

Toddle Town Children's Academy, LLC

Owners: Anette and Michael Childers

2211 Lewis Avenue
Billings, Montana 59102

Phone Number: (406) 656 - 8042
Fax: Call First (406) 656 - 8042

Days and Hours of Operation:

Center Hours: Monday thru Friday 6:30am - 6:00pm

Infant Room Hours: Monday thru Friday 6:30am - 5:30pm

Closed for the Following Holidays:

New Year's Day (Provider reserves the right to close early New Year's Eve)

Good Friday (the Friday before Easter)

Memorial Day

July 4th

Labor Day

Thanksgiving and the Friday following

Christmas Day (Provider reserves the right to close early Christmas Eve)

In the event that New Year's Day and/or Christmas Day falls on a weekend, Toddle Town Children's Academy, LLC reserves the right to close either the preceding Friday or the Monday following. We also hold the option of closing for New Year's Eve and/or Christmas Eve.

Toddle Town Children's Academy, LLC

Our Philosophy

We, at Toddle Town Children's Academy, LLC, strive to offer a safe, fun, and educational experience away from home, along with providing a social environment in which your child can explore and grow independently. At Toddle Town Children's Academy, LLC, we also want to be a supportive part in assisting you in preparing your child for the transition into school.

A Little About Us

History:

Toddle Town Children's Academy was founded by Mildred and Gene Wehrman in 1967, and moved to its current location in 1977. The longevity of staff, and the fact that 2nd generation children are enrolled, shows the pride and commitment that the previous owners had to this business. December 31, 2012, this chapter in Toddle Town Children's Academy closed.

Today:

As of January 1, 2013, a new chapter began. Owners, Anette and Michael, have joined with Toddle Town Children's Academy, now Toddle Town Children's Academy, LLC. Anette and Mike are bio-parents, adoptive parents, grandparents, and foster parents. Michael has retired and Anette looks forward to her ever-evolving career with Toddle Town Children's Academy, LLC.

Toddle Town Children's Academy, LLC continues to take pride in the longevity of our staff members. We strive to maintain consistent staff, important to building trust with the children and parents. We, at Toddle Town Children's Academy, LLC, understand the importance of making secure attachments in early childhood development.

Toddle Town Children's Academy, LLC Primary staff members are CPR and First Aid Certified. We also encourage our Aides to be CPR and First Aid Certified. Each employee must undergo a state required and administered background check. These background checks are performed yearly on all employees. Each Toddle Town Children's Academy, LLC employee is also mandated by the state to obtain a minimum of 8 hours of training each year. This training includes but is not limited to: child development, infant safe sleep policy and procedures, nutrition, preschool skills, literature, and discipline. Staff strives to provide the best care possible for your child(ren).

ENROLLMENT PROCEDURES/ADMISSION REQUIREMENTS

The following are required for enrollment and admission to Toddle Town Children's Academy, LLC:

1. Completed enrollment packet.
2. Completed and signed contract.
3. Proof of current immunizations.
4. First month's payment in advance as per signed contract.

Daily Schedule (approximate timeline)

- 6:30 AM Toddle Town Children's Academy, LLC opens for business. Children have free play choices that eases the transition into the center. Activities such as blocks, Duplos, puzzles, art, reading, the cabin, or loft and dolls are explored. A staff person is designated to greet families and assess children to be sure they are healthy enough to be in attendance. Clients are also reminded that all children must be signed-in on the state mandated sign-in forms. Any changes in persons assigned to pick-up the child(ren) or changes to pick-up times must be noted in writing from the Clients at check in.
- 8:00 AM School age children begin to clean up their areas. A staff person is designated to assist the school age children that will be walking to Burlington School. These children are asked to prepare for school by gathering their coats, backpacks, etc. The preschool children continue their free play.
- 8:10 AM School age children leave for Burlington School. A staff member escorts the children to the school each morning.
- 8:45 AM Children begin to clean up their play area. Our routine exercise time begins. We encourage all the children to partake in a few exercises to stretch and flex muscles. Exercise helps to develop healthy bodies and healthy minds. We explore exercise in a variety ways, counting out the exercises, with DVD music, or rhythm activities. At this time, we transition through potty time. Children in diapers are checked and changed, if needed. Children that are not yet potty trained are introduced to the bathroom routine. Older children are encouraged to take bathroom breaks. All children review hand-washing skills as they wash their hands after diapering or bathroom breaks and before eating.
- 9:00 AM Morning Snack is offered to all of the children. Children have washed their hands before coming to the snack table. We again wash hands and faces after the children finish with snack. All children should have had breakfast before arriving for care.

- 9:15 AM The children begin to gather into the morning meeting room for circle time. We sing our way through our gathering and welcome.
- 9:20 AM Preschool activities begin with the morning meeting and duties are assigned. Some of the children check on and report the daily weather, while others help review the Month, Day and Date. Circle time continues with daily music selected and led by the children as they sing a few songs and do a few finger plays that reflect the theme of the day or week. A storybook focused on the theme of the week is read daily. Morning circle time is also a great time to review healthy health tips like proper hand washing, cover your cough, keeping fingers away from our nose and mouth. These are just a sampling of simple skills we help teach to keep your child safe and healthy. We review safety rules of the center with the children. We also review concepts of sharing and being a good friend. The children learn nutrition skills such as making healthy choices.
- 10:00 AM The children begin to be separated into age appropriate groups. These groups then begin to filter out for preschool activities. Each group reflects on the theme for the day or week. These activities may include but are not limited to, crafts, cooking, games, reading stories, counting, writing, coloring, and painting. The youngest group ends class as attention drifts from the projects. The second group winds ups their class about 10:30am. Class concepts are designed to prepare your child for kindergarten.
- 10:45 AM Our preschool activities have concluded for all ages. Children are encouraged to clean their areas as they finish. Free time activities again begin for the children. Weather permitting; the children play in the back yard at this time. During inclement weather, the children use the play areas inside, such as the loft and cabin areas, the activity room, and puzzle or block area.
- If the children are going outside, sunscreen is applied at this time (May – August/September). Parent(s)/Guardian(s) provide sunscreen labeled with your child’s name for use at the center. We request a personal water bottle and you may also want to send a hat for your child to wear in the yard as well. Water bottles and hats are sent home at the end of each week to be washed and brought back on Monday. In the winter weather appropriate outer clothing is required, because we still go outside.
 - Note that during the summer months (May – August) the activities may vary. Preschool activities are often done outdoors and include activities that explore the environment. These may include but are not limited to building a dinosaur habitat, treasure hunts, sidewalk chalk, obstacle course, etc.

- 11:15 AM The children clean up their play areas to prepare for lunch. Children in diapers are checked and changed, if needed. Children that are not yet potty trained are introduced to the bathroom routine. Older children are encouraged to take bathroom breaks. Hands, as well as faces, are washed. Children transition directly from hand and face washing to the lunch table.
- 11:30 AM At Toddle Town Children’s Academy, LLC, we serve the children’s plates for them and encourage the children to try a polite bite. They can have additional servings when requested. We also have some choices available family style on the table, usually fresh fruit and/or vegetables.
- If your child has any special dietary requirements, Parent/Guardian must provide a Special Needs Medical Form filled out by a doctor. The Parent/Guardian must supply any special food or beverages that your child may require. (i.e., soy or lactose free milk)
- 12:00 PM As children finish eating, they are expected to clear their own lunch spot. We encourage the children to try to use the restroom at this time. Children are assisted with hand and face washing. After lunch, the children transition into rest time. 30 minutes of an age appropriate movie is shown at this time to help with a quiet transition.
- 12:30 PM At Toddle Town Children’s Academy, LLC, all of our children nap/rest after lunch. The movie is turned off and soothing music is played. The only exceptions made are for the school aged children. If your child has a preferred blanket, please send it with them. Blankets go home each Friday to be laundered and returned the next Monday. We have staff persons in our nap room throughout the naptime to comfort your child and tend to your child’s needs and safety.
- 2:30 PM Naptime is concluding. The children place their blanket into their cubby. Children in diapers are checked and changed, if needed. Children that are not yet potty trained are introduced to the bathroom routine. Older children are encouraged to take bathroom breaks, as they wake up. A staff member disinfects nap pads. Soiled clothing and/or blankets are bagged and sent home for laundering.
- 2:30 PM A staff member walks to Burlington School to meet the school age children that will need after school care. School age children must wash upon arrival at Toddle Town Children’s Academy, LLC. We do offer the opportunity for help with homework. A parent of a school age child that will not be utilizing after school care on a specific day must notify Toddle Town Children’s Academy, LLC in advance of 2:15pm.
- 2:30 PM Children prepare for snack. If they have not already done so, hands and faces are washed before coming to the snack table. As snack time concludes, the children again wash their hands and faces. As the children

finish snack, we enter into free playtime. If we are going outside, sunscreen is applied at this time. In inclement weather, the children have play activities inside during this time.

- 3:45 PM Diapers are checked again. Bathroom breaks are encouraged for the older children.
- 4:00 PM At this time, we close the children's bathroom for about 30 minutes to clean.
- 5:00 PM We transition into quiet activities to prepare children for going home. These may include, but are not limited to: stories, blocks, dollhouses, and puzzles. Parents are greeted as they arrive to pick up the children. Any messages pertaining to your child(ren) will either be on their sunshine report or relayed to you by the supervising staff member. If you have any questions, please do not hesitate to ask the supervising staff member either in the evening or in the morning. You are also welcome to call the Owner or Director at home, at any time, to address any questions or concerns.
- 5:30 PM Infant room closes. Please be sure to have your infant picked up on time as children picked up late put our staff members into overtime hours. Late fees apply when any infant is left after 5:30pm. All children must be signed out on the state mandated forms upon leaving.
- 6:00 PM Toddler Town Children's Academy, LLC closes for the evening. Please pick-up your child(ren) on time to avoid late fees. All children must be signed out on the state mandated forms upon leaving.

While this schedule is rather detailed, please keep in mind that we are flexible with the children. For example, if we begin a project the children are engaged in, we may extend it for a longer period of time. On the other hand, if for some reason the children are in need of more physical activity before preschool, we may take a half hour and run off some energy in the yard. We want your child to enjoy his or her day at Toddler Town Children's Academy, LLC.

DEPARTMENT DAYCARE LICENSING REQUIREMENTS

Toddler Town Children's Academy, LLC meets all Montana State Daycare Licensing Requirements. A copy of the DPHHS Licensing Requirements for a Childcare Center is kept on site for available review or may be accessed on-line through the DPHHS website.

SIGN IN/OUT SHEETS

State licensing requires ALL children attending a State Licensed Childcare Facility to be signed in and out. Times are not to be rounded off, use exact times and full names, no

initials. If someone other than you picks up your child, they are to use their name. We ask that you please let us know if someone other than you will be picking up your child. They should bring a picture ID. We may ask to make a copy of their ID for your child's file.

ATTENDANCE

Toddle Town Children's Academy, LLC offers Full-Time Care. We do not offer Part-Time or Drop-In Care (unless willing to pay Full-Time Care rate).

We request that you stay within the hours you committed to in your contract when you enrolled your child at Toddle Town Children's Academy, LLC. We staff according to your agreed commitment and we may not always be able to accommodate extended hours.

All of our payment plans require pre-payment. Toddle Town Children's Academy, LLC charges for all days including holidays and vacations. Understand that your child(ren)'s spot is reserved only through payment.

If you are on state assistance, you are asked to also sign in and out on your family's individual forms. You are required to stay within your authorized hours. You will be billed for all hours exceeding your authorized hours. Your state assistance will only pay for authorized activities, such as school and work. Your state assistance only covers up to 7 sick days a year. If you exceed these 7 days, the missed days will be your responsibility. The state will not pick up hours for doctor's appointments, personal errands, or time off. Provider reserves the right to charge State Scholarship Clients up to the Plan One rates as stated in the Childcare Service Contract. After the state has issued payment, Provider will bill Clients for any unpaid hours. All childcare costs not covered by the State Contract are the responsibility of the Client. You are responsible for payment in advance if you bring your child during unapproved times. All of our families are billed for holidays. The state no longer pays for these days. Holidays will be your responsibility. If you have any questions, please visit with the owner during business hours at Toddle Town Children's Academy, LLC.

CLOTHING

All children are asked to bring a change of clothing to be kept in his or her cubby. Potty or other accidents can occur at any age. We recommend keeping a sweater or sweatshirt in your child's drawer for chilly mornings. During the winter months, we also ask that you have a pair of hard sole slippers or shoes that your child can put on when they remove their snow boots. Children must keep shoes or hard sole slippers on at all times in case of an emergency evacuation. You may also keep a hat and gloves in his or her box for chilly outdoor time. There's no such thing as bad weather just inappropriate clothing. Fees for Provider provided items not provided by Client and needed by child while in care are as follows: clothing - \$5/per clothing piece until returned. No refund for clothing charge if not returned within 30 days.

DIAPERING

Children who are not “fully” potty trained must be in disposable pants such as diapers or pull-ups until they are fully trained. Please keep an adequate supply of diapers or pull-ups on hand at Toddle Town Children’s Academy, LLC for your child(ren). You must also supply diaper wipes for all children that are not potty trained. If your child needs diaper ointment or cream, it must be labeled with your child’s name, as well as a signed authorization for use on an over-the-counter non-ingestible medication form. Fees for Provider provided items not provided by Client and needed by child while in care are as follows: Diapers - \$1/diaper or pull up, wipes - \$1/per diaper change.

FOOD

Toddle Town Children’s Academy, LLC uses a 9-week rotating menu for all meals and snacks. Copies of this menu may be requested from our office.

Please let us know if your child has any known food allergies or requires a special diet. A Special Needs Medical Form signed by a doctor must be in the child’s file.

Parent(s)/Guardian(s) are responsible for providing the child’s special drinks, lunch and both snacks. Please do not send items that need to be prepared or cooked. We will provide refrigeration and/or warming. We encourage you to have your child assist you in packing his or her lunch. The children learn to identify which food items are healthy choices and which food group it comes from. The children get excited when they can share what they know with you and their peers. Sack lunches are allowed and encourage independence. The children learn how to open their sandwiches, put together meat and crackers, and peel a banana. This makes learning fun!

Children are welcome to bring in treats for special events such as a birthday or holidays. Please make arrangements with the owner or director if you would like to provide treats, and because of potential food allergies please let us know in advance what type of treat you’d like to provide.

Parents of infants must supply their own formula and baby food. Please keep your infants feeding schedule current. If you have any questions concerning the infant feeding schedule please see a staff member for assistance. At 1 year of age, we are required to offer infants whole milk, unless there is a medical note on file. We will also work with the Parent(s)/Guardian(s) to introduce age appropriate table food.

HEALTH POLICY

Please keep your child home if he or she has a fever of 101 or higher. Keep in mind that even if you administer Motrin or Tylenol your child may still be contagious. If your child develops a fever, or shows signs of illness while in care at Toddle Town Children’s Academy, LLC, you will be called and asked to have your child picked up immediately.

State licensing requires children may not be in care at Toddle Town Children's Academy, LLC, if they have had the following symptoms within the last 24 hours:

- Temperature of 101 or higher
- Diarrhea
- Vomiting
- Contagious illness (strep throat, chicken pox, i.e....)
- Head Lice
- Ring Worm
- Pink Eye

These are just a few of the symptoms or illnesses that are highly contagious. The Department of Public Health and Human Services (DPHHS) may provide further health care requirements. Please exercise precaution and keep ill child(ren) at home. Always leave us a number where you can be reached if you will be away from work or school. Children must be symptom free for 24 hours before returning to care at Toddle Town Children's Academy, LLC. Some conditions may require a physician's statement before allowing the child back in care.

A completed Over-the-Counter Non-Ingestible Medication Form and/or a Prescription Medication or Over-the-Counter Ingestible Form must accompany all medications. Administering any medication, prescription, or over-the-counter, cannot happen without your written permission. Over-the-counter medications include, but are not limited to, Motrin, Tylenol, diaper ointments, sunscreen, lip balm, and cortisone cream. If you bring in any of these medications, they must be signed in and administered by a staff member trained in medication administration.

All medications brought into Toddle Town Children's Academy, LLC must be in their original container and labeled with your child's name. We are required to go by the recommended dosage for your child's age and weight as indicated on the original packaging or the doctor's written orders.

Toddle Town Children's Academy, LLC's policy and practice is to call the parent before administering oral medication, and some ointments or creams even with the written consent on file.

TOYS FROM HOME

Please do not allow children to bring in toys from home. We have a wide variety of toys for your child(ren) to explore. Toys from home often cause a conflict. We do encourage children to bring a book or movie to share occasionally. Any books or movies that are brought to share should be labeled with your child's name. We ask that all books or movies brought from home be non-violent.

DISCIPLINE

Our simple rules at the facility are:

- Be Safe
- Be Kind
- Be Neat

All other rules generally fall into these basic categories. We ask that the children treat others and themselves with respect.

We have a non-violent, non-aggressive play policy. Behavior is contagious. A behavior that may be acceptable at home can easily get out of control in a childcare setting. If you have any concerns, please bring them to our attention. If we have any questions or concerns, we will make a note on your child(ren)'s sunshine report and try to take a moment to visit with you in person. When we work together, we can keep our learning environment safe and fun for everyone.

When a child is choosing to not engage in safe play, we will first try to redirect their play. If this does not work, we may ask them to have some time away from the group activity to calm down. This is to help your child refocus and gain control before they re-engage with their peers.

If a child continues to exhibit behaviors that are endangering to themselves or others, or disruptive to the facility we will request a conference with you. We will work together to set up a time-line and behavior modification agreement for your child. If, after the time-line and behavior modification agreement has expired, and there are still concerns, we reserve the right to request a child care setting change that may better meet the child's needs.

TRANSPORTATION

Toddle Town Children's Academy, LLC does not transport children to and from school or your home. Transportation is the sole responsibility of the Parent/Guardian. We do walk children to the neighboring school (Burlington). We may occasionally walk the children to the park or take a nature walk around the neighborhood.

We do not schedule traditional field trips. We do occasionally bring in guests for our children. We try to utilize parents, older siblings, and other influential members of our community. Guests may include Zoo Montana, Police, Firemen, Paramedics, Musicians, Santa, a Photographer, Dentist, guest readers from local bookstores, etc. If you have a skill or hobby that might interest the children, please let us know.

EMERGENCIES

Toddle Town Children's Academy, LLC does have an emergency plan posted on-site. There is an on-site, a shelter-in-place, and an off property plan. The fire drill or one of the other drills is practiced/rehearsed with the children monthly.