

Learn & Play Enrichment Academy

3102 East Grand Avenue

Hot Springs, AR 71901

Revised: December 2024

Thank you for contacting Learn & Play Enrichment Academy! It is our goal to provide the best educational, physical, social and spiritual atmosphere for your child to learn and grow in! Here are just a few reasons why Learn & Play has become the leading preschool in Hot Springs!

We offer a daily curriculum for all students. Our students use a developmentally designed curriculum that incorporates both faith and academics. "Mother Goose Time" is a nationally recognized curriculum that helps children learn numbers, shapes, colors, word recognition, alphabet letters and sounds, Spanish, and sign language, and it is all done through monthly themes that teach them more about a vast array of subjects. We also have an add-on curriculum offered through our weekly "Chapel Time" that teaches Bible verses, stories and songs that build spiritual foundations. All our curriculum is on a 4-year rotating schedule, so if your child attends our school from ages Infant-5, they will always learn the core curriculum in exciting new ways. Mother Goose Time curricula can also be viewed and followed online with extension activities at www.mothergoosetime.com. In addition to Mother Goose Time, our Pre-K classes use AlphaTales, a curriculum that teaches the ABCs through a collection of alliterative stories—one for each letter of the alphabet! Children will love listening to the ribtickling adventures of Abby the Alligator, Bubble Bear, the Copycats, and more as they build all-important letter recognition skills that lay the foundation for reading success.

Our teachers are well trained with 32+ hours of training per year, which is significantly more than the 15 hours of training DHS requires. We have regular staff meetings and 4 teacher in-service days each year to help us in provide your child with the best possible care and education available. Learn & Play also has a full-time teacher trainer on-staff to help ensure the best educational environment for your child. All staff members are required to be certified in both child and infant CPR and First Aid. Additionally, all staff undergo thorough background checks and maltreatment screenings as part of the hiring process.

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

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

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

We look forward to welcoming you to the Learn & Play Family!

INFORMATION, TUITION FEES & POLICIES

AGES ACCEPTED: 6 WEEKS - 5 YEARS SCHOOL HOURS: MONDAY-FRIDAY ~ 6:30 AM - 6:00 PM

Due to staffing requirements, meal preparation, and classroom schedules, ALL Children MUST arrive by 9:30am. A \$35 late arrival fee will be charged daily to students who arrive after 9:30am. A \$35 extended care fee will be charged daily to students who remain in care for more than 10 hours per day.

Age Of Child	Annual Registration Fee (Charged at enrollment and then on the last Friday of each year)	Monthly Supply Fee (Charged on the last Friday of every month)	Full-Time Program Rate (5 Days, 10 Hours Per Day.) *Extended Care Rate charged if child attends more than 10 hours daily	Learn & Play Meal Program Status:* Free = \$0 weekly Reduced = \$12.55 weekly Paid = \$41.45 weekly
6 Weeks- 18 Months Tadpoles Fearless Flyers EPIC	\$150.00	\$10.00	\$215.00	*Free, Reduced or Paid Status Will be Determined by the USDA Food Program Income Eligibility Application
18 Months – 3 Years Playful Pandas, Roaring Lions Mighty Tots, Cozy Caterpillars Safari Station, Happy Campers	\$150.00	\$10.00	\$205.00	*Free, Reduced or Paid Status Will be Determined by the USDA Food Program Income Eligibility Application
3 Years — 5 Years Bubble Guppies, Jungle Book Incredibles, Dynamic Dinos Must Be Fully Potty-Trained	\$150.00	\$10.00	\$195.00	*Free, Reduced or Paid Status Will be Determined by the USDA Food Program Income Eligibility Application

TUITION POLICY

Tuition is due on the Friday before the upcoming week of care. If Friday falls on a holiday or a day the school is closed, tuition will be processed the business day before. Any alternative payment arrangements must be coordinated with the office. An ACH account or credit card must be kept on file, regardless of your preferred payment method. Any debit or credit card payments will incur a 3.5% handling fee.

ENROLLMENT, REGISTRATION, AND SUPPLY FEES

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

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

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

Please see Learn & Play Enrichment Academy's Parent Handbook for more detailed information.



New Student Enrollment Packet

Child & Family Information

Child's Name:			Date of Birth	:
Address:		Enrollment Date:		
Mother's Name:			Cell Number:	
Address:			Check If Same As Child:	
Mother's Employer:			Business Number:	
Father's Name:			Cell Number	
Address:			Check If Sar	
Father's Employ	er:		Business Nu	ımber:
Father's Email		ther's Email ID :		
Emergency Conf	act information			
arise, we will cal	n emergency or illness, Learn & Play will co I the number 1 contact first, then continue t event of an emergency or illness, arrangen	through the list until	we are ab <mark>l</mark> e t	to reach an emergency contact
Contact Order:	Name:	Relationsh	nip:	Phone Number:
1.	113/1101	1 (014(101101		THORIGINATION
2.				
3.				
4.				
5.				
6.				
Child Release In	formation names listed in the Emergency Contact In	formation, my child ı	may be releas	sed to the following individuals:
	Name:	Relationsh	nip:	Phone Number:
L		ı		

Child Medical Information Insurance Provider: Policy Number: Pediatrician: Phone Number: Dentist: Phone Number: Treatment Plan: Allergy: Reaction: Learn & Play is a member of the USDA Food Program. A copy of the school's menu is available in the lobby and by request via Procare or email. All dietary restrictions must be accompanied by a physician's note. Alternative meal replacements may be available. **Dietary Restriction:** Reaction: Alternatives: Physicians Note Available Special Needs or Learning Styles: Parents should make every effort to administer all necessary medications prior to hours of care. Medications that <u>cannot</u> be given at home may be administered at Learn & Play. All medications must be in original labeled bottles. Parents/Guardians must complete a medicine form for medications to be administered at school. All medications MUST be kept in the school office. Medications cannot be left in diaper bags or backpacks. Parents/Guardians may provide the school with a labeled bottle of pain reliever, an epi-pen, emergency inhalers, etc. that can be kept in the office in the event of illness or emergency. A Child Health Report MUST be completed and signed by your child' pediatrician within the first 2 weeks of care. This form can be found on our website, emailed to you or a paper copy is available at the school office. Authorization is required for the following. Please sign in the space provided. Obtaining Emergency Medical Care Administration of Minor First Aid

Transportation for Emergencies

Walking & Trips (within Crossgate campus)

Learn & Play Enrichment Academy

ENROLLMENT CONTRACT Revised January 2025

It is my desire to have my child/children enrolled in Learn & Play. I/we have received a copy of the Learn & Play policy handbook. I/we have read, understand, and agree to abide by the policies contained therein. I/we also understand that my/our child is being accepted on a two-week trial basis. During this time, the staff will make observations and evaluations pertaining to my child's ability to adapt to the daycare surroundings. Unless otherwise notified, my child/children will be accepted and permanently enrolled. I/we further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of my child/children from the daycare program.

Please initial next to each item as a statement that you understand and agree	ee to these policies.
I/we understand we have contracted care for the hours of that if these times change, I will notify Learn & Play so that proper maintained. I understand that if my child is in care for more than 1 the extended tuition rates.	
I/we understand that I/we must provide a completed Child Health Parental Consent Form, and Preschool Agreement Form to Learn 8	_ ·
I/we understand that An ACH account or credit card must be kept my preferred payment method.	on file for payments, regardless of
I/we understand the daycare fees for my child are due regardless reductions are given for illness, vacation, or inclement weather da occur in the event Learn & Play Enrichment Academy must close.	
I/we understand tuition payments are due on Friday's in advance understand that if tuition payment is not received on Friday, a \$35 added to my tuition balance. Check payments will result in a \$5 pe	5 late fee will automatically be
I/we understand that I am responsible for my child's annual regist of enrollment and annually on the last Friday in December for the	
I/we understand that I am responsible for my child's monthly \$10 of every month to support your child's curriculum and daily classromonth	
I/we understand the any returned check or declined auto-draft wi	ill result in an additional \$35 fee.
I/we understand that I must check my child in by no later than 9:3 will be automatically added for those who arrive after 9:30 AM.	0 AM. A daily \$35 late arrival fee
I/we understand the pickup policy for my child. I understand that	-

 Date	
Parent/Guardian Signature	
Parent Name (Please Print)	
•	ademy as outlined in the Parent Handbook. We understand that the Parent online at www.learnandplayacademy.org and that a printed copy can be of office upon request.
	have read, understood, and agree to the policies and procedures of Learn
my/our intent to withdra	imum of two weeks written notice (ten full daycare days) to the office of aw my/our child/children from the daycare program. If two weeks notice is make full tuition payment for the final two weeks.
being contacted about the additional \$1.00 per min	ess policy. I/we understand if I do not pick my child up within an hour of heir symptoms/illness I will be charged a late pickup fee of \$35, with an oute for every minute left in care after one hour. I consent to my child using d provided by the parent/guardian.
(CACFP) and understand on the completed CACFP and Play's Meal Program	and Play's partnership with the USDA's Child and Adult Care Food Program that my child/children may qualify for free, reduced, or paid meals based Pincome Eligibility Form. I/we understand that I must either opt into Learn or provide meals for my child. I understand if I do not make a selection will automatically be enrolled into L&P's meal program and will be billed
I/we understand the late left in care after 6:00 PM	e pickup fee is \$35, with an additional \$1.00 per minute for every minute 1.
I/we understand that my	y child may not be dropped off or picked up within 11:00 AM and 2:30 PM.

~ All About Me Form ~

Please complete this form for your child so that we can provide the best care and education possible!

My name is:		
My nickname is:		
My favorite toys/security items are:		
The following things are important to	me:	
Pacifier		
Blanket		
Other		
I live with my:		
Mom	Brother(s)	
Dad	Sister(s)	
Grandmother		
Grandfather	Pet(s)	
These things might scare me:		
Thunderstorms	Other	
Loud Noises		
☐ The Dark		
This is my first school experience).	
I have attended other schools.		
Names of schools attended:		
I take these medications daily (pleas	e add time & dosage).	

<u>Infants ~ 6 Weeks – 12 Months</u>	
I drink: Breastmilk Formula (Brand)	
My bottle schedule is:	
I prefer my bottle: Warm Room Temperature	
I eat the following (please describe types, amounts and times):	
Cereals	
FruitsVegetables:	
Meats:	
Other:	
I normally got to bed at:	
I wake during the night	
I normally wake up at:	
My nap schedule is as follows:	_
At home I sleep in:	_
My Crib My Swing With Family Other • Safety regulations require me to sleep in a crib while I am at school.	_
I use diaper cream:	
As needed After every diaper change	
I really enjoy: My swing My play mat My bouncy seat Other:	
Here are some more things I want you to know about me!	

<u>Toddlers – Pre-K</u>
I normally got to bed at:
I wake during the night
I normally wake up at:
My nap schedule is as follows:
At home I sleep in:
My Crib My Bed With Family Other sss
 Safety regulations require me to sleep in a crib and/or a nap cot while I am at school.
I currently am:
Wearing Diapers Wearing Pull-Ups Potty-Training Completely Potty Trained
I use diaper cream:
As needed After every diaper change
My favorite foods are:
My least favorite foods are:
I drink:
Regular Milk Special Milk
A doctor's note is required for special milk requirements.
Here are some more things I want you to know about me!

Behavior Guidance Policy

Learn & Play Enrichment Academy will implement the following methods of behavior guidance:

Discipline shall be individualized and consistent for each child; it shall be appropriate to the child's level of understanding and be directed towards teaching the child acceptable behavior and self-control.

Physical punishment will NOT be administered

Date

The following methods of Conscious Discipline will be practiced:

- Look for appropriate behavior and reinforce the child with praise and encouragement.
- Remind the child daily of the classroom rules and commitments using clear and positive statements.
- Use the "safe place" method. Child will be separated from group and moved to the safe place only when the child does not respond to verbal choices.

I have read and understand the behavior guidance policy of this childcare facility. I give my permission for the use of the

- Role Modeling to teach appropriate behaviors.
- Redirection to alternate activities and positive choices are given to all children.

methods explained above.
Parent Signature
Date
<u>Developmental Screenings</u>
New Hope Therapy provides free school-wide developmental screenings every six months at Learn & Play Enrichment Academy. These screenings are to ensure that all students are developing appropriately across a wide range of skills. These screenings are brief and include game play activities with toys and picture flash cards. All parents will receive a detailed report outlining the findings of the screening. New Hope Therapy provides this service at no cost to the parents/guardians. For more information, please call New Hope Therapy at 501-701-4348.
By signing below, I consent to allow my child to participate in the school-wide developmental screenings with New Hope Therapy.
Child's Name
Child's Date of Birth
Parent Signature

Parent Handbook Agreement Form
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Learn & Play Enrichment Academy's Handbook (Edited $\mathrm{Dec}\ 2024$) lists the policies, rules and regulations of our school. Its purpose is to assure the smooth operation of our school program.
Please click here to read the Parent Handbook.
I have read the Learn & Play Enrichment Academy Parent Handbook. As a parent or guardian, I hereby consent to the use of photographs/video taken during the course of enrollment for educational, promotional and/or communication purposes (including hall/classrooms displays, projects, newsletters, Kid Reports, websites or other school social media sources). I understand that my signature on this form binds me to observe these policies, rules and regulations set forth by Learn & Play Enrichment Academy.
Parent Signature Date
Date
!
Child Withdrawal Policy
 A 2 Week notice (10 business days) is REQUIRED for all child withdrawals. No exceptions will be granted. All withdrawals must be in written form and provided to the school office. Parents or guardians will be responsible for the 2 weeks of tuition payments regardless of attendance. Tuition payments will be withdrawn from the bank account on file.
Parent Signature
Date

The following information is provided by DHS and a required part of your child's enrollment file.
Per minimum licensing requirements for childcare centers provided by the Arkansas Department of Human Services Division of Childcare and Early Childhood Education Child Care Licensing Unit; Learn & Play Enrichment Academy would like to inform you of the following: • Children enrolled in this childcare facility may be subject to interviews by Licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance for investigative purposes. Child interviews do not require parental notice or consent. Section 200. • Licensing compliance forms are maintained at this childcare facility for three years. These forms are completed by the State Licensing Specialist for this area at the end of each monitor visit to the facility. They are available for your review upon request. Section 600.
By signing, I agree and consent to the above conditions set forth by the Arkansas Department of Human Services.
Parent Signature
Date
The Arkansas Department of Human Services requires a copy of the "Shaken Baby Syndrome" brochure to be provided to the parent/guardian of any enrolled child under the age of 1. This brochure can be found at ShakenBabyBrochure2015.indd (arkansas.gov) By signing below, you acknowledge that Learn & Play Enrichment Academy has provided you with the link to this brochure, and you have clicked the link and read the information provided.
Parent Signature
Date
The Arkansas Department of Human Services requires a copy of the "Kindergarten Readiness" brochure be provided to

the parent/guardian of any child under the age of 3. This brochure can be found at brochure for pdf (arkansas.qov)

By signing below, you acknowledge that Learn & Play Enrichment Academy has provided you with the link to this brochure, and you have clicked the link and read the information provided.

Parent Signature

Date



AUTHORIZATION OF DIRECT DEPOSIT (ACH)

ACH = AUTOMATED CLEARING HOUSE

I (We) hereby authorize Learn & Play Enrichment Academy, Hereinafter called COMPANY, to initiate debit entries to my
Checking AccountSavings Account (select one)
indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the
same to such account. I (We) acknowledge that the origination of ACH Transactions to my account must comply with th
provisions of U.S. law.
BANK NAME
ROUTING NUMBER
ACCOUNT NUMBER
This authorization is to remain in full force and effect until COMPANY has received written notification from me (or
either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable
opportunity to act on it.
Name (Print)
Signature Date
NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION

ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

Learn & Play Enrichment Academy Safety Drills

Thank you for choosing Learn & Play Enrichment Academy to provide quality care and educational services to your child. We are proud to be able to serve you and your children and we continually strive to provide a safe learning environment here at Learn & Play.

The safety of your children and the children in our school, as well as the safety of the school staff is very important to us. In order to maintain a safe environment for your children to learn & play, it is necessary that we practice emergency and crisis response plans by having drills designed to exercise our procedures. This letter is to help you understand the types of drills we implement and their importance in your child's safety.

The students and staff at Learn & Play will be practicing 4 primary emergency drills throughout the year. These 4 drills are "Fire Drills", "Tornado Drills", "Quiet Drills" and "Lock-Down Drills". These drills will be explained in detail below.

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

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

Quiet Drills ~ Learn & Play will conduct Quiet Drills to prepare our students and staff on how to remain quiet and safe in their classrooms in the event of an intruder in our school. Although we live in times when these types of drills are necessary, it is our desire to practice this drill without causing fear or distress. All classrooms have been given a "Quiet Drill" book that will be read to the students explaining the "Quiet Drill." The book focuses on student safety and does not use any words that could potentially upset or frighten your child. (Example: 'Intruder" Bad Guy", "Shooter", etc.) Due to the age of our students, it is our desire to simply teach this drill in a positive way that will help them learn to follow instruction and be quiet when asked. Special "Quiet Drill" treats will be given to all students to help keep the environment quiet and calm. The "Quiet Drill" book is available for viewing in all classrooms, as well as in the preschool office. We advise all parents to talk with their children about this very important drill and highly recommend you follow our lead in keeping this drill focused on safety and not fear. Our staff has been trained by the Hot Springs Police Department to act quickly in the event of an intruder. Locks have been installed in all classrooms and safe locations, and teachers have been instructed on the best locations within their classrooms for safety and shelter.

Quiet Drills will be held periodically throughout the year during various times throughout the school day. If you arrive at the preschool during a "Quiet Drill", please remain in the lobby until the drill is complete. Teachers will remain with the students in their safe location until the preschool administration instructs the staff and students that it is safe to resume their normal schedule.

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

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

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

Please remember, these safety practice drills are done to help maintain our school as a safe place for your child. If you have any questions regarding any of our safety drills, please contact the preschool office.

Thank you for helping us keep Learn & Play a safe and nurturing environment for your child.



STAY UP TO DATE WITH ALL OF LEARN & PLAY'S SPECIAL EVENTS, PARTIES, SCHOOL CLOSURES AND MORE THROUGH OUR MULTIPLE MODES OF PARENT/GUARDIAN COMMUNICATION!



Procare

https://www.facebook.com/learnand playenrichmentacademy/ Procare Parent Engagement App



https://www.learnandplayacademy.org



Preschool Lobby Calendar