



## **Parent Handbook**

**Petite Playhouse Creative Learning Center**  
**503 S. 61<sup>ST</sup> Street**  
**215-307-3886**  
**[www.petiteplayhouse.org](http://www.petiteplayhouse.org)**

## **Philosophy**

Playhouse Creative Learning Center is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at daycare the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would.

In programming activities for the children we follow Mother Goose-Time curriculum, which follows a play-based learning philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colors, shapes, name recognition, and new vocabulary. Please see any staff member if you'd like more information on the Curriculum Framework.

## **Hours of Operation**

6:30AM – 6:00PM.....Monday – Friday

## **Petite Playhouse will provide you with a list of closure days upon enrollment.**

Late pick-up policy: If you are late picking up (after closing time) your child you will be charged a late fee of \$1.00 per minute. This is to be paid on the next tuition pay date.

## **Enrollment Requirements**

Before your child can be officially enrolled in Petite Playhouse, you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- The signature page of the Parents Handbook
- Application fee (\$50)

\*space will not be held by verbal contract; registration fee and deposit must be paid in order for a spot to be held for you and your child.

We do require that the parent/guardian and their child(ren) visit our center prior to enrollment. This process allows your child(ren) to become more familiar with our daycare and staff. If you feel it necessary, we can arrange for your child(ren) to be left in our care for 2 hours free of charge as a trial basis, before leaving them for a full day.

## **Evacuation Procedures**

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to Christ of Calvary Covenant Church. The church is located across the street from the center, and that will be how the children will be transported there. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location. The location can also be contacted directly by calling the shop at 215-552-7664

## **Payment Procedures**

Forms of payment currently accepted are cash, Debit or Credit cards via our online invoicing.

All fees must be paid by Friday (or the first day of care) at drop off time for the upcoming week of services. If payment is not received by Friday at pick-up time, a late payment fee will be applied to your account at the rate of \$5 per day. In order to ensure accurate supplies to keep the daycare running, fees need to be on time. After 3 days of late fees added to your account your care will be suspended until fees are paid. After 3 late payments, fees will be required 2 weeks in advance, or service may be suspended. Each situation is dealt with on an individual basis.

## **Registration Fee**

A one-time registration fee of \$25.00/child and application fee of \$50.00/child is required upon enrollment, the registration fee goes towards supplies for children's artwork, as well as other supplies that we use to teach your child, as well as document that learning.

## **Signing in and out/Attendance Records Policy**

Sign- in/out form- For security reasons and record keeping parents are asked to sign-in and sign out their children. Parents are to use the front entrance on Larchwood Ave. to enter and exit the building.

Staff is also instructed to sign your child in and out via Brightwheel.

A Daily activity schedule can be accessed via the Brightwheel. Our daily activity schedule will let you know what free play, indoor outdoor, exercise activities your child participated in.

Daily meal report can also be accessed via Brightwheel - A daily report of what your child ate and what we served your child while in our program will be communicated daily. We ask that parents communicate with providers to let us know what foods their child may or may not like.

We ask that if your child is not going to attend care as per usual that you inform the center by 9am. This will help us plan activities for the day. When your child does not attend daycare, you must call to let us know the reason – if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone, please leave a brief message. Also, upon arrival and preparing your child for the day please help them or direct them to wash their hands before beginning to play with toys, in order to prevent the spread of germs.

If someone else will be picking up your child please let staff know upon arrival. Photo ID will be required by the person picking up your child as well. Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will not be able to release your child.

### **Absences/Exclusion from Daycare**

If a child is too sick to attend daycare, please keep him/her home. There is no “sick room” at the daycare, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

- Fever greater than or equal to 100.5 degrees F.
- Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhoea.
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits

If your child(ren) are sent to daycare with any of the above listed symptoms or develop during the day they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let someone at the center know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

### **Child Abuse/Neglect**

Please note that we are required by federal law to report any observed or suspected child abuse or neglect to the child protective services department.

#### **Health Policies and Procedures:**

The center attempts to maintain an environment free of infectious agents as possible. Special housekeeping and staff procedures are key parts of this effort, but parents play a critical role in maintaining the health of the children at the center. All parents should familiarize themselves with the following health policies so as to ensure that children receive proper immunizations and that sick children do not expose others to illness.

Prior to enrollment, parents must submit a Health Form, completed by a health care practitioner, including proof of recent physical examination and up-to-date immunization records, except in cases where there is a parental objection on religious grounds.

Upon arrival at the Center, parents are asked to wash their children's hands with liquid soap and running water. The Health Dept. also recommends that children's hands be washed before leaving the Center at pick-up as well.

### **First Aid Procedures**

Red Cross first aid and poison center guidelines will be followed.

All providers are certified by the Red Cross in emergency care and cpr for infants and adults annually.

A first aid kit will be kept on the premises. Emergency numbers are available at all times.

### **Clothing Code**

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in case of soiling of clothes. Children under the age of 3, and those who are potty-training require at least two changes of clothing (including socks). We want to keep your children happy and comfortable.

Please also remember whenever weather permits the children are taken outside each day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom. This happens all too often in the winter time because of a lack of snow pants and hats and mitts, please leave an extra pair of these items at the facility.

### **Potty Training Policies**

We strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before we are able to help you train your child at the center.

Please refer to our "potty training policy" that's attached to your parent handbook.

### **Discipline Policy**

Here at Petite Playhouse, discipline and guidance centers around respect and responsibility. Each child is expected to be a respectful, responsible member of our group. This ranges from children cleaning up their own "messes" to using manners and politeness when speaking with teacher, parents, and each other.

All "rules" center on these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the children in our centre.

We follow the 1-2-3 time out procedure. The child will get two warnings upon the first and second instances of the child not acting properly. If the child continues the action that is not acceptable, the child will receive a third strike and a time-out. It is explained to the child as "when you cannot be safe with yourself and your friends/ when you cannot play nicely, you must step away". The child will be removed from the group and asked to go sit a chair by themselves, but still within the same vicinity. They will be asked to sit for a few short minutes to calm down, think about what behaviours are OK. The time-outs will last the amount of time that corresponds with the child's age (for example, if the child is 3, they will get a 3 minute time-out). Before rejoining the group we will briefly discuss what appropriate behaviors will need to be used to be a part of the group again.

## **Daily Routine**

6:30am Center Opens - Free Play (Table toys, puzzles, colouring, etc.)

8:00am Breakfast

9:00am Circle Time Circle Time/Other Educational Activity (our learning time)

10:00am Nutritious Snack

10:00 am Educational Activities and Programming, examples include - Art, Science Experiment, Weather Chart and Story Time

11:00 am Outside Play (weather permitting) - activities include visiting local parks, going on walks, or remaining at the daycare outdoor play area

12 noon Lunch

12:30 pm Clean-up from lunch

12:45 pm Nap time - Children remaining awake may read books, do puzzles, other quiet activities while others sleep

3:00 pm Quiet time is over for napping children, After School care children arrive

3:00 pm Nutritious Snack

4:00 pm Educational Activities and Programming, examples include – Art, Science, Music, or Literacy Activities that relate to current theme. Homework time for school aged children

4:30 pm Outside Play (weather permitting) in yard until centre closes if weather permits

6:00 pm Center Closes – Children must be picked up by 6pm or late charges will apply. If you need to speak to staff about any concerns you have please come in ample time to do so.

This schedule is very flexible and is adjusted according to the children's needs and interests (i.e. If a child is engaged in art or another activity when snack is served they may finish their activity and will then be served their snack. Or, if we are engaged during scheduled "learning/circle time" the learning/circle time will just be pushed back to a later time so that we may fully engage in the current activity unit it is completed. The number one goal is learning.

## **Supervision**

Our daycare is committed to providing a safe and nurturing environment for all children under our care. Proper supervision is essential to ensuring their safety, well-being, and positive developmental experiences.

### **Staff Responsibilities:**

Supervision Ratios: always Maintain appropriate staff-to-child ratios as mandated by licensing regulations.

Constant Vigilance: Ensure continuous supervision of children during all activities, including playtime, meals, and rest periods.

Engagement and Interaction: Staff members should actively engage and interact with children, fostering a positive and supportive environment.

Behavioral Guidance: Provide positive guidance and redirection when needed, encouraging appropriate behavior.

Supervision Guidelines:

Arrival and Departure: Staff members will supervise children during arrival and departure, ensuring proper handover to authorized individuals.

Outdoor Activities: Monitor children during outdoor play, ensuring adequate sun protection and hydration during warm weather.

Bathroom Breaks: Accompany and supervise children during bathroom breaks, ensuring their safety and privacy.

Meal and Snack Times: Supervise children during meals and snack times, promoting healthy eating habits and table manners.

### **Items Needed from Home**

Nap Bedding – We provide the crib sheet/blanket that they sleep on, but you must provide a blanket for them to cover up with, as well as any comfort items that they may need to sleep (blanket, pacifier etc.)

Diapers/Rash Ointment (Training pants or pull-ups for those who are potty training)

Spare Clothing – including underwear and socks, at least 3 complete sets for those potty-training age and under

Weather appropriate clothing - jacket/splash/snow pants/hats/mitts, boots etc. –lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play every day.

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished, when necessary, space permitting.

### **Medications**

All medications are stored in a closet that is inaccessible to children. Children are not given any medication without the parents’ written consent. Written consent may only be on a “Permission to Administer Medications” form and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff need to know when the child received his/her last dosage of the medication, to ensure

medication is given at appropriate times consistently.

With any prescription antibiotics children may not return to care until they've had a full 24 hours of dosage, are no longer contagious and ready to participate in the full childcare day, to ensure they are well on the road to recovery.

### **Allergies**

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards. Please note that we are a PEANUT FREE facility. If you send any food with your child or donate any food to any functions held at the daycare please ensure that these foods are PEANUT FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.

### **Developing Illness Policy**

In the event a child becomes ill during the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor.

-Pain - any unexplained or undiagnosed pain

-Difficulty in breathing - wheezing or persistent cough

-Fever (100.5\* F/ 38.3\*C or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility

-Sore Throat or trouble swallowing

-Infected skin or eyes (mucus/pus draining) or an undiagnosed rash

-Severe body or scalp itching

-Children with a known or suspected communicable disease/illness

-Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting

-Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhoea

-Just not feeling good - a child must be well enough to participate in the entire childcare day to be at daycare

\*\*\*Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care center to be alerted.



## **Fees**

### **Full-Time Weekly Fees: (effective January 2024)**

Full-time is defined as having access to our services on all days that we are open, Monday thru Friday from 6:30AM – 6:30PM.

### **Child age/Weekly Rate**

Infant (12 week - 12 months) - \$375 / week

Young Toddler (12 months-23 months ) - \$355 / week

Older Toddler (24months – 35 months) - \$335 / week

Preschooler (Age 3-4) - \$320 / week

Before and After Care with transportation \$300.00/week

## **Vacation**

After 3 months of full-time, continuous care, we offer 1 week of vacation time where fees do not need to be paid. We ask that a minimum of 2 weeks notice is given before vacation days are given. Vacation weeks do not carry over from year to year, and reset December 31<sup>st</sup>, each year.

## **Telephone Communication**

If you need to contact the daycare for any reason, please feel free to phone 215-307-3886. If you get our voice mail please do leave a message, as often we are out or busy with the children and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your children are doing during the day. We do please ask to limit them to 2 per day, as they do disrupt the classroom to pull a teacher out to speak on the phone. Thank you for your understanding.

## **Parent Involvement**

Our doors are always open to parents who would like to be involved in their child's care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parents wish to volunteer at the center, or on outings please contact any staff member so we can make necessary arrangements.

## **Family Conference**

At Petite Playhouse, we believe in the power of partnership between parents and educators. Every 100 to 150 days, we are thrilled to invite you to our Family Conferences, a dedicated time for open dialogue and shared insights. Together, let's celebrate and discuss the remarkable journey of your child's development. Your active involvement is key to their success, and we look forward to nurturing these collaborative moments.

## **Photographs/Video Cameras**

We love, love, love to take pictures of your children to share your child's milestones. Please see our photo sharing policy attached to your welcome packet.

We have a video monitoring system in place at petite playhouse to ensure the safety of our children and our staff.

## **Withdrawal of Services Policy**

A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of childcare services. Even if your child does not attend during that two week period, payment is still required. Any fees not paid on time with regards to termination of child care services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections.

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve owner and involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to centre policies, behavioral problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2 week written notice of termination of services will be given.

**Parent/Family Handbook and Fee Agreement**

Child(ren)'s Name(s): \_\_\_\_\_

Type of Care (please check one) :

**Full-Time Care**\_\_\_\_ **Preschool**\_\_\_\_ **Aftercare**\_\_\_\_

Days Desired (for part-time): Monday/Wednesday/Friday \_\_\_\_\_ Tuesday/Thursday\_\_\_\_\_

Weekly/Daily Child Care Fees: \_\_\_\_\_

I/We (the undersigned) have read the parent handbook and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

By signing this agreement, we also consent to pictures being taken of our child(ren) for the center photo album, wall art or social sharing.) We also consent to our children being recorded by the video monitoring system and understand that the footage will not be shared with any third parties.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petite Playhouse Creative Learning Center

\_\_\_\_\_  
Date

**Policy on Suspension and Expulsion**

As a high-quality early education program and childcare center, Petite Playhouse has never expelled or suspended any child who has been enrolled in our center. It is our hope that with the effective guidance of our staff and parents in social relationships, the root cause of behaviors that “trigger” suspension or expulsion are behaviors that can be prevented in our environment. We attend professional development and trainings to assist us in dealing with difficult children and families to provide them tools to increase children’s positive pro-social behaviors. Early childhood mental health consultation, through Keystone STARS, provides specialized resources and services for our families in working with children. Hopefully, these trainings and resources improve children’s social skills and reduce stress and burnout, factors that may influence the suspension or expulsion of children. Additionally, families will receive tools to extend and strengthen their children’s social and emotional skills in their home settings.

In order to prevent the need for suspending or expelling young children, we provide parents with information about their child, the skills they are excelling at during the school year, and support. Petite Playhouse strives to ensure children’s healthy development through effective teacher-child interaction, promotion of social and emotional development of children, and professional development training resources.

**Procedure to Prevent Expulsion and Suspension**

- Positive discipline practices
- Physically and mentally stimulating and developmentally appropriate classroom environments
- Daily schedules and routines that provide consistency and security to young children
- Parents and teachers providing and supporting pro-social behaviors
- Individualized behavior plans to address children’s behavior challenges when they occur
- Individualized instruction that helps children gain the social skills that support the development of self-control and self-regulation
- An inclusive curriculum that integrates language, literacy, math, science, and social-emotional development that also incorporates the Early Learning Standards.
- We attend training to keep us abreast of the latest advances in Early Childhood Education. (Children who experience trauma early in their lives often exhibit development delays, withdrawal, and/or aggressive or uncontrollable behavior. Families and staff need support in addressing the needs of these children and implementing helping and healing strategies to support children and families in crisis.)
- We strive to provide an environment that is attentive to the culture of the setting, individual values, and practices of families

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Parent/Guardian Signature

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Date

**INDIVIDUALIZED EDUCATION PLANS (IEP) &  
INDIVIDUALIZED FAMILY SERVICE PLANS (ISFP)**

## INFORMATION SHEET

Child's Name: \_\_\_\_\_

### Policy

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented.

### We will:

- Ask all families to complete a request form for a copy of a child's IEP/IFSP.
- File all copies of IEP/IFSPs in child's file in order to be readily available to share with inspectors.
- Provide copies of IEP/IFSP goals to inspectors and discuss strategies for meeting the goals.
- Become trained on how to implement an IEP/IFSP.
- Contact early intervention staff/consultants to schedule periodic meetings with child's family and teacher(s) to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Monitor teachers' work towards supporting the child in meeting IEP/IFSP goals.
- Request additional help from early intervention team if needed.
- Ensure teachers conduct family conferences to report on progress.

Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.

Each child's growth and development is measured with developmental assessments. Because of the diverse set of needs of each child, it is important to gather as much information about the best ways to educate each child. IEP's and ISFP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of the IEP's and ISFP's for the children in their care. This request should be made as early as possible.

*The information found on an IEP/ISFP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPPA). Request of information may also be required to speak to members of a child's treatment team. Professional development regarding privacy issues, and HIPPA in particular, is highly recommended.*

### PARENTAL CONSENT

If your child currently has an IEP/ISFP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or ISFP
- I am not providing a copy of my child's IEP or ISFP
- This is not applicable to my child

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Inclusion Policy

Petite Playhouse welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child from

toddlers to preschoolers. Children with disabilities together with their peers without disabilities are encouraged to participate in all learning and social activities. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support of every child's needs to reach their full potential. Evidence-based services and supports are offered to foster development (cognitive, language, communication, physical, behavioral, and social-emotional), friendships with peers, and a sense of belonging among all children with disabilities, from those with the mildest disabilities to those with the most significant disabilities. Petite Playhouse strives to support family engagement in an inclusive manner that respects the cultural and individual preferences of the families. It is our hope that every child and their families have a sense of belonging and membership, positive social relationships and friendships, and develop and learn to reach their full potential and provide a benefit for all children.

### **Collaboration with Other Professionals**

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and other specialists. Petite Playhouse welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment, and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Petite Playhouse supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Petite Playhouse is committed to the overall growth development of each child in our care. We are partners in the process of creating a well-rounded child who is ready for formal education.

Thank you for choosing Petite Playhouse.

### **PARENT NOTIFICATION OF ILLNESS and RETURN POLICY**

**Your child was sent home today because of illness. It is our aim to keep everyone healthy; therefore, we have instituted strict guidelines regarding ill children. Please review the section regarding your child's illness and sign the form indicating your understanding of the return policy.**

Child's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

- **FEVER** Temperature \_\_\_\_\_ Time Taken \_\_\_\_\_  
**Your child cannot return the next day.** Your child must be fever-free for twenty four hours without fever-reducing medication. Therefore, the child cannot return the next day as twenty-four hours has not yet passed. Please see the COVID-19 Health and Safety Manual.
- **RASH** **Your child cannot return without a doctor's note, indicating your child may be in care.**
- **DIARRHEA** Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_  
**Your child cannot return to school the next day.** Child must be diarrhea-free for twenty-four hours.
- **VOMITING-Your child cannot return the next day.** Your child must be vomit-free for twenty-four hours.
- **CONJUNCTIVITIS-Your child cannot return the next day.** Your child can return twenty-four hours after receiving the first dose of medicine. Must bring in prescription bottle so date can be checked.
- **CONTAGIOUS ILLNESS-Child cannot return without a doctor's note indicating child may be in care.** We must be informed immediately of the diagnosis so that appropriate measures can be taken to avoid the spread of the illness.
- **RINGWORM and SCABIES-Your child cannot return to school the next day.** Child can return twenty-four hours after treatment has begun. Must bring in prescription bottle so date can be checked.
- **HEAD LICE- Your child must be nit free and insect free.** He/she must be checked by a Director to be cleared to return to school.
- **STREP THROAT-Your child cannot return to school the next day.** Your child can return twenty-four hours after treatment has begun and fever free for twenty-four hours without fever reducing medication. Must bring in medication bottle so date can be checked.
- **CHICKEN POX-Your child can return after all lesions have healed or have a scab.**
- **HAND, FOOT, MOUTH DISEASE-Your child can return after being fever-free for twenty-four hours without fever reducing medication.** In addition, the rash and blisters must be completely gone.

\_\_\_\_\_  
Signature of Parent, Guardian or Pick-up Person

\_\_\_\_\_  
Date

## Developmental Screening Assessment Report Card Policy

### Observations

Petite Playhouse will observe children at least three times per quarter, in each of the developmental domains. The observations will be used to guide lesson planning, highlight your child's strengths, and create goals to support their areas of growth. We will use the following method of observation, the Petite Playhouse

Observation Approach. These observations will be shared with you at Progress Report time. We hope to partner with you in strengthening your child to accelerate their growth and development while here in our program.

## **Developmental Screening**

Petite Playhouse uses the Ages & Stages Screening Tool. We screen the children 45 days after enrollment and at each age increment according to the Screening Tool. To coincide with curriculum-based assessments, 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).

## **Assessment Policy**

Petite Playhouse will assess your child three times during the school year, in November, February, and May. We will not conduct assessments or screenings during the summer. However, we will continue to observe children to plan age- and developmentally appropriate activities for each classroom. Families have the option to meet in-person, virtually, or via a telephone conference.

## **Transition Plan**

We want every child to feel welcomed in their classroom. Each child is unique and will respond to change and new experiences in his/her own way. Some children are more resilient and open to change. Some children feel comfortable in a new setting right away and others may take significant time – even weeks! - to adjust to a new classroom, routines, schedule and teachers.



Teachers must take their cues from each child and respond to interests and needs. Parents should be welcomed and encouraged to assist their child in this transition. The family may have had other changes that have precipitated the placement of the child into our program such as: relocation, new job, medical issues, new baby, etc. When children are moving from one classroom to another, they are leaving the comfort of secure attachments to the current teachers and must form relationships with the new teachers. This takes time and patience; nurturing adults and predictable routines will help the children with transition.

Parents and other adult family members are encouraged to spend time in the classroom especially at arrival and departure times sharing activities that the child enjoys such as: reading a book together, doing a puzzle, playing in an area of the room, or just watching the other children for a few minutes in a calm manner. We encourage families to bring family photos that can be posted in the room or in the child's chubby. We also encourage each child to have one comfort object from home such as a blanket or small stuffed animal. This comfort object will be offered to the child if he or she becomes distressed.

Specifics of the transition process will vary as needed from child to child but generally we follow the procedures below.

### **For Children New To Our Program**

· Once a child is enrolled in the program and the application and enrollment process is complete, we schedule a series of visitation days. This may vary based on how a child is adjusting but we encourage the following schedule:

A morning visit with parent/caregiver ending with sharing lunch with child at the program. Some children may need to repeat this experience; the teacher and family member will decide if another morning visit is needed. We recommend that morning visits happen for a full week for infants and toddlers but recognize that this may not always be possible for each family.

- A morning visit with parent/caregiver ending with assisting the child to nap. Parent/caregiver will meet with teacher during nap and discuss progress. Child goes home after nap. For infants, we follow the child's normal home routine for feeding and naps but suggest that the visit includes both a feeding and nap time.
- Full day experience with parent/caregiver arriving early to assist child in adjustment and returning early enough to visit in the classroom with the child at the end of the day. This routine may be needed for several days.
- Finally, full day experience with minimal supports in place.

### **For Children Transitioning to a New Classroom within our program**

Transitioning children from one classroom to another is as critical a time as when a child first enrolls in our program. There is a partnership needed between the child's family, the sending teachers, and the receiving teachers that must be in place to afford an effective transition. We follow the procedures below.

A group meeting for parents/families is offered 1 month prior to the expected transition date. We discuss program goals for the next age group, what a typical day may include, things the children will need from home, introductions of new teachers, and other topics unique to the age group such as potty training for toddlers. Articles and resources are shared with families.

· An individual meeting with each family and the "sending" and "receiving" teachers will be scheduled 3 weeks prior to transitioning. Individual goals for the child, special needs, family concerns are addressed at this time. If parents are not able to attend this meeting, written information regarding the child's transition will be sent home and a telephone call will be made by the receiving teacher to the family.

· Children will begin to visit the receiving classroom. Often a visitation schedule to the new room begins after the family meetings and looks like this:

- Week 1: 1 or 2 days of 1 hour of play time and snack
- Week 2: 2 days of 2 or more hours of play time and lunch
- Parent or adult family member joins them for lunch
- Week 3: 2 full morning of play time with outdoor play and lunch
- Parent or adult family member joins them for lunch; include siblings if possible.
- Week 4: 3 full mornings of play time with outdoor play, lunch, nap
- Week 5: begin in new classroom full time

(Note: this schedule may change for children who attend part time or who have special needs.)

This type of schedule allows that some children remain in their current classroom while classmates visit the new room. It gives us a mix of current and new children in the classroom during visits. The current children are able to help new children see how materials are used and routines are followed. Teachers are able to support the visitors through frequent interactions and observe how they are adjusting to the new setting. Whenever possible, we schedule additional staff in the classrooms to lower the staff/child ratio. These staff members assist with care giving tasks, setting up activities, and monitoring outdoor play.

· During visitation month, families are updated at least weekly on the child's progress. For any child who is experiencing difficulty, daily reports are given.