

Policy Packet 2023



The Learning Grove

Rooted in Learning, Laughter, & Love

3017 Third Ave N

Billings, MT 59101

Open 6:00AM-6:00PM M-F

8:00AM-8:00PM SAT

Registered & Insured

406-208-0920

thelearninggrovemt@gmail.com

thelearninggrovemt.com

OUR MISSION

AT THE LEARNING GROVE, OUR MISSION IS TO PROVIDE CHILD CENTERED CARE, FOCUSED ON A SAFE AND NURTURING ENVIRONMENT THAT PROMOTES KNOWLEDGE, AND INSPIRES A LIFE LONG LOVE OF LEARNING. WE USE THE REGGIO EMILIA SYSTEM TO HELP GUIDE US ON OUR MISSION. WE BELIEVE TRUE LEARNING HAPPENS NOT THROUGH OUR TEACHING, BUT THROUGH THE CREATION OF A SPACE, ENVIRONMENT, AND OPPORTUNITY TO LEARN. WE BELIEVE OUR ROLE IS TO SUPPORT THE CHILDREN AND FAMILIES AS THEY DEVELOP AND LEARN THROUGH THE 100 LEARNING LANGUAGES BY EXPLORING THE WORLD AROUND THEM.

Welcome to The Learning Grove! We are excited for your child to join our childcare family and learn and grow with us. As we start on your child's educational journey together, know that we value open communication. Our door is always open, so feel free to stop by, call, or email us any time with any questions or concerns you may have.

As The Learning Grove becomes your child's home-away-from-home, know that our staff works diligently to provide the safest, most nurturing learning environment for our students. We hope you will find The Learning Grove to be a warm, welcoming space where children are free to explore, express, create and investigate as they learn about the world around them.

We are just as excited about your child's upcoming early childhood journey as you are! Welcome to the family and let us know what we can do to make the experience the best it can be for you and your child.

Sincerely,

Shelby Kuchinski

Owner of The Learning Grove LLC

Meet The Owner

Hi! My name is Shelby Kuchinski! I am the owner & director of The Learning Grove. First off, I want to thank you for trusting me with your biggest blessing! Children are the most amazing gift, and I feel honored to be a part of their journeys of growth and learning.

I'd like to tell you a little bit about myself! I am 26 years old. I have been married to my husband, Keith, for over 5 years now. Keith is now a retired marine and a general contractor, so our house always has ongoing projects. We have three children: Hadley who is 5, Lincoln who is 3, and Wesley who is 2.

I started The Learning Grove at our first location during my husband's 9 month deployment in May of 2022. The Learning Grove-Heights is a state licensed group childcare facility. We are licensed for 15 kids a day, with 6 under the age of 2. We have 3 main teachers, and 1-3 support staff members depending on the time of year. In July 2023, I began the process of opening The Learning Grove-Downtown. I wanted to be able to offer education to more kiddos as well as offering a place with flexible care options for families needing varying schedules and shorter hours, in a centrally located space.

I found that it is difficult to find quality childcare, that is affordable and safe, especially in the Heights. I struggled to find a place that was graceful and understanding of the stage of life I was in, and that supported me during my husband's deployment. So, instead I started my own daycare! My grandmother was a preschool teacher on a base in California for most of her life, and I always loved volunteering when I'd visit, and how much she loved her job. I felt as though it would be something I'd be really good at, and would allow me to be with my kids while I was their only present parent.

Being a parent is my biggest credential when it comes to childcare. Not only have I experienced so many different illnesses, milestones, behaviors, and so forth, but I have learned so much about how children develop through my experience as a mom. I have three years of Early Childhood Development courses, and plan to continue my learning throughout the next couple years. I am CPR certified in both BLS and infant CPR, as is the rest of my staff.

I absolutely love working with children. I am blessed to get to spend more time with my own children through owning my own business out of my home. I want your children to feel at home when they come through my door. Childcare providers on average spend 30-40 hours a week with the kiddos in our care, so it is of my highest priority that your child feels safe and welcomed here, as well as all of you.

Thank you for joining us at The Learning Grove- Downtown! We're so excited to get to know you!

PLAY BASED LEARNING WITH REGGIO EMILIA INFLUENCE

The Learning Grove is a play-based daycare inspired by the Reggio Emilia system. This means we teach valuable lessons and skills in the manner that children find most natural - through play! Research has proven time and time again that young children learn best through structured and unstructured play experiences. You'll generally find two approaches to early childhood education: a play-based approach and an academics-based approach. Both have their benefits, however, children who experience a play-based learning experience continue to reap the benefits well into adolescence and adulthood as compared to their academic-focused peers who see the benefits of their early childhood learning wear off around grades 3-4. Our priority is to provide a developmentally appropriate learning experience that fosters a love of learning and a sense of curiosity from a young age.

What does play-based learning mean?

Our classrooms are set up to provide thoughtful play experiences. For us that means we are looking at what our students are interested in and offering them play experiences in different areas that can help them deepen their understanding of the subject and investigate it in new ways. Students can choose to do dramatic play, visit the class library, do art, explore in the science and technology centers or use math manipulatives, as well as play outside to explore the things that interest them most.

What is Reggio Emilia?

In Reggio Emilia inspired care, the children are the initiators of the learning process. We allow them to learn and discover by their own interests and are active collaborators in their learning experience. The most profound aspect of Reggio Emilia is the Hundred Languages of Children, written by Loris Malaguzzi. We integrate this concept by encouraging children to communicate in whatever means they can. Through words, movement, drawings, art, building structures and more. The teachers are there to guide, comfort and facilitate the individual learning and communication styles of each child.

Emotional intelligence and emotional regulation are large components of our curriculum. After discussing with several kindergarten teachers, we learned that socialization among students and emotional regulation were the most deficient areas, rather than knowledge of numbers, ABC's, and colors. While we prioritize learning those essentials, we promote that learning through hands on techniques while focusing on emotional and social skills. We encourage children to play and communicate and teach each other. Our programs are designed to focus on individual age groups, as well as integrating the age groups to allow peer observation and learning from each other.

OUR PROGRAMS

We have several different programs available at The Learning Grove.

Grove Pre-School is a program for students age 2-5. We offer part time options for Tuesday/Thursday or Monday/Wednesday/Friday. From 8:30-12, is when we do the most learning, but the program is designed to run from 8:30-2:30, but most students will use the time after lunch as a rest period. There are multiple sensory activities ranging from sensory bins, to playdough, to slime, to making our own sensory materials. There are many options in our classroom to let creativity flow with dramatic play and building. Each of our stations promote learning of different subjects, but they usually carry over into every activity we do. This program has a half hour drop off period from 8-8:30, during which the students may have breakfast, which is included in their tuition. If a child is dropped off before 8 am, the hourly drop in fee will be accrued. If a child is picked up later than 2:30, the drop in rate will also be accrued. We do ask that you let us know if you need care for hours after 2:30 to help us transition your child to the drop in area.

Sapling School is a smaller program that is being piloted primarily for tots (ages 2-3), but is available for ages 2-5. Curriculum will be adapted for each age group enrolled. The program is ONLY from 8:30-12 OR 12:30-4. It includes the curriculum from Grove Pre-School, and offers the same T/Th or M/W/F options. The shorter hours and 2-5 day options caters to 2-3 year olds who would benefit from socialization and learning on a smaller scale. This program may be the best option for a child who is newly 2, or may have been home with a parent or grandparent without a sibling during the first 2 years of his/her life. However, it is also beneficial for a child over the age of 3 for socialization and a morning or afternoon preschool. This program includes a snack at 10 am or 2:30. If a child is dropped off before 8:30 or picked up after 12 for the morning program, or before 12:30 and after 4 for the afternoon program, the hourly drop in fee will be accrued, and if your child is included in a meal time and one has not been supplied from home, The Learning Grove will add a meal charge to your account.

Seedling Infant Program is for children ages 3 months to 2 years old. This program is mostly traditional childcare, as children in this age group are typically on ever changing schedules, depending on the age of the child. With each month comes a new milestone or transition or development, and the Seedling program adapts with your child. The goal of the Seedling program is to prepare your child for the preschool programs we offer by working on basics and helping with socialization skills. The Seedling program operates entirely on a drop in basis, however, unlike any of the preschool programs. Prepaying for your hours helps prioritize having a spot for your child each day, but there is no guarantee, as infant space is very limited. The Seedling program has slightly increased hourly rates due to the higher need for hands on care. We operate on a 1-3 or 1-4 ratio of staff to infants, and will never have more infants needing bottle fed than available staff to aid in providing quality care. Bottle feeding and preparation, feeding, and nap times are all more time consuming and require more hands and one on one care. We do story time, sign language, taste safe sensory activities, and developmental teachings, such as aiding in tummy time and crawling/walking, with the Seedlings. At age two, they will be eligible for the preschool programs, or they will transition to the drop in area with the 2-5 year olds, and rates will drop respectively.

OUR PROGRAMS CONTINUED

Grove After School Care is designed for kids ages 5-9. We will offer transport from Sandstone Elementary School and Mckinley Elementary currently and offer some activities for after school kids. We have a 2 day minimum, and options for 2-5 days a week. We only offer after school care for kids up to age 9, or third grade, because we do not currently have the space to offer an immersive program for older children, as well as ability to pick up at the later release times. This program includes transportation, a snack, activities, and care from the end of the school day to close. Hourly rates are not available, unless the child is at the drop in on a non-school day.

Grove Before School Care is available from 6-7:30 am. Transportation is available to Mckinley Elementary. We have a 2 day minimum, and options for 2-5 days a week. This program includes breakfast and transportation. Hourly rates are not available, unless the child is at the drop in on a non-school day. Transportation to Sandstone Elementary is available at The Learning Grove- Heights.

The Learning Grove Membership is designed to offer additional benefits for all patrons of The Learning Grove. Memberships are \$25/family and will drop prices for prepaid hours and hourly rates. Signing up for this program will require an auto payment on the first of each month, and will ensure benefits for the entire month following. The membership also offers access to exclusive benefits through our app, such as reserving hours in advance and adding before or after school children to pick up lists. Additional benefits include member only events, and a \$5 discount on one event/month.

The Learning Grove Drop-In is for unscheduled care. This program is intended for children ages 2-9 (school aged children space is only available when school is closed). Space is limited, and there is no guarantee that space will be available for your child each day. We encourage having back up options available in case capacity is reached. You may check in and reserve your hours 24 hours in advance with a membership, but the hours you reserve are the hours you will be charged for. Please only reserve the hours you need, so we can accurately assess openings each day. Reserved hours can be paid daily, or with prepaid hours in your account. You will be required to pay or apply hours upon the reservation. Failure to drop your child off within 15 minutes of the hours reserved forfeits your payment and your spot. Late fees will be accrued if your child is not picked up by the scheduled time. Unscheduled drop ins are on a first come, first served basis, and a credit card must be on file before dropping off, and all necessary paperwork submitted.

TUITION, POLICIES, ACKNOWLEDGEMENTS...

Please read every page and initial every page to agree to the policies. Some pages may have more than one policy to initial. Failure to read and acknowledge all policies may result in misinformation, misunderstanding, or you may unknowingly disrespect the policies in place. Thank you!

Parent Initials_____

TUITION- GROVE PRESCHOOL, SAPLINGS, SEEDLINGS, SCHOOL AGE CARE

The Parent(s) shall pay childcare fees based on their approved schedule at the rates specified below. Tuition is NOT attendance based and is the same amount regardless of attendance, holidays, vacations or illness for all preschool programs and prepaid plans. Please fill in the information below and select the plan you'd like to enroll in.

Child's Name: _____

Grove Tuition Rates & Benefits

M-F 8 am-2:30 pm \$675/month

MAW/F 8 am-2:30 pm

\$425/month

T/Th 8 am-2:30 pm

\$300/month

Includes membership fee, breakfast, snacks, and lunch. Hourly rates reduced to \$3.75/hour, no additional discount for prepaid hours.

Sapling Tuition Rates

M-F 8:30 am-12 pm OR 12:30 pm-4:00 pm

\$500/month

MAW/F 8:30 am-12 pm OR 12:30 pm-4:00 pm

\$325/month

T/TH 8:30 am-12 pm OR 12:30 pm-4:00 pm

\$225/month

Membership included. Hourly rates reduced to \$4/hour, no additional discount available for prepaid hours. Meals included in the hourly prices.

Enrollment of a morning and afternoon program for the same child on the same day will automatically include a meal plan at no additional cost.

After School Rates

\$350/month 5 days a week

\$310/month 4 days a week

\$250/month 3 days a week

\$200/month 2 days a week

Additional days \$15/day

Before School Rates

\$220/month 5 days a week

\$200/month 4 days a week

\$125/month 3 days a week

\$100/month 2 days a week

Additional days \$10/day

Includes a snack and transportation. Membership fees included for 4 and 5 day packages ONLY.

TUITION-MEMBERSHIP, DROP IN, PREPAID PACKAGES, & MEAL RATES

Child's Name: _____

Membership
\$25/month/family

Benefits: discounted hourly drop in rates, exclusive access to classes and events, extra savings for multiple children, drop in priority. Combine with prepaid hours for extra benefits.

Enrollment Fee

\$30 one time charge due at the time of enrollment. This fee covers the administrative costs to enroll a child, as well as the time and materials for a new child.

Drop In Hourly Rates Ages 2+

\$5/hour-12 Hour Daily Cap, 50 hours/week Cap

\$4.75/hour with Membership-12 Hour Daily Cap, 50 hours/week Cap

Drop In Hourly Rates Seedlings (0-23 months)

\$5.25/hour- 12 Hour Daily Cap, 50 hours/week Cap

\$5/hour with Membership-12 Hour Daily Cap, 50 hours/week Cap

Prepaid Rates Ages 2+

200 hours/month- \$950/month or \$900 w/ Membership

150 hours/month- \$712.50/month or \$675 w/ Membership

100 hours/month \$475/month or \$450 w/ Membership

50 hours/month \$237.50/month or \$225 w/ Membership

Reduced rate of \$4.50/hour with membership or \$4.75/hour without if prepaid hours are exceeded. 10 hours per month will rollover for 200 & 150 hour packages if not all hours are used in a one month period. 5 hours will rollover each month for 100 & 50 hour packages.

Prepaid Seedling Rates 0-23 months

200 hours/month- \$1000/month or \$950 w/ Membership

150 hours/month- \$750/month or \$712.50 w/ Membership

100 hours/month \$500/month or \$475 w/ Membership

50 hours/month \$250/month or \$237.50 w/ Membership

Reduced rate of \$4.75/hour w/ membership or \$5/hour without if prepaid hours are exceeded. 10 hours per month will rollover for 200 & 150 hour packages if not all hours are used in a one month period. 5 hours will rollover each month for 100 & 50 hour packages.

Seedling drop in rates include meals, which will be modified to be age appropriate. All drop in rates include snacks unless the child has dietary restrictions, then the parent is responsible for a substitution if child is in care during meal periods. The following fees will be accrued for kids age 2+ if the child does not have a packed meal from home.

Meals

Breakfast \$1.50/day

Lunch \$2.00/day

Package(s) Selected: _____

Membership: _____

Total Monthly Cost: _____

PAYMENT SCHEDULES & FEES

We offer two different payment arrangements for preschool and prepaid packages. You will need to initial the preferred arrangement.

Preschool Payment Options:

_____ The Parent(s) shall pay all childcare fees on or before the 1st for the upcoming month.

_____ The Parent(s) elects to split their tuition into two installments and shall pay childcare fees on or before the 1st and 15th day of each month.

Prepaid Packages:

_____ The Parent(s) shall pay the full amount of the prepaid packages on or before the 1st for the upcoming month.

_____ The Parent(s) elect to split their tuition into two installments and shall pay half of the prepaid amount on the 1st and the second on the 15th. Parent is responsible for paying the hourly rate if the hours are used before the second payment is processed.

Tuition will need to be paid with check, money orders, or online payments.

For preschool packages, a 50% deposit will be due and will be credited to the last month of care if a proper 30 day notice is given.

If fees are not paid in full and on time, the Parent(s) agrees to pay a \$25 per day late fee. If fees are not paid within 3 days, the child(ren) will not be allowed to attend the facility until payment is received in full. After 5 days of nonpayment, the preschool spot will be forfeited along with the deposit and all fees accrued and unpaid tuition will be charged to the card on file.

All families utilizing drop in services will need to have a card on file. The card will be charged daily for unpaid drop in services, unless a check for the full amount is provided at pick up. Failure to pay drop in fees will result in termination of services.

Late pick up fees:

- If your child is not picked up by the end of their scheduled preschool time, we will assume they need after care hours, and will be transferred to the drop in space and charged the respective hourly rate, and respective meal charges will apply. (Also applicable for early drop offs)
- If your child is NOT picked up by 6:00 pm (Close) - \$100 after hours fee per child.
- \$25 late pick up fee per child will apply if child is not picked up by the end of RESERVED hours.

If ANY type of fee is accrued more than 3 times, The Learning Grove may choose to terminate immediately, forfeiting deposit to cover any unpaid fees and inadequate notice.

If any payment obligation under this Contract is not paid when due, the Parent(s) agrees to pay all costs of collection, including reasonable attorney fees, whether or not a lawsuit is commenced as part of the collection process.

The Parent(s) agrees to pay a \$35 fee for all returned checks. If a check is returned unpaid, checks will no longer be accepted.

Parent Initials _____

Required Hard Copy Documents

All enrolled children are required to have certain documents on file with The Learning Grove in compliance with state regulations.

All children must have a COPY OF CURRENT IMMUNIZATIONS.

All children must have an emergency contact form provided by The Learning Grove. It must be filled in its entirety for EACH child.

All children must have an OTC form provided by The Learning Grove. Any OTC medications parents authorize The Learning Grove to administer, must be named and provided, such as sunscreen, bug spray, and diaper rash cream.

Children under the age of 18 months must also have:

A pediatric health statement signed by a pediatrician

An infant feeding schedule updated every 3 months, or any time feeding schedules change, i.e. formula change or addition of whole milk to diet.

If the required documents are not submitted before care is provided, The Learning Grove will not allow the child to attend until the forms are submitted. If the forms are not submitted within three days of the due date, the child's spot and any deposits paid will be forfeited.

Failure to update these forms as requested, will result in suspension until forms are turned in, and potential termination. This is not a policy it is a REQUIREMENT.

Parent Initials_____

ITEMS SUPPLIED BY PARENTS

The Parent(s) shall provide the following items to The Learning Grove for the benefit of the child(ren). Diapers, Wipes, (If you choose not to use the Kirkland brand supplied), Formula/Breast Milk, preferred bottle, OTC and prescription meds, 2 full changes of clothing, a blanket/comfort item and any additional supplies from the school supplies list provided at the time of enrollment. The Learning Grove will request school supplies at the beginning of each school year, and a small supply list at the beginning of the summer program. We ask that you label your child's belongings to the best of your ability to help us get the correct items back home to you! Each child in the preschool programs will have a designated cubby space for belongings to be kept on site, and The Learning Grove requests that drop in children are sent with labeled belongings in a diaper bag/backpack.

In addition, The Learning Grove may request that the Parent(s) supply a specific item for the benefit of the child(ren) from time to time. If the Parent(s) have failed to supply the item within a reasonable period of time, then The Learning Grove may purchase the item and the Parent(s) agrees to reimburse the Provider for the reasonable cost of the item.

Donations to the program of any kind are always welcomed and appreciated!

Parent Initials_____

PARENT INVOLVEMENT

PARENTS ARE ALWAYS WELCOME AT THE LEARNING GROVE AND WE WANT YOU TO BE INFORMED ABOUT YOUR CHILD'S DAY, UPCOMING EVENTS, YOUR CHILD'S LEARNING, AND MORE.

WE WILL SEND HOME MONTHLY NEWSLETTERS TO UPDATE YOU ABOUT ANY UPCOMING EVENTS, PROJECTS, OR ACTIVITIES, AS WELL AS A RECAP ON THE PREVIOUS MONTH. OCCASIONALLY WE HAVE FAMILY EVENTS WHERE WE GET TOGETHER AT THE SCHOOL OR AT A NEARBY PARK.

YOU CAN FEEL FREE TO SEND A MESSAGE TO YOUR CHILD'S TEACHER THROUGHOUT THE DAY TO NOTIFY THEM OF ANY ABSENCES, ASK ANY QUESTIONS, AND MORE. WE VALUE YOUR FAMILY TIME, AS WELL AS OURS AND RESPONSES MAY BE DELAYED DURING NON BUSINESS HOURS.

NOT ONLY DO WE LOVE IT WHEN PARENTS GET INVOLVED, BUT THE CHILDREN LOVE IT TOO! CHILDREN LOVE IT WHEN THEIR SCHOOL LIFE AND THEIR HOME LIFE OVERLAP. WE ARE STRONGEST WHEN WE COME TOGETHER FOR THE BENEFIT OF OUR CHILDREN

Parent Initials_____

ATTENDANCE POLICIES

If your child is in the Grove Preschool or the Sapling School Program, your child must be dropped off before 8:30 am. We stop serving breakfast at 8:20, and begin to transition into preschool at 8:30. Drop off after this time is not permitted UNLESS prearranged for a one time purpose, such as an early appointment. Children transitioning into preschool after class has started, is very disruptive and disorienting for both the child being dropped off and the kids who are trying to learn. Additionally, late drop off due to a child sleeping in too late, will likely disrupt the nap schedule in the afternoon. This may result in disruptive behavior from that child and prevent other kids from resting or napping.

Additionally, if your child is picked up for any reason, please make other arrangements for care for the rest of the day. For the same reasons late drop off is difficult, getting dropped off, picked back up, and dropped off again is very confusing for most children. Please consider this when making appointments, and try to schedule them early in the day, or afternoon to give your child easier transitions.

The Learning Grove is not a nanny or babysitting service, but we do our best to accommodate changing schedules and things that pop up. Please discuss any changes to your child's schedule with the Director or your child's teacher ahead of time.

Reserved hours will be forfeited if the child is not dropped off within 15 minutes of the reserved time, with no refunds given under any circumstances. Late fees will be accrued if the child is not picked up by the scheduled pick up time.

Parent Initials_____

HOLIDAYS & VACATIONS

The Learning Grove will be closed the following holidays for 2023-2024

Friday November 10th (holiday) (2023)

Thursday November 23rd- Friday November 24th (holiday) (2023)

Monday December 25th (holiday) (2023)

Tuesday December 26th- Friday December 29th (Preschool Programs only)

Monday January 1st (holiday) (2024)

Monday May 27th (holiday) (2024)

Thursday July 4th (holiday) (2024)

Monday September 2nd (holiday) (2024)

Monday November 11th (holiday) (2024)

Thursday November 28th (holiday) (2024)

Tuesday December 24th-Wednesday December 25th (holiday) (2024)

Wednesday January 1st (holiday) (2025)

All preschool packages include paid holidays. No credits will be given, nor refunds if The Learning Grove is closed for a scheduled holiday.

The Learning Grove may choose to roll over additional prepaid hours during months where there is a scheduled closure, however, refunds will likely not be given due to the flexibility of the use of prepaid hours.

The Learning Grove reserves the right to issue credits for unscheduled closures due to illness on a case by case basis.

The Parent(s) is responsible for arranging alternate childcare for closings when the Provider is attending training classes, closures due to unforeseen illnesses, and for emergency closures due to severe weather, childcare fees will not be reduced. Other times The Learning Grove may close due to unforeseen circumstances may include but are not limited to lack of running water (ex: frozen pipes), natural disasters, or lack of heating or cooling.

Any changes to the 2024 holiday schedule will be made by March 1st of 2024, and all family members will be notified immediately.

Unnecessary aggression due to holiday closures will not be tolerated. Every parent is issued a handbook at enrollment, and all upcoming closures will be posted on site, and reminders sent via newsletters and other communication forums. These scheduled closures are not a surprise.

Parent Initials_____

TRIAL PERIOD AND TERMINATION OF CHILDCARE

The first 2 weeks (10 weekdays) of enrollment at this institution are considered a "trial period." Childcare may be terminated by either the Provider or the Parent(s) during this trial period without advance notice, and only the deposit will be returned. After the trial period has passed, childcare may be terminated by the Parent(s) only by providing the institution with 30 days advance written notice. All tuition will be due during notice regardless of attendance.

If the Parent(s) or guardian(s) fails to provide a 30 day written notice after the trial period has passed, the Parent(s)/guardian(s) understands the deposit will be forfeited, and any remaining tuition for the 30 days will still be due. Daycare retains the right to terminate this Contract without notice for the following reasons:

A) The child(ren)'s behavior is DESTRUCTIVE, UNCONTROLLABLE, VIOLENT, or THREATENING to the other CHILDREN or PROVIDERS at the care facility. This determination is made in the sole discretion of the Provider.

B) A PARENTS behavior is THREATENING or ABUSIVE to the other children or providers at the care facility

C) Childcare fees are 14 days or more delinquent.

D) The child(ren) is absent for 5 consecutive days or more without reasonable explanation or payment from the Parent(s) OR more than half of the scheduled days within a month without reasonable explanation or payment.

All terminations of this type can be made effective immediately. Termination for any of the above reasons forfeits all paid tuition as well as paid deposit.

Parent Initials_____

COMMUNICATION

The Learning Grove will keep an Emergency Contact form on file for each student. This form should include all contact information for each parent or guardian of an enrolled student, and additional contact information for authorized pick up contacts. This information will also be in our communication portal for easy access in case of emergency, illness, and daily communication regarding each child.

We ask that this is kept up to date so there is no delay in communication for any reason, and that authorized pick up contacts have not changed. Anyone listed on that form will be allowed to pick up the child they are approved for.

We value open communication, and will communicate daily regarding your child's day. We ask that you check the communication portal as often as possible, or notify the staff if you are unable to do so, and let us know the best way to get ahold of you if needed.

We will regularly update your child's profile with pictures, comments, concerns, etc. Younger children will have documentation of diaper changes, feedings and nap times. Older children will have the same information monitored, but it will adapt based on potty training, requests from parents, meal habits, and rest habits. This may not be documented in real time, but rather if our staff has downtime, or during a shift change. Please respect that our staff is busy caring for children, and in order to keep our eyes up, we will document or respond to messages when it is appropriate, unless in the case of emergency.

Parent Initials_____

SAFETY

THE LEARNING GROVE HAS SEVERAL SECURITY FEATURES IN PLACE. SOME OF THESE RELY ON THE HELP OF ALL OUR ENROLLED FAMILIES TO ENFORCE TO MAINTAIN THE BEST SECURITY POSSIBLE FOR OUR STUDENTS.

THE MAIN ENTRANCE WILL BE LOCKED AT ALL TIMES. A CODE FOR ALL PATRONS WILL BE ISSUED AND WILL BE CHANGED FREQUENTLY. IF YOU DO NOT KNOW THE CODE, PLEASE USE THE BUZZER TO BE LET IN. WE WILL DO OUR BEST TO GET THERE AS QUICKLY AS POSSIBLE, BUT ALL CHILDREN IN OUR CARE ARE OUR PRIORITY, SO PLEASE BE PATIENT AND RESPECTFUL. WE ALSO MAY NOT HEAR THE BUZZER DEPENDING ON THE TIME OF DAY. PLEASE FEEL FREE TO NOTIFY THE STAFF AHEAD OF TIME THAT YOU ARE ON YOUR WAY, IT WILL HELP US BE READY FOR YOU. UNNECESSARY AGGRESSION WILL NOT BE TOLERATED.

ALL STAFF MEMBERS ARE CPR CERTIFIED, OR ARE AIDING A CPR CERTIFIED STAFF MEMBER AND HAVE DONE EXTENSIVE TRAINING REGARDING HEALTH AND SAFETY, SAFE SLEEP, MANDATORY REPORTING, AND HAVE ALL PASSED A BACKGROUND CHECK. YOUR CHILD'S SAFETY IS OUR BIGGEST PRIORITY.

ESCAPE PLANS ARE POSTED NEAR THE EMERGENCY EXIT AND FIRE EXTINGUISHERS ARE MOUNTED AND SERVICED. WE KEEP A FIRST AID KIT AND AN EMERGENCY BAG ON SITE IN CASE OF EMERGENCY.

Parent Initials_____

INJURIES

WE TAKE THE SAFETY OF THE CHILDREN IN OUR CARE VERY SERIOUSLY. WE DO WHAT WE CAN TO PREVENT INJURIES WHENEVER POSSIBLE, BUT OCCASIONALLY THEY DO OCCUR. IF A MINOR INJURY OCCURS, WE WILL DOCUMENT THE INCIDENT AND NOTIFY THE PARENT WHEN THEY PICK UP THEIR CHILD. THERE WILL BE A REPORT FOR THE PARENT TO SIGN DETAILING THE INCIDENT.

IF WE NOTICE ANY INJURY THAT DID NOT OCCUR AT THE SCHOOL AND THAT WE WEREN'T NOTIFIED OF BY THE PARENT OR GUARDIAN, WE WILL MAKE A NOTE OF IT AND SHARE WITH THE PARENT AT PICK UP THAT DAY.

IN THE EVENT OF A MORE SERIOUS, NON-LIFE THREATENING INJURY, A PARENT OR GUARDIAN WILL BE NOTIFIED IMMEDIATELY. AGAIN, A REPORT WILL BE FILLED OUT TO DOCUMENT THE INCIDENT AND THE PARENT MAY KEEP A COPY.

IN THE EVENT OF A MAJOR INJURY, WE WILL FIRST CALL 911 AND THEN NOTIFY THE PARENT OR GUARDIAN. A REPORT WILL BE FILLED OUT FOR THE PARENT AT OUR EARLIEST CONVENIENCE, BUT OUR MAIN PRIORITY WILL BE ENSURING THE CARE AND SAFETY OF THE CHILD UNTIL THE PARAMEDICS ARRIVE.

Parent Initials_____

DISCIPLINE

OUR GOAL AT THE LEARNING GROVE IS TO ENCOURAGE CHILDREN TO EXPRESS THEIR FEELINGS IN A SAFE, PRODUCTIVE, AND APPROPRIATE MANNER. WE USE A POSITIVE APPROACH TO DISCIPLINE AND PRACTICE THE FOLLOWING DISCIPLINE AND BEHAVIOR MANAGEMENT TECHNIQUES.

WE DO:

- COMMUNICATE WITH CHILDREN IN A CALM VOICE
- EXPLAIN UNACCEPTABLE BEHAVIOR TO CHILDREN
- ENCOURAGE AND HELP CHILDREN
- SET LIMITS FOR CHILDREN
- APPLY RULES CONSISTENTLY
- MODEL APPROPRIATE BEHAVIOR AND TEACH SOCIAL AND EMOTIONAL SKILLS
- SET UP THE CLASSROOM ENVIRONMENT TO PREVENT PROBLEMS
- PROVIDE ALTERNATIVES FOR STUDENTS NEEDING THEM
- REDIRECT CHILDREN TO ACCEPTABLE ACTIVITIES
- GIVE CHILDREN OPPORTUNITIES TO MAKE CHOICES AND SOLVE PROBLEMS
- LISTEN TO CHILDREN AND RESPECT THE CHILDREN'S NEEDS, DESIRES, AND FEELINGS
- PROVIDE APPROPRIATE WORDS AND MODELING TO HELP CHILDREN SOLVE CONFLICTS
- USE STORYBOOKS, MODELING AND DISCUSSION TO WORK THROUGH COMMON CONFLICTS
- ALLOW STUDENTS TO "TAKE A BREAK" AND REMOVE THEM FROM THE SITUATION TO ALLOW APPROPRIATE SPACE AND TIME TO REGULATE.

WE DO NOT:

- INFLICT CORPORAL PUNISHMENT IN ANY MANNER UPON A CHILD (CORPORAL PUNISHMENT IS DEFINED AS THE USE OF PHYSICAL FORCE TO THE BODY AS A DISCIPLINE MEASURE. PHYSICAL FORCE TO THE BODY INCLUDES, BUT IS NOT LIMITED TO: SPANKING, HITTING, SHAKING, BITING, PINCHING, PUSHING, PULLING, OR SLAPPING)
- USE ANY STRATEGY THAT HURTS, SHAMES, OR BELITTLES CHILDREN
- USE ANY STRATEGY THAT THREATENS, INTIMIDATES, OR FORCES CHILDREN
- USE FOOD AS A FORM OF REWARD OR PUNISHMENT
- USE OR WITHHOLD PHYSICAL ACTIVITY AS PUNISHMENT
- SHAME A CHILD FOR ANY REASON, INCLUDING IN THE CASE OF A BATHROOM ACCIDENT
- EMBARRASS A CHILD IN FRONT OF OTHERS
- COMPARE CHILDREN TO ONE ANOTHER
- PLACE CHILDREN IN A LOCKED AND/OR DARK ROOM
- LEAVE ANY CHILD ALONE, UNATTENDED, OR WITHOUT SUPERVISION
- ALLOW CHILDREN TO DISCIPLINE OTHER CHILDREN
- BELITTLE OR CRITICIZE A CHILD'S PARENTS, FAMILIES, ETHNIC GROUP, OR RELIGION

CONFERENCES WILL BE SCHEDULED WITH PARENTS IF PARTICULAR DISCIPLINARY PROBLEMS OCCUR WHICH REQUIRE THE ASSISTANCE OF PARENTS OR GUARDIANS. IF A CHILD'S (OR PARENT'S) BEHAVIOR ENDANGERS THE SAFETY OF THE CHILDREN AROUND HIM/HER, THEN THE DIRECTOR HAS THE RIGHT TO TERMINATE EDUCATIONAL AND CHILD CARE SERVICES FOR THAT PARTICULAR CHILD.

Parent Initials_____

BITING POLICY

At The Learning Grove, we recognize that biting is a normal stage of development. Some children go through a biting phase and outgrow it while others do not go through a biting phase. Some common reasons why children bite include: teething, limited vocabulary, imitating behavior, personal space invaded, exploring, frustration, and more!

When a student is bitten, we always notify the parents of both children with an Incident Report. If the skin is broken, we will notify both parents immediately and advise them to contact their pediatrician, as there may be cross contamination of body fluids.

First, we comfort the child who was bitten and take care of the bite. The child who did the biting is then told that biting hurts. We work closely with the child who bit to make sure they are prevented from biting again, through redirection or teacher intervention.

If we have a child who has bitten more than once, we will observe to determine if there is a pattern and shadow the child to help prevent bites whenever possible. We will keep lines of communication open with the parents or guardians of all children involved.

The Learning Grove reserves the right to terminate care if the pattern of biting persists and all preventative measures and procedures have been exhausted. This is a last resort, but may be necessary to ensure the safety of all children in care, even if the child's intent is not malicious, or the age of the child is aiding in the inability to solve the problem. When age is the problem, the child may be welcomed back as they get older and are able to be redirected.

Parent Initials_____

POTTY TRAINING

At The Learning Grove we recognize that potty training is not a one size fits all. We will only begin potty training on site if and when the parent is ready to do so at home as well. Potty training has to be consistent across all areas in the child's life. We will help and support each child's journey when they are ready, and utilize whatever method the parent chooses to use, within reason of The Learning Grove's capabilities.

Parent Initials_____

DAMAGE TO PROPERTY

Children are expected to treat all property located at the facility with respect, including but not limited to toys and furniture. The Parent(s) agrees to pay for the accidental or willful destruction of any property located at the facility, whether owned by The Learning Grove or any other person, if such destruction was caused by the child.

Parents are held responsible for any damage to property as well. We have zero tolerance for vandalism of any kind, and reports will be filed if necessary.

Parent Initials_____

NAP/REST TIME

THERE WILL BE A REST PERIOD IN THE MIDDLE OF THE DAY AFTER LUNCH. THIS ALLOWS STUDENTS TO RELAX THEIR BODIES AND MINDS AFTER A MORNING FULL OF LEARNING AND PLAYING! CHILDREN WILL BE PROVIDED WITH A MAT, PACK AND PLAY, OR CRIB DEPENDING ON AGE TO COMPLY WITH SAFE SLEEP REGULATIONS. ANY APPROVED COMFORT ITEMS WILL BE WASHED AND SANITIZED DAILY AND NEVER REUSED BY ANOTHER STUDENT WITHOUT FIRST BEING WASHED. SOME ITEMS MAY BE SENT HOME WITH THE CHILD AND REQUIRED TO BE LAUNDERED BEFORE BRINGING BACK. TLG WILL NOT TOLERATE THE USE OF ANY DIRTY COMFORT ITEMS THAT MAY SPREAD GERMS. THIS IS TO ENSURE THAT WE ARE TAKING ALL MEASURES POSSIBLE TO KEEP OUR FACILITY CLEAN AND AS GERM FREE AS POSSIBLE.

SOME CHILDREN NAP REGULARLY AND HAVE NO ISSUE GOING RIGHT TO SLEEP. OTHERS MAY WANT A NAP BUT MAY FIGHT SLEEP. OTHERS HAVE NO INTEREST OR NEED TO SLEEP. ALL OF THESE ARE FINE AND NORMAL! ALL CHILDREN WILL BE GIVEN APPROPRIATE TIME, SPACE, AND ITEMS NEEDED FOR A REST PERIOD. TEACHERS MAY RUB STUDENTS BACKS TO HELP THEM FALL ASLEEP. IF A CHILD DOESN'T WANT TO SLEEP, THEY WILL BE INTEGRATED WITH THE AFTERNOON PROGRAMS OR THE DROP IN. IF YOUR CHILD IS UNWILLING TO RESPECT THEIR PEERS DURING NAP TIME, AND ENGAGES IN DISRUPTIVE, DESTRUCTIVE, OR DISRESPECTFUL BEHAVIOR, YOUR CHILD WILL BE SENT HOME. WE WILL CONTINUE TO WORK WITH YOUR CHILD AND ENCOURAGE QUIET TIME ACTIVITIES IF THEY DO NOT NAP, HOWEVER, THE LEARNING GROVE MAY CHOOSE TO TERMINATE CARE IF THE PREVIOUSLY MENTIONED BEHAVIORS PERSIST WITHOUT CHANGE.

PLEASE NOTE, THAT UNLESS THERE IS A SPECIAL ONE-TIME CIRCUMSTANCE (SUCH AS GETTING PICKED UP FOR AN APPOINTMENT 30 MINUTES AFTER REST TIME STARTS), WE WILL NOT PREVENT A CHILD FROM SLEEPING IF THEY WANT TO SLEEP. IF A CHILD IS ENROLLED IN THE PRESCHOOL PROGRAM ONLY, AND WILL BE REGULARLY PICKED UP AT 2:30, THE PARENT MAY REQUEST THE CHILD CONTINUES PRESCHOOL ACTIVITIES IN LIEU OF A REST PERIOD, ESPECIALLY IN EFFORTS TO PREPARE THE CHILD FOR KINDERGARTEN. SLEEP IS BENEFICIAL TO THE BRAIN AND BODY AT THIS AGE, AND MAY BE ESSENTIAL TO A CHILD'S ABILITY TO PARTICIPATE IN DAILY ACTIVITIES. CHILDREN AGE 4 AND UNDER, LIKELY ARE NOT ABLE TO CUT OUT A REST PERIOD, HOWEVER IT IS POSSIBLE AND WILL BE CONSIDERED ON A CASE BY CASE BASIS.

CHANGING THE HOURS OF CARE MAY BE DISCUSSED IF NAPS ARE NEEDED, BUT THE CHILD OR PARENT IS RESISTING. IF THE STAFF AT THE LEARNING GROVE OBSERVES BEHAVIOR THAT DOES NOT ALLOW A CHILD TO LEARN, OR PREVENTS OTHERS FROM LEARNING, BECAUSE THE CHILD IS TOO TIRED TO PARTICIPATE, AND/OR THE PARENT INSISTS THE CHILD DOESN'T NEED TO NAP, THE LEARNING GROVE RESERVES THE RIGHT TO TERMINATE. SUCH BEHAVIOR WILL BE DOCUMENTED, AS WELL AS ANY ATTEMPTS MADE TO RESOLVE THE ISSUE, EITHER WITH THE CHILD OR THE PARENT.

REST TIMES ARE ONLY FOR THE BENEFIT OF THE CHILDREN IN CARE, AND THAT IS OUR TOP PRIORITY. BEDTIMES AND HOME ROUTINES MAY NEED TO BE ADJUSTED ACCORDINGLY IF YOUR CHILD CHOOSES TO NAP AT SCHOOL.

Parent Initials_____

SICK CHILD POLICY

If the child(ren) exhibit any of the symptoms listed below, the child(ren) shall not attend the childcare facility until the symptoms are no longer exhibited or unless the Parent(s) has obtained a statement from the child's doctor stating that the child is not contagious. The final decision as to whether a child will be allowed to attend the childcare facility will be made in the sole discretion of the Provider. If the child(ren) exhibit any of these symptoms while present at the childcare facility, the Parent(s) will be notified and shall immediately remove the child(ren). There is a 30 minute grace period after parents are notified, and communication has been exchanged, and then lates fees will apply to sick children. The child(ren) will isolate from the other children at the childcare facility until the Parent(s) arrives.

If the Parent(s) fails to respond within the first 30 minutes, and staff have exhausted every method of contact available, emergency contacts will be called. Late fees will be applied.

Symptoms Include but are not limited to:

- Temperature over 100 within last 24 hours
- Vomiting within last 24 hours
- Mouth Sores along with drooling
- Earache, headache, sore throat or recent injury that makes it hard to play or sleep normally
- White or Yellow Eye Discharge
- Lethargic
- Shortness of breath

The Learning Grove agrees to notify the Parent(s)/Guardian(s) of any contagious diseases in which the Provider has knowledge that the child(ren) may have been exposed to while at this childcare facility. The Parent(s) agrees to inform The Learning Grove of any illness or problem of the child(ren) that might affect other children at the childcare facility.

The Parent(s) agrees to provide a medical report describing any and all of the child(ren)'s personal medical history to The Learning Grove prior to the child(ren)'s first day of care.

The Parent(s) shall be responsible to arrange for alternate care if the child(ren) is unable to attend as provided in this Contract. Childcare fees will not be adjusted for the days a sick child does not attend the childcare facility, unless using permitted vacation days.

DIARRHEA: Diarrhea is a difficult symptom to treat. We understand that it can be a result of a variety of factors. It's not always the contagious aspect, but a sanitation issue. Often times, children need baths post diarrhea, to avoid the spread of germs. As stated by licensing: "Children must be without vomiting and diarrhea for 24 hours before they return to the day care facility. Vomiting includes two or more episodes in the previous 24 hours. Diarrhea is defined as an increased number of stools, increased water in the stool, and/or decreased form to the stool that cannot be contained by a diaper or clothing". We ask that you use the best judgement and seek treatment if the diarrhea persists, and understand that it is unsanitary and treat it as contagious, as bacteria such as E. Coli can be spread through stool.

Parent Initials_____

SICK CHILD POLICY CONTINUED...

VACCINATIONS: We ask that your child stays home for a minimum of 24 hours after receiving routine vaccinations. This is to allow your child to be monitored for adverse reactions to the vaccinations, that may include fevers or rashes or irritability that may make it difficult for your child to function during their day.

TEETHING: All teething symptoms will be treated as an illness, unless gums are visibly irritated and a tooth is present, or a doctor's note has been obtained stating the child is in fact teething.

COVID: In the case of a positive COVID test from either a daycare staff member, daycare child, or daycare child's immediate family member, The Learning Grove will close for at least 1 day to allow testing for all staff and their children and any additional days to receive results from testing. We will require a PCR test to confirm or rule out COVID. In the event that a staff member or their immediate family tests positive, we will be closed for a minimum of 10 business days or until 24 hours has passed since symptoms subsided. Anyone who has tested positive will be held to the same standard before returning to the daycare. If you choose not to test yourself or your children, your child will not be allowed to return for a minimum of 10 business days or will not be able to attend until symptoms have not been present for at least 72 hours without medication.

For children with non COVID related illnesses, the child must be symptom free for at least 24 hours without medication. Your child will be sent home if symptoms appear again at any point during the day. The child will not be able to return until symptom free for 24 hours.

Children will be temp checked at the door if multiple cases of any illness begin popping up, either within the facility, or the community. If your child is over 100.8, we will kindly ask that you take your child home. We will take into account teething, ear infections, recent vaccinations, or other symptoms, however, that may not change the decision. It is at the discretion of the teacher greeting your child, if your child stays. Please be available if the temperature increases or symptoms begin to show. Your child must be fever free for 24 hours, without medication, before returning to daycare.

We take illness seriously here. We want to avoid illness related closures and keep all of our children safe and healthy. Your child wants YOU when they're sick. Please do your part in decreasing the spread of illness. We are very aware when a child is sick and the illness has been masked by medication. It is not worth the risk for your child or any other child.

Parent Initials_____

SHAKEN BABY & ABUSIVE HEAD TRAUMA

At The Learning Grove we believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

All staff members at The Learning Grove are trained to recognize signs of SBS/AHT such as including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head. If SBS/AHT is suspected, staff will call 911 immediately & inform Shelby if she is not there. We will call the parents/guardians, and perform CPR if necessary. We will then report to the department child abuse hotline at 1 (866) 820-5437 within 24 hours.

To prevent SBS/AHT at The Learning Grove, staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, we allow staff members to "tap out" when they are feeling overwhelmed, and allow another provider to step in. All providers understand and exhibit practices such as rocking, gently bouncing with the child, speaking or singing in a soothing voice, relaxing movements or rubbing backs, distracting with toys or white noise, all are all ways to prevent SBS/AHT. We encourage families to follow the same practices.

We DO NOT: Shake or jerk a child, toss a child into the air or into a crib, chair, or car seat, push a child into walls, doors, or furniture, speak aggressively or in a demeaning way to any child.

All staff have read and agreed to uphold this policy at any time, and all have CPR training and have taken required classes to ensure prevention of SBS/AHT at The Learning Grove.

Parent Signature _____ Date: _____

MEALS

All meals provided by The Learning Grove are intended to comply with the United States Department of Agriculture's nutritional guidelines. The Learning Grove serves breakfast, lunch, and AM/PM snacks daily. A monthly menu will be posted on the parent communication board for you to view. We serve nutritious food and encourage children to try new foods. Children are allowed seconds (sometimes thirds) if they eat all their food and are still hungry. Students will never be required to finish all of their food if they don't want to. They are encouraged to eat until they feel they are done with their meal.

We are not a peanut free facility, and we require discussion of any food allergies before enrolling at The Learning Grove

We treat meal time as a time to socialize with friends and try new things by keeping the atmosphere fun, friendly, and engaging around meal times. We never take food away as punishment or give food as a reward.

For birthday or holiday celebrations we encourage families to bring in treats, and The Learning Grove will notify parents of their child's class size and any allergies.

We are able to accommodate most students with special diets. We may be able to offer gluten and/or dairy free substitute when necessary. If your child has a special diet, please let us know. We will make every attempt to work with special diets.

OUTSIDE FOOD AND DRINK ARE NOT ALLOWED UNLESS IT IS A SUBSTITUTE FOR AN ALLERGY OR SENSITIVITY TO AN ITEM ON OUR MENU, OR A CELEBRATORY TREAT BROUGHT FOR THE CHILD'S CLASS.

Parent Initials_____

ALLERGIES

At The Learning Grove we are aware that children can have allergies which may cause allergic reactions. Parents are asked to disclose any allergies or intolerances at the time of registration. The Learning Grove makes every effort to avoid contact with allergens. Staff are made aware of the possible signs and symptoms of an allergic reaction which may include, rash or hives, nausea, stomach pain, diarrhea, itchy skin, shortness of breath, chest pain, swelling of the mouth, tongue, or airways, wheezing, and anaphylaxis. All allergic incidents must be recorded and shared with the child's parent. If the allergic reaction is severe, staff will immediately contact 911 and notify the child's parent.

Parent Initials_____

FINAL ACKNOWLEDGEMENT

I HAVE READ THROUGH THE POLICIES AND AGREE TO THEM. I UNDERSTAND THAT VIOLATION OF ONE OR MORE POLICIES CAN RESULT IN TERMINATION AND/OR FEES.

Parent Signature _____ Date: _____

TLG Daily Schedule

Full Day Preschool 8am - 2:30pm

8-8:30 am	●	Breakfast
8:30-9 am	●	Circle Time
9-10 am	●	Centers
10-10:30 am	●	Potty Break & Snacks
10:30-11:15 am	●	Centers
11:15-11:30 am	●	Mindfulness activity
11:30-12 pm	●	Free Play
12-12:30 pm	●	Lunch
12:30-2 pm	●	Rest Period/Kinder Prep
2-2:30 pm	●	Snack & Pick Up



TLG Daily Schedule

Morning Preschool 8:30am - 12pm

8:30-9 am	●	Circle Time
9-10 am	●	Centers
10-10:30 am	●	Potty Break & Snacks
10:30-11:15 am	●	Centers
11:15-11:30 am	●	Mindfulness activity
11:30-12 pm	●	Free Play & Pick Up



TLG Daily Schedule

Afternoon Preschool 12:30pm - 4pm

12:30-1 pm	●	Circle Time
1-2 pm	●	Centers
2-2:30 pm	●	Potty Break & Snacks
2:30-3:15 pm	●	Centers
3:15-3:30 pm	●	Mindfulness activity
3:30-4 pm	●	Free Play & Pick Up



TLG Daily Schedule

Meal & Rest Times

7:30-8:30 am	●	Breakfast
10-10:30 am	●	Morning Snack
11:30-12 am	●	Drop In Lunch Time
12-12:30 pm	●	Preschool Lunch Time
12:30-2 pm	●	Rest Period
2-2:30 pm	●	Afternoon Snack
5-5:30 pm	●	Evening Snack

If child is in care during meal times, and parent has not provided a meal, one will be provided at the costs below. A menu will be available each week. If the child has a food allergy, please provide a substitution or discuss a substitute with the Director.

Breakfast \$1.50/meal

Lunch \$2/meal

Snacks-Free



Resources

- The Learning Grove is proud to accept scholarship funding through Childcare Aware of America, as one of the few eligible providers in the state. Check out this website for information regarding Military, DoD, and Respite care: <https://www.childcareaware.org/>
- Check out our favorite labels for your children's clothing and water bottles! <https://www.namebubbles.com/>
- iCare: <https://login.icaresoftware.com/>
- HRDC for additional childcare and family resources: <https://hrdc7.org/>
- Childcare Tax Credit Information: <https://www.irs.gov/newsroom/child-and-dependent-care-credit-faqs>
- Our website has all the required forms for you to access! thelearninggrovemt.com
- For information on required vaccinations: <https://dphhs.mt.gov/assets/publichealth/immunization/MTChildCareImmunizationRequirements.pdf>