**MISS MARTY’S**

**PRE-SCHOOL**

**6001 Germantown Avenue**

**Philadelphia, PA 19144**

**215-843-8299**

[**www.Miss-Martys.com**](http://www.Miss-Martys.com)

**Family Handbook**

Effective July 1, 2020

Revised January, 1 2021

Revised September 1, 2021

**Contents**

[ABOUT MISS MARTY’S PRE-SCHOOL 4](#_Toc49784960)

[OUR PHILOSOPHY 4](#_Toc49784961)

[OUR PROGRAMS 4](#_Toc49784962)

[HOURS OF OPERATION 4](#_Toc49784963)

[QUALITY CHILDCARE DESIGNATION 4](#_Toc49784964)

[LICENSES AND PROGRAM PARTICIPATION 5](#_Toc49784965)

[INCLUSION 5](#_Toc49784966)

[NON-DISCRIMINATION 6](#_Toc49784967)

[ADMINISTRATION AND FINANCE 6](#_Toc49784968)

[ADMISSION AND ENROLLMENT 6](#_Toc49784969)

[TUITION AND FEES 7](#_Toc49784970)

[CHILD CUSTODY 7](#_Toc49784971)

[ATTENDANCE AND WITHDRAWL 7](#_Toc49784972)

[COMMUNICATION AND FAMILY PARTNERSHIP 8](#_Toc49784973)

[OPEN DOOR POLICY 9](#_Toc49784974)

[HOLIDAYS AND SCHOOL CLOSINGS 9](#_Toc49784975)

[PUBLICITY 9](#_Toc49784976)

[ARRIVAL AND DEPARTURE 9](#_Toc49784977)

[HEALTH AND SAFETY 10](#_Toc49784978)

[CHILD INJURY OR ILLNESS 10](#_Toc49784979)

[MEDICATION POLICY 12](#_Toc49784980)

[SUSPECTED CHILD ABUSE 12](#_Toc49784981)

[CURRICULUM LEARNING AND CLASSROOM MANAGEMENT 12](#_Toc49784982)

[CURRICULUM AND ASSESSMENTS 13](#_Toc49784983)

[DEVELOPMENTAL SCREENING 13](#_Toc49784984)

[TRANSITION SUPPORT 13](#_Toc49784985)

[DISCIPLINE 13](#_Toc49784986)

[REST TIME 14](#_Toc49784987)

[TOILET TRAINING 14](#_Toc49784988)

[MEALS AND SNACKS 14](#_Toc49784989)

[OTHER IMPORTANT ITEMS 14](#_Toc49784990)

[What to Bring 15](#_Toc49784991)

[Cubbies 15](#_Toc49784992)

[Lost & Found 15](#_Toc49784993)

[Toys from Home 15](#_Toc49784994)

[Extreme Weather and Outdoor Play 15](#_Toc49784995)

[Communal Water-Play 15](#_Toc49784996)

[Smoking 15](#_Toc49784997)

[Prohibited Substances 15](#_Toc49784998)

[Dangerous Weapons 16](#_Toc49784999)

[Clothing 16](#_Toc49785000)

[Biting 16](#_Toc49785001)

# ABOUT MISS MARTY’S PRE-SCHOOL

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

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

## OUR PHILOSOPHY

Founded on the core values that every child is unique, has different needs, different abilities, and different learning styles, Miss Marty developed a program of inclusion and individualized care to ensure 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 – 4 years)

PHLpreK (3 years-5 years)

Pre-K (4 years - 5 years)

After School (up to age 13)

Summer Camp (up to age 13)

## HOURS OF OPERATION

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

## QUALITY CHILDCARE DESIGNATION

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

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

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

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





## LICENSES AND PROGRAM PARTICIPATION

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

Miss Marty’s is a PHLpreK Provider

Miss Marty’s participates in various subsidized childcare programs. Please contact our office for information or questions related to applications and participation status.

## INCLUSION

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

If your child has an identified special need, please notify our 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 Director, will support the care plan to the 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, or parent/provider political beliefs, marital status, sexual orientation or 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 and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/client/patient/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

# 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.

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

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

Parents will also be provided with a copy of the Parent Handbook (this document), so that they are informed of program procedures and expectations.

If space is available at the child’s age, the student 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.

## TUITION AND FEES

Tuition is determined by the age of the child at enrollment, at the beginning of the school year, and annually on January 1st thereafter. For students who receive subsidies, copayments are defined by the related program. Tuition is documented in the Day Care Agreement upon enrollment, when changes occur, and every six months.

Tuition and co-payments are due to the Office Manager as follows:

* For Weekly Paid Tuition/ Co-Payments: Tuition is due on the Monday of the week for which Tuition is being paid and must be paid by cash or money order. If you are unable to pay your tuition on time, payment arrangements must be made with the Office Manager. Children with outstanding balances may not return to school until their account is brought up to date.
* For Monthly Paid Tuition: Tuition is due on the first Monday of the Month and may be paid by cash, check, or money order. If you are unable to pay your tuition on time, payment arrangements must be made with the Office Manager. Children with outstanding balances may not return to school until their account is brought up to date.
* A non-refundable registration fee in the amount of $25 is due upon enrollment.
* All returned checks will be charged a fee of $10. Two or more returned checks will result in your account being placed on “cash only” status.
* From time-to-time there may be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
* Late Fees will be assessed for Children/Families picked up after 6:00 PM as follows - $5 for each 5-minute increment the child remains at 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.

Checks and Money Orders must be made payable to Miss Marty’s Pre-School.

## CHILD CUSTODY

A copy of a child custody order, when one exists, must be furnished to Miss Marty’s Office Manager. When we do have the court order on file, we are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule.

Without a copy of the Court Order, Miss Marty’s staff and administration will be forced to operate as if both parents/guardians have equal rights to custody. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## ATTENDANCE AND WITHDRAWL

**Absences.** If your child is going to be absent or arrive after 10:00 AM, please call the office at

215-843-8299. Similarly, if your school-aged child will not be attending after care, please notify us by 1:00 PM (10:00 AM for half-days) so that we can coordinate with the after-school transportation provider.

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

**Withdrawal.** A written notice, two (2) weeks in advance, is required by Miss Marty’s when a child is being withdrawn. Requests to transfer records must be in writing and may take up to 2 weeks to process.

## COMMUNICATION AND FAMILY PARTNERSHIP

**Daily Communications.** Daily notes from classroom staff will keep you informed about your child’s activities and experiences in school. Notes may also include updates on supplies needed, the child’s demeanor that day (happy, tired, funny etc.).

**Bulletin Boards.** Located in each classroom, bulletin boards provide center news, classroom news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

 Due to COVID, we have placed a board at the front entrance for easy access for all parents.

**Newsletters.** Periodic newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

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

**Family Records.**  It is critical that family records are updated every 6 months, and when information changes. We may use listed phone numbers and emails to contact you regarding emergencies; school closings; or to share your child’s progress.

**Conferences**. Family & teacher conferences occur Twice a year. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. 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. Due to COVID-19, Family/ Teacher conferences will be held by telephone or by ZOOM until further notice.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving. \*\* This is currently Suspended due to COVID-19

**Family Night.** Family nights are scheduled at least quarterly. These nights may include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families. \*\* This is currently Suspended due to COVID-19

**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. \*\* This is currently Suspended due to COVID-19

## OPEN DOOR POLICY

Our doors are always open to parents. If your child is registered, feel free to visit any time to observe. If you would like to know more about how our programs can impact your child, please make an appointment, and we would love to show you around. Call the office at 215.843.8299. \*\* This is currently Suspended due to COVID-19

## HOLIDAYS AND SCHOOL CLOSINGS

Miss Marty’s Pre-School does not follow the Philadelphia School District closing, delayed opening, or early dismissal schedule. In the event of inclement weather and if there are any changes to our operating schedule, a recorded phone call or SMS text message will be sent to the **primary cell phone number** listed on your child’s Emergency Contact Form. You may also check on Television Channels 6 or 10, or on our website at [www.miss-martys.com](http://www.miss-martys.com). If a change in weather should occur while school is in session, you may also contact our office at 215-843-8299 for the most up to date information.

Miss Marty’s will be closed for approximately nine (9) holidays each calendar year. Exact Holiday Closure dates will be confirmed in mid-to-late summer annually and will be shared with families by the first day of the school year 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 –

*Arrival:* *Please Refer to COVID Protocols*

Parents/Guardians, or other responsible adults should escort their child to and from Miss Marty’s Pre-School. Upon arrival in the classroom, the escort must sign the child in on the Class Attendance Record. In addition, the escort should share any relevant information to the teacher, 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.

At Miss Marty’s, our academic day begins at 9:00 am. In order to provide the highest quality education, and the greatest consistency in schedules and expectations, Miss Marty’s strongly recommends children arrive prior to the start of the school day. However, we do recognize that may not always be possible. If you are not able to have your child arrive prior to 9:00 am consistently, we ask that you coordinate a schedule with the teacher. If your child will be late on a single day, we ask

that you notify the office at 215-843-8299.

*Departure: Please Refer to COVID Protocols*

Parents/Guardians, or other responsible adults must pick-up the child by 6:00 pm. At the time of pick-up, the adult must sign out the child. 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.

In the event the child is picked up after center closing (6:00 pm), a late fee will be assessed. The fee is $5 after the first 5 minutes, and $1 per minute thereafter.

*Authorized and Unauthorized Pick-Up*

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

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.

# HEALTH AND SAFETY

## EMERGENCY PLAN

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

Our Emergency Plan Includes, but is not limited to the following the following:

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

In the event that evacuation and relocation is needed, Miss Marty’s Staff will transport all of our students to Northwest Victim Services located at 6023 Germantown Avenue.

## CHILD INJURY OR ILLNESS

If your child becomes ill or is injured during the school day, Miss Marty’s may attempt to contact you. In the event that you cannot be reached, our Administrative Team will reach out to the individual(s) noted on your Emergency Contact form. In any circumstance, you will receive an incident report outlining the incident and the course of action taken.

*Injury:*

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

*Illness:*

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

If your child exhibits any of the below symptoms during the school day, you will be asked to pick-up your child as soon as possible. Should you be unavailable, your emergency contact(s) will be notified to pick-up your child. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. An incident report, defining the symptoms and behaviors will be completed and sent home with the child.

* Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
* Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
* Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
* Mouth sores
* Rash
* Pink or red eye with white or yellow eye discharge
* Sore throat/ cough
* Overall malaise

Children who have been ill may return when:

* They are free of fever, vomiting and diarrhea for 24 hours.
* They have been treated with an antibiotic for 24 hours.
* They are able to participate comfortably in all usual activities.
* Physician note indicating the child is no longer contagious and may return to our care

To make sure that your child is attended to immediately, it is important that the Initial Emergency Contact form is complete. It is also critical that Miss Marty’s be notified of any changes to the form when they occur, and every six (6) months.

## MEDICATION POLICY

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

In the event that your child has a written order for the administration of Medication (prescription or non-prescription):

* All medications should be handed directly to a staff member with specific written instructions for administration. Medications should never be left in the child’s cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
* **Prescription Medications** - the label on the medication must match the written permission from the medical professional and must include your child’s name, dosage, current date, frequency, expiration date, duration, and the name and phone number of the physician. All medications must be in the original container. Please specify the dosage and time(s) to be administered for each medication.
* **Non-prescription medications** - the written permission must include your child’s name, dosage, current date, frequency, expiration date, duration, and the name and phone number of the physician. All medications must be in the original container.
* **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the parent/guardian specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

## SUSPECTED CHILD ABUSE

Miss Marty’s staff are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may 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 Curriculum for Infants and Toddlers and Creative Curriculum for Pre-School and Pre-K with the intention to transition all classrooms to Frog Street by school year 2021-2022. As part of each curriculum, we gather information about each child’s developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year and formally during parent conferences.

##

## DEVELOPMENTAL SCREENING

Miss Marty’s Pre-School uses the Ages and Stages Questionnaire-3 (ASQ-3) and Ages and Stages Questionnaire- Social/Emotional - 2 (ASQ-S/E). To coincide with curriculum-based assessment(s), we monitor each child’s achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child’s primary care provider and health, education, and early intervention consultants. Developmental screening is conducted 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, in an effort to minimize anxiety and stress, and to make the transition as comfortable as possible for all stakeholders. Key to the success of any transition is the frequent communication between the teacher, Director and families. Miss Marty’s staff will be accessible to our families through scheduled meetings, phone calls and other communication channels as agreed upon by the staff members and the families.

## DISCIPLINE

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

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

## REST TIME

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

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

## TOILET TRAINING

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

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

## MEALS AND SNACKS

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

# OTHER IMPORTANT ITEMS

##

## What to Bring

* **All Students:** Bedding, Lunch.
* **Infants**: enough clean bottles for a day’s use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
* **Toddlers**: enough clean bottles for a day’s use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
* **Older Toddlers**: at least two changes of clothes or more per day if going through the toilet training program.
* **Preschoolers/ Pre-K:** at least one change of clothes, socks and shoes.
* **After School Care Children:** books for homework, appropriate play clothes

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

## Cubbies

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

## Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in your child’s classroom. 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.

## Extreme Weather and Outdoor Play

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

## Communal Water-Play

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

## Smoking

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

## Prohibited Substances

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

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

## Dangerous Weapons

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

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

## Clothing

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

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

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

## Biting

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

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

Noteswill 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.

Student(s) Name(s):

**Family Handbook Acknowledgement**

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Recipient Signature |  | Date |
|  |  |  |
|  |  |  |
| Office Manager or Director |  | Date |

**Development Screening Consent**

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

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

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

|  |  |  |
| --- | --- | --- |
| Parent/ Guardian Name |  | Date |
| Parent/ Guardian Signature |  |  |

**Media Consent**

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

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

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

Parent/ Guardian Signature Date: