



**6001 Germantown Avenue  
Philadelphia, PA 19144  
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[www.Miss-Martys.com](http://www.Miss-Martys.com)**

# **Family & Home Caregiver Handbook**

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**Miss Marty's Pre-School**  
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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, including her family and staff, have served Germantown and surrounding communities by providing high quality childcare in a safe, warm, and loving environment.

As a second-generation owner/operator, and following the passing of Miss Marty, Christina Melton has embraced her mother's vision of becoming the childcare center of choice in the Germantown area, where children grow, learn and develop in a safe, fun, and loving environment.

## **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)

\*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 3:00 PM
Extended day services	Monday through Friday 7:00am – 9:00 am and 3:00 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 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.



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## **INCLUSION**

At Miss Marty's Pre-School, we believe that children of all races, ethnicities, ability levels, and socio-economic statuses are entitled to opportunities for participation acceptance and belonging in high quality 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 your child's teacher or 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

## **SUSPENSION AND EXPULSION**

No child will be expelled or suspended solely due to behavior issues or different abilities. At Miss Marty's, we are committed to providing the highest quality of Child Care, and Early Learning Educational Services to our students. There are times, however, that we find that we **MUST** remove a child from a class, either temporarily or permanently. Miss Marty's utilizes these approaches on rare occasions. Causes for expulsion are:

1. When the child poses a physical risk to other children and/or our staff ; and the Family / Home caregiver refuses further evaluation, or refuses to implement the service plan (Instructional Family Support Plan) that has been recommended through Early Intervention Services.
2. After numerous attempts to provide assistance and support, a child's tuition is delinquent and resolution can not be found.

## **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.

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

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professional.

Parents will also be provided direct access to our Parent Handbook (this document) and provided with a Quick Reference Guide for easy access to 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 classroom your child is enrolled in. Moving children from class to class throughout the school year is not preferred but may occur in extraordinary circumstances.

Tuition is documented in the Day Care Agreement upon enrollment, when changes occur, and every six months thereafter.

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

- For our Private Pay children, a non-refundable registration fee in the amount of \$75 is due upon enrollment to secure your child's spot in the classroom.
- For students who receive subsidies, copayments are defined by the related program.
- 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, or closures due to inclement weather or other situations beyond our control, unless otherwise disclosed.
- 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
- 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.
- **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.



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#### ADDITIONAL FEES:

- **Late Fees** for Children/Families picked up after their scheduled service time, or after closing time (6:00 PM), will be charged \$5.00 for every 5 minutes and will be added to your tuition account.
- **Extended day fees** for children who remain at Miss Marty's for more than 10 hours a day are set at \$35.00 per week.
- **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 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.

## CHILD CUSTODY

If there is a Child Custody agreement, or a Child Custody Order, a copy of such must be given to the Assistant Director, who will tell those in our program with a need to know.

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 parent/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** as our Primary Communication tool to provide two-way communications between teacher and Home Caregivers, and to distribute information, pictures and descriptions of classroom activities. 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, upcoming activities or events, or other individual, class or building-wide 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 Class DoJo. Examples of communications may include late openings, early dismissals, school

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closures due to weather or health alerts. Broadcast Announcements will also be placed on our website at [www.Miss-Martys.com](http://www.Miss-Martys.com)

**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 must be 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.

**Teacher/ Home-Caregiver 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 to your child's teacher.

**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 re-establishing family events in a safe and healthy manner. 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 volunteer to help with 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, through Callfire, 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](http://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-

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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 correct child-teacher ratios.

Home Caregivers, 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:*

- 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 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 have to 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 needs to sign out the child, including documenting the pick-up time.

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#### *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

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 Home Caregivers if a child is absent without notice for 3 days. When a child has frequent (e.g. once every week), or continuous (15 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 staff and students. Our Emergency Protocols Include but are not limited to the following: Staff 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 staff 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 Staff. 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 staff 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 staff 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**. 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.

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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.

## **MEDICATION POLICY**

Here at Miss Marty's, we will make reasonable accommodations 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 staff 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 staff will ensure that the medication is recorded along with the directions and then deliver it to your child's classroom/ teacher.
- Our staff 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.

## **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

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determine appropriate action and may conduct an investigation. 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 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 evaluate 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 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 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.

## **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 reduce anxiety and stress, and to make the

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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 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 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, 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 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



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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 cannot transition 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 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 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 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.

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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.

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Student(s) Name(s): \_\_\_\_\_

## Family Handbook Acknowledgement

By signing below, I acknowledge that I have received direct access to the 2024-2025 **Miss Marty's Pre-School Family & Home-Caregiver 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 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.*

☐ Images of my child/ren may be posted in Class DoJo to be seen by classmates', families, and staff only.

Parent/ Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_