

MISS MARTY'S PRE-SCHOOL

6001 Germantown Avenue

Philadelphia, PA 19144

215-843-8299

www.Miss-Martys.com

Family Handbook

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ABOUT MISS MARTY'S PRE-SCHOOL

Miss Marty's Pre-School was founded by Martha "Miss Marty" Macallister in 1964. Since that time, Miss Marty's, including her family and staff have been serving the Germantown and surrounding communities by providing high quality childcare in a safe, warm, and loving environment.

As second-generation owners/operators, Christina Melton and Janie Partridge, Miss Marty's daughters, have embraced the vision of their Mother and are committed to fulfilling her purpose.

OUR PHILOSOPHY

Founded on the core values that every child is unique, has different needs, different abilities, and different learning styles, Miss Marty developed a program of inclusion and individualized care to ensure that the needs of each child are met. From cradling a crying infant, to offering a reassuring nod; from helping a child to walk, to teaching them how to tie their shoes; from teaching the ABC's to helping a child to read; from nursing skinned knees, to reassuring positive social relationships, we encourage every child to grow and develop life skills that focus on goodness, respect, inclusion, and a positive approach.

OUR PROGRAMS

Infants (6 weeks – 1 year)
Toddlers (1 year – 3 years)
Pre-School (3 years – 5 years)
PHLpreK (3 years-5 years)
After School (up to age 13)
Summer Camp (up to age 13)

HOURS OF OPERATION

Miss Marty's Pre-School is open Monday through Friday from 7:00 AM to 6:00 PM, except on published holidays. Our PHLpreK Academic Program begins at 8:30 AM and runs through 3:00 PM. All other academic programs run from 9:00 AM to 3:00 PM. We encourage all students to arrive prior to the start of the academic day. Alternative arrival arrangements may be made on a case-by-case basis.

Please see the Arrival and Departure section of this handbook for additional information.

LICENSES AND PROGRAM PARTICIPATION

Miss Marty's is a Licensed Childcare Program by the Pennsylvania Department of Human Services.

We are a PHLpreK Provider and participate in various subsidized childcare programs. Please contact our office for information or questions related to applications and participation status.

QUALITY CHILDCARE DESIGNATION

Miss Marty's is proud to be a Keystone Stars Four Star Program!

Keystone STARS is Pennsylvania's Quality Rating and Improvement System (QRIS). A QRIS is a continuous quality improvement systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Keystone STARS is a program of Pennsylvania's Office of Child Development and Early Learning (OCDEL).

Early learning programs participating in Keystone STARS can earn a quality rating score from a STAR 1 to a STAR 4. At each level, programs must meet certain quality standards in four key areas: staff education, learning environment, leadership/management, and family/community partnerships. The higher the STAR level, the higher the quality standards.

With a Four-Star Rating from Keystone STARS, Miss Marty's has demonstrated superior quality, as we maintain the highest rating from The State of Pennsylvania.



INCLUSION

At Miss Marty's Pre-School, we believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please notify our Program Director, who will schedule a meeting with you, the teaching staff, and other Care Plan team members (medical, physical and/or mental health professionals) to identify how Miss Marty's can support the implementation of the Care Plan.

Our teaching staff, along with our Program Director, will support the care plan to every extent possible, and will maintain open lines of Communication with the Care Team to make sure changes to the plan are appropriately supported.

NON-DISCRIMINATION

At Miss Marty's Pre-School, educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Program Services are designed to be accessible to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides as provided through Early Intervention Programs, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/student and/or their guardian who believes they have been discriminated against, may file a complaint of discrimination with:

Miss Marty's Pre-School – 6001 Germantown Avenue, Philadelphia, PA 19144

Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity -
Room 225, Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17105

PA Human Relations Commission Philadelphia Regional Office - 110 N. 8th Street Suite 501
Philadelphia, PA 19107

U.S. Department of Health and Human Services Office for Civil Rights - Suite 372, Public Ledger
Building 150 South Independence Mall West Philadelphia, PA 19106-9111

COMPLAINTS AND GRIEVANCES

While we are committed to providing the highest quality of care and education to each child, and to meeting the needs of each family, there may be instances where a family has a concern that they would like to raise with the staff at Miss Marty's. All Complaints and Grievances will be handled professionally, timely, and in a fair, equitable and consistent manner. Further, Miss Marty's will handle complaints with the utmost of confidentiality, ensuring there is opportunity for quiet and discreet communication, and that only those who need to know are informed of the complaint or grievance.

To ensure concerns are addressed timely and appropriately, complaints should be directed to the classroom teacher or to the Program Director. While complaints may be forwarded through email (missmartys1964@gmail.com), letter (6001 Germantown Avenue, Philadelphia PA 19144), phone (215-843-8299), or in-person, we encourage the complaint be addressed in person or on the phone, so that the staff member and family member can have clear and constructive dialog.

Miss Marty's Complaint and Grievance Policy is available upon request.

ADMINISTRATION AND FINANCE

ADMISSION and ENROLLMENT

Selecting a childcare program that meets the needs of you and your child can be difficult. To that end, Parents/ Guardians are encouraged to schedule an interview and facility tour before deciding on enrolling in any program.

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Key areas to consider are: health and safety; teacher qualifications; how you/your child relates to the teacher; the variety of age appropriate activities; the Curriculum and how it is being implemented; tuition rates; hours of operation; and location.

At the time of registration, Parents/Guardians will be provided with a series of forms to be completed. These include: Application; Parental Consent/Emergency Form; Tuition Agreement Form; Getting to Know You (child) form; and a Health Appraisal Form, that must be completed by a qualified medical professional.

Parents will also be provided direct access to our Parent Handbook (this document) and provided with a Quick Reference Guide so that they are informed of program procedures and expectations.

If space is available in the appropriate classroom, the student's start date will be scheduled. If no slots are available, the child will be placed on our waiting list in the order in which applications are received and will be contacted as soon as a slot is available in the appropriate classroom.

Upon Enrollment, families will select service times that do not exceed 10 hours per day.

TUITION AND FEES

Tuition is determined by the child's classroom at the beginning of the school year/ date of enrollment, and upon promotion. For students who receive subsidies, copayments are defined by the related program. Tuition is documented in the Day Care Agreement upon enrollment, when changes occur, and every six months.

Tuition and co-payments are due to the Assistant Director as follows:

- For Weekly Paid Tuition/ Co-Payments: **Tuition is due on the Monday** of the week for which Tuition is being paid and must be paid by cash or check. If you are unable to pay your tuition on time, payment arrangements must be made with the Assistant Director. Children with outstanding balances may not return to school until their account is brought up to date.
- For Monthly Paid Tuition: **Tuition is due on the first Monday of the Month** and may be paid by cash, check, or money order. If you are unable to pay your tuition on time, payment arrangements must be made with the Assistant Director. Children with outstanding balances may not return to school until their account is brought up to date.
- A non-refundable registration fee in the amount of \$75 is due upon enrollment.
- All returned checks will be charged a fee of \$35. Two or more returned checks will result in your account being placed on "cash only" status.
- From time-to-time there may be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
- **Late Payment Fees** of \$25 weekly will be charged when tuition is not paid timely. If you are having difficulty making your tuition payment, please contact our office to make payment arrangements.
- **Late Fees** will be charged for Children/Families picked up after your scheduled service time,

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or after our closing time (6:00 PM) as follows - \$5 for each 5-minute increment the child remains at school.

- **Extended day fees** families may enroll in extended day for a fee of \$35.00. Under this option, Children may remain at Miss Marty's for up to our full, 11-hour day.
- **Sick Child Late Fee** For ill students, a \$50 per hour Sick Fee will be charged after 1 ½ hours from the time of call. For urgent calls, a \$50 per hour sick fee will be charged after 30 minutes from the time of call. (See Illness & Injury Policy on Page 12)
- Miss Marty's does not offer any discounts for absences, holidays, or closures due to inclement weather or other situations beyond our control, unless otherwise disclosed.
- Checks and Money Orders must be made payable to Miss Marty's Pre-School.

CHILD CUSTODY

A copy of a child custody order, when one exists, must be furnished to Miss Marty's Assistant Director.

Without a copy of the custody agreement, Miss Marty's Pre-School and our staff will presume that there are no restrictions regarding a parent/guardian's right to be kept informed of his/her student's school progress and participate in school activities. A parent/guardian will only be prevented from participating in his/her student's education if a court order (e.g., divorce decree, custody order or restraining order) specifically restricts the part/guardian's access to the student. If restrictions are in place, the parent/guardian with legal custody must submit a signed copy of the court order describing rights and restrictions.

COMMUNICATION AND FAMILY PARTNERSHIP

Daily Communications. Miss Marty's uses Class DoJo to provide daily communications from classroom staff about your child's activities and experiences in school. Please make sure you accept invitations from your child's (children's) teachers. Additional communications may be sent from our leadership or teachers letting you know about supplies needed or other individual, class or building announcements.

Bulletin Boards. Located at the entrance to our facility, we maintain a central bulletin board to provide key facility information, as well as resources for our staff and families. Among the items displayed are our operating License, State Regulations, Emergency Procedures, Non-Discrimination Statement and related resources, a Family Handbook, and Financial, Housing and Health resources for our families.

In addition, Miss Marty's Staff Post key activities events, closures, and calendars on our front door to make sure our families are aware of goings on in our building.

Broadcast Announcements. Information that must be communicated quickly will be broadcast via phone call or text message. It is **CRITICAL** that we have up-to-date cell phone information on file. Examples of communications may include late openings, early dismissals, school closures due to weather or health alerts.

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Email. We require you to provide an email address that you use regularly so that we may send you announcements, event invitations, and general or emergency updates.

Family Records. It is critical that family records are updated every 6 months, and when information changes. We may use listed phone numbers and emails to contact you regarding emergencies; school closings; or to share your child's progress. Failure to update required records timely may result in the suspension of your child until records are up to date.

Conferences. Family & teacher conferences occur Twice a year. During these conferences, we will discuss your child's strengths, progress, areas that need further development, and answer any questions you have. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Family Visits. Miss Marty's welcomes parents and prospective parents to tour our facility before 8:00 AM and after 5:00 PM with an appointment. Families are also welcome to visit their child's classroom during the school day, however, to effectively manage the number of individuals in our facility, we ask that you contact our office to schedule an appointment. All visitors will be required to complete a pre-entrance health screening. Miss Marty's reserves the right to deny entry due to health screening results.

Family Events. Miss Marty's leadership team is committed to continuing family events in a safe and healthy manner that account for guidance from the Philadelphia Department of Public Health. Family events may be educational and/or social. We may hold a Potty Training event, or a Tax seminar; we may have a classroom social, or building wide movie. Please keep on the look-out for Family Event Information, and opportunities to support these activities.

Volunteering. Miss Marty's welcomes family volunteers to support classroom activities and to assist with special events. Family Volunteers must obtain the following Clearances: 1) Report of criminal history from the Pennsylvania State Police, and 2) Child Abuse History Clearance from the Department of Human Services. These clearances are free for volunteers. Should you need assistance in obtaining you clearances, our office staff will be happy to assist. All volunteer times must be pre-authorized through our main office. In addition, all volunteers will be required to complete a pre-entrance health screening. Miss Marty's reserves the right to deny entry due to health screening results.

HOLIDAYS AND SCHOOL CLOSINGS

Miss Marty's Pre-School does not follow the Philadelphia School District closing, delayed opening, or early dismissal schedule. In the event of inclement weather and if there are any changes to our operating schedule, a recorded phone call or SMS text message will be sent to the primary cell phone number listed on your child's Emergency Contact Form. You may also check our website at www.Miss-Martys.com. Additional communication vehicles may be utilized throughout the year.

Miss Marty's will be closed for approximately ten (10) holidays each calendar year, plus a few Staff In-Service days. Exact Closure dates will be confirmed in mid-to-late summer and will be communicated to families via a calendar distributed in the first day folder in early September.

PUBLICITY

Occasionally, photos will be taken of the children at the center for use within the center, in publications, on social media, or on our website. Written permission will be requested on the

signature page of this handbook.

ARRIVAL AND DEPARTURE

- At Miss Marty's, our academic day for our Infant, Toddler and Pre-School classrooms begins at 9:00 AM. Our PHLpreK Program begins at 8:30 AM. To provide the highest quality education and the greatest opportunity for growth and development, Miss Marty's strongly recommends children arrive prior to the start of the school day.
- Families must adhere to the service times reflected on their Agreement. Any changes – temporary or permanent - must be communicated to our main office. We rely on these agreements to inform our staffing levels so that we can maintain appropriate child-teacher ratios.

Parents/Guardians, or other responsible ADULTS MUST escort their child through the parking lot to and from the entrance to Miss Marty's Pre-School. **NO CHILD MAY ENTER OR EXIT THE FACILITY UNATTENDED, and NO CHILD MAY BE LEFT IN THE PARKING LOT UNATTENDED.**

Arrival:

- Each morning, a Daily Health Check will be conducted for each child.
- A temperature check of each child will be performed before admission.
- Under the direction of the Philadelphia Department of Public Health, if an individual has symptoms consistent with viruses, or infections, they should not enter our facility. (For Students who are not Admitted due to health concerns, please see Illness and Injury – Page 12).
- The Adult Escort must sign the child in on the attendance sheet and include the drop-off time.
- The Adult Escort should notify Miss Marty's staff of any relevant information including last time the child ate/ last time a diaper was changed, if the child had difficulty sleeping or other information that may assist the teacher.
- A Staff Member will usher each child with his/ her belongings to the assigned classroom, where teachers will greet the child. The child will wash their hands, and belongings will be placed in the child's cubby or other appropriate location.

Departure:

Parents/Guardians, or other responsible ADULTS MUST pick-up the child by their agreement time, but no later than 6:00 pm. **Late fees** will be assessed as defined under the Tuition and Fees section of this handbook.

- Upon your arrival to pick up your child, please ring the bell to announce your arrival. A staff member will bring your child (children) and his/ her belongings out to you.
- At the time of pick-up, the responsible ADULT MUST sign out the child, including documenting the pick-up time.

Authorized and Unauthorized Pick-Up

Miss Marty's **WILL NOT** release any child to the care of someone who is not either on the Emergency Contact Form, or who otherwise has permission **IN WRITING** to pick-up the child on behalf of the Parent/ Guardian. All individuals, other than parents/guardians, will be required to show proof of identification prior to the release of the child.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. In the event we are unable to reach you, or any of your emergency contacts, we reserve the right to contact the Department of Human Services.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child.

ATTENDANCE AND WITHDRAWAL

Absences. If your child is going to be **absent or arrive late**, please call the office at 215-843-8299. Similarly, if your school-aged child will not be attending after care, please notify us by 1:00 PM (10:00 AM for half-days) so that we can coordinate with the after-school transportation provider.

Vacations. While we recognize the value of family vacations, Miss Marty's does not provide credit for vacation days.

Withdrawal. A written notice, **two (2) weeks** in advance, is required by Miss Marty's when a child is being withdrawn. Requests to transfer records must be in writing and may take up to 2 weeks to process. All applicable tuition and copayments will be assessed during this time.

HEALTH AND SAFETY

EMERGENCY PLAN

At Miss Marty's, our first priority is the safety and security of our staff and students. Every attempt is made through carrying out fire drills, shelter in place drills, outings procedure and arrivals and departures policy to ensure the security of children is maintained at all times.

Our Emergency Protocols Include, but are not limited to the following the following:

- Staff Training
- Fire Drills/ Evacuation Procedures
- Shelter In Place Drills
- Lockdown Procedures

In the case of an emergency, our first priority will be to ensure the safety of each adult and child in our program. Once each individual is safe and accounted for, families will be notified of the incident, and any special instructions including delayed pick-ups, and alternate locations for pick-up.

CHILD ILLNESS AND INJURY

If your child becomes ill or is injured during the school day, Miss Marty's may attempt to contact you. In the event that you cannot be reached, our Administrative Team will reach out to the

individual(s) noted on your Emergency Contact form. In any circumstance, you will receive an incident report outlining the incident and the course of action taken.

Injury:

- If your child sustains a minor injury (e.g., scraped knee), first aid will be administered by a trained caregiver.
- If the injury produces any type of swelling or needs medical attention, you, or an emergency contact will be notified immediately.
- In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Illness - Exclusions:

We understand that it is difficult for a family member to leave or miss work, but to protect other children, **you may not bring a sick child to Miss Marty's**. Miss Marty's leadership reserves the right to refuse admittance to a child who appears ill.

If your child becomes ill during the day, you may be contacted to pick your child up from school. Should you be unavailable, your emergency contact(s) will be notified to pick-up your child. Failure to pick your child up within the prescribed timeframe will result in a \$50.00 per hour sick child late fee.

At Miss Marty's, Early Dismissal from School are categorized into two classifications: Standard and Urgent.

Standard Discharge: Child presents with low grade fever, is out-of-sorts, lethargic, red cheeks, runny nose, cough. Child must be picked up within 90-minutes from the time of call.

Urgent Discharge: Child presents with High fever, recurrent vomiting or diarrhea, symptoms of a communicable disease, serious allergic reaction, or symptoms that may require immediate medical attention. Child must be picked up within 30-minutes from the time of call.

Readmission:

In many cases, an illness may resolve quickly, and does not require a primary health care provider visit before reentering care. If a child's symptoms have resolved, and the individual is able to participate comfortably in normal activities, the individual may present for readmission to school, except when regulations specify otherwise. Upon Exclusion, families will be provided detailed requirements for a child's readmission.

MEDICATION POLICY

Miss Marty's does not administer prescription or non-prescription medication to children without a note from a licensed medical professional. Non-prescription topical ointments require a note signed by the parent/guardian.

If your child has a written order for the administration of Medication (**prescription or non-prescription**) from a healthcare provider:

- All medications should be handed directly to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or

with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription Medications** - the label on the medication must match the written permission from the medical professional and must include your child's name, dosage, current date, frequency, expiration date, duration, and the name and phone number of the physician. All medications must be in the original container. Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** - the written permission must include your child's name, dosage, current date, frequency, expiration date, duration, and the name and phone number of the physician. All medications must be in the original container.
- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent/guardian specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

SUSPECTED CHILD ABUSE

Miss Marty's staff are legally required to report to PA ChildLine if they have reasonable cause to believe or suspect that a child is a victim of child abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

CURRICULUM, LEARNING AND CLASSROOM MANAGEMENT

Miss Marty's Pre-School strives to provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

CURRICULUM AND ASSESSMENTS

Miss Marty's Pre-School uses the Frog Street Curriculum for Infants and Toddlers and Creative Curriculum for Preschool in our Preschool and PHLpreK Classrooms. As part of each curriculum, we gather information about each child's developmental accomplishments and evaluate progress so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year and formally during parent conferences.

DEVELOPMENTAL SCREENING

Miss Marty's Pre-School uses the Ages and Stages Questionnaire-3 (ASQ-3) and Ages and

Stages Questionnaire- Social/Emotional (ASQ-S/E). To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants as warranted. Developmental screening is conducted at least every six months, with written consent from the child's parent/guardian(s) at the end of this handbook.

TRANSITION SUPPORT

Whether transitioning from class to class, or moving on to Kindergarten, transitions can be especially difficult for students and families. Miss Marty's Pre-School is committed to assisting our students and families throughout the process, to minimize anxiety and stress, and to make the transition as comfortable as possible for all stakeholders. Key to the success of any transition is the frequent communication between the teacher, Program Director and families. Miss Marty's staff will be accessible to our families through scheduled meetings, phone calls and other communication channels as agreed upon by the staff members and the families.

DISCIPLINE

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is available to you upon request. Key elements of our Policy Include:

- When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children and our staff. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Program Director.
- Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.
- If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

REST TIME

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every ten (10) minutes.

After lunch, all children less than five (5) years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress

as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Students who are not potty trained may not be able move to the pre-school classroom upstairs.

MEALS AND SNACKS

- Miss Marty's requires that children bring their own lunch to school with the exception of Friday, when lunch is provided to all students.
 - Families should consider providing well balanced meals, including fruits and vegetables, and proteins and grains.
 - Friday Lunches will be planned in advance and will include Milk, an Entrée, a Grain, a Fruit and a Vegetable in accordance with the Child and Adult Care Food Program
- Snacks are provided to all students.
 - Snacks will include either water or milk, and a fruit, vegetable, or grain.
- Students enrolled in PHLpreK may enroll in a full-time meal program on a month-to-month basis.

OTHER IMPORTANT ITEMS

What to Bring

- **All Students:** Bedding, Lunch.
- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- **Young Toddlers:** a clean empty sippy cup for daily use and/or 2 juice boxes, six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Older Toddlers:** two juice boxes, please no cups of any kind. At least two changes of clothes or more per day if going through the toilet training program.
- **Preschoolers/ Pre-K:** at least one change of clothes, socks and shoes.
- **After School Care Children:** books for homework, appropriate play clothes

Please **label all items brought from home** with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home at least weekly and on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

If your child is missing an item, you can contact your child's teacher, or our main office. Our staff will check in the classroom lost and found box for any missing items. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. If an item is sent to school, please make sure it is labeled with the child's name.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90 degrees or below 40 degrees.

Communal Water-Play

Children are supervised during water-play. Water play may include sprinklers or use of water tables and water toys. All supervising staff are certified in first aid.

Smoking

The indoor and outdoor facilities and all vehicles used by Miss Marty's are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is an object which, by the manner it is used or intended to be used, is capable of inflicting bodily harm (e.g., Guns, knives, razors etc.). Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy

applies to visible or concealed weapons.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Miss Marty's Pre-School
Family Handbook: School Year 2023-2024

Student(s) Name(s): _____

Family Handbook Acknowledgement

By signing below, I acknowledge that I have received direct access to the 2023-2024 **Miss Marty's Pre-School Family Handbook**. Further, I accept my responsibility to read, and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained within that I do not understand.

Recipient Signature

Date

Assistant Director or Program Director

Date

Development Screening Consent

Miss Marty's Pre-School offers development screenings for all students enrolled in our infant, toddler and pre-school and Pre-K programs. The purpose of the screening is to determine if a child's development is consistent with expectations for their age.

We utilize the Ages and Stages Questionnaire – 3 and the Ages and Stages Social/Emotional Questionnaire in collaboration with the family. Results of the screening will be shared with the family. Should a more complete evaluation be indicated, Miss Marty's will guide the family through the process.

By signing below, I authorize Miss Marty's to complete the screenings in collaboration with the family.

Parent/ Guardian Name

Date

Parent/ Guardian Signature

Media Consent

I _____ hereby grant Miss Marty's Pre-School the right and permission to use photographic portraits, pictures, digital images or videotapes of My Child, or in which My Child may be included in whole or part, or reproductions thereof in color or otherwise for any lawful purpose whatsoever, including but not limited to use in a publication, on Miss Marty's web-site, or on social media, without payment or any other consideration.

CONSENT: We/I hereby certify that We/I are/am the parent(s) or guardian(s) of the above named child and do hereby give our/my consent without reservation to the foregoing on behalf of My Child.

** One copy of this signed acknowledgement must be filed in the child's office file. One copy shall be provided to the family for their records.*

Parent/ Guardian Signature _____ Date: _____