

Tiny Thinkers Academy



Parent Handbook

13 Ingot Drive., 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 from 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 4th grade, 2nd 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

Our 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 the Center

Hours of Operation:

Tiny Thinkers Academy is open from 6:30 AM- 5:30 PM. There will be a late fee for any child picked up after 5:30 PM. Please see the *Late Fees* in the *Rates, Fees, and Contracts* section for more information.

Administration:

Please do not hesitate to contact us at any time with any questions, comments, or concerns.

Emily Hartman, Owner

tinythinkers123@gmail.com

Heather Benson, Director

hm.benson123@gmail.com

Jaide Keeling, Assistant Director

jaide.grim823@gmail.com

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 procedures.

Confidentiality:

- Any and all information concerning an enrolled family is private and will never be discussed outside of center staff without parent permission in

writing. In the event that information is requested, you will be given a “Release of Information” form to sign.

- Examples of times when information would be requested by an outside agency would be for evaluations by the BCIU or any other early intervention agency, or a transition meeting with FASD prior to a child going to kindergarten.
- We encourage our families to be honest and open with their children’s teachers. Life changes (big or small) can have an impact on a child’s mood, behavior, and learning. Letting us know that something is going on in your child’s life (even if you just tell us that “something” is going on) helps us to better care for them throughout the day. Any information about your child or your family that you share with your child’s teacher will be kept strictly confidential.
- All staff sign a confidentiality agreement upon being hired.

Security:

- The front door to Tiny Thinkers is locked at all times. Families will be given a key fob at enrollment. Additional key fobs may be requested for \$10 each. The \$10 per fob will be refunded upon the return of the fobs should the family decide to leave Tiny Thinkers.
- If someone else is picking up and is on the child’s release list, they may ring the doorbell at the front door. They will be asked via intercom to hold their ID up to the doorbell camera. A staff member will check their ID and let them in if they are an approved pickup.
- Please make sure that you bring your ID the first few times you pick up until staff learns your names and faces.

Safety:

Safety is our number one priority at Tiny Thinkers. All cleaning products used in the center are state approved for use in a child care setting and are always kept locked away and out of reach of all children. 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.

Smoking:

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

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. Please note that we are not able to provide one-to-one care. If your child requires one-to-one care, we may require that your child have outside assistance in order to remain in care.

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.

Care Plans:

Please let staff know if your child has any medical (asthma, food allergy, etc), behavioral, or other special needs. Please have your child's doctor write up and sign an action plan detailing what steps to take if necessary. This plan will be kept in your child's file as well as in their classroom. All staff will be made aware of your child's needs.

Immunization Requirements:

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

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, Brightwheel, 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 your child's teacher.

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.

Withdrawals

If you are planning to withdraw your child from Tiny Thinkers, we ask that you let us know, in writing, two weeks in advance.

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. Sibling discounts do not apply during partial withdrawal as full tuition is already not being paid.

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.

In the Classrooms

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.

Meals:

Please note that we have microwaves in each classroom, but do not have access to an oven. Please do not send food items that require heating 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). We provide water and juice. If you would like your child to have milk, please make sure that the cup you send it in is labeled with your child's name/initials and the date. Milk without a date cannot be served. 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*

- Snacks are 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.

Supervision and Ratios

- Upon being hired, all staff receive training regarding state regulated classroom ratios and classroom supervision. All staff will maintain constant supervision and appropriate ratios in classrooms at all times.
- Infant ratio (1:4)
- YT ratio (1:5)
- OT ratio (1:6)
- PS ratio (1:10)
- PK ratio (1:10)
- SA ratio (1:12)

Outdoor Recreation/Sunscreen

- Children have at least two one hour periods of outside play per day as long as the weather permits.
 - We do not go outside if the temperature is below freezing or if the heat index is above 90 degrees.
- Please make sure that your child is dressed appropriately for the season. Your child's teacher will send out periodic reminders. You are welcome to keep a jacket at the center for your child in case one is forgotten.
- For safety reasons, please make sure that your child is wearing appropriate footwear.
 - For toddlers, all shoes must be closed-toed and have a back.
 - For preschool, pre-k, and school age open toed shoes are permitted, BUT if there would be an issue (child can't keep them on or the child is tripping and falling) you will be asked that they not wear them again.
 - Please note that children with open toed shoes will not be permitted to play on the climbers on the playground.
- If you would like your child to wear sunscreen outside, please send some in that will remain at the center. You will be asked to sign a Sunscreen log, which gives our staff permission to apply the sunscreen whenever we go outside.

Birthdays & Celebrations

- 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 signups 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.

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.
- Any behavior that requires one-on-one care will result in the child being sent home.
- *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.

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.
- 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 that regulations are out of our control. We are regulated by the 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

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.

Infants

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, activities, and photos of your child. Parents can view this as a live feed on the Brightwheel app, and a report will be emailed to you after your child is signed out at the end of their day.

Please note that 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.

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.

- Crib sheet (or pack and play sheet)
 - Bedding will be sent home every Friday or as needed
- 3 changes of seasonal clothing
- Diapers
 - Must have reclosable tabs.
 - Staff will inform parents when diapers are getting low.
- Bottles (1 bottle per feeding plus one extra, daily)
 - All bottles must be labeled with the child's name or initials and the date.
- 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)
 - Please note that we cannot let infants use pacifiers that are attached to small stuffed animals or blankets.
- A 4x6 family photo
- Burp cloths/bibs

Toddlers

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 (pottyng, 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 Brightwheel app. Throughout the day, your child's teacher will record meals, diaper changes and going to the bathroom, naps, and any activities. Parents can view this as a live feed on the app, and a report will be emailed to you after each child is signed out at the end of their day. Teachers are also able to send you pictures of your child throughout the day.

Young Toddler Daily Schedule

6:30-8:30 AM	Arrival, breakfast, free play in the OT room
8:30-9:00 AM	Move to YT room, free play, diaper changes
9:00-9:15 AM	Morning snack
9:15 AM	Circle time
9:30 AM	Daily activity
10:00-11:00 AM	Outside play (weather permitting), gross motor play if inside.
11:00-11:30 AM	Diaper checks and storytime
11:30-12:00 PM	Lunch
12:00-3:00 PM	Nap, quiet play, diaper changes as children wake up
3:00 PM	Afternoon snack
3:30 or 4:30 PM	Outside play (weather permitting), free play if inside (Toddlers and PS/PK/SA alternate weeks going outside first)
4:30 PM	Diaper checks
5:30 PM	Center closes

Older Toddler Daily Schedule

6:30-8:30 AM	Arrival, breakfast, free play, diapers and going potty
8:45 AM	Cleaning up
9:00 AM	Morning Snack
9:15 AM	Circle Time
9:30 AM	Daily Activity
10:00-11:00 AM	Outdoor play, weather permitting. Gross motor play if inside.
11:00 AM	Diapers, going potty, washing hands
11:30 AM	Lunch
12:00-3:00 PM	Naptime, quiet play, diaper changes and going potty as the children wake up.
3:00-3:15 PM	Afternoon Snack
3:30 or 4:30PM	Free play or Outside Play (weather permitting) (Toddlers and PS/PK/SA alternate weeks going outside first)
5:30 PM	Center closes

What to Bring from Home

- A crib sheet and blanket for nap time
 - Bedding will be sent home every Friday or as needed.
- Diapers (if applicable)
 - All diapers and pull-ups must have refastenable sides/tabs. (See potty training section below)

- 2 changes of seasonal clothing (potty training children need 3 changes)
- A 4x6 family photo
- Cups
 - We suggest two, one for milk (if you want your child to have milk throughout the day) and one for water.
 - All cups containing milk must always be labeled with the child's name or initials and the date.
- Optional Items:
 - Security items (blanket, stuffed animal, pacifier, etc.)
 - A plastic bib

Potty Training

Potty training typically begins around age two. Please let your child's teacher know when you are ready for your child to start this process. Staff will work with you to figure out what works best for your child.

If you plan to provide pull-ups for your child during their time in our care, please ensure that they are equipped with refastenable sides. Pull-ups that lack these tabs necessitate that staff undress and redress each child during bathroom visits, which diverts attention from the rest of the classroom. As you can appreciate, the processing of undressing and redressing a toddler is time-consuming. We thank you for your understanding and cooperation regarding this matter.

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 child who has bitten, 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 nosey 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 breaks 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.

Preschool

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.

Parents will be able to view a report of their child's day via the Brightwheel app. Throughout the day, your child's teacher will record meals, naps, and any activities. This can be viewed as a live feed on the app, and a 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 to PS Transition Pottyng Policy

In the preschool classroom, we begin to really focus on academics and incorporating more of a classroom routine. Having children potty trained limits the number of interruptions to our routines and learning times.

Children will not begin their transition to preschool until:

- While we understand while occasional accidents happen, they are in underwear all day (except can wear a pull up at nap)
- Are able to either verbalize that they need to go potty between bathroom breaks or make it to the hourly classroom bathroom breaks
- If numbers do not allow for your child to stay in toddlers, we will transition your child to Preschool with the toddler rate and an additional \$25/week fee for the extra staff that will be required to come in and assist with changing.

If your child is still wearing pull-ups when they transition to preschool, all pull-ups must have refastenable sides.

Preschool Daily Schedule

6:30-8:30 AM	Arrival, Free Play, Organized table top activities, Hand washing, Breakfast
8:45 AM	Movement activities
9:00-10:00 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.)
10:00-10:15 AM	Handwashing/Morning Snack
10:15-10:30 AM	Story
10:30-11:30 AM	Centers
11:30 AM	Circle Time
12:00-12:30 PM	Lunch clean-up, going potty, getting ready for nap
12:30-3:00 PM	Nap/Quiet Time (Children who do not nap or wake up early will engage in quiet activities.)
3:00-3:30 PM	Going potty, hand washing, and PM Snack
3:30 or 4:30 PM	Free Play/Outside Play (PS/PK/SA alternate weekly with Toddlers to go outside first)
5:30 p.m.	- Center closes

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What to Bring from Home:

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

Pre-K

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

Pre-K Naptime

One goal in the PreK classroom is to prepare children for a full school day. We understand that most children entering PreK are still used to taking a nap in the middle of the day. In order to help ease the transition, Nap/ quiet time will be shorter as our year moves forward. In the first few months of the year, we will have a nap that is 2 hours long. If your child has stopped napping by the time they enter PreK, they will have the option of doing quiet activities, for the length of time the other children are napping. As we progress through the year, the length of nap time is shorter, and additional

academic activities will be added in the afternoon time frame. In August, we will have a 45 minute quiet time, and then continue with our academics, in the afternoon.

**** All children entering Pre-K must be fully potty trained at time of enrollment/transition from preschool. Enrolled children who are not fully potty trained (without a medical reason) by the time they transition will remain in preschool until they are fully trained.**

School Age - School Year

We provide school age care from Kindergarten thru 4th grade.

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

Tuition covers all days that FASD is closed or has an early dismissal.

Please see enrollment paperwork for Technology and Behavior expectations and contracts to sign.

School Age Transfer of Care

Tiny Thinkers is responsible for the supervision of school age children until they get on their school bus in the morning. Responsibility resumes when the children get off of the school bus in the afternoon. Tiny Thinkers is not responsible for anything that happens on the bus rides to or from school.

School Age - Summer

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

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1:45-2:45 Free Play/Afternoon Stations
2:45-3:00 Handwashing/PM Snack
3:00-5:30 Outside/Free Play/Children Leave

During the summer, we go on field trips once a week. The cost of field trips is covered in tuition. If you have an overdue balance on your tuition, your child will not be permitted to go on field trips until the balance is paid.

Please see enrollment paperwork for Technology and Behavior expectations and contracts to sign.

Medicine and Illness Policies

Medicine

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 expires, it will not be administered.
- If the instructions are unclear, the medication will not be administered.

Illnesses

- Children with a temperature of 100.4 or higher will not be permitted at the center. Children with a fever need to be fever free for 24 hours (without the use of medication) before returning to the center.
- Children who vomit and children who have diarrhea more than two times in a day will be sent home. Also, any child having BMs that cannot be contained in a diaper will be sent home. They may not return to the center until they are symptom free or have had contained BMs for 24 hours.
- Children who are sick and given a prescription by a doctor need to have at least one dose of their prescribed medication before returning to the center (and must be symptom free for 24 hours).

- Staff has the discretion to send a child home if he/she is not acting like themselves, is not well, and is not able to participate in the daily classroom routines even if they do 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.
- Parents will be notified via Brightwheel (either a message or a health check on the child's feed) that their child needs to be picked up. We require that the child be picked up within one hour of notification to the parents. Parents, please make sure that you have a backup plan should you not be able to get here within that time frame.
- Please inform caregivers if your child is not feeling well when dropping them off. This will better help us care for your child.
- Parents will be notified of any contagious illnesses that are going around the center.
- Please note that any Department of Human Services sickness regulations override our center policies.
- A doctor's note may be requested at any time.

Rates, Fees, and Contracts

*** Please see the Current Rate Sheet in your enrollment packet for each classroom's current rates.*

Enrollment and Registration Fee:

- There is a one time \$50 registration fee per family.
- The registration fee is required to hold a spot for your child/children.
- When you enroll and pay your registration fee, we need to have a start date for your child. We understand that babies arrive on their own terms, so dates based on due dates are flexible.
- We will be in touch before your child's first day, typically via email. If we do not get a response from you by your child's start date, we will assume that you no longer need care and will offer the spot to someone else.

Discounts:

- Multi-child Discount
 - There is a 20% discount on tuition for a second child and a 10% discount for third and subsequent children. All discounts are taken off the lowest rate.
- Referrals
 - Any family to refer a family to the center will receive a free day of childcare once the referred family has enrolled their child and paid the registration fee.

Child Care Subsidy:

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

Rate Changes:

- Tuition Increases
 - There will be a yearly tuition increase to keep up with the costs of business expenses. However, tuition can be raised at any time at the discretion of the owner.

- Classroom Transitions
 - When your child transitions to the next classroom, the new rate will not be applied until the child has FULLY transitioned. For toddlers, this means that they must be at least mostly potty trained and do not require one-on-one assistance in the bathroom or for diaper/pull-up changes. You will receive a new tuition agreement when the rate officially changes.

Payments:

- Tuition is due the Friday before services are expected.
- All payments will now be done through the Brightwheel app.
- Families pay for all contracted days, even if their child is sick or not there.

Contracts:

- Contracts must be signed at drop-off on your child's first day.
- Contracted times may not go over 10 hours.
 - Children do not have to be in care for the full ten hours. Because our staffing is based on contract times, we just ask that your child is not dropped off before their contracted time or picked up after their contracted times.
- Make sure that you are aware of your child's days and times and are prompt when picking them up. A late fee will be applied to your next tuition statement if your child is picked up after their time. See *Late Fees* for more information.

Late Fees:

- A \$20 late fee will be applied to any tuition not paid within 5 days of the due date. Late tuition must be paid within 3 business days of notice given. Failure to pay will result in termination of care.
 - If any family comes into unexpected financial circumstances, please see Emily, Heather, or Jaide to discuss.
- There will be a \$50 fee for any returned checks.
- A late fee of \$1 per minute/per child will be applied for any children picked up after 5:35 PM.

- A late fee of \$10 per fifteen minutes (per child) will be applied for any children picked up after their contracted times.

Varying Days/Rotating Schedules:

- Children needing varying days each week are taking a full time spot and will be charged the full time rate.

Closed Days:

- Inclement Weather:
 - Families DO NOT pay for days that the center is closed for inclement weather. We understand that parents need to work, so every effort will be made to keep the center open. However, we need to make sure that staff can arrive safely in order to stay within state ratios. Families will be updated on Brightwheel.
- Holidays
 - Families DO NOT pay for days that the center is closed for holidays.
 - The center will be closed for the holidays/days listed below so that 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). Parents will receive a list of closed dates at the beginning of each year.
 - The center will be closed for the following holidays:
 - New Years Eve
 - New Years 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)
- Mandated Shutdowns
 - In the event of a mandated shutdown, families will be charged 25% of tuition.



We, the parents/guardians of _____, have read, understand, and agree to follow the policies in the Tiny Thinkers Academy Parent Handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____