



Welcome!

The **TREEHOUSE** at The Westboro Learning Center



Thank you for choosing The **TREEHOUSE** at The Westboro Learning Center! The **TREEHOUSE** allows your child to become independent, confident and social as they become part of the **TREEHOUSE** Family. Our staff is all CPR certified and a full CORI/SORI background check is done on all employees.

It is our intention to provide a stress free experience for you and your child(ren). We recognize that you may be leaving your child(ren) for the first time and might have some anxiety about this. Or, you might be nervous just because this is a new experience for the family. This handout will provide some guidelines that will ensure a comforting drop-off experience and a full understanding of how The **TREEHOUSE** experience works. Please know that the staff is here to make your life a little easier and to assist in any manner that we can.

You will notice that we refer to our employees in The **TREEHOUSE** as “teachers.” That is just what they are to your child(ren). They soothe when hugs are needed, they offer guidance when lessons need to be learned and they provide love to each friend that comes to The **TREEHOUSE**. While you enjoy much needed time to yourself, our job is to make sure that your child is cared for, creates friendships with others and excels in our environment.

Guidelines, Policies and Procedures

➤ **Drop off & Pick up Procedures**

All children must be accompanied by an adult when entering and exiting the building. Children must be signed in and out with a **TREEHOUSE** employee.

➤ **Food & Drinks Policy**

The Treehouse is a nut free environment. Nut free snacks and a drink may be sent in with your child(ren). All snacks and drinks should be in a bag labeled with your child’s name. Please notify teachers at the time of drop-off if your child has an allergy.

➤ **Allergies/Allergy Action Plan/Epi Pen**

If your child has a food or bee sting allergy that requires an allergy action plan and/or an Epi Pen, please provide us with that information. In the event that your child has a reaction in our care, we will follow the Allergy Action Plan and administer the appropriate medication/Epi Pen as prescribed in the plan.

➤ **Diapering and Toileting Policy**

If your child is in diapers, the teachers will change diapers when necessary. Please provide diapers, wipes, changing pad and a change of clothes. All of these items should be in a bag labeled with the child's name.

Please notify the teachers if your child is potty training and may need assistance. Also, please send in a change of clothes in case of an accident.

➤ **Sick Children Policy**

If your child has been ill, has had a fever or loose stools please keep your child home for 24 hours after being symptom-free prior to returning to The **TREEHOUSE**. This will help greatly in keeping our facility healthy for everyone.

➤ **Inconsolable Children/Discipline Problems/Sick Children Procedures**

Parents may be called to pick up their child if a child is crying and inconsolable, becomes a disciplinary problem, becomes ill while at The **TREEHOUSE** or has a toileting/diapering needs that we are not able to accommodate.

➤ **Items from Home**

We strongly discourage bringing in toys from home. It is often hard to share personal items and they often get misplaced and/or lost. We are not responsible for lost or stolen items. Lost & Found is located in the reception area.

I have read and understand the Guidelines, Policies and Procedures of The **TREEHOUSE** at The Westboro Learning Center.

Parent Signature _____

Print Name _____

Date _____