directly 615-626-1206!

Parent Teacher Conferences

Parent Teacher conferences will be held annually the last week of April or 1st week of May. Parents will have the opportunity to meet with their child's teacher in person to discuss their child's progress throughout the school year. If a phone conference is preferred to accommodate parent work schedules, we are happy to provide that as an option as well. Additional meetings are always welcomed during the school year to ensure administration, teacher, and parents are on the same page with each child's development.

Donations

We are happy to accept "like new" toy/activity donations at any point during the year. Many families ask to donate items to the school instead of sending them to Goodwill or simply throwing them away. We are happy to take them off your hands. A big Thank You from us to you!!

Additional Policies

Day to day decisions not covered in the handbook or under state licensing rules are at the discretion of the Director. Policies of this program are written under the direction of the owner/Executive Director & the Program Director. The above policies are not an all-inclusive list of policies and all children, family members, and authorized agents are bound by state child care regulations as well as Learn & Grow Creative Arts Center's policies/procedures. For continued enrollment parents/guardians must acknowledge and agree to abide by both Learn & Grow and DHS policies and procedures.

We are excited to be a part of your child's early education years and are grateful to be an integral part of your village!!