



## Family Handbook

1963 Cato Ave  
State College, PA 16801  
814-380-2419

A Keystone STAR 3 Recipient

Licensures:

PA Department of Education

PA Department of Human Services

## Philosophy:

We believe that there are three teachers in a child's life. These include the child's family members, the child's teachers, and the child's learning environment. Children are capable of constructing their own knowledge and learning through their interests and curiosity. Providing guidance allows for learning to occur naturally through exploration, play, and development.

As an adult in the child's life, it is our job to listen to what the child says, find what each child's interests are, and provide materials and opportunities for a child to explore his/her interests further. We create a learning environment that provides a calm ambience and allows for free expression and exploration.

## Mission:

We are a Reggio Emilia Inspired Early Learning Center. We strive to provide high quality care in Centre County and nurture each child's ability to acquire knowledge. We believe that learning is fostered through a child's natural curiosity and a purposeful environment. Our classroom settings provide a safe, loving, and nurturing setting for learning to occur.

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## The Reggio Emilia Approach:

The Reggio Emilia approach is used throughout the world, but originates in Reggio Emilia, Italy. It is an education of relationships that first began as an early childhood educational approach constructed after World War II. It is fluid rather than a packaged program, allowing us to continually refine our practices and adapt in meaningful ways to our community. The core of the approach is a collection of principles, which guides educators and families. Reggio inspired educational settings may vary in appearance, systems, leadership and approaches to meeting American standards.

The Reggio Emilia principles that guide our work include the following:

- The image of the child or the belief that our children are capable.
- Relationships or the understanding that a child's education requires connections among the environment, families, teachers, and the larger community.
- The role of parents is believed to be a critical component of educating all children within the school.
- The environment and space supports interactions, meaningful projects and learning.
- Teachers and children partner to construct learning experiences.
- Not a pre-set curriculum but a process of inviting and sustaining learning.
- Documentation or the use of artifacts to provoke, assess and celebrate learning.
- The many languages of children or the use of materials (e.g. paint, etc.) to communicate thinking and learning.
- Projects or meaningful contexts for learning connects academic subject areas and social/emotional development opportunities.

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## Management Staff

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## Hours of Operation

We Are Open: Monday thru Friday 7:00 AM-5:30 PM

Enrolled families will receive a schedule of closing dates each year for holidays and in-service days.

When Dall'Inizio DaySchool needs to close due to inclement weather we will announce it through Procare.

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## Admission

Admission is open to all individuals regardless of race, color, national origin, sex, age, or disability.

## Licensing

Dall'Inizio Day School is licensed by the Department of Education (PDE) and the Department of Human Services (DHS). We adhere to all regulations set by PDE found in the PA Code, Chapters 51 & 53, and DHS found in Title 55, Chapter 3270.

## Enrollment Procedures

Enrollment at Dall'Inizio Day School begins with a tour of our facility and meeting with our staff. A child will be enrolled or placed on an appropriate wait-list upon completion and receipt of the Enrollment Application and \$50.00 non-refundable Registration Fee. The enrollment form is to be filled out on our website using the "Enroll Now" button.

An Enrollment Meeting will be scheduled with your Director. Please bring Photo ID to be copied for your child's file. The following forms can be found on our website and must be completed before your child's first day:

Child Care Agreement

Getting to Know You Form

Parent Handbook Signature Form

Sunscreen Permission

Health Assessment (due within 60 days of enrollment)

## Subsidy Opportunities

Dall'Inizio Day School is a partner with the following agencies for subsidy funding:

ELRC of Centre and Clinton County

PSU Parent Student Subsidy

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Families are responsible for the Private Pay Rate of care until approval from one of these groups has been received. Upon approval from one of these groups, Dall'Inizio Day School will accept payments for your child on a weekly basis under the conditions that all contracts are signed and payments are maintained and continued by the enrolling legal guardian/parent. Guardians/Parents must sign our Parent-Provider Agreement. In the event that subsidy is terminated, the guardian/parent is responsible for full payment at the appropriate Private Pay Rate.

There may be a difference between what Dall'Inizio Day School charges and what the agencies are willing to pay. The guardian/parent of the child may be responsible for those daily differences, in addition to his/her weekly co-pay.

ELRC of Centre and Clinton County adheres to our policy of weekly fees are based on enrollment not attendance.

Any child care contributions received from an employer are the guardian/parent's responsibility.

### Enrollment Options

**Sibling Discount** is 10% on the oldest child. Only one discounted child for families enrolled 4 or 5 full days a week.

No discount is given for drop in enrollment.

No discount is available for summer camp or Kindergarten.

**Drop-In Enrollment:** Drop-in rates apply to children that are not regularly scheduled or are contracted for one day a week or as needed. Guardians/Parents must call in the morning to verify space is available.

**Overtime or Extra Hours:** Anything over 50 hours per week or over 10 hours per day is subject a \$12 fee for every hour your child stays past the 10 hours per day or their set hours per week. **This rate is per child.**

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**After Hours:** Families will be charged **\$1 per minute per child** after the center has closed. This is automatically calculated and added to your account by Procure.

**Payments:** Payments are due the on the first business day of each month/week and **no later than the 5th of each month**. Fees are based on enrollment, not attendance. Payments can be made via Procure, check, money order, or by using PayPal. Please make checks payable to Dall'Inizio DaySchool. Please put your payment in the mail box. Please refrain from handing your payment to any Dall'Inizio DaySchool Staff Member. If you are planning a vacation or time off during the beginning of the month, please make your payment before your scheduled time off. **Dall'Inizio DaySchool does NOT accept Cash Payments.**

**Late Payments:** Payments are due no later than the 5th of each month. The late payment fee is 10% of the balance due after the 5th of each month. This will be added to the family account at the beginning of every week that the payment is late, along with any new fees you incur. Accounts more than two weeks past due will be subject to suspension of child care until all fees are brought current. Weekly tuition is due on the first business day of the week, a late payment of fee of 10% of the total balance due will be applied on the total balance at the beginning of every week your payment is late.

Dall'Inizio DaySchool can terminate the contract immediately for lack of payment. It can also be terminated for disregarding any of our policies at the director's discretion. The guardian/parent can also terminate the contract by giving a 30 day notice. The termination period must be paid regardless of attendance.

If your contract is terminated and your account is not current, it will go to collection. This will include payment for the termination period. You will be billed the amount you owe, including any late fees that apply to your account. You will also be charged a 25% collection fee on the total amount owed.

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**Returned Checks:** A returned check fee of \$35.00 will be applied to the family's account. Only Money Orders will be accepted after 2 returned checks in a 6 month period.

**Age Rate Change:** Your child's monthly rate will change depending on his/her age group. The rate will be changed on the first business day of the new month after his/her birthday. If you choose not to move your child to the next classroom when they are eligible, you will be responsible for paying the fee for the younger age group/ the classroom they remain in.

Please note that when moving from one room to another room means that your child's daily schedule will change, for instance, going from the infant room to the toddler room may interfere with your child's nap schedule. If you do not wish for your child's schedule to change in any way, then it is recommended that they not move to the next classroom until you feel they are ready. This does however, mean that you will be responsible for paying for the younger rate.

**Income Tax Statements** can be retrieved from your Procure account using a **desktop/laptop** computer to access the Procure website, it cannot be accessed through the app.

### **Child Care Agreement**

Every family will be provided with a Child Care agreement. This agreement is a legally binding contract and may be changed as needed by the parent or the provider at the director's discretion. Families will update their contract as needed with a minimum of annually. Contracts must be signed by both parents/guardians prior to the first day of attendance. A 30 day written notice is required for termination of services. The termination period must be paid regardless of attendance.

### **Withdrawal Process**

Dall'Inizio Day School requires all families to complete a withdrawal form in order for a withdrawal notice to be considered official. You can get this form

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from the Director or from our website. Your 30 day notice will begin upon the receipt and Director's signature of this form. You are responsible for your contracted payments. Families will be prorated for the month based on the date of the notice. The prorated fee will be calculated using the daily rate. Please take all of your child's personal belongings at the time of withdrawal. Any unclaimed property will become Dall'Inizio DaySchool's property or disposed of after two weeks.

### Change in Schedule Process

We are happy to work with families to accommodate their scheduling needs. Please see the Director if you need to change your child/children's enrollment schedule. Schedule changes will be approved based on enrollment availability. Dall'Inizio DaySchool requires a 2 week written notice for any change in schedule.

### Release of Children

Safety is the main priority at Dall'Inizio DaySchool. It is Dall'Inizio DaySchool's practice to photo id anyone who is unfamiliar. Please message through Procure and inform a Dall'Inizio DaySchool staff member if your child will be picked up by someone different than the normal pick-up person.

Individuals who will regularly pick up and drop off your child should be added to your child's emergency contact form, you may add people via your Procure account. Please note that under no circumstances is Dall'Inizio DaySchool permitted to withhold a child from his/her biological parent unless a court order is provided and kept within the child's file. Dall'Inizio DaySchool will follow the court order until it has been altered or withdrawn from the authorizing courts. Any and all updates to the said court order must be provided for the child's file.

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## Teaching and Support Staff

All teaching and support staff at Dall'Inizio Day School know and understand child development. They all come from different walks of life and are eager to experience a whole new world with every child in which they work with. Our teaching staff and support staff maintain a high level of confidentiality and know, understand, and practice the multiple regulations and expectations of our Licensing Agencies and Keystone STARS.

### Mandated Reporters

All employees at Dall'Inizio Day School are mandated by the Department of Human Services to report any suspected signs of negligence or abuse (whether it be physical, mental, or sexual) to the state. By law, we are not required to discuss any suspicions with the parent or legal guardian.

### Staff Trainings

Our staff meets regularly for trainings. Each training ranges on different subjects and is recognized through Keystone STARS. The Department of Human Services requires six hours of training annually, however, Dall'Inizio Day School mandates that all of our staff complete 24 hours of training per calendar year in addition to CPR, Mandated Reporting, First Aid, Water Safety, and Fire Safety as per Keystone STARS requirements.

### Curriculum

Dall'Inizio Day School's curriculum is inspired by the Reggio Emilia Approach. Our teachers utilize a variety of curriculum methods to help children discover, learn, and grow. The main curriculum vehicle we use is the Emergent Curriculum and project approach. The teachers in each classroom observe the children's interests and behaviors. They document each detail and create learning experiences that scaffold onto the children's current knowledge.

Daily, weekly, and monthly projects are documented through pictures and written forms and contained in a portfolio for each child. Each project that

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is explored supports the appropriate Pennsylvania Early Learning Standard. Throughout the day, we ask ourselves and the children, "What do we know and what do we want to learn?" We reflect on our learning process to determine where to go next.

Our curriculum may also be theme based at times, utilizing the Creative Curriculum. The inclusion of the Creative Curriculum allows our teachers a place to start. It is also a great addition to our curriculum approach.

### **Assessment**

We discover child growth and progress through daily observations in the classroom and the use of assessment tools. Observations and assessments help us understand each child's unique learning process and show us how to challenge and stimulate a child's learning. Our teachers will record a minimum of 1 observation per child weekly.

The teachers at Dall'Inizio Day School will complete an age appropriate Ages and Stages Screening tool within 45 days of enrollment based on their initial observations in the classroom. These results will be recorded and shared with families and placed within the child's portfolio.

The teaching staff will also utilize the Ounce Scale (Birth - 3 Years) and the Work Sampling (3-5 Years) screening tools every October, February, and May. These assessment tools look at growth and development and help to drive the curriculum in collaboration with the teacher's observations. Results will be recorded and shared with families prior to being filed within each child's portfolio.

### **PARENT CONFERENCES**

Dall'Inizio Day School encourages parents and family members to visit at any time. Conferences will be offered two times per year, after our screening/assessment periods and are a great time to meet with your child's

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teacher regarding their individual development and to strengthen the home/school connection. Conferences may also be arranged by appointment at any time. Parent concerns or complaints should be directed to your child's teacher or to the Director. All concerns or complaints will be addressed.

### Transfer or Release of Records

If you need copies of your child's records sent to another agency, school, etc. you must submit a written request at least two weeks prior to having information sent. Records can be transferred classroom to classroom and to outside agencies. All requests must be submitted to the Director.

### Children with Special Needs

Special needs can mean a variety of different things when talking about the care of a child. There may be physical or neurological disabilities that might limit the child's activities, there are food allergies that can be life threatening or just cautionary, there are mental disabilities that may trigger a child into a fit of rage for no apparent reason, and then, there are developmental disabilities that may keep a child from understanding or fully participating in the lesson for the day. All children are welcome at Dall'Inizio Day School and we will be happy to work with your family to help make this placement successful. We are happy to work with any agency or support services that your family is currently working with. We currently have working relationships with Centre County Early Intervention and CIU#10.

If your child has an IEP or IFSP, it is important that you share this information with us so that we may continue the plan of action that has been put in place for your child. We would also like your permission to share information with other agencies working with your child or family. There is a form that will need to be signed if you allow us to share this information. Only information that is important to your child's development and progress will be shared.

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## Referrals for Children

If at any time you feel that your child or family may benefit from help from an outside agency or your child's teacher has concern, we will meet with you to discuss a plan of action to work together to provide the support your child/family needs. Our Community Resource List has various agencies and phone numbers that may be able to help or refer you to another agency that provides the type of support that is needed. All referrals will be kept confidential by the teachers and staff at Dall'Inizio DaySchool.

## Communication using Procare

We feel that daily communication is critical for creating and maintaining reciprocal relationships. It is our practice that daily updates will be recorded in your child's Procare profile. These updates will document feeding schedules, diapering, napping patterns, and a description of what your child/children's daily activities are. The updates will also communicate any personal supplies that are depleted.

Classroom communication is done in the form of a daily reflection. The teachers will post what activities were worked on and any upcoming information for the classroom on the Procare app.

In addition to Procare communication, the teachers will communicate with you verbally at arrival and departure from the classroom. This is a great opportunity to share what your child enjoyed doing over the weekend, how his/her night was, and when he/she last ate.

Dall'Inizio DaySchool also utilizes our Facebook page to share experiences and reminders. Please feel free to like our page so you may share in our daily experiences.

## Center-Wide Communication and Public Relations

Dall'Inizio Day School will communicate with families through a variety of methods. We will send out a monthly newsletter via Procare. This newsletter will highlight upcoming events, special activities, and reminders.

We often share our experiences with the community as a way to build a community and school connection. In addition to utilizing Facebook, we also share our experiences with the community through public relations. These may include, but are not limited to, the local newspaper, websites, and educational forums.

## Transitions and Continuity of Care

Your child will experience many transitions throughout his/her early years. Dall'Inizio Day School will keep your family informed as your child tries new foods, moves from age group to age group, and goes off to school. Likewise, if there are any changes in your child's family, routines, and/or behavior patterns, please let us know. We can make these transitions easier for your child through working together as a team. If at any time you have concerns about your child and his/her development and progression through our center, please speak with your child's teacher.

At Dall'Inizio Day School we offer a small school community, one where all of the children are familiar with all of the teachers. We often come together throughout the day into a mixed age group setting. This allows the children and the teachers the opportunity to form a bond. This bond helps tremendously when transitioning from one classroom to another.

## INFANTS

Infants have many transitions in their first year. We understand that coming to our center will expose your infant to new faces, voices, and people to comfort them. We will do everything we can to follow your child's individual schedule you have already implemented at home. Please keep us aware of any schedule changes. When your child is ready to switch from nursing to bottles or from bottles only to food, please make sure these new formulas and foods are tried at

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home first, so you are aware of any allergies that your child may have. Please provide us with a list of any foods your child is eating at home. Your child may move from the infant room to our one year old room when he or she turns 13 months old. We like to make sure your child is eating table foods, uses a sippy cup, and is mobile before transitioning to the new room. We will send your little one to the new room for short visits throughout the day to acclimate to the new schedule, teachers, and children. You will receive a transition notification 2 weeks prior to your child moving to the next room. You will also have the opportunity to meet with your child's teacher and new teacher.

## TODDLERS

The toddler world is full of new and exciting growth and learning. Children at this age are trying new foods, acquiring new skills, and becoming more independent. Our toddler teachers work on scaffolding onto your toddler's newly developing skills and encouraging them to try new things. Challenges such as hitting and biting may also occur at this age. This is perfectly developmentally appropriate and something our teachers understand how to work through. The teachers will share any new skills that they are working on and behaviors they may see in the classroom with you. Your child will move to the 2 year old room on or around his/her 2 year milestone mark. We will send your little one to the new room for short visits throughout the day to acclimate to the new schedule, teachers, and children. You will receive a transition notification 2 weeks prior to your child moving to the next room. You will also have the opportunity to meet with your child's current teacher and new teacher.

## PRESCHOOL/PRE-K

Preschoolers are becoming very independent individuals. They like to make their own choices and are learning to make friends. This is also the age we begin to prepare your child for Kindergarten. Learning numbers, letters, colors, and becoming more confident in their social interactions are big factors in our Preschool/Pre-K Program. We will keep you informed of your child's progress

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through daily conversations and assessments. We will provide families of children preparing to go to Kindergarten with a "Kindergarten, Here I Come!" Activity Pack in August. We work closely with State College Area School District to align our curriculum with theirs to ensure the smoothest transition possible as they enter kindergarten.

### Diapers and Wipes

Dall'Inizio DaySchool adheres to the Department of Human Services Child Care Code Title 55, Chapter 3270. Children who are not toilet trained will have their diapers checked and changed every two hours. Families are responsible for providing their child/children's diapers and wipes. Families will be notified by the classroom teacher's when the diapering supplies have become low. We do not borrow diapers from other families. Your child will have to be sent home for the day if diapers and wipe supplies have not been replenished as we will be unable to follow DHS Regulations.

### Emergency Plan

Dall'Inizio DaySchool adheres to the Department of Human Services Child Care Code Title 55, Chapter 3270. An emergency plan is located at each exit in the child care center. Dall'Inizio DaySchool's emergency plan is also located in the office and posted on our website.

### Discipline Policy

It is Dall'Inizio DaySchool's belief to keep the children busy and engaged so that they do not have time to misbehave or develop a discipline problem. Our staff develop daily lesson plans for each stage of development. The activities are kept short for the younger ages to retain their total concentration. We believe the best form of discipline is redirection and proper training, however they may not always work for some children.

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The following inappropriate behaviors are unacceptable and will be dealt with accordingly:

Biting	Swearing
Offensive Language	Deliberate Misuse of Toys
Teasing	Talking Back or Mouthing Off
Spitting	Pinching
Harassing	Deliberate Exposing
Bullying	
Hitting, Kicking, Slapping, Restraining, Hugging in a Harmful Manner	

Biting is most likely a problem for the one year olds. Trying to express themselves can be frustrating. Shadowing is the method used for controlling a "biter". The teacher will sit directly next to the child during activities, meals, and playtime (as if she were the child's shadow) to try to stop the act before it happens.

The following discipline procedure is followed when the rules are broken:

1 <sup>st</sup> Correction	-	Verbal
2 <sup>nd</sup> Correction	-	Time Out
3 <sup>rd</sup> Correction	-	Time Out and Note to Parent
4 <sup>th</sup> Correction	-	Parent Meeting for Resolution

If a parent meeting does not resolve the disruptive or harmful problem, the child will not be permitted to remain in the center's enrollment.

### Health and Illness Policy

When to stay home? When your child is too sick to participate in the daily activities. If he/she is "clingy" and requires the teacher's full attention, then he/she should not be at the center that day. "Clinging" distracts the teacher's attention from the rest of the class. Other symptoms to stay home include:

- Fever of 99.5 degrees or higher
- Diarrhea for 24 hours or more
- Vomiting
- Thick green discharge from nasal or eye cavities

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Croupy coughs  
Any infectious or contagious diseases  
Conjunctivitis (Pink Eye)  
Infected with Lice or Scabies  
Any symptoms of COVID-19 (Please refer to our COVID-19 Policies)

If your child displays any of these symptoms, you will be contacted and asked to come and pick up your child within one hour. A note from the doctor may be needed to permit your child to return. A child must be free of fever, vomiting, and diarrhea for 24 hours without the assistance of medication to be permitted to return.

Please make sure for their safety that they are able to keep food and liquids down for a 12 hour period to prevent dehydration before returning to the center.

Dall'Inizio Day School follows the PA Department of Health recommendations as outlined in "Caring for Our Children" and at the same time, we are sensitive to your work demands. Please be mindful that sending an infected child will start an outbreak throughout the center. The infants are not as tolerant to certain colds and viruses and although your child may be older and not have the severe symptoms, he/she may infect an infant and cause major symptoms. All of this can be avoided by using common courtesy.

If you are unsure whether your child should attend or not, phone us and we will help you make a decision.

We are able to give medicine at the center. The medicine must be unexpired and in the original bottle/package. If prescribed by a doctor, we must have the prescription label also. Medicines must be started at home first, in case of allergic reactions. A medicine log must be filled out in order for us to give the medicine while your child is in our care. A staff member will gladly help you fill this out should you have any questions. If an over the counter medicine is listed to be a medicine for a child older than your child, we are required to have a doctor's note informing us of the correct dosage.

**\*\*We will NOT administer any type of narcotic, amphetamine, or controlled substance. Please administer these types of prescriptions at home. \*\*\*\***

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## HEALTH ASSESSMENT FORM

Parents/guardians must submit health assessments within 60 days of enrollment and on a continued basis for each child:

- Infants through 2 Years - Every 6 months
- 3 Years through Kindergarten - Every year

Each time your child has a well check and receives immunizations, please update your child's file with a copy of the current records. This is a Department of Human Services Regulation. **Failure to comply may result in suspension or termination of services.** You can find a blank health assessment form on our website.

## MEDICAL EMERGENCIES

In the event that a child has a medical emergency or appears to be in medical distress, Dall'Inizio DaySchool is required to contact 911, before we contact a parent. A medical emergency includes but is not limited to, use of EPI Pen, loss of consciousness, seizures, head injury, trouble breathing, and/or any time CPR is required to be used. The child's responsible family member(s) will be contacted **after** the emergency agency has been contacted. Dall'Inizio DaySchool Staff are not medical professionals and Dall'Inizio DaySchool is not responsible for providing medical treatment beyond reasonable care while medical professionals are en route to the center.

## DALL'INIZIO LUNCH BOX POLICIES

We ask that your child bring a breakfast and lunch from home, bringing a snack is optional. Providing good nutrition for your child is a partnership. We ask that you remember this when packing your child's lunch box. We would prefer that parents send only healthy foods, so we ask that when making choices of what to pack in your child's lunch box, that you pack as many healthy options as you are able. We highly recommend packing fruit and/or vegetables in your child's lunch box every day. Foods such as sandwiches, veggies, fruit, yogurt, applesauce, crackers, or cheese provide the lasting energy

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that your child needs to get through the rest of the day. Foods like processed fruit snacks, cookies, chips, and candy tend to cause children to crash later in the day. We have very busy mornings and lunch time is the time for your child to refuel for the rest of the day.

We ask that you bring your child's meals in a lunch box with an ice pack labeled with their name to be placed in your child's cubby. I would encourage you to label all of the containers inside of the lunch box as well. Teachers sit with the children at meal times to assist them with opening and closing of containers.

Please make sure that your child's lunch is ready to eat "as is". Foods that require adult preparation (i.e. EasyMac, microwavable ravioli, and uncooked ramen noodles) are not good choices for child care.

Teachers will not indicate in what order your child should eat his/her food. If you send pudding, kids' yogurt, and a granola bar, remember that each of these foods has an extremely high sugar content and your child may choose to eat all of these while leaving his/her sandwich or apple in the bag! Make your selections carefully.

- Lunch boxes, ice packs and containers need to be labeled with your child's name.
- Please indicate which food is for breakfast and which food is for lunch.
- Please pack an ice pack, lunch boxes will be placed in children's cubbies.
- Soda, gum, and hard candy are not allowed at school.
- Juice and other sugary beverages are **STRONGLY** discouraged at school. Water is freely available at all times. **Please provide a water bottle for your child with their name on it.**

**Afternoon Snack:** We provide an afternoon snack that consists of at least two food groups, usually a fruit or veggie and a grain, however, many children do prefer to pack their snack too. We are fine with either choice.

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**Choking Hazards:** The following foods will not be permitted at Dall'Inizio DaySchool because of the choking hazard to children below four years of age. If your child is four or older you may include these items in their lunch; however, we ask that you not bring them to school if you are providing a special snack for all of the children. They include:

"...foods that are round, hard, small, thick and sticky, smooth, or slippery. Examples of these foods are: hot dogs (whole or cut into rounds), raw carrots (cut into rounds), whole grapes, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful's of peanut butter and chunks of meat larger than can be swallowed whole."

\*Caring for Our Children Nutritional Health and Safety Performance Standard 4.03

If your child is younger than 4 years of age, please refrain from including the abovementioned items in his/her lunch box. If you must pack items such as these please make sure they are precut into tiny pieces. While your child may be able to eat these items, there are others who can't, should they accidentally get a hold of them.

**Allergies:** In the event that a child with severe food allergies (ie. peanuts, milk, etc.) is enrolled, we reserve the right to ask all families to respect the health of that child and refrain from sending the indicated foods to school. These restrictions will be posted.

**Special Lunches:** There are occasions when a family wishes to provide a catered lunch for the center/classroom. We will notify you ahead of time so that you may have a break from packing a lunch!

**Breakfast Items:** For your convenience, you may bring a box of cereal to leave on the shelf at school. We will label it with your child's name and let you know when you are close to running out.

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## Meal Times

Dall'Inizio DaySchool serves the following meals at the following times:

Breakfast: 8:00 am - 8:30 am

Lunch: 11:30 am - 12:00pm

Afternoon Snack: Between 2:30 pm - 3:30 pm depending on nap

## Outdoor Play

We are required by the DHS to take the children outside daily (weather permitting). Weather permitting is defined as between the temperatures of 25 degrees Fahrenheit and 90 degrees Fahrenheit (Real Feel). Please dress your child appropriately for all types of weather. Sunscreen may be brought in, but must be in the original bottle/tube and his/her name written on it. **Please bring in sneakers/boots for outside play so your child can explore safely. If your child is too sick to go outside, he/she is too sick to be at the center that day.**

## Nap Time

Nap times are offered to infants, toddlers and preschoolers. Nap times are necessary for a balanced day, especially for the younger groups. They are not mandatory, but quiet time is, out of respect for those who nap. The decision is up to the parents and that decision should be based on the child's needs and behavior.

## Family & Staff Recommendations and Input

Dall'Inizio DaySchool values Family and Staff recommendations for our program and classroom planning. Please feel free to give us your feedback, comments, suggestions, and questions. We would love to hear from you in person. You are always welcome to speak to the Director/President during office hours. If you need to schedule outside of normal office hours we are happy to oblige. We also welcome family and staff members to join our Closed Facebook Group "Dall'Inizio DaySchool Family Group". This is a place where we can share thoughts and ideas and also network within our school community. We

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welcome any and all suggestions to help make our school the best it can be, whether it be Family Handbook suggestions, family engagement activities, or offering community resources.

### Confidentiality

Dall'Inizio DaySchool adheres to a strict confidentiality policy. No employee shall share any personal information in regard to any Dall'Inizio DaySchool students, parents and families, co-workers, director, or supervisor to anyone at any time.

Parents/Guardians may observe children at the center who may display inappropriate or challenging behaviors. Parents/Guardians may not at any time discuss specific children other than their own with any staff or other parents/guardians. Any parent who violates the confidentiality policy may be terminated from care at Dall'Inizio DaySchool.

### Parking

The parking spaces in front of Dall'Inizio DaySchool are designated parking spots for drop off and pick up. Please do not leave your vehicle idling with the keys in the ignition for the safety of our children. Arrival and departure times may cause the parking lot to become congested. Please be mindful of the little ones getting in and out of their family's vehicle and limit your use of the parking space to 15 minutes. Families who carpool will need to park their vehicle in a different location to allow for other families to park.

### Extended Government Emergency Operational Mandates

In the event that Dall'Inizio DaySchool is forced to shut down by a government agency due to a local/state/national emergency; health, safety or otherwise, or because Dall'Inizio DaySchool believes it is in the best interest of their families to do so, tuition will be handled the by following measures:

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- If tuition has been paid in advance, Dall'Inizio DaySchool will apply the payment to tuition once they reopen.
- If tuition has not been paid in advance, Dall'Inizio DaySchool will not charge tuition during the closure.

In the event that Dall'Inizio DaySchool will be keeping the child care program open during a local/state/national emergency; health, safety or otherwise, and you decide to keep your child away from the program, tuition will be handled by the following measures:

- Those wishing to maintain their child's spot in the program will be charged 50% of their normal tuition as a holding fee.
- If you do not wish to pay the discounted rate for your child's spot, your contract will be terminated following the normal termination policy that requires a 30 day notice with full tuition payment.

## Dall'Inizio DaySchool Family Handbook Signature Page

My Signature attests that a Dall'Inizio DaySchool I have reviewed the said policies and procedures detailed in the Dall'Inizio DaySchool Family Handbook. I agree to abide by all detailed policies and procedures. I understand that Dall'Inizio DaySchool may alter, delete, and/or add any policy (ies) as they see fit.

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Guardian Printed Name

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Guardian Signature and Date

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Guardian Printed Name

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Guardian Signature and Date

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Director Printed Name

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Director Signature and Date