

# Tiny Thinkers Academy



## Parent Handbook

104 Anna Ave., Blandon, PA 19501

610-944-9800

Tinythinkers123@gmail.com

Emily M. Hartman, Owner

## Message from Owner

Hi, and welcome to Tiny Thinkers! I am so excited to welcome you and your child(ren) into our childcare family. Child care is my passion, and I cannot wait to watch your child(ren) learn and grow on a daily basis!

My goal is to provide quality child care for your family during your child's most important years, and to provide your family with a safe and fun learning environment. As a parent, one of my biggest concerns was finding someone to love my children as much as I do since I could not be with them during the day. Every child deserves hugs and nurturing while learning and growing.

Tiny Thinkers has been my dream for many years. With the help of my amazing husband and the encouragement of friends, my dream has come true. My role as the owner is to oversee the child care center, staff, and programs. I will get to know every single child enrolled here, their interests, strengths/weaknesses, personalities, etc.

I worked in local daycare centers since the age of 12 until I got my current job. I graduated from Kutztown University with a Bachelor's Degree in Elementary Education and Early Childhood Education. From there, I worked at a local childcare center as the Supervisor of the Infant/Toddler program. While working at the daycare, I substitute taught in local school districts. I was fortunate enough to get hired by the Fleetwood Area School District in 2005. I taught 4<sup>th</sup> grade, 2<sup>nd</sup> grade, and my favorite, Kindergarten. I have my Master's Degree in Classroom Technology and have taken 60 additional graduate level credits relating to education.

I have three boys, Lucas, Rylan, and Elijah, who keep me very busy! I am very active in our community, and foster dogs with a local rescue. You will often find my family attending community events.

I look forward to devoting my passion for working with children to your family and your child each and every day.

Emily M. Hartman

## **Philosophy**

Tiny Thinkers Academy is a center that understands that every child learns in a different way. We teach children to explore and learn through play, guiding them along their journey. We appreciate each child for his/her individuality and encourage creative play and innovative thinking. Children are continuously challenged by learning specific goals that are set for them by both parent and teacher. Tiny Thinkers strives to provide an educational program to all children enrolled while offering a network of support to each family as a whole.

Teachers and parents of infants and toddlers work together toward development in the areas of sense of self, social relationships, creative thinking and play, movement, communication and language.

As the 3, 4, and 5 year old children transition toward preschool programs, their goals change by focusing on developing initiative, social relationships, creative thinking and play, movement and music, communication and language and exploration.

In the end, Tiny Thinker's overall philosophy is to provide a secure, caring, and enriched environment that promotes complete learning and the development of the child, while keeping the parent informed through daily communication by the teacher or owner.

## **About Our Staff**

All staff at Tiny Thinkers Academy were hand picked specifically for their job. They are highly qualified and will work closely with the director/owner to ensure every child's needs are being met.

All staff are CPR/First Aid certified.

All staff have completed Fire Safety Training and training of the center's Emergency plan.

### **Infant Program and Daily Schedule**

We understand that daily schedules vary for infants, therefore, our program sets its pace around the needs and differences of each child. Staff will do their best to follow a schedule that is provided by parents. Care during the day will not only consist of eating, diapering, and adequate rest, caregivers will enhance interactions and activities based on appropriate developmental level.

Every moment of every day offers opportunities for learning. Caregivers will help each baby establish trust, work on a motor task, understand the power of language, and begin to understand his/her surroundings. Opportunities will be given for motor skill work, outdoor play, interaction with other children, communication, and self discovery. Caregivers understand that nurture is key at this stage.

Parents will be able to view a report of their child's day via the Brightwheel program. Throughout the day, your child's teacher will record bottle feedings, meals, diaper changes, naps, and any activities. The report will be emailed to you after your child is signed out at the end of their day. Teachers are also able to send you pictures of your child throughout the day.

### **Toddler Program and Daily Schedule**

Caregivers understand that toddlers learn more by doing something than by being told what to do. Toddlers discover their world on a physical level, so the expectation is for them to want to move around a lot. Caregivers will set limits, but also provide opportunities for toddlers to make good choices. When good choices are not met, caregivers will redirect the child to help guide him/her toward appropriate behaviors. The teacher uses praise and positive behaviors when working with children. Caregivers model how they want the children to act.

Toddlers will be introduced to and work on developing vocabulary and learning self-help skills (pottying, handwashing, getting dressed, etc.). Toddlers will be introduced to early literary, language, and math concepts (book handling skills, letters, and counting/numbers). They will continue to develop their fine and gross motor skills. Play is valuable, so staff will use play time to interact with children and facilitate learning. Children will have time for imaginative play, art experiences, manipulative play, building blocks, science, sensory experiences, music, and books. Caregivers will create and adapt activities to meet the children's changing needs from day to day, nurturing the children throughout the day.

Parents will be able to view a report of their child's day via the Tadpoles program. Throughout the day, your child's teacher will record meals, diaper changes and going to the bathroom, naps, and any activities. The report will be emailed to you

after your child is signed out at the end of their day. Teachers are also able to send you pictures of your child throughout the day.

6:30-8:30 a.m. - Arrival, Free Play, Organized table top activities

8:30-9:00 a.m. – Handwashing/Breakfast, Diaper changes/Going potty

9-9:30 a.m. - Structured play, cleaning up to go outside

9:30-10:30 a.m. - Outdoor play, weather permitting. (Please note that staff may adjust the daily schedule to take children out at a different time if needed due to weather concerns.)

10:30-11:00 a.m. - Daily Activity Children

11:00-11:15 a.m. - Circle Time

11:15-11:30 a.m. - Potty/Diaper Changes/Hand washing for lunch

11:30 a.m.-12:00 p.m. - Lunch

12:00-12:15 p.m. - Cleaning up lunch, Diaper checks, getting ready for nap

12:15-3:00 p.m. - Nap/Quiet Time (Children who do not nap or wake up early will engage in quiet activities)

3-3:30 p.m. - Diaper changes and Going Potty (as they wake up), Hand washing, and PM snack

3:30-5:30 p.m. - Free Play/Outside Play

5:30 p.m. - Center closes

### **Preschool Program and Daily Schedule**

Preschoolers will continue to further their learning through play and hands on activities. Staff will encourage children to solve problems, verbalize needs and wants, and extend their thinking. Preschoolers will learn letter, sound, and number recognition. They will continue to develop their self-help skills, becoming more independent as they get older. Daily activities, lessons, and weekly units will be designed (and adjusted) based on the children's needs and interests. The learning activities include communication, science, math, social studies, music, art, large/small motor skills, and extension work. Dramatic play opportunities reinforce learning or life experiences.

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Parents will be able to view a report of their child's day via the Tadpoles program. Throughout the day, your child's teacher will record meals, naps, and any activities. The report will be emailed to you after your child is signed out at the end of their day. Teachers are also able to send you pictures of your child throughout the day.

6:30-8:30 a.m. - Arrival, Free Play, Organized table top activities, Hand washing, Breakfast

9-10:00 am Outdoor play, weather permitting. (Please note that staff may adjust the daily schedule to take children out at a different time if needed due to weather concerns.)

10-10:15 am Handwashing/Morning Snack

10:15-10:30 am Story

10:30-11:30 am Centers

11:30 a.m.-12:00 p.m. Circle Time

12:00-12:30 p.m. - Lunch clean-up, going potty, getting ready for nap

12:30-3:00 p.m. - Nap/Quiet Time (Children who do not nap or wake up early will engage in quiet activities.)

3-3:30 p.m. - Going potty, hand washing, and PM Snack

3:30-5:30 p.m. - Free Play/Outside Play

5:30 p.m. - Center closes

**\*All preschoolers new to the center must be potty trained prior to their start.**

### **PreK Program and Daily Schedule**

Our PreK program will build upon skills taught in Preschool to better prepare your child for Kindergarten. We will work on letter recognition and letter sounds, name recognition, number recognition/1-1 correspondence counting, fine motor skills such as pencil grip, tracing, and cutting, and appropriate peer socialization.

6:30- Center Opens  
Drop off-8:45- Free Play  
8:45-9:00- Morning Meeting  
9:00-9:30- Snack  
9:30-10:30- Literacy stations/ Activity  
10:30-11:00- Circle time/ Movement  
11:00-12:00- Outside play/ Gross Motor  
12:00-12:30- Lunch  
12:30-1:30- Nap/ Quiet Time  
1:30-2:30- Math Stations/ Activity  
2:30-3:00- Snack  
3:00-Pick up- Free Play/ Movement  
5:30- Center Closes

### **School Age Program and Daily Schedule**

\*Please see enrollment paperwork for Technology and Behavior expectations and contacts to sign.

#### School Age Before/After School

6:30-8:30 Arrival/Breakfast/Outside Play  
8:30 Prepare for school/Bus  
3:30-4:30 Arrival/Snack  
4:30-5:30 Homework/Free Play/Dismissal

#### School Age Summer Schedule

6:30-8:00 am Arrival/Free Play/Breakfast  
8:00-9:00 Outside (weather permitting)  
9:00-9:30 Morning Meeting  
9:30-9:45 Handwashing/Morning Snack  
9:45-11:15 Activity Stations  
11:15 Handwashing/Movement  
11:30-12:00 Lunch  
12:00-12:30 Quiet Time  
12:30-1:30 Outside Time (weather permitting)  
1:30-1:45 Read Aloud  
1:45-2:45 Free Play/Afternoon Stations  
2:45-3:00 Handwashing/PM Snack  
3:00-5:30 Outside/Free Play/Children Leave



## **Transitions**

As your child gets to an age where he/she is preparing to transition to the next room, you will be given a letter and transition schedule. The letter will inform you of things you can work on at home to help with the transition process. Please note that the schedule is flexible and can be adjusted based on your child's needs.

Transitions occur at approximately one year (12-15 months), two years, three years, and five years (when entering school).

When your child is nearing the end of the school age program, you might be thinking of other options for your family. Information is available upon request.

## **Holidays**

Tiny Thinkers Academy will be closed for the holidays, so staff may enjoy time with their families. **Holidays falling on a Saturday will be observed on a Friday. Holidays falling on a Sunday will be observed on a Monday (with the exception of Easter Sunday).** Please note that parents **DO NOT** need to pay for the days that the center is closed for the following holidays:

New Year's Eve

New Year's Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The day after Thanksgiving

Christmas Eve

Christmas Day

The day after Christmas

The Friday before FASD goes back to school (TTA training day)

Parents will receive a list of holidays we are closed at the beginning of each year with the dates attached.

## **Confidentiality**

In this program, each parent is encouraged to openly share information about themselves and their family with the Tiny Thinkers staff. In order to protect families and staff members, the center has a confidentiality policy. Staff signs a confidentiality statement acknowledging their understanding of the confidential nature of information they have about each child and family. Each staff member

is acutely aware that all information concerning an enrolled family is private and shall not be discussed with anyone outside of the center staff without parent permission. Parents shall be the only ones to authorize release of any information about their family to any agency or interested party. Parents shall sign a "release of information" form before any information can be released or shared to outside agencies.

### **Hours of Operation**

Tiny Thinkers Academy is open from 6:30 a.m.- 5:30 p.m. There will be a late fee for any child picked up after 5:30 p.m. Please see Extra Charges for the late fee.

### **Meals**

\*\*Meals may be heated in the microwave, but not cooked in an oven.

Breakfast- Breakfast is not provided by the center. If you want your child to have breakfast at school, it will need to be provided and labeled with your child's name. Please make sure that all foods sent in are cut to age appropriate sizes. Occasionally, a special breakfast will be provided for your child. If you choose not to have your child participate in the special breakfast or they do not like that particular food, you will need to provide your child's breakfast for that day.

Lunch-Lunch is not provided by the center. Please label all lunch items and send them to school in a lunch bag/box (labeled with your child's name). Please do not forget a drink. Make sure that all containers inside the lunch box are labeled as well. All food should be cut to age appropriate sizes. Throughout the year, there will be opportunities for special lunches provided by the center. Staff will inform parents of these lunches in advance. If you choose not to have your child participate in the special lunch or they do not like that particular food, you will need to provide your child's lunch for that day.

Snack- Snack is provided by the center. All snacks provided will be age appropriate. Please let staff know of any allergies or snacks that you do not want your child to have.

### **What to Bring from Home**

\*All items need to be labeled with your child's name. Used bibs and burp cloths will be sent home daily. Nap time bedding will be sent home every Friday.

Infants:

- crib sheet (or pack and play sheet)
- 3 changes of seasonal clothing
- diapers (Staff will inform parents when diapers are getting low).

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- bottles (1 bottle per feeding plus one extra, daily)
- formula or breast milk (breast milk needs to have the date written on it)
- baby food/special snacks he/she enjoys
- security item (blanket, pacifier, stuffed animal)
- a 4x6 family photo
- burp cloths/bibs

#### Toddlers:

- crib sheet and blanket for nap time
- security item (blanket, stuffed animal, pacifier)
- diapers (if applicable)
- 2 changes of seasonal clothing (potty training children need 3 changes)
- a 4x6 family photo
- a plastic bib (if desired)

#### Preschool:

- crib sheet and blanket (or sleeping bag) for nap time
- security item (blankie, stuffed animal)
- 2 changes of seasonal clothing
- a 4x6 family photo

### **Rates**

#### Registration

The registration fee is \$50 per family.

#### Rates

\*Please see current rate sheet.

\*There is a 20% discount on tuition for 2<sup>nd</sup> children and a 10% discount for 3<sup>rd</sup> and subsequent siblings (discounts taken off lower rates).

\*\*Children needing varying days each week are taking a full time spot and therefore, will be charged the full time rate.

\*\*\*If you receive child care subsidy, you will be charged your copay **AND** the difference in tuition.

\*Parents DO NOT pay for days that the center is closed due to inclement weather or for holidays (see holiday list). We understand that parents need to work, so every effort will be made to keep the center open when there is inclement weather, however, we need to make sure staff can arrive safely in

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order to stay within state ratios. Please check Brightwheel for updates on closings.

\*We appreciate our staff members and need to pay them for all that they do, so parents MUST pay for all contracted days, even if your child is sick or not there for the day. This is why you do not need to pay for holidays and other closed days.

\*When your child is ready to transition to the next classroom, the new rate is not applied until your child is COMPLETELY transitioned (for toddlers, this means mostly potty trained and not requiring 1-1 assistance in the bathroom/diaper/pull up changes). Please wait until you get a new tuition agreement with the new classroom's rate to start paying a different rate.

\*All payments not paid within 5 business days of due date will be considered late and therefore, will need to pay a \$20 late fee. The \$20 late fee as well as the tuition owed MUST be paid within 3 business days of notice given. Failure to pay will result in termination of care. If you come into unexpected financial circumstances, please see Emily , Heather, or Jaide to discuss.

\*There will be a yearly increase in tuition to keep up with an increase in business expenses. Tuition can be raised at any time.

### **Contracts**

All contracts must be signed prior to your child starting at Tiny Thinkers. Make sure that you are aware of your child's contracted days/times and are prompt when picking them up. A fee of \$10 per 15 minute period after the first 15 minutes will be applied to children staying longer than their contracted times.

### **Payments**

All payments must be made the Friday before services are expected. Payments may be placed in the tuition box. Do not hand payments to staff members. Checks should be made payable to Emily Hartman or Tiny Thinkers Academy.

### **Partial Withdrawal**

Parents wishing to withdraw their child for more than 6 weeks (ex. teachers who are off in the summer, maternity leave, etc.), may pay a fee to hold their child's spot to return when the partial withdrawal is over. Partial withdrawal is \$50 a week (all ages), and in turn, you may bring your child one day a week if desired. This will hold your child's spot upon returning full time. If you choose not to do partial withdrawal, you take the chance of losing your spot in the center. In this case, you may add your name to the waiting list if all spaces are filled. Partial withdrawal may be done once in a calendar year and the maximum time is 12 weeks.

### **Extra Charges**

There will be a \$50 fee for all returned checks.

### **Mandated Shut Downs**

In the event of a state mandated shut down, parents will be charged 25% tuition.

### **Withdrawals**

If you are planning to withdraw your child from Tiny Thinkers, submit a letter, in writing, two weeks in advance.

### **Referrals**

Word of mouth is our best way to advertise. Each person you refer to the center, you will receive a free day of child care. Please note that the person you referred must enroll their child and pay the enrollment fee in order for you to get your free day.

### **Immunization Requirements**

All children enrolled at Tiny Thinkers Academy need to be up to date on all of their immunizations.

### **Medicine**

We understand that children may be on medications but are still able to attend school. In order for staff to administer any medication, we must have a signed medication log for your child on file. Parents are welcome to keep over the counter medications (Tylenol, Motrin, etc.) at the center as long as the medication log is signed and the medicine is in its original container labeled with your child's day. **If the dosage on the box says "consult a doctor" for dosing, we MUST have a doctor's note on file with the appropriate dosing for your child.** Prescriptions must come in the original prescription box with your child's name on it.

A few reminders:

- All non-medicated diaper creams, lotions, or sunscreens must be registered on a topical ointment sheet detailing type of ointment, where to be applied, expiration date, and parent signature.
- Medications will not be given to a child for the first time at the center.
- If the medication is expired, it will not be administered.
- If the instructions are unclear, the medication will not be administered.

### **Illnesses**

Children with a temperature of 100.7 or higher will not be permitted at the center.

Children who vomit or have diarrhea more than two times in a day will be sent home. They may not return to the center until they are symptom free for 24 hours. Please inform caregivers if your child is not feeling well when dropping them off. This will better help us care for your child.

Children who are sick need to have at least one dose of their prescribed medication before returning to the center (and must be symptom free for 24 hours).

Children with a fever need to be fever free for 24 hours (without the use of medication) before returning to the center.

Parents will be notified of any contagious illnesses that are going around the center.

\*Any Department of Human Services sickness regulations override our center policies.

\*Staff has the discretion to send a child home if he/she is not acting like himself/herself and is not well, but does not have a fever or symptoms mentioned above. If we are not able to provide your child with the care they need, they will be sent home.

### **Medical Needs**

Please let staff know if your child has any medical needs (asthma, food allergy, etc). All staff will be aware of these needs and an action plan will be put into place.

### **Outdoor Recreation/Sunscreen**

Children will be given the opportunity for outdoor play as often as the weather permits. Please make sure that your child is dressed for the season and also is wearing appropriate footwear. Feel free to keep a light jacket/hat at the center. The yard is fenced in, allowing for free play without worrying about traffic.

Children will need to have a bottle of sunscreen that remains at the center. Parents will fill out the sunscreen log, giving permission for staff to apply sunscreen whenever children go outside.

### **Inclusion**

Tiny Thinkers is an equal opportunity care provider. We welcome children of all abilities! Our program is flexible and our teachers adapt lessons and activities to meet the needs of each individual child. If your child requires any special accommodations or adaptations, please talk to Miss Heather or Miss Jaide and your child's teacher so that we may ensure a positive learning experience for your child.

### **Children with IEPs (Individualized Education Program)**

If your child has an IEP or IFSP, please provide the office with a copy so that we can make any necessary accommodations to meet your child's needs.

A staff member that works with your child can be made available to attend your child's IEP meeting(s) if given enough notice for scheduling purposes.

### **Safety**

Safety is our number one priority at Tiny Thinkers. Chemicals and other cleaning materials that are unsafe for young children are not in the center area or out of reach. Protective covers are on all outlets, and cords are hidden out of reach of children. If at any time you have safety concerns, please see a staff member.

The infant room in Tiny Thinkers is a shoeless environment. We want to keep the area where your child crawls and plays free from the dirt *brought in by* shoes. When entering the room, please refrain from walking on the carpet while wearing your shoes. Upon entering the infant room, please either remove your shoes or cover them.

### **Photos/Facebook**

You will be given a permission slip to provide the staff at Tiny Thinkers with permission to take your child's picture. These pictures will be used solely for the purpose of the center's page and for you to see what your child is doing throughout the day.

## **Parent Involvement**

### Resolving Parental Concerns

Your concerns are very important to us. Please make sure that you address all concerns with the staff members at the center. If you feel that your concerns are not being taken seriously, contact the center director.

### Open Door Policy

Tiny Thinkers has an open door policy for all parents. Please feel free to stop by and/or call to check in on your child at any time. When thinking about stopping by, please take into consideration how your child might react to seeing you and having you leave again.

### Parent/Teacher Communication

Parent/Teacher Communication is key to the success of your child. Monthly calendars, Tadpoles, and conversations with your child's teacher will keep you informed on how your child is doing. If you have any concerns about your child and how they are doing at the center, please do not hesitate to ask a staff member.

### Assessments, Child Service Reports, and Conferences

An initial assessment will be completed within your child's first 45 days at the center (for infants through preschool age). You will receive a letter outlining the Ages and Stages assessment schedule in your enrollment packet. In addition to the Ages and Stages assessment, twice a year (in Fall and Spring) teachers will complete a Child Service Report for your child. This is an outline of your child's strengths, future goals, and ways you can help your child succeed at home in the different learning domains.

Conferences will be available two times a year when Child Service Reports are completed. You may also request a conference at any point in between the normally scheduled conferences if you have any questions or concerns. Please see Miss Heather or Miss Jaide to request a conference and we will schedule a time with your child's teacher. You can also email the center owner at [tinythinkers123@gmail.com](mailto:tinythinkers123@gmail.com).

Home-School communication is extremely important to our staff. We provide communication in a professional and respectful manner. We expect the same from our parents. If you have a concern about the center or the care your child is receiving please see a staff member and address it respectfully. We understand that at times, you might have concerns, however, there are often times regulations are out of our control since we are regulated by Department of



Human Services and must follow their guidelines at all times. Failure to communicate with staff in a respectful manner will result in the following:

1. Written warning
2. Termination of care

### **Smoking**

Tiny Thinkers is a smoke-free environment. Families and staff are not permitted to smoke on or around the property.

### **Discipline Policy**

Positive reinforcement is used when working with the children at the center. If a child has an undesired behavior, age appropriate techniques will be used to achieve the desired behavior. Caregivers may model desired behaviors, redirect children, or provide children the opportunity for a quiet break. Praise will be used when desired behaviors are shown. Parents will be informed of undesired behaviors and what staff is doing to correct them.

### Extreme Behaviors

Children with extreme behaviors will be monitored closely by staff. If a child harms another child (either on purpose or as an accident), staff will fill out an incident report for the children involved on Brightwheel. Reports will never include the name of another child.

If extreme behaviors become frequent, parents will be notified and asked to come in for a meeting. A plan will be developed between the parents, center staff, and owner. After two months time, if the plan is not working and behaviors have not improved, staff, parents, and center owner will meet again to re-evaluate. Outside sources (with parent permission) may be called in to assist.

If a child poses a threat to the children/staff at the center, the child will be sent home immediately. After 3 incident reports in one day (hitting, kicking, etc), the child will be sent home. **\*THIS DOES NOT INCLUDE BITING-SEE BITING POLICY.**

\* If extreme behaviors continue and parents are not willing to get outside help, based on the severity of behaviors or at the director's discretion, expulsion can occur.

# Toddler Biting Policy

Biting is unfortunately not an unexpected behavior when working with toddlers. There are many reasons toddlers bite, and at a glance it is often difficult to understand. It is frustrating and upsetting for teachers, parents of the biter, and parents of the bitten. Our goal when working with a child that bites is to work to identify what is causing the behavior. As always, prevention and redirection are our primary tactics, but we also rely on observations and collaboration with the child's family to get to the root of things.

## Reasons toddlers bite:

- Teething
  - We have toys in the classrooms that are safe for our toddlers to chew on should they need some relief. When finished, the toys are immediately removed from play to be washed and disinfected. Parents are welcome to send in their own teethingers or chewies for their toddler to use.
- Hunger
  - We offer a snack in between meal times to try to keep our toddlers' bellies full in hopes of minimizing hunger behaviors.
- Difficulty communicating needs
  - At this age, toddlers are learning how to verbalize their feelings and needs, and they aren't always able to do so effectively. This can lead to frustration that is often expressed through physical behaviors like biting, pushing, and scratching. Our staff work on these skills by doing what they can to intervene in situations where biting behavior could occur and modeling for the toddlers appropriate ways to respond.
- Frustration
- Outside stressors
  - Even small changes to a child's daily routine can throw off behaviors. If something is going on outside of daycare that could potentially be causing a toddler stress, it is important that parents share this with their teachers. We are not being nosy and details are not important, we just need to be aware so that we can do everything we can to reduce a toddler's stress levels while they are with us.

### **What happens when a child bites:**

- The child that was bitten is given first aid. The bite is washed with soap and water and a cool compress is applied (if tolerated). If the skin is broken, the bite is covered with a bandaid.
- Parents are notified via an incident report in Brightwheel.
  
- The child who did the biting is firmly told, "No! We do not bite!"
- The child will sit with a teacher
- The parents are notified via an incident report in Brightwheel.
- If the bite broke skin on the other child, the child who did the biting will be sent home.

### **When biting continues:**

If a particular child begins biting multiple times, the following steps will be taken:

- The child will be shadowed to the best of the teachers' abilities to keep the biting from occurring.
- The child will be observed by classroom and administrative staff to try to determine what is causing the child to bite.
- If, despite our best efforts, the child does bite twice in one day, the child will be sent home.

### **First Aid, CPR, and Medical Care**

All staff is certified in CPR and First Aid.

### **Inclement Weather**

Messages will be sent through Brightwheel if we are closing early, opening late, or closing for the day.

\*Please notify staff immediately if sidewalk is getting slippery.

### **Birthdays/Other Parties**

Parents are more than welcome to send in birthday treats on their child's birthday! Please check with the center staff prior to doing this and ask them if there are any food allergies in the classroom.

The center will celebrate Halloween, Valentine's Day, Christmas (and talk about how other places/people celebrate), and Easter. There will be sign-ups for parent donations.

If you do not want your child to participate in any of the above celebrations, please let a staff member know and alternate activities will be planned for him/her.

### **Pick Up/Drop Off**

Drop Off: When dropping off your child, place your child's items in his/her cubby. Food items in lunches that need to be cold go in the fridge. Please let your child's teachers know if there is anything that will help them better care for you child that day (ex. if they had a rough night and might be sleepy, if they aren't feeling well, or if they are getting picked up early, etc.).

Work with staff to provide a nice easy transition from home to school. Get your child busy playing with a toy or friends. Some parents like to hand their child to a staff member. Give him/her a hug and kiss, tell them you will be back, and begin to leave. We do not recommend sneaking out while a child isn't looking.

Pick Up: Gather all items to be taken home. Anyone other than the parents wishing to pick up a child must be listed on the Emergency Contact Form. That person will also need to bring a photo ID when picking up the child. Children WILL NOT be released to anyone that is not on the form and does not have an ID. Please understand this is for the safety of your child.

### **Security**

The door to Tiny Thinkers is locked at all times. Parents use code to enter the building. Please be cautious with who you share this code with, as we don't want non-daycare families gaining access to the facility. If a non-parent is picking up your child and is on the release list, they may ring the doorbell and wait for center staff to let them in (please DO NOT give them the code). If staff does not recognize the person at the door, they will be asked to show ID. Please make sure that even as a parent, you have your ID on you the first few times you pick up your child until we learn names and faces. Again, this is for the safety of your child.

**Termination of Care**

Care will be terminated under the following circumstances:

- Payment is more than 5 days late.
- Extreme behaviors are causing harm to other children in our care after all avenues are exhausted (see extreme behaviors) or if parents are unwilling to seek additional help.
- Center owner may terminate care at any time if she feels it is necessary for the benefit of the center.