



*“IF A CHILD CANNOT LEARN IN THE WAY WE TEACH,  
WE MUST TEACH IN A WAY THE CHILD CAN LEARN”*

Conveniently located in the heart of Philadelphia

4632 N.5th St  
Philadelphia, PA 19140  
267-437-4359

[titislearningacademy@gmail.com](mailto:titislearningacademy@gmail.com)

4350 N. H St.  
Phila PA 19124  
215-214-5144

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# Titi's Learning Academy

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## **WELCOME!**

Welcome, we are very delighted that you have chosen Titi's Learning Academy to provide and fulfill your childcare needs. We are very glad that you will now be part of our family in view of the fact that we are a family oriented center. Our main goal is to provide you and your family with a loving atmosphere that emphasizes the development of the whole child-mind, body, and spirit. We know and understand that early childhood years are one of the most precious times in your child's development and we are very joyful that we are going to be part of this learning experience. Caring for your child is a RESPONSIBILITY we take very seriously.

Titi's Learning Academy provides a high quality and age appropriate child development curriculum. Titi's Learning Academy and you the parent contribute to the progress and growth of your child. Our center offers many services and a variety of programs including but not limited to a full day of preschool program for infants through 5years of age also an educational/tutorial program for before and after-school age children's.

Parents, please take the time to read this handbook carefully, as it will answer many of the questions you may have concerning our policies and procedure. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our center activities and programs we offer. If you have any questions or concerns or problems, feel free to talk to the Center Director. We want the best for you and your child.

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## **EDUCATIONAL PHILOSOPHY STATEMENT**

We believe that education is one of the most important aspects of growth and development, providing children with the fundamental tools necessary to move forward. We believe that love and education is the key to success. We believe that teaching young minds is a task that cannot be taken lightly, is full of challenges, frustrations, and responsibilities. We also believe it's a task that is full of excitement, wonder and joy. We believe that each child develops mentally, physically, socially and emotionally at their own pace. We believe that children are capable of learning if they have the proper motivation and direction from teachers. We believe children learn through active involvement with materials, with peers and adults. As teachers we believe in being aware of learning motivation behavior and development theories in order to relate to our students and push them to reach their full potential.

We believe in a safe learning environment and organization. We believe that children differ in interest, attitude and abilities: it is our responsibility to provide a well-organized flexible and varied program to our children. We believe in having an environment that is well planned and that includes a rich variety of materials and choices, which will meet the needs of the children at their respective levels of development. We believe in challenging children and watch them grow to their full potential. We believe in taking children at different levels and seeing them develop together for the betterment of each individual. We believe in group work, in children helping each other, it changes each person and transforms the atmosphere of the class as a whole. We believe in allowing children to have freedom that allows for expression and creativity, they should be able to experiment with likes and dislikes and realize their strengths and weaknesses. We believe safety is important for me in the functional area of safety is to prevent & reduce injuries & accidents while children are in our care. We believe safety must be measured by meeting the rules and regulations for the childcare facility by the state and locality codes and statues. We believe injuries can be minimized significantly by supervising children at all times and paying attention to details. We believe in always making sure children are where we can see and hear them, even when they are napping, also checking the childcare environment, doing daily inspections of rooms equipment every morning before the children arrive.

We believe in meeting the parents' needs as well, in being committed to a partnership between parents and teachers to promote each child's individual growth and development. As educators, it is critical to remember to enjoy students and everything they have to offer. Sometimes it can be a struggle, but if something goes wrong, there is always a way to fix the problem. No matter what, there is always the power to make a change!

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## **MISSION STATEMENT:**

We strive to assist the physical, cognitive, social and emotional development of each child. We aim to provide a safe, supportive and nurturing atmosphere where all children are able to express their creativity freely.

## **TITI'S LEARNING ACADEMY VISION:**

Titi's Learning Academy provides the highest quality of care by:

- Obtaining and maintaining the highest level of Keystone STARS and NAEYC accreditation.
- Assisting the children on their journey through exploration and play by providing both child and teacher directed activities.
- Providing a stimulating and nurturing environment with an equal balance of social, emotional and intellectual support.
- Offering a variety of enrichment programs including: Computer Classes, Spanish Lessons, Music and Movement, Language Art, Art, Science, Math and more...
- Continually assessing our program and making improvements based on the results.
- Creating a stronger sense of community by collaborating with other childcare centers in the area, building relationships with the local businesses and strengthening the relationships with our stakeholders.
- Expanding and increasing the number of Titi's Learning Academy throughout Philadelphia County, Montgomery County, Lancaster and more.

## **TITI'S LEARNING ACADEMY'S VALUES:**

### ***Cognitive Development***

"I think every parent, every scientist, every childhood educator who has looked at a young child sees that curiosity, that wonder and ask themselves, what can we do to keep this alive in a child, to foster it, to fan the flames and not dampen that curiosity"

-Dr. Andrew N. Meltzoff

### ***Caring Environment***

"When we are talking about how the environment affects the young children, what we're really talking about most importantly is the human environment; we're talking about relationships."

-Dr. Jack P. Shonkoff

### ***Continuous Improvement***

"Perfection does not exist – you can always do better and you can always grow"

-Les Brown

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Subject: Nondiscrimination in Services  
To: Parents  
From: Sheyla Reyes & Brenda Reyes  
Titi's Learning Academy

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but not limited to, equipment redesign, the provision of aides, and the use of alternative services delivery location. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student/ (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

## PROVIDER

Titi's Learning Academy  
4632 N. 5<sup>th</sup> St.  
Philadelphia PA 19140  
&

Office of Civil Rights  
US Department of Health & Human  
Services Region III  
PO Box 13716  
Philadelphia PA 19101

Department Of Public Welfare  
Civil Rights Compliance Unit  
1400 Spring Garden Street  
State Office Building-Room 502  
Philadelphia PA 19130

PA Human Relations Commissions  
711 Philadelphia State Office Building  
Broad & Spring Garden Streets  
Philadelphia PA 191340

Sincerely,

Sheyla & Brenda Reyes/Owners

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## ENROLLMENT

Enrollment at Titi's Learning Academy is open to children from six weeks to age twelve. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in **Titi's Learning Academy** by completing the Enrollment Application and paying the \$40 Registration Fee, The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt, registration fee. Immunization records and health assessment must be received within the first 30 days from the child's start date in order to continue care.

The Enrollment Application and the Fee Agreements are not meant to serve as contract guaranteeing service for any duration.

**Titi's Learning Academy** reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at **Titi's Learning Academy** is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedure of **Titi's Learning Academy** as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify **Titi's Learning Academy** immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so, may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

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## ENROLLMENT AGREEMENT AND FINANCIAL TERMS AND CONDITIONS

Name of Child: \_\_\_\_\_ Enrolling Date: \_\_\_\_\_

\_\_\_\_\_ 1. I agree to pay a registration fee at the beginning of enrollment, as stated below. This fee is non-refundable or transferable.

\_\_\_\_\_ 2. I agree to Pay Weekly, Bi-weekly or Monthly. A tuition Fee, as stated below, with **NO DEDUCTIONS FOR ABSENCES, COVID, VACATIONS, HOLIDAYS OR ANY OTHER NON ATTENDING DAYS OR NATURAL ACTS OF GOD.** If tuition is not paid prior to the close of business on Friday, a LATE PAYMENT FEE, as stated below, will be added to my child's tuition. The Late Fee must be paid prior to my child attending daycare the following week. All tuition must be paid by Monday morning 10am or your child will not be admitted on Tuesday.

\_\_\_\_\_ 3. The Center is open whenever possible, but should it be absolutely necessary to close because of severe weather conditions, covis related or any other forced closing of the center, will be communicated via Text Message, Email, Social Media Platforms and/ or by contacting the Center.

\_\_\_\_\_ 4. I agree to pay any LATE PICK-UP FEE that may occur, as stated below, per child, for each period my child did not get picked-up on time from the center.

\_\_\_\_\_ 5. In the case of withdrawing my child from the center, I agree to give the center TWO WEEKS WRITTEN NOTICE prior to withdrawing. If a two weeks notice is not given, the parent will be subject to pay a fee equaling two weeks of child's current tuition.

\_\_\_\_\_ 6. This agreement is subject to change in whole or in part by the center with two weeks notice.

1. Registration Fee: \$40 per first child, Second child or more \$15 per child

2. Weekly Tuition \$ \_\_\_\_\_

3. Monthly Tuition \$ \_\_\_\_\_

4. **Late Payment Fee \$ 20.00 per week**

5. Late Pick-up Fee \$15.00 after 6:01 for every 15 minutes.

6. Date of Admission: \_\_\_\_\_

7. Date of Withdraw: \_\_\_\_\_

8. Days of Enrollment: M T W TH F

9. Drop off time: \_\_\_\_\_

10. Pick up time: \_\_\_\_\_

I certify that I have received, read and understood the information contained in the parent handbook, and in the Enrollment Agreement. I agree to the financial Terms and Conditions and to the free schedule listed above. I agree to update the EMERGENCY CONTACT/PARENTAL CONSENT & AGREEMENT FORMS whenever changes occur or every six months at a minimum. I also agree to a period review of parent child information.

\_\_\_\_\_  
Parent/Guardian /Signature (Date)

\_\_\_\_\_  
Director/Manager Signature (Date)

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## TUITION

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to Enrollment of their child in **Titi's Learning Academy**. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Tuition can be paid weekly, bi-weekly or monthly. Tuition is paid in advance of services, you must pay every Friday for the upcoming week. If you have CO-PAY by ELRC, you must pay first and second week in advance. Cash, money order, or credit and debit cards may pay tuition.

**Titi's Learning Academy** accepts MasterCard, Visa, Discovery and American Express. Receipts will be given for all tuition's payments. There is a Processing fee for all Credit/Debit Cards. All cash payments must be handed directly to the center Director or Manager. We also offer online payment via the check in station or by visiting [www.titslearningacademyinc.com](http://www.titslearningacademyinc.com) click on "Make a payment" on the website you must enter the email provided at time of enrollment. Please contact the admin to make any changes in email or cell phone carriers.

- If tuition is not paid by the close of business day on Friday, there will be a **\$20.00 per week**, late payment fee applied to your tuition by Monday 10am.
- Tuition DOES NOT include fees for field trips.
- There is no credit given for scheduled school holidays, child illness, closings due to emergency situations, inclement weather, vacations or acts of God. In addition, any COVID related closures or non attendance there are no credits given.

Non-payment of tuition is grounds for dismissal from the program. Timely payments are essential for continued enrollment at **Titi's Learning Academy**; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payments are approved, you will be notified by the Center Director.

**Titi's Learning Academy** does accept child care subsidies. Subsidized children must have the case manager call before they start care and we follow our contractual obligation with ELRC and require parents to pay their copay by Friday the beginning of the week. Parents must pay services prior to being rendered. This means parents must pay 2 weeks in advance (the week attending and the upcoming week) before starting plus the registration fee.

**Titi's Learning Academy** offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates are discounted 10% for total tuition. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above. Discounts are only for private pay.

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## PRICE LIST

## FEES

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INFANT (3 MONTHS – 12 MONTHS)	\$235	\$190
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### FULL TIME

### PART TIME

4 days or more

3 days

YOUNG TODDLER  
(1 to 2 ½ YEARS OLD)

\$215

\$180

OLDER TODDLERS  
(2 ½ to 3 ½ YEARS OLD)\$

\$195

\$165

PRE-SCHOOL  
(3 ½ to 5 YEARS OLD)

\$180

\$150

SCHOOL AGE

\$165

\$145

SUMMER CAMP

\$165

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## REGISTRATION FEE:

INFANT: \$40

3/5 YEARS OLD: \$40

AFTER SCHOOL: \$40

If enrolling more than 1 child, the registration fee for the second child is \$15 per child.

PUBLISHED PRIVATE-PAY RATES

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## **CONFIDENTIALITY**

Within TITI'S LEARNING ACADEMY, confidentiality and sensitive information will only be shared with employees of TITI'S LEARNING ACADEMY who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as TITI'S LEARNING ACADEMY strives to protect everyone's right of privacy. Confidential information includes, but not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with TITI'S LEARNING ACADEMY.

Outside of TITI'S LEARNING ACADEMY, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of TITI'S LEARNING ACADEMY, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on the property thereafter. Refer to the policy regarding Parents Right to immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of TITI'S LEARNING ACADEMY are strictly prohibited from discussing anything about another child with you.

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## **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of TITI'S LEARNING ACADEMY are considered mandated reporters, under the law. The employees of TITI'S LEARNING ACADEMY are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious mark, behavior or condition prior to making a report. Under the act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at TITI'S LEARNING ACADEMY take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Service Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of TITI'S LEARNING ACADEMY cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith"

Cause for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraint (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriated meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disable child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

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## **PARENT CODE OF CONDUCT**

TITI'S LEARNING ACADEMY requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of TITI'S LEARNING ACADEMY is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of TITI'S LEARNING ACADEMY but is the responsibility of each and every parent or adult who enters the academy. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

**SWEARING/CURSING:** No parent or adult is permitted to curse or use other inappropriate language on Academy property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH TITI'S LEARNING ACADEMY:** Threats of any kind will not be tolerated. In today's society, TITI'S LEARNING ACADEMY cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behaviors are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

**PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT TITI'S LEARNING ACADEMY:** While TITI'S LEARNING ACADEMY does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the facility. While verbal reprimands may be appropriated, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

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Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Academy Director.

Furthermore, it is completely inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our academy have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Academy.

**SMOKING:** For the health of all TITI'S LEARNING ACADEMY employees, children and associates, smoking is prohibited anywhere on academy property. Parents are prohibited from smoking in the building, on the grounds and/or in the parking area. Parents who are smoking in their cars must dispose of the cigarette prior to entering the building.

**CELL PHONE USE:** Cellphone use is prohibited during pick up and drop off. DO NOT use cellphones inside the center while picking up or dropping off your child.

**VIOLATIONS OF THE SAFETY POLICY:** Parents are required to follow all safety procedures at all times. These procedures are designed not as simple inconveniences, but to protect the welfare and best interest of the employees, children and associates of TITI'S LEARNING ACADEMY. Please be particularly mindful of TITI'S LEARNING ACADEMY entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the building. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Academy Directors.

**CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF TITI'S LEARNING ACADEMY:** While it is understood that parents will not always agree with the employees or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

**VIOLATIONS OF THE CONFIDENTIALITY POLICY:** TITI'S LEARNING ACADEMY takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all the children, families and employees associated with TITI'S LEARNING ACADEMY. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

**REVISED** 11/05/2021

[www.cdc.gov](http://www.cdc.gov) (in this site you can find more info)

# Titi's Learning Academy

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## **PARENT'S RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at TITI'S LEARNING ACADEMY, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) TITI'S LEARNING ACADEMY must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the courts will be strictly followed unless the custodial parent(s) request a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with TITI'S LEARNING ACADEMY, both parents shall be afforded equal access to their child as stipulated by law. TITI'S LEARNING ACADEMY cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, TITI'S LEARNING ACADEMY suggests that the parent keep the child with them until a court order is issue, since our rights to retain your child are secondary to the parent's right to immediate access. TITI'S LEARNING ACADEMY staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Academy Director and are allowed in the facility only at the discretion of the Academy Directors. An employee of TITI'S LEARNING ACADEMY will always accompany visitors throughout the facility.

TITI'S LEARNING ACADEMY will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, TITI'S LEARNING ACADEMY cannot have a child in the facility when the child's parent is prohibited access. TITI'S LEARNING ACADEMY will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the facility. Such an agreement will not be entertained.

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## **DISMISSAL**

**TITI'S LEARNING ACADEMY reserves the right to dismiss any child at any time, with or without cause.**

Any past due balances must be paid within 30 days of dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal.

The Director or Manager will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the facility property in a calm and respectful manner, immediately. TITI'S LEARNING ACADEMY will request assistance from local police should any parents become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Academy Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manners causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by TITI'S LEARNING ACADEMY.

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## **WITHDRAW**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within 30 days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter the facility without prior permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following the last day of enrollment at TITI'S LEARNING ACADEMY. Appointments are made at the discretion of the director and are not a right of the withdrawn child or parent.

Parents, who wish to change their child's days or times of enrollment at TITI'S LEARNING ACADEMY, must submit a request to do so two weeks in advance of the proposed change.

The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Director receives the schedule change will be used to toll the two weeks notice required.

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## COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) TITI'S LEARNING ACADEMY must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with TITI'S LEARNING ACADEMY administration, both parents shall be afforded equal access to their child as stipulated by law.** TITI'S LEARNING ACADEMY cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, TITI'S LEARNING ACADEMY suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from abuse Order or a Restraining Order, TITI'S LEARNING ACADEMY is obligated to follow the order for the entire period it is in effect. Employees of TITI'S LEARNING ACADEMY cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. TITI'S LEARNING ACADEMY will report any violations of these orders to the court.

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## **ARRIVAL PROCEDURES**

Upon arrival at TITI'S LEARNING ACADEMY, the parents or the adult dropping the child off must visit the check in station provided in every center at their front lobby and check in the child. Children are required to be escorted by their parents or adults dropping them off, to the front desk. Children are required by law to be supervised at all times while in the child care facility.

TITI'S LEARNING ACADEMY discourages parents from sneaking out of the academy. Some children exhibit separation anxiety when it is time for their parents to leave. TITI'S LEARNING ACADEMY believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of TITI'S LEARNING ACADEMY are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parents must present the special instruction in the form of a letter and verbally discuss them with either the classroom teacher or director. These special instructions include but are not limited to: Early pick-up, Alternative pick-up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

**NOTIFICATION OF ABSENCE:** Parents are required to inform the academy by 9am if a child will not be at the academy on a scheduled day. This will enable the academy to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a 'need to know' basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information

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## **PICK UP PROCEDURES**

Parents or other authorized adults (18 or older) are required to check out at the check in station located in the lobby of every center. Once a parent checks out their child, the parent is solely responsible for supervising their child while on center premises. The parent may not allow a child to wander through the facility.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day of pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the facility during the course of the day.

## **LATE PICK-UP**

All measurements of time are to be according to TITI'S LEARNING ACADEMY clock located on the wall. Late fees are as follow (per family)

- 6:01 – 6:15 is \$15
- 6:16 – 6:30 is \$30
- 6:31 – 6:45 is \$45
- 6:46 – 7:00 is \$60

By 7:00pm the local authorities will be called. Unless parents have called to inform us of the late pick-up.

## **PERSON APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

The staff of TITI'S LEARNING ACADEMY will contact local police and/or the custodial parent, should a custodial appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the company from denying a custodial parent's access to their child even if the parent is or appears to be impaired. However, TITI'S LEARNING ACADEMY staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parents, local police and Child Protective Service to notify them of the situation.

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## **EMERGENCY/ALTERNATIVE PICK-UP FORMS**

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from TITI'S LEARNING ACADEMY. In an emergency situation the child's parent will be called first. If they can not be reached, staff will call the person listed on the form until someone is reached.

The people on the emergency pick-up form are only afforded the right to pick up the child. Staff is not allowed to discuss the child's day with them. The person on the emergency form will be required to provide a Government Issued photo ID prior to the release of the child. There will be NO exceptions to this rule.

All changes to the emergency form must be made only by the custodial parent as they are the only ones that have the right to make changes or additions to this form.

TITI'S LEARNING ACADEMY reserved the right to refuse/ban any person listed on the Emergency Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Form of the policies/procedures contained herein.

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## CLOSING SCHEDULE

Independence Day	July
Labor Day	September
Thanksgiving Day	November
Day After Thanksgiving	November
Christmas Day	December
Day After Christmas	December
New Years Day	January
Memorial Day	May

An annual school closing list is posted at the Academy on the Parent Board.

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## **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing via text message, email, social media platforms and/ or by contacting the center.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick-up. Should the staff be unable to reach the parents, the person listed on the Emergency Form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the time that facility will be closing and/or the pick-up location should the children need to be evacuated from the Academy. Parents or emergency contact person should report directly to the where the children will be located at.

Should the Academy need to close for any reason, tuition will not be refunded or reduced for closures.

## **CURRICULUM INFORMATION**

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## **DAILY SCHEDULE OF ACTIVITIES:**

- Curriculum= Activities in all age groups are based on the most up-to-date practices recognized by experts in early childhood education. The classroom teachers prepare lesson plans, which are handed in to the Director for review and input. We use Creative Curriculum for classroom activity ideas.
- Observation= We value your child's experiences. When your child starts at TITI'S LEARNING ACADEMY observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

## **CLASS ASSIGNMENTS:**

- Children are assigned to classrooms typically by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being an active participant in the child's decision to move into a new classroom prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. At your written request we will transfer your child's records.

- 6:00-7:30 Am           Arrival
- 7:30-8:30 Am        Breakfast / Puzzles
- 8:30-9:00 Am        Bathroom / Diaper Change
- 9:00-9:30 Am        Circle Time
- 9:30-10:30 Am       Educational Time
- 10:30-11:00 Am      Recess
- 11:00-11:30 Am      Bathroom / Diaper Change
- 11:30-12:15 Pm      Lunch Time
- 12:15-12:30 Pm      Story Time
- 12:30-2:30 Pm       Nap Time
- 2:30-3:00 Pm        Bathroom / Wash up
- 3:00-3:30 Pm        Snack Time
- 3:30-4:00 Pm        Music / Dance
- 4:00 – 6:00 Pm      Indoor Games / Departure

**NAP TIME:** All children are encouraged to nap between 12:30-2:30. Children are required to nap in a sleeping bag.

**EDUCATIONAL/PERSONAL SUPPLIES:** All children need to bring two change of clothes, sleeping bag or crib sheets, two composition books, big crayons, book bag, big pencils. Crayon/pencil box.

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**BIRTHDAYS/HOLIDAYS CELEBRATIONS:** We allow parents to bring in cakes/cupcakes or other special treats to school to celebrate a child's birthday. For safety reasons we will not accept food made at home. All cakes, treats etc must be purchased at a local store and must have the ingredient label on it.

**PARENT/TEACHER CONFERENCE:** A getting to know you conference is offered at enrollment and every 6 months. Periodic parent/teacher conference is scheduled to discuss your child's development and progress and include child observations. A conference may be requested at any time by the parent(s) if there are questions concerning a child's progress or specific problem.

**GRADUATION/MOVE UP:** We have a graduation/move-up ceremony every year at the end of May or beginning of June for the Pre-K children moving up to Pre-k or going to Kindergarten.

## **RATIOS**

<b>Age Range</b>	<b>Staff</b>	<b>Children</b>	<b>Maximum Group Size</b>	<b>Maximum Staff per Group Size</b>
INFANTS	1	4	8	2
YOUNG TODDLER 18 months	1	5	10	2
OLDER TODDLER 27 months	1	6	12	2
PRESCHOOL 3/5 years old	1	10	20	2
YOUNG SCHOOL AGE 6/7 years old	1	12	24	2
OLDER SCHOOL AGE 8/9 years old	1	12 or 15	24 or 30	2
OLDER SCHOOL AGE 10 and older	1	15	30	2

## **DISCIPLINE**

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At TITI'S LEARNING ACADEMY, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child's ability to become self-disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. A negative choice will result in a negative consequence. TITI'S LEARNING ACADEMY prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If behavior problems present, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of TITI'S LEARNING ACADEMY.

Please do not be discouraged if your child is disciplined. Children act out and test out limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home.

## **DRESS CODE**

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Starting January 3, 2022 all children infant through pre-school attending care must wear Titi's Learning Academy uniform. Red Polo shirt or Blue, Black pants, jumper or skirts and any closed shoes. Uniforms will prepare children to transition into actual school.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneaker/tennis shoes. Girls are not allowed to wear beads in their hair as they can get loose and swallowed by other children.

Children are required to have two seasonable and size appropriate, complete change of clothing at all times. A complete change of clothing includes shirt, pants, underwear, and socks.

All clothing items must be clearly labeled with the child's first and last names (no initials). This includes coats, hats, gloves, scarves and boots. TITI'S LEARNING ACADEMY is not responsible for lost or damaged items of clothing that were not labeled by the parent.

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, TITI'S LEARNING ACADEMY will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

TITI'S LEARNING ACADEMY is not responsible for damage to or loss of and articles of clothing.

## **FIELD TRIPS**

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TITI'S LEARNING ACADEMY frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notifications of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Parents will not be permitted to transport any child, other than their own, on a TITI'S LEARNING ACADEMY trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with the Director or Manager at least three days prior to the date of the trip.

## **HEALTH AND SAFETY**

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**PRE-ENROLLMENT REQUIREMENTS:** Each child is required to complete a pre-enrollment packet of information (enrollment packet). This packet is to be returned to the academy office prior to the child's first date of attendance. All children are required to have a complete up to date immunization record on file at TITI'S LEARNING ACADEMY. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunization may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the academy can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend TITI'S LEARNING ACADEMY. The physical examination form, indicating the child's fitness to attend TITI'S LEARNING ACADEMY, must be completed by a licensed healthcare professional and returned to the Director within the first 30 days of enrollment.

**CHILDREN WITH SEVERE ALLERGIES:** For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at time of enrollment or when the allergies is discovered. This form must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases TITI'S LEARNING ACADEMY from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "authorization for Emergency Care for Children with Severe Allergies" form, provided TITI'S LEARNING ACADEMY exercises reasonable care in taking such actions.

Any medication required to treat allergic reactions must be provided in accordance with the Medication policy detail herein.

**COMMUNICABLE DISEASES:** TITI'S LEARNING ACADEMY follows all health/communicable disease policies as outlined in the Academy of Pediatric Model Health Policies and Procedure Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

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# Titi's Learning Academy

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Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child emergency contact form. The staff will not continue to call those listed on the emergency contact list once the parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. TITI'S LEARNING ACADEMY reserves the right to refuse to allow a child to return if the Director or Manager believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may NOT return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the academy may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. TITI'S LEARNING ACADEMY will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

**In addition please view COVID section**

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**BITING:** TITI'S LEARNING ACADEMY recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classroom. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classroom for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by phone and by incident/accident report that a biting incident occurred during the course of the day. The staff may NOT discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of TITI'S LEARNING ACADEMY cannot discuss the medical history of any child involved in a biting incident with another party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

**DISPENSING MEDICATION:** TITI'S LEARNING ACADEMY will only dispense prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. TITI'S LEARNING ACADEMY will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication log form each day that medication is to be dispensed. Medication forms can be obtained from the Director or Manager. Medication forms, doctor's notes and medication are to be turned into the Director or Manager.

TITI'S LEARNING ACADEMY will dispense over-the-counter, fever reducing/pain medication (ex. Children Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child). Staff will inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

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**FIRE/EMERGENCY DRILLS:** TITI'S LEARNING ACADEMY conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the school will be closing. At this time any parent waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situations are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the academy is having a real fire/emergency situation, parents will be asked to wait until the Director or Manager has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and academy administration during these important and critical situations.

**ALTERNATE SAFE LOCATION:** Should the administration of TITI'S LEARNING ACADEMY or any emergency personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan located in the academy lobby. Once the children are assembled here the staff will begin contacting parents or emergency contact people for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

**INCIDENT/ACCIDENT REPORTS:** Should your child be involved in an incident/accident during the course of the day, a staff member will complete an Incident/Accident Report and then the Director or Manager will call the parent to inform of such incident/accident.

The classroom teacher will be able to briefly discuss the matter with you at pick up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if parent(s) is unable to meet at the academy during the course of the day.

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## **FOOD:**

- **INFANT CLASSROOM** – Parents are required to complete a feeding schedule for their child on a daily basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much. Also when they were changed and when they napped. Breastfeeding mothers are welcome to come to the facility during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the facility to breastfeed your child with the classroom teacher.
- **YOUNGER TODDLER THROUGH SCHOOL-AGE** – TITI'S LEARNING ACADEMY offers children breakfast, lunch and afternoon snack. All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

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## **STAFF EMPLOYMENT BY CLIENT'S POLICY**

The staff of TITI'S LEARNING ACADEMY is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ TITI'S LEARNING ACADEMY'S staff will have their services terminated and any deposit will be forfeited. A staff who becomes employed by current or former clients will have their employment terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of TIT'S LEARNING ACADEMY to interact with a current or former client's of TITI'S LEARNING ACADEMY. Such relationships include but are not limited to, baby-sitting, house-sitting. Mother's helper, nanny services regardless of whether or not those services are voluntary or paid.

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**EXPERIENCING SCHOOL:** When a child first starts school they may feel a little nervous, especially if it is their first school experience. Some ideas that may help the child adjust to school include bringing a favorite stuffed animal or nap, a family photo, etc. please feel free to call any time to check on how your child is doing throughout the day.

**TOYS FROM HOME:** We recommend that all toys remain at home. It becomes very difficult for children to share their favorite toys/possessions from home. Toys may break easily and contain small parts, which may be harmful to young children if swallowed. These types of toys are inappropriate to our setting.

At TITI'S LEARNING ACADEMY the children can bring toys in only on Fridays for Show and Tell. Suggested items include books, photographs, special treasures or theme related items. These items should be discussed with the teacher and should not include anything pertaining to violence (guns, war toys, etc.) or having to do with religious belief, materials deemed inappropriate for preschool audiences will NOT be permitted.

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## EMERGENCY PLAN

Parents and guardians need to be informed of the provisions in the EMERGENCY PLAN. This letter will provide the information necessary. A copy of this letter is provided to the parents of all newly enrolled children and at least once per year to all parents.

To the parent(s)/Guardian(s) of: \_\_\_\_\_

This letter is to assure you of our concern for the safety and welfare of children attending TITI'S LEARNING ACADEMY. Our Emergency Plan provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions.

- A. Immediate evacuation: Evacuation total immediate installation may be necessary if there is a danger in the area, in the event of a fire, or any danger that might endanger students directly, they will be evacuated to a safe area on the outskirts of the installation. In case of bad weather, we can then proceed to relocate to one of our relocation specified down Center. We currently have 2 available point of relocation Center, which are:
- B. Shelter in Place: events sudden as bad weather or hazardous materials, gases, emergencies around us, or others that do not allow us to evacuate, may dictate that having a shelter within the building is the best immediate response. This shelter will be in the basement, which is the safest building.

LOCATION RELOCATION	4632 N. 5 <sup>th</sup> St Phila. PA 19140	4350 N. H St. Phila. PA 19124
Emergency Relocation Facility A	Tierra Colombiana 4535 N. 5 <sup>th</sup> St. Phila. PA 19140	Juniata Park Academy School 801 E. H St. Phila. PA 19124
Emergency Relocation Facility B	La Salsa Barbershop 4634 N. 5 <sup>th</sup> St Phila. PA 19140	La Langosta Restaurant 901 E. Cayuga St. Phila. 19124

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B).

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IF YOU ARE NOT SURE HOW TO GET THERE, PLEASE ASK FOR DIRECTIONS BEFORE THERE IS AN EMERGENCY.

- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to KYW1060 for announcements relating to any of the emergency actions listed above.

We ask that you DO NOT CALL during the emergency. This will keep the main telephone line free to make emergency calls and relay information. The facility Director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.

The form designating persons to pick up your child is included with this letter for you to complete and have returned to TITI'S LEARNING ACADEMY no later than FIRST DAY OF ENROLLMENT. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realized that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

IN ORDER TO ASSURE THE SAFETY OF YOUR CHILDREN AND OUR STAFF, I ASK YOUR UNDERSTANDING AND COOPERATION. SHOULD YOU HAVE ADDITIONAL QUESTIONS REGARDING OUR EMERGENCY OPERATING PROCEDURES, CONTACT SHEYLA REYES @ 215-617-3998.

Sincerely,

Sheyla Reyes  
Director

Center copy

Parent received a copy

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## COVID-19 RESPONSE PLAN

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes.

Symptoms can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

NEW operations:

### Drop Off

- Come with time at drop off children and Please be patient **NO RUSHING**
- We will allow One Parent or Authorized Person to Drop off child
- One Adult per children and 2 families at a time inside. Other parents and children must wait outside.
- Adults and Children Must wear Mask at all times
- Parents dropping off child will have to follow signs outside to practice social distancing
- If your child is sick with fever and medication is given, please ensure to let the Director know ahead of time.
- Children will be evaluated at drop off. Checked for the following symptoms
  - *Sore Throat*
  - *Body aches and Pains*
  - *Rapid Breathing*
  - *Temperature will be taken*
  - *Flush Checks*

### Pick up

- Ensure to arrive ½ before closing and please be patient **NO RUSHING.**
- Staff will prepare your child and bring the child to the front desk.
- Ensure to wear a mask and practice social distancing inside and outside the center.

### Masking and social distancing

- Children 2 and older must wear a mask
- Staff is prepared to educate children about masking and social distancing
- Ensure to practice with your child at home
- Find different masks to suit your child
- Children will wear mask except when Napping, Eating and doing activities such as arts and crafts using social distancing
- Children will be set up at nap time (Head to toe) practicing social distancing
- Food will be provided in their classroom if you would like to send food for your child please ensure it is in a disposable bag and label food with the child's name. **No containers, only disposable containers allowed.**

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## Belongings and Toys

- Do not send mobile devices with your child
- No toys from home
- We will remove all toys that are prone for children to place in their mouths
- Crayons, art supplies etc. will be provided to child and will be assigned for their use only **(NO Sharing at this time)**

## Asthma and Respiratory issues

- Children with health issues; if brought to the center must wear mask
- Parent must sign a waiver in case child becomes sick during center hours  
**(We are NOT to be held liable if child's health issues increase due to masking)**
- We encourage parents to take into consideration their child's health prior to sending them to the center. It is a decision Parents can make. We will accept all children under the condition that parents understand the liability of a child with underlying health issues and the increase percentage of getting COVID-19

***We have the right to refuse a child attending a center if any signs of symptoms are visible upon arrival. This is to protect not only Staff and other children but your child as well.***

- *If a child becomes sick during center hours, we will isolate the child and Parent has 45 mins from the time we contact them to pick up their child.*
- *Child is to be taken to the doctor right away to be evaluated by a doctor. Child **MAY NOT** return until a doctor's Note stating the child has no health issues that pertain to COVID-19 is provided to the center. or a negative COVID test.*
- *If a child tests positive for **COVID-19** center is responsible to contact the health department to report the child's condition using HIPPA laws. Same with Staff Members and all families will be Notified as well if anyone in our facility tests positive for COVID-19 using HIPPA laws and confidentiality.*

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## School Decision Tree

### All Schools Regardless of Community Spread



### No Community Spread



### Minimal to Moderate OR Substantial Community Spread



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Titi's Learning Academy should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission.

## When a confirmed case has entered a school, regardless of community transmission

Any school in any community might need to implement short-term closure procedures regardless of community spread **if an infected person has been in a school building**. If this happens, CDC recommends the following procedures regardless of the level of community spread:

**Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their childcare programs or schools.

**Dismiss students and most staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

**Communicate with staff, parents, and students.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community should align with the communication plan in the school's emergency operations plan.
- Plan to include messages to counter potential [stigma](#) and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

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## Clean and disinfect thoroughly.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
  - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

Note: Attached you will find Philadelphia City & CDC forms in which some need to be read, signed, others are just for your FYI

1. Parent/Guardian Agreement (to be signed and return to daycare)
2. Checklist for parents (to use, as need it)
3. Covid-19 Screening tool (this is the tool we will be using to screen the children before entering the daycare)
4. Child symptom notes (we will use this instead of the child sick note)
5. Flyer – 10 things you can do to manage COVID-19 symptoms at home

Also, we have attached a Philadelphia City Informational Pamphlet to help parents understand the risk and precautions to take when sending your child to Daycare.

***“YOU wearing a Mask protects ME and ME wearing a mask protects YOU”***

***Let's all work together to keep everyone safe!***

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## **Schools and COVID:**

- If child's school closes or child is sent home due to COVID, child can not attend daycare until the following has been followed:
  - After 5 days of school sending the child home a COVID Test is performed on the 5 day and it is negative the child may attend.
  - If a child has quarantined after 14 days they may attend daycare without a test.

This applies to children exposed or school states there is a COVID case within the school. We will NOT jeopardize the safety of other children, staff and family.

- We will NOT pick up children that are Sick or School closes in the middle of the day due to COVID. If School states that the child is sick and parents have been called and it is pick up time We will not pick your child up from school. Schools will be responsible to follow their protocol if parents have not scheduled proper pick up other than Titi's Learning academy.
- If Child's school has shut down for COVID and siblings are in the Daycare center School children nor siblings (anyone in household attending the same daycare) will not be allowed to attend until there is a negative covid test at the 5 th day and or children have been quarantine for 14 days.
- Parents are still liable for payment during these days children are out for COVID related reasons. NO EXCEPTIONS!

REVISED 11/05/2021

[www.cdc.gov](http://www.cdc.gov) (in this site you can find more info)