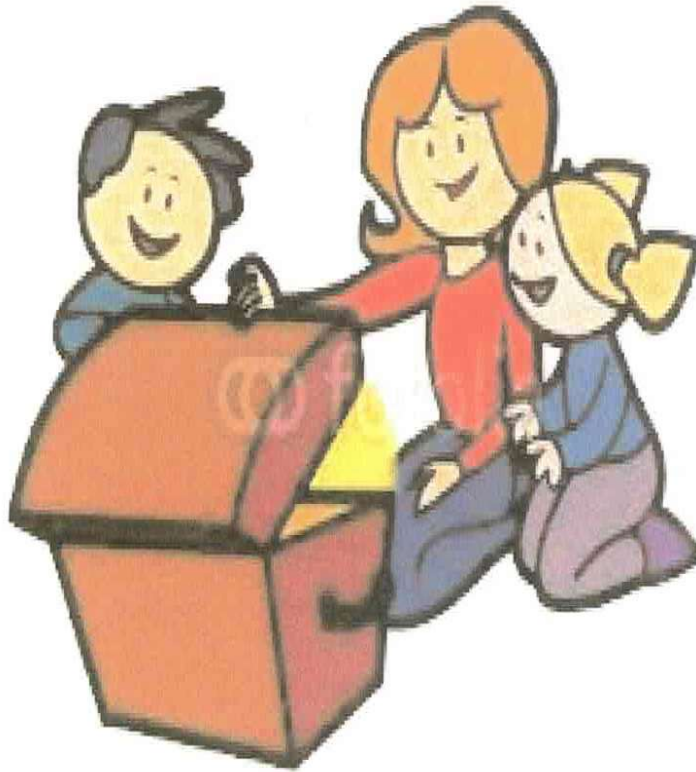


**Little treasure of our future child care
Policy and procedure
Manual**



Patricia steers

Welcome To Little Treasure of our future

Thank you for your interest in Little Treasure of Our Future Child Care Program. I believe that all children are special and unique. It is my goal to provide children with a safe environment that nurtures their self-esteem and provides them with a sense of security. I provide an informal education program to promote learning through hands on play and discovery. I encourage parents to discuss any expectations or concerns about their child or about myself. I am always open to any feedback about myself as a provider. It is important that the parents and providers communicate together and establish a positive relationship which is in everyone's best interest.

CURRICULUM STATEMENT

Mission Statement:

Little Treasure of Our Future is a family daycare that provides high quality childcare with community resource and materials for children and their families. We provide peace of mind for parents in knowing that their child/children are being cared for in a safe and loving environment they can grow intellectually, socially, emotionally and physically and that encourages positive interaction among all children. We believe that your children should be actively involved in learning, through play and in opportunities to explore, experience and succeed.

Philosophy:

Here at Little Treasure of Our Future we provide a warm stimulating environment in which children can develop at their own pace according to their individual needs and interest. We believe that children through play learn best how to socialize and handle life's situations. Our program offers a hands-on approach to learning. The use of interest area within our classroom will allow for a more individual experience.

Curriculum:

We use Mother Goose Time curriculum along with PA Department of Education Early Learning Standards to develop daily lesson plans. Mother Goose Time curriculum is a professionally developed preschool curriculum that nurtures the whole child and supports the child's social, emotional and intellectual growth. The teacher is responsible for planning weekly activities which meet children's individual needs as well as those identified in the early learning standards.

Teaching Strategies

The provider's role is to create a safe and secure child-oriented environment that will support each child's development and learning and is consistent with the philosophy of living at home. The provider will always talk with the children while we are doing activities every day. With exposure to math and science through sorting, stacking, building cause and effect, filling, emptying, counting, rhythm, sizes, colors, numbers and many other activities. We have music free play and meal time. Hand washing time is used to practice illness prevention and the spread of germs. We use music to encourage movement and the use of large muscles to stimulate both sides of the brain, adding movement encourages balance, stability and self-control. During each morning and afternoon each child has 30-45 minutes of active play where we enjoy free play outdoors if weather permits to learn to use our large muscles while enjoying balls, jump rope, roller scooters, tri-cycles, hop scotch music and instruments.

Environment:

Each classroom is arranged and supplied with learning centers and materials consistent with the environmental rating scales. The FOCCERS scale is used to guide the selection of classroom materials.

Children's Goals:

Mother Goose Time Curriculum provides teacher tips, room set-up ideas, extension ideas and guidance to provide more opportunities for teachable moments. With exposure and introduction to everyday materials found in and around their natural environment everything we do and say will have a purpose. If a child has an identified special need, IEP a copy of their written plan and or special needs assessments completed by a professional will be requested. These plans will provide assistance as we plan developmentally appropriate activities. With observation, assessment results and family ideas an individual child's plan are created with goals and supporting activities to ensure that each child's individual needs are being addressed throughout the year.

Enrollment:

The makeup of our families are single parents with active father's and some are divorced or married. In my family daycare I have a mixture of various ethnicities, African American, Hispanic, Haitian, and African. We currently accept families who receive financial assistance from Philadelphia CCIS program and welfare. All of my families either work or attend school full-time or part-time.

Learning Standards:

PA Department of Education Early Learning Standards to develop daily lesson plans and ensure that each child's developmental and individual and individual needs are being met. Time is spent reviewing individual and group goals. All goals are matched with each age group and domain listed in the PA Learning Standards.

Professional Development:

We participate in ongoing training in the area of child growth and development, health and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity and professionalism. As owner/operator I have my CDA in Early Childhood Education and I am currently attending school for my degree in early Childhood education.

Family Partnership:

All families are invited to volunteer, share and chaperone a field trip or come and visit when they are available. Each year our program will have additional opportunities for involvement.

- Annual Family Meeting
- Fundraisers
- Easter Egg Hunt
- Summer Trips/ Annual Sesame Place Trips
- Parent Teacher Conference
- Thanksgiving Feast
- Apple Picking and Pumpkin Patch
- Read to The Children
- Conduct Arts and Craft Activities
- Cleaning / Painting/ Building

Assessment:

Assessments that are implemented in the family child care home are aligned with the Pennsylvania's standards for learning will help the provider learn more about designing a curriculum that provides multiple learning opportunities that best suits how each child learns. Observation and assessment of children allows a teacher to evaluate a child's progress, create goals and planned learning opportunities for that child, while sharing the program perspective and gaining family ideas. Observations will be completed from each child at least twice a month and assessments at least quarterly unless needed more frequently, delays reported or issues that need outside professional attention are noted. All assessments are completed using Ages and Stages.

Little treasure of our future childcare

6926 Roosevelt Blvd. Philadelphia, pa 19149 (215) 350 4072 phone (215) 624-7943 Fax

EC2.4

Inclusion policy:

Little treasure of our future makes every effort to serve all children and families, making every reasonable accommodation to meet individual needs. Little treasure of our future inclusion embodies that values, policies and practices that support the right to every infant and child and his or her family, regardless of ability to participate in a broad range of activities and contexts as full members of families, communities and society. Because of inclusive experiences for children and families are afforded a sense of belonging and membership, positive social relationships and friendships and development and learning to reach their full potential. We partner with parents and community resources to ensure a positive experience.

EC2.5

Suspension and expulsion policy:

Little treasure of our future is committed to working with all children and families to guide children through challenging situations to avoid suspension or expulsion from the program. While our expectations are clearly our lined in the parent's manual, out overall goal is to use suspensions and expulsions as a last resort when it is determined that the program is not beneficial to the child or when a health and safety practices is compromised.

2017/2018 Policies
Little Treasures of our Future

Thank You for your interest in my child care program! I believe that all children are special and unique. It is my goal to provide children with a safe environment that nurtures self-esteem and security. I provide an informal education program to promote learning through hands on play and discovery. I encourage parents to discuss expectations they have and/or want for their child and myself. I am always open to any feedback about myself as a provider. It is important that parents and providers communicate together and establish a good relationship, which is in everyone's best interest...especially the child's.

About myself:

I am a member of the CACFP food program.

I am a licensed 24 hour family day care.

I am CPR and First Aid certified.

I have my CDA in early childhood education and in process of getting my Associates Degree in early childhood education.

My child care program is semi-structured with individual activities, group activities, supervised free time, and supervised outdoor play. Many of these daily activities will focus on early learning skills such as letters, numbers, colors, and shapes, as well as manners, dressing one-self, and helping around the house in age-appropriate activities.

Preschool Program:

1. Small muscle: coloring, puzzles, play dough, and a variety of blocks and other Activities.
2. Large muscle: crawling, marching, running, jumping, dancing, stretching, exercising, and sports participation such as: bowling, playing catch, basketball, etc.
3. Creative play: (stimulate child's imagination and language skills) play areas that may include store, post office, and dress up, and puppets.
4. Arts & Crafts: projects emphasizing creativity/technique and most importantly "trying" rather than final outcome.
5. Music: daily use of songs, rhymes, poems, piano or recorded music.
6. Science: activities that encourage investigations, observing, discovering and problem solving. Example: cooking, growing a plant, bug hunts, etc.
7. Math: counting is a part of every day. Other activities involving concepts such as volume, size, shape, and measurements.
8. Language Arts: Story Time will occur daily. Children will be encouraged to Participate in group conversations, social conversations, storytelling, and role-play.
9. Outdoor Play: We will go outside daily, weather permitting (if it's too cold for the baby, we will remain indoors) on days when we cannot get outside, we will have activities planned for large muscle development.

Open Door:

You are invited and welcome to visit the day care anytime your children are present.

You are asked to avoid visiting during nap/quiet time as much as possible. Please knock/ring the doorbell as the door will be kept locked for safety reasons, but will quickly answer the door as soon as you arrive. Parents are also free to call at any time. If I do not answer, please leave a message, and I will call you back as soon as possible.

Behavior & Discipline:

No child will be hit, spanked, belittled, or otherwise intimidated at the provider's.

No corporal punishment will be used. Children will be treated with courtesy, respect, and patience.

Discipline will be according to age and understanding level. Younger children, Babies, and toddlers, will be redirected to another activity.

Older children will be given minute break depending on the severity of the offense (almost always one minute per year of age, never to exceed 10 minutes) and the child will not be left unattended.

If a child's behavior becomes a problem, I will address it with you and we will try to resolve it together.

AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR WILL DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR BATHROOM/TOILET ACCIDENTS.

Nap Time:

All children are REQUIRED by the provider to have a nap/rest period. No child is forced to sleep, however they must remain quiet.

Older children, and those who wake early, will be allowed to read a book until rest time is over.

Please try not to schedule pick-ups or visits during this time to lessen the disturbance to the resting children.

All children should have clean separate bedding in accordance with the Pennsylvania Day Care Licensing Rules.

All blankets will be wash on Fridays to be washed and returned the next week.

Toilet Training:

I will assist you in toilet training your child with the understanding that it will be Successful only if we work together. I will use the underwear/pull-ups supplied by the parent. Please send your child in easy-on/easy-off clothing until they are able to completely undress and re-dress themselves. I require at least 2 changes of clothing during toilet training. I do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Meals/Snacks:

Nutritionally balanced meals and snacks will be served. The children are offered the food and encouraged but not forced to eat. Please do not send any food or drink with your child without prior approval through the provider.

Meals/Snacks will be served at the following times:

Full-time

Before and After Care

6:30-9:00 am Breakfast

10:00-10:30 am Morning Snack

11:45-12:15 -Lunch

3:00-3:30 -Afternoon Snack

Please have your child at the daycare no later than the designated times to receive a meal, or please be sure your child has had the meal at home. Children are encouraged to use meal time to share their experiences with each other. Manners will be taught and encouraged at this time as well. Please list on the child information sheet any food allergies the child may have. If your child needs a special diet, I will attempt to adjust my menus, or ask that you provide some of these foods.

I participate in the government food program for child care providers. For infants, I am required by the Food Program to offer an infant formula. If parents prefer a different formula, the parent is responsible for providing the formula.

Supplies:

Each child will have a designated space for their personal items. Please mark names on your children's things. Please bring the following things for your child to have available.

1. A complete change of extra clothing. This includes shirt, pants, underwear, and socks. Please replenish if the items are returned to you. Please be sure these are season appropriate. Please bring 2 changes of clothing while toilet training.
3. Paint shirt (An old T-shirt from Mom or Dad is fine)

4. Diapers or pull-ups and wipes, if needed (please replenish as needed)
5. Blanket for naptime. This will be returned on Fridays for laundering. Please bring it back on Mondays (if you prefer, I can wash the blanket with my other laundry but will not be responsible if it is damaged in any way.)
6. Special blanket or stuffed animal, and pacifier for nap time, if needed
7. Sun-block, insect repellant, etc. (can only be used if form is signed)

*Parents are encouraged to bring extra seasonal outdoor clothing such as hats, mittens, coats, etc. to keep at daycare.

*If you prefer you may supply these items to be left here. The option of leaving these items here is for your convenience and is not required.

Clothing:

Children should wear clothing for comfort and convenience. For the child's safety, please no clogs, flip flops, etc. Comfortable sneakers or sandals WITH CLOSE TOES should be worn, and water shoes for summer play. Please dress your child in clothing that is suitable for the weather. This means hats, mittens, and jackets/coats when necessary.

This is a hands-on childcare, children learn by doing. I use washable art supplies, but caution never hurts! Children should not be worried about getting dirty or having spills on their clothing. Please dress your child in play-clothes. Parents must bring a complete change of clothing every day, or leave a change of clothing at the daycare. I will do my best to take care of the child's belongings. However, accidents do happen and this childcare is not responsible for lost or soiled clothing. If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the clothing with the child and I will help them clean up and get dressed prior to your picking them up at the end of the day.

Water Play:

I have a sprinkler for water play. A swimsuit and towel may be requested for these days.

Illness:

It is in everyone's best interest that a sick child stays home. If a child has any of the symptoms listed below, they will not be permitted to attend day care until 24 hours after the last incidence of fever, vomiting, severe diarrhea, or until 24 FULL hours after medical treatment has begun as prescribed by a physician.

Symptoms include but are not limited to:

- 1. Fever of 100 or more**

2. Severe diarrhea (cannot be contained by the diaper or toilet)
3. Unexplained rash (child will not be allowed in daycare until a medical exam has indicated it is not a communicable disease)
4. Vomiting
5. Pinkeye or eye drainage
6. Chickenpox-until all blisters have dried and formed scabs, about 6 days after the onset of the rash.
7. Sore throat or loss of voice
8. Hacking or continuous coughing
9. Yellow or green runny nose

In the event that your child is ill and needs to miss a day, please call (no earlier than 6am) before your anticipated arrival. If your child has an extended illness.

If a child becomes ill while at daycare, parents will be notified and he/she **must be picked up within one hour**. The sick child will, if possible, be isolated from the other daycare children to minimize exposure, although, not in a bad way as to make them feel even worse. If a child is absent for an extended period of more than one week (5 days) due to illness, a doctor's slip is required upon return to care.

Pennsylvania Department of Public Health requires that a child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required, be excluded from the home until they, or the local Health Department, states in writing that the communicable, contagious or infectious stage of the disease has passed and that the child may be re-admitted to the daycare home.

Health:

A health care summary must be completed by a physician PRIOR TO ADMITTANCE. I must have immunization records for each child. Please keep these records up to date as this is required by DCFS.

I will do my best to maintain a healthy environment for the children although no Environment can be made germ free, keeping their numbers low can lessen the harmful effects of germs. The #1 way to reduce the spread of germs is by thorough and frequent hand washing. I will follow all hand and equipment washing rules as stated in the Pennsylvania Licensing Standards for Day Care Homes. I will encourage the children to wash their hands often and require hand washing before eating and after toileting.

Written permission is required before any medication, diapering products, sunscreens, lotions, or insect repellants can be given. All prescription medications must have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering/dosage on the label. The medication must be in the original container as dispensed by the pharmacy. Administration of any medication will

be logged on a Medication Administration Record.

All parents are encouraged to sign a consent form for the administration of Syrup of Ipecac, and Activated Charcoal which will only be given after the provider calls the Poison Control Center and is directed to do so.

Safety:

My family day care is set up as a safe environment for children. We have emergency fire and storm procedures. Practice drills will be completed regularly and recorded in a monthly log provided by the county.

Please DO NOT send toys, food, candy, gum, or money with your child unless

Specifically asked to do so. These items place an unnecessary burden on the provider, and may cause the child to become upset when taken away. These items can also pose a choking hazard if the provider is not aware of them.

In the event of any injury (other than minor scrapes, bumps, scratches, etc.), the parents will be notified immediately!

Although supervision is constantly given, I cannot be by the child's side at all times to prevent falls, tripping, bumps, etc. If the child is injured in a non-life-threatening way, I will assess the child and provide home first-aid.

In the event of a serious injury, the parents will be notified immediately and necessary steps will be taken to obtain medical aid. For emergency purposes, PARENTS MUST KEEP ALL CONTACT NUMBERS CURRENT. If I am unable to reach you, or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I will take appropriate action, including calling 911 and having your child transported by ambulance to the hospital.

You and your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in child care. The child care is not responsible for any accidents that may happen to your child or for any medical or legal charges.

Fire:

There is a fire extinguisher located in my kitchen and in my basement. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire.

Power outage:

There are flashlights located throughout my house. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold for the children, you will be called to pick up your child.

Pets:

The Provider has one cat, Nina. Nina is kid-friendly, loveable animal and have been certified as healthy by a veterinarian and are current on all immunizations. No child will be left unsupervised around the animals at any time.

Smoking:

The Provider does not smoke, and the facility is a smoke FREE daycare.

Television Viewing:

Television viewing is an important issue for parents. TV time will be very limited and monitored. Viewing time may be allowed in early mornings (prior to breakfast, after toy pickup while waiting for parents. This can amount to 1/2 hrs. To 2 hrs. Per day depending on when your child is here or if they want to watch. The programs I allow children to view are shows like Arthur, Blues Clues, Dora the explorer, and other programs on PBS kids, Noggin, or Nick Jr. If there are any objections to this, please let me know. I will honor parent's personal rules about television viewing. We occasionally watch children's movies which are rated G (or not rated) such as Elmo, Sesame Street, Bob the Builder, or Baby Einstein videos. Again, please let me know of any objections to any movies.

Drop-off/Pick-up:

Please do not leave your car running.

Your child must exit my home with you.

You must walk your child into the day care and sign them in.

Please do not allow your child to play near the vehicles at any time.

I assume responsibility for your child only while he/she is in my care during regular hours.

No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick-up list, without WRITTEN permission from the parent.

Telephone permission WILL NOT DO! Anyone unfamiliar to me will be required to show proof of Identification. Please make the alternate pick-up person aware of these requirements. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

Court Orders:

If there is a court order keeping one parent or guardian away from the child, I must have a notarized copy of that court order in my files to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Transportation:

Parents will be notified in advance as to when a field trip is being planned. A child may not participate on a field trip unless parents have signed the travel authorization form. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will ALWAYS be notified prior to any outing from the provider. You, as parents, reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements. I may request a car seat be left with me for field trip days.

Days & Hours of Operation:

The family Day Care is open from 6.00 am until 12 pm. Monday through Friday and some weekend and overnight care. Hours of care will be contracted from child to child.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please let me know ahead of time. You are more than welcome to participate in ANY activities we have planned. Please inform the provider if you do not wish for a holiday (Christmas, Halloween, etc.) to be focused upon.

Holidays, Vacation, and time-off:

The Daycare will be closed and Childcare will be provided at my discretion ONLY on weekends and on the following holidays:

New Year's Day

Independence Day

Thanksgiving Day

Christmas Eve & Christmas Day

Notification of at least 30 days will be given prior to any closed days with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. The Provider is not responsible for finding alternate care for your child, although I will not have backup at all times. In the event if the daycare is closed, no payment will be expected.

You are allowed up to 2 weeks of vacation at 50% tuition. Any vacation taken

beyond 2 weeks in a calendar year is 100% tuition. This is to hold your daycare space and **PAY IS EXPECTED IN FULL BEFORE YOU LEAVE**. If you choose to take your vacation on the weeks the Provider is on vacation, no tuition will be due.

***If care is needed for children at a time that is different than those stated in the Family's contract, parents must request it from me prior to the day the care is needed. I would appreciate a minimum of a 24-hour notice. I do understand that situations come up and I will try and help out whenever I can. Parents do need to be aware that I may not always be able to grant requests.

***If I cannot care for children for some unexpected reason (i.e. illness, death in the family, etc.) I will try to give parents as much notice as I possibly can. I will arrange substitute care. Families will need to have their own back-up care for those times when I cannot possibly give care. There will not be a charge for those days.

Late/Early Fee:

\$10.00 per 15 minutes per child (after a 15 minute grace period)
Please note: this is \$10 per hour, so please be on time!

Late Payment Fee: \$10.00 per day that payment is not received

Returned Check Fee: \$30.00 plus any additional costs I incur for a returned check.

*a notice will be sent home with the child on Thursdays if there have been any fees incurred. These fees will need to be paid on Friday with regular tuition.

If a parent is 30 minutes late and I have not received a phone call to tell me when the expected pick-up time is, I will call the parent numbers that I have. If I am unable to reach anyone, I will try again at 45 minutes late. If there is still no answer, and the parent has not shown up the child's alternate pick-up person will be called to come get the child. Continuing efforts will be made to contact someone. If after 3 hours no parent or alternate pickup person is able to be contacted, the police will be notified. Please make sure your emergency contact information is correct and updated as needed. If this situation ever occurs, I will make every effort to care for your child as normal and help them not become worried. At no time will the children be blamed for their parent's lateness.

The first week's payments are due when reserving the space and are nonrefundable. **All payments are due by 6:00 pm on Friday for the following week. After 6:00 pm, the late fee (\$5 per day) will be assessed.** If payment is not made by Monday, your child will not be accepted into care until payment, including all late fees, is made. If a period of 7 days passes without payment

received, the contract will be terminated, the position filled, and the collections process begun. You will be responsible for any costs related to collection of the childcare fees.

Cash or Check is accepted and a receipt will be given. A fee of \$40.00 plus any additional costs I incur, will be charged to you for a returned check. All future payments will then be made by cash, or official bank check.

Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. These fees are due regardless of unforeseen or arranged absences such as illness, or appointments.

Please be courteous and inform me of lateness and absences, as waiting for children to arrive affects our schedule.

All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the contract. I urge you to thoroughly read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all of its terms.

Trial Period:

There will be a two-week trial period for all children. The contract may be terminated by either me or the child's parents during these two-weeks if either party feels there are reasons to do so without the need for a two-week notice.

Terminating Child Care:

After the trial period a two-week notice must be given prior to terminating childcare services, or to make changes in the contract (i.e. need to change hours or days care is needed). Parents will be responsible for paying for the two weeks after notice is given regardless of whether parents choose to keep children in care or not for those two weeks. If I feel that the requirements of the contract are not being met or if there is a conflict in caring for a child I may choose to terminate the contract. I will give families a minimum of a two week notice and assist in any way I can to help families find new child care.

If payment is not made and your account remains delinquent, legal actions will be taken. All collection charges, late charges and legal fees will be added to your account and owed to the child care.

The child care reserves the right to terminate the service if:

1. Immunizations are not kept current (by PA state regulations)
2. Tuition is not paid in full (or parent fee for subsidized families)
3. If the parent is not supportive of the policies and procedures
4. The provider is treated in an abusive or derogatory manner
5. Child fails to adjust in the day care

6. If the child's behavior is disruptive, unmanageable, and/or harmful to the other children or to the provider.

If immediate termination/dismissal is required (for any reason including non-payment) two weeks payment is required with no further care provided.

Child Abuse/Neglect:

I am required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home. Any request to use physical punishments will be noted in the child's file along with a written refusal from the provider, signed by the provider.

Confidentiality:

The information that you supply the provider will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. (This does not apply to law enforcement.)

Communication:

The purpose of these policies is to keep misunderstandings from happening. I hope it provides parents with a clear picture of the expectations I have for them and that they may have for me. If at any time a parent has a question concerning any part of this contract, I urge them to talk to me about it immediately. Communication between parents and providers I think is the key to each child getting the best care possible.

*****These policies are subject to change and will be updated (and must be signed) yearly.**

A two week notice will be given when a policy is changed, added, or revised.

Little Treasure of Our Future Childcare

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FC.2.3

Communication & Family Partnership Policy

Daily Communications. Daily notes from Little Treasure of Our Future staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc....

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

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

Parent Resource Binder. Our parent resource binder provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

Family Visits. Family participation is encouraged. Visits to the classroom, volunteer, come along on a field trip or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on the premises and signing-out upon leaving.

Family Breakfast. Breakfast is planned once a year in the morning with family. Morning breakfast include food, coffee, tea, fruits, drinks and fun filled age-appropriate activities for family. Family breakfast allow families and children time to share, learn and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & Teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

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Referral Policy: FC 3.41

Little Treasure of Our Future Child Care has a responsibility to inform parents at enrollment and parents during conferences, about family engagement both written and implemented describing a procedure that referrals families to demonstrate appropriate social, mental health, educational, wellness and medical services housing resources for families and friends. Also, if any parents have any information that they would like to share about any resources or referral we will be happy to accept and pass on the information.

Family Network Policy FC 3.4.4

Little Treasure of Our Future Child Care has family workshops three times a year to engage and encourage family networking. At our family meetings we network with each other about different resources that is just some of the things we do at our family meeting.

Communication Workshop Policy: FC 3.4.5

Little Treasure of Our Future has opportunities for families to attend education workshops. We provide or access different topics such as street safety workshop, health and safety workshop, don't talk to a stranger workshop, positive family child interaction, Cultural awareness safety to for a holiday, moreover healthy eating. This workshop is held three times a year. This information is given out during enrollment.

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FC3.4.2

Policy: Two Family Conferences

Little Treasure of Our Future Child Care has a minimum of two-family conferences per year to discuss children's strengths, progress, Behavioral, social and physical needs and the family's goals for their child(ren).

This meeting will take place in September and April.

- In this conference teachers will share academic progress and growth based on classroom observations, testing data, assessments, portfolios, and assignments
- Teachers will learn from parents or guardians, better ways to be informed about student's strengths, needs, behaviors, and learning styles.
- Teachers will discuss enrichment or intervention strategies to support students learning.
- Teachers will discuss issues that maybe interfering with students learning and growth.

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FC 3.4.1

Policy: Written Plan to Refer Parents to Community Service.

Little Treasure of Our Future Family Childcare will complete informal and formal observations of the children enrolled in the family childcare program. Within 45 days of enrollment and when developmental concerns are identified, the owner/operator will complete the Ages & Stages Developmental Screening tool or another approved developmental screening tool. After completion of the developmentally screening tool, the owner/operator will share the toll with the parents in a meeting to discuss and developmental concerns. At the conclusion of this meeting parents and community resources will be provided to parents.

If necessary, the parents will receive resources on Child Link or Ewyn (Early Intervention), (Chop Children's Hospital of Philadelphia) Wellness, Nutrition, and Medical Services. Chip (Children's Health Insurance Plan), WIC (Women, Infants and Children) and additional resources when deemed appropriate.

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EC.2.3

Developmental Screening Policy:

At Little Treasure of Our Future children will be given a screening tool assessment utilizing the Ages and Stages 3 and Age and Stage 2 social/ emotional Questionnaire within 45 days of starting the program and may continue to receive one every 6 months until they age out of the tool at 6 years of age. Observations of various types will be taken on the children, and they will also be given quarterly checkpoint evaluations. All results will be shared with the parent(s)/ guardian. If through these monitoring methods, it is found that a child may need to be evaluated further, Little Treasure of Our Future managerial staff will provide resources, contact information and referrals to organizations that may be better equipped in that area.

LITTLE TREASURE OF OUR FUTURE

Policy & Procedure – IEP/IFSP Implementation Plan

Little treasure of our future Policy:

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

Provider/ staff:

- Ask all families to complete a request form for a copy of a child's IEP/IFSP. This request will be placed in each child's file.
- File all copies of IEP/IFSPs in child's file to be readily available to share with teaching team.
- Provide copies of IEP/IFSP goals to the child's teacher(s) and discuss strategies for meeting the goals.
- Ensure all provider/staff are trained on how to implement an IEP/IFSP. Training will be documented in each teacher's professional development record (PDR).
- Contact early intervention staff/consultants to schedule periodic meetings with child's family and provider/ staff to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.
- Provider/ staff will work towards supporting the child in meeting IEP/IFSP goals.
- Request additional help from early intervention team if needed.
- Ensure Provider/ Staff conduct family conferences to report on progress.

Teaching Team will:

- Observe and document the child's progress towards goals weekly and use their notes to individualize lesson plans.
- Complete a communication log between home and the teachers daily for each child with an IEP/IFSP.
- Prepare for and conduct family conferences at least 3 times a year to share progress on IEP/IFSP goals, the child's development, and participation in the classroom.
- Meet with the family to plan for and discuss transitioning to new classrooms or programs. An individualized plan will be created as needed to ensure successful transition for the child.

Regulations:

§ 3290.15. Service to a child with special needs

- (a) The operator shall make reasonable accommodation to include a child with special needs in accordance with applicable Federal and State laws.
- (b) The operator shall permit an adult individual who provides specialized services to a child with special needs to provide those services on the facility premises as specified in the child's IEP, IFSP or written behavioral plan.
- (c) The operator shall make staff persons and parents aware of community resources for the family of a child who may have special needs. The Department will provide to the operator information regarding community resources

LITTLE TREASURE OF OUR FUTURE

Signature

Date

Little Treasure of our future Childcare

Policy EC.3.44

This facility honors and promote home language development. Children and families are encouraged and supported to continue speaking their first language at home and school and teachers make efforts to encourage the use of this home language.

We recognize that when we support a child's use of their home language while learning English, we foster:

- A sense of belonging and confidence
- Higher levels of achievement in English over time
- A strong foundation for learning, which assists with the development of English as an additional language.

We are committed to helping children retain and develop their home language through activities such as:

- Reading to children using books in the child's home language
- Creating books that include the child's home language
- Teaching songs and rhymes, letters, and numbers in the child's home language
- Teaching appropriate greetings and key phrases using the languages represented in our program
- Playing games from the different countries or areas represented in our program
- Pointing out cognates and connections between English and the home language
- Including families in the program and teaching concepts

If no English is spoken in the family, our facility will utilize translation devices, cellphone language app, the Language Line service, use gestures and pointing, speaking slowly, patiently repeating and lastly use a picture timetable and schedule to help with the daily routines. For conversations and conferences with parents we would use the translation app as well as the Language Line. Any resources will be provided in the home language.

Our educational practices involve both a focus on educating children toward the "program's culture" while preserving and respecting the diversity of the home language and culture that each child brings to our program.

Little Treasure of our future child Care

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FC.3.4.3

Transition Policy:

AT Little Treasure of Our Future Childcare

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.