

Our Program

Tuesday-Saturday, 9:00am-4:00pm

This is a daily childcare program offered from June 13- August 19, for a half-day running from 9am-11:45am or 1:00pm-4:00pm, or a full-day 9am-4pm. *On holiday weekends, we will also be open Sunday.*

We are no longer a state licensed facility but we still adhere to all of the VA state guidelines.

Guidelines we must follow if children are here for 30+ days:

1. All children need an up-to-date immunization record prior to entering the program.
2. All children must have birth certificates prior to entering program.

Arrival & Departure Procedure:

Drop off is at 9am, please bring the Treehouse registration form with you. Reservations are recommended, but not required. Pick up for half-day is at 11:45am, and 4:00pm for full-day participants. If you arrive after our drop off time, it may not be possible to drop your child off at that exact time, as we may be on a hike or doing another activity away from the Treehouse. We will post a sign on the door stating when we anticipate returning. Please return by that time, or at noon.

If you plan on someone else picking up your child, you must leave their full name and contact information with us on the registration form for each child, and we will require proper identification from them prior to departure.

If you are unable to pick up your child in case of emergency, we will remain with your child in our shelter-in-place until it is safe to return to the Treehouse, then remain with your child until you are able to reach the building safely. If you are unable to reach the building safely, we must get in direct contact with parents listed on registration card to decide proper action to take.* (continued on back center flap)

Arrival/Departure Continued

*If there is an emergency and you are unable to pick up your child, please notify us ASAP with another authorized person who will be able to pick up your child. A staff member will stay with your child until that authorized person comes in. Please ask them to bring their ID. You will be charged a standard fee of \$25.00 for this, unless the Late Child Pick-Up Policy is cheaper.

Late Child-Pick-Up Policy: If a child is not picked up by 10 minutes after designated pick up time, you will be charged a standard fee of \$10.00. Every 5 minutes after that, there will be additional \$5.00 charges. We will remain with your child inside the Treehouse building until you are able to reach the building.

A custodial parent or guardian shall be admitted to any child day program. For purposes of this section, "child day program" is one in which a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of thirteen for less than a twenty-four-hour period, regardless of whether it is licensed. Such right of admission shall apply only while the child is in the child day program.

Food Policies: In order to make a better environment for all our children, we are a nut-free facility. We have lunches available for purchase, or you may pack your child's lunch, with nothing containing nuts. Our lunches meet the FDA's standards for nutrition in a child's diet.

Line of Authority: In the absence of the Director, Pierce Byrd, Connor Phillips, Olivia Marshall, Todd Clarke, and Nadya Greenleaf are available.

If at any point a staff member does not follow the Treehouse rules and procedures pertaining to the safety regulations set forth by the Virginia Department of Social Services, they will be considered for termination.



The Treehouse @ Wintergreen Resort
35 Mountain Inn Loop
Wintergreen, VA 22958

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TREEHOUSE!!

KIDS IN ACTION

A parent's guide to our program!



Wintergreen Resort

Summer 2018

434-325-8179

► **Our Philosophy @ The Treehouse**

The Treehouse is a non-sectarian, non-educational Virginia Childcare Center for children ages 2 and 1/2 to 12 years old. We are no longer licensed through the Virginia Department of Social Services because we are considered a recreation-based facility.

We understand that your child comes to us with unique experiences, interests, and learning styles. Our goal is to get to know your child and ensure your child enjoys his/her time here at the Treehouse!

You will find all of our policies and procedures in this pamphlet.

Behavior Expectations:

We expect children visiting the Treehouse to show respect, make good decisions, and take responsibility for their actions. If a child is unable to adhere to these expectations, we will follow our disciplinary plan to help your child make better decisions.

Disciplinary Policy:

Children are expected to act according to their developmental level. They are expected to follow directions the first time given. Children must keep their hands, feet, and objects to themselves at all times. Teamwork will be encouraged! They will be under close supervision to ensure all rules are being followed.

Disciplinary Policy Continued

If a child is unable to follow these rules, a verbal warning will first be given. If a child misbehaves again, they will be removed from the group and asked to reflect on their behavior. The third time a child misbehaves, a Treehouse staff member will write a note to send home to a parent. We reserve the right to call parents during the workday for major infractions of the childcare rules. After a child has been given several verbal warnings, and the parents have been notified, the child may be removed if the behavior continues to be disruptive. Actions that will result in immediate removal of a child from our program: physical violence.

Injury Prevention & Medical Administration

Our staff members are CPR/First Aid certified and will take all precautions necessary to prevent injuries within our program. We have safety plans for each area we visit throughout the week, and carry a first-aid kit with us whenever we leave the building. We rake our playground's gravel resilient surfacing as needed to protect children from severe injuries.

Our staff members are trained in emergency medical administration (epi-pens, inhalers, etc.), and OTC meds. You must fill out a Medical Consent Form prior to leaving any medicine with us, this document can be found on our website.

We will apply sunscreen, bug repellent, and/or diaper cream only if you sign a waiver giving us permission. Please bring your own labeled supplies if you'd like for us to apply them to your child.

Transportation Policy

Our staff members are trained to drive Wintergreen Resort passenger vehicles (6-14 passenger van/bus) to/from Lake Monocan. On days with inclement weather, we will use the Wintergreen Resort Shuttle Services to reach Discovery Ridge Adventure Center, otherwise we will walk.

Emergency Evacuation Plans

The Treehouse has specific evacuation plans set forth for the Treehouse building, Discovery Ridge Adventure Center, hiking trails, and Lake Monocan for fire, severe weather, and/or terrorist/bomb threats. Registration cards and staff cell phones will be brought along in order to contact parents in case of any emergency. We will use Facebook and cell phones to notify parents during emergency situations.

Reporting of Child Abuse

The persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline.

