



THE
LEARNING
LOFT

A T U R B A N A C A D E M Y



A WRIGHT CHILDCARE
SOLUTIONS LOCATION

Parent Information Guide

2018-2019

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Introduction

Dear Parent or Guardian,

It is my pleasure to welcome you to The Learning Loft at Urban Academy, a Wright Childcare Solutions Location. We are much more than childcare providers; we are an early care and education program involved in the overall development and nurturing of your child. We are committed to providing a safe, nurturing and fun environment for your child to grow and learn in.

Our mission is to provide a structured high quality learning environment and curriculum in which our young children can build upon their natural inquisition as learners and great natural scientists, artists, and engineers. The Learning Loft at Urban Academy currently holds NAEYC and Keystone STAR 4 accreditations and an Eco-Healthy Child Care Certificate. Both our Toddler and Preschool programs focus on the STEAM platform in addition to their core development. S.T.E.A.M., standing for Science, Technology, Education, Arts and Mathematics, will be integrated into their daily settings to support their overall academic growth.

We recognize the crucial role that parents play in child development and encourage your continued support and suggestions. We desire to work with you and will gladly address any questions or concerns you may have.

Thank you for choosing The Learning Loft at Urban Academy. It is our pleasure to care for your child!

Sincerely,

Brittini Wright-Burley
Owner and Executive Director

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Contact Information



Brittini Wright-Burley, Director
Phone: (412) 336-8637
Fax: (412) 408-3840
Email: bwburley@wrightchildcare.com

General Business Inquiry
Phone: (412) 336-8637
Email: admin@wrightchildcare.com
Address: Attn: The Learning Loft
437 Turrett Street
Pittsburgh Pa, 15206

If at any time you are unable to reach us, please leave a message. We check our messages several times per day and we will return your call promptly.

Registration



In order to register, all parents must fill out an application. This application will be provided to you upon your request for childcare. You will need a copy of your child's immunization records, photo ID and a list of the names and telephone numbers of the persons who are authorized to drop-off and pick-up your child. You will also need to include on the application any medications that your child is currently taking along with any allergies that you are aware of. The Ages Served at this site are 2 ½ (30 months) to 12 years old. For infant and young toddler care please request information for one of our nearby sites.

Hours of Operation



For traditional hours we are open from 7:30 a.m. to 5:45 p.m. Monday-Friday. We are a **year round** program and operate on regular school days as well as school scheduled early dismissal days unless otherwise stated on the calendar. On days when school is delayed due to snow, the program will begin at 9:30 AM. Our program does not operate during school holidays, vacations, or days when school has been cancelled due to snow or inclement weather.

We encourage you to make back-up care arrangement in advance of all vacations and closures. In case of inclement weather, you or your emergency contact will be notified by phone

Payments and Fees



At this time, we accept subsidized payments through the Department of Public Welfare, Children Youth and Families and Child Care Partnerships. While you may receive subsidy through one of these agencies, we expect that all fees and co-payments will be made in a timely fashion.

General Rates are as follows:

Full time (5 hours or more per day): \$175.00 per week

Part time (less than 5 hours per day): \$145.00 per week

As the parent or guardian, you are responsible for timely and accurate payments. We utilize Square, an automatic payment system that allows your payments to be automatically deducted on either the 1st of the month for a monthly payment or on each Monday for a weekly payment option. Returned payments will result in a \$25 fee and there will be a \$5.00 per day late fee until the fee is paid. After the third day of unpaid fees, your child will not be permitted to return to The Center until all fees are paid in full.

You are responsible for payment, even if your child does not attend. Please remember that you are paying for your child's slot in the Center, not the child's attendance. This includes scheduled closings such as holidays and scheduled vacations.

Late Fees

It is imperative to the flow of business to be on time when picking up your child. The late pick-up fee will be applied as follows: \$1.00 per minute, per child after the first minute and \$1.00 per minute every minute thereafter. **There will be a 15-minute grace period before any late fees are assessed.** Late fees are due no later than the following day your child will not be permitted to return to the Center.

Meals and Clothing Policies

Daily nutrition is an important part of a child's healthy development. A child who eats healthy foods and age-appropriate portions has a better chance at quality development. The Center will provide breakfast, lunch and 1 snack per day. Any additional meals must be provided by the parent.

Please bring and leave an extra change of clothing such as shirts, pants, underwear and socks. If we do not have a change of clothes for your child and s/he has an accident, you will be called to pick him/her up.

Please dress your child appropriately, according to the season. For field trips, you may want to send a jacket or sweater with your child (depending on the weather) and have them wear comfortable walking shoes.

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For nap time your child will be provided a cot, please provide a blanket or sleeping bag. Pillows are optional.

Diapering

Our Learning Loft Location serves fully toilet trained children only and the group does not include children in diapers or training pants.

Tooth Brushing Policy



We allow each child the opportunity to brush their teeth and clean their gums once a day after lunch. You may provide a toothbrush and your choice of toothpaste or request that one be provided from our program to your child. If you do NOT want your child to participate in The tooth brushing program please submit a brief letter to your child's lead teacher.

Health Policies



Parents may not send a child to the program if:

- The child has a strep throat which has not been treated by an antibiotic for a minimum of 24 hours
- The child has any rash of acute onset associated with fever or symptoms of illness
- The child has an oral temperature of 100 degrees or greater
- The child has had persistent vomiting and/or diarrhea in the 12 hours prior to coming to the program
- The child has impetigo that has not been treated by an antibiotic for a minimum of 24 hours.

If a child shows symptoms of or is diagnosed with a contagious disease, the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program. Additionally, we require FULL immunizations in accordance with the child's age and the current national and local immunization schedules (AAP)

Prescription medication will be given to a child only if the medication is in the original bottle bearing the child's name, the doctor's name, a current date, and directions for administration. The parent must sign a **medication log** authorizing the staff to dispense the medication. Non-prescription medication will be given to a child only if accompanied by written instructions and written consent from the parent.

Children who develop any of the following conditions while at the program will be sent home:

- Oral temperature of 100 degrees or greater
- Vomiting Diarrhea Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain

A teacher or staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the

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parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member.

If an accident or medical emergency occurs, the staff member in charge will administer the necessary first aid immediately and call an ambulance if the child's injury requires emergency room treatment. Staff will also call the parent or emergency contact and stay with the child until either arrive.

Guidance and Discipline policy

As your children's caregivers it is important for us to understand why children misbehave so that we can be more successful at reducing behavior problems and redirecting. Learning Loft staff use a number of techniques to respond to misbehavior including redirection, logical and natural consequences and participation in the solution.

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher and the parent or guardian to develop a behavior management plan.
3. The behavior management plan will be discussed further with the parent or guardian and then put into practice.
4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made using positive behavior support strategies.

*If a child's behavior becomes threatening to themselves, other children, or staff and teachers, the child will be removed from the classroom and possibly the program for a period of time. Learning Loft Staff never uses physical punishment when disciplining a child. Examples of physical punishment include, but are not limited to, physical abuse (shaking, hitting spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling arms, hair and ear; requiring a child to remain inactive for a long period of time); psychological abuse (name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, frightening a child, ostracism and withholding affection); coercion (rough handling, shoving, pulling, pushing, grasping of any body part, forcing a child to sit down, lie down, or stay down *except when restraint is necessary to protect a child or others from harm)*

Parent/Teacher Communication Policy

We strongly encourage cooperative and healthy relationships between our staff members and families and welcome parent participation and involvement. It is very important that we foster positive dialogue and open communication in dealing with all aspects of our childcare and the early learning environment. Because our primary concern is the well-being and education of our children, Learning Loft Staff is committed to open and honest communication with parents.

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Despite our very best efforts, questions and concerns do arise. Part of our childcare procedure is that, in these cases, the parent must first contact the lead teacher before involving the Director or Assistant Director. This is because the teacher is the closest individual to the question or concern and is most-able to resolve it quickly and effectively. To ensure the success of our students, we recommend that the following steps be followed when a question or concern arises:

1. Parents should go to the teacher with their questions, concerns, or comments.
2. The teacher will follow up with the parent on the resolution of questions, concerns, or comments.
3. If questions or concerns continue, the parent may choose to contact the Director or Assistant Director who will then offer to set up a meeting with the concerned parties.
4. The teacher, parent, and Director or Assistant Director will follow up on resolution of questions or concerns.

Preschool Curriculum and Schedule

The Learning Loft at Urban Academy uses the Highscope Infant/Toddler and Preschool Curriculum. It has been customized, with a STEAM platform for our Early Childhood Education program, the elements of which are present from every activity from Storytime to technology and science.

Our Early literacy program, with a focus on the STEAM platform, promotes a meaningful educational experience and authentic learning opportunities. Some of the skills that lay the foundation from Early Childhood to lifetime learners are:

- Fostering Literacy in the 21st century
- Critical and creative thinking
- Innovation and Interactive Technology
- Global awareness
- Digital literacy
- Problem solving and Mathematics
- Curiosity and Inquiry
- Collaboration

Our training shows us that when children and adults engage in STEAM-rich play and learning, they are not just interested in achieving a particular end product but they use a variety of skills or practices in their creative or investigative experience. Many of these skills have been identified by educators and workforce leaders as key 21st century learning skills.

Early Intervention and Special Education

Lead by Dr. Lillian Wright, the Center will collaborate with Urban Academy's Special Education Team and an Early Intervention Program to develop and implement essential educational,

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emotional, and behavioral support based upon the students' needs. Partnering with organizations such as ACHIEVA Early Intervention and The Infant Toddler Programs, we will provide early intervening skills and intervention for students displaying a 25 percent developmental delay in cognitive, emotional and behavioral skills. Through various collaborations students will have access to special education professionals such as speech and language clinicians, occupation and physical therapists, and specialized teachers and family supports.

Kindergarten Readiness

Children coming from our STEAM focused curriculum will enter kindergarten with skills they have mastered throughout their time in the classroom. It is our goal for children to excel in expressive and receptive language, phonological awareness and print knowledge, hands-on exploration, mathematics, social and emotional recognition, innovative learning and thinking and physical development. We strive to grow children who will transition into the kindergarten classroom with a readiness and eagerness for learning and behaviors that contribute towards a productive classroom structure and self-regulation.

Preschool Schedule

7:30-9:30am	Arrival/Breakfast/Free Play
9:30-10:00am	Circle Time
10:00-10:15am	Snack
10:15-11:00am	Outdoor/Gross Motor Play
11:00-11:30am	Learning Activity
11:30-11:50am	Centers
11:50-12:00pm	Storytime
12:00-12:30pm	Lunch
12:30-2:30pm	Nap
2:30-3:00pm	Wake-up and Afternoon Snack
3:00-4:45pm	Centers
4:45-5:15pm	Music and Movement
5:15-5:30	Dismissal

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*****Learning activity schedule*****
Monday/ Wednesday – Reading/Writing based
Tuesday/ Thursday – Math based
Friday – Science based

Toddler Daily Activity



7:30- 9:30am	Arrival/ Breakfast/Free play
9:30-9:45am	Circle time
9:45-10:15am	Centers
10:15-10:30	Snack
10:30-11:00am	Outdoor/Gross Motor Play
11:00-11:45pm	Centers
11:45-12:15pm	Lunch
12:15-2:45pm	Nap
3:00-3:15pm	Snack
3:15-3:45 pm	Music and Movement
3:45- 5:15pm	Free Play
5:15-5:30pm	Dismissal

We strongly encourage keeping toddlers and twos with the same teaching staff for 9 months or longer

Transitioning Resources and Procedures

The Learning Loft at Urban Academy will work with families and children to have successful transitions from point of contact to entry, classroom and on to exiting the program. At program entry, staff will gather information and assess families' needs and strengths. We work with families during their exit of the program by providing information and advocating to help them prepare for their child's new educational setting. We also supply support as family's experience different life transitions while in the program by linking them to community resources and other community service providers who will work with them during various transitions.

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Some transitions we help guide may include entrance into the program (including tours of classrooms and indoor and outdoor place space), children with suspected or diagnosed disabilities, transitions within the family, and transitions out of the program and into kindergarten. Resources pertaining to transitioning to various rooms as well as to the kindergarten setting can be found in each classroom as well as the main office.

Withdraws and Terminations

A two-week notice is required if either party (meaning the day care or the parent) wishes to terminate the child's enrollment. This notice has to be in writing. If proper notice is not provided by the parent, parents will be responsible for payment up to two weeks after withdrawal.

It is our desire to work with you on any concerns/issue surrounding your child's care. We will make every effort to do that. The following actions however, warrant immediate termination from any Wright Childcare Solutions Site:

1. Making terroristic threats against the day care staff, children or facilities
2. Physically attacking any of the day care staff, children or vandalizing the facilities.
3. Continuous non-payment of fees and co-payments.
4. Continuous late pick-ups.

In conjunction with our termination policy, as mandated reporters, we reserve the right to contact the appropriate State and County officials should we suspect parental abuse of any kind. We also will not tolerate child abuse in any of our facilities and will terminate a staff member for any such action that has been investigated and founded. Our primary goal is to maintain a safe, healthy and fun environment for your child.

Non-Discrimination in Services Statement



Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including Limited English Proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Brittini R. Wright LLC, Inc.
DBA Wright Childcare Solutions

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4210 Coleridge Street
Pittsburgh, PA 15201

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building PO Box 2675
Harrisburg, PA 17105

U.S. Department of Health and Human Services Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West Philadelphia, PA 19106-9111

PA Human Relations Commission 301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Department of Public Welfare Bureau of Equal Opportunity Western Field Office
301 Fifth Avenue Suite 410, Piatt Place
Pittsburgh, PA 15222



Safety, Evacuation and Emergency Plans

We value the safety of your child. In the case of a national/community emergency your child will be kept safely at our location or evacuated to the area designated by the authorities. We will follow emergency evacuation procedures (on file in our office) for any/all of the following:

1. Fire Drills/actual fires
2. Bomb threats
3. Natural Disasters-earthquakes, floods, tornadoes

We will not release your child to anyone who you have not designated. If you wish to have your child released to an adult who is not on the list in your file, you may contact us in advance of pick-up and we will require photo ID upon pick-up.

Pick-up, Drop-off and Building Access

Upon arrival, each child and parent/guardian must have direct contact with a staff member and sign the child in. Vehicles are to be parked in designated parking area and must not be left idle. Access to the building must be made through the main entrance where staff will buzz you in the secure front door. Any visitors not picking up or dropping off children must sign in at the front desk and receive a visitors pass.

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During the enrollment process, each family will complete an “Emergency Contact and Parental Consent” form. This form provides authorization for select individuals to pick-up your children from the center. If a staff member is not familiar with the person attempting to pick-up a child, they will request photo identification and check the “Emergency Contact” form. At the end of the day, staff members check the attendance clipboard to verify all children have been signed out.

Parent Acknowledgement

I hereby certify that I have read the policies and procedures outlined in the Parent Guide of the Learning Loft at Urban Academy, a Wright Childcare Solutions Company.

As the Parent/Guardian of _____
Child(ren)’s Name (s)

Who are enrolled in Urban Academy Site of Wright Childcare Solutions, we will abide by the policies and procedures set forth in this guide. We recognize our right to communicate with our program provider on any concerns or issues surrounding our child(ren). We also recognize that failure to comply with policies may result in suspension or termination of services.

Parent Signature _____

Date ____/____/____