



Learning Academy

PARENT HANDBOOK



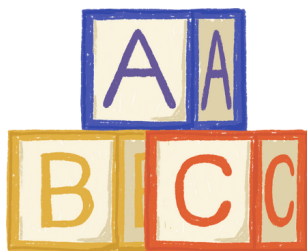
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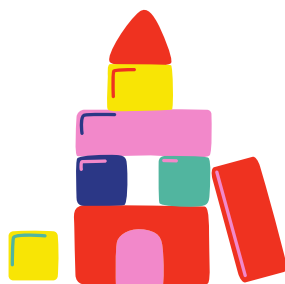
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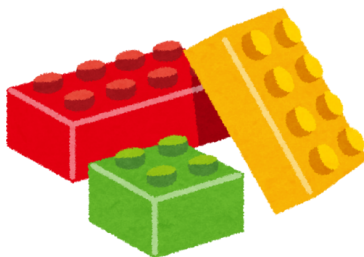
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WELCOME MESSAGE

Welcome to Blue Print Playhouse Learning Academy! We extend our warmest greetings to you and your family as you join our vibrant community dedicated to nurturing young minds. At Blue Print Playhouse, we prioritize both academic excellence and holistic development, striving to create a nurturing environment where curiosity thrives and each child's unique talents are celebrated. This parent handbook is designed to provide you with essential information about our programs, policies, and resources, ensuring clarity and transparency in our partnership with you.

Thank you for choosing Blue Print Playhouse Learning Academy. Your decision to entrust us with your child's education is a testament to your commitment to their future, and we are honored to be a part of their educational journey. Together, we will cultivate a love for learning, foster creativity, and instill values that will empower your child to excel academically and personally. We look forward to building a strong foundation of mutual respect and collaboration with you, as we work hand-in-hand to support your child's growth and development. Welcome once again—we are excited for the adventures that lie ahead!



Kiuana Moore
Director

OUR PHILOSOPHY

At Blue Print Playhouse, we're dedicated to nurturing young minds through a blend of innovative learning and compassionate care. Our daycare provides a safe, stimulating environment where children explore, learn, and grow. With a focus on early childhood education, we empower children to develop essential skills and confidence for a lifetime of success. Join us in shaping the future, one child at a time.

- **Child-Centered Learning:** At Blue Print Playhouse Preschool, we believe in nurturing each child's natural curiosity and creativity through hands-on, play-based learning experiences.
- **Holistic Development:** We are committed to fostering the intellectual, emotional, social, and physical development of every child in our care, laying a strong foundation for lifelong learning.
- **Collaborative Community:** We value partnerships with families and the broader community, recognizing that a supportive network enhances a child's educational journey.
- **Inclusive Environment:** We celebrate diversity and create an inclusive environment where every child feels valued, respected, and empowered to thrive.



CULTURAL COMPETENCE AND ACCOUNTABILITY

Cultural competence is the basic understanding of our own culture and ethnicity, a willingness to learn about the cultural practices and worldviews of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring awareness to any unconscious biases we (as a community of teachers and learners) may have; and to be accepting of knowledge about different cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child's uniqueness, home culture and heritage, and beliefs. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Bright Horizons Child Care:



CULTURAL COMPETENCE AND ACCOUNTABILITY

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- Each classroom invites students to bring in a picture board to hang in the classroom highlighting family, traditions, and likes/dislikes.
- We collaborate with the Child Care and Development Fund (CCDF) and the State of Indiana to ensure that any family can receive tuition assistance and participate in a high-quality, nationally accredited preschool program.
- We encourage families and members of our community, through newsletters and announcements, to visit with us throughout the year, not just on special occasions, and share their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.



SPECIAL NEEDS STATEMENT OF SUPPORT

Upon enrollment, a family is asked to complete an Ages and Stages Assessment. This, along with an assessment by our early childhood professionals, is a good indicator that there is a developmental area of concern. Twice a year each family has the opportunity to meet with their child(ren)'s teachers to review developmental assessments and set individual goals. The purpose of this Special Needs Statement of Support is if there is an area of developmental concern then a plan is created to support the child(ren).

The earlier an area of concern is identified the better chance that child has to reach that developmental goal prior to going off to an elementary school setting. Blue Print works with the families, outside agencies, and school special education departments to advocate for the child(ren) and their needs. Here are a few ways Blue Print Playhouse Learning Academy supports families who have children with special needs.

- We provide a Preschool Support Process in which we work with the families to gain access to assistance (Occupational Therapists, Counselors, etc.).
- We collaborate with ProKids-Central Indiana First Steps to ensure that children with varying abilities have the best resources available to them to meet their needs.
- We

ENROLLMENT + TUITION

Children between the ages of 6 weeks and twelve years are eligible for enrollment at Blue Print Playhouse Learning Academy.

Center Operating hours are 7:00 am-6:00 pm Monday through Friday. Each Family's pickup and drop off time will be specific to their individual needs.

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Birth Certificate (Copy)
- Child Information Sheet
- Health Physical and Immunization Records
- Policy Contract
- Non-Prescription Release
- Infant/Toddler Supplemental Information Form (if applicable)

Weekly tuition is \$300. A discount is offered to families with more than one child enrolled. This applies to full-time enrollment only. (Discount does not apply for families on the CCDF program)

A registration fee of \$50 is due once the director has assigned a start date. This is a one-time, nonrefundable charge. If a child is withdrawn and then re-enrolls at a later date, a second enrollment fee will be expected.

Tuition for child care is based on one of the two following options:

- Monthly Payment-due the 1st day of each month. $\text{Tuition} \times 50 \text{ weeks} \div 12 \text{ months} = \text{Rate due}$
- Weekly Payment-due the Friday before services are rendered. Tuition is based on 52 weeks.

All payments will be made through your BrightWheel portal. The automatic payment option is required. No cash, checks, cashapp, zelle or any other forms of payments will be accepted. A \$50 charge will be added for late tuition payments or declined payments.

ENROLLMENT + TUITION

Blue Print Playhouse is proud to partner with The Child Care and Development Fund (CCDF) federal program helping families so they may work, attend training or continue their education. It aims to increase availability, affordability and quality of child care.

Parents will be responsible for any portion of tuition not covered by the CCDF program. Also, there will be no discounts in addition to the program.

SCHOOL-AGE TUITION

School Age Tuition: (**Location Specific**)

- Tuition for school-age children will follow the same payment schedule as traditional payments.
- Payments are due the Friday before services are rendered.
- Late fees may apply for overdue payments; please refer to our financial policies for details.
- Automatic payments will be setup through BrightWheel.



FEES

A \$50 fee is charged for late tuition payments. Special payment arrangements may be made in advance with the director. Any child in our care after the agreed pickup time will be charged an additional \$20 fee every 15 minutes starting 1 minute after.

The first payment arrangement is free. Additional changes will require a \$25 Payment Schedule Change Fee. Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child daycare centers.

Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

For other fees see: Enrollment and Tuition Sections

WITHDRAWAL & DISMISSAL POLICY

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at the time of dis enrollment will be paid thru our electronic withdrawal option.

The director at Blue Print Playhouse reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons: • Non-payment or excessive late payments of tuition and fees. • Not observing the rules of the center as outlined in the parent agreement. • Child has special needs that we cannot adequately meet with our current staffing patterns. • Physical and/or verbal abuse of staff or children by parent or child. • Expired or non-immunizations and/or physical.

SUSPENSION/EXPULSION

At Blue Print Playhouse Learning Academy, we are committed to providing a positive, safe, and nurturing environment for all children. Our suspension and development while ensuring the safe and well-being of all student and staff. The policy include a clear process of warning, suspension, and, if necessary, program termination.

1. Grounds for Suspension

Suspension may be considered for behaviors that repeatedly disrupt the classroom environment or pose a risk to the safety of the child, other children, or staff. Such behaviors include, but are not limited to:

- Physical aggression (hitting, biting, kicking, etc)
- Destruction of property
- Repeated verbal abuse or inappropriate language
- Consistent disruptive behaviors that interfere with the learning environment
- Unsafe behavior or action that threaten the well-being of others

2. Suspension and Warning Process

- **First warning:** If a child demonstrates concerning behavior, the teacher or staff will issue a verbal warning and discuss the behavior with the parent or guardian. The child will be monitored for further incidents, and parents will be informed about the expectations for improvement.
- **Second warning (Suspension):** If the behavior continues after the first warning, a formal written notice will be issued. At this stage, the child will be suspended for 1-7 days (weekends not included). This is to give the family time to correct the behavior. Parents will be required to meet with the Academy's leadership to discuss and determine next steps. Also, parents will be required to uphold any financial obligation for tuition.
- **Third Warning (Program Termination):** If the behavior persists after suspension and without significant improvement is observed, the child will be terminated from the program. The parents or guardian will be given a 7 day time frame to find alternative childcare arrangements. The termination will be final, and the child will no longer be allowed to attend Blue Print Playhouse Learning Academy.

SUSPENSION/EXPULSION

3. Return After Suspension

Following a suspension, the child may return to the program if there is clear evidence that the behavior has improved and the child is able to adhere to the expectations of the academy. A meeting may be scheduled with the parents to review the improvement plan and ensure the child is ready for reintegration.

4. Support and Resources

Throughout this process, we will work with the parents and guardians to offer support and guidance, including possible referral to outside specialists if necessary. Our goal is to help each child succeed and thrive in a positive learning environment.

5. Appeal Process

If parents or guardians believe that the suspension or program termination decision is unjustified, they may submit a written appeal within 5 business days of receiving the notice. The appeal will be reviewed by the Academy leadership team, and final decision will be made.

6. Consequences of Continued Violations

If a child's behavior continues to disrupt the learning environment after the suspension and all support measures have been exhausted, the termination of the child's enrollment in the academy will be final.

We appreciate your cooperation in maintaining a safe and respectful environment for all children and families at Blue Print Playhouse Learning Academy. Our aim is to help every child grow and succeed in a positive and supportive setting.



COMMUNICATION

Proper communication between our parents and the teachers and staff is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports via Brightwheel. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director.

Each child is provided with a mailbox and/or cubby. Families with two households will be provided with two mailboxes. Please check these daily for notes, newsletters, and daily reports.

Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete the names of authorized adults allowed to pick up your child on the Child Information Record.

Our main office must be informed of any of the following changes:

- Address and/or phone numbers, or e-mail address
- Parent/guardian employment
- Health/immunizations up-dates, or;
- Other pertinent information related to your child.
- In addition, if you are a family that uses English as a second language we will make an effort to communicate to you in your chosen language if requested.

CONFIDENTIALITY

Each family has the right to confidentiality. Blue Print Playhouse keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of Bright Horizons unless written permission has been obtained from the parent(s).

DROP-OFF AND PICK-UP POLICIES

Parents are expected to accompany their children into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Morning Star reserves the right to deny a person's request to pick up a child.

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment. Parents are expected to assume full responsibility for their children once they enter the classroom. Your child has waited all day to see you and is excited when you walk in the door. At pick up please put away your cell phone and give your full attention to your child.

Excessive abuse of late pickup times can result in dis-enrollment. We discourage leaving your idling vehicle in the parking lot during drop-off and pick-up times. In cases of extreme cold or heat please make your transitions brief so the vehicle is not left unattended for a long period of time. NEVER leave a child in an idling vehicle unattended.

CUSTODY ORDERS

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

HOLIDAYS



Blue Print Playhouse Learning Academy will be closed on the following Holidays:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

Note: Depending on how the holiday falls, there may be an additional day added to the closing.

IN-SERVICE DAYS

At Blue Print Playhouse, we prioritize continuous improvement and the maintenance of our facilities to ensure a safe and conducive environment for learning. We reserve the right to close the school for staff training or building maintenance purposes. We are committed to providing at least a 30-day notice to parents and guardians before any scheduled closure occurs. During these times, our dedicated staff will undergo training or necessary upkeep will be conducted to enhance our educational offerings and maintain the quality of our facilities. We appreciate your understanding and support as we strive to provide the best educational experience for our students."

UNEXPECTED CLOSINGS

In the event of inclement weather, the safety of our students and staff is our top priority. Blue Print Playhouse will adhere to the guidelines set forth by the Speedway School District regarding school closures or delays due to severe weather conditions. These guidelines ensure that decisions are made with the utmost consideration for the safety and well-being of everyone in our school community. We will communicate any closures or delays promptly through our official communication channels, including our website, social media platforms, and local media outlets. Please stay informed and prepared during inclement weather events, and thank you for your understanding and cooperation in keeping our school community safe.

TORNADO AND DISASTER PROCEDURE

Blue Print Playhouse Learning Academy's tornado procedure ensures the safety of our children and staff. In the event of a tornado warning, we will gather in designated hallways and classrooms that do not have windows. This protocol is designed to provide a secure environment until the all-clear is given, prioritizing the well-being and peace of mind of everyone in our care. Children will remain sheltered until the all-clear signal is sounded. BPPLA posts evacuation and Critical Management Plans at each door.

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

TREASURES AND POSSESSIONS



Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions, we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Videos brought in to share with the class must be 'G' rated. Blue Print will not be responsible for any lost items, including jewelry. Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities. Uniforms will be mandatory for the Preschool and Pre-Kindergarten classes. Polo tops (navy, royal, or white), bottoms (navy, black or tan).

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing is kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and a shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. Licensing requires that children be taken outdoors each day.

The children will play outdoors if the temperature is 20° or warmer. Children should be dressed accordingly: light jacket, cap, and rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.

DIAPERS & TOILET TRAINING

(Location Specific)

Parents supply all diapers at Blue Print Playhouse Learning Academy. Wipes will be provided by the center unless the parent makes alternate arrangements. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing. We do not allow the use of "pull-ups" at Morning Star. They seem to only delay the toilet training process and require extra time to change.

BODIES AND BOUNDARIES

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

BOTTLES, BLANKETS AND PACIFIERS

You may send extra bottles (infant room), a small security blanket, and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided to children while in attendance at the center. Your permission for your child to participate in walking excursions is part of this agreement.

You will be notified of all field trips. We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned—including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

BIRTHDAY CELEBRATIONS

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.



PHOTOGRAPHS AND PUBLICITY

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials, and/or educational training. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Your child's photo will also be displayed on Brightwheel. If you decline your child being photographed, please let us know in writing.

MEALS, SNACKS AND FOOD ALLERGIES

The center will provide milk for lunch and two snacks with water for each day. Parents will provide formula or breast milk for children up to the age of 12 months. BPPLA will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher.

Parents will need to supply any special foods required. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need. Parents need to send a lunch with their child each day. Lunches sent from home should be self-serving or easy to serve and clearly labeled. A microwave will be available.

Meal Schedule:

Breakfast:

- Served between 8:00AM-9:00AM
- Nutritious options include whole-grain cereals, fresh fruit, yogurt, and milk.
- Special dietary accommodations can be discussed with the kitchen staff.

Lunch:

- Served between 12:00PM-1:00PM
- Balanced meals featuring lean proteins, vegetables, whole grains, and fruit.
- Vegetarian and allergy-sensitive options available upon request.

PM Snack:

- Served between 3:00PM-4:00PM
- Healthy snacks such as crackers with cheese, sliced vegetables, and fruit.
- Allergy information prominently displayed; please inform staff of any dietary restrictions.

HEALTHY CHOICES



While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun, alternatives upon request.

IMMUNIZATIONS AND PHYSICALS



All children who attend childcare programs in Michigan are required by law to be fully vaccinated. Morning Star requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form for delayed vaccines. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and the date of the last physical examination. *Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing. The Michigan Department of Health requires the following immunizations:

In Indiana, child vaccine requirements are typically organized by age groups and are overseen by the Indiana State Department of Health (ISDH). Here's a general outline of vaccine requirements for children from 6 weeks to 4 years of age:

6 weeks to 12 months:

1. Hepatitis B - Series of doses starting shortly after birth.
2. DTaP (Diphtheria, Tetanus, and Pertussis) - Series of doses starting at 2 months.
3. IPV (Polio) - Series of doses starting at 2 months.
4. Hib (Haemophilus influenzae type b) - Series of doses starting at 2 months.
5. PCV (Pneumococcal conjugate vaccine) - Series of doses starting at 2 months.
6. Rotavirus - Series of doses starting at 2 months.

12 to 15 months:

1. MMR (Measles, Mumps, and Rubella) - First dose around 12-15 months.
2. Varicella (Chickenpox) - First dose around 12-15 months.
3. Hepatitis A - Two-dose series starting at 12 months.
4. PCV (Pneumococcal conjugate vaccine) - Completed series.
5. DTaP (Diphtheria, Tetanus, and Pertussis) - Completed series.

15 to 18 months:

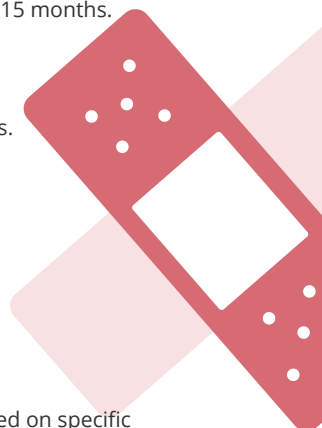
1. Hib (Haemophilus influenzae type b) - Completed series.

4 to 6 years:

1. DTaP (Diphtheria, Tetanus, and Pertussis) - Booster dose.
2. IPV (Polio) - Final dose.
3. MMR (Measles, Mumps, and Rubella) - Second dose.
4. Varicella (Chickenpox) - Second dose.
5. Annual Influenza Vaccine - Recommended annually.

Please note that these guidelines are general and may vary based on specific circumstances or updates from the Indiana State Department of Health. It's crucial to consult with your child's healthcare provider or the ISDH for the most accurate and up-to-date information regarding vaccine requirements for children in Indiana.

In Indiana, it's recommended that daycare-aged children have annual physical exams to monitor their growth, development, and overall health. These regular check-ups ensure early detection of any health issues and promote optimal well-being during this crucial stage of growth and learning. Regular physicals also help caregivers and parents address any concerns promptly, fostering a healthy environment for children in daycare settings.



WELLNESS POLICY

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come to take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- An unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor's note is required.
- Fever of 100.5° or higher. For mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See Medicine below. The child must be fever-free for 24 hours without the aid of Tylenol, or other fever-reducing medications.
- Diarrhea (more than two loose, watery stools), or vomiting. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal, and no other symptoms of illness are present. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). The child may return 24 hours cough free without the aid of a cough suppressant, or allergy medication.
- Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complains about discomfort, or not interacting with the class is a reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms. •

Highly contagious conditions such as:

- Head lice: suggested treatments available upon request. The child must be not free to return to school.

- Chickenpox and Hand Food Mouth: Child must be fever-free and sores scabbed over.
- Strep throat: The child must have 24 hours of antibiotics in his/her system.
- Mumps, pinworm, impetigo, conjunctivitis (pink eye), etc: Follow the doctor's recommendations or WCHD method of treatment. Information from our main office is available upon request.

If your child is too ill to play outside with his or her class or participate in regular classroom activities, then your child is too ill to attend the center.

If questions arise about the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.

MEDICINE



Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs and dates a form entitled, Medication Permission. The parent must provide all medications. Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over-the-counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided. Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of the medication. A Non-Prescription Release form for other applications such as diaper wipes, sunblock, soap, etc. will be signed upon enrollment.

PANDEMICS

Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

INJURIES AND ACCIDENTS

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by the Center Director, Assistant Director, or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately.

CONFLICT RESOLUTION

If an issue should arise between a family and a staff member, or between two families, we encourage the concerned party to speak directly to the staff member, or family, prior to coming to the directors. If the problem remains unresolved, or the parent wants to make sure the administration is aware, our door is always open. The administration will act as a moderator in situations that require more attention or are reoccurring. We will make every effort to remain fair, with our main priority being the safety and quality of care, of the children at Blue Print Playhouse Learning Academy..

FAMILY EVENTS

At Blue Print Playhouse Learning Academy, we believe in fostering strong bonds within our community. Our family events are designed to create memorable moments where laughter, learning, and togetherness flourish. Join us as we celebrate growth, friendship, and the joy of childhood at Blue Print Playhouse Learning Academy family events. These events will take place a few times yearly, and will be posted at least 30 days in advance.

OPEN DOOR

Here, we are committed to maintaining an open door policy to foster transparent communication and collaboration between our staff and parents. This means that we welcome parents to visit our school, engage with teachers, and participate in their child's educational journey at any time. We believe that open communication strengthens our community and enhances the overall learning experience for our students. Your involvement and feedback are valued, and we encourage you to reach out to us whenever you have questions, concerns, or ideas. Together, we can ensure the best possible educational environment for every child.

DAILY ROUTINES

We are committed to keeping you informed and involved in your child's daily experiences. Daily routines, including activities and schedules, will be posted on BrightWheel, our trusted communication platform. Additionally, you will receive real-time updates throughout the day, allowing you to stay connected with your child's progress and participation in various learning activities. This transparency ensures that you are always aware of your child's experiences and can actively engage in their developmental journey with us.

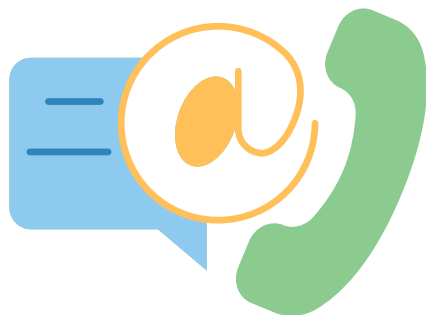
LICENSING REGULATIONS

At Blue Print Playhouse Learning Academy, we prioritize compliance with Indiana state licensing regulations to ensure the highest standards of safety, care, and education for your child. Each member of our dedicated team is fully trained and continuously updated on these regulations, ensuring that our practices align with the latest requirements set forth by the state. This commitment underscores our dedication to providing a secure and enriching environment where your child can thrive.

CHANGES IN POLICIES

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center owner.

CONTACT INFORMATION



(317)748-4425



info@blueprintplayhouse.com



www.blueprintplayhouse.org



3129 W. 30th Street Indianapolis IN, 46222



ACKNOWLEDGEMENT AND ACCEPTANCE OF PARENT HANDBOOK

**I, _____ HAVE RECEIVED A COPY OF THE BLUE
PRINT PLAYHOUSE LEARNING ACADEMY PARENT HANDBOOK. I HAVE
READ, UNDERSTOOD, AND AGREE TO ABIDE BY THE POLICIES,
PROCEDURES, AND GUIDELINES OUTLINED WITHIN.**

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF
MY RESPONSIBILITIES AS A PARENT/GUARDIAN OF A CHILD ENROLLED AT
BLUE PRINT PLAYHOUSE LEARNING ACADEMY, AND I AGREE TO
COOPERATE WITH THE STAFF TO ENSURE THE WELL-BEING AND
EDUCATION OF MY CHILD.**

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

WORK SCHEDULED: _____

DROP OFF: _____ PICKUP: _____