



Policies and Procedures Manual

806 Randell Drive, Carson City, NV 89701

Licensing Number:

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About The Learning Village

Mission Statement: At The Learning Village, our mission is to encourage children to explore their world through safe, nurturing, center-based learning environments. We believe learning happens best when children feel supported, secure, and connected. Our goal is to build strong relationships among children, teachers, and families while supporting each child's individual learning experience.

Guiding Principles: Each child will be offered materials, experiences, and lessons that are developmentally appropriate while also providing meaningful challenge. We want children to be engaged, curious, and excited about the tasks presented to them. Our teachers thoughtfully plan the environment, so each child has opportunities to learn in ways that support the whole child. By understanding each child's emerging abilities, we provide hands-on learning experiences that support cognitive, physical, social, emotional, and creative growth.

About the Program: Our Preparatory Preschool program provides a unique, child-centered learning environment designed to inspire curiosity, creativity, and a lifelong love of learning. Rather than using traditional learning centers within a single classroom, our program features dedicated interest rooms that allow children to fully engage in focused learning experiences throughout the day.

Our curriculum is thoughtfully designed around engaging themes curated by our team of educators. These themes provide meaningful connections across all learning areas, allowing children to explore concepts in depth through hands-on experiences, inquiry, and play. By integrating learning objectives into each theme, we create opportunities for children to make connections, build background knowledge, and develop a deeper understanding of the world around them.

Children rotate through a variety of thoughtfully designed spaces, each supporting specific areas of development:

- Dramatic Play & Arts Room – Encourages creativity, self-expression, imagination, and social-emotional growth through art experiences, role play, music, and collaborative projects.
- Fine Motor & Manipulatives Room – Develops hand strength, coordination, problem-solving, and early mathematical thinking through hands-on materials, puzzles, building activities, and exploration.
- Literacy Room – Fosters language development, communication skills, and a love of reading through storytelling, phonological awareness activities, writing opportunities, and rich literature experiences.

- STEM Room – Inspires inquiry, critical thinking, and innovation through science, technology, engineering, and mathematics explorations that encourage children to investigate, experiment, and discover.

In addition to our indoor learning spaces, children have access to a dynamic outdoor learning environment that supports gross motor development while extending learning across all developmental domains. Through active play, nature exploration, collaborative games, and hands-on discovery, children build physical skills, confidence, social connections, and an appreciation for the world around them.

Our rotating-room model allows children to engage deeply in meaningful learning experiences while benefiting from a variety of environments tailored to their developmental needs. By combining purposeful play, educator-curated thematic learning, hands-on exploration, and intentional instruction, we prepare children for future academic success while nurturing the whole child—academically, socially, emotionally, physically, and creatively.

Hours, Fees, Late Pick-up Policy & Holidays

Hours: Our program is open Monday through Friday from 7:00 AM to 5:45 PM. While we understand that some jobs require extended hours, we ask that children attend no more than 10 hours per day or 50 hours per week whenever possible.

To support consistency in our daily routine and educational program, children should arrive no later than 10:00 AM, unless prior arrangements have been made with the Director. If your work schedule requires alternative arrangements, we will work with your family to meet your childcare needs to the best of our ability.

Payment Policy: Tuition rates and fees are outlined in the enrollment package. Payment is due at the date you selected in your enrollment packet agreement. A \$20.00 fee will be charged for any personal check returned due to insufficient funds.

Late Pick-Up Policy: Late pick-up is defined as any time a child remains in care beyond the program's closing time. Parents are expected to arrive with enough time to gather their child and belongings and exit the facility by the program closing time of 5:45 PM.

Arriving at the facility at closing time will be considered a late pick-up if additional time is needed to gather belongings and exit the premises. A late pick-up fee of \$25.00 for the first minute past the scheduled pick-up or closing time will be assessed, followed by \$2.00 per minute thereafter until the child and family have exited the facility. We understand that emergencies arise and are willing to work with parents who appropriately communicate when something occurs. Late fees are charged at The Learning Village's discretion.

Late pick-up fees will be added to the following tuition payment. Childcare services may be suspended until all outstanding fees have been paid in full.

Holidays: We will be closed for the following holidays each year. These are paid closure days for the center.

New Year's Day

Labor Day

MLK Jr. Day

Nevada Day

Presidents' Day

Thanksgiving Day

Memorial Day

Family Day (Day after Thanksgiving)

Juneteenth

Christmas Break

Fourth of July

A holiday schedule will be posted annually on our website as well as in the front lobby area for parents to review each year.

When a holiday falls on a Saturday, the preceding Friday will be observed. When a holiday falls on a Sunday, the following Monday will be observed.

*** Observed holidays are subject to change. If you have any questions about closures, please speak with the Director or Owner. ***

Program Policies and Procedures

The Learning Village is a full-time preschool program designed for children ages three through six and licensed to care for children ages two through six. These policies and procedures have been developed to meet or exceed State Childcare Licensing regulations. The health and safety of enrolled children and staff are our highest priorities. Please thoroughly review these policies before signing your enrollment documents. Any changes made to this document will be shared with families of enrolled children and the State Licensing Agency. Prior to attending our program, the following items must be completed.

Admission and Enrollment: These are the documents located in your enrollment packets.

- Child Record Form
- Billing/Payment Policy Form
- Consent for Medical Treatment Form
- Medications/Topical Applications Form
- Permission to Release Information
- Transportation Form/ Field Trip Permit ***we do not provide transportation or conduct field trips***
- Signed statement of your right to request/view any complaints about the facility your child is enrolled in
- Permission to Photograph Form

- Signed statement that you read and agree to our policies and procedures manual
- Signed statement that you read and agree to our disaster plan manual
- An updated immunization record or a signed religious exemption
- A health statement signed by your child's medical provider

Open-Door Policy: The Learning Village maintains an open-door policy and encourages families to visit and observe the program prior to enrollment. Once enrolled, parents and guardians are welcome to observe their child, drop in while their child is in care, or call during regular hours of operation. The Learning Village values open communication and encourages families to share questions, concerns, and ideas regarding their child's care and development. Families are also welcome to participate in special events, parties, and classroom activities when opportunities arise.

Trial Period Policy: The first two weeks of enrollment serve as a trial period for both the family and The Learning Village. If the program does not feel like the right fit for your child, please notify the Director during this period. Tuition remains due for the full two-week trial period, regardless of whether care continues. If The Learning Village determines that the program is not the right fit for the child or family, the family will be notified at the end of the trial period.

Termination Policy: The Learning Village reserves the right to terminate childcare services immediately for reasons including, but not limited to, the following:

- Repeated failure to comply with the policies outlined in this manual
- Ongoing destructive, unsafe, or harmful behavior that endangers the health or safety of other children, staff, or others
- Habitual or excessive late pick-ups
- Non-payment or late payment of childcare fees
- Failure to attend for five consecutive days without communication
- Failure to complete required forms
- Failure to provide documentation of required immunizations or vaccinations
- Blatant disrespect toward children, staff, families, or others
- Knowingly bringing a child to the program while ill or giving medication to mask symptoms of illness

Withdrawal Policy: Parents or guardians may withdraw their child from The Learning Village by providing two weeks' written notice. The written notice should include the child's last date of care and the reason for withdrawal. Absences of more than one week without notification and/or payment will result in automatic withdrawal.

Medication Policy: The Learning Village will not administer over-the-counter medications of any kind, including fever reducers, cough suppressants, or any medication that may mask symptoms of illness. If a child is prescribed medication by a physician, the following procedures will apply:

- Parents will provide a physician's written statement and medication form detailing the type of medication that is being prescribed along with detailed instructions for administration and timing.

- Medication must be signed in daily with The Learning Village and will be stored in a locked box for safety. All medications must be taken home daily and will not be stored at the center.
- Medication must remain in its original container, clearly labeled with the child's name and dosage instructions. The Learning Village will not administer expired medication.

Health Policy: The State of Nevada Department of Health and Human Services has determined that children with certain symptoms or illnesses may not attend childcare. If your child develops symptoms while in care, they will be separated from group activities, and a parent or guardian will be contacted to pick them up within one hour. To help prevent the spread of illness, children must remain home the following day and may return only after they have been symptom-free for 24 hours without the use of medication. This policy also applies to staff.

Please keep your child home if they are experiencing any of the following symptoms or illnesses:

Fever – A temperature of 100.4°F or higher. Children must be fever-free and off all pain relievers or fever-reducing medication before returning.

Pink Eye (Conjunctivitis) – If your child has symptoms that may indicate pink eye, such as redness or discharge, they must be picked up or remain home. Children may return after using prescribed medication for 24 hours.

Diarrhea – If a child has three diarrhea bowel movements that are not related to food or medication, they will need to be picked up. The child may return once they have been symptom-free for 24 hours.

Vomiting – If a child vomits one or more times, they will need to be picked up. The child may return once they have been symptom-free for 24 hours.

Other Symptoms – Infectious conditions such as chicken pox, impetigo, earaches, ear drainage, unusual listlessness, unexplained rashes, or sores may require exclusion from care. Decisions about whether a child must be picked up will be made at The Learning Village's discretion.

Injury Policy: The Learning Village makes every effort to provide a safe and supervised environment for all children. If an incident or accident occurs while a child is in our care, staff will respond promptly and appropriately based on the nature and severity of the injury. The following procedures will be followed:

- If the injury is minor, staff will administer basic first aid as needed. Parents or guardians will be informed of the injury through written communication and an injury report.
- For injuries requiring additional attention, staff will notify the child's parent or guardian as soon as possible.
- If emergency medical attention is needed, staff will contact emergency services by calling 911.
- Staff will help coordinate transportation to a nearby medical facility when requested by the parent or guardian or when directed by emergency personnel.

- If a parent or guardian is not available at the time of transport, an administrator or teacher will accompany the child.

Child Custody Policy: The Learning Village is required by law to release a child only to a parent, legal guardian, or authorized individual listed in the child's file. If there are custody restrictions or an individual is not permitted to pick up a child, official legal documentation must be provided and kept on file before staff can enforce those restrictions.

Tobacco-Free Facility Policy: The Learning Village is a tobacco-free facility. The use of tobacco products, vaping devices, e-cigarettes, and similar products is prohibited in the building, on the playground, in parking areas, and anywhere on the licensed property. This policy applies to all staff, families, visitors, vendors, and any other individuals on the premises.

Personal Belongings and Toys Policy: Please send your child with the necessary personal items for their day, including at least two complete changes of clothing, or a minimum of three changes if they are toilet training. Children who use diapers should also have an adequate supply of diapers and wipes. Extra clothing will be stored in your child's designated cubby.

Please label all belongings, including jackets, clothing, blankets, pillows, and comfort items. For nap time, families should provide a blanket and travel-sized pillow. The Learning Village will provide each child with an individual floor mat.

To help prevent lost or damaged items and to support a safe classroom environment, children should not bring toys, valuables, or important personal items from home. Any unapproved items brought to school will be placed safely in the child's cubby until pick-up.

The only exceptions are comfort items used during nap time, such as a special blanket, stuffed animal, or doll, and items brought for scheduled show-and-tell or sharing activities.

Emergency Procedures: All staff at The Learning Village are trained to respond appropriately in the event of an emergency. Families are encouraged to review the Emergency/Disaster Plan Manual before signing enrollment contracts, so they understand the program's emergency procedures, evacuation plans, and communication expectations. In the event of an evacuation, children will be moved to the Post Office at 1111 S. Roop Street. If that location cannot be used, staff and children will walk to Governor's Park, located at 500 Evalyn Drive in Carson City.

Discipline Procedures: At The Learning Village, discipline is approached through positive guidance, consistency, and open communication between staff and families. We believe children learn best in a nurturing environment where expectations are clear and positive behaviors are encouraged. When challenging behaviors occur, teachers may use redirection, positive reinforcement, teachable moments, and shadowing to help children make safer and more appropriate choices. Shadowing allows staff to stay close to a child who needs extra support, helping prevent repeated or unsafe behaviors while guiding the child toward positive interactions.

If a child needs additional support to regain self-control, a brief, supervised quiet-thinking period may be used, typically lasting about one minute per year of the child's age. Afterward, staff will help the child reflect on their choices and discuss positive alternatives. Ongoing or repeated behavioral concerns will be discussed with parents or guardians so we can work together to support the child's growth and success. The Learning Village reserves the right to terminate care if the arrangement is not meeting the needs, safety, or well-being of the child, other children, staff, or the program.

Arrival and Departure Procedures: All children must be signed in at arrival and signed out at departure by a parent, guardian, or authorized pick-up person. Children should arrive clean, dressed, and ready for the day. To support a smooth transition, we encourage families to keep goodbyes brief and reassuring. If your child has a difficult drop-off, you are welcome to call or text after leaving, and The Learning Village will provide an update as needed.

- Please contact us if you will be late dropping off or picking up your child. Planned activities will continue as scheduled.
- For safety, children may not leave the building or go to a vehicle without their parent, guardian, or authorized adult.
- Children will be released only to a parent, legal guardian, or authorized pick-up person listed in the child's file.
- If someone other than the usual parent or guardian will pick up your child, please notify us in advance. Written permission is required if the person is not already listed as authorized.
- Photo identification will be required before a child is released. This is for each child's safety.

Snacks and Meals Procedures: The Learning Village staff will serve each child's breakfast, lunch, and snacks brought from home according to the schedule below. Families are responsible for providing ready-to-eat food items, as staff are not permitted to cook or prepare meals that require heating beyond what is allowed by licensing guidelines. If a child does not seem to be enjoying certain food items or appears to need more food during the day, parents will be informed so adjustments can be made.

- Breakfast / Morning Snack: Breakfast is served daily at 8:00 AM. Morning snack is offered at 10:00 AM.
- Lunch: Lunch is served daily from 12:00 PM to 12:45 PM.
- Afternoon Snack: Afternoon snack is served daily at 4:00 PM.

*** Please list any food allergies, dietary restrictions, or special feeding instructions in the consent for medical treatment section of your enrollment packet. If updates are needed, please notify the Director immediately. ***

Rest Time Procedures: Rest time is required by state childcare licensing and is included as part of our daily schedule. Rest time takes place each day from approximately 1:00 PM to 3:30 PM.

Children who do not sleep will be asked to rest quietly on their mat while other children fall asleep. Once the room is settled, they may be offered a quiet activity or supervised outdoor play when staffing and weather allow. Floor mats are sanitized daily, and all linens will be sent home each Friday to be laundered and returned on Monday.

Toilet Training Procedure: When parents feel their child is ready to begin toilet training, The Learning Village will review the toilet training guidelines with the family to ensure consistency between home and school. The guidelines will be signed by the parent or guardian and the Director before toilet training begins. Children who are toilet training will not be reprimanded for toileting accidents, soiling, or wetting clothing. Families must provide a minimum of three changes of clothing, including underwear, socks, pants, and any other needed items, to accommodate accidents during the training process. If a child is down to their last set of clothing for the day, they will either be placed in a diaper or pull-up, or parents will be contacted to bring in additional clothing. Children will not be forced to sit on the toilet for prolonged periods. Staff will supervise children during toileting and ensure they wash their hands afterward. Toilet training guidelines are available upon request.

Bathing: If necessary due to outdoor play, messy art activities, toileting accidents, or soiled clothing, staff may partially clean your child using mild soap and warm water. Your child will then be changed into clean clothing provided by the family.

Staff Requirements

CPR/First Aid Certification: In accordance with licensing requirements, each staff member will maintain current CPR and First Aid certification. Certifications will be renewed every two years, as required by the state, and at least one certified staff member will be present during all operating hours.

Additional Training and Class Assignments: All employees are required to complete 24 hours of training each year. Training topics may include child abuse and neglect, communicable diseases and bloodborne pathogens, sudden infant death syndrome, medication administration, shaken baby syndrome, building safety, premises safety, and natural disasters. Staff class assignments will be determined based on licensing requirements, staffing needs, and the learning opportunities that best support the overall program.

Mandated Reporting: In accordance with Nevada Revised Statute 432B.220, any person who provides care for children is required by law to report suspected child abuse or neglect immediately to a protective services agency or law enforcement when there is reason to believe a child has been abused or neglected.