



## *Parent Handbook*

---

***Nurturing Creative Thinkers for the Next Generation***

2015-16 School Year

---

Robots and Mud Pies  $\pi$  Preschool  
2517 Grenoble Road, Henrico, VA 23294  
(804)447-3329  
[www.RobotsAndMudPiesPreschool.com](http://www.RobotsAndMudPiesPreschool.com)  
[Admissions@RobotsAndMudPiesPreschool.com](mailto:Admissions@RobotsAndMudPiesPreschool.com)

---

## *2015-16 School Year Parent Handbook*

---

### **Table of Contents**

---

Program Description.....	4
Website .....	4
Hours .....	4
Changes to this Parent Handbook.....	4
Curriculum .....	5
Sample Schedule .....	6
Carpool Procedures .....	6
Releasing Children to Non-Custodial Adults.....	7
Carpooling .....	8
Absences/Late Arrivals/Early Dismissals .....	8
Snacks .....	8
Birthdays.....	8
Adjusting to Preschool.....	8
Separation Anxiety .....	9
Supplies Needed.....	9
Play Clothes and Shoes.....	10
Photos and Videos .....	11
Family Phone Book .....	11
Weather Closings.....	11
Parent Involvement.....	12
Communication .....	12
Parent Teacher Conferences .....	12
Parent Involvement Opportunities.....	12
Parent Council .....	12
Community Connections .....	12
Allergies .....	13
Illness.....	13
Medications/Sunscreen/Bug Spray/Diaper Ointment .....	14
Toilet Learning.....	15

Behavior Guidance ..... 15

Special Needs Screening..... 16

Special Needs Accommodations ..... 16

Security Policy ..... 17

Emergency Procedures..... 17

Confidentiality Policy ..... 17

Rights of Custodial Parents and Legal Guardians ..... 18

Transportation..... 18

Organizational Chart..... 18

Child abuse and neglect ..... 19

Liability and Accident Insurance..... 19

Children’s Paperwork ..... 19

Non-Discrimination Statement..... 19



**Philosophy:**  
**At Robots and Mud Pies π Preschool, we believe children are highly motivated, independent explorers and investigators who should be honored and respected for their potential and capabilities. To that end, we have created an environment where children are excited to learn through hands-on experiences.**



## **Program Description**

---

Robots and Mud Pies π Preschool (RAMPP) is a licensed, for profit early childhood program which is owned and operated by Brenda Cubero and Barbie Gallini, MEd. This secular, half day preschool is located in the west end of Henrico County, Virginia. Robots and Mud Pies π Preschool has a Science, Technology, Engineering and Mathematics (STEM) emphasis.

## **Website**

---

The Robots and Mud Pies π Preschool website, [www.robotsandmudpiespreschool.com](http://www.robotsandmudpiespreschool.com), has enrollment information, forms, policies, articles about child development and curriculum and much more. Check out the website often. We also have Facebook and Pinterest pages!!!

## **Hours**

---

Robots and Mud Pies π Preschool offers a morning session from 9:00 a.m. to 12:00 p.m. and an afternoon session from 1:00 p.m. to 4:00 p.m. For an additional fee, Early Morning Drop-Off is available at 8:30 a.m. for the morning session and Afternoon Extended Day is available until 4:30 p.m. for the afternoon session. Arrangements for these extra hours must be made in advance. Please see your contract for more information.

## **Changes to this Parent Handbook**

---

Robots and Mud Pies π Preschool reserves the right to change these policies as needed. Parents will be informed of any changes.

## Curriculum

---

The Robots and Mud Pies π Preschool curriculum is a play based curriculum. Children learn best when they are actively involved with hands-on materials. The school has learning centers that include art, science, math & manipulatives, dramatic play, blocks and building toys, books, and writing. The teachers engage the children with activities which will help the children learn social skills, literacy concepts, motor skills and creativity along with the science, technology, engineering and mathematics concepts. The following are the main components of the RAMPP curriculum.

### The Project Approach

Children have a strong disposition to explore and discover. The Project Approach builds on natural curiosity, enabling children to interact, question, connect, problem-solve, communicate, reflect, and more. Projects are determined by the children's interest and the teachers guide the children through in-depth studies of real-world topics. The project work takes place alongside the other activities of the classroom with some projects lasting only a couple of days and other projects lasting for weeks or even months.

### STEM

STEM is an acronym for the integration of the four academic disciplines of science, technology, engineering, and mathematics. Emphasizing STEM in education encourages children to think logically, problem solve and apply science, math and technology skills to equip students with the skills they need to compete in the 21st Century. STEM concepts will be taught throughout the day integrated with the other activities going on in the classroom.

### Literacy

Reading and writing are essential skills for any child throughout their years in school. At RAMPP, children will be surrounded with literacy activities which will engage them and allow them to learn writing and reading skills at their own pace. Our environment offers experiences that inspire children to read and write. Literacy includes vocabulary and language, phonological awareness, knowledge of print, letters, words, comprehension, and books. Literacy is incorporated in all areas of the RAMPP curriculum in a way that will show children that reading and writing are fun.

### Kindergarten Readiness

All of the above activities and categories of learning are the types of activities children need in order to prepare for kindergarten. At RAMPP, teachers refer to the *Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year-Olds* when planning the curriculum. During the year prior to kindergarten entrance, we will provide a number of activities for the children and the parents to help them prepare for kindergarten, both academically and in the socio-emotional sense.

For more information, please read the Curriculum Overview on our website.

### Sample Schedule (Schedules may vary.)

Morning Session Times		Afternoon Session Time
9:00	Arrivals	1:00
9:15	Group Meeting	1:15
9:30	Free Choice & Project Work Snack Outdoor Play	1:30
11:45	Clean up and Prepare for Dismissals	3:45
12:00	Dismissals	4:00

### Carpool Procedures

#### Drop-off time

- \* All children should arrive between **8:55-9:10(morning classes)** or **12:55-1:10(afternoon classes)**.
- \* If you arrive after 9:10 a.m. or 1:10 p.m. you will need to park and walk your child to the front door.
- \* To use the carpool lane, drive to the back of the school and stop just past the end of the building.
- \* At drop-off time, the teacher will come to your car and take your child out of the car.
- \* We ask if at all possible, have your child sit in the seat on the right so they are closest to the building (passenger side). This is safer since we do not have to walk around the car to get him/her out. If you have two children, have the youngest child in that seat.
- \* If you cannot have your child's seat on that side, we still prefer to have him/her enter and exit the car from the side closest to the building. You can help buckle and unbuckle your child and they can walk/crawl through to us.
- \* If your child needs you to take him/her out of the car and walk him/her into the building, then do not use the carpool lane. Park on the street and enter through the front door.

#### Pick-up Time

- \* At the end of class, you should arrive at **11:50-12:00/3:50-4:00** to pick up your child. We strongly encourage you to use the carpool line for drop-offs and pick-ups.
- \* Do not arrive late to pick up your child. Late fees will be charged starting at 12:15 for morning pick up and 4:15 for afternoon pick up. Please see your contract for more information.
- \* If you have an emergency, please contact the school at 804-447-3329 as soon as possible. We want to make sure your child knows someone is on the way.

- \* Only authorized persons will be allowed to pick up your child. These people must be listed on the enrollment form or you may write a note to give permission. Please have anyone picking up your child bring a photo ID for us to verify.
- \* We will give you two paper plates with your child's name on them. Please put one of these on the right side of your dashboard so we can see it during carpool. If you need more, you can ask us or you can write your child's name clearly on a piece of paper. If someone else picks up your child, please have them use the plate or write the child's name clearly on a white paper.
- \* At pick-up time, the teacher will put your child into his car seat and fasten the belts. However, RAMPP assumes no liability for this process. The driver of the car is ultimately responsible for ensuring the car seat is installed properly and the child is buckled in properly.
- \* **Teachers will not load children into cars that are not properly equipped with car seats and/or booster seats for all of the children riding in the car.**

### **General Carpool Policies**

- \* Wait until you are the first car in line before pulling away. Then make a loop through the parking lot and exit through our driveway. Some vehicles may need to pull into a parking space and back out in order to get back to the driveway, please watch for this and give them time for this to allow the carpool to proceed smoothly.
- \* Please do not back out of the driveway, even if there is not a line of cars behind you.
- \* Please do not leave your car unattended in the driveway.

AT ALL TIMES, be courteous to each other, to our neighbors and to others trying to drive past the building!

### **Walking Child to the Door**

- \* If you prefer to walk your child into the school or pick her/him up from inside the school, please park on the road and walk to the front door.
- \* ***Always hold your child's hand*** while walking to and from the school.
- \* DO NOT park in the neighbors' driveways or parking lots. Park on the road without blocking driveways.

### **Releasing Children to Non-Custodial Adults**

---

Children will only be released to their parents/legal guardians, people listed on the 'Child Enrollment Form,' or people listed in written notes signed by a parent/legal guardian. We will need to see a driver's license, or other standard form of picture identification, before releasing your child to someone we don't know. Remember you must provide a safety seat for your child and tell the pickup adult the pick-up procedures listed above.

## **Carpooling**

---

We would like to encourage you to carpool with other families in order to limit the number of vehicles coming and going every day. We will be publishing a Family Phone Book with everyone's phone numbers and other contact information. You can use this directory to find other families who live near you and who may like to set up a carpool. If you need help finding a carpool before the phone book is ready, please ask us and we will ask other parents for you.

## **Absences/Late Arrivals/Early Dismissals**

---

If your child will be absent or will be arriving more than 15 minutes late, please email us or call to let us know. If you arrive after the carpool teacher has gone back inside, you will need to walk your child into the school through the front door. If you must pick-up your child earlier than usual, please park in front of the school and come into the school.

## **Snacks**

---

Snack will be provided for the children while they are at RAMPP. Snack time will be part of Free Choice Time so children will be able to eat when they are hungry and will not have to stop in the middle of an interesting activity. Please make sure you list any food allergies on your child's paperwork.

## **Birthdays**

---

We love to celebrate the children's birthdays! If you would like to send a special snack to preschool for your child's birthday, please let us know. Cookies, muffins or cupcakes without peanuts or other types of nuts are usually good options. We will let you know if you need to avoid other foods due to allergies. Please, email us to let us know when you plan to send a treat for any occasion.

## **Adjusting to Preschool**

---

Adjusting to a new school can be difficult for some children. We would like to ease your child into our preschool by having him/her visit a couple of times before starting. For all children and families we will have an Open House on the last Monday in August. On that day, we ask that one parent/guardian stay with the child for a short visit. Then on Tuesday and Wednesday of that week, we will have short phase-in visits for small groups of new children at a time. In August, we will send out an email with details of when to come for the Open House and Phase-in Visit.

## Separation Anxiety

---

In addition to coming to the Open House and the Phase-in Visits, here are some tips for helping your child adjust to preschool.

1. Make sure that you are happy and excited about this new adventure. If you are unsure or unhappy about sending your child to school, he will pick up on this. Smile when you talk about school.
2. Drop your child off at the carpool lane rather than walking her in. Short and sweet goodbyes are much easier on the child.
3. If you do walk your child into his classroom, make the goodbye short. The teacher will come to your child to help him enter the classroom. You can create some sort of short routine that works for you and your child. Giving a high five, saying silly things like 'see you later alligator,' or simply a hug and a kiss and 'I'll be back soon.' But do the same thing each time and make the drop off very quick.
4. If your child cries, let her know that it's okay to be sad. But let her know that she will be okay and her teacher will take good care of her until you come back. And you'll be back soon. Try not to be upset or embarrassed if your child cries. It is normal and she will be fine.
5. Send in a laminated photo of your family for your child to carry or leave in his cubby.
6. Complete the "Getting to Know Your Child" form and return it to us as soon as possible so we can use that information to help her adjust (i.e. showing her the puzzles because she loves doing puzzles.)
7. Make sure your child has had a good night's sleep and something to eat for breakfast. If you need help with bedtime routines or getting your child to eat, let us know, and we will be more than happy to share some ideas with you.

We will let you know how your child is adjusting. If he is having a particularly difficult time, we may ask you for more ideas on how to help him adjust. Also we must warn you that sometimes children seem to start out school just fine and then after a week or so, start resisting coming to school. This is normal and we will work with you and your child if this happens.

## Supplies Needed

---

Clothes: Your child will need to have a set of extra clothes appropriate for the season to leave at school. Please send a complete set of clothing (pants, shirt, underwear and socks) in a plastic bag with your child's full name clearly written on the bag. If your child is in diapers, you will need to send a full package of diapers with your child's name on it and a package of wipes. We will tell you when to send more diapers and wipes. If we send home the clothes bag with dirty clothes in it, please send a new set of clothing in a plastic bag the next day. **To avoid confusion, write your child's name on all extra clothes and any coats, sweaters or sweatshirts.**

Rain Boots: Please send a pair of rain boots to leave at school. We will take the children outside every day unless the weather is very extreme. Snow, cold weather and heat will not deter us from our outdoor adventures. We may also go outside in the rain at times. Rain boots will help keep the children's feet dry on wet days. Write your child's name on both boots to limit confusion.

Backpacks: As part of your application fee, your child will receive a RAMPP backpack. Please send it to school every day. We may put notes, artwork or other items in the backpack to take home, and you can use it to send notes to us. Remember that we cannot release your child to someone else if you do not send a note telling us that someone else is picking up. Label the backpack with your child's name.

Water Bottle: Send a bottle of water with your child every day. Do not put other drinks in the water bottles...only WATER. Label the bottle with your child's name.

Lost and Found: Many items of clothing are not labelled individually and sometimes get separated from the child's cubby or backpack. If you are missing any clothing, toys, books or other items, please come in to the school to check the lost and found. Any items left in the lost and found may be donated to other children or given to charity if left here for more than 3 months.

Clothing/Other Items Left at RAMPP: When you withdraw your child from RAMPP, we will make an effort to return all extra clothing, diapers, boots and other items labelled with her name. However, it is your responsibility to ensure you have everything back that you wish to keep. Any items left at RAMPP for more than 30 days will be donated to other children or to charity.

### **Play Clothes and Shoes**

---

Learning can be a messy activity. And it is almost always an ACTIVE activity. Please dress your child in clothes than can get dirty and that are comfortable for your child to wear while running, climbing and painting. Also consider whether or not your child can easily use the bathroom with the clothes he is wearing. Difficult fasteners can be frustrating to a small child who needs to use the bathroom in a hurry. We will be playing outside daily so send your child in sneakers or other safe, closed-toe shoes with non-slip bottoms.

## Photos and Videos

---

At Robots and Mud Pies π Preschool, an integral part of our curriculum is documenting the children's work and activities. In order to do this, we will take photos and videos of the children. These photos and videos will be posted in the classroom, on the RAMPP website and on the RAMPP Facebook page. The children will use the photos and videos to write stories and for other creative activities. The teachers will use them to create learning materials and to document the children's learning and developmental abilities. Photos or videos might also be used in marketing materials for Robots and Mud Pies π Preschool. When posting photos or videos online, the child's name or other identifying information will not be used. Parents will be asked to sign a Photo/Video Authorization form.

Please respect the other children's privacy. **Do not post any other RAMPP child's photo online.** This includes Facebook, photo sharing websites, and any other social media. If you want to post a photo of your own child, please crop out any other RAMPP child who may be in the photo.

## Family Phone Book

---

As a way to allow families to make connections outside of preschool, we will publish a family phone book. If you would like your information included, please complete the "Family Phone Book" form. Parents can use this to arrange play dates, set up carpools, or send out birthday party invitations. If you do not want to include some portion of the information (for example, cell phone number) then do not complete that line of the form. If you do not want to give any information simply return it and sign the statement at the bottom that says you do not wish to be included. This book will be printed and handed out to all families that want to be included.

## Weather Closings

---

If Robots and Mud Pies π Preschool must close due to severe weather conditions, we will send out an email and post this information on our Facebook page. We will also leave a message on the main office phone number (804)447-3329. For the most part, we will follow Henrico County Schools in deciding whether to close or not. However, occasionally the county schools close for more days than will be necessary for RAMPP. And there may be times when we decide that it will be safer for our preschoolers to stay home while the county may choose to open the public schools. If the county has late opening or early release due to weather conditions, please check with RAMPP as we may also open late or close early that day. Keep in mind that severe weather conditions may consist of snow, hurricanes, or tropical storms and possibly other situations!

## **Parent Involvement**

---

### **Communication**

---

Communication between parents and their child's teacher is very important. Our teachers are accessible via email and phone calls or you can send written notes in your child's backpack. We will send information to you via an email newsletter (available in paper form if you do not have access to email), our website, and our Facebook page. We will also communicate with individual emails, phone calls or handwritten notes in your child's backpack when needed. If you ever have questions or concerns about your child, please do not hesitate to contact us.

### **Parent Teacher Conferences**

---

Parent Teacher Conferences will be held twice each school year. The first conferences will be held in November and will be a way for you to learn how your child is adjusting to school and to talk about goals for the year. The second conferences will be held May and we will discuss your child's progress over the past school year. Please make every effort to attend these conferences.

### **Parent Involvement Opportunities**

---

When parents are involved in their child's education, the child has a greater chance of succeeding in school. RAMPP encourages all parents to be involved in the preschool activities in ways that work best for your family. We will provide a variety of opportunities for you to help out. Some of these options are coming in to the classroom to help, coming in to the classroom to tell about your career or other areas of expertise, sending materials to school for us to use in activities, and coming to evening events for families. For more information, check out our Parent Involvement section on [www.robotsandmudpiespreschool.com](http://www.robotsandmudpiespreschool.com).

### **Parent Council**

---

An important component to parent involvement will be the formation of a Parent Council. The Parent Council will be a group of parents who help encourage other parents to get involved and participate in activities at RAMPP. They will coordinate volunteers, assist in identifying community resources and help organize the community outreach.

### **Community Connections**

---

Robots and Mud Pies π Preschool has two goals we will try to achieve when working with our community. The first goal is community outreach to help our community and the second is connecting with the community to enhance the curriculum at RAMPP.

Community Outreach will be an important part of RAMPP. In order to show the children the importance of giving back to their community, RAMP will choose a few non-profits to help throughout the school year. Parents and friends of RAMPP will be asked to support our efforts.

The Community Resources piece of our curriculum will connect the children of RAMPP with community organizations such as schools, nursing homes, and local business to help enhance the curriculum at RAMPP. One example of this will be the J. R. Tucker's robotic Team: Sparky 384. We will have students from the high school come to the preschool to work with the children on robotics activities. We will also ask parents or members of the community to come to the classroom to share with the children what they do for their job or other interests they have that relate to what the children are studying. For instance, if the children are interested in gardening, we will invite a parent or member of the community come to talk to the children about gardens.

## **Allergies**

---

If your child is allergic to anything, please make sure this information is listed on the School Entrance Health Form and on other forms that request that information. Some staff members are trained in Medication Administration so we are trained in administering Epi-Pen and other allergy medication. You will need to provide the Epi-Pen and/or other medication and complete the appropriate forms.

## **Illness**

---

A child shall not be allowed to attend the preschool for the day if the following applies:

1. The child does not feel well enough to participate comfortably in the usual activities, including going outdoors and eating regular meals.
2. The child has had a fever (101°) in the past 24 hours. (Child must be fever free and not on a fever reducing medication for 24 hours before returning.)
3. The child shows signs of a possibly serious illness: unusual drowsiness, fussiness, persistent or excessive crying, wheezing, uncontrolled coughing, difficulty breathing, complaining of severe pain.
4. Diarrhea (excess liquid and increased number of stools) in the last 24 hours. Keep child home until consistency of stools improves and number of stools decreases considerably.
5. Vomiting: If your child has vomited at least one time in the past 24 hours, please keep him or her at home.
6. Mouth sores with drooling, unless a health professional determines the child's illness is not communicable.

7. Rash with fever or behavior change until a health professional determines that the child's illness is not communicable.
8. White or yellow eye discharge and/or pink/red eye (Pink-eye/conjunctivitis) until 24 hours after treatment is started.
9. Scabies, head lice or other insect infestation until 24 hours after treatment is started and the child is nit-free.
10. The following contagious diseases, until your pediatrician says it is safe:  
Tuberculosis, mumps, measles, impetigo, hepatitis A, rubella, strep throat or other strep infection, chicken pox, shingles, or pertussis (whooping cough).

If a child becomes ill during the school day, the parents will be notified and will be expected to pick up the child within 30 minutes of that phone call. The child shall remain in a designated quiet area, separate from the other children but still within view of an adult until leaving the school. When children at the preschool have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart, the parents shall be notified within 24 hours or the next business day of the preschool's having been informed unless forbidden by law, except for life threatening diseases, which will be reported to parents immediately.

### **Medications/Sunscreen/Bug Spray/Diaper Ointment**

If necessary, the teachers at Robots and Mud Pies π Preschool will administer medication for your child. We have at least one person Medication Administration Certified as required by the Virginia Department of Social Services. If your child needs medicine during the school day which cannot be given before school and/or after school, you will need to follow these instructions:

- \*Fill out a medication form.
- \*You must use the brand name of the medicine you are bringing. If you write, "Benadryl" on a form but it is actually a store brand version of this medicine, we will not be able to give it to your child.
- \*Send the medicine in its original containers (including the box it was packaged in).
- \*Include the package insert which details the possible side effects.
- \*If your doctor gives you a sample container of medication, please ask them to label the sample with the following information: Date, child's first and last names, prescriber's name, name of the medication, route of administration, dosage, how often to give the medicine, and date to discontinue the medication (or length of time, in days, the medication is to be given.)
- \*Include the proper dosing tool (medicine cup, medicine spoon, oral syringe, etc.). Please ask your child's doctor or a pharmacist which tool will be most appropriate (even for over the counter medications.)
- \*Fill in the medication consent form completely.
- \*Every day, please inform us of any medication you have given your child since at least midnight the night before. If your child is on a daily medication at home,

please inform us about that in writing so we can be aware of that. And inform us when you stop using that medication daily.

If needed, the teachers can apply sunscreen, diaper ointment or bug spray on your child. However, we ask that if you feel your child needs one of these topical medications, please put it on your child before you arrive for the day. We will reapply if we feel any has been washed off and you have provided us with the medication with your child's full name on the container and you have completed a medication form for this medicine. (The form for these items is different than the regular medication form.)

### **Toilet Learning**

---

Robots and Mud Pies π Preschool accepts children who are still in diapers. If your child cannot use the toilet independently, please send him to school in diapers every day until you and the teacher agree that he is ready to wear underpants. At RAMPP, we believe that children learn to use the toilet more quickly when they wear cloth underpants rather than Pull ups. Please read more about this on our Toilet Learning page on the website.

### **Behavior Guidance**

---

At Robots and Mud Pies π Preschool, we believe good behavior management starts with preventative measures and clear, easy to understand expectations. With an engaging environment, predictable routine and attentive teachers; children are more likely to understand and follow the program rules. When children are busy exploring and working on projects, there is less stress from not knowing what to do or what is expected and children will be less likely to act out.

#### Guidance Methods:

Role Playing: While at group meetings, children will have times when they work on social problems as a group. For instance, they may role play scenarios where children are fighting over a toy and, as a group, they will brainstorm ways children can handle such situations. These activities will help children think about different words they can say in such situations or actions they can take that will help the situation.

Peer Communication: It is important that children learn to communicate with their peers. Empathy and respect will be used when facilitating children through problem solving. Teachers will help children problem solve by observing and facilitating.

Logical/Natural Consequences: If a child continues to break a rule, a natural or logical consequence will be given. For example, a child who refuses to help clean-up may have to stay inside with one teacher and finish cleaning while the other children go outside with the other teacher.

Calm-Down Spot: If a child is hurting others excessively or is out of control in some other way, she may be sent to the calm down spot. The calm down spot is an area where there are soft furnishings and calming activities. The child will be given time to calm down from whatever incident upset her and then the teacher will talk with her to remind her of what is expected of her next time the situation comes up.

If a child has persistent behavior problems, the teacher will contact the parents to let the parents know what is happening, how we are responding and to discuss a strategy for helping the child.

*\* Under no circumstances will food be withheld from a child or will physical punishment be used; corporal punishment is forbidden at RAMPP.*

### **Special Needs Screening**

---

The Henrico County school district and other local school districts will provide free screening for children who might have special needs. If you think that your child may need services through the county, consult with one of the directors of RAMPP who can assist you through the referral process.

### **Special Needs Accommodations**

---

Robots and Mud Pies π Preschool is committed to meeting the needs of all children, regardless of special health care needs or disabilities. Not only does this allow the children with special needs to experience a quality early childhood education but it also benefits the other children in the program by providing them with experience in helping others and learning from others who have different skills than them. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). As required by this law, RAMPP will make reasonable accommodations in order to allow a child/family with disabilities to participate in our program. There may be situations where the costs of the accommodations are prohibitive. For more information on this policy, please ask to see our complete “Caring for Children with Special Needs Policy.”

## Security Policy

---

At Robots and Mud Pies π Preschool, parents can be assured that their children are being cared for in a safe and secure environment. Complete background checks are conducted on all staff members and regular volunteers. Other volunteers are under constant supervision by staff. Employees participate in ongoing training sessions in areas of child safety, security and emergency situations. While we maintain an 'Open Door Policy,' that simply means you may ask to be admitted at any time your child is present at RAMPP, it does not mean that the doors are actually unlocked. Rest assured we will keep the doors locked at all times. Due to security reasons, our security plan is not published in this handbook or online. You can view RAMPP's security policy and procedures in our office. For safety purposes these policies and procedures cannot be copied or leave the premises.

## Emergency Procedures

---

The RAMPP emergency procedures can be found in the RAMPP office. The procedures cover how to handle emergency situations such as child injuries and illnesses, fire, tornados, other weather hazards, and other emergencies that may occur. Parents will be provided with an explanation of what we will do and where we will go if we must evacuate the area. If an emergency incident occurs, we will contact parents of all children involved as soon as it is safe to divert our attention from the situation at hand. Please ensure that parent contact numbers are kept up to date. In emergency situations, as with every day dismissals, we will only release children to parents or someone designated on the child's paperwork as someone authorized to pick the child up. ***Photo identification will be required for everyone picking up children in emergency situations.***

## Confidentiality Policy

---

To protect the rights of your child and your family, children's records are only available to the Robots and Mud Pies π Preschool administrators, authorized staff, authorized employees of the Virginia Department of Social Services Child Care Licensing, and the child's parent(s) or legal guardian(s). Confidential and sensitive information will only be shared with employees of Robots and Mud Pies π Preschool who have a need to know in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with RAMPP. This information will only be shared upon written consent of the parents/guardians of each child.

You may observe children at our preschool who have physical challenges or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our confidentiality policy protects every child's privacy. Employees of RAMPP are strictly prohibited from discussing anything about another child with you. Information concerning any child will not be released, whether written or orally, to any individual or agency without the approval of the parent, unless such disclosure is mandated by child care licensing rules, other statutes, or by a court of law.

### **Rights of Custodial Parents and Legal Guardians**

---

All legal parents/guardians have the right to be admitted to the school at any time the child is in attendance at RAMPP.

### **Transportation**

---

Robots and Mud Pies π Preschool does not transport children to or from the program. At this time we do not take the children on field trips.

### **Organizational Chart**

---

Owners/Directors/Lead Teachers: Brenda Cubero and Barbie Gallini

/

Teacher

\

Assistant Teachers

\

Parent Volunteers

While all staff and volunteers will work together to provide a safe, fun, educational environment for the children, the directors, Brenda and Barbie, are ultimately responsible for developing RAMPP's policies and procedures and ensuring that staff and volunteers follow the policies and procedures.

If a problem occurs, please speak with Barbie or Brenda. If neither of them are available, you can leave a message with another staff person who will make sure we get in touch with you as soon as possible. Email is usually the easiest way to communicate with us.

### **Child abuse and neglect**

---

All cases of suspected child abuse and neglect will be reported to Child Protective Services as required by Virginia's Child Abuse Law (§ 63.2-1509 of the Code of Virginia) and the Department of Social Services Licensing Regulations.

### **Liability and Accident Insurance**

---

Robots and Mud Pies π Preschool carries general child care center accident and liability insurance as required by the Virginia Department of Social Services licensing regulations.

### **Children's Paperwork**

---

Child Enrollment forms and other paperwork must be resubmitted each school year. This will ensure that all information is current. If any contact information changes during the school year, please let us know. You can complete another enrollment form or send us a note with the new information.

### **Non-Discrimination Statement**

---

Robots and Mud Pies π Preschool does not discriminate against any person (child, parent, or employee) on the basis of race, color, national origin, sexual orientation, or disability.

Updated May 2015