

LYNN'S PLAYPEN



Parent Handbook

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Follow Us On:  Facebook (Lynn's Playpen Childcare)

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Welcome Parents and Guardians:

We would like to take this opportunity to welcome you to **Lynn's Playpen** family! We are truly honored and blessed that you have chosen us for the care and educational needs of your child/children.

As a licensed childcare facility by the state of TN, I have been blessed to serve Chattanooga families for 18+ years. Lynn's Playpen is also the proud recipient of several awards and noteworthy achievements, including:

- Since inception of Lynn's Playpen, we have been awarded the highest **3-Star** ★ rating each year by the State of TN, Department of Human Services. This 3-Star rating is awarded only to licensed childcare centers recognized for "achieving the highest quality standards".
- Nominated for the Best Childcare Center by BEC - Black Excellence of Chattanooga for 2022 and 2023. The BEC recognizes and celebrates black owned businesses that have excelled in customer service, community enrichment, and have been an overall enhancement to Chattanooga and Hamilton County.
- City of Chattanooga - 2023 Staff Certificate of Appreciation "for commitment and dedication to the children and families in early learning".
- Exemplary Leadership and Faithful Service Appreciation Award 2023 - Olivet Baptist Church

We are currently licensed to care for approximately 82 children and offer programs for children ranging in ages from 6 weeks to 5 years old. We cherish every moment with your children, and I can truly say that we have the best staff to help guide each of them in a positive light.

We ask that you read this entire handbook so that you are informed of all our important policies and procedures. Please feel free to reach out to me with any questions that you may have.

Knowing that you have many childcare options, we appreciate and again, thank you for choosing us to provide the high-quality childcare that your family needs and deserves.

Sincerely,

Linda Ware. Owner and Operator

Our Mission Statement

Our mission at Lynn's Playpen is to create and provide a safe, nurturing, and compassionate early childhood education environment while having fun through a balanced curriculum of play activities and interactive learning experiences! We strive to create a healthy, safe, and supportive learning space where all children are valued, respected, and celebrated.

We believe that each child has unique talents and abilities that must be nurtured to help them explore their creativity and provide a solid foundation in preparing them for success before entering a more formal K-5 education environment.

Hours of Operation:

Monday through Friday - 5:30 AM to 5:00 PM. **CLOSED:** Saturday & Sunday

Sign In/Out:

Every day upon arrival with your child/children at Lynn's Playpen, and again when picking up your child/children, the parent/guardian **is required** to sign his/her child in and out. It is critical that you PRINT both your first and last name, along with the correct date and time.

Important Reminder! Regardless of age, the daily, maximum amount of time your child/children can remain at childcare is **9 hours**.

Late Arrivals & Late Pick-up Fees:

Our cut-off time for arrivals is **9:30 AM**, unless your child/children have a medical appointment. Please notify us in advance if your child/children will be arriving after 9:30 AM and bring a statement from the doctor upon arrival.

Late Pick-up Fees (arrival after 5:00 PM when picking up child/children):

Please call us before 5:00 PM if you are going to be late. Parents/Guardians will be charged a late fee of \$10.00 for the first 10 minutes and \$5.00 every 5 minutes thereafter. Unless otherwise approved in advance, **LATE FEES ARE DUE SAME DAY!**

Release of Child/Children:

Our standard procedures are to only release your child/children to their parent/guardian or to an individual previously authorized by parent/guardian. Please provide advance notice if someone besides yourself will be picking up your child/children. A verbal notice or written statement is acceptable same day IF this individual is currently on your list for authorized pick-up. The individual must be at least 18 years of age with a valid photo ID, or we cannot release your child/children.

In addition, if staff detects alcohol and/or drugs on a parent/guardian or authorized individual, we cannot release your child/children.

Transportation:

We do not currently provide transportation for your child/children. This policy applies to/from childcare, field trips and/or off-site special occasions. Parents/Guardians will be responsible for providing/arranging all transportation. **Exception:** Transportation will be provided by staff during emergencies - please refer to the **Emergency Evacuation Plan** section for more details.

Child Absence:

Please provide **2 weeks advance notice** (and/or morning of if due to sudden illness) if your child/children will be absent on scheduled days.

Important Payment Note: In instances of any absence, late arrival and/or early pick-up of your child/children, Parent/Guardian remain responsible for standard payment amount due.

Provider Absence:

If I (owner/operator) am absent from Lynn's Playpen, my Assistant Director is in charge.

Closures/Holidays:

- New Years Day
- M.L. King Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving - closed at NOON the day before Thanksgiving, Thanksgiving Day, **AND** day after
- Christmas - closed on Christmas Eve, Christmas Day, **AND** day after

We are also closed for two days of **Staff Development & Training**, typically held in July. Advance notice to parents/guardians will be provided.

Hamilton County School Closures:

We **do not** always close when Hamilton County School announces closures and/or delays, typically due to severe weather concerns. Please be sure to keep your mobile phone number on file with us current as we will call and/or send text messages to parent/guardian regarding our open/closed status in these situations. Hamilton County Schools posts information and updates to the **Closings and Delays** page of the Local Channel 3 News website (local3news.com).

Important Payment Note: Payment is still due for any holidays, training, and unexpected adverse weather days, etc. when Lynn's Playpen & Childcare is closed.

Alternate Care:

In the event that Lynn's Playpen is closed, it is the parents' responsibility to find alternate care. We also always recommend that parents/guardians plan for alternate care arrangements in advance in case their child is too ill and cannot attend childcare.

Parent/Guardian Access to Child/Children During Care:

We welcome occasional visits from parents/guardians during open hours. No advance notice is required. Upon request, we also encourage parents to participate in field trips as volunteer chaperones.

Trial Period & Termination of Care Policy:

Trial Period: An initial 2-week trial period for each child starts on the 1st day. During this period, myself (Linda Ware, Owner) or the parent/guardian may terminate care. Notice to terminate during the trial period is required by me and/or parent/guardian via in person, written and/or by phone call.

Termination of Care:

If parent/guardian chooses to terminate care of their child/children, I require an advance 2-week written notice. This advance notice allows for time to find a child/children to fill your child/children's spots. Payment is due for the 2-week notice period whether the child/children are brought to childcare or not. Any outstanding fees must be paid on or before the child/children's last day.

Provided below are scenarios of when care can be terminated for your child/children with or without notice. This list includes but is not limited to:

- Failure by parent/guardian to complete and submit required forms and/or comply with other stated policies and procedures stated (e.g. max daily hours of care, pick-up times, confidentiality)
- Failure to maintain required immunizations on a timely basis for child/children
- Lack of cooperation by parent/guardian
- Failure of child/children to adjust to the childcare center after a reasonable period
- My inability to meet your child/children's needs
- Failure to pay any childcare fees due on time (refer to Payment Procedures & Policy section of this handbook)
- Lack of respect for the staff or other children by the parent/guardian and/or your child/children
- Continued biting and/or other behavior that poses a danger to child, other children and/or staff

Child Records:

To ensure compliance with TN State Law for Childcare, we keep the following records on file for your child/children in our care:

- Immunization Records
- Medical Records and/or letters from physicians regarding prescribed medicine and instructions for administering, allergies, etc.
- Other documents such as enrollment applications, isolated incident reports, etc.

Confidentiality Policy:

Information regarding the children, parents, guardians, owner, staff and/or volunteers shall be respected and handled confidentially and shall not be disclosed to or discussed with anyone other than those authorized to receive such information such as the state licenser, or unless disclosure is authorized by law (e.g. to Police Department or Health and Social Service Agencies).

This information can include but is not limited to personal information, health records and information regarding your child/children's development. Unless otherwise authorized by law and/or between me and parent/guardian, only myself and the Assistant Director are authorized to access and/or release confidential information.

This policy applies to children, parents, guardians, childcare owner, staff and/or volunteers.

Social Media:

Lynn's Playpen & Childcare maintains a website and an active presence on Facebook and occasionally post pictures and/or videos taken during special events, celebrations, achievements, and field trips that may include your child/children. Children's names are NOT listed. If you **do not** wish to have your child/children appear on our website and/or Facebook social media page, a form to opt out was provided and signed by parent/guardian during the initial enrollment process. If you choose to opt out later, please request, sign, & return the required form.

Special Needs Plan:

Both buildings are wheelchair accessible which includes ramps, restrooms, and doorways. If you require other special needs / accommodations for your child/children, please discuss this request directly with me (Linda Ware, Owner). See also the **Meals and Snacks** section for our policies and information regarding how we manage and provide for your child/children with food allergies.

Communication Plan:

We feel that ongoing communication between your child/children's childcare provider and parents/guardians is extremely important. Here are some examples of how we communicate:

- Daily Activity Sheets - completed by staff and provided to you (Note: Applies only to younger child/children cared for in Playpen 1)
- Monthly Newsletter - includes upcoming events
- Yearly Individual Parent/Teacher Conference
- Yearly All Parent/Guardian Meeting
- Menus and Daily Activity Schedules are posted in all classrooms

Parents/Guardians can call or email me or my staff with any questions or concerns regarding the care provided to their child/children. Refer to the cover of this handbook for our email address and phone numbers for each childcare building. Individual cell phone numbers of owner and/or staff are provided upon request.

Fee and Payment Policy:

- All childcare fees are due on Monday mornings upon arrival. We have the right to refuse and/or terminate care for your child/children if payment of fees is not current. Please speak with me directly regarding any special arrangements/exception to this policy.

- Weekly fees are due if your child/children are scheduled to attend childcare, whether they were in attendance or not (due to vacation, illness, etc.). This fee ensures that your child/children's spot is held for them. This policy also applies to any absences during listed holidays, staff training, and unexpected severe weather when Lynn's Playpen & Childcare is closed. Refer to the Closures/Holidays section of this handbook for a complete listing.
- Payments must be in the form of cash or money orders made out to Lynn's Playpen. No personal checks.
- Receipts for payments received are provided to parents/guardian weekly along with a year-end summary of payments distributed on/by January 31 for tax purposes.
- Late Pick-up Fees (arrival after 5:00 PM when picking up child/children): Parents/Guardians will be charged a late fee of \$10.00 for the first 10 minutes and \$5.00 every 5 minutes thereafter. Unless otherwise approved in advance, late pick-up fees **are due same day**.
- Field Trips / Special Events Fees: There may be a separate fee charged per child for a field trip, special event t-shirt, supplies, etc. Separate instructions and fee amounts are provided in advance prior to the event
- A 30-day advance notice will be provided to parent/guardian for any changes to my fees and/or payment policy. A copy of the current fee schedule is provided to parents/guardians at time of enrollment and is also available on request. For parents/guardians eligible and approved for childcare assistance programs, fee information is also provided by the applicable TN state agency.

Important! If necessary, legal action will be taken to collect any outstanding fees owed and parent/guardian will be responsible for any legal fees incurred on my behalf because of this action.

Parent/Guardian Supplied Items:

Parents/Guardians are responsible for providing the following items for their child/children:

- At least one complete change of clothing for each child, including socks, etc.
- Diapers (No Cloth Diapers), Wipes
- Infant Formula
- Infant Care Items such as Pacifiers and baby rash ointment
- Blankets for use during nap time if child has a favorite "security" blanket from home they wish to bring. **IMPORTANT!** No blankets, pillows, stuffed animals are allowed for infants.
- Sippy Cups (used when child is off bottle-feeding, and we will label cup for your child/children)
- Uniforms - **Playpen 2 ONLY:** In preparation for what will be required when children move on to elementary school, uniforms are required for all children in Playpen 2. Parents/Guardians are responsible for shopping and purchasing these uniforms. Uniforms consist of shirts, pants,

skirts in colors of navy, khaki and/or black. Shorts are allowed in summer months. Lynn's Playpen will handle applying logos on shirts at a cost of \$5 each and/or we have the option where you can purchase the shirt and logo from us.

Toys/Items from Home:

Unless otherwise approved in advance by me, we **do not** allow your child/children to bring toys from home. If an exception is made, we are not responsible for the toy should it be lost or broken at childcare. We do allow "security objects" such as a comfort blanket.

Meals, Snacks and General Food Service Practices:

Childcare providers have a powerful opportunity to instill healthy habits in young children that serve as a foundation for healthy choices in life. We serve your child/children breakfast, lunch and snack(s) and our menus are prepared in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines. Menus are available upon request. A short summary of important practices and policies are listed below but not limited to:

- **NO OUTSIDE FOOD** from home is allowed! Exception: Infant formula that parent/guardian is required to provide up until 12 months (or when regular milk consumption begins) and special occasions such as birthdays, See bullet below regarding snacks for birthdays or other celebrations.
- Notify your child/children's teacher 1 day in advance if you wish to provide snacks for a Birthday Party and/or other celebration. These items should be purchased from a store and labeled with ingredients so that we can properly manage any allergies of children in our care.
- If your child/children have any food allergies, please complete our allergy form, and provide written documentation from their physician for our records regarding their allergy and instructions for any special food needs (including soy and/or almond milk needs). Once the required documentation is received, we will provide it for your child/children accordingly.
- Staff are required to be at the table with children while they are eating meals and/or snacks.
- Children are not allowed to have food or drink while napping in cribs or on mats.
- We encourage but do not force children to eat. If your child/children are refusing to eat, it will be noted on their Daily Activity Sheet (Playpen 1) and/or otherwise communicated to parent/guardian (Playpen 2).
- If your child/children have a morning medical appointment and will be returning around their lunchtime, be sure to call us so that we can put a plate up for them. No child is left behind!

For the complete list of food service practices we follow, please refer to the **Food and Food Service** section located on Page 20/21 of the attached - TN Department of Human Services, Summary of Licensing Requirements, at the back of this handbook.

Infant Feeding:

Liquids (Formula/Milk): Parents/Guardians are required to provide infant formula up until 12 months (or when regular milk consumption begins).

- Staff will hold child outside of crib when formula/milk is being fed
- No bottles are allowed in crib

Solid Foods: Parents/Guardians must give approval before any solid food can be introduced to their infant child. Once authorized, all solid food is provided by Lynn's Playpen

To ensure the safety of the infant while being served solid foods, staff will hold or sit the infant in a semi-reclining or upright position and not allow infants to share dishes or utensils. After heating and before serving, all food will be stirred and tested for safe temperature. All uneaten food left in the serving container after the infant is full will be thrown away. Infants will be served solid food by utensil or allowed to feed themselves by hand. Infants will always be fed when hungry unless the parent/guardian has given written instructions for an alternative feeding schedule and feeding will stop when the infant shows signs of fullness.

Napping/Sleeping:

All children under the age of 5 are required by TN State Law to have a dedicated rest time during each scheduled day while in childcare. Our naptime is typically scheduled immediately after lunchtime and lasts for **2 hours**. Infants are allowed to follow their own sleep schedule.

We provide a staff supervised and safe, quiet place for your child/children to rest. Children two and older will sleep on a mat in a quiet room. Children who wake up before the others will be guided in finding a quiet time activity which does not disturb the other sleeping children. Our policy is to not wake a sleeping child during scheduled naptime to allow for sufficient rest the child/children needs.

SIDS/Infant Sleeping:

All our staff members are SIDS trained. To reduce the risk of SIDS the following rules will be applied:

- All infants under one year of age will be placed on their backs to sleep.
- NO Pillows, blankets, comforters, or stuffed animals, etc. are allowed in crib. or comforters.

- When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleeping position they prefer.
- Infants are touched by staff every 15 minutes while asleep

If you have any questions about this or need further information, please ask me or call the national **SIDS Alliance** at 1-800-221-SIDS (7437) or **National Institute of Health Safe to Sleep** campaign at 1-800-505-CRIB (2742).

Daily Activity Schedule:

Children learn through games, play, games, and other hands-on activities. Learning most often happens when they are having fun!

Daily activity schedules are created based on the children's age group and are displayed in each classroom. They include daily activities such as meals, handwashing, nap, outside play, free play, story or circle time, preschool lessons, etc. Please speak with your child/children's classroom staff with any questions about the schedule or activities.

Note: Children develop differently and activities for different age groups can be done at their own pace. We will remain flexible throughout the day and adjust as children's needs change.

Infants will not follow a set schedule. For example, they are not capable of sitting still for circle time or may need naps throughout the day. This is one reason why a daily schedule is not required for infants.

Religious Activities:

- In Playpen 2, children participate in bible study for 30 minutes once per week.

Staff-to-Child Ratios:

During a regular day, we maintain the following Staff-to-Child Ratios:

- **Infants:** 2 Staff to 8 Infants
- **1 Years Old:** 2 Staff to 10 Children
- **2 Years Old:** 3 Staff to 13 Children
- **3 Years Old:** 1 Staff to 9 Children
- **4 and 5 Years Old:** 2 Staff to 16 Children

Staff Training:

At Lynn's Playpen we understand the importance and pride ourselves on staff education and ongoing professional training. **Our entire staff** has received the following training:

- Certified CPR and First Aid
- Certified SIDS
- Annual 24 hours of ongoing professional training for childcare providers and staff

In addition:

- 2 staff members have received their CDA certification (Child Development Associate)
- 3 staff members are LENA Grow Certified Teachers - a professional development program designed to help infant, toddler, and preschool educators improve program quality with an emphasis on building a robust language environment
- 1 staff member is MED certified (administering meds, reaction observations and record-keeping)

We are also proud to share that currently, 6 staff members have college degrees!

Staff Hiring:

All staff at Lynn's Playpen have fingerprints run and undergo a criminal background check before being hired.

Diapering:

- Diapers are checked every two hours, and/or if odor is detected at anytime
- Staff must wash their hands with soap and water **before and after** diapering and the child's hands immediately after diapering and/or cleanse with baby wipes if applicable based on "head control". If child is not yet able to control movement of head, then baby wipes are used
- Reminder - parents/guardians must supply diapers for their child/children and no cloth diapers are allowed.
- Soiled clothing will be bagged and returned to parents/guardians when child/children are picked up (unless no change of clothes is available and then staff will launder).

Toilet Training:

If your child/children are ready for toilet training, I ask that you begin training at home. We will follow through and encourage your child while in our care. Please keep in mind that the level of activities here can distract your child from responding to an urge to use the potty at times.

Therefore, we will continue to use diapers or pullups until your child can verbally communicate that he/she must use the restroom (not just at home, but here at Lynn's Playpen too) **as required by TN state law**. Upon toilet training, parents/guardians **are required to have a few extra changes of clothes** for their child and clothing that is easy for them to pull down when using the restroom (e.g. shorts, skirts, jogging/sweatpants, and other loose-fitting clothing). Your child/children may require help to pull pants up and down and clothing with too many "gadgets" (e.g. zippers, belts, buttons) makes it harder to get the child to the potty on time.

Illness and Health Care Policies:

Promoting good health and safety of the children in our care, along with our staff, is a goal at Lynn's Playpen. Please carefully read the following policies and reach out should you have any questions or concerns.

- Any child/children who has a fever (100 degrees or higher) must be kept at home for **24 hours fever free without the use of fever reducing medication** (e.g. ibuprofen, Tylenol).
- If your child/children have green discharge from nose, the parent/guardian must make an appointment for the child to see a doctor as it could be a sign of infection.
- If your child requires antibiotics, please keep them home for 24 hours so the medicine will have time to work
- If your child is not feeling well, please **do not** give ibuprofen or Tylenol to mask his/her symptoms as this can lead to other children and/or staff becoming ill
- If your child exhibits a severe cough or sore throat, vomits and/or has diarrhea the night before, please keep them at home the next day to avoid spreading it to other children or staff
- If your child is sent home from Lynn's Playpen due to having diarrhea, the child must stay home for 24 hours symptom free.
- In the event your child/children become ill and need to be picked up from Lynn's Playpen and you (parent/guardian) are unable to come, **please have a back-up adult for us to contact**
- **COVID:** If you (parent/guardian) or any household members are diagnosed / test positive for Covid, please have your child/children tested before bringing them to childcare. Test kits are available at most drug stores (Walgreens, CVS, Walmart, etc.)

Immunizations and Tracking:

As a licensed childcare provider, we are required to ensure that **all children** in our care are up to date on their immunizations and must keep their official (from physician) immunization records on file. The Health Department visits childcare providers annually to ensure they are meeting these requirements.

Important! It is the parents/guardian's primary responsibility to ensure their child/children are up to date on all immunizations.

Medication:

- We do **NOT** administer non-prescription medication.

If your child is required to have physician prescribed medication while at Lynn's Playpen, the following must be completed **before** we can administer it to your child/children:

- Parent/Guardian must complete a **Medication Authorization Form** in its entirety for our staff to have on file. You may pick up a medication form from your child/children's teacher.

In addition:

- Proper documentation from their physician authorizing the medication must be provided
- The medication/prescription must have the child's name on it and instructions (e.g. dosage, time(s) to take)

Medication Storage:

Medications are stored safely in a lock box top kept on top shelf in the kitchen area (no children are allowed in this room). Note: In case of an emergency where we must evacuate Lynn's Playpen, a procedure is in place within our **Emergency Preparation Plan** covering the removal of the lock box and safe transport of all medications.

Medication Management:

All dosages and times given are recorded on the medication authorization form and noted on the child's daily activity sheet (Playpen 1) that is sent home with parents/guardians.

- Lynn's Playpen maintains 1 staff member who is MED certified (administering meds, reaction observations and record-keeping, etc.)

Guidance and Discipline Policy:

As a licensed childcare provider in TN, we are required by law to have a discipline policy. We believe that discipline should be used to teach the child and help him learn to make good choices. We take the time to explain the rules of Lynn's Playpen frequently and in a way that is developmentally appropriate for the child so that she may understand what is expected of her.

I stress two main patterns of behavior, respect for others and respect for property. We do not allow children to hit, bite, kick or verbally abuse other children or staff. There is a difference between children playing hard and using a toy which is not intended for other use (e.g. to hit a child). Occasionally, children do not behave in respectful ways which is why we must follow classroom rules to help guide each child in our care.

We will use TIME-OUT if necessary (amount of time is based on age - for example a 5-year old will receive a 5-minute time out). We are trained to fully redirect children's attention to something that will better meet their needs - refer to list of **Positive Guidance Techniques** below.

Biting has become one of our challenges here at Lynn's Playpen and we ask that parents/guardians help us at home as this has become a serious issue among children. If the biting continues and we see no help from parents, we will have no choice but to send the child/children home for a few days and it is also grounds for termination of childcare services from Lynn's Playpen.

Positive Guidance Techniques:

- **Ignoring** - Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
- **Redirection** - We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
- **Verbal Intervention** - We explain to the child the inappropriate behavior and show him the appropriate way to handle the situation with words.
- **Logical Consequences** - We help the child understand the logical consequence of her actions by removing the object or activity in which the child is engaged.
- **Take a Break** - The child is separated from the group to allow him to relax and calm down, and to help him not to be influenced by peers. The child will have access to limited activities and will be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced.

Emergency and Evacuation Plans:

In the event of an emergency that requires an evacuation of Lynn's Playpen, one of the following plans shall be implemented.

In all situations, the staff in charge when evacuating shall:

- Take an accurate attendee list

- Account for all children and staff as they board/depart vehicles
- Bring any necessary medications, supplies, and emergency records including any medical equipment needed for any special needs children
- Take a cell phone if available to be used for emergency notifications to parents/guardians and emergency contacts

Listed below are the 5 main types of emergency situations and the corresponding location we will evacuate to.

Emergency Type #1:

If the emergency environment is confined to the immediate area of the childcare facility, e.g. fire or toxic fumes, and the children cannot stay on the premises, the children will be transported to **Avondale Recreation Center at 1305 Dodson Avenue**. The phone number is **423-697-1277**. This location will be called **Emergency Evacuation Location 1**.

Emergency Type #2:

In the event of actual exposure to toxic materials or gases, and a physical examination by a health provider is recommended, children will be transported to **T.C. Thompson Children's Hospital at 910 Blackford St**. The phone number is **423-778-5437**.

Emergency Type #3:

If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat (e.g. toxic fumes from a spill, flood waters, brush fires, etc.) and the children cannot remain in the area, the children will be brought to **Olivet Baptist Church at 740 M.L. King Blvd**. The phone number is **423-266-8709**. This location will be called **Emergency Evacuation Location 2**.

Emergency Type #4:

In the event of a major environmental hazard that necessitates a larger area of evacuation such as neighborhoods, a city/town or geographic area, due to a large, non-confined hazard (e.g. earthquake, hurricane, or tornado, etc.), children will be transported to a Red Cross designated mass shelter. Exact location and contact information will be provided by my staff when notifying parents/guardians.

Emergency Type #5:

If a situation arises (e.g. lockdown issued by police department due to a threat in the area) that we must "shelter in place" at Lynn's Playpen, parents/guardians will be notified of the situation by my staff and a sign will be posted at the front entrance of both buildings indicating directions / which room and building we are located in.

Important Information & Reminders!

- Please ensure that I/we have the latest emergency contact names and telephone numbers for you and your emergency back-up adult who can be notified in case there is an emergency.
- While at any of the evacuation locations listed, the children will remain cared for by my staff and attendance will be checked whenever children are moved.
- Parents/Guardians and emergency contacts will be notified of the situation and signs containing the evacuation center location information will also be posted on the front doors of Lynn's Playpen 1 and 2
- **Transportation is provided to evacuation location only.** Parents, Guardians and/or Authorized Individuals will be responsible for picking up their child/children from the emergency location. Our staff will not transport children back to Lynn's Playpen and/or to their homes.

In addition to monthly fire drills, we will periodically practice evacuation drills, "sheltering in place" and natural disasters drills here at the childcare center so that the children will be somewhat familiar with the process.

If you have questions or concerns about any of these procedures, please do not hesitate to contact me.

Mandatory Reporting:

As a licensed childcare provider, we are required to report any suspected or actual child abuse. This can include emotional, physical, sexual abuse or other neglect.

No Smoking Policy:

Our childcare center is a tobacco free environment.

Smoking, including e-cigarettes and vaping, is prohibited by all persons (staff, parents/guardians) inside the building; in any indoor or outdoor licensed space; within 25 feet from any entrance, exit,

window, or ventilation intake on the building. No tobacco products including cigarettes, e-cigarettes, vape devices, ashtrays, cigarette/cigar butts, vape and/or ashes will be accessible to the children

Drug and Alcohol Policy:

Lynn's Playpen expressly prohibits all persons from having or using/consuming illegal drugs or alcohol on the premises; and from being under the influence of alcohol, illegal drugs and/or exhibit a strong odor of illegal drugs, or misused prescription drugs when working with or in the presence of children in our care. If parents/guardians or any other person (e.g. individual authorized by parent/guardian to pick-up child/children) appears to be under the influence of alcohol, illegal drugs and/or exhibit a strong odor of illegal drugs at the time of pick-up, you will be asked to have someone come and get you (or other individual) and your child/children. If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.

Guns and Weapons Storage:

- No guns, knives, or other weapons are allowed on our premises.

Insurance:

- Lynn's Playpen carries liability insurance.

Special Events and Celebrations:

At Lynn's Playpen, we believe in celebrating our children along with helping them to learn the significance of special occasions and giving back to the community. Some of the events we engage in throughout the year include:

- Field Trips (e.g. Children's Discovery Museum)
- Holiday Celebrations (e.g. Black History Month, Christmas)
- Community Events (e.g. food drives, presentations at local nursing homes)
- Special Events (e.g. Kids Prom, Graduation Ceremonies)

We also believe that it's so important to celebrate the entire FAMILY and the role you play in your young child/children's lives by hosting special events to show appreciation for our families/guardians and acknowledge how much you mean to us! These events include:

- Mother's Day, Father's Day, and Grandparents Day celebrations
- Adult Prom "Date Night"
- Friday AM Breakfast for Parents/Guardians at Lynn's Playpen
- Donuts for Moms and Dads

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Color

Field Trips + Creative Discovery Museum



Annual Kids Prom + Held at the Mac Ave. Event Center



Holiday & Special Occasion Celebrations

✚ Halloween Costume Party

✚ Grandparents Day



Community Events

✚ NHC Healthcare Holiday Visit

✚ Black History Month Program

