



**6001 Germantown Avenue
Philadelphia, PA 19144
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Family Handbook

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Miss Marty’s Pre-School
Family Handbook

Contents

ABOUT MISS MARTY’S PRE-SCHOOL	3
OUR PHILOSOPHY	3
OUR PROGRAMS	3
HOURS OF OPERATION	3
LICENSES AND PROGRAM PARTICIPATION	4
QUALITY CHILDCARE DESIGNATION	4
INCLUSION	5
NON-DISCRIMINATION	5
SUSPENSION AND EXPULSION	6
COMPLAINTS AND GRIEVANCES	6
ADMINISTRATION AND FINANCE	6
REGISTRATION and ADMISSIONS	6
TUITION AND FEES	7
CHILD CUSTODY	8
COMMUNICATION AND FAMILY PARTNERSHIP	8
HOLIDAYS AND SCHOOL CLOSINGS	9
PUBLICITY	10
ARRIVAL AND DEPARTURE PROCEDURES	10
ATTENDANCE AND WITHDRAWAL	11
HEALTH AND SAFETY	12
EMERGENCY PLAN	12
CHILD ILLNESS AND INJURY	12
MEDICATION POLICY	13
SUSPECTED CHILD ABUSE	14
CURRICULUM, LEARNING AND CLASSROOM MANAGEMENT	14
CURRICULUM AND ASSESSMENTS	14
DEVELOPMENTAL SCREENING	14
PROMOTIONS AND TRANSITION SUPPORT	14
DISCIPLINE	15
REST TIME	15
TOILET TRAINING	16
MEALS AND SNACKS	16

Miss Marty's Pre-School
Family Handbook

OTHER IMPORTANT ITEMS 16

 What to Bring 16

 Lost & Found 17

 Toys from Home 17

 Extreme Weather and Outdoor Play 17

 Communal Water-Play 17

 Smoking 17

 Prohibited Substances 17

 Dangerous Weapons 17

 Clothing 18

 Biting 18

Miss Marty's Pre-School

Family Handbook

In this handbook, the term “family” 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

Miss Marty’s Pre-School was established in 1964 by Martha “Miss Marty” Macallister. Since its inception, Miss Marty, along with her family and dedicated staff, has provided high-quality childcare to Germantown and neighboring communities in a secure, nurturing, and supportive setting.

Following the passing of its founder, second-generation owner and operator Christina Melton has continued to advance her mother’s vision. Under her leadership, the center aspires to be the preferred childcare provider in the Germantown area, offering children opportunities to grow, learn, and develop in a safe, engaging, and caring environment.

OUR PHILOSOPHY

Miss Marty's program is built on the belief that each child is unique, with individual needs and learning styles. The program provides inclusive, personalized care to support every child's development—nurturing emotional growth, practical skills, and positive social relationships while promoting respect, inclusion, and a constructive attitude.

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)

*Please note, the ages above are guides. Since children learn and develop at different rates, classroom assignments may vary.

HOURS OF OPERATION

Miss Marty’s Pre-School	Monday through Friday from 7:00 AM to 6:00 PM
PHLpreK	Monday through Friday from 8:30 AM to 3:00 PM.
Miss Marty’s Academic Day	Monday through Friday from 9:00 AM to 3:30 PM
Extended day services	Monday through Friday 7:00am – 9:00 am and 3:30 pm-6:00 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 Pre-School is Licensed 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). Early learning programs participating in Keystone STARS can earn a quality rating score from STAR 1 to STAR 4. At each level, programs are required to meet specific quality standards in four main areas: staff education, learning environment, leadership/management, and family/community partnerships. Higher STAR levels correspond to more rigorous quality standards.

Miss Marty's holds a Four-Star Rating from Keystone STARS, representing the highest rating recognized by the State of Pennsylvania.



Miss Marty's Pre-School
Family Handbook

INCLUSION

At Miss Marty's Pre-School, we are committed to providing high-quality childcare that is inclusive of children from all racial, ethnic, ability, and socio-economic backgrounds. We strive to ensure every child has opportunities for participation, acceptance, and a sense of belonging. Every reasonable accommodation will be made to support the full and active participation of all children in our program, tailored to their individual capabilities and needs.

If your child has an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP), please provide a copy to Miss Marty's Office at least one week prior to your child's first day. Our teaching staff and administrators will review these plans to confirm that we can deliver appropriate services and to prepare both the classroom environment and instructional practices for your child's inclusion.

Your child's teacher will play a vital role on the Care Plan Team, observing your child daily and monitoring progress alongside peers. Teachers are often the first to identify the attainment of goals or the need for adjustments within the plan. Therefore, it is essential that the teacher be included as a member of the Care Plan Team and participate in all plan review meetings. Non-compliance with this requirement may limit our ability to provide effective support and could result in dismissal from Miss Marty's Pre-School.

NON-DISCRIMINATION

Miss Marty's Pre-School provides educational opportunities to all children regardless of race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent or provider political beliefs, marital status, sexual orientation, special needs, or other considerations prohibited by law. Educational programs are structured to address the diverse needs of all students.

Program Services seek to ensure accessibility for individuals with disabilities using practical and economically reasonable methods. These may include equipment redesign, providing aides through Early Intervention Programs, and offering alternative service delivery locations. Structural modifications are considered only when other methods are not feasible.

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

SUSPENSION AND EXPULSION

No child will be expelled or suspended solely because of behavioral concerns or differences in abilities. At Miss Marty's, we aim to provide high-quality childcare and early learning educational services. There may be circumstances where it is necessary to remove a child from a class, either temporarily or permanently. These measures are only implemented by Miss Marty's in exceptional situations. Causes of expulsion are:

1. When the child poses a physical risk to other children and/or our team members, the Family refuses further evaluation and/or the implementation of the individualized service plan designed by Early Intervention Services.
2. A does not deliver a copy of the IEP/IFSP to Miss Marty's Pre-School, or does not include the child's teacher in the Care Plan Team resulting in our inability to appropriately support and report on a child's growth and development goals and accomplishments.
3. Tuition is severely delinquent and attempts to make payment plans, or workout arrangements to assist the family are declined.

Our Suspension and expulsion policy is available upon request.

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.

ADMINISTRATION AND FINANCE

REGISTRATION and ADMISSIONS

At Miss Marty's, registration starts with a tour led by the Assistant Director. Children to be enrolled are required to attend this meeting to meet the Assistant Director, their prospective teacher, and classmates. This visit and meeting are a standard part of the registration process, intended to help you decide if Miss Marty's is right for your family.

During this meeting, families will be provided with a standard packet of forms that are required before admission can be made. Specifics of the forms and timelines will be reviewed with the family at the time of the interview.

For children transferring to Miss Marty's from another school, we request that records from the previous school—including ASQ/ASQ-SEs, Child Services Reports, and other relevant developmental information—be submitted one week prior to the child's start date. This will ensure our teachers are prepared and can help with your child's transition.

If your child has an IEP or IFSP, please provide a copy to Miss Marty's at least one week before their

Miss Marty's Pre-School Family Handbook

start date. Our staff will review the plan to understand your child's needs and assess if our classroom is suited for inclusion. If more time is needed for adjustments, we will notify you within 48 hours.

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 for the child's classroom, the student's start date will be set. Otherwise, the child will go on the waiting list based on registration order, and families will be notified of any openings. Upon admission, families must choose childcare hours not exceeding 10 hours per day.

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. Tuition will be adjusted accordingly when children are promoted ^{see p. 14} to the next classroom.

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.

Tuition and co-payments are documented on the Agreement form when you first register, when changes occur, and every March and September.

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

- For 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
- For 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 Paid Rate times the Number of Mondays in the Month
- Checks and Money Orders must be made payable to **Miss Marty's Pre-School**.
- 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.
- 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.
- **Late Payment Fees** unless a payment arrangement has already been made, a fee of \$25 weekly will be charged when tuition is not paid timely.
- 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 will be kept to a minimum, and are due prior to the event, activity or trip.
- **Sick Child Late Fee** It is the intention of Miss Marty's Pre-School to make sure that all of our students are protected, healthy and safe. When a Home Caregiver or emergency contact is

Miss Marty's Pre-School Family Handbook

notified about a sick child, they will also be advised how long they have to pick the child up. (See sick Child Policy for Details) Failure to pick the child up within the allotted time will result in a \$50.00 late fee being added to your tuition account.

- **Late Fees** for Children/Families picked up after their scheduled service time, will be charged \$5.00 for every 5 minutes and will be added to your tuition account.
- **Late Fees** for Children picked up after Miss Marty's has closed (6:01 PM or later) there will be a flat \$25 fee charged

ADDITIONAL/OPTIONAL FEES:

- **Extended day Program** for children who remain at Miss Marty's for more than 10 hours a day are set at \$35.00 per week

CHILD CUSTODY

If a Child Custody Agreement, 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 serves as the primary communication platform between Miss Marty's and families. This tool is used to share school-wide updates, such as event notifications, team member and student achievements, school closures, delayed openings, and additional announcements.

Each child has a designated classroom within Class DoJo, where teachers inform families about daily activities, upcoming events, requests for assistance or donations, and provide photos from the class. Teachers may also communicate directly with individual parents, and parents can message teachers and each other through the platform.

All family members receive invitations to join the relevant classroom(s) for each of their children via email or text message. It is recommended that each invitation is accepted to ensure connection with all respective teachers and to stay informed about events, special activities, supply requests, and related updates for each child.

Daily Communications.

If registered, you will receive at least a daily communication from your child's teacher through class DoJo, or in writing for our smallest students!

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.

Miss Marty's Pre-School Family Handbook

Broadcast Announcements. Urgent updates—such as late openings, early dismissals, closures, or health alerts—will be shared via Class DoJo. Some messages may go to the whole school, others just to certain classes. Email and text may also be used.

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. Goals for your child's growth and development will be set collaboratively. Additional conferences regarding your child's progress can be requested at any time. Communication of concerns to your child's teacher is encouraged.

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. Please be advised that all visitors must complete a health screening before entry, and admission may be denied based on the results.

Family Events. Miss Marty's leadership team is working to safely bring back family events, which may be educational or social. Potential activities include a Potty Training event, classroom socials, or a building-wide movie. Watch for information on upcoming events and volunteering opportunities.

Volunteering. Family members are encouraged to volunteer in support of classroom activities and special events at Miss Marty's. Prospective volunteers must obtain the following clearances: (1) a Report of Criminal History from the Pennsylvania State Police, and (2) a Child Abuse History Clearance from the Department of Human Services. These clearances are provided free of charge for volunteers. The office staff is available to assist with the clearance process if needed. All volunteer hours require prior approval through the main office. Additionally, volunteers must complete a pre-entrance health screening, and entry may be restricted based on screening results.

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 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.

Miss Marty's Pre-School
Family Handbook

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 PROCEDURES

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. Miss Marty's also offers an extended day program, with services beginning as early as 7:00 am, and lasting as late as 6:00 pm. Our extended day services are often offered in a mixed age-group setting, where all of our children are together, learning and playing and getting to know each other and getting to know all of the teachers in our building.

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 so we can plan our coverage levels and maintain acceptable child-teacher ratios.

Families MUST follow our SAFE ROUTE Policy displayed on our front board:

- ALL CHILDREN MUST BE ESCORTED THROUGH THE PARKING LOT AND INTO/ OUT OF THE FACILITY
- SUPERVISING ADULTS ARE RESPONSIBLE FOR THE CHILDREN IN THEIR CARE UNTIL THE CHILD/REN HAVE BEEN PLACED IN THE CARE OF A MISS-MARTY'S PRE-SCHOOL TEAM MEMBER
- NO CHILD MAY ENTER THE FACILITY UNATTENDED
- NO CHILD MAY BE LEFT IN THE PARKING LOT UNATTENDED
- CHILDREN ARE NOT ALLOWED TO LEAVE MISS MARTY'S UNATTENDED

Arrival:

- Wellness Check – while COVID health screenings are no longer required, we will continue to scan children as they arrive to make sure they seem well enough to be admitted and to participate in the day's activities.
- The Adult Escort must sign the child in on the attendance sheet and include the drop-off time.
- The Family Member should notify Miss Marty's team 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 Team 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:

Families, MUST pick up children by their agreement time, but no later than 6:00 pm. **Late fees** will be

Miss Marty's Pre-School Family Handbook

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 team member will bring your child (children) and his/ her belongings out to you.
- At the time of pick-up, the responsible ADULT needs to sign out the child, including documenting the pick-up time.

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 Families, 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

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 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.

Teachers will reach out to the Family if a child is absent without notice for 3 days. 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 (internal or to an external program as appropriate) for decision on expulsion.

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. 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.

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.

Diseases and conditions which require exclusion are specified in 28 Pa. Code Chapter **§ 27.71 – 72**.

Miss Marty's Pre-School Family Handbook

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. Failure to pick your child up within the prescribed timeframe will result in a \$50.00 per hour sick child late fee.

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 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 detailed requirements for a child's readmission. Our injury and illness policy is available upon request.

MEDICATION POLICY

Here at Miss Marty's, we 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.

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

- All medication **MUST** be handed directly to a team member with specific written instructions from a medical provider.
- Medication will only be accepted in the original packaging.
- Medication must have the child's name on the medication, and it will only be administered to that child.
- Parent consent is required for the administration of any medication to their child.
- Our team will ensure that the medication is recorded along with the directions and then deliver it to your child's classroom/ teacher.
- Our team will inform you of the time and amount of medication given, and any issues with the administration of the medication.
- 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.
- If a special diet is prescribed for a child, written instructions and the parent's written consent are required.

Our administration of medication policy is available upon request.

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.

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. It aims to 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.

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 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.

PROMOTIONS AND TRANSITION SUPPORT

Miss Marty's Pre-School

Family Handbook

Promotions to the next classroom are made in September, January or June 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.

DISCIPLINE

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

- When a child becomes verbally or physically aggressive, we make every effort to understand what caused the behavior. We will try to redirect the child to a new or different toy/ activity etc. 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. A child may be directed to the calming cube or given other calming opportunities.
- Children will be removed from the class to calm down only as a last resort.
- Miss Marty's maintains a zero tolerance to bullying. Any instance of Bullying will be addressed with the parent immediately and a behavior modification plan will be implemented.
- 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 Families 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, and with the guidance of Early Intervention Services

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 take 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.

After lunch, all children less than five (5) years of age, participate in a quiet rest time. Children are

Miss Marty's Pre-School Family Handbook

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. Potty training is one readiness factor for students transitioning to our preschool classroom.

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.
 - Snacks will include either water or milk, and a fruit, vegetable, or grain.
- Students enrolled in PHLpreK will be served a full lunch daily.
- Additional Guidance can be found [here](#).

OTHER IMPORTANT ITEMS

What to Bring

- **All Students:** Bedding, Lunch.
- **Infants:** Sleeping and eating schedule, 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.

Lost & Found

If your child is missing an item, you can 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.

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 heat index is above 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 team members 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, team members 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.

Miss Marty's Pre-School
Family Handbook

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

Student(s) Name(s): _____

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.

Table with 2 columns: Family Member Name, Date. Row 1: Family Member Name, Date. Row 2: Family Member Signature, Date.

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: _____