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Director
Mrs. Ventress

The Toddler House Academy; parent handbook is used to outline the school's expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at The Toddler House Academy. After reviewing this document, the consent form on the last page must be completed and handed back to the administration. This consent form states that you understand and adhere to all expectations, policies, and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. Thank you for being a part of The Toddler House Academy Family.

WHO ARE WE?

MISSION STATEMENT

At The Toddler House Academy, we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our student's development and growth occur every second of every day. Our mission is to provide a safe, nurturing, exciting, and quality learning environment for all our students. Our love for children is why the school first opened and why we remain open to this day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers each day. Children deserve to feel special, loved, adored, and cherished. They deserve to participate in experiences that will change their lives forever and The Toddler House Academy promises to provide the environment to make this come true!

OUR VALUES

Our vision is to provide a community where all students feel respected, loved, and encouraged to become the best person they can be. Our vision is the backbone of our business, supporting children to develop into their fullest and greatest potential.

Our values consist of the following but are not limited to:

Quality – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.

Inclusion – All students are included in our learning environment. We welcome all with open arms and love in our hearts.

Respect – Respect is essential in building relationships with our students and families that last a lifetime. Respect is a key component of our work as it helps to optimize the talents and diversity we bring into the school as partners in the child’s growth and development.

Accountability – We pride ourselves on providing open communication with all our business partners. This allows us to be transparent, open, and honest with one another and, in turn, provides the best environment for our students at home and at school.

Teamwork – The combined action of the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we are working toward the best interests of our common cause, which is for our little ones!

OUR GOALS

The Toddler House Academy goals provide us a path to our desired outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

1. To provide a wide variety of developmentally appropriate practices that children learn and develop from and enjoy.
2. To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged, and expectations are clear for all students.
4. To meet the physical, emotional, and social needs of our students.
5. To provide an atmosphere of respect for self and one another.
6. To provide opportunities for cooperative play.
7. To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
8. To support a caring staff who show genuine respect, love, and encouragement for the children.
9. To offer children individual guidance based on careful observation of each child’s needs and keeping with parent/guardian direction.
10. To ensure the safety and welfare of all children.

A LOOK INTO OUR PROGRAM

WHAT WE DO AND WHAT WE BELIEVE

At The Toddler House Learning Academy, we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our student's development and growth occur every second of every day. We strive to have the utmost respect and love for all children who walk through our school's doors. We are a family!

DESCRIPTION OF AGE GROUPS

INFANTS

This age group begins at 6 months - 12months old.

In the infant classroom, we follow a wonderful daily flow. No matter what your baby's sleeping and eating schedules are, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle time, sensory exploration, and creative art. We also enjoy our days learning lots of songs, reading wonderful stories, and interacting with our friends and teachers. We love discovering different textures, sizes, and shapes. We love learning about our weekly themes like shapes, colors, animals, and people. Our little ones are always nurtured, cuddled, loved, and adored, and whenever they need something, we are there!

TODDLERS

This age group begins at 12 months to 24 months old.

In the toddler classroom, we explore anything and everything we possibly can. Our little one's love wandering around the classroom and learning using their senses. Our toddlers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime, and the most important and fun time of the day, PLAYTIME! We read books about transportation, family, and kindness during our group time, among many other subjects. We talk about our day, how we feel, and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes include exploring our homes, families, pets, and animals. Singing and playing our days away is what makes our room so special!

OLDER TODDLER

Ages: Older 2 to 3 years old

Our older toddlers love to dance, sing, and play. We inspire them to explore the world around them and learn something from everything they see. Socialization is very important to our older toddlers as they begin to share, use manners, and learn to take turns. In this age group, we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the days of the week, the month, and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Going outside and playing on the playground is part of our everyday schedule. We also enjoy walks around the neighborhood and putting a smile on our neighbors' faces!

PRESCHOOL AND PRE-K

This age group starts at 3 years old and prepares the students for kindergarten.

In this age group, we focus on our social-emotional growth and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy writing our names, learning to read, and exploring phonics. We enjoy extreme science projects that make us say, "WOW!" We dive into our sensory bin, which helps enhance the learning theme we are studying that week. We often have guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen our fine and gross motor muscles. This age group helps to prepare our students for the next grade, which is kindergarten. Our little ones are well on their way to a successful journey into the older ages!

OUR CURRICULUM

DEVELOPMENTALLY APPROPRIATE CURRICULUM

At The Toddler House Learning Academy, we provide our students with a developmentally appropriate curriculum based on Louisiana standards. Our weekly lesson plans are developed through our students' interests and what grabs their attention. We love to study themes that get them excited, interested and

progress their natural cognitive development. We try our best to meet every child's individual cognitive and development level and encourage and inspire them to continue to advance this growth.

LANGUAGE DEVELOPMENT

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling, represent meaningful learning opportunities that incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster your child's handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

COGNITIVE DEVELOPMENT: SCIENCE, MATH, AND SOCIAL STUDIES

Cognitive development is how children explore, think, create answers, and figure things out. It is the development of knowledge, skills, and problem solving that help children think about and understand the world around them.

Math

Early math skills involve children learning the basic concepts of numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children build relationships between written numbers and represented items. Children also learn to construct simple patterns and sort objects by color, shape, and size.

Science

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At The Toddler House Academy our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the school into the neighborhood and around the world. Here at The Toddler House Academy, we explore different cultures, places, foods, music, and backgrounds of people around the world. We take monthly virtual trips to other countries, where we interact with people who share insight into their traditional customs and culture. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

SOCIAL-EMOTIONAL

Children's emotional well-being during their early years has a powerful impact on their social relationships. Emotionally healthy children can better establish and maintain positive relationships with adults and their friends. In our classrooms, children are learning to talk about their feelings and the feelings of others. We feel social-emotional development involves more than just expressing emotions. Social-emotional development involves the act of taking turns, learning to become independent, following routines, interactions with both verbal and nonverbal peers, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, school, and home experiences, and their overall positive self-growth.

PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR

Fine Motor:

Fine motor skills involve the movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children must learn how to control their muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors, color, play with Legos, draw pictures, and more. These skills can later become more advanced as your child decides to knit, play the guitar, or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, home, and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility and builds confidence and social skills.

SENSORY EXPLORATION

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world, and it is beneficial to provide them with opportunities for sensory play. Here at The Toddler House Academy the student participates in activities that allow them to explore different types of materials and enhance their senses, such as music and dance games, sensory bin exploration, and playing with a variety of materials that smell, feel, and taste very different!

ART, MUSIC, DANCE, AND CREATIVE EXPRESSION

At The Toddler House Academy, we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. The creative arts engage children's minds, bodies, and senses and allow them to explore their imagination, sense of movement and rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to different kinds of art media, music, culture, and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items in the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

ITEMS TO BRING ON THE FIRST DAY OF SCHOOL

Your child must have the following on their first day of school

- Black Closed-toe shoes
- Extra set of uniforms/ Changing clothes in a Ziplock bag
- A blanket for nap time & nap mat
- Diaper, bottles, and wipes if required
- Pacifier if needed
- Extra Pampers/ Pull Ups
- Double roll of paper towels
- Pack of construction paper
- Pack of crayons
- Pack of wipes

ABSENCE FEE

- **The Toddler House Learning Academy will charge for the full week even if there is an absence.**
- **The Toddler House Learning Academy does not offer tuition refunds if your child is out sick or school is closed due to unforeseen circumstances.**

VACATIONS

Families who choose to remove their child from the school for more one week must pay the child's tuition to reserve their current spot.

DISCHARGE POLICY

The Toddler House Academy has the right to terminate a child's enrollment under any circumstances, under the discretion of the owner/director but not limited to the behavior/ and misbehavior/disrespect of parents/child(ren). These circumstances include any child/parent who, after many attempts, does not progress in their behavior and whose behavior affects the large group/ staff. This also includes any child whose needs cannot be met by the school's philosophies. Before termination, many attempts will be made to help the child thrive in our environment. These attempts include observation notes, therapy referrals, and tactics to be used at home and onsite at the school.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

HOLIDAYS

The Toddler House Learning Academy is closed for the following federal holidays: If the holiday falls on a Sunday we will reserve that Monday for the holiday. If the Holiday falls on a Saturday we will reserve the Friday.

Holidays will change yearly, and will be updated in the handbook and sent to parents. The center also closes for Professional Development days' parents will be notified 30 days in advance of those closures. The Toddler House will follow St. Benard School system for inclement weather/closure day!

- (Martin Luther King)
- (Mardi Gras- Tuesday – Wednesday)
- (Easter Break -Good Friday)
- (Memorial Day)
- (Juneteenth)
- (Independence Day)
- (Labor Day)
- (Columbus Day)
- (Veterans Day)
- (Thanksgiving Break Wednesday- Sunday)

- (Christmas Break) 1 week (specific days)
- (January 1st, 2nd, & 3rd)

Tuition must STILL be paid on school closure holidays

ARRIVAL AND DEPARTURE

The Toddler House Learning Academy:

Upon arriving at the school, parents must pull up in the designated pick-up and drop-off spot in the front of the building/home. Parents must walk their child to the front door. The teacher will be ready to sign the child in and assist the child with putting away their belongings. Drop-off time is between 7:30 and 9:00 a.m. After 9:00 a.m. you must provide doctor's notice. Toddler House will accept students if only that have had a doctor excuse for tardiness.

ILLNESS POLICIES

The following criteria will be considered in determining if your child must go home, they cannot return for 24 hours and must return with a doctor's note.

a fever of 100 degrees or more

inflammation of the eyes (excessive redness, glassy or discharge)

vomiting

more than one incidence of diarrhea or loose stool that is not contained within the clothing
communicable disease as defined by the Department of Health Services/Center for Disease

Control

unknown rash

excessive nasal green discharge

pain

constant cough

It is the directors discretion to accept your child after they have been sent home due to illness.

The Toddler House Academy does not administer medicine to any children

If your child is sent home due to illness, he cannot return to preschool until he has been free from symptoms for 24 hours without using a fever reducer. This allows your child time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining if your child is ready to return to school.

School Fundraisers

The Toddler House Learning Academy will have two school fundraisers a year. Each student must participate in each fundraiser, if the parent chooses not to participate, they must pay the price of the fundraiser per child. The fundraisers are mandatory!

Uniform Policy

Uniforms are mandatory and must be worn at all times. Your child will not be accepted without the proper uniform on.

- **Yellow/ Blue polo shirt with logo**
- **Navy bottoms**
- **Blue Jacket/ Toddler House sweatshirt**
- **Black close toe tennis shoes.**

Child Abuse Policy: Any suspected abuse/neglect will be reported in accordance with Louisiana Believes Policies. A.4 Child Abuse Policies (855) 452-5437

Complaint Policy: If a parent has a complaint we will work together to resolve the issue, if the issue cannot be resolved parents can email or call Louisiana Believes. (225)342-9905 ldelicensing@la.gov

Discrimination Policy: The Toddler House does not discriminate based on race, color, creed, sex, national origin, religion, handicapping condition.

1509. A.8.C Time Out Policy (Will not be used from children under 2 ,length of time is based on age) T
1511. A.2 Nap Time Policy

**ACKNOWLEDGMENT OF RECEIPT OF PARENT
HANDBOOK**

Today's Date: _____

We/I _____ the
parent/s of _____ have received a
copy of The Toddler House Learning Academy Parent Handbook
and agree and will adhere to all policies and procedures.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date