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PARENT HANDBOOK

Revised December 2025

LEARN AND PLAY
Enrichment Academy

DIRECTOR Jen Westgate

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www.facebook.com/learnandplayenrichmentacademy



www.LearnAndPlayAcademy.org



Welcome to Learn & Play Enrichment Academy!

Here at Learn & Play Enrichment Academy, we believe that every child is a special and unique blessing from our Creator. We would like to thank you for entrusting us with the opportunity to guide, love and teach your child as they grow in a safe, positive, and faith-based atmosphere. It is our **mission** to plant seeds that will point to Jesus through our quality education and exceptional care. The **vision** of Learn & Play Enrichment Academy is to send out Jesus followers that will continue to grow so that they can shine His Light and Love to the world.

Learn and Play teachers and staff are committed to providing dedicated, skilled and quality care to our students. We offer a daily lesson plan in each classroom and a hands-on developmentally appropriate curriculum that is not only geared to prepare children for kindergarten, but also instills in them the love of learning!

Learn & Play values the relationships we build with our students and their families, and we understand the importance of effective communication. All teachers will provide parents with a daily update detailing the events of your child's day. Please inform our staff of any events or issues that may be happening at home that could affect your child here at school. Open lines of communication between parents and teachers help children reach their greatest potential!

If you have any questions, concerns, suggestions or words of encouragement regarding our staff, please feel free to stop by my office and visit! It is our privilege and great blessing to partner with you in loving, educating and preparing your child in leading the life God intends for them!

Blessings to you and your family,

Jen Westgate / Director

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Lauren Wallace / Assistant Director

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LEARN & PLAY ENRICHMENT ACADEMY

INFORMATION, TUITION, & POLICIES

ABOUT US

Mission Statement

The MISSION of Learn & Play Enrichment Academy is to plant seeds that will point children to Jesus through our quality education and exceptional care.

Vision Statement

The VISION of Learn & Play Enrichment Academy is to send out Jesus followers that will continue to grow so that they can shine His Light and Love to the world!

Core Values

The CORE VALUES of Learn & Play Enrichment Academy include:

1. Our highest priority is encouraging our students to have a personal relationship with Jesus Christ. *“For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life.” John 3:16*
2. Our vision is to send students out into their schools, neighborhoods, communities, and the world to reach others for Jesus. *“Go into all the world and preach the Good News to everyone, everywhere.” Mark 16:15*
3. Our passion for excellence will be evident in all we do. *“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23*
4. We strive to model and teach Christ-like characteristics to all children. *“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Galatians 5:22-23*
5. We strive to develop servant hearts. *“Yet it shall not be so among you; but whoever desires to become great among you, let him be your servant.” Matthew 20:26*
6. We are all created in God’s image. *“I will praise You, for I am fearfully and wonderfully made; marvelous are Your works, and that my soul knows very well.” Psalm 139:14*
7. As recipients of God’s grace, we will show grace, kindness, encouragement, forgiveness, and love to those around us. *“A new commandment I give to you, that you love one another; as I have loved you, that you also love one another.” John 13:34*
8. Our hope is that our students will impact the world by shining the light of Jesus that lives within them. *“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” Matthew 5:16*
9. It is our desire that every child knows that they can trust the Lord with all of their heart. *“Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and he will make your paths straight.” Proverbs 3:5-6*
10. Our goal is to partner with families in teaching children the Word of God. *“Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6 KJV*

LEARN AND PLAY ENRICHMENT ACADEMY HIGHLIGHTS

We offer a daily curriculum for all students. Our daily curriculum, called “Mother Goose Time,” is a nationally recognized curriculum that teaches and prepares children academically. Our students learn numbers, shapes, colors, word recognition, alphabet letters and sounds, Spanish and American Sign Language. This is provided through monthly themes that teaches on a vast array of subjects. We also nurture spiritual growth through our Chapel time by teaching Bible verses, stories, and songs, all thoughtfully designed to build strong spiritual foundations through puppetry, crafts, music, and so much more. The curricula can be viewed and followed online with extension activities at www.mothergoosetime.com.

In addition to Mother Goose Time, our Pre-K classes use AlphaTales, a curriculum that teaches the ABCs through a collection of alliterative stories—one for each letter of the alphabet! Children will love listening to the rib-tickling adventures of Abby the Alligator, Bubble Bear, the Copycats, and more as they build all-important letter recognition skills that lay the foundation for reading success.

Our teachers are well trained, many completing 50+ hours of professional development each year—well above the 15 hours required by DHS—and all of our teachers are CPR certified. We also have a full-time teacher trainer on staff, hold regular staff meetings, offer four in-service days each year, and provide ongoing seminars and enrichment opportunities, all to ensure your child receives the highest quality care and education possible.

We prioritize safety. Our parents are required to use a code to enter our locked facility and then a fingerprint system is in place that allows children to be checked in and out by authorized parents or approved contacts. We have security cameras in place in all the classrooms that are monitored regularly. We routinely inspect our classrooms and facilities to ensure their safety and security.

Our school is a Conscious Discipline Model School. This method of teaching allows our teachers to see every moment as an opportunity to teach life skills. Every action or behavior demonstrates a child’s skill level. When a behavior or action is not on track with their appropriate developmental level, it is most likely since they have not yet acquired the skills needed to handle the situation. It is in those times that our teachers use their training in Conscious Discipline to present, model and teach the appropriate skill that is missing. We encourage parent/preschool partnership. If you have a problem, question, concern, or suggestion, you are always welcome to schedule a time to have a conference with the Director and your child’s teachers. We want to partner with parents in providing the best possible environment for their children.

Learn & Play Enrichment Academy is a non-profit organization and ministry. All proceeds accumulated by Learn & Play are put back into our organization to create the best learning environment for your child.

AGES ACCEPTED

6 Weeks – 5 Years (Pre-K)

SCHOOL HOURS

Monday – Friday, 6:30 AM – 6:00 PM

2025 TUITION RATES

Age Of Child	Annual Registration Fee (Charged at Enrollment & on the last billing cycle of December for the following year)	Monthly Supply Fee (Charged on the last billing cycle of every month)	Full-Time Program Rate (5 Days, 10 Hours or Less Per Day. \$35 Extended Care Rate charged daily if child is in care for more than 10 hours per day)	Learn & Play Meal Program Status: * Free = \$0 weekly Reduced = \$12.70 weekly Paid = \$41.60 weekly
6 Weeks – 18 Months Tadpoles Fearless Flyers EPIC	\$150.00	\$10.00	\$215.00	*Free, Reduced or Paid Status Will be Determined by the USDA Food Program Income Eligibility Application
18 Months – 3 Years Playful Pandas Roaring Lions Mighty Tots Cozy Caterpillars Safari Station Happy Campers	\$150.00	\$10.00	\$205.00	*Free, Reduced or Paid Status Will be Determined by the USDA Food Program Income Eligibility Application
3 Years – 5 Years Bubble Guppies Jungle Book Incredibles Dynamic Dinos Must Be Fully Potty-Trained	\$150.00	\$10.00	\$195.00	*Free, Reduced or Paid Status Will be Determined by the USDA Food Program Income Eligibility Application

TUITION POLICY

Tuition is processed on Friday mornings before the upcoming week of care. If Friday falls on a holiday or a day the school is closed, tuition will be processed the business day before. Any alternative payment arrangements must be coordinated with the office. An ACH account, debit card, or credit card must be kept on file, regardless of preferred payment method. All payments—whether made by ACH, debit card, credit card, cash, or check—will incur a \$5.00 processing and handling fee. This fee is assessed solely to offset the charges imposed by Tuition Express.

OVERDUE TUITION POLICY

Tuition is processed on Friday mornings before the upcoming week of care. A \$35 per week late fee is added to overdue accounts. A \$35 return fee will also be added when the payment is rejected. **Children will be restricted from care if payment is not made.** If overdue tuition becomes a pattern, the student may be unenrolled. Any remaining balance after unenrollment will be sent to collections.

ENROLLMENT, REGISTRATION, AND SUPPLY FEES

To begin the enrollment process at Learn & Play, please complete the enrollment packet available on our website. After reviewing your submission, we will review our rosters to determine a possible start date for your child. While we strive to accommodate your preferred start date, availability cannot be guaranteed. You will be notified if a spot is available or if there is currently a waitlist for the appropriate class. If needed, you may choose to pay a holding fee to secure a spot for your child.

Once a start date is confirmed, a non-refundable annual registration fee of \$150 is due at the time of enrollment and will be charged annually on the last Friday in December for the following year. This fee cannot be prorated. Annual registration fees are used to replenish classroom materials for the year. A child will only be officially enrolled with the completion of ALL required enrollment forms and payment of the registration fee. Enrollment forms include but are not limited to a completed Child Health Report (CHR), an up-to-date immunization record, and a Child Care Food Program Enrollment Form. All fees, including tuition, must be paid prior to your child's first day.

Students are accepted into Learn & Play on a two-week trial basis. During this time, the staff will make observations and evaluations pertaining to your child's ability to adapt to the daycare surroundings. Unless otherwise notified, your child will be considered successfully transitioned and permanently enrolled.

A \$10 monthly supply fee will be charged on the last Friday of every month to support your child's curriculum and daily classroom needs.

HOLDING FEE POLICY

Holding fees are non-refundable and serve exclusively to reserve a spot for your child. Please note that these fees do not count towards tuition payments. Once a holding fee is paid, it covers the remainder of that month. Additional holding fees must be paid for subsequent months.

Existing Students: A Temporary Withdrawal Form must be completed in the office to begin the process. A \$150.00 per month holding fee will be charged to existing students on a temporary leave of absence to hold their place in the classroom roster. This option is available only if a student is withdrawn for more than one month (30 days).

New Infants: A \$150 holding fee is required to reserve a spot for a new infant. This fee secures the infant's place on our roster until they reach eight weeks of age (Infants may begin care as early as six weeks of age). If parents choose a start date beyond eight weeks of age, an additional \$150 per month holding fee will apply until the child begins attendance at Learn & Play.

New Students: A \$150.00 per month holding fee will be charged to new students who will not be attending within one month of enrollment. An additional \$150 per month holding fee will apply until the child begins attendance at Learn & Play.

LATE ARRIVAL AND LATE PICKUP FEES

Due to staffing requirements, meal preparation, and classroom schedules, ALL Children MUST arrive by 9:30am. Late arrivals cause changes in daily staffing schedules due to child/teacher ratios, changes in lunch counts which will affect meal preparation that is already underway by 9:00am, and interrupts classroom teaching time. A \$35 late arrival fee will be charged to students who arrive after 9:30am. Late arrival fees will only be waived with a doctor's note from the same day of the late arrival. To avoid disrupting meal preparation and nap time, **we kindly ask that students not be dropped off or picked up between 11:00 AM and 2:30 PM.** Late pickups will result in a flat charge of \$35.00 for any child left in care after 6:00pm. A \$1.00 per minute charge will be added for every additional minute after 6:00pm that your child is left in care and will be charged to your child's tuition account.

SIBLING DISCOUNTS

For families with multiple children enrolled, we offer a sibling discount: 10% off weekly tuition for the second child and 15% off weekly tuition for the third child. The discount will be applied to the oldest child's tuition first. Please note that these discounts do not apply to Learn and Play Meal Program costs, registration fees, monthly supply fees, or any other generated fees; these costs will remain at the regular rate per child.

Age of Child	Weekly Tuition Rate	10% off	15% off
6 Weeks – 18 Months	\$215.00	\$193.50	\$182.75
18 Months – 3 Years	\$205.00	\$184.50	\$174.25
3 Years – 5 Years	\$195.00	\$175.50	165.75

INCLEMENT WEATHER

Should bad weather, or lack of power/water cause us to close or delay our opening time, we will post updates and/or closings on Learn and Play's Facebook page, as well as a notification sent out via our ProCare App system. Tuition Refunds are only given if the school is closed for the full day. Tuition refunds are not given in the event of a delayed opening or early dismissal. In the event of an early dismissal due to weather or lack of power, parents will be notified and required to pick up their children within one hour. Late pickups (anything over one hour) will result in a flat charge of \$35.00 for any child left in care. A \$1.00 per minute charge will be added for every additional minute that your child is left in care and will be charged to your child's tuition account.

WITHDRAWAL POLICY

Permanent Withdrawal

For any permanent withdrawals, we require two weeks' notice. A Withdrawal Form must be completed in the office to begin the process. Please note that any notice given within the last two weeks of attendance will still result in tuition charges for that period.

All belongings will be gathered from your child's classroom and cubby and provided to the parent/guardian on their last day. If applicable, please visit the office to pick up your child's medication. Any items left uncollected for more than two weeks after their last day will be donated.

Temporary Withdrawal

For any temporary withdrawals, we require two weeks' notice. A temporary withdrawal form must be completed in the office to begin the process. This form indicates your child's last day of attendance and their expected return date. A temporary withdrawal will only be accepted if your child plans to be absent for more than one month (30 days). A \$150 per month holding fee will be charged to your child's account on the Friday prior to the withdrawal period and for each subsequent month they are absent. This fee guarantees a spot on the roster when they return. If you choose not to pay this fee, your child's spot may not be available upon their return. Additional fees may apply depending on the duration of your child's absence and the timing of their return.

All belongings will be gathered from your child's classroom and cubby and provided to the parent/guardian on their last day. Any items left uncollected will be held until they return. If the student does not return, any items left uncollected for more than two weeks after their return date will be donated.

CHANGE IN RECORDS

We ask if you change jobs, relocate, or have a phone number change, please notify the preschool office immediately with these changes. We must have accurate phone numbers on file to alert you in the event of child illness or injury. It is also very important to update phone numbers for emergencies. If you leave the local area while your child is still in attendance, provide alternative emergency contacts.

CHILD CUSTODY POLICY

Divorced or legally separated parents are required to provide a copy of custody documentation. Parent records will be confidentially kept in the child's file. The center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child unless we receive authorization to do so legally. In most cases, both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties, we strongly urge you to keep the center director fully advised of circumstances that affect your child and their drop-off and pick-up routines.

PARENT / TEACHER / ADMINISTRATION COMMUNICATION

All parents are required to subscribe to ProCare. Upon enrollment, a link will be sent to your email, granting you access to your child's daily activities. Teachers will use ProCare to keep you informed with daily updates, including photos. ProCare also offers a messaging system for direct communication with the office.

We strongly encourage parents to communicate daily with their child’s teacher to share any physical, emotional, social, developmental, or environmental changes affecting their child inside or outside of preschool. However, please note that parent-teacher communication is only allowed during school hours. We ask that you refrain from contacting teachers on their personal phones or social media accounts. Teachers are not permitted to have cell phones in the classroom and are encouraged not to respond to any communication outside of ProCare.

For matters such as illness, pick-up/drop-off times, meal/snack schedules, or general questions, please contact the school office or use the ProCare app.

LEARN AND PLAY MEAL PROGRAM IN ACCORDANCE WITH THE USDA & CACFP FOOD PROGRAM

We are pleased to inform you that our center is currently participating in the USDA's Child and Adult Care Food Program (CACFP). This program enables us to provide your child with a nutritious and balanced breakfast, lunch, and snack each day. CACFP helps cover a portion of meal costs, allowing us to offer high-quality meals to all children in our care. We encourage all families to apply and take advantage of this program to ensure your child receives healthy, balanced meals while in our care.

If your gross household income is **equal to or below** the amounts listed for your family size on the eligibility chart below, your child may qualify for **free or reduced-price meals**. To apply for these benefits, please complete and return the **CACFP Income Eligibility Form (IEF)**. Please note that we cannot approve your application for free or reduced-price meals unless the form is fully completed.

Important Changes to Eligibility

If your household circumstances change during the year, such as a **decrease in income** or an **increase in household size**, you may become eligible for free or reduced-price meals at any time. Please notify the center if this occurs.

Meal Program Income Eligibility Guidelines

Income Eligibility Guidelines: Effective July 1, 2025 to June 30, 2026 48 Contiguous States, District of Columbia, Guam, and Territories										
Household Size	Free Price Meals – 130%					Reduced Price Meals – 185%				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,345	1,696	848	783	392	28,953	2,413	1,207	1,114	557
2	27,495	2,292	1,146	1,058	529	39,128	3,261	1,631	1,505	753
3	34,645	2,888	1,444	1,333	667	49,303	4,109	2,055	1,897	949
4	41,795	3,483	1,742	1,608	804	59,478	4,957	2,479	2,288	1,144
5	48,945	4,079	2,040	1,883	942	69,653	5,805	2,903	2,679	1,340
6	56,095	4,675	2,338	2,158	1,079	79,828	6,653	3,327	3,071	1,536
7	63,245	5,271	2,636	2,433	1,217	90,003	7,501	3,751	3,462	1,731
8	70,395	5,867	2,934	2,708	1,354	100,178	8,349	4,175	3,853	1,927
After Each Additional Family Member Add...	7,150	596	298	275	138	10,175	848	424	392	196

Learn and Play Meal Program Rates:

- Free: \$0 weekly
- Reduced: \$12.70 weekly
- Paid: \$41.60 weekly

If your gross **household income exceeds** the amount listed for your family size, you have the following options based on your child's age:

For Children Under the Age of One:

1. **Purchase the Learn & Play meal program**, which includes Gentle-Based Formula, and when applicable, a nutritious breakfast, lunch, snack, and milk/juice each day. All infant foods are made on-site.
2. **Provide your own meals**, which includes formula, breastmilk, as well as infant foods and juices to meet your child's daily nutrition needs.

For Children Over the Age of One:

1. **Purchase the Learn & Play meal program**, which includes a nutritious breakfast, lunch, snack, and milk/juice each day. Meals meet CACFP nutrition standards and follow the **Dietary Guidelines for Americans** and recommendations from the **National Academy of Medicine**. Each meal consists of five components: milk and/or juice, a meat or meat alternative, fruits, vegetables, and grains.
2. **Provide a packed, ready-to-eat breakfast, lunch, snack, and drinks** for your child each day. Each meal must include five components: ready-to-drink milk and/or juice, a meat or meat alternative, fruits, vegetables, and grains.

Reduced and Paid Meal Program

Meal Program rates are charged to your child's account weekly on Fridays. If you wish to add or remove your child from the meal program, the change must be made before the last Friday of the month to take effect the following month. To fully align with CACFP policies and regulations, meal program fees cannot be waived or prorated once selected.

Parent Provided Meals

If you choose to provide a packed, ready-to-eat breakfast, lunch, snack, and drinks for your child, meals should be placed in a labeled lunch box or bag and will be stored in your child's cubby when not in use. Each meal and drink must be identified as Breakfast, Lunch, and/or snack for easy presentation to students. Drinks must be pre-proportioned in a cup from home or a ready-to-serve container. Drinking water shall be provided to all children. Please note that meals and drinks will not be refrigerated or reheated. Glass storage products are not permitted. All reusable storage items and cups will be placed in your child's box/bag and must be taken home daily for cleaning and sterilization.

By opting out of the Learn and Play Food Program, you are committing to providing daily meals for your child. In the event a meal is forgotten or deemed insufficient, a nutritious school meal (breakfast, lunch, snack, or infant meal) will be provided for your child at a fee of \$5.00 per meal. This policy ensures that every child stays well-fed and energized throughout the day. The missed meal fee will be added to your weekly statement to help up track these instances.

Please note, if we notice a pattern of intentionally forgotten meals to avoid Meal program costs, your child’s account will be charged the full weekly rate of \$41.45 to cover all provided meals. If the issue persists, your child will be automatically enrolled in the Learn and Play Meal Program, and your account will be charged accordingly.

Meals Allowed According to Age

6 Weeks to 6 Months

- Formula and/or breastmilk

6 Months to 12 Months

- Formula and/or breastmilk, cereal, fruit purees, vegetable purees
- Once your child reaches 11 months old, they will begin a 30-day transition period to whole milk and sippy cups. We no longer utilize bottles or serve formula once students reach 12 months of age, however; students may still receive breastmilk. Parents will be provided with a form to make their transition preferences.

12 Months and older

- Whole Milk and/or breastmilk, juice, breakfast, lunch, and snack. Meals meet CACFP nutrition standards and follow the Dietary Guidelines for Americans and recommendations from the National Academy of Medicine. Each meal consists of five components: milk and/or juice, a meat or meat alternative, fruits, vegetables, and grains.
- Parents may update their child’s Meal Program selection once they turn one year old.

MEALS AND SNACK SCHEDULE

Meal	Time	Classroom
Breakfast	8:00 AM - 8:30 AM	Fearless Flyers, EPIC, Playful Pandas, Roaring Lions, Mighty Tots, Cozy Caterpillars, Safari Station, Happy Campers
	8:30 AM - 9:00 AM	Bubble Guppies, Jungle Book, Dynamic Dinos, Incredibles
Lunch	11:00 AM - 11:30 AM	Fearless Flyers, EPIC, Playful Pandas, Roaring Lions, Mighty Tots, Cozy Caterpillars, Safari Station, Happy Campers
	11:30 AM - 12:00 PM	Bubble Guppies, Jungle Book, Dynamic Dinos, Incredibles
Snack	2:00 PM - 2:30 PM	Fearless Flyers, EPIC, Playful Pandas, Roaring Lions, Mighty Tots
	2:30 PM - 3:00 PM	Cozy Caterpillars, Safari Station, Happy Campers, Bubble Guppies, Jungle Book, Dynamic Dinos, Incredibles

Students must arrive at the start of their breakfast time to participate in the breakfast meal or eat their packed breakfast on site.

If you are bringing your child after scheduled school mealtimes, please have them eat/drink prior to drop-off. Children may not eat/drink outside food/beverages inside the classrooms in front of the other children. Children may bring their own breakfast, lunch, and snack ***if they are not participating in the school food program***; however, each meal must include the required five components of the USDA Food Program: milk and/or juice, a meat or meat alternative, fruits, vegetables, and grains.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Person with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English. To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested on the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. FAX: (202) 690 7442; or Email: program.intake@usda.gov This institution is an equal opportunity provider.

SCHEDULED HOURS OF CARE

To help us maintain proper child-to-staff ratios, parents are required to list their child's typical drop-off and pick-up times on the initial registration forms. Learn and Play operates Monday–Friday from 6:30 AM to 6:00 PM, offering up to 10 hours of care per day.

Please provide accurate daily times so we can plan staffing and schedules accordingly. If these times change for any reason, please notify our office. Tuition includes up to 10 hours of care per day. If your child remains in care for longer than 10 hours, a \$35 per day Extended Care Fee will apply.

SCHEDULE CHANGES

We need to have a minimum of two weeks' notice for any schedule changes. Any schedule changes, not within the two-week period cannot be guaranteed.

SCHEDULED PRESCHOOL CLOSINGS

- Four (4) Teacher In-Service Days
 - February, May, August, and October
 - *Please see Calendar for Exact Dates*
- Spring Break School Maintenance & Cleaning Week
 - Tuition will not be charged for this week
 - *Please see Calendar for Exact Dates*
- Good Friday
 - *Please see Calendar for Exact Dates*
- Memorial Day (The last Monday in May)
- July School Maintenance & Cleaning Week
 - Independence Day (July 4th) and the surrounding weekdays
 - Tuition will only be charged for July 4th
 - *Please see Calendar for Exact Dates*
- Labor Day (The first Monday in September)
- Thanksgiving Break

- Thanksgiving Day (The last Thursday in November) & the Friday Following
- Christmas Break
 - Christmas Eve (Dec 24th) and Christmas Day (Dec 25th) through New Year's Day (Jan 1st)
 - Tuition will not be charged for December 26th-December 31st

Tuition WILL NOT be charged for school maintenance weeks unless a Federal Holiday falls within that week. Tuition WILL be charged for ALL other scheduled Holiday Closings and Teacher In-Service Days and WILL NOT be prorated.

PARENT PROVIDED SUPPLIES

Infants – 1 Year	Parents/guardians are required to bring: a light blanket, bottles, pacifiers, baby wipes, diapers, and three full changes of seasonal clothes in a labeled Ziploc bag. <u>Please label all belongings with your child's name.</u> We ask that you provide one bottle per feeding, which must be taken home daily for cleaning and sterilization. Glass bottles or containers are not permitted. Mealtime cups are provided for students on the L&P Meal Program for children aged one and up; all remaining students must provide drinkware from home. Diaper rash creams may be brought, but a medical authorization form must be completed.
1 Year – 5 Years	Parents/guardians are required to bring: a small blanket and pillow for quiet time, diapers/pull-ups/underwear, baby wipes, an extra pair of shoes, and three full changes of seasonal clothes in a labeled Ziploc bag. <u>Please label all belongings with your child's name.</u> Mealtime cups are provided for students on the L&P Meal Program for children aged one and up; all remaining students must provide drinkware from home. Glass storage containers are not permitted. Bottles are only permitted in our infant classrooms. Leakproof cups are allowed for water breaks. They must be labeled with your child's name, contain water, and be taken home daily for cleaning and sterilization. Diaper rash creams may be brought, but a medical authorization form must be completed.

CLOTHING

Please be sure to dress your child in clothing appropriate for the season. If your child arrives without a change of clothing available, we will provide them with Learn and Play clothing, and you will receive a notification via ProCare. If your child's clothing displays messages or themes that are derogatory to our Christian beliefs and principles, we will change them into appropriate clothing.

For safety and comfort, we recommend tennis shoes or sandals with a secure strap. Children who are walking must wear shoes, and all students over the age of one are required to keep shoes on at all times, except during indoor soft play, when socks are mandatory.

We ask that all students arrive dressed in seasonally appropriate clothing. During warmer months, please avoid overdressing to prevent overheating, and consider light jackets or layered clothing so students can easily adjust to changing temperatures. In colder months, we ask that parents provide hats, gloves, scarves, and coats. While we cannot force students to wear these items, they must be provided to remain available throughout the day. Students who choose not to wear their winter accessories must still participate in all activities, including outdoor play.

Coats and sweaters should have your child's name visibly written on the inside tag. Please ensure that your child's classroom **ALWAYS** has three (3) full sets of season-appropriate clothing stored in a labeled zip-lock bag in case of accidents. If your child has an accident and does not have spare clothing, parents will be contacted to bring alternate clothes or pick up their child. Please note that, due to regulations set by the CDC, our staff cannot wash soiled clothing. Instead, any soiled items will be bagged and sent home for washing.

When your child is running low on necessary items, their teacher will notify you in three ways: verbally, via ProCare, and with a "please bring" slip listing the needed items. If these items are not provided and are required for your child, we will supply them. Disposable items will be charged to your child's account, and if returnable items are not returned by the next school day, they will also be charged to the account.

- Diaper \$2
- Pack of Wipes \$5
- Shirt / Pants \$5
- Socks \$1
- Underwear \$2
- Shoes \$10

Clothing Safety

Students are not permitted to wear costumes, costume shoes, or clothing with strings. Costumes are only permitted on party or event days. Stud earrings are allowed, but hoops or dangling earrings are not permitted. Parents will be asked to remove these types of earrings from their child if necessary. Beaded jewelry is not permitted, as it poses a risk of breaking and creating a choking hazard. Pacifier clips are permitted for students while awake, however they may not be secured around the neck by a cord or any other means that could represent a strangulation hazard. Hooded clothing may be worn by students in the toddler and Pre-K classes but will be removed during nap time.

TOYS

The preschool provides sufficient number and variety of toys for all students. For this reason, personal toys may not be brought to school, as they can lead to disagreements and may become lost or damaged. If a personal toy is brought into the building, parents will be asked to take it with them or place it in the student's cubby before entering the classroom. To help maintain positive relationships between students and their teachers, please do not ask teachers to remove personal toys from children.

Lovies are permitted during rest time only for Toddlers and Pre-K students. If a student has difficulty separating from their love once rest time has ended, parents may be asked to keep the item at home or in the cubby.

POTTY-TRAINING

At Learn & Play, we are committed to partnering with parents to assist children on their potty-training journey. Consistency is essential, so we ask that once children begin potty training with us, parents also continue training at home. Together, we aim to provide a unified and supportive experience for your child.

Our team will start potty training at age two in designated classrooms: Roaring Lions, Mighty Tots, Cozy Caterpillars, and Safari Station. We begin potty training based on each child's readiness, which includes signs such as staying dry for at least two hours during the day or after naps, having regular bowel movements, showing awareness before using the bathroom, following simple instructions, expressing discomfort with soiled diapers, or asking to use the potty. When children show these signs, we gradually transition them to consistent potty use.

During the potty-training transition, children may attend school in diapers, pull-ups, underwear, or a combination, depending on their progress. We encourage children to remain in diapers or a combination of diapers and underwear until they are consistently using the potty. If a child is having consistent accidents or refuses to sit on or use the potty, we may request students remain in diapers until they show readiness to move forward. For convenience, please provide diapers with adjustable side straps that open and close easily. If your child arrives at school in a pull-up, please place underwear over it for easier removal. Please note that, due to regulations set by CDC, our staff cannot wash soiled clothing. Instead, any soiled items will be bagged and sent home for washing.

As children develop, teachers may request that a child come to school in pull-ups or underwear to best support success. For nap time, children who are not yet fully potty trained will wear pull-ups or diapers. During this time, we ask that you provide extra clothing and an extra pair of shoes for your child. Please maintain open communication with your child's teacher about strategies that can support their potty-training success both at school and at home.

One of the eligibility requirements for transitioning into the three-year-old classrooms, when space becomes available, is that children must be fully potty trained, as these rooms do not have in-class restrooms. This is defined as wearing underwear exclusively for 30 days without accidents. If potty training is not fully achieved by age three, a 30-day grace period will be provided to reach this milestone. If this goal is not met by the end of the 30 days, Learn & Play Enrichment Academy reserves the right to reevaluate enrollment.

ADJUSTING TO A NEW SCHOOL

It can be difficult for both parents and children to adjust to a new school schedule. You can expect some children to have difficulty with separation. It can take days or weeks for your child to adjust to the new setting. Tears are a normal part of this process. Understand that this process is an important milestone for children as they learn to adapt to different social situations and environments. Here are some tips on how to help ease the transition:

- Allow only a short time for hellos and goodbyes. Prolonged goodbyes often are more disruptive than helpful.
- Reminders of home can be helpful as well. Bringing a family picture to display in your child's classroom is another way to ease the transition.
- As the parent, it is important to be as calm and relaxed as possible. If you are nervous about leaving your child, it will make your child uneasy about the transition. Tell your child goodbye and reassure them that you will be back.
- You can be assured that your child's teachers will be there to comfort your child and provide activities to ease their transition. Children often settle down and adjust to the classroom activities within minutes of their parent leaving.

NEW CLASSROOM TRANSITIONS

Classroom transitions are carefully determined based on each child's individual age, developmental milestones, and personal readiness. We do not move children automatically based on age alone, and transitions are also dependent on space availability in the next class. When your child is developmentally ready and a spot becomes available, we will notify you in advance to ensure a smooth and timely transition.

DAILY CLASSROOM SCHEDULE

We encourage all parents to familiarize themselves with their child's daily classroom schedule, which is posted both inside and outside the classroom. To ensure your child gets the full benefit of our curriculum, we recommend arriving early in the morning, as this is when our educational activities begin. If the class is not in the room when you arrive, please refer to the sign posted by the door, which will direct you to where the class is within the building.

PARENT/GUARDIAN CLASSROOM CHECK-IN & CHECK-OUT POLICIES

For the safety and security of your child, our check-in and check-out policy will be strictly enforced. During the enrollment process, parents will provide a list of adults that are approved to check-in/out their child. Your child WILL NOT be released to any individual that is not on our approved list. All students must be checked in and out at the kiosk using either a fingerprint or passcode, which notifies the classroom of your child's arrival or departure. This system helps ensure accurate records, especially when processing any late arrival or pick-up fees. If a student is consistently not checked in or out by their guardian, a fee may be applied to their account.

Please keep in mind that teachers are responsible for continuously monitoring the children in their classroom, which will prevent them from having long conversations with parents/guardians at drop-off and pick-up times. If you have a concern that warrants a longer conversation with your child's teacher, please utilize the ProCare messaging system or call the office to schedule a parent/teacher meeting time.

Due to staffing requirements, meal preparation, and classroom schedules, ALL CHILDREN must arrive and be checked in by 9:30am. A \$35 Daily Late Arrival Fee will be charged to students who arrive after 9:30am. All children must be checked out by 6:00 PM. A \$35 daily late arrival fee will be charged for students picked up after 6:00 PM.

Daily Check-In Procedure

An approved adult (18 years or older) is required to check-in your child each day. Upon arrival, parents, guardians, and authorized adults must enter their personalized family door code to access the building. Please fully close the door behind you and ensure that the next adult uses their own personalized family door code to enter. Do not open the door for anyone, including teachers or other parents. If someone is waiting to enter, kindly notify the office. This system ensures that only authorized individuals enter the facility and protects the safety of all children.

All students must be checked in at the kiosk using either a fingerprint or passcode, which notifies the classroom that your child has arrived. If you do not use the kiosk and a teacher is unfamiliar with you, they may ask for photo ID to verify your identity or direct you to the office. All approved parents, guardians, or adults should be prepared to show a photo ID for verification.

After checking your child in, you must walk your child to their classroom. Children cannot be left alone or walk themselves to class. Please ring the classroom doorbell, and a teacher will assist with the drop-off. **For safety and security reasons**, parents and guardians are NOT allowed to enter classrooms, the cafeteria, bathrooms, Ocean City, the Rompus Room, or playgrounds.

Daily Check-Out Procedure

An approved adult (18 years or older) is required to check out your child each day. Upon arrival, parents, guardians, and authorized adults must enter their personalized family door code to access the building. Please fully close the door behind you and ensure that the next adult uses their own personalized family door code to enter. Do not open the door for anyone, including teachers or other parents. If someone is waiting to enter, kindly notify the office. This system ensures that only authorized individuals enter the facility and protects the safety of all children.

All students must be checked out at the kiosk using either a fingerprint or passcode, which notifies the classroom that you have arrived for pick-up. After you have done so, please proceed to your child's classroom, ring the doorbell, and a teacher will assist you. If you do not use the kiosk and a teacher is unfamiliar with you, they may ask for photo ID to verify your identity or direct you to the office. All approved parents, guardians, or adults should be prepared to show a photo ID for verification. Please be sure to collect the take-home items from your child's cubby.

Student Supervision

At no time may a child be left unattended by a parent, guardian, or staff member. This policy applies to all children under the age of 18 within the building, whether or not they are enrolled at Learn & Play. Children must always be accompanied by an adult. Children may not enter door codes, or kiosk passcodes, run ahead of their parents, enter hallways without adult supervision, enter classrooms unsupervised, or retrieve other children from classrooms. If your child has a tendency to run or attempt any of these behaviors, we ask that you hold their hand or carry them while in the building.

REST TIME

Infant Rest Time

All students are required by the state of Arkansas to have a regular rest time each day. This time should not exceed two (2) hours, except for infants. Infant rest time will vary based on each infant's individual needs. Please inform staff of your child's typical sleeping patterns. Cribs and sheets are provided for students in the infant rooms. Parents are required to provide a swaddle, sleep sack, or light blanket for rest time. Parents are responsible for picking up their child's rest items for laundering on Fridays, or on the child's last scheduled day of attendance each week, and returning them on the next scheduled day of care.

Teachers will provide a calm and supportive environment to help infants rest during rest time; however, staff cannot force children to sleep if they are unwilling. Teachers will assist infants who may need extra help resting, which may include rocking the child in a chair. Each child will receive support for a reasonable amount of time. If an infant is not engaged in nap time, they will be returned to their play area, and teachers will reattempt to assist them when they show signs of readiness.

Infant Rest Time Safety

For safety, bibs, pacifier clips, and necklaces must be removed from infants before rest and naptime to reduce the risk of entanglement or strangulation. Infants will be placed flat on their backs to sleep, however if a child rolls over on his or her own, staff is not required to reposition the child. If there is a medical reason a child cannot sleep on his or her back, then a signed statement from the child's physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required. Infants' sleep space (e.g. crib) shall be free of loose bedding. If a light blanket is necessary, it must be kept at or below the mid-chest area of the child. Staff shall not cover the faces of infants. Swaddling infants is not recommended and shall require a note from the child's physician if continued past the age of three (3) months.

Toddler and Pre-K Rest Time

All students are required by the state of Arkansas to have a regular rest time each day. This time should not exceed two (2) hours, apart from infants. All students are required to bring a small blanket and pillow for rest time. The school will provide a cot/mat and cot sheets. Parents are responsible for picking up their child's rest supplies for laundering on Fridays, or the child's last scheduled day of attendance each week. Please return these items on the next scheduled day of care. **Please note, we do not permit drop-offs or pick-ups during scheduled rest times, as this time is critical in easing the children into a restful state and allowing adequate time for them to nap.**

Teachers will provide a calm and supportive environment to help students rest during rest time; however, staff cannot force children to sleep if they are unwilling. Teachers will assist students who may need extra help resting, which may include gently patting a student's back. Each child will receive support for a reasonable amount of time before the teacher moves on to assist other students. Teachers will return to any students who are still awake once all children have been assisted, are asleep, or if the infant child is ready to try again. Students who do not fall asleep may participate in quiet activities while remaining on their cots or in their classroom under direct supervision.

Toddler and Pre-K Rest Time Safety

Hooded clothing may be worn by students in the toddler and Pre-K classes, but hoods will be removed during nap time. Shoes must remain on during quiet time in the event of an emergency. Sleepsacs are not permitted in the Toddler or Pre-K classrooms. Staff may not cover the faces of children with blankets or similar items.

OUTDOOR & INDOOR PLAYGROUND PLAY

Fresh air and exercise are important parts of the school day. Time spent outdoors gives students the opportunity to engage in activities that allow them to temporarily relax from the structure of the classroom. When properly clothed, students can participate in safe, vigorous play in an outdoor environment in most weather conditions. Conditions to be considered include temperature, wind chill, humidity, age of students, length of time outdoors, and the playground conditions. Increased caution will be used when temperatures are below 32° F, including the wind chill factor, and over 90° F, including the humidity level.

If you are concerned about your child going outside during his/her classes scheduled outdoor time, he/she should not attend school that day. Exceptions and alternate arrangements cannot be made on an individual basis. Weather permitting, we are required by the state of Arkansas to provide outdoor play time every day! It is the responsibility of the parent/guardian to ensure their children come to school appropriately dressed for the weather. During the warm weather months, your child will need to come to preschool with sunscreen

already applied. Parents may leave sunscreen at the preschool; however, we must have a medication form completed to apply sunscreen to your child. During the cold weather months, please dress your student in seasonally appropriate clothing and bring hats, gloves, scarves and coats. In the event of an emergency, starting at age one, all students must wear shoes, except when playing in the indoor soft play areas.

Ocean City & The Rompus Room

Starting at age one, indoor play in Ocean City and The Rompus Room becomes part of our students' regular schedule. The Rompus Room is designated for classes EPIC through Mighty Tots, while Ocean City is for classes Cozy Caterpillars through Pre-K. Ocean City feature soft play structures- socks are required for safety and hygiene. Please ensure your child always has socks available at school. The Rompus Room features soft play structures, interactive wall toys, blocks, balls, etc.- shoes are required for safety.

Water Days

During the summer, we host Water Days during our morning outdoor time, weather permitting. To ensure a smooth experience, please have your child arrive at school wearing their swimsuit or water clothes, with sunscreen already applied. Additionally, pack a labeled towel, water shoes, and a set of extra clothes and shoes in a labeled bag, as we will send the wet items home in the same bag. It is important that all items are clearly labeled to avoid mix-ups. If your child requires a swim diaper, please send them to school wearing a regular diaper and pack the swim diaper separately; we will change them into the swim diaper before heading outside. If you prefer your child not to participate in Water Day, we kindly ask that they remain at home for that day.

BIRTHDAY & HOLIDAY CELEBRATIONS

Due to the growing number of children with severe food allergies, advance notice must be given when a child wishes to bring a snack to share with the class. A week prior to the event, please contact the school office and advise us of the snack you wish to bring. Please keep in mind that all snacks must be store-bought and in sealed packages. You must provide enough for each child in the classroom. We are a nut-free facility. Please do not purchase any food/snack items that contain nuts. If you wish to pass out birthday or holiday party invitations for events after school hours, you will be permitted to do so, however you must include an invitation for all the children in the classroom. Balloons are prohibited in the infant and toddler areas.

MEDICAL CONDITIONS & ALLERGIES

Every child must have a completed Child Health Report (CHR), an up-to-date immunization record and an allergy form on file if required. If your child has a specific medical condition or allergy, please advise the Director regarding the special needs of your child. These forms are REQUIRED by the Department of Human Services and must be in your child's preschool file.

ILLNESS

We strictly observe the Arkansas State Health Department regulations for children (and staff) to protect the health of everyone at Learn & Play Enrichment Academy. We understand that parents depend on us to provide care for their children; however, we are not equipped to care for children when they are ill. Please observe your child carefully and remember that your child has the potential for infecting many other children, staff and parents. Children must be able to fully participate in all activities of the day, including outdoor play, to attend preschool.

Clear communication between families and the school regarding illnesses or symptoms is essential. Any concerning symptoms must be communicated to your child's teacher or the office. If your child has been diagnosed with any illness, whether contagious or not, please inform us. Keeping staff fully informed of all diagnoses, medications, and symptoms allows us to best support your child's comfort and care while also maintaining a healthy environment for all students.

Learn & Play Administration reserves the right to send your child home if in their judgment your child is contagious to other children, or too ill or uncomfortable to be at school. You will be informed immediately of the decision and are expected to pick up your child or make arrangements for someone else to pick up your child. Children must be picked up within one (1) hour from parent/guardian/emergency contact. If we cannot reach you, we will contact your designated emergency contacts. Late pickups (anything over one hour) will result in a flat charge of \$35.00 for any child left in care. A \$1.00 per minute charge will be added for every additional minute that your child is left in care and will be charged to your child's tuition account.

To ensure the health and safety of all children, please keep your child at home if they exhibit any of the following signs and symptoms. If these occur during the day, the staff may send your child home:

- Fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Fatigue
- Congestion
- Fussiness
- Severe cold with fever (including sneezing, nose drainage, extreme tiredness, irritability, or complaints of aches and pains)

Parent Notice of Possible Infection

Parents will be notified (via ProCare) whenever there is a confirmed case of an infectious illness in their child's classroom. This exposure notice details the symptoms of the disease, recommended treatment, and when a child may return to school.

Contagious Illnesses

If your child has any of the following contagious illnesses, they will be sent home. In such cases, your child may not return to school without a doctor's note that specifies the date they can safely return. Your child must be symptom-free without medication for at least 48 hours, unless otherwise noted below:

- **Fever, Vomiting, Diarrhea:** May return when symptom-free (without medication) for 48 hours.
- **Hand, Foot, & Mouth (HFMD):** May return when fever-free and blisters have scabbed over.
- **Respiratory Syncytial Virus (RSV):** May return five (5) days after diagnosis.
- **Conjunctivitis (Pink Eye):** May return 24 hours after starting antibiotic eye drops.
- **COVID-19:** May return ten (10) days from the onset of symptoms.
- **Influenza:** May return five (5) days after diagnosis.
- **Bronchitis/Pneumonia/Consistent Cough:** May return when symptom-free (without medication) for 48 hours.
- **Strep Throat:** May return 24 hours after starting antibiotics and must be symptom-free without medication.
- **Ringworm:** May return 48 hours after starting treatment. Lesions must be covered with dressings.
- **Croup:** May return when symptom-free (without medication) for 48 hours.

- **Head Lice:** Learn & Play Enrichment Academy has a “No Lice/No Nits” policy, meaning that students will be sent home for treatment if lice are found, and students cannot return until all lice or nits (eggs) are gone. Clothing, hats, scarves, pillowcases, bedding, and towels worn or used by the affected person at preschool will be machine washed and dried using the hot water and hot air cycles as lice and eggs are killed by exposure for 5 minutes to temperatures greater than 53.5°C (128.3°F). If lice/nits are found on your child, you will need to make arrangements for them to be picked up within one (1) hour. Late pickups (after 1 hour) will result in a flat charge of \$35.00 for any child left in care. A \$1.00 per minute charge will be added for every additional minute that your child is left in care and will be charged to your child’s tuition account.

Please note that Learn & Play reserves the right to send your child home if we believe they are contagious, even if a doctor’s note has been provided for their return.

MEDICATION POLICY

The health and safety of our students is a top priority at Learn & Play Enrichment Academy. In order to minimize risk, ensure proper care, and maintain a safe learning environment, the following medication and medical care policy is strictly enforced.

Parents are strongly encouraged and expected to administer all medications at home prior to/after preschool hours whenever possible. Medication schedules should be arranged outside of school hours whenever medically appropriate.

Learn & Play Enrichment Academy may administer required, time-sensitive medications during school hours when medically necessary and properly documented, including but not limited to:

- Doctor-prescribed reflux medications that must be taken with meals
- Prescribed antibiotics that must be taken during the school day (e.g., after lunch)
- Inhalers and EpiPens administered as needed for medical emergencies
- Topical ointments or creams
- Fever-reducing medications may only be administered after a student has a documented fever of 100.4°F or higher, with parent permission and a completed Medication Authorization Form on file\
- While not a prescription medication, diaper rash cream and sunscreen may be applied as needed. A completed Medication Authorization Form is required prior to application.

If a dose of medication must be given during school hours, all of the following requirements must be met:

- A written doctor’s note stating the medical necessity, medication name, dosage, and time of Administration
- A completed and signed Medication Authorization Form
- Medication provided in its original container with proper labeling

Medications will not be administered if any of these requirements are not met. ALL medications must be kept in the school office. Do not place medications in your child’s backpack or diaper bag. Our medical policies are strictly enforced for the safety of children.

Learn & Play Enrichment Academy does not administer homeopathic medications, herbal remedies, supplements, essential oils, or non-prescription treatments of any kind, except diaper rash cream as outlined above. Doctor's notes will not be accepted to override this policy.

While we are able to administer medications, we do not have a nurse on staff, which limits the level of medical care we can provide. Learn & Play Enrichment Academy does not perform any invasive or medical procedures or care, including but not limited to:

- In-ear, oral, or anal temperature checks
- Tick removal
- Splinter removal
- Removal of foreign objects
- Trimming fingernails
- Any form of medical treatment or procedure
- Any therapy exercises or therapeutic interventions
- Administering injections
- Suctioning noses
- Administering suppositories

If a child requires any of the above, the parent or legal guardian will be contacted and is responsible for addressing the medical need.

Please note that we do not administer medication intended to mask symptoms of a potential underlying illness. This includes fever reducers, pain relievers, cough suppressants, or cold and flu medications. However, we will closely monitor your child's symptoms and notify you if we believe a doctor's visit may be necessary to rule out any illness.

FIRST AID, CPR, AND CLEARANCE

All staff members are required to be certified in both child and infant CPR and First Aid. Additionally, all staff undergo thorough background checks and maltreatment screenings as part of the hiring process.

TOBACCO, ALCOHOL, & ILLEGAL SUBSTANCES

The use and/or possession of tobacco, vapes, alcohol, or illegal substances on the premises is strictly prohibited.

PARKING LOT GUIDELINES

Our parking lot can be a busy place at certain times of the day. Help us to provide a safe environment by adhering to the following rules:

- Learn & Play Enrichment Academy's entrance is one way; when facing the school, follow the roadway arrows, always entering on the right and exiting to the left.
- If there are cones in the driveway, a drill or event is in progress. Please park down the hill from the school.
- For safety and security reasons, vehicles may never park in front of the preschool entrance doors.
- PLEASE drive slowly through the parking lot.
- Always hold your child's hand in the parking lot. Make sure your child stays with you.

- It is against the law to leave unsupervised children in your car in the parking lot at any time.
- Please be sure to turn off your car's ignition when dropping off/picking up children.
- All parents must follow the child safety seat guidelines as required by law.
- Learn & Play is not liable for any damage to vehicles or personal property while on campus.

FIRE & WEATHER-RELATED SAFETY POLICY

Learn & Play staff are aware of fire, weather, and emergency procedures. Fire and weather procedures are posted in each room. Fire and weather emergency drills are conducted monthly.

BUILDING SECURITY

All doors to the building remain locked during operating hours. A personalized family door code is required for entry into the facility. Please fully close the door behind you and ensure that the next adult uses their own personalized family door code to enter. Do not open the door for anyone, including teachers or other parents. If someone is waiting to enter, kindly notify the office. This system ensures that only authorized individuals enter the facility and protects the safety of all children.

SAFETY DRILLS

The safety of your children and the children in our school, as well as the safety of the school staff, is very important to us. To maintain a safe environment for your children to learn & play, it is necessary that we practice emergency and crisis response plans by having drills designed to exercise our procedures. The students and staff at Learn & Play will be practicing four (4) primary emergency drills throughout the year. These four (4) drills are "Fire Drills", "Tornado Drills", "Quiet Drills" and "Lock-Down Drills".

Please remember, these safety practice drills are done to help maintain our school as a safe place for your child. If you have any questions regarding any of our safety drills, please contact the preschool office. Thank you for helping us keep Learn & Play Enrichment Academy a safe and nurturing environment for your child.

Pick-Up/Drop-Off Procedures During Safety Drills

If you arrive at the preschool during a drill, you may notice the main driveway is blocked off with orange cones. You may not enter the circle drive until the drill is complete and the cones have been moved. You may park down the hill from the school. If an outdoor drill is underway, please refrain from entering the building until the drill is complete. If you have entered the building while an indoor drill is underway, please remain in the lobby until the drill is complete.

Fire Drill

Learn & Play will conduct a Fire Drill once per month. This is a DHS requirement. Our Fire Drills will be conducted at various times throughout the school day. If you arrive at the preschool during a Fire Drill, please remain outside until the drill is complete. At the sound of the fire alarm, all children and staff will exit the building and walk the children to their designated safe location. Teachers will remain with the students in their safe location until the alarm is silenced and the preschool administration instructs the staff and students to return to the building.

Tornado Drills

Learn & Play will conduct a Tornado Drill once per month. This is a DHS requirement. Our Tornado Drills will be conducted at various times throughout the school day. If you arrive at the preschool during a Tornado Drill, please remain in the lobby until the drill is complete. During a Tornado Drill, your child's teacher will lead or transport your child and their classmates to their safe location. Teachers will remain with the students in their safe location until the preschool administration instructs the staff and students to return to their classrooms.

Quiet Drills

At Learn & Play, we will be conducting Quiet Drills to prepare students and staff on how to remain quiet and safe in their classrooms in the event of an intruder. While it is unfortunate that these drills are necessary, our goal is to practice them in a way that minimizes fear or distress.

To help ease the process, each classroom has been given a "Quiet Drill" book, which will be read to the students to explain the drill in a gentle and reassuring manner. The book emphasizes safety and avoids using any potentially upsetting words like "intruder," "bad guy," or "shooter." We want to teach this drill in a positive way that encourages children to follow instructions and remain quiet when asked, without causing anxiety. To maintain a calm atmosphere, we will also provide special "Quiet Drill" treats to the students during the drill.

The "Quiet Drill" book is available for viewing in all classrooms and in the preschool office. We encourage parents to discuss this important drill with their children and recommend focusing on safety rather than fear, in line with our approach.

Our staff has been trained by the Hot Springs Police Department in how to respond quickly in case of an intruder. All classrooms are equipped with locks and designated safe locations, and teachers have been instructed on the best spots in their rooms for shelter and safety.

Quiet Drills will take place periodically throughout the year at different times during the school day. If you arrive at the preschool during a drill, please remain in the lobby until it is complete. Teachers will stay with the children in their safe locations until the administration announces that it is safe to resume the normal schedule.

Lock-Down Drills

Learn & Play will conduct a Lock-Down Drill periodically throughout the year and at various times throughout the school day. The purpose of this drill is to secure the school building and safely shelter all those inside from any danger outside of the building. During the Lock-Down Drill, all perimeter doors will be locked and remain locked until the administration instructs staff to resume their normal schedule. If you arrive at the preschool during a Lock-Down Drill, you will not be permitted to enter the building. If you are inside the preschool during a Lock-down Drill, you will not be permitted to leave the building. If this occurs, please remain in the preschool lobby until the drill is complete. During a Lock-Down Drill, your child's teacher will lead or transport your child and their classmates to their safe location. Teachers will remain with the students in their safe location until the preschool administration instructs the staff and students to return to their classrooms.

In the event of a legitimate threat or emergency, please follow these safety instructions to maintain order and allow us to do our job to keep your child safe.

1. All parents will be notified of any legitimate threat or emergency through ProCare. This is the same app that is available to follow along with your students' daily schedule. Parents can choose to view ProCare via email or the app. In the event of an emergency, messages will be automatically sent to all parents within seconds, allowing us to keep focus on the safety of our students.
2. **Do not call the preschool office or come to the preschool campus.** In the event of a legitimate emergency or crisis, the preschool phone lines will be used for emergency personnel communication only and the campus will be filled with emergency personnel responding to the crisis. Keeping the phone lines open is crucial in allowing incoming emergency communication. If we have been instructed to lock down, all perimeter doors will be locked and absolutely no access will be granted into the preschool building.
3. Avoid social media posts. Correct and verified information will be sent directly to you through a ProCare notification.
4. Please make sure all your emergency forms and contact information are always current so that you can be reached without delay in the event of an emergency.
5. In the event of an actual emergency, if children have been evacuated from the preschool building, you will receive a ProCare notification instructing you to the safe location where you can pick up your child.

DISCIPLINE

Learn & Play Enrichment Academy is a Conscious Discipline Model School. This method of teaching allows our teachers to see every moment as an opportunity to teach life skills. Every action or behavior demonstrates a child's skill level. When a behavior or action is not on track with their appropriate developmental level, it is most likely because they have not yet acquired the skills needed to handle the situation. It is in those times when our teachers use their training in Conscious Discipline to present, model, and teach the appropriate skill that is missing. More information about Conscious Discipline can be found at <https://consciousdiscipline.com>

CLASSROOM MANAGEMENT

Our teaching staff will manage the classrooms by:

- Using Conscious Discipline methods that integrate all domains of learning in our classrooms.
- Providing an abundance of developmentally appropriate materials for play and exploration.
- Implementing classroom routines, commitments, rituals, communication skills, and safe spaces.
- Modeling and reinforcing appropriate behavior.
- Maintaining constant supervision.
- Setting reasonable and age-appropriate expectations for children's behavior.

At the onset of misbehavior, our teachers are trained to take immediate action.

- Depending on the situation, a teacher may coach the children involved through the appropriate problem-solving steps, or temporarily remove a child from the situation and place them in a "safe spot". If the "safe spot" is required, the child will learn ways to calm down first, so that they can clearly learn the appropriate problem-solving skills. A safe spot is different from a "time-out." A safe spot is a teacher directed activity that allows a child to learn ways to self-regulate his/her feelings. Children learn how to take deep breaths to regain composure. They learn to communicate their feelings in appropriate ways and get to practice those problem-solving skills when they calm down.

- Teachers may use shadowing techniques. Teachers closely follow the child's actions to help immediately correct or redirect as needed.
- Teachers may use redirection techniques to provide alternate and more positive choices.
- Teachers will offer students multiple positive choices from which they can choose from. (Example: You can choose the red car or the blue car. Which is best for you?"
- Teachers will verbally intervene to offer reminders or to teach new skills. (Example: "Use your words." "Tell him/her that you don't like that." "Tell them what you would like them to do next time.")
- Teachers will help children understand logical consequences. (Example: "If you hit someone with a block while playing in the block center, you will not be allowed to play in that center until you can use it safely.")
- Conscious Discipline does require repetition, but over time, children will learn how to positively handle their own feelings and gain essential problem-solving skills.

AGGRESSIVE BEHAVIOR IN CHILDREN

At Learn & Play Enrichment Academy, we are committed to creating a safe and supportive environment for your child. Our program fosters cooperation, respect for others, and peaceful problem-solving. While behaviors such as biting, tantrums, sharing conflicts, or physical aggression may occasionally occur in young children, we closely supervise the children and aim to prevent these incidents whenever possible. However, despite our best efforts, challenging behaviors can sometimes happen before an adult can intervene. We take aggressive behavior seriously, which includes biting, hitting, pushing, tantrums, physical aggression, or provoking altercations. It can also involve verbal abuse or inappropriate language. Our goal is to guide your child in learning how to participate, cooperate, and become a responsible member of the group.

We follow structured steps when addressing behaviors such as biting, physical harm, or property destruction. While we work diligently to help children through these stages, if a child's behavior poses a serious danger to themselves or others, or consistently disrupts the classroom environment, we reserve the right to immediately terminate enrollment to ensure the safety and well-being of all.

ACCIDENT / INCIDENT REPORTS

In every instance when a child has a minor accident/ incident, a short informative report will be filled out by the teacher and will be electronically sent to the child's parent/guardian via ProCare. First aid will be applied, and the school administration will decide if parent contact is necessary.

If your child is involved in a major accident or incident, first aid will be applied, the parents will be contacted immediately. Emergency personnel will be called if required. A short informative report will be filled out by the teacher and must be signed by the child's parent/guardian.

THERAPY SERVICES

As part of the enrollment process, parents and guardians authorize free developmental screenings twice per year through New Hope Therapy. These screenings are designed to support healthy development across a wide range of skills. Screenings are brief, engaging, and play-based, using age-appropriate toys and picture flashcards. After each screening, families will receive a detailed report outlining the results. This service is provided at no cost to families.

Please note that any recommendations for screenings or therapy services are made from a place of genuine care and concern. Our priority is always to help students thrive emotionally, socially, and academically. We partner with New Hope Therapy because they are a trusted provider in our area. If a student's screening results indicate that additional support may be beneficial, New Hope Therapy can assist families in determining appropriate next steps. Additional information is available in the office.

Agreeing to or participating in therapy services does not exempt a student from send-home or dismissal procedures outlined in the Parent Handbook.

Utilizing Therapy Services at Learn & Play

Learn & Play has a designated on-site room for therapy services. This space is equipped with toys and materials designed to support a variety of therapeutic needs. If a student receives therapy while in our care, services will take place in this designated room. Therapists and parents must complete and sign a consent form prior to any therapy services being provided on the Learn & Play campus. All therapists are required to submit valid identification and background checks before seeing students. Therapists must also agree to conduct themselves in alignment with the Learn & Play mission and vision at all times. Consent forms are available in the office and will be provided to families prior to the start of on-site therapy services.

BITING STEPS FOR INFANTS & TODDLERS (UNDER 36 MONTHS)

Biting can occur during infancy and toddlerhood as children develop communication and self-control skills. While biting is developmentally common at this age, it is unsafe and can cause harm to other children and staff. Learn & Play Enrichment Academy is committed to teaching positive communication skills while prioritizing the safety of every child and staff member. Our goal is to help identify what is causing biting, teach new skills and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten receive an incident report. Names or any other identifying characteristics of the children are not shared with either parent for confidentiality reasons. To offer insight on biting behaviors, teachers will also document biting attempts.

When Biting Occurs:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn a different, more appropriate behavior. We do not use techniques to alarm, physically hurt, shame, or frighten children.

For the child that was bitten:

1. First aid is immediately given to the bite.
2. An incident report is completed by the teacher describing the incident.
3. The incident report is sent to the parent/guardian through the ProCare Parent Engagement App.

For the child that bit:

1. The teacher will respond calmly and firmly tell the child, "We do not bite. Biting Hurts."
2. The teacher will model appropriate interaction to teach a new skill. (Example: "If you want a toy, say 'turn please.'")
3. An incident report is completed by the teacher describing the incident.
4. The incident report is sent to the parent/guardian through the ProCare Parent Engagement App.

Moving forward:

If a pattern of biting develops, the child will be closely supervised (shadowed) to help prevent any further biting incidents. Teachers will observe and document triggers or interactions causing the child to bite (teething, communication, activities, etc.). The child will be given positive attention and approval for positive behavior. At this time, therapy intervention may be recommended. Participation in therapy does not exempt a child from this policy.

Biting Steps for Infants & Toddlers (Under 36 Months):

For the purposes of this policy, an intervention is triggered when a child inflicts three (3) biting incidents in which the skin of another child or staff member is broken or bruised, or a bite leaves a significant mark.

1. First Intervention: Parents/guardians will be notified of the behavior. An evaluation for therapy services will be recommended to support the child's development and well-being. An agreement with therapy services will not waive the following steps if biting continues.
2. Second Intervention: Parents/guardians will be notified of the behavior, and the student will be sent home immediately. The child must be picked up within one (1) hour of being notified and will be required to take a two (2)-day break from school.
3. Third Intervention: Parents/guardians will be notified of the behavior, and the student will be sent home immediately. The child must be picked up within one (1) hour of being notified and will be required to take a one (1)-week break from school.
4. Final Intervention: Parents/guardians will be notified of the behavior, and the student will be sent home immediately. The child must be picked up within one (1) hour of being notified and will be dismissed from care.

Note: Late pickups (anything over one hour) will result in a flat charge of \$35.00 for any child left in care. A \$1.00 per minute charge will be added for every additional minute that your child is left in care and will be charged to your child's tuition account. Tuition is non-refundable for mandatory breaks from school.

Infant & Toddler Behavioral Observations and Support (Under 36 Months)

While biting can be developmentally common at this age, additional behaviors may warrant intervention. If a pattern of excessive, aggressive, disruptive, or harmful behavior is observed, Learn & Play reserves the right to send a student home. The safety and well-being of all students and staff is our top priority. In some cases, an evaluation for therapy services may be recommended to support a student's development and overall well-being. Participation in therapy services does not exempt a student from send-home procedures or potential dismissal.

BITING & PHYSICAL HARM STEPS FOR TODDLER & PRE-SCHOOL AGE (36 MONTHS AND UP)

Preschool-aged children are continuing to develop communication, self-regulation, and problem-solving skills. Behaviors such as hitting, pushing, or kicking may occasionally occur; however, as children mature, expectations for safe behavior increase. For the purposes of this policy, physical harm is defined as behaviors that exceed what is developmentally appropriate for preschoolers and result in injury, broken skin, bruising, or significant marks to another child or staff member.

Learn & Play Enrichment Academy prioritizes the safety of every child and staff member in our care. This policy outlines how incidents of biting or physical harm are addressed and the actions that may be taken.

If an incident occurs, state regulations require that the parent of the child who caused harm and the parent of the child who was harmed receive an incident report. Names or any other identifying characteristics of the children are not shared with either parent for confidentiality reasons. To offer insight on these behaviors, teachers will also document hurtful attempts.

When Biting or Physical Harm Occurs:

Our staff strongly disapproves of biting or any deliberate type of physical harm to another student or staff member. The staff's job is to keep all the students safe, which requires a safe environment. Our goal is to teach children, which includes helping children learn appropriate behaviors and ways to express feelings in a safe way.

For the child or staff member that was harmed:

1. First aid is immediately given if needed.
2. An incident report is completed by the teacher describing the incident.
3. The incident report is sent to the parent/guardian through the ProCare Parent Engagement App.

For the child that caused harm:

1. The teacher will calmly and firmly tell the child, "We do not bite/hit/kick. That hurts!"
2. The teacher will model appropriate interaction to teach a new skill. (Example: If you want a toy, say "turn please". "If you want someone's attention, say their name." "If you are upset, you can talk with your teacher or go to the safe center.")
3. An incident report is completed by the teacher describing the incident.
4. The incident report is sent to the parent/guardian through the ProCare Parent Engagement App.

Moving forward:

When concerning behaviors occur, the child will be closely supervised (shadowed) to help prevent any further incidents. Teachers will observe and document triggers or interactions that may be causing the incidents. The child will be given positive attention and approval for positive behavior. At this time, therapy intervention may be recommended. Participation in therapy does not exempt a child from this policy.

Biting or Physical Harm Steps for Toddlers & Pre-School Age (36 Months and Above):

For the purposes of this policy, an intervention is triggered when a child inflicts three (3) biting and/or physical harm incidents in which the skin of another child or staff member is broken or bruised, or leaves a significant mark.

1. **First Intervention:** Parents/guardians will be notified of the behavior and will be required to immediately pick up the student for the remainder of the day. The child must be picked up within one (1) hour of the incident. An evaluation for therapy services will be recommended to support the child's development and well-being. An agreement with therapy services will not waive the following steps if the behavior continues.
2. **Second Intervention:** Parents/guardians will be notified of the behavior and will be required to immediately pick up the student for the remainder of the day. The child must be picked up within one (1) hour of being notified and will be required to take a two (2)-day break from school.
3. **Third Intervention:** Parents/guardians will be notified of the behavior and will be required to immediately pick up the student. The child must be picked up within one (1) hour of being notified and will be required to take a one (1)-week break from school.
4. **Final Intervention:** Parents/guardians will be notified of the behavior, and the student will be sent home immediately. The child must be picked up within one (1) hour of being notified and will be dismissed from care.

Note: Late pickups (anything over 1 hour) will result in a flat charge of \$35.00 for any child left in care. A \$1.00 per minute charge will be added for every additional minute that your child is left in care and will be charged to your child's tuition account. Tuition is non-refundable for mandatory breaks from school.

DESTRUCTION OF PROPERTY STEPS FOR PRESCHOOL AGE (36 MONTHS AND UP)

Destruction of property is an unfortunate behavior that can occur in young children. Some examples of this behavior are throwing chairs, flipping tables, destroying centers/bulletin boards, etc. Some children may struggle to express their emotions appropriately and resort to damaging objects as a way to communicate frustration or other feelings. While we understand that this can happen, we also recognize that property destruction can disrupt the learning environment and cause harm. This policy has been developed with these considerations in mind. As a school, our goal is to identify the causes of the behavior, teach appropriate skills to address it, and work towards resolving the issue. If the behavior persists and cannot be resolved, this policy is in place to protect the well-being of all children and maintain a positive environment.

Our staff strongly disapproves of any deliberate destruction of property. It is our responsibility to maintain a safe and respectful environment for all students. Our goal is to teach children, which includes helping them learn appropriate behaviors and ways to express their feelings without causing harm or damage. Keeping the environment safe and intact is essential to ensuring the well-being and education of all students.

When destruction of property does occur:

Our staff strongly disapproves of any deliberate type of destruction of school or personal property. The staff's job is to keep all the students safe, which requires a safe environment. Our goal is to teach children, which includes helping children learn appropriate behaviors and ways to express feelings in a safe way.

For the child that causes deliberate destruction of property or violence using school property:

1. The teacher will calmly and firmly tell the child, "We do not _____. That is not safe!"
2. The teacher will model appropriate interaction to teach a new skill. (Example: "If you are upset, you can talk with your teacher or go to the safe center.")
3. An incident report is completed by the teacher describing the incident.
4. The incident report is sent to the parent/guardian through the ProCare Parent Engagement App.

When destruction of property continues:

For the purposes of this policy, an incident is triggered when a child deliberately causes destruction of property or misuse of property.

1. First Incident: Parents/guardians will be notified of the behavior and will be required to immediately pick up the student for the remainder of the day. The child must be picked up within one (1) hour of the incident. An evaluation for therapy services will be recommended to support the child's development and well-being. An agreement with therapy services will not waive the following steps if the behavior continues.
1. Second Incident: Parents/guardians will be notified of the behavior and will be required to immediately pick up the student for the remainder of the day. The child must be picked up within one (1) hour of being notified and will be required to take a two (2)-day break from school.
3. Third Incident: Parents/guardians will be notified of the behavior and will be required to immediately pick up the student. The child must be picked up within one (1) hour of being notified and will be required to take a one (1)-week break from school.
4. Final Incident: Parents/guardians will be notified of the behavior, and the student will be sent home immediately. The child must be picked up within one (1) hour of being notified and will be dismissed from care.

Note: Late pickups (anything over 1 hour) will result in a flat charge of \$35.00 for any child left in care. A \$1.00 per minute charge will be added for every additional minute that your child is left in care and will be charged to your child's tuition account. Tuition is non-refundable for mandatory breaks from school.

DISENROLLMENT / EXPULSION POLICY

Occasionally, there are situations that result in the expulsion of a child from our program, either on a short term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, to prevent this policy from being enforced.

The following are reasons why we may have to expel or suspend a student:

- We feel we cannot provide adequate staffing to meet the student's medical needs.
- There are certain medical situations that our staff may not be trained to provide.
- A student has moved through all the steps of our biting, physical harm, or destruction of property steps.
- If a child continually exhibits destructive, uncontrollable, or hurtful behavior that harms the children or staff.
- If tuition is not paid or a pattern of non-payment develops.

IMMEDIATE CAUSES FOR EXPULSION

The following are reasons why we may have to immediately expel a student:

- The child is at risk of causing serious injury to other children or himself/herself.
- A parent threatens physical, intimidating action, or verbal abuse toward staff members or in the presence of students.
- If there is any type of sexual harassment towards a teacher or staff member.
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff.
- Administration reserves the right to use our discretion to disenroll a student in situations where we feel resolution of conflict is unable to be met.

PARENT CODE OF CONDUCT

We expect parents to observe a certain standard of conduct as a part of our school family.

The following items are not acceptable and may result in dismissal from our school:

- Physical or verbal punishment of their own children or any other children.
- Threatening, harassing or otherwise disrespecting staff, other parents, or children.
- Swearing, cursing, or foul language.
- Threatening or obscene gestures.
- Quarreling with other parents or staff.
- Making disparaging comments regarding the school to staff, parents, or others, whether in person, via email or ProCare App, on the phone, or through social media.
- Using contact information of Learn & Play Enrichment Academy staff or families for commercial or any other improper purpose.
- The use of drugs or alcohol on the school campus.
- Not following policies designated to protect the safety and security of everyone at school. Any violation of this policy will result in the immediate dismissal of the student.

ADHERENCE TO THE AMERICANS WITH DISABILITIES ACT

Learn & Play Enrichment Academy's policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provision of services to individuals with disabilities. We do our best to work with any families who have a child with special needs. **Please consult with the Director prior to enrollment if your child has any physical, mental and/or emotional special needs or requirements.** We review each child's needs on a case-by-case basis and make reasonable accommodations for any child who can safely participate in a group care environment. Although our program emphasizes a child-centered environment, we are not able to accommodate children who would require a teacher to work solely with them on a one-on-one basis. In all cases, the child must be able to participate and substantially benefit from our program without risk to themselves or other children.

Despite our efforts, there may be times when participating in our group programs will not be in the best interest of your child. A child's enrollment may be terminated immediately if any of the following situations occur:

- A child requires more care and individual attention than the student to teacher ratio for their class allows. The State of Arkansas outlines the student to teacher ratio in the Arkansas State's Minimum Licensing Requirements for Childcare Centers.
- If we do not have adequate expertise or resources to meet the child's educational, medical or other needs.
- The child's special needs are beyond the educational training our staff is required to obtain in Early Childhood Education.
- If an excessive amount of the teacher's time is needed to attend to a particular child, to the extent that it deprives the other children of the classroom the level of care, education and supervision to which they are entitled.

MEDIA RESTRICTIONS

ProCare will provide parents with all the information about your child's day electronically via the ProCare App and your email. One of the great features of this program is the ability to send pictures of your child to you throughout the day. We will also be able to post pictures to our school Facebook page for parents, grandparents and extended family and friends to enjoy. These photos will also be used for classroom craft projects and bulletin boards. Because our classrooms are very busy places, it is very difficult for teachers to exclude specific children from photos. If, however, a parent does not wish for their child to be included in photographic media, a media restriction form must be requested from the administration office and completed YEARLY for your child's file.

PERSONAL PHOTOGRAPH POLICY

Parents/Guardians are encouraged to take personal photos of their children by the Learn & Play sign or any special photo opportunity offered by Learn & Play. To protect the privacy of all Learn & Play students, personal pictures cannot be taken when other students are present. Personal pictures cannot be taken in the lobby, classrooms, hallways, cafeteria, playgrounds, etc. if other students are in those areas.

BOARD OF DIRECTORS

Learn & Play Enrichment Academy is a licensed not-for-profit organization with charitable status. Learn & Play Enrichment Academy is run by a voluntary Board of Directors. The Board of Directors exists to secure and promote the financial, legal, and ethical well-being of the organization. The Learn & Play Enrichment Academy Board of Directors separates issues of an organization's purpose/mission (Ends) from all other organizational/administrative issues (Means). In other words, the Board is responsible for defining and upholding Learn & Play Enrichment Academy's Mission and Vision (Ends). The Board also provides guidance for the Executive Director's duties. Therefore, the Executive Director is exclusively responsible for all matters involved in upholding the school's policies, as well as the daily operation and management of the school, its students, and staff (Means). To ensure the accomplishment of Learn & Play Enrichment Academy's mission and purpose, the Board continuously evaluates its written policies and monitors their implementation by the Executive Director.