

Bounce-n-Play of Charlottesville

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THE GOALS OF Bounce-n-Play

We, the staff of Bounce-n-Play, will provide for the children:

- A pleasant and safe space to play and learn
- A variety of multicultural experiences
- A place to meet their emotional, physical, social and intellectual development

INTRODUCTION TO BOUNCE-N-PLAY

Bounce-n-Play is applying for a state-licensed to operate a day care center. The center is under the jurisdiction of the Virginia Department of Social Services and must comply with the "standards for licensed day care centers," VDSS Rule. A parent handbook is available at Bounce-n-Play.

Many of the center policies and rules stem from these standards, which are designed to protect and provide a safe environment for children. All day care teachers and assistants are carefully selected on the basis of their qualifications in accordance with rules set down by the State Department of Social Services, Division of Licensing, #22 VAC 40-80-10. The center is designed for ages 3 and potty trained to 10 years of age. The center is open from 9:30am-6:00 pm, Monday thru Saturday. It is open 12 months, with the exception of the holidays outlined in this handbook. We are located in the Seminole Square Shopping Center, behind Cheeseburger in Paradise. Our address is **127 Seminole Ct. Charlottesville, VA 22901** or phone number is **434-973-1111**. The curriculum includes art, music, pre-academics, large muscle activities, science, group time, project time and a wide assortment of free play opportunities. Bounce-n-Play has developed a parent handbook in order to inform parents of the rules governing the center and to provide parents with adequate information about the programs offered. Bounce-n-Play also has a written child abuse and neglect policy, which is available for parents to review upon request.

HOLIDAY AND DAYS CLOSED FOR 2010-2011

Labor Day September 6

Thanksgiving November 25

Christmas December 24, 25

New Years December 31 & January 1

Easter April 24, 2011

Memorial Day May 30, 2011

Independence Day July 4

Vacation days may change if enrollment is low. Changes will be posted.

SPECIAL BOUNCE-N-PLAY EVENTS

There will be monthly special events to be planned and confirmed. All children and parents are invited. We have done various activities that are seasonal. The events will be announced in the monthly newsletter.

Open house meet the teachers March TBA

FEES AND PAYMENT OF BILLS

Our prices are \$29.00 per /day

Drop off time is 9:15am with pick up at 1:30pm

Payment is due 2 weeks prior to attendance. To book dates there is a deposit required. When paying for at least 5 days you receive 1 free general admission pass.

LATE PICK-UP

A child who is left at the center after 1:30 pm is considered late. A warning will be issued first and then the second time the parent will be charged \$2.50 per minute after 1:30 pm. The parent will sign a form the teacher will provide that will state the time of arrival and amount due.

**Please have a back up plan for days you are running behind or stuck in traffic.

Emergency / SICK CREDIT

Once you have paid for a specific date and there is an emergency or sickness you can request a different date if there is room. If you want to hold your child's spot for the summer a flat rate of \$100.00 will reserve their spot.

YOUR REGISTRATION PACKET INCLUDES

1. Registration Information Forms- the first part of the packet is information we need in order to better care for your child, and emergency contacts. These forms are confidential and the contents will not be discussed with anyone but our staff. If there is a case of custody all court ordered documents must be on file to prevent a non-custodial parent for picking up a child.
2. Contract for enrollment
3. Day Care Immunization Record

Bounce-n-Play is not responsible for any omitted or incorrect information submitted in the registration packet. Parents are responsible for making changes in address, phone number, etc.

ARRIVAL AND DEPARTURE TIMES AND REGULATIONS

Children may come to the center between 9:15 am and 9:30am. Children are to be picked at 1:30 pm.

If children are not picked up by the appropriate time, late fee policies will be in effect as listed on the previous pages.

Parents are expected to have their children wear socks every day. It is recommended for younger children to bring a change of clothes in case of accidents.

The center cannot release a child to any relative or friend without written permission from the parent or guardian. A photo Id must also be provided. In an emergency a phone call can be used to tell staff when someone else will pick up your child. This is to prevent children from being picked up by unauthorized people.

In case of inclement weather Bounce-n-Play will leave instructions on our answering machine. Should other circumstances require us to close early parents will be called and closing shall be posted on facebook, www.bnpestore.com website and summated to local radio and TV for announcement.

DAILY SCHEDULE OF ACTIVITIES

Below is a general schedule of a typical day. The schedule may vary according to the weather.

9:15-9:30 Arrivals, Free Play

9:35 Bounce Time

10:25 Snack

10:45 Group / Craft / Science Projects

11:15 Bounce Time

12:15 Lunch

12:45 Games / Music

1:30 departure

GENERAL CURRICULUM AREAS

Art- We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps and learning various skills, such as cutting and pasting. Activities are geared to the child's level, and are concerned with the process of creating instead of the final product.

Science- A variety of science materials will be out for exploration by the child in learning centers, group experiments will be done frequently. Science study increases curiosity, helps the child discover natural laws, and helps the child become more aware of his/her surrounding world.

Music- Music is used to express emotions, reinforce subject material, and as a source of joy. We use tapes, CD's, records, rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement.

Group Time- This is a period of 15-30 minutes which serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes, which may include zoo, food, numbers, forest animals, etc. Monthly and weekly themes are posted for your information.

TOYS

The center requests that your child does not bring toys from home.

SNACKS

Not provided please bring. Remember we are a NUT FREE facility.

LUNCHES

Lunch is not provided as part of camp. Please pack a lunch and snack. Lunch is available for purchase in the café. Remember we are a NUT FREE facility.

CHILDREN'S PERSONAL BELONGINGS

Children's belongings should be clearly labeled with their name. A complete change of clothing is recommended to be at the center (shirt, pants, underwear, socks) in case a child needs to change. Please send the children in clothing that will be comfortable to play in. They will get messy during some of our projects. Bounce-n-Play is not responsible for any belongings getting lost.

PARENT-TEACHER COMMUNICATION SYSTEMS

We have many forms of communicating with the parents. Listed below are a number of ways the teachers, director and parents can be in communication with each other. Please know that we are always available by phone 434-973-1111 or email forrest@bnpstore.com.

1. Initial meeting with parents: Pre-enrollment -- When you enroll your child, the director or teacher in charge will show you through the center and answer any questions you may have. You may wish to share concerns about your child with the director, tell what you expect from the program, etc. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which the teachers should be aware.

2. Parent Meetings -- These informal get-togethers are held according to the needs and wishes of the parents. A teacher may give a short presentation, followed by time to discuss matters pertaining to Bounce-n-Play. Parent meetings give you a chance to meet the parents of other children and to voice concerns you have about the center or the children. If parents do not attend or wish for a meeting, the meetings will not be held.

Please tell us if . . .

your child had a bad night's sleep--he/she was ill recently--something upsetting happened--something fun or exciting happened--your child has been exposed to a contagious disease--your child verbalizes feelings about the center or staff, or if your child's behavior or mood is different than usual.

We will tell you . . .

about your child's play--if your child didn't eat normally, or was out of sorts—if any other unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

At our facility we have an open door policy. Parents, legal guardians and or custodial parents are allowed to observe and participate in daily activities.

BEHAVIOR GUIDANCE

Bounce-n-Play has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually spiritually, socially, and creatively under the loving guidance of concerned parents and teachers. In this spirit, our staff will:

- model positive acceptable behavior
- redirect children away from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- provide immediate guidance/direction if a child behavior is unacceptable
- recognize the age appropriate development of the child
- not allow the children to act in a manner which will endanger them, another child, or the staff

The following actions are **prohibited** by any staff person:

- subjection of a child to emotional or physical abuse
- punishment for lapses in toilet training
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm

Separation occurs when a child is removed from the group and is temporarily unable to participate in the programs activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. If the child is separated from the group three times or more in one day, the child's parent will be notified. On the second day of three times or more of separation parent will be contacted to pick their child up from Bounce-n-Play. After the 3rd time of notifying parents the child will no longer be accepted into the program.

ACCIDENT OR EMERGENCY PROCEDURES

If your child becomes injured at BNP, the teacher in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. If the injury were serious, we would call the parent for instruction. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed as the emergency contact.
3. Call the child's physician for his/her advice.
4. In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to an emergency hospital with a staff person accompanying in the paramedics van or ambulance.

**Any and all expenses incurred under #4 will be borne by the child's family or guardian. If an injury is severe, procedures 1-3 will be waived, and 911 will be immediately summoned.

Safety -- The first teacher on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.

Fire Prevention and Procedures

1. Monthly fire drills will be conducted; a log is kept for licensing
2. Primary exit of the building is out the front doors. The second exit is the back doors.
3. 911 will be called if needed.
4. Fire extinguishers have been installed per Fire Marshall's instruction.
5. All staff are trained in fire procedures at their orientation.

Tornado/Natural Disaster -- In the event of a tornado or other natural disaster, the tornado evacuation route posted at the front entrance will be used, all children and teachers will go to the center of the building. In the event we would leave this building we will go to the center parking lot listed on the evacuation poster. If we cannot go there we will go to the Boat House where a phone is available for us to use.

Unauthorized Pick Up of a Child -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the person attempts to use force, 911 will be called.

Missing Child -- If a child is missing, the teachers will first conduct a search for the child. If the teachers don't find the child, 911 and the parents will be called.

Missing Parent -- If the parent of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms, the closing teacher will stay no longer than 6:00 pm. After that time, the closing teacher will turn the child over to the Child Protection Unit; a note will be left on the center door, telling where the child was taken, and the Child Protection phone number.

Abuse/Neglect of a child -- will be reported by any person on our staff to Child Protection if it is suspected. We are legally required to report any suspected abuse or neglect of a child within 24 hours of the suspected abuse or neglect. All reports of suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Social Services line at (800) 552-7096 or law enforcement at 800-552-7096. A report should identify the child involved, any person responsible for the abuse or neglect and the nature of the maltreatment. If in a licensed center, the report should include any actions taken by the center in response to the incident

Attendance to a Sick Child Until a Parent Arrives -- The center will provide care for a child until that child is picked up by the parent.

Disease -- If children are exposed or have a contagious reportable disease, this will be reported to all parents by the director in the form of a sick note.

BOUNCE-N-PLAY'S POLICY ON SICKNESS

Please do not bring your child to Bounce-n-Play if he/she is displaying sickness or has a fever. Please respect the staff's judgment when they determine that a child should not attend Bounce-n-Play because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease.

Listlessness, diarrhea, fever, or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill.

Bounce-n-Play's sick policy goes along with the requirements set by the Virginia Department of Social Services: "A child or staff person with any of the following conditions or behaviors is

a sick child or adult and must be excluded from a center not licensed to operate a sick care program."

If your child become ill at the center

If the child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. The license holder must exclude a child:

- has a reportable illness or condition that is contagious, (Parents must inform us within 24 hours if their child has a contagious disease.)
- with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- who has vomited since arriving that day;
- who has had any abnormally loose stools since arriving that day;
- who has contagious conjunctivitis or pus draining from the eye (pink eye);
- who has a bacterial infection and has not completed 24 hours of antibiotics
- who has unexplained lethargy and is unable to participate in all the regular activities of the day;
- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given;
- whose temperature has not been below 100 degrees for 24 hours
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who requires more care than the teacher can provide without compromising the health and safety of the other children in care.

MEDICATIONS GIVEN AT THE CENTER

We do not dispense or apply any medication at our center including sunscreen and insect replant.

INSURANCE COVERAGE

Bounce-n-Play has an entertainment insurance policy.

PUBLICITY INFORMATION

If photos of your child are asked to be taken for publicity purposes, we will have you sign a release form for each separate publicity venture.

GRIEVANCE PROCEDURE

In the event of misunderstandings, personality conflicts, or specific complaints against the center staff or about the center policies, parents are encouraged to first talk to their child’s teacher, if concerns still remain, next talk to the director, Krista McMullen. In extreme cases where the child’s teacher and director can not resolve the situation then the owner will be called in. Complaints may also be aired at parent's meetings in order to discover if other parents have similar complaints and to work on positive solutions. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and to let them know you.

SUBSTITUTE TEACHERS

On the days when staff ratio is low or a staff member is ill or absent the director will call for a teacher substitute, assistant, or aide to assist in the daily activities.

ADMISSIONS: NON-DISCRIMINATION

Bounce-n-Play may not discriminate on the basis of race, sex, religion, creed, color, national origin, or source of payment. All children are welcome here.

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I have read the hand-book and will operate in agreement with all the policies and procedures. By signing below I also give my child permission to attend walking field trips during camp hours.

Name: _____

Signature: _____

Child: _____

Date : _____