



## *Parent Handbook*

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

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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)

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# *Parent Handbook*

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## **Table of Contents**

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Program Description.....	4
Website .....	4
Hours .....	4
Changes to this Parent Handbook.....	4
Curriculum .....	4
Carpool Procedures (Arrivals and Departures) .....	6
Releasing Children to Non-Custodial Adults.....	7
Absences/Late Arrivals/Early Dismissals .....	7
Morning Health Check.....	7
Illness .....	8
Allergy Medications.....	9
Other Medications/Sunscreen/Diaper Ointment.....	9
Snacks/Meals.....	10
Food Allergies and Peanut/Tree-nut Free Policy.....	10
Birthdays.....	10
Supplies Needed.....	10
Play Clothes and Shoes.....	11
Adjusting to Preschool.....	11
Separation Anxiety .....	12
Photos and Videos.....	12
Family Phone Book .....	13
Weather Closings.....	13
Toilet Learning.....	13
Behavior Guidance .....	13
Parent Involvement.....	14
Communication .....	14
Parent Teacher Conferences .....	14
Parent Involvement Opportunities.....	15
Parent Council .....	15

Community Connections ..... 15

Special Needs Screening..... 16

Special Needs Accommodations ..... 16

Confidentiality Policy..... 16

Rights of Custodial Parents and Legal Guardians ..... 17

Organizational Chart..... 17

Transportation..... 17

Child Abuse and Neglect..... 17

Liability and Accident Insurance..... 17

Children’s Paperwork ..... 18

Non-Discrimination Statement..... 18

Security Policy ..... 18

Emergency Procedures..... 18

Procedures for Emergency Evacuation and Communications with Families ..... 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**

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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**

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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.

## **Hours**

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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. Full day hours from 8:30 a.m. to 4:30 p.m. are available.

## **Changes to this Parent Handbook**

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

## **Curriculum**

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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.

## 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.

## 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. 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.

## 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

The above activities and categories of learning are the types of activities children need in order to prepare for kindergarten. During the year prior to kindergarten entrance, we will provide 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.

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## **Carpool Procedures (Arrivals and Departures)**

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- \* Due to the number of families attending RAMPP and our limited parking facilities, we use a “Carpool” system for arrivals and departures. Our teachers come to your car to take the children out each morning and then again to bring your child to you at the end of the morning.
- \* Our classrooms have staggered carpool times to limit the number of children arriving at one time. Your child’s teachers will give you a complete description of how carpool/arrivals & departures will work for your family.
- \* Classroom 1’s drop-off and pick-up site is in the driveway at the front corner of the school building. Arrival time is from 8:50-9:05 am. Departure time is 12:15-12:30 pm.
- \* Classroom 2’s drop-off and pick-up site is in the driveway at the back corner of the school building. Arrival time is 8:30-8:45 am. Departure time is 12:00-12:15 pm.
- \* We ask that you pull your car up to your classroom’s drop off site and wait in your car for a teacher to come get your child from your car.
- \* Families will check their child in upon arrival through the Brightwheel app.
- \* When your car is at the front of the line, put your car in **PARK**. (This will keep it from rolling over a teacher’s toes.)
- \* **Do NOT get out of the car unless the teacher asks for your help.**
- \* We ask, if 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 them 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 them 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 you arrive after your child’s set arrival time, you will need to park and walk your child to the door. If you arrive late for pick up, you will need to park and come to the door to pick them up. And you will need to pay a late pick-up fee.
- \* If you have an emergency that will delay your pick-up time, please contact the school via Brightwheel message 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 (handwritten or an email). We will need to know the person’s full name. Please have anyone picking up your child bring a photo ID for us to verify.
- \* We will give you two signs with your child’s name on them. Please put one of these on the right passenger side window of your car so we can see it during carpool. If you need more, 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 piece of 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 every child riding in the car.**
- \* Please do not back out of the driveway, even if there is not a line of cars behind you.

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

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

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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. In an emergency situation, a phone call might be an acceptable way to add a new pick-up person. 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.

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

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If your child will be absent or will be arriving more than 15 minutes late, please email us or message us via the Brightwheel app to let us know. If your child is absent, please let us know why. We need to know if children are sick or just taking a day off. If your child is sick, please include their symptoms in the Brightwheel message. If you need to pick-up your child earlier than usual, please park and come to your child's classroom door.

### **Morning Health Check**

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Due to our experience with COVID, we have implemented a stricter illness policy and more detailed morning health check. Each morning, we will do a visual check of each child (do they look sick to us?) and feel them to see if they feel feverish. If we think they feel feverish, we will check with a thermometer. As you check your child in each day, the Brightwheel app will ask you about symptoms such as fever, cough, and shortness of breath. Please be honest with us about this. We know you are putting your trust in us by allowing us to teach your child so we want to know we can trust you to keep everyone safe.

## Illness

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

1. The child is experiencing excessive coughing or shortness of breath.
2. The child does not feel well enough to participate comfortably in the usual activities, including going outdoors and eating regular meals.
3. The child has had a fever (100°) in the past 24 hours. (Child must be fever free and not on a fever reducing medication for 24 hours before returning.)
4. 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.
5. Diarrhea (excess liquid and increased number of stools) in the last 24 hours. Keep the child at home until consistency of stools improves and number of stools decreases considerably.
6. Vomiting: If your child has vomited at least one time in the past 24 hours, please keep them at home.
7. Mouth sores with drooling, unless a health professional determines the child's illness is not communicable.
8. Rash with fever or behavior change until a health professional determines that the child's illness is not communicable.
9. White or yellow eye discharge and/or pink/red eye (Pinkeye/conjunctivitis) until 24 hours after treatment is started.
10. Scabies, head lice or other insect infestation until 24 hours after treatment is started and the child is nit-free.
11. The following contagious diseases, until your pediatrician says it is safe, and we agree:  
COVID-19, 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 message. The child will remain in a designated quiet area, separate from the other children but still within view of an adult. 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. In the case of any life-threatening diseases, we will report this to parents immediately. We cannot divulge the name of the ill child. We will simply tell you if your child was exposed to that child.

## Allergy Medications

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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. This paperwork will need to be signed by a doctor and must be obtained before bringing the medication to us.

## Other Medications/Sunscreen/Diaper Ointment

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If necessary, the teachers at Robots and Mud Pies π Preschool will administer other medication to 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, “Desitin” 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).

\*Write your child’s full name on the container.

\*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 or diaper ointment on your child. 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.)

## **Snacks/Meals**

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Snack will be provided for the children while they are at RAMPP. Morning snack time is generally between 10:00 and 10:45 depending on each classroom's daily routine. Afternoon snack is generally between 2:30-3:00. Please make sure you list any food allergies on your child's paperwork. Full-day children will need to bring a lunch with them to school. (We will give full-day families a more detailed explanation about lunch requirements.)

## **Food Allergies and Peanut/Tree-nut Free Policy**

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We often have children with a variety of food allergies. When we have children with a peanut and/or tree-nut allergy, we will institute a strict No Peanuts/Tree-nut policy. Parents will be handed this policy as needed.

## **Birthdays**

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We love to celebrate the children's birthdays! If you want to send a birthday treat or other treats for the whole group, tell us ahead of time. We will remind you if we have allergy restrictions before you send a treat.

## **Supplies Needed**

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**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. 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.

Personal Items, Toys, and Electronics: Please do not send toys, electronics or other items to school unless they are part of a planned school activity. We have plenty of toys and materials for the children's activities and your child may be upset if the items get lost or broken. If your child brings anything to school and it gets lost or broken, we will not be responsible for any cost involved in repairing or replacing it.

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 or other items, please let us know and we will see if we can locate it.

Clothing/Other Items Left at RAMPP: When you withdraw your child from RAMPP, we will try to return all extra clothing, diapers, boots and other items labelled with their 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**

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Learning can be a messy activity. And it is almost always an ACTIVE activity. Please dress your child in clothes that can get dirty and that are comfortable for your child to wear while running, climbing, and painting. Also consider whether your child can easily use the bathroom with the clothes they are 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.

### **Adjusting to Preschool**

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Adjusting to a new school can be difficult for some children. We would like to ease your child into our preschool by having them 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 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

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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, they will pick up on this. Smile when you talk about school.
2. Drop your child off at the carpool lane rather than walking them to the door. Short and sweet goodbyes are much easier for the child.
3. If your child cries, let them know that it's okay to be sad. But let them know that they will be okay, and their teacher will take good care of them until you come back. And you'll be back soon. Try not to be upset or embarrassed if your child cries. It is normal.
4. Send in a photo of your family for your child to carry or leave in their cubby.
5. Complete the "Getting to Know Your Child" form so we can use that information to help them adjust (i.e., showing them the puzzles because they love doing puzzles.)
6. 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 they are having a particularly difficult time, we may ask you for more ideas on how to help them adjust. Also, we must warn you that sometimes children seem to start 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.

## Photos and Videos

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At Robots and Mud Pies π Preschool, an integral part of our curriculum is documenting the children's work and activities. To do this, we will take photos and videos of the children. These photos and videos will be shared with families via Brightwheel. They may also be posted in the classroom, on the RAMPP website and on the RAMPP Facebook page. The children will use 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**

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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 emailed to all families that want to be included.

## **Weather Closings**

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If Robots and Mud Pies π Preschool must close due to severe weather conditions, we will send out an alert message on Brightwheel. This alert should send you a text message telling you to check the Brightwheel app for information. 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!

## **Toilet Learning**

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Robots and Mud Pies π Preschool accepts children who are still in diapers. If your child cannot use the toilet independently, please send them to school in diapers every day until you and the teacher agree that they are 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.

## **Behavior Guidance**

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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: As needed, 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, they may be sent to a 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 them and then a teacher will talk with the child to remind them of what is expected the 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.*

## **Parent Involvement**

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### Communication

Communication between parents and their child's teacher is very important. Our teachers are accessible via Brightwheel messaging. We will send information to you via Brightwheel in the photo/activity section and in messages. Once a month, we will send out an email newsletter with information about upcoming events for the whole school. 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 set of

conferences will be held April or 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

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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.

### Parent Council

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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

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Robots and Mud Pies n 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 groups such as schools, nursing homes, and local business to help enhance the curriculum at RAMPP. We will 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.

## **Special Needs Screening**

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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**

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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 accommodation are prohibitive. For more information on this policy, please ask to see our complete “Caring for Children with Special Needs Policy.”

## **Confidentiality Policy**

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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 Education Child Care Licensing, and the child’s parent(s) or legal guardian(s).

Confidential and sensitive information will only be shared with employees of RAMPP 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. 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 childcare licensing rules, other statutes, or by a court of law.

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

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

## **Organizational Chart**

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Owners/Directors/Teachers: Brenda Cubero and Barbie Gallini

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Co-Teachers

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Assistant Teachers

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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 to Barbie or Brenda. If neither of them is available, you can leave a message with another staff person who will make sure we get in touch with you as soon as possible. Messages through the Brightwheel app under the Admin to Parent Messages section is the easiest way to communicate with us. Or you can email us at [Admissions@RobotsAndMudPiesPreschool.com](mailto:Admissions@RobotsAndMudPiesPreschool.com)

## **Transportation**

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

## **Child Abuse and Neglect**

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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 Education Child Care Licensing Regulations.

## **Liability and Accident Insurance**

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Robots and Mud Pies π Preschool carries general childcare center accident and liability insurance as required by the Virginia Department Education licensing regulations.

## Children's Paperwork

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Child Enrollment forms and some 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.

## Non-Discrimination Statement

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

## Security Policy

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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. Volunteers are under constant supervision by staff. Employees participate in ongoing training sessions in the 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

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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 the 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 everyday 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 (including parents).***

## Procedures for Emergency Evacuation and Communications with Families

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In the event of an emergency that requires an evacuation away from Robots and Mud Pies π Preschool, one of the following plans shall be implemented.

1. If the emergency is confined to the school building, children, staff and visitors will evacuate the building and gather in the fenced playground, at least until all are accounted for and a decision is made about where the children will be safest.
2. If the emergency is confined to the immediate area of the school, e.g., fire or toxic fumes and the children cannot stay on the premises the children will be taken to a nearby location by employees of RAMPP where they will remain accompanied by teachers while family or emergency contacts are notified of the situation and arrangements for transportation home are made. (Families will be given the exact location at the time but it will likely be 2-3 doors down from us in either direction depending on the situation.)
3. If the emergency is more widespread and encompasses a larger area such as the whole neighborhood or several buildings, due to a non-confined environmental threat, e.g. floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to Barbie Gallini's house at 2338 Wistar St, Henrico, VA 23294 by administrators' and employees' vehicles where they will remain accompanied by teachers while family or emergency contacts are notified and arrangements for transportation home are made.
4. In the event of a major environmental hazard that necessitates an even larger area evacuation such as many neighborhoods, the county or geographical area, due to a large non-confined hazard, e.g. wild fires, hurricanes etc., children will be transported to a Red Cross designated mass shelter where they will remain accompanied by RAMPP staff while family or emergency contacts are notified and arrangements for transportation home are made.

Staff will always remain with and care for the children during an event. Attendance will be checked whenever children are moved. Staff will bring emergency records, any necessary medications, food, supplies and materials to keep the children comfortable and busy (ie diapers, books, bubbles, blankets). Families will be called (or sent a Brightwheel alert message) as soon as possible. Please understand that phone lines may be saturated so it may be difficult to get through to everyone. We may have more success in calling out of state phone numbers so please try to give us one out of state emergency contact on the enrollment form.

**Please make sure your contact information and your emergency contacts' information are correct on the Brightwheel App. This will be our first method of reaching out to you in an emergency.**

Note: This policy section is just a small portion of our emergency plan. If you want to see the whole plan, ask Barbie and we will set a time for you to come to the school to read it. For safety reasons, we do not publish the plan online or give out copies.