

Martha's Playhouse and learning Center



Parent Handbook

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Martha's Playhouse Learning Center reserves the exclusive right to amend, change, add or remove any policies to or from this handbook at any time, for any reason. Any changes will be communicated to you as far in advance as possible.

Mission

We believe that children’s interactions with the natural world allow for the development of a lifetime of skills. Nature serves as a living classroom for our students and provides an ideal environment for children to learn through direct experience and play.

Philosophy

It is our belief that In todays fast passed and hyper -stimulating world, Children need a chance to slow down and develop at natures natural pace.

Enrollment Documentation

The following information is required before any child may attend class and is due **BEFORE** the child's first day. If the file is incomplete by the agreed upon start date, MPH will push the start date until the file is complete. Files are audited throughout the year and must stay current for a child to continue to be enrolled at MPH per Child Care Licensing. Management will notify families of forms that need to be resigned or updated and families will have 1 week from notice to provide MPH with the needed forms. Failure to provide information needed in your child's file may result in termination of care.

1. Completed State Admission Form
2. Reviewed and signed MPH forms
3. A copy of the immunization record and child health form from a physician or clinic (which will need to be updated over time)
4. Birth certificate for each enrolled child
5. Monies Due before or by the first day: Please see your Tuition Agreement for all fees due before your child's first day.

Enrollment Information

1. The completed Admission Form and payment of all fees will ensure that we hold your child's place in our program. All monies are non-refundable except for your deposit, which is refundable if upon your disenrollment/last day you have provided the required 30 day notice. 1a: Withdrawal Procedure: Should you ever need to disenroll your child, we require a 30-day notice. Please let the Staff know and they will provide you with the next steps. Families are responsible for the full month of tuition..
2. With completed Admission Forms and paid fees we will confirm your start date and you will receive an "All About Me" questionnaire designed to help your teacher get some basic personal information about your child and your family to ensure as smooth a transition as possible. This should be provided to the school prior to the first day so that we can prepare.
3. If your child did not have the opportunity to meet their teacher during tours or prior school visits, then a meeting can be scheduled at parents' discretion.
4. You will receive an invitation from the school with instructions on operating the program app onto your phone and computer. We use brightwheel to accept payment, send messages, track attendance, and so much more. It is very user-friendly and super convenient. You are able to edit information on your profile through your app.
5. Other forms will be sent home for signatures as needed.
6. Tuition is due before your child attends school on their first day. Once paperwork is turned in, you have authorized MPH to run any necessary payments to secure your child's spot.
7. We will always do our best to accommodate changes in schedules, but we must

maintain state mandated teacher / child ratios, and so as much notice as possible is appreciated.

8. When a program is full, we will maintain a waiting list.

9. At the end of each school year we will require families to let us know if their child will be attending summer camp and/or returning for the fall. If you have not provided us with a confirmation by the dates mentioned in the summer newsletter, your child may lose their spot.

10. For summer enrollments, families must submit a form to register for camp. Due date will be announced prior to adding the charge to your account.

Hours, Fees and Tuition Details

MPH Child care center is open from 6:30AM-5:00PM

Academic preschool hours are between 9:00am and 2:00pm

Virtual preschool hours Tuesdays and Thursdays from 9-11 and 12-2

before & after school 6:30am-dismissal and dismissal-6pm (Chartiers location only)

MPH has a cut off time of 9:00 am. Drop offs after 9am will only be permitted if the child has a doctor's appointment and the parent provides a note to the front at drop off.

Every family must complete a tuition agreement. The tuition agreement is your contract and by signing you agree to all terms and conditions listed within the agreement. Tuition agreements are subject to change and families will be notified before changes are made.

I understand that MPH collects tuition Weekly. 100% is due on the Monday of each Week. Any tuition remaining after close of business on Thursday will accrue late fees of \$15.00 per day, per child, regardless of minutes late. Any tuition/fees remaining after 2 Weeks, may result in suspension of care until the balance is paid in full.

MPH reserves the right to attempt to collect balances and fees owed to us by running the account information you provide upon enrollment, and if necessary, by opening a claim with a collection agency. We do not prorate tuition for illness or vacation. MPH does not refund tuition for inclement weather days or other instances when the school is closed.

Suspension of Care: If your family needs to apply a suspension of care the holding fee is 50% of your child's monthly tuition per month that they will be gone and is due no later than the day before your hold begins. Suspension may only be applied to absences that will extend 4 or more consecutive weeks. This account suspension may only be used 1 time per enrollment year. If the fee is not paid, your spot may be given to a child on the waitlist. Suspension requests are due in writing 30 days in advance and must be approved by the owner and director. If a suspension request is not provided 30 days in advance, the family is responsible for the full tuition. Your child may not attend at any time during the dates of suspension.

Late Pick Up Fees: Habitually late pickups may result in a meeting with management or dis enrollment. A charge of \$1 per minute will be applied after a 5 minute grace period.

With prior notice children who attend less than 5 days a week may request a "drop in day" for an additional fee. Please check fee amounts with the office. This is subject to availability as it would require changes to our regular staffing. The drop-in rate is due at or before dropping off the day of their extra day.

NSF Fees: If MPH receives a returned check or NSF notice, you will be charged a \$35.00 NSF fee. After 3 NSF fees you will no longer be able to use ACH, and we will only accept a check or money order.

Tuition and Fees are non-refundable. MPH will not issue refunds for school closure due to weather, illness or other "Acts of God". MPH will issue refunds in the form of a check for any accounting errors or overcharges.

MPH reserves the right to increase tuition by 3-4% each year in order to remain competitive in the industry and maintain the high quality our families are used to.

General Information

Age Requirements and Transitions

Our classrooms are divided into multi-age grouping. Children will be placed in classrooms based on each child stage of development, not necessarily age alone .

Children may not attend our Primary Preschool Program until they are fully potty trained.

There are some instances where children will move to another room for a day due to staff shortage or to maintain ratio compliance. This is not your child's transition period. We will always communicate to you before your child officially moves into their next room.

Children transitioning to new rooms based on age and developmental milestones. When your child is ready to transition, you will receive an email from the Director. Your child's tuition will change to their new rate effective on the 1st of the following month.

Arrivals and Departures

The school opens at 6:30am and our Montessori work session begins at 8:45am. Arriving on time helps minimize classroom interruptions and maximize the Montessori work time. As such we have a 9:00am cut off time for drop offs. All children must be at school no later than 9:00 am.

Each child should be signed in by their parents upon arrival. A record of arrivals is also maintained in each classroom.

Please note that all children must be awake and alert at drop off and must not be dropped off while asleep.

If you decide to keep your child at home for the day, please call the office or send us a message on Playhouse. This is particularly important for our After Schoolers because absences greatly impact our After School pick up process.

Our school closes promptly at 5:00pm. We charge late pick up fees. More than 3 late pickups may result in termination of care.

Please note that your child is under your supervision once they are in your presence.

Please call the school if you are running late for pickup or we may call your emergency contact to pick up your child.

Please keep in mind that children thrive on consistent schedules and routines. Being able to anticipate the day provides a sense of security.

Authorized Pick Ups

Only authorized persons listed on the child release authorization form will be allowed to pick up your child. A copy of a valid driver's license is required.

At the time of pick up the office will make a copy of his/her driver's license and keep it in the child's file. If anyone other than a parent or authorized pick up listed on the Admission Form (page 1) is to pick up your child, a parent must provide written express permission for this new person to pick up your child. You must provide this person's first name, last name, driver's license number, and contact phone number.

Any updates to the Authorized Pickup Person should be communicated to us by email or in writing

Parking / Fire Lanes

NO PARKING. You may park in any space that is labeled for MPH only when you are visiting the school, or during pick up/drop off, extended parking in MPH spaces is not permitted. You may be towed from any other spaces.

Open Door Policy

MPH has an open-door policy and encourages parents to visit and observe their child any time. Classroom activities may be observed through the classroom window or by visiting the lobby and viewing the cameras, parents may not step into the classroom.

Dress Code

All toddler and primary students are required to wear the school uniforms Monday through Thursday. Fridays are casual days for all students. "Fun Dress" day will be outlined in each month's calendar. Uniforms are Forest green or burgundy polo shirts and khaki pants. No specific shoes are required.

Uniforms are available upon request at any Martha's Playhouse Learning center locations.

Or any store that provides the colors that are required at MPH.

infants under 1 are not required to wear uniforms

Things at school can sometimes get busy and messy so please send two extra (non-uniform) sets of clothes labeled with your child's name, and place them in a Ziplock bag. The extra set of clothes need to be weather appropriate but do not have to be the uniform. We ask that you update the spare clothing both seasonally and as they grow. Mph is not responsible for lost or stolen items.

Please ensure your child wears closed toe, rubber soled shoes so that we can make the most of outdoor play time.

Students may not wear any dangling earrings. Only small studs are permitted. MPH is not responsible for lost or damaged items.

Medical Emergencies / Illness / Accidents

Should your child be involved in an incident during the course of the school day, a staff member will complete an Incident Report via Playhouse or paper forms. You will view and sign the report.

In the event of an emergency such as major injury or illness, we will attempt to contact you immediately using the phone numbers you have provided on the emergency contact information provided upon admission to the school. Should we be unable to reach you, we will contact those listed by you as your emergency contacts.

The Incident / Illness Report can be useful if you need to take your child to the doctor. It may help the doctor better understand the circumstances of the injury or illness.

Should your child become ill during the day at school, and require a pick up, we will reach out to you. Children need to be picked up as soon as possible.

To protect all our students and staff from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious, per Child Care Licensing rules.

In the event of an urgent medical emergency we will call an ambulance/ 911, we will administer any first aid or CPR as appropriate while waiting, and your child will be transported to the nearest hospital, unless otherwise informed by EMS. You will be notified immediately and, as appropriate, your child's physician may also be contacted. The Director or other designated staff member of MPH will accompany your child until you can get to them.

Students must be fever and/or symptom-free without medication for at least 24 hours before returning to school. The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations follow the requirements of the local and state health authorities, and MPH guidelines. MPH does reserve the right to exclude a child care even if the below criteria is not met, management will use their best judgment.

Students with any of the following symptoms must be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated or submits a signed physician's statement that he/she is not contagious.

Students cannot attend school with:

- Armpit Temperature of 100 degrees or more. Students must be fever free for 24 hours, without medication, before returning to school.
- Nausea, vomiting or diarrhea. Students must be symptom free for 24 hours, without medication, before returning to school
- Any Pain and/or swelling
- Undetermined rash over any part of the body accompanied by fever ·

Undiagnosed scaly patches on the body or scalp.

- Red eyes or discharge from eyes.
- Intense itching with signs and symptoms of a secondary infection
- Open, draining lesions
- Jaundice (yellow glow to skin color)
- Lice or Nits on the shaft of hair, until cleared by a physician.

Inclement Weather/School Closures

Mph follows the inclement weather schedule of the district that Mph facility is located.

Facebook, WPXI or Brightwheel will be the main form of communication when these closures are determined.

Outdoor Play

We will be going outdoors on most days as long as the temperature is over 40 degrees and under 98 degrees with no precipitation. Please dress your child appropriately for the weather.

During periods of the year when the heat prohibits extended periods of outdoor play, the school will provide other opportunities for gross motor play indoors.

Sneakers and closed-toe shoes are required on all children starting once the child is walking.

Guidance / Discipline

We discipline by guidance. If a child is being disruptive and redirecting, talking, changing the environment or “taking a break” does not change the behavior, a parent conference will be held with the Director and teacher to devise a plan to be implemented at school. We define “taking a break” as time away from the group, in a chair in the classroom. “Taking a break” will never be longer than 2 minutes for each year of age of the child. If the behavior is dangerous to other children, the child may be asked to leave the program after all other options are exhausted. Under no circumstances may corporal punishment be used at MPH by our staff, visitors, parents or family members while on the premises.

Biting

Experts in the field of child development agree that biting is within a range of expected behaviors among toddlers 13 months to 3 years of age. Common reasons for biting are: exploration, teething, frustration (frequently due to lack of language), anxiety, mimicking, the need for autonomy and control. At the first sign of biting, we evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines, or the transitions in the classroom may be made. If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an Incident Report for the parents of the biting child and an Accident Report for the parents of the bitten child. We are bound by privacy rules and so no names will be disclosed in these reports.

The child who has bitten will be removed from the immediate area and closely supervised for a period of time after the incident. It is important to remember that biting is a developmentally appropriate behavior. For children who continue to bite, more specific intervention will be initiated, including a conference with the family and the creation of an intervention plan. Each

case will be assessed on an individual basis.

School Rules

Classroom rules are always simple, clear, repeated frequently, fair, consistent and communicated in a respectful and loving way. We want our students to learn self-discipline and self-control as well as respect for the rights of their fellow students, their teachers, and their school.

We know that children feel more secure when they have limits that are appropriate and consistently enforced. Limits allow children to make independent decisions. Good relationships with teachers and caregivers that children know they can trust helps provide the security of knowing that there are adults who will not let them go beyond reasonable boundaries when their own self-control fails them, that mistakes are OK if you are trying, and that they are loved, supported, and encouraged to try new things and develop new skills.

Observation Period

MPH acknowledges that not every school is the right fit for every child/family. As such, we follow a 90 day observation period. During these 90 days MPH staff observe and will determine if the environment is best for the child/family. If during the observation period it is believed that MPH may not be the best fit, we will provide the family with an “End of Care” date. The notice period of the “End of Care” date will be based upon the severity of the reason for ending care. During this time, if a family finds that MPH is not the best fit for them, they may end care without the normally required 30 day notice and instead can submit a 2 week notice. By submitting two weeks' notice in this instance, you would forfeit your deposit.

Accommodation Policy

Below you will find an outline of our program’s policies and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parents’ primary language. Please notify Center Management if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with your family:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive meetings if needed.
3. Complete supporting documentation from authorized medical professionals for any accommodations related to the child’s physical or developmental needs.
4. Provide materials and resources in parent/child’s primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

Personal Items

LABEL EVERYTHING - Please label everything your child brings to school (backpacks, jackets, rest mats, sippy cups, bottles, etc) with your child's name. Also send a change of clothing (including socks and shoes if possible) for us to keep at school in case of an accident (or the inevitable spills). MPH reserves the right to ask that certain items stay at home if they prove to be a disruption.

Transitional Objects ("loveys")

Children may bring a stuffed animal or small toy that is special to them (same items every day) for difficult times and rest time. Pacifiers may only be used in the Infant classrooms for difficult times and rest time. We want to encourage children to express themselves verbally and it is difficult when they have a pacifier in their mouths. While teachers may schedule show-and-tell times in their classrooms, we ask children NOT to bring toys from home unless specifically requested.

Breastfeeding

Parents who breastfeed are more than welcome to come to school to feed their child. MPH makes the infant classroom available at any time for nursing mothers to breastfeed their attending infant. There are additional private areas where a nursing mother might also be comfortable. Ask the staff about designated areas.

Toys

Toys should not be brought to school unless there is a special reason. Toys from home are a frequent source of conflict and are often lost. Our staff will put personal toys away in a backpack if they are introduced into the program. MPH will not take responsibility for any lost or broken toys/personal items that are brought from home.

Show and Tell

Children frequently like to share souvenirs or memorabilia that has significance to them or their family. Please look to the school calendar and newsletter for specific days and themes of show and tell. MPH will not be responsible for any lost or broken items that are brought from home.

Rest Time

Rest time will be scheduled for each classroom as appropriate. Please check the daily schedule posted in your child's classroom for specific nap times. We ask that you bring a labeled nap blanket for rest time. These will be sent home at the end of every week for you to launder. Each child will rest on their own nap pad that is disinfected daily.

For children genuinely unable to sleep after at least 30 minutes of trying, quiet activities like puzzles or reading will be provided.

Celebration of Life

Birthdays are special days in a child's life. We encourage the parents to make a poster with pictures of the child at every stage of his/her life. This will add to the festivity and will also give more to the importance of the celebration. On that day, a special snack or treat may be sent to the school with your child to share with his/her classmates. We must require that only store-bought food is provided so we can review the ingredients and watch out for any allergic reactions. Also, as we encourage healthy snacks, please do not bring any heavily frosted cakes or cupcakes. Minimally

frosted cakes or cupcakes are allowed along with pre-cut seedless fruits. Parents may also bring a box of cake mix, and the corresponding ingredients and materials and we will bake the treats as a class! The teachers have a very unique way of celebrating birthdays.

Children with Special Needs

As a community preschool and childcare center, we are committed to serving as many children and families as possible. We may come upon a situation where we are asked to include a child with special needs in our program. If we can do so and maintain the safety and quality of service that each child receives, we will consider enrolling that child, possibly in conjunction with outside resources. While we do not discriminate, we do ask that you provide us with your patients as we may need adequate time to find a qualified Teacher to care for your child while in our care!

Placement of a teacher can be between 4-6 weeks.

Fundraising

From time to time we may earn income from school photos and other fundraising programs. Unless otherwise stated, monies earned go to developing and enhancing our program, expanding our enrichment curriculum (languages, music, arts, science, etc.), upgrading our educational manipulatives and purchasing equipment.

Surveys

During the year, MPH will send home surveys for families to fill out and return. The results from these surveys will be used to help us make any necessary changes, add or remove programs, offer additional services and set goals for the growth of MPH.

Staff Vaccines

Please note that at MPH we strongly encourage all our staff members to get regular TB tests, flu shots and whooping cough boosters, but we do not mandate this as a requirement of their employment. We also encourage our staff to get the Covid Vaccine, but we do not require it.

Security

For our security all MPH Facilities have cameras inside and out to ensure the safety of all of our students, staff, parents and the facility.

Enrichment - Music & Movement

Music is a vital part of a young child's life, and it is an important part of each classroom.

Therefore, MPH students will enjoy music instruction each week as

They are exposed to all aspects of music and movement including playing instruments, yoga and dance.

Technology

Children older than two years are only allowed two hours of screen time per week at school. Our screen time includes, exercise videos, learning videos in Spanish, Mozart for kids, learning about nature or earth or on certain Fridays, a special movie for 45 min.

After School friends are only allowed 45 min per day while in our care.

We discourage our students from bringing ANY electronics (iPads, smart phones, portable gaming devices, etc.) to school. If it is necessary for your After Schooler to have these items in their possession during their time at MPH, please note that they will be allowed to use them after 5 PM ONLY. MPH is not responsible for lost, broken, or stolen electronics.

Summer Program

MPH is a year-round school. Classes will continue through the summer with themed weeks that include opportunities for instruction in new concepts and for reinforcing learning that has taken place during the school year. However, we always have some fun and excitement planned for the summer. Our plans include water play days, ice cream days, movie days, special visitors and much more.

Contact Information

If you have questions or concerns related directly to your child, please address them to your child's teacher who will engage the necessary resource as required. If you have any questions about the program as a whole, we strongly encourage you to meet with the Director.

As regulated by our License, you may look at our copy of the state's minimum standards for licensed child care centers which is at the front desk. Our most recent licensing inspection report is posted on the bulletin board at the entrance..

Bureau of certification number is 1-800-222-2149

The Child Abuse Hotline number is 1-800-843-5678

Parent Involvement

Communication between home and school is important for the overall development and well being of each child. The teachers always have your child's best interest at heart, and it is important that we be made aware of any changes in your child's life that may impact their behavior at school.

Please remember to keep us informed of changes to addresses, phone numbers, email addresses, immunizations, etc. Also please remember to update your emergency contact information as well.

You may use the Bright wheel app to update some of your personal information.

For our part, information will be provided to parents in regular newsletters with general information, policy changes, and reminders about upcoming special events and school closures. The Bright wheel app will be used to provide more timely updates or anything requiring an immediate response.

Important announcements will be posted on the bulletin board in the school hallway, and also at the entrance..

Parents should check Bright wheel and their emails frequently, for updates and information from their child's teacher and the school.

Any changes to our operational policies will be communicated through these means in addition to having the teachers notify you verbally and individually.

Parent / Teacher Conferences

Progress reports are utilized by the teachers to share with the parents the scope and sequence of the

child's learning. The Progress Report has all the concepts listed under the various sections (Practical Life, Sensorial, Language, Math and Cultural) based on the MPH curriculum. The teachers record the child's progress based on their observations in the classroom. Formal parent/teacher conferences are scheduled twice a year in the Fall and Spring semesters. During the 1st conference the teachers share with the parents how the child is adapting to the classroom environment and together with the parents lay down the expectations for the rest of the year. The second conference will focus more on the academic achievements of your child and a detailed progress report will be provided. Any time during the year if parents have questions or concerns they can request for a phone call or in-person conference with the teacher. Zoom meetings are an option..

Babysitting and Social Media

MPH staff may not babysit for any of their currently enrolled students or families. If they engage in home-based care at the home of a currently enrolled student, they are putting their employment at risk. They are also strongly discouraged from connecting to enrolled families through social media. MPH will not be held liable for any accidents, incidents, or grievances on the part of the employee or parent nor should it be assumed that MPH employees personal views reflect the view of the school.

Parent Participation / Volunteers

Parents are invited and encouraged to be involved at MPH. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom on a regular basis will be required to submit to a criminal background check as required by our licensing regulations. Parents may only volunteer in their child's class if it does not cause any interruptions. Any person with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom.

All parent volunteers and field trip chaperones must meet with the Director to review MPH policies and procedures before being eligible to be a volunteer.

Health and Nutrition

Breakfast, lunch and snacks are available to children, which is included in tuition. Water is available to all children throughout the day. Toddlers and two year olds should bring "sippy" cups from home to remain at the facility, labeled and easy to operate. No bottles will be allowed, for children over the age of one because we are striving for more independence and language development. Please label everything your child brings to school. Please save candy, soda, and other non-nutritious foods for times other than school.

Catering is available for an additional monthly fee. New catering enrollments start on the first of each month.

State licensing guidelines require that children bring one food from each of the four food groups.

Our catering company provides these to us, however if you are not enrolled in catering you are responsible for sending a nutritionally balanced lunch. If you pack a lunch please be sure to include an ice pack.

Milk: Milk, cheese, yogurt

Fruit and Vegetables: 100% fruit juice or ¼ cup fruit or vegetables

Protein: Meat, eggs, beans, poultry, nuts or seeds

Grain: Bread or crackers

Allergy Action Plans

If your child has a diagnosed allergy that requires the school to keep an EpiPen or other medication on site, the school will require an action plan from your pediatrician. This plan will help us understand the allergy, what to avoid, how it manifests in your child, and what steps are to be taken. Our Allergy Action Plan Form is available from the Director.

Hand Washing

Our staff and students are required to wash their hands at regular and frequent intervals during the school day. Everyone MUST wash their hands upon arrival and after going to the bathroom. Even our diapered children are required to wash their hands after diapering, as are their caregivers.

Hand washing must also take place after coming inside from outside play time, before eating, before putting on protective gloves, and as needed.

Caregivers MUST wear gloves when changing diapers and when dealing with all bodily fluids.

Medication

MPH staff members cannot administer any medications to your child without signed permission from a parent. See the Director or office staff for a Medical Authorization Form which will require your signature. Please note that both prescription and over-the-counter medications must be in their original container and clearly labeled with the child's first and last name. Only the Director will administer prescribed medication - and only as directed on the container. If the required dosage or frequency varies from what is printed on the container, we will need a note from your child's physician explaining how to administer the medication.

Please do not send any medication with your child or in their backpack including inhalers, cough drops, lozenges, etc.

Immunization Policy

Given the number of pregnant mothers and young children that are in and out of the school each day, children enrolled must meet the applicable immunization requirements specified by the PA dept of health – proof of which is required with enrollment.

Once a year the Health Department conducts random audits of the preschools and child care

centers in the county. If we are selected, we are required to turn in all the shot records for all of

the children in our care. If children are found to be behind on their shots, Inspectors allow us 1 week to receive new records from families. The Health Department requires us to temporarily end care for anyone that is not in compliance with the Health Department timeline for shots, until the child is brought to current status and it is reviewed by the auditors.

We do accept waivers, and just like shot records, we do require the official waiver before a child can start with us. At any time, if there is a community outbreak of a vaccine preventable disease, any child who has not yet received that vaccine or has a waiver will not be permitted to attend until cleared by the Health Department.

At this time, children in our area are not required to have a tuberculin (TB) test.

Please remember to bring us updated copies of your child's immunization record.

Toileting Information

We require our parents to provide all diapers, wipes and pull-ups. We request that we can keep a good supply at school. Please provide the pull ups that detach at the sides like diapers do.

Children will be introduced to potty learning in our Pre-Toddler class with the use of books and the establishment of language. The Toddler class will focus more on physical activity.

Transitions class will continue to focus on potty training as the children must be potty trained before moving up.

All students in our Primary preschool classes must be able to use the toilet independently. Children

not yet able to use the bathroom independently will be enrolled in our Transition class where potty learning help will be provided.

Please note that the ability to use the toilet independently is based on two things – the physical ability and the desire. Also, children develop at different speeds so please don't allow toilet learning to become a source of tension.

Soiled Clothing

As required by Child Care Licensing, any clothing that has been soiled (urine, feces, blood or vomit) will be double bagged to be sent home at the end of the day for laundering.

Hazardous Waste

As required by Child Care Licensing, all hazardous waste, including used diapers, will be double bagged before being disposed of.

Transportation Policy

Only authorized employees may use school vehicles. In addition to the three-pronged criminal background check and fingerprinting conducted on all staff, a motor vehicle record (MVR) check will be completed by the school's insurance agent prior to any employee becoming an authorized driver of a MPH vehicle. All employees must wear a seat belt while operating a school vehicle. All employees

authorized to use a school vehicle must have successfully completed at least two hours of transportation training.

If an authorized employee incurs any citations, damage, or traffic incidents while operating a school vehicle, they must report the incident to the Director immediately. Failure to report immediately may be subject to disciplinary actions up to and including termination. Employees will be responsible for any citation fines or penalties incurred and may be subject to disciplinary actions up to and including termination.

No MPH employee may operate a school vehicle while under the influence of alcohol or drugs (either illegal or prescription).

If an employee receives a violation, citation, or D.U.I on or off company time during the course of employment with MPH, they must notify the Director immediately within 24 hours of the incident.

MPH employees are NOT permitted to transport students to or from the school in any personal vehicle. The campus includes the parking lot and all outside areas. Failure by a staff member to comply with this policy may result in disciplinary action up to and including termination of employment.

The passenger van in use by the school has been inspected by a certified mechanic and is fully insured. The passenger van contains attendance and emergency contact information for each student on board, a fully stocked first aid kit, a fire extinguisher, and a method by which the driver can contact the school.

The driver will help all children with seatbelts and open and close all vehicle doors.

Emergency Procedures

“Breathe, remain calm and remember what you have practiced

Building Evacuation

There are a number of situations in which a building evacuation would be necessary. If there was no power for a period longer than three hours, no water on site, fire, a bomb threat, or a hazardous materials spill, it may be necessary to evacuate the building and or close temporarily.

In the event of an emergency requiring evacuation, the following steps will be taken by MPH to ensure the safety of all the children in our care.

The notification to teachers to evacuate will come in the form of a fire alarm or intercom announcement by the Director.

There are multiple exit points in each classroom and throughout the school. Each teacher will assess the situation to determine the safest exit point. We will not mandate an exit door in case that is where the danger is. These problem-solving skills will be reviewed during our mandatory monthly and quarterly drills.

Each class and teacher will exit the building at the safest point and make their way to the south side of the building to meet up at our designated emergency plan location. The infants will be placed into our emergency wagon or crib. Pre-Toddler will be strapped into their buggy. The Transition Class will use a guide rope for the students to hold onto and to help the teacher keep track of the children while transitioning. Count of children will always be done before, during and after transition.

Each teacher will have their attendance book with them. A roll call is taken at this time. The Director will make the final decision (with the assistance of first responders and emergency services) regarding whether the children may return to our school building or whether it is necessary to move to our second location.

The Director will take the Emergency Binder and begin a final sweep of the building closing doors and checking for anyone left behind. Any enrichment or office staff in the building will be assigned to assist classroom teachers with students who are 24 months or younger, or have limited mobility or mental, visual or hearing impairments.

The Emergency Binder in possession of the Director contains parent contact numbers as well as Allergy Action Plan and other important medical information found on the Emergency Authorizations filled out and notarized upon registration.

PLEASE NOTE THIS INFORMATION IN CASE CELL TOWERS GO DOWN AND YOU NEED TO FIND US.

The Director will notify the following persons of the emergency via the Director's cell phone.

Police / Fire / EMS

Licensing

Parents of children in our care

Staff will have their attendance books to account for all children. The Director has the Child Pilot app on the school's cell phone.

MPH staff will continue to supervise children until the emergency has been rectified and we can return to the preschool, or until all children have been picked up by a parent.

Any child requiring special assistance during an evacuation, including toddlers under the age of two, may be transported by wagon or assigned a specific caregiver to ensure safety.

No child will be released to anyone, including parents, during the process of relocating to a safe location. Families are welcome to walk with us to the new location. Once every child has been accounted for by their teacher, they may be released to their families.

Lockdown Procedure – danger on the premises

In the event of a disruptive person or stranger on site, or an armed or potentially violent intruder in the building, the school will execute the Lockdown Procedure. At that time each teacher will lock the

facility door. The teacher must ensure the children remain calm as they conduct a head count and await the all clear signal which is the Director announcement stating the facility is safe. In the unlikely event that a child is found not to be in the classroom, the teacher must follow the emergency plan procedures.

All teachers and students must follow any instructions from emergency services personnel like Police or Firefighters.

Lockdown Procedure – danger near the premises

In the event of danger outside the school close by, the Director will lock the front door and advise

all teachers of the procedure. The children will not be aware of the lockdown procedure. Teachers must ensure all exterior doors are secure and that all window blinds are closed. Teachers are also required to advise the Director of any missing children immediately. The Director will continue to ensure the building is secured, locate children who may be in restrooms, and will track events as they unfold – updating the teachers as appropriate. Only the Director can issue the all clear for activities to return to normal.

Shelter In Place

In the event of a tornado or hurricane warning, all students and staff will shelter in the Hallways. If you feel that you need to pick up your child in the event of severe weather, you would need to do so before a shelter in place order is announced. Once shelter in place starts, no children will be allowed to leave the building.

The teachers must keep the children calm and conduct continuing head counts using their Attendance Books. They should also have their classroom flashlight with them since they will be in an interior area and power may go out.

The Director will notify all classes when it is safe to return to their classroom.

Communicable Disease Outbreak

All staff members vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness.

In the event of an outbreak, the Director will inform the Health Department and Child Care Licensing and ask for guidelines specific to that outbreak. The Director will also inform all staff and enrolled families in writing within 48 hours, and share with them the guidelines and protocols provided.

All staff are reminded that student-specific medical information is to be kept confidential, and questions further than the written communications sent out by the Director should be brought to the Director.

Child Abuse Policy and Reporting Procedure

Child abuse is defined as any mistreatment of a child that results in harm or injury. There are four basic types of child abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Children who are abused may show physical and behavioral signs, or they may show a sudden change in their behavior. Such signs include:

- Nervousness
 - Reluctant to go home
 - Passive or withdrawn
 - Aggressive or disruptive
 - Tired or not sleeping well, having nightmares
 - Fearful and anxious
 - Missing school frequently
 - Lack of hygiene
 - Lacking medical care
 - Unexplained bruises or other injuries
- Every member of MPH staff receives annual training on how to identify and report suspected abuse and neglect, and they understand that they are mandated reporters.

If you need to report maltreatment or abuse - please call 1-800-252-5400. If you are in need of immediate assistance, please call local law enforcement or 911.

Operational Policy on Infant Safe Sleep

(For parents of children under 18 months old)

Purpose: This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at MPH. A signed copy is required from parents enrolling children younger than 18 months old. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at:

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at MPH will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327]. The form is available from the Director or on the Health & Human Services website (Form 2550).
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].

- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
 - Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
 - Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
 - If an infant needs extra warmth, use sleep clothing (a baby sleep sack or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
 - Place only one infant in a crib to sleep [§746.2405 and §747.2305].
 - Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
 - If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
 - Our child care program is smoke-free. Smoking is not allowed in PA child care operations (this includes e- cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
 - Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
 - If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
 - Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
 - Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].
- This policy is effective as of April 2017.

Discipline and Guidance Policy for MPH

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate for the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A teacher or caregiver may only use positive methods of discipline and guidance that encourage self

esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Using brief supervised separation ("take a break") from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps or toilet training;
 3. Pinching, shaking or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Guidelines for Child Safety

Children may be removed from Martha's playhouse for any behaviors and/or conditions which are beyond the abilities of our highly qualified, Certified teachers and/or which pose a potential danger to other students.

Conditions and/or behaviors which are considered beyond our expertise include:

1. Children who are unable to be separated from their primary care provider without adjusting to a new setting in a reasonable amount of time.
2. Children who hurt themselves or others (children or adults) on an on-going basis (more than 3 times).
3. Children who intentionally damage property that cannot be replaced for less than \$5 (three or more times).
4. Children who have medical or educational conditions that are beyond the experience,

knowledge or abilities of the Mph staff.

The Director will make the final decision in these situations. The input of the child's teacher / caregiver will be an element of consideration.

All areas of concern will follow a specific plan of action. Parents will be notified by letter, phone or in person of the area of concern. After a second incident or awareness of concern, a conference with parents, teacher(s), and director will be held. At this meeting a specific behavior plan will be developed. This will be considered a last chance attempt for the child to remain in the program. Consequences will be clearly defined for staff, parents and child.

Signature: _____

Date: _____

Billing Agreement

As per MPH Billing Agreement, by signing you agree to all terms and conditions listed within the agreement. Please note that in addition to tuition, we do have non-refundable supply fees(billed 2x a year) \$50, a non-refundable registration fee of \$100. MPH collects tuition weekly. 100% is due on Monday of each Week. Any tuition remaining after close of business on the following Monday will accrue late fees of \$15.00 per day, per child. Any tuition/fees remaining after 1 month may result in suspension of care until the balance is paid in full. MPH reserves the right to attempt to collect balances owed to us by running the account information you provide upon enrollment, and if necessary, by opening a claim with a collection agency. We do not prorate tuition for illness or vacation.

MPH does not refund tuition for inclement weather days or other instances when the school is closed. If you need to bring your child additional hours outside of their enrolled program, please call the Director for both availability and fees.

Tuition Collection

If I withdraw my child, and there is a balance on my account, I understand that MPH will attempt to collect that amount from the information I provided upon enrolling or a money order for up to 5 days from my child's last day of attendance. If after that time MPH is unable to receive payment, I understand they will submit my balance to their collection agency. Once my account has been sent to collections, I will no longer be able to make any payment directly to MPH and will have to go through the collection agency.

Parent Signature: _____ Date: _____

Terms and conditions apply