

PARENT HANDBOOK



Einstein's Playground Derby
100 Derby Parkway
Birmingham, AL 35210

Einstein's Playground Bessemer/McCalla
7555 Dickey Springs Road
Bessemer, AL 35022

Einstein's Playground Downtown
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WELCOME MESSAGE

Dear Parent(s)/Guardian(s),

Welcome to Einstein's Playground, a ministry of the The Worship Center Christian Church and the fruition of a vision of Bishop Vanable H. Moody II, & Dr. Ty Moody. The church serves as the cornerstone of the community, offering a more excellent way of life. Einstein's Playground school was founded in 2015 and incorporated in 2015 under the State of Alabama and the Department of Human Resources. Einstein's Playground is entrusted to the Einstein's Playground administrators and overseen by Board Members.

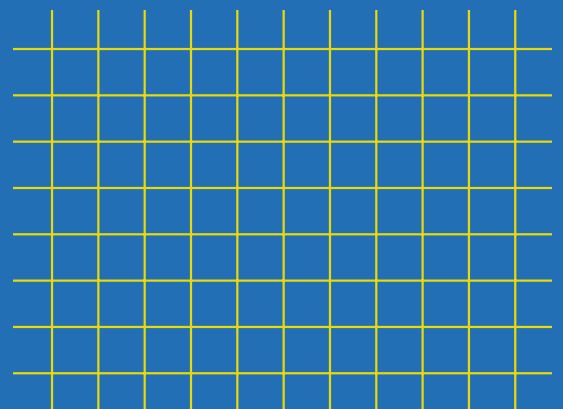
We are licensed by the state of Alabama and fully compliant with all applicable regulations and procedures. Einstein's Playground serves children from infant to five years of age from diverse backgrounds, with no regard to creed, nationality, economic, ability backgrounds, special needs or disabilities. We are not just a preschool, we teach our children.

The information contained in this "Parent Handbook" will introduce you to the vision, philosophy, curriculum model and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make both your and your child's experience with us the most rewarding.

Thank you for choosing Einstein's Playground to play a role in the development of your child's life.

Respectfully,

Einstein's Playground Team



OUR BOARD OF DIRECTORS

The Board Members are much like a corporate board. The board is responsible for setting the overall policy and financial health of Einstein's Playground. Unlike the corporate model, however, there are no shareholders.

Management of the operation of Einstein's Playground is in the capable hands of administration. While the Board plays an active, strategic role in the affairs of Einstein Playground, day-to-day management is not their business. Board Members can sometimes provide a means of liaison to the administration or answer policy questions, but Board members are not the appropriate resource to resolve operational matters.

However, in many respects, running Einstein Playground is like running a business, and often expertise in certain critical areas for example, the law, construction, human resources, finance and marketing may not be present in a community of scholars. Thus, Boards Members tend to assist in all of these areas, and are typically asked to take a leadership role in fund-raising.

Einstein Playground is presently composed of members from the Worship Christian Center Church and members of the community. The board meets regularly during the school year and at least one month during the summer schedule.

STATE OF ALABAMA: REQUIRED STATEMENT ON LICENSING STANDARDS

The Department of Human Resources of the State of Alabama determines the minimum standards required for licensed daycare centers in the state. A copy of these standards can be viewed at the school, or can be obtained from the Department of Human Resources.



VISION AND MISSION



VISION

The vision of Einstein's Playground is that our program will exceed the standards of the norm and that all of our children will become the icon of stability and excellence in our communities by having a biblical foundation on the Word of God. Our program provides a safe, nurturing, learning environment for your child. Each child is recognized and respected as a unique individual and home/school partnerships are nurtured. We want to educate and motivate today's children, community, church and parents in order for our nation to be saved by Christ, literate, intelligent and informed society.

MISSION

To inspire children to explore, learn, and innovate through interactive and hands-on STREAM (science, technology, reading, engineering, art & mathematics) experiences, cultivating a passion for knowledge and discovery.

GOALS AND OBJECTIVES

Einstein's Playground connects to our children, our parents, and the community we serve.

A. For the Child

- To develop and maintain an atmosphere which promotes growth and development
- To provide childcare in an environment that promotes wholesome social development.
- To provide age appropriate learning experiences that contributes to the developmental needs of the child.
- To provide opportunities for meaningful play that is based on the child's individual needs, interest, mental and physical challenges and abilities, and that will build important foundations for future reading skills and other academic pursuits.

B. For the Parent

- To provide a place for parents to meet and work with others who are concerned about the interest, welfare, and needs of children.
- To provide a safe haven for the child while the parent pursue their own work or interests.
- To provide opportunities to work under supervision as a classroom volunteer to foster understanding of child development through planned educational programs
- To develop and maintain an atmosphere that will encourage and promote the growth of parents

C. For the Community

- To facilitate the needs of the community for an early childhood educational facility.
- To contribute to the wholesome growth and development of the future citizens in the Birmingham community
- To enhance the role of the Worship Center Christian Church as an interval part of the community
- To provide a setting where people of like minds, yet culturally and economically diverse can work together for a common interest.
- To develop and maintain an atmosphere that will encourage growth and development in the community.



FAMILY CONNECTION

Classroom Involvement

Einstein's Playground strives to participate in parent involvement, parenting education and outreach through our program. This can be achieved by knowing and understanding the program's families. Our office staff and teaching staff communicate with families on a daily basis in person, via electronic parent app , and by phone to discuss the needs, interests and desired outcome for children and families.

Families are a vital part of our program and are encouraged to volunteer as helpers. . Parents will be called upon as read aloud guests, share information about their careers, and volunteer during any course of the program day. Workshops will be provided for the training of all volunteers, including parents, and to share new techniques. Families are encouraged to visit in a manner that does not disrupt the academic schedule.

Classroom Visitation

Our Parent Visitation Policy is that all families must sign up via the classroom calendar at least 1 week prior to visitation and the visitation should not exceed 45 minutes to minimize the possibility of distracting the students and hindering further educational experiences. At this time, field trips are the only exception as the trip maybe longer than 45 minutes and must have prior Director approval. This policy does not supersede any stricter policies implemented at any time by Einstein's Playground due to special circumstances determined by Einstein's Playground Leadership, pandemics or acts of God beyond the control of the organization.

Open House

Einstein's Playground has an Open House each year to which the parents are invited to come talk with administrators and teachers in a relaxed atmosphere where they can see more of their child's art and other activities that have been worked on during the year.

Parent Conferences

Progress reports and child evaluations will be conducted at least twice a year. Parents are required to attend Parent-Teacher conferences to receive their child's progress reports. Progress reports are signed by parent(s)/guardian(s) and teacher. A copy of the report is provided to family.



OPERATIONAL PROCEDURES

As a general rule, Einstein's Playground is open Monday through Friday,, 7:00AM to 6:00 PM, every week of the year. However, Einstein's Playground closes on all major holidays each year and modifies its calendar on other days for Professional Development Days. Please see annual school calendar for details via EP's website.

Attendance

Attendance is a critical component for the foundation of your child's Early Childhood Education experience. If your child is absent two (2) consecutive days, please notify the administrative office. Einstein's Playground reserves the right to fill your child's slot if they are absent for two weeks.

Arrival and Departure

Einstein's Playground opens at 7:00AM and closes at 6:00 PM. Children are asked to arrive prior to 8:30am to begin their instructional day. A doctor's note is required for all arrivals after 9:00am-10:00am. Students will not be permitted after 10:00am. The administrative office is to be notified of all late arrivals. For safety reasons, parents arriving before 7:00 AM cannot enter the building until the school is opened. Children may not be left in the front office. Staff members cannot attend to children before school hours.

Pre-K Students are required to arrive between 7:30am-8:00am. All Pre-K arrivals after 8:00am will require an excuse and will be subject to the EP and OSR Attendance Policy regulations.

Check In/Out Procedures

Parents must sign their children into and out of the school, using the sign in sheet at each classroom, via electronic system and/or the check in kiosk located in the administrative area upon each arrival and departure. DHR requires (and can sanction Einstein's Playground if not satisfied) that all persons signing children into and out of the school each morning and afternoon provide a FULL and LEGIBLE signature. Parents are expected to accompany their child to and from the classroom, or designated pick up and drop off area, unless special circumstances require otherwise. Parents may visit the classroom according to Einstein's Playground's visitation policy.



OPERATIONAL PROCEDURES

Non-Parent Pick-up

In the event that a parent cannot pick up their child, written authorization must be provided for another adult to pick up their child from the school. In the event of an emergency, the parent may fax a written note, send message via parent app and/or send an email to the school, after a phone call to the school director. School personnel will verify the identity of the adult by checking their driver's license or valid photo ID.

Parents may avoid the need to provide individual written permission for every such pick up by designating persons who have blanket permission to visit or to pick up their child. However, if the parent wishes to cancel that grant of authority, it is the parent's responsibility to inform Einstein's Playground, in writing, that they no longer are authorized to pick up the parent's child and to complete a new Contact Information Card.

Divorce / Non-Custodial Parents

It is the responsibility of the custodial parent to inform Einstein's Playground, in writing, of any change in the rights of persons previously authorized to pick up the child. Einstein's Playground bears no responsibility for keeping up with custody and/or visitation arrangements between parents.

If the visitation arrangement between the parents requires alternating custodial rights (e.g., each parent has the child every other weekend), such that Einstein's employees could have difficulty remembering which parent has the child on which weekend, the custodial parent must notify Einstein's Playground on each and every day that the non-custodial parent has the right to pick up the child. A non-custodial parent will be allowed to pick up or visit the child only with the written permission of the custodial parent.

In the event of a divorce, all parents who signed the original Annual Enrollment Agreement remain responsible for tuition and fees at Einstein's Playground. Any provisions to the contrary are up to the parents to work out. EP will continue to look to both parents for payment.



DRESS CODE

Uniform Policy

All students 18 months and older are required to wear uniforms. The details are outlined below.

- Uniforms Required Monday–Thursday
- Wednesday uniform w/crest. Einstein's Playground will provide one iron crest per child. Any additional crest will cost \$5.00 each. In addition, crest uniforms must be worn during special events designated by Einstein's Playground Administration.
- Shorts must be worn under all dresses and skirts.
- Friday is Free Dress Day

<i>Uniform Choices For Girls</i>	
Tops	Bottoms
Polo Shirt (White, Red, or Navy Blue)	Skort (Navy Blue)
	Khaki Pants
	Khaki Shorts
	Navy Jumpers
	Belts Optional
<i>Uniform Choices for Boy</i>	
Tops	Bottoms
Polo Shirt (White, Red, or Navy Blue)	Khaki or Navy Blue Pants
	Khaki or Navy Blue Shorts
	Belts Optional (suggested)

Students may wear their uniform on free dress days, if they wish. Attire should be clean and practical for very active play. Shirts do not have to be tucked in, but suggested.

Other Dress Code:

- Hair Beads are not allowed
- Shoes must be closed heel and toe. Crocs are not allowed.



ENROLLMENT/TUITION

Enrollment

Einstein's Playground welcomes applications from interested families for children between the ages of 6 weeks through five (5) years old. We do not discriminate on the basis of race, religion, special needs, disabilities or national origin in our admission policies, educational programs, or any other activities.

Families interested in exploring the possibility of their child attending Einstein's Playground are welcome to visit the school. Individual appointments are scheduled with the Director or designated staff to tour the facilities and learn more about Einstein Playground and its programming. Upon completing an appointment, we schedule observations for the child to visit the classroom. We encourage the parent(s) to participate in at least a portion of the observation and we also like to observe the child without their parent(s)/guardian(s).

Families interested in pursuing the admission process further should complete an application form online and submit with the non-refundable application fee of \$150. Upon receipt, all intake forms will be reviewed followed by an interview to complete the application process. Intake forms and interview allows us to better understand your child to assist in meeting each child's individual need and applying developmentally appropriate practices. From this point, the process will vary as we attempt to learn about each child in a manner appropriate to his/her age and previous school experiences if applicable. Enrollment shall be granted without discrimination in regard to sex, race, color, creed, special needs, disabilities or political belief.

Tuition

Registration fee: \$150 (non-refundable)

Annual Activity Fee: \$200

- 6 weeks-12 mo. \$235 week
- 12 mo-24 mo. \$225 week
- 2 year olds \$215 week
- 3 year olds \$210 week

Pre-K Monthly payment for First Class Pre-K is contingent upon the OSR First Class Pre-K Program Grants.

Other Fees:

Early Care (if offered for Pre K Students)

Early care hours are from 6:30-7:00am. Early care is an additional \$15 a week fee, if offered.



ENROLLMENT/TUITION

Late Pick-up

There is a \$25.00 late fee for every fifteen minutes past the assigned pick up time beginning one minute after 5:00pm for Pre-K students at all locations, 5:30pm for Bessemer Location and 6:00 pm at Derby Location for all other students. (Students may be withdrawn if appears at the judgment of the administration if pick up guidelines are not being properly followed)

An example of the late fee schedule is as follows:

- Pick up before 6:00 p.m.or designated early release - no charge
- Pick up between 6:01-6:15=\$25 (per child)
- Pick up between 6:16-6:30=\$50 (per child)
- Additional \$25.00 for every 15 minutes thereafter

Full weekly tuition is due for weeks that have holidays stated on the Parent/Einstein's Playground. Einstein's Playground has no control over weather, natural disaster or issues beyond our control, therefore the tuition contract is still binding. Einstein's Playground has to be in compliance with policies and regulations of governing bodies.

All payments are due no later than the Friday prior to the week of service for weekly paying families or the last Friday of the previous month for the following month for monthly paying families.. Your child may be refused service due to lack of payment. If you have an issue please see the office. There will be an additional twenty-five dollars per week due for any late payments. Please note: Families that receive assistance from subsidized assistance or other entities to assist with child care expenses are responsible for any unpaid balances.



ENROLLMENT/TUITION

School Tuition Information

- Tuition is paid via auto-debit using Tuition Express. It is required that all families complete the auto debit forms registering a checking or credit/debit card. Tuition can be scheduled to be debited weekly, bi-weekly, and monthly. Checks are not accepted for tuition payments.
- Tuition payment is due each Friday, prior to the week of service or the last Friday of the previous month for the next month of service . Any account in arrears of more than one (1) week may result in termination of child's enrollment. A twenty-five dollar (\$25.00) late fee per week will be imposed for any payment made after Friday and Einstein's Playground reserves the right to terminate your child's enrollment after three days.
- Vacation- Einstein's Playground offers families a one week vacation of tuition a year. We allot one vacation week that our families can choose not to pay tuition due to a vacation week and still have their child enrolled. However, the parents MUST communicate their vacation week 2 weeks prior to the week to administration. (exceptions apply)
- A fee of twenty-five dollars (\$25.00) will be charged for any returned payment for "insufficient funds" and another method of payment will need to be arranged at that time. Your account will be placed on a cash or money order account only. This will also be the method of payment for any vendors utilized by our program.
- Parents are liable for the entire tuition for the period of time that the child is enrolled, unless one months notice is given for early withdrawal and tuition is required this period.
- Tuition rates are subject to an annual increase.
- If a child is absence for illness, vacation (other than the one week allotted week), or any other reason while the Einstein's Playground is in operation, payment for that period is necessary to reserve that slot for your child.
- Einstein's Playground reserves the right to terminate enrollment of any child in the program. In case of such termination, fees will be adjusted accordingly.



NUTRITION

Einstein's Playground believes that good eating habits and positive attitudes toward food should be established at an early age. Einstein's will provide nutritious foods for the children's breakfast(morning snack), if they arrive before 8:00 A.M, lunch, and snacks to encourage healthy eating practice and to promote good health. We will provide well-balanced meals that include items from the four basic food groups with an emphasis on fruits and vegetables. Please do not allow your child to bring gum or candy into the school. A listing of potential food allergies will be posted in each classroom and must be checked prior to bringing in any food.

Einstein's Playground is a **NUT FREE** and **FISH FREE** environment.

It is our policy to educate our parents on the best nutritional practices for our children. Therefore, we will serve only foods for snack that are low in sugar. Do not be fooled by the words, "healthy or nutritional." Read labels carefully. If the sugar is the third ingredient or less, your child should not bring it to school. A young child's diet should consist of approximately 1000 calories a day, of which 200 calories should be carbohydrates, and only 10% or 20 grams, should be refined sugars. Read your labels please! A listing of potential food allergies will be posted in each classroom and must be checked prior to bringing in any food.

Examples of miss-information:

Light n'Lively low fat yogurt, good for our children? No, it is high in sugar, 4.4 oz blueberry has 24 grams of sugar and the third ingredient is sugar. This means that this yogurt has four (4) grams more than the daily allowance. Nutri-grain, bar, the second ingredient in this bar is corn syrup, as well as honey and sugar. The filling has a second ingredient of corn syrup also. So you see this so call nutritional snack is loaded with a variety of refined sugars. High concentrations of sugar greatly increase tooth decay. The most important reason for us to reduce or eliminate refined sugar from our children's diet is our children; Refined sugars add empty calories to our children's body, not nutrients. In addition, sugar is considered anti-nutrient by nutritionists, because it actually robs vital minerals and B-vitamins as it is metabolized.



NUTRITION

Infant Nutrition:

All formula, water, breast milk must be fully prepared and bottled prior to arriving at the school. Please see the below from the Jefferson County Health & Safety guidelines:

Formula, water, breast milk and juice served in baby bottles SHALL be provided daily to the CHILD CARE CENTER by the PARENT(S)/GUARDIAN(S) fully prepared, packaged, ready-to-feed, capped and identified for the appropriate child at the child's home.

Baby food and Table food will not be given or introduced without the authorization of parents.

Other Nutrition:

- Toddlers (18 months)-Pre-K Students
 - No cups from home daily. You may bring a small clear, plastic cup with top to remain at school.



EMERGENCY PROCEDURES

Fire Drills

Einstein's Playground will conduct a fire drill each quarter. A master evacuation plan for the school is posted in each classroom. Established evacuation routes are marked and included as a part of the staff training program. After the school is evacuated, a roll call then will be taken by one teacher in each classroom to assure that every child is out of the building. Local fire code requires that all children be taken at least 50-feet away from the front door of the building.

Tornado Drills

Our area is unusual in that there are actually two tornado seasons during the year, from March to May and October to November. Einstein's Playground conducts tornado drills at least once during those periods.

Lockdown Drills

Lockdown drills will be conducted quarterly.

Inclement Weather and Emergency Communications

Occasionally, weather conditions such as hurricanes, winter storms and even high-risk severe weather days may cause Einstein's Playground to change its regular daily schedule with little notice. EP will list any schedule changes in the following locations:

1. On the outgoing voicemail message at the school
2. Parent App
3. Email communication; and/or
4. Text msgs

In the event of a local area emergency requiring the forced evacuation of the school, the safety of the children will be the first priority (before contacting parents) and the children will be moved to a safe location according to incident-specific instruction by local emergency authorities. EP's director then will contact local radio and/or television stations regarding details of the evacuation. Finally, EP will undertake an effort to contact the parents, using the numbers provided on each family's Contact Information Sheet. EP will strive to contact each family, but will turn to the listed Emergency Contacts on the Contact Information Sheet if unable to reach the parents directly.



HEALTH AND SAFETY

Einstein's Playground is committed to maintaining a healthy and safe environment for all of its children. A child may not be brought to, or remain at, the school with any sign of illness unless diagnosed as non-contagious by a physician with return to school written notice.

Health & Resource Room

Einstein's Playground contains a designated Health & Resource Room. That area is separate from the regular classrooms and is designed to provide a warm and caring environment for children who develop a mildly-elevated temperature during the day, or who need basic medical attention for a skinned knee, earache, upset stomach, etc. Parents will be contacted whenever a child is referred to that room.

To protect the health of a sick child, other children and Einstein's Playground staff, whenever a child exhibits any one of the following more serious health problems, the child will be isolated in the Health & Resource Room. The parent will be notified and will be required to pick up their child from the school within one hour. The list of health problems that will require the child to be picked up include but not limited to:

- **Fever.** A child with a known fever must not be brought to school. Einstein's Playground considers a fever any temperature 99.4 degrees or higher.
- **Diarrhea.** A child with known diarrhea must not be brought to school. If the child develops diarrhea the parent or guardian will be contacted after the second loose, watery stool.
- **Vomiting.** A child who has been vomiting that day must not be brought to the School. If the child vomits one time while at school, the parent or guardian will be contacted and asked to take the child home.
- **Pink eye (conjunctivitis)** with white or yellow discharge.
- **Any skin rash**, lesion or wound with bleeding or oozing of clear fluid or pus. A child will not be accepted with such a rash unless (1) the child has had Rubella and Rubeola vaccines or (2) a written note from a physician has been received at school stating that the rash is non-infectious or that it is an allergic reaction to food or drugs.
- **Any rash**, including ringworms, suspicious of contagious childhood disease.



HEALTH AND SAFETY

- **Mouth sores** with drooling.
- **Scabies, head lice or other infestations.**
- **Constant, uncontrolled nasal discharge or productive cough** (raising phlegm).
- **Difficult or rapid breathing.**
- **Yellowish skin or eyes.**
- **Any illness or condition requiring one-on-one care consistently during the day.**

After a child has been excluded from Einstein's Playground for any of the above reasons, the child may return to the School only upon the following conditions:

- the child must have been symptom free for a full 48 hours without medication (please note that this is not the same thing as having been away from school for 48 hours) with a doctor's excuse;
- any child who has been prescribed an antibiotic for a current infection must take the medication for a full 48-hour rotation before returning to school (e.g., if prescribed four times daily, the medication must have been taken four times before returning to school);
- the child must be free from open and oozing skin conditions unless the affected area is bandaged with no seepage and a physician provides a note stating that the condition is not contagious;
- a child excluded because of scabies, head lice or other infestations may return to Einstein's Playground 24 hours after treatment is begun, provided the parent or guardian supplies a note from a physician stating that the child is larvae- and nit- free emailed to info@einsteins-playground.org by the physician's office;;
- if the child was excluded because of a contagious illness, a physician's note is required stating that the child is no longer contagious without any visible sign of illness
- If any child absent with an illness more than 1 day from school, will require a return to school notice from a physician emailed to info@einsteins-playground.org by the physician's office.

This policy is not designed to inconvenience the parents; it is designed to make Einstein's Playground a safe and healthy place for all children.



HEALTH AND SAFETY

Einstein's Playground Medication Administration Policy and Procedures

This policy is written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in giving medication to a child who requires medication to be provided during the time the child is in child care. Assuring the health and safety of all children in our school is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

Principles and Procedures:

1. When possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to attending school and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. Medication, including over-the-counter-medication, will only be administered at school when ordered by written consent of the child's health care provider and with written consent of the child's parent/legal guardian via the DHR Medical Administration Form (which needs to be updated weekly). The health care provider must either email to info@einsteins-playground.org or fax the authorization to Einstein's Playground. We will not accept any orders directly from parents to protect the integrity of the process. This must be updated beginning each school year in August.
3. All administered medication which includes but not limited to cough medicines, creams (including diaper creams), eye drops, inhalers and ointments:
 - a. Must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage.
 - b. The parent/guardian must ask the pharmacist to provide the medication in two containers, one for home and one for use in the school environment which includes but not limited to inhalers, cough medicine, ointments/creams. This is for the health and safety of the child and to ensure the accuracy of the contents of the medication and amounts given.



HEALTH AND SAFETY

Principles and Procedures cont. :

4. Medications given in the child care center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

5. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control

6. For the child who receives a particular medication on a long-term daily basis, it is the parent's responsibility to monitor the need for the medicine to be refilled.

7. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

8. Information exchange between the parent/guardian and school about medication that a child is receiving should be shared in writing when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff in writing any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

9. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

10. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.



HEALTH AND SAFETY

Medical Records

State regulations mandate that an up to date medical record for each child be on file at Einstein's Playground. A health consultant visits the program during times when children are at the site to observe children, maintain records and prepare required documentation of visit. **NO CHILD WILL BE ADMITTED BEFORE MEDICAL RECORDS WITH APPROPRIATE IMMUNIZATIONS AND/OR RELIGIOUS EXEMPTIONS ARE RECEIVED BY EP.** Einstein's Playground communicates to the best of its ability with parents regarding upcoming physicals that will be expiring. It is the parent's responsibility to update their child's Health Assessment Record and be aware of the expiration date. If your child's Health Assessment Record expires, your child will not be able to return to the program until it is updated and returned. If a child does not return within the two weeks, due to an expired Health Assessment Record, Einstein's Playground reserves the right to replace your child's slot. Parents are still responsible for child's fees in the event the child has been dismissed due to expired Health Assessment Record.

Medical Emergencies

If illness or injury of the child occurs while in the program the parent will be contacted immediately. If the parent cannot be reached, alternates will be called in the order that they are listed on the child's application. In cases of extreme medical emergency, First Aid or CPR will be administered by trained certified personnel until advanced medical treatment arrives. The parent will be notified immediately and a child will be transported by EMS to the nearest Hospital Emergency Care. Permission for the administration of medical treatment is included in the application packet.



BEHAVIOR

Biting and/or other Aggressive Behavior

Occasional biting is a normal behavioral occurrence among many infants and younger toddlers. Biting by older children, however, is an unacceptable behavior that must be worked through by Einstein's Playground and the parents in a cooperative manner to end it as quickly as possible. Most often, biting is associated with teething, but it also can be a product of learned behavior. For the first months of a child's life, just about everything they do involves something being put into their mouth, from eating to playing with toys by chewing on them. So, it should come as no surprise that as children begin the process of learning about possession and begin interacting with new friends, that they occasionally turn to what's natural and try to put the source of their frustration into their mouth. This is an unfortunate, but understood, event. We will try to do everything possible to curb and prevent such instances, but they cannot be prevented 100% of the time.

Einstein's Playground staff will communicate with both the biter's and the bitee's parents whenever a bite occurs. There will be a report for both parents to sign. Under no circumstances will the biter's identity be disclosed or confirmed. However, should a situation evolve where a single child is proving to be a chronic biter, making regular, recurring bites upon other children in his presence, then that biter may be dismissed from EP should reasonable efforts to prevent such acts be unsuccessful.

When it becomes apparent that a particular child is making a regular practice out of biting, a parent / teacher / director conference will be held during which possible solutions will be discussed. In most cases, unless the problem is so severe that continued attendance will work irreparable detriment to other children or staff members in the classroom, or to the learning environment in the classroom, Einstein's Playground will try to give parents a week's notice prior to withdrawal, so that other childcare arrangements may be made.



BEHAVIOR

Uncontrollable Behavior

Frequent displays of high energy levels is a normal behavioral characteristic among children; their energy levels and the accompanying inquisitiveness makes them fun to be around. Children will be children!

There is a difference, however, between having lots of energy and having uncontrollable fits. Whenever a child screams, cries or otherwise acts to the detriment of an organized classroom environment, the other children benefit less from Einstein's Playground outstanding teachers.

Upon a first and/or second session of such disruptive behavior, the child will be isolated from the group for an appropriate length of time depending on the child's age at which point the teacher will sit down and discuss the behavior with the child and then re-introduce them back into the classroom group. If the child has another occurrence during the day, the parent will be called and must commit to at least 45 minutes of onsite observation, on the same day, of the child's behavior. If the parent cannot commit to the observation the child has to be picked up and taken home and cannot return until an observation can be scheduled. If the behavior continues and in the judgement of Einstein's Playground is disruptive or a safety hazard, the parent will have to come pick the child up for the day.

When it becomes apparent that a particular child is making a regular practice out of disrupting the classroom, a parent / teacher / director conference will be held during which the issue and possible solutions will be discussed. In most cases, unless the problem is so severe that continued attendance will work irreparable detriment to other children or staff members in the classroom, EP will try to give parents a week's notice prior to withdrawal, so that other child care arrangements may be made.



DISCIPLINE

As an organization of child care professionals, Einstein's Playground is committed to providing an inviting, spontaneous and challenging learning environment that enhances each child's innate desire to learn. That commitment and a basic respect for children is reflected in our discipline policies and procedures, which are intended to help children learn self-discipline as they build self-esteem. It is our belief that discipline encompasses all those actions taken by teachers to enhance the probability that children will develop effective behaviors that are self-fulfilling, productive and socially acceptable. The following guidelines have been developed to enable us to create a consistent and caring environment that teaches children to behave in responsible ways, to make good decisions and to feel good about themselves.

At Einstein's Playground, teachers will:

- set realistic and age appropriate expectations for young children's behavior;
- create an environment that enhances the probability that children will behave in appropriate ways;
- focus on positive communication techniques to gain children's cooperation;
- turn destructive situations into constructive ones by giving children alternatives that they must choose among and live up to;
- use natural and logical consequences to motivate and empower children to make responsible decisions about their behavior;
- teach children to use problem-solving skills and strategies to resolve conflicts.

In the rare case where a child is disruptive beyond the control of the teacher, the director will be notified and a parent conference will be scheduled. Continued repetition of discipline problems may result in the recommendation that the child be withdrawn from the school. Unless the problem is so severe that continued attendance will work irreparable detriment to other children in the classroom, the parents will be given a minimum notice of one week prior to withdrawal, so that other arrangements may be made.



OTHER PROCEDURES

Placement into Older Classrooms

Children are assessed for a class placement into the older classes by chronological ages and in terms of their total development-social, physical, emotional. Interest level in activities typical of each group is also taken into consideration, as is the actual availability of an open slot at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher and administrators.

Potty Training

We prefer any child entering the program at the age of three (3) years or older be independent with potty training. In the event that your child has excessive accidents, according to staff's daily records, your assistance may be required and we may have to revisit the potty training process with alternative methods. Einstein Playground is seeking a partnership with families to assist with children mastering potty training.

Einstein's Playground's policy is to focus on encouraging partnership building among staff, parents, and children to create individually tailored and culturally sensitive potty training plans for children that have not mastered using the restroom on their own. With this, children beginning the potty training process must first an interest in pottying. He/She must also show consistency in wearing underwear at home over the course of several weeks with minimal accidents prior to the child wearing training pants at schools.

In the event your child has an accident you may claim the soiled clothing from your child's cubbies.



OTHER PROCEDURES

Baby Sitting

Einstein's Playground strives to provide a professional, nurturing, teaching environment for every child. Our teachers are expected to engage in and adhere to the most professional of work conditions anywhere. Einstein's Playground understands that it is natural for our parents to turn to their child's teacher (someone they trust to care for their child during the day) to help them when they need occasional assistance at home. This likelihood increases again when the parent is new to the area and does not yet know anyone in the area. However, the role of taking care of a parent's child in their family home can change the nature of the relationship between the parent and that teacher, and has can strain the relationship between Einstein's Playground and its customers and/or between Einstein's Playground and its teachers.

Einstein's Playground asks that any parent seeking to use any of our staff for babysitting also provide Einstein's Playground with a waiver and hold-harmless agreement for any liability that may arise from that independent babysitting service that occurs outside Einstein's Playground. A copy of that agreement must be picked up at the front office before engaging any of our staff in a babysitting relationship.

Classroom Birthday and other Celebrations

We welcome our families to celebrate their child's birthday with Einstein's Playground as well as participate in any celebration we may have as long it includes all students. If there are any requests for Einstein's Playground to facilitate communication for outside birthday events, it must be communicated to all students in your child's classroom. For classroom celebrations, we require all items to be store bought and prepackaged with Einstein's Playground breaking the seal. For example but not limited to chips, cookies, etc. CUPCAKES ARE PROHIBITED. Any food items such as pizza, chicken nuggets, etc, are prohibited. Please remember our NUT FREE and FISH FREE policy

Please note revisions will be made to this handbook periodically and any modifications will supersede any previous versions of the Parent Handbook.



CLOSING

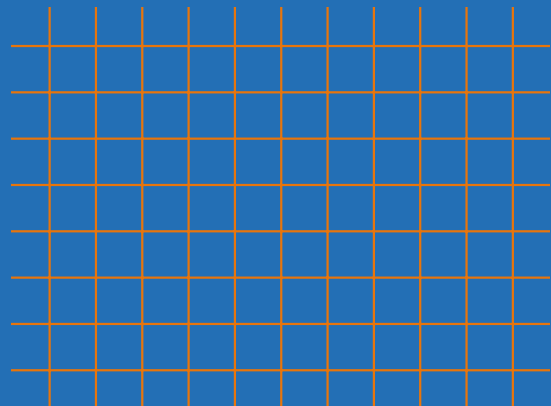
We thank you for placing your trust in Einstein's Playground. It is a tremendous blessing to take care of your children; one that we take very seriously. We believe that we have selected the most energetic, highly trained and capable staff possible. We are at Einstein's Playground because we love children, and because we believe that Einstein's Playground provides the best environment for children.

We always will try to not only meet each parent's high expectations, but also to surpass them. Every decision by Einstein's Playground is made after careful consideration of each individual child's best interest.

If you ever have any questions about your child's experiences, questions or comments about how well Einstein's Playground is meeting its goals, please contact us at any time. We desire to be the best childcare organization in the country; our goal is to be better on our worst day, than any of our competitors on their best day!

Thank you,

Einstein's Playground Team



CONTACT INFORMATION

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