



**6001 Germantown Avenue
Philadelphia, PA 19144
215-843-8299
www.Miss-Martys.com**

Family/Caregiver Handbook

2026 - 2027

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Miss Marty's Pre-School
Family Handbook – 2026-2027

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Miss Marty's Pre-School Family Handbook

WELCOME

Welcome to Miss Marty's Pre-School. This handbook explains our policies, procedures, and shared expectations so families and staff can work together to provide a safe, nurturing, inclusive, and developmentally appropriate early learning environment for every child. Families are encouraged to read this handbook carefully and ask questions at any time.

The term "family" used throughout this handbook refers to parents, stepparents, grandparents, foster parents, and other caregivers or guardians responsible for children enrolled at Miss Marty's Pre-School.

ABOUT MISS MARTY'S PRE-SCHOOL

Founded in 1964 by Martha "Miss Marty" Macallister, Miss Marty's Pre-School has served Germantown and surrounding communities with high-quality childcare in a safe, nurturing, and supportive environment.

After Miss Marty's passing, second-generation owner and operator Christina Melton continues her mother's vision. Under her leadership, the center strives to be Germantown's preferred childcare provider, helping children learn, grow, and thrive in a safe, engaging, and caring setting.

OUR PROGRAMS

Infants (6 weeks – 18 months)

Preschool 3 (3 years – 4 years)

PHLpreK (3 years-5 years)

Miss Marty's Extended Day Program
(Kindergarten – 8th Grade)

Toddlers (1 year – 3 years)

Preschool 4 (4 years – 5 years)

PHLpreK Afterschool Program

After School /Summer Camp

** The ages above are guides only. Classroom assignments are made based on each child's chronological age and developmental stages.*

HOURS OF OPERATION

Miss Marty's Pre-School is open **Monday through Friday from 7:00 AM to 6:00 PM.**

Miss Marty's Academic Day runs Monday through Friday from **9:00 AM to 3:30 PM.**

Extended Care – Children in attendance for **more than 9 hours** can enroll in our Extended Care Program for an Additional Fee.

Miss Marty's PHLpreK hours are **Monday through Friday from 8:30 AM to 3:00 PM.**

Before School and After School Care are available for an additional fee.

Children are expected to be in their Classrooms at the start of the academic day. Late arrivals (after Program Start Time) should be communicated to the office (see Attendance p7).

No Child will Be Admitted to Miss Marty's After 11:00 AM to minimize classroom and program disruptions.



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INCLUSION AND NON-DISCRIMINATION

OUR COMMITMENT TO INCLUSION

Miss Marty's Pre-School is committed to providing high-quality childcare in an inclusive environment where children of all racial, ethnic, ability, and socioeconomic backgrounds are welcomed and supported. We work to ensure that every child can participate fully, feel accepted, and experience a strong sense of belonging.

Reasonable accommodations will be made, based on each child's abilities and needs, to support full and active participation in our program.

NON-DISCRIMINATION POLICY

Admissions, services, and referrals are provided without regard to race, including hair type, hair texture, or hairstyle; color; religious creed, including religious observance, practice, and belief; disability; ancestry; national origin, including Limited English Proficiency; age 40 and over; sex, including pregnancy, childbirth, breastfeeding, sex assigned at birth, gender identity or expression, affectionate or sexual orientation, and differences in sex; or retaliation.

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

Miss Marty's strives to provide high-quality care and education to all children and families. If you have a concern, it will be handled promptly, fairly, and confidentially, with only those necessary informed. Please direct complaints to the classroom teacher or Director. You may contact us by email (Office@Miss-Martys.com), letter (6001 Germantown Avenue, Philadelphia PA 19144), phone (215-843-8299), or in-person. We recommend discussing concerns in person or by phone for clear communication. Our Complaint and Grievance Policy is available upon request.

SUSPENSION AND EXPULSION

Miss Marty's Pre-School will not expel, suspend, or reduce the amount or quality of services provided to a child or family because of challenging behavior alone, unless one or more of the following exist:

- The child poses a health or safety threat to themselves, their peers or their teachers.
- The family refuses additional screening.
- All behavior management screenings, referrals, and resources have been exhausted.



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- Implementing additional accommodations would require a fundamental alteration of the program or would constitute an undue burden to Miss Marty's Pre-School.
- Supports identified in the Child's Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP) are not fully implemented.

Suspension or expulsion are used only in exceptional circumstances.

Our Suspension and expulsion policy is available upon request.

LICENSES AND PROGRAM PARTICIPATION

Miss Marty's Pre-School is licensed by the Pennsylvania Department of Human Services (DHS) in coordination with the Pennsylvania Department of Education (PDE). Pennsylvania's Office of Child Development and Early Learning (OCDEL) support DHS and PDE in licensing and overseeing early childhood education programs throughout Pennsylvania.

Miss Marty's is a PHLpreK provider and participates in CCIS/ELRC subsidy programs. Please contact our office with questions about applications or participation status.

QUALITY CHILDCARE DESIGNATION

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



ADMINISTRATION AND FINANCE

REGISTRATION, RECORDS AND ADMISSIONS

Tour and Interview: All families must complete an admission interview and tour before enrolling their child at Miss Marty's Pre-School. The interview will confirm eligibility, collect required documentation, and answer questions about our program. The tour will be scheduled at the family's convenience and will include a walkthrough of classrooms, restrooms, and outdoor areas. Prospective children are required to attend the tour, or schedule a separate visit, to evaluate whether the program is a fit for your child, to determine appropriate placement based on ages and stages, for our teachers to meet the child and begin to build a connection, and to ensure the child's needs can be met.

Records: Additional records required for new students include:

- Most Recent ASQ/ASQ-SEs, Child Services Reports, and other relevant developmental information from a previous childcare facility, if applicable
- Copy of the child's IEP or IFSP, if applicable

Above records should be received by our office at least one (1) week before your child's scheduled start date so that our team can make sure to understand your child's developmental stage and to



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make any adjustments necessary for a smooth transition.

Registration Fee: A non-refundable registration fee is due upon registration for our private pay families to secure your child's spot in the classroom. For students who receive subsidies, registration fees are defined by the related program.

If space is available in the classroom a child will be registering for, the student's start date will be set. If the classroom enrollment is at capacity, the child will be added to the classroom wait list based on registration order. Families will be notified of openings in order of the waitlist.

TUITION AND FEES

- Private pay tuition is determined by the **classroom your child is registered in**. The classroom and tuition rates are reflected on your registration form and your agreement form.
- **Subsidized co-payments are determined by the subsidizing agency** and are reflected on your registration form. Adjustments to copayments are made at the discretion of the subsidizing organization.
- Weekly Paid Tuition/ Co-Payments: **Due on the Monday** of the week for which Tuition is being paid and must be paid by cash or check.
- Monthly Paid Tuition: **Tuition is due on the first Monday of the Month** and may be paid by cash, check, or money order.
 - Monthly Paid Tuition is calculated by the **Weekly Rate times the Number of Mondays** in the Month
- Miss Marty's does not offer any discounts for absences, holidays, vacations or closures due to inclement weather or other situations beyond our control, unless otherwise disclosed.

Additional Fees:

- Late Payment Fees: when tuition is not paid in full by the end of the day on Wednesday.
- Returned Check Fee: All returned checks will be charged a fee of \$35.
- Transportation Fees (after school transportation): Will vary based on the school and the transportation service.
- Late Pick-up Fees: for pick-up after service hours, after close, or untimely sick child pick-up
- Trip Fees: Trip fees may be assessed for off-site field trips.

CHILD CUSTODY

If a Child Custody Agreement, Judicial Order, or similar legal document exists, the custodial family member is required to provide a signed or notarized copy to the Director or Assistant Director. The Assistant Director will distribute the information on a need-to-know basis. Miss Marty's will comply with all requirements specified in the document.

COMMUNICATION AND FAMILY PARTNERSHIP

CLASS DOJO.

Class DoJo is our primary communication platform for families. Class DoJo is used for:



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- school-wide updates, events, achievements, delayed openings, and other important announcements
- broadcast announcements - including emergencies, urgent notifications, closures etc.
- classroom specific activities, upcoming events, requests for assistance or donations, and classroom photos on the Class Story.
- individual/ teacher-family dialogue message individual parents directly, and parents may communicate with teachers and other families through the platform.

Up to two (2) family caregivers will be invited to join the child's classroom. To protect the privacy of students and families, anyone who is not invited by our office will be removed immediately. Please accept all invitations so you can stay connected with each child's teacher and receive updates. ***Please Turn ON notifications so you receive any Emergency Announcements Timely.***

BULLETIN BOARDS.

Our central bulletin board at the facility entrance displays important information, including our operating license, state regulations, emergency procedures, non-discrimination statement, family handbook, and financial, housing, and health resources. Key activities, events, closures, and calendars are also posted on the front door by Miss Marty's Team to keep families informed.

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. Family records are required to be updated every six months and whenever there are changes in information. We may utilize the phone numbers and email addresses provided to contact you regarding emergencies, school closures, or to communicate updates on your child's progress. Please note that failure to update necessary records in a timely manner may result in the suspension of your child until all records are current.

TEACHER/ FAMILY CONFERENCES. Family and teacher conferences are held twice a year. During these meetings, your child's strengths, progress, areas for further development, and any questions will be discussed.

FAMILY VISITS. Miss Marty's invites families to visit their child's classroom . We ask that you coordinate the day/time with your child's teacher to minimize the disruption of the daily schedule and planned activities.

FAMILY EVENTS. Miss Marty's is committed to hosting both social and educational events for our families. Whether pastries with parents, or a winter wonderland – keep a lookout for ways to join in the fun!

VOLUNTEERING. Family members are encouraged to volunteer in support of classroom activities and special events at Miss Marty's. Volunteer clearances are required and are free of charge. We will be happy to assist with the clearance process if needed. All volunteer hours require prior approval through the main office.

POLICIES AND PROCEDURES. Detailed Policies and Procedures are available to families at their request.

HOLIDAYS AND SCHOOL CLOSINGS

Miss Marty's Pre-School **does not** follow the Philadelphia School District closing, delayed opening, or



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early dismissal schedule. In the event of inclement weather and if there are any changes to our operating schedule, you will receive a notification from Class Dojo.

ARRIVAL AND DEPARTURE PROCEDURES

Children's agreed or assigned (by ELRC) Service Times are noted in the Agreement. Families are REQUIRED to adhere to the agreed times. Any changes to a child's Arrival or Departure times – temporary or permanent - must be communicated to our office. We rely on these agreements so we can plan our coverage levels and maintain acceptable child-teacher ratios.

SAFE ROUTE POLICY

Supervising Adults MUST follow our SAFE ROUTE Policy displayed on our front board.

- All children are to arrive and depart from the designated entrance via the Church Parking Lot.
- No Child should be unattended in the parking lot.
- Every Child must be signed in by a supervising adult and handed off to a Miss Marty's Team Member.
- Every Child must be signed out by a supervising adult before the child will be released from Miss Marty's Care.

ARRIVALS:

ON-TIME ARRIVALS:

All children are expected to be in their classrooms for the start of their program day and in compliance with their Service Times.

Miss Marty's Pre-School program times are from 9:00 AM – 3:30 PM.

PHLpreK program times are from 8:30 AM to 3:00 PM.

EARLY ARRIVALS:

If your child arrives to school before the documented Service time, the Supervising Adult may be required to remain with your child until additional staff arrive and/or the start of your Child's Service period.

LATE ARRIVALS

Late arrivals disrupt your child's experience in the classroom and disrupt the rest of the class during their various learning activities.

If your Child Must be Late: Notify your Child's Teacher **and** our Office at least 1 day in advance. A medical note or other documentation will be required for any child arriving to school after 10:00 AM

No Child will be admitted to Miss Marty's after 11:00 AM for any reason.

DEPARTURE:

Children **MUST** be picked up no later than their agreement time. **Late Pick-Up fees** will be assessed as defined under the Tuition and Fees section of this handbook.



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EARLY PICK-UP

Please notify our office and your child's teacher if you need to pick your child up earlier than usual. This will allow us to have your child's belongings packed and to prepare your child for your arrival.

FAILURE TO PICK-UP

If your child has not been picked-up by the time on your agreement, or by the close of business, all efforts 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

Miss Marty's **WILL NOT** release any child to the care of someone who is not identified in writing to pick-up the child on behalf of the Parent/ Guardian. All individuals, other than Primary Caregivers, will be required to show proof of identification prior to the release of the child.

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

Regular attendance in school is important in helping children receive an optimal learning experience that prepares them cognitively, socially, emotionally, and physically.

Absences. If your child is going to be **absent**, 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.

Teachers will reach out to the Family if a child is absent without notice. When a child has frequent (e.g. once every week), or continuous (10 or more days in a row) absences, Teachers will notify our Assistant Director, who will reach out to families to explore if there is anything Miss Marty's can assist with. Should the absences continue, the matter will be escalated (internally or to an external program as appropriate) for decision on appropriate next steps.

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

Withdrawal. Miss Marty's requires A written notice **two (2) weeks** in advance when a child is being withdrawn. Tuition/ Copayments will be due for the complete 2-week period. Requests to transfer records must be in writing and may take up to 2 weeks to process. No records will be provided until the tuition account has been resolved.



HEALTH AND SAFETY

EMERGENCY PLAN

At Miss Marty's, our priority is the safety and security of our team and students. Our Emergency Protocols Include but are not limited to the following: Team Training, Fire Drills/ Evacuation Procedures, Shelter In Place Drills, and Lockdown Procedures. Through our monthly fire drills, shelter in place drills, reviewing outings procedure and our arrivals and departures policy our team and children are familiar and comfortable with our emergency procedures.

In the case of an emergency, our priority will continue to be the safety of each adult and child in our program. Once everyone 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. Refer to the Emergency Plan information Letter included with your first day packet.

SUSPECTED CHILD ABUSE

Miss Marty's team 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. Miss Marty's will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

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, we will reach out to the individual(s) noted on your Emergency Contact form.

INJURY:

- If your child sustains a minor injury (e.g., scraped knee), first aid will be administered by a trained caregiver. Upon arrival for child Pick-Up, you will be presented with an incident report that explains what happened, and what care was given.
- If the injury produces any type of swelling or needs medical attention, you, or an emergency contact will be notified as soon as practical. Upon arrival for child Pick-Up, you will be presented with an incident report that explains what happened, and what care was given.
- If emergency medical care is needed, the child will be taken to the hospital by ambulance and will be accompanied by a member of Miss Marty's Team. The parent will be contacted as soon as practical in the best interest of the child. If the parent cannot be reached, we will document in writing the reason emergency care was required and the attempts made to inform the parent.

ILLNESS - EXCLUSIONS:

Protecting the health and safety of our students and team is our first obligation. We know it is hard to miss work, or leave work early, when your child is sick. However, to protect the health of our team and other students, a **sick child will not be admitted to Miss Marty's.**



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Diseases and conditions which require exclusion are specified in 28 Pa. Code Chapter **§ 27.71 – 72**. In addition, children with multiple symptoms including cough, sneezing, runny nose, lethargy/ inability to participate in normal daily activities, sore throat, or shortness of breath will not be admitted until the symptoms have improved and the child is comfortable to resume normal activities.

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.

READMISSION:

In many cases, 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 child is able to participate comfortably in normal activities, the child may be readmitted to school, except when regulations specify otherwise. Upon Exclusion, families will be provided requirements for a child's readmission.

MEDICATION POLICY

Miss Marty's will make reasonable accommodation to give medication or a special diet to a child if it has been prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs **AND** with proper Family/ Guardian authorization.

Non-prescription topical ointments require proper Family/ Guardian authorization.

Our administration of medication policy is available upon request.

CURRICULUM, LEARNING AND CLASSROOM MANAGEMENT

Miss Marty's Pre-School provides a learning environment with curricula that are adjusted to the developmental stages of different age groups in each classroom. The daily routine is flexible, allowing children to progress at their own pace. The program incorporates play-based, hands-on learning through designated interest areas. The curricula support children's development in creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. Miss Marty's fosters openness to diverse perspectives and emphasizes the importance of children working together.

CURRICULUM AND ASSESSMENTS

Miss Marty's Pre-School uses the Frog Street Press Curriculum for Infants and Toddlers and The 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 assess progress so we can modify and adjust what we are teaching to give the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year and formally during parent conferences.



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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 Families, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving home-caregivers and may engage the child's primary health care provider 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.

BEHAVIOR MANAGEMENT and DISCIPLINE

BULLYING

Miss Marty's maintains zero tolerance for bullying. Any instance of Bullying will be addressed with the family immediately.

BEHAVIOR MANAGEMENT

Miss Marty's behavior management policy is designed so that we can respond to the needs of each child, and approach challenging behaviors, by incorporating positive discipline practices. Suspension and expulsion sole for behavior issues are considered only on rare occasions. A copy of the policy is available to you upon request. Key elements of our Policy Include:

- Understanding the trigger for the behavior
- Redirect the child to a new or different toy/ activity etc.
- Teach our students how to solve problems using appropriate interactions.
- Children will be removed from the class to calm down only as a last resort.

For ongoing concerns and/or repeated uncontrollable behaviors, Miss Marty's will take a collaborative approach to Behavior Modification, including family and other community resources as necessary and as authorized.

DISCIPLINE

Neither physical restraint, nor physical ,verbal ,or emotional punishment is used or permitted to be used for disciplinary reasons. 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.

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.



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REFERRALS AND EARLY INTERVENTION SERVICES

Miss Marty's Pre-School will initiate referrals for Early Intervention and Behavioral and Mental Health evaluations in accordance with our policy. To support our students with behavioral issues or developmental delays, and their families, we will make every reasonable modification to our policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration to our program or would pose an undue burden to Miss Marty's Pre-School.

PROMOTIONS AND TRANSITION SUPPORT

Promotions to the next classroom are made in September, January and June. Children are promoted to the next classroom/age group based on the child's readiness, the child's age, and availability in the next room. Moving children from class to class throughout the school year is not preferred but may occur in extraordinary circumstances.

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 reduce 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 Miss Marty's teachers, administration and families. Miss Marty's team will be accessible to our families through scheduled meetings, phone calls and other communication channels as agreed upon by the team members and the families.

MISCELLANEOUS

MEALS AND SNACKS

- Children need to bring their own lunch daily.
 - Families should make every effort to provide well balanced meals, including dairy, fruits and vegetables, and proteins and grains.
- Snacks are provided to all students in the morning and after rest time (or when they arrive from their primary school for our after schoolers).
 - Snacks will include either water or milk, and one or more fruit, vegetable, dairy or grain.
- Students enrolled in PHLpreK will be served a full lunch daily.
- Additional Guidance can be found [here](#).

REST TIME

Infants sleep according to their own schedule, as written by the home-caregiver, and are put to sleep on their backs. Teachers directly observe infants by sight and sound at all times and check on sleeping infants every ten (10) minutes.

Our Young Toddlers through PreK/Preschool have a set rest time, The duration is consistent with their needs. Children are not required to go to sleep, but they are expected to participate in Quiet Time.



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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. 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. Potty training is one of the readiness factors for students transitioning to our preschool classroom.

WHAT TO BRING

- **Infants:** Sleeping and eating schedule (first day); crib sheet (weekly), 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:** Cot Covers (weekly), Daily – Lunch (and 2 Snacks if preferred)- *finger foods are best to help your child with self-care as well as fine motor development and hand-eye coordination.* One sippy cup with water and one milk OR juice cup (juice box), please no more than 2 cups of any kind. Diapers, wipes and at least two complete changes of clothes.
- **Older Toddlers:** Cot Covers (weekly), Daily – Lunch (and 2 Snacks if preferred), one sippy cup/water bottle filled with water, and ONE milk OR juice cup (juice box), please no more than 2 cups of any kind. Diapers/ Pull-ups, Wipes, and at least two complete changes of clothes.
- **Preschoolers/ Pre-K:** Cot Covers (weekly), Daily – Lunch (and 2 Snacks if preferred), a full water bottle. Children should also have at least one complete change of clothes at school.

We request that you **do not** bring toys from home into the center unless they are part of a show-and-tell activity.

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. **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.

LOST & FOUND

Please **label all items brought from home** with your child's name (i.e., clothes, bottles, diapers, cups/water bottles, bags, bedding, etc.) to prevent items from becoming misplaced or lost. If your child is missing an item, please contact your child's teacher, or our main office. Our team will check in the classroom lost and found box for any missing items. Please note that we are not responsible for lost personal property.



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EXTREME WEATHER AND OUTDOOR PLAY

We all love to Play Outside! Unfortunately, there are times when it is not safe for our children to be outside. That includes - When the heat index is above 90 degrees or the wind chill is below 40 degrees, and during Thunder and Lightning.

PROHIBITED SUBSTANCES/WEAPONS

The possession or use of alcohol, illegal drugs/ substances, dangerous weapons or unauthorized potentially toxic substances is prohibited on the center's premises.

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.

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.

Dangerous weapons and 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.) are prohibited.

This policy applies to visible or concealed items.



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Student's Name: _____

Family Handbook Acknowledgement

By signing below, I acknowledge that I have received direct access to the 2025-2026 **Miss Marty's Pre-School Family Handbook**. Further, I accept my responsibility to read and familiarize myself with the Handbook and to ask center management for clarification of any policy, procedure or information contained within the handbook that I do not understand.

Family Member Signature

Date

Assistant Director or Director

Date

Development Screening Consent

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

The Ages and Stages Questionnaire – 3 and the Ages and Stages Social/Emotional Questionnaire is used with the family. Results of the screening will be shared with the family. If a more complete evaluation is recommended, 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.

Family Member Name	Date
Family Member Signature	

Media Consent

I _____ hereby give Miss Marty's Pre-School the right and permission to use photographic portraits, pictures, digital images or videotapes of My Child, or that My Child may be included in, 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: I hereby certify that I am the custodial family member of the above-named child and do hereby give consent without reservation to the above regarding the child named above.

** 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.*

☐ Images of my child/ren may ONLY be posted in Class DoJo to be seen by Miss Marty's employees, my child's classmates and their families.

Family Member Signature _____ Date: _____