



# Welcome To Patty Cake Playhouse II, Inc.



**THE FOLLOWING IS THE 2010-2011 POLICY FOR PATTY CAKE PLAYHOUSE. IT CONTAINS INFORMATION YOU WILL NEED WHILE YOUR CHILD IS ENROLLED AT PATTY CAKE. PLEASE KEEP THIS POLICY FOR EASY REFERENCE.**

To ensure that your child receives the highest quality care, we ask that everyone follow these standard regulations.

## **Hours:**

7:00am-6:00pm

6:30am- 6:00pm (Early drop off rates apply)

## **Registration:**

PattyCake Playhouse will only register children 90 days prior to the anticipated start date. You can be placed on a waiting list prior to the 90 days, if you choose. The following paperwork must be on file before a child can start: Signed registration form, \$95 registration fee paid, medical statement, sleep/ nap arrangement, infant feeding schedule (for children 18 months and younger).

## **Attendance:**

Please notify PattyCake before 10:00 a.m. if your child is going to be absent. We are licensed to handle a certain number of children per day, distributed among the various classrooms in specific ratios. Therefore, we cannot grant make up days or swap days as a result of an absence. In the instance that a child needs an extra day of care, this request must be submitted to the office. Approval will be granted only if there is availability.

## **Arrival:**

Children who attend Patty Cake should be in by 9:30 a.m. Please try to have your child in on time. We have planned an enriched program and it is difficult for a child who misses all or part of an activity. All children must be brought DIRECTLY into the school and left with a staff member. The school will not be responsible if parents or guardians do not adhere to this rule.

## **Dismissal:**

Children will only be dismissed with a parent, guardian, or someone listed as an authorized pick up. If anyone else other than an authorized person must pick up your child, you must notify the school in writing. That person must also have the proper identification, or else your child will not be released.

## **Updating files:**

It is the parent's responsibility to update their child's file with new telephone numbers, cellular numbers, contacts, etc. Patty Cake is not responsible for any outdated information if there should be an emergency. Parents of infants are responsible for keeping an updated feeding schedule on file. Parents will be asked to update their files annually, after once again reviewing the school's policies.

## **Payments:**

We are a private Nursery School/Day Care Center and run strictly on our tuition. We appreciate your cooperation in following these payment procedures.

1. A non-refundable registration fee of \$95.00 will be due upon enrollment and also on the anniversary start date annually. If your child leaves the program and re-registers, another \$95.00 registration fee will be required.
2. In the instance where a family has two children, the oldest sibling will receive a 10% discount. In the instance where a family has three children, the oldest sibling will receive a %15 discount and the second oldest sibling will receive a %10 discount.
3. A family that leaves the program temporarily (due to maternity leave, job loss, or other circumstances) and wants to re-register, will only be able to do so 90 days prior to the child's new start date. Prior to the 90 days, your child's spot may be forfeited if new children register.
4. Children who are enrolled for only the school year (10 months), must pay the registration fee every September. A one-week deposit (based on the child's enrollment for the next September) must be made to hold the child's spot during the summer months. This deposit is non-refundable. If a child enrolled for 10 months decides to leave after 9 months, they WILL NOT be guaranteed a spot come September and their deposit will not be refunded.
5. Children enrolled in the 12 month program will lock in their tuition rates at the time of registration (the only change being that of moving to another age group) until they graduate to the school age program. Children enrolled in the 10 month program will be subject to any tuition rate changes upon their return in September.
6. Tuition rates drop from Toddler to Preschool, effective the month a child turns three.
7. All payments are to be made on a timely basis. If monthly payments are not made the first full week of every month, you will automatically be put on a weekly payment schedule. If weekly payments fall two weeks behind you will be subject to a \$25 late payment fee each week the account is not caught up. Once weekly payments fall three or more weeks behind, you will be asked to catch up your account and even leave the program, at the discretion of the director. If your account becomes past due and is referred for collection, you agree to be liable for all reasonable collection costs, including, but not limited to: attorney fees, court costs, and other charges necessary for collection on the past due account.
8. Checks are made payable to Patty Cake Playhouse II. A fee of \$25.00 will be collected for any returned check. If a second check bounces you will no longer be allowed to pay with a check. Save all receipts. We also accept Visa, Master Card, and Discover. If you would like to put a credit card on file, we can run it automatically at the beginning of each month.
9. Full payment is due regardless of child's attendance, snow days, or Holidays. No credit will be given on school closings.
10. For parents who are late picking up their children, there will be an overtime fee of \$20.00 per ½ hour, as each ½ hour begins. Consistent lateness will be cause to ask you to withdraw your child from the school.
11. A two week written notice is required upon a child withdrawing from the program or doing a schedule change. If two weeks notice is not given, you will be charged for such time.
12. Any family that registers and then makes alternate arrangements and no longer needs childcare, is responsible for giving PattyCake a two week notice (prior to the scheduled start date) or you will be billed for such.

### **Early Drop Off:**

Children must enroll separately and complete the required paperwork to participate in the early drop off program. Upon signing the enrollment form, you will be responsible for such payments, until a two week written notification is given stating your withdrawal from the program.

### **DSS Accounts:**

Parents who receive financial assistance through the Department of Social Services must pay their weekly parent fee at the beginning of each week. In the instance that their child is sick or school is closed due to a holiday, snow, or emergency, the parent will be responsible for those tuition payments of which DSS does not cover.

### **Vacation:**

- Full Year (12 months) students (Infant-PreK) are entitled to one week vacation time, equal to the number of days the child is enrolled per week, *after twelve months of enrollment*. They will then receive one week vacation time annually. A child who takes a vacation week and then decides to not attend PattyCake for the summer months, will be obligated to remit payment for the vacation week previously awarded.
- School Year (10 months) students do not qualify for a vacation week, because their vacation time is considered the summer months during which we are holding spots with no tuition income.
- Summer (2 months) students may take one week vacation, equal to the number of days the child is enrolled per week.
- Before & After School students that also attend in the summer will be granted one week vacation time to be used during the summer, equal to the number of days the child is enrolled per week.
- All vacation requests must be made in writing. You may not save vacation from one year to another.

### **Snow Closings:**

We reserve the right to close for any emergency day, such as snow, hurricane, tornado, flood, electrical outage, etc. In the event of inclement weather, information on closing will be announced on 103.1 FM. Closings will also be posted on the calendar at [www.pattycakeplayhouse.com](http://www.pattycakeplayhouse.com). Notifications will be sent to your email if you register at [www.cancellations.com](http://www.cancellations.com). In the event of a snowstorm, while school is in session, we ask you to keep in touch with the school for emergency closings.

### **Health:**

Health forms for your child must be updated bi-annually by your child's pediatrician and returned to the office. However, anytime immunizations are updated, please submit these updates to the office. You will be notified in writing a month in advance when your child's medical is due to expire. This is a requirement of our center, as stated in our Health Care Plan. Please have your physician include any special information concerning allergies or any other condition we should know about. The form you receive from us is the only acceptable form. If we do not have updated medicals on file for your child, he/she will not be able to return to PattyCake until the proper health form has been submitted to our office.

Patty Cake Playhouse II serves only well children.

Therefore the following is the exclusion criteria for children:

- The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of others.
- Significant fever, as defined below:
  - Infants six months and younger should be excluded and referred to a health professional when:
    - Ear temperature above 101 degrees Fahrenheit; or
    - Rectal temperature above 101 degrees Fahrenheit; or
    - Auxiliary (armpit) temperature above 100 degrees Fahrenheit.
  - Children over the age of six months should be excluded and referred to a health professional whenever fever is accompanied by a behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means:
    - Ear temperature above 101 degrees Fahrenheit
    - Rectal temperature above 101 degrees Fahrenheit; or
    - Auxiliary (armpit) temperature above 100 degrees Fahrenheit
- Persistent diarrhea, defined as three or more stools in a 24-hour period, when that pattern represents:
  - An increased number of stools compared to the child's normal pattern
  - Increased stool water
  - Diarrhea accompanied with symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than six wet diapers in a 24-hour period, or no urine in four hours; or

- Diarrhea accompanied with blood in the stool
- Undiagnosed rash, except diaper rash
- Vomiting two or more times in previous 24-hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness
- Until a medical evaluation allows inclusion, signs and symptoms of possible illness such as lethargy, uncontrolled coughing, persistent abdominal pain, discolored urine, refusal to eat or drink, irritability, persistent crying, difficult breathing, wheezing or other unusual signs.

To help us maintain a healthy environment for all children, we ask that you please observe the following:

1. If your child has had a bad cold or cough, or if you suspect the onset of a contagious disease, please play it safe, and keep your child home.
2. If your child has had a fever, they may not return to school unless he/she has had a normal temperature for at least 24 hours.
3. If your child has had diarrhea or vomiting, they may not return to school until they have been symptom free for at least 24 hours.
4. A child with conjunctivitis (pink eye) needs to be on medication for a full 24 hours before returning to school.
5. After an absence due to contagious disease, the director may require a note from your physician signifying that your child may return to school.
6. If your child shows any signs of illness during school hours, we will contact you immediately to pick him/her up. If a parent is not available, the school must have on record, the name and phone number of any responsible person that can pick up your child in case of emergency. This person must bring a picture I.D.

### **Medication Administration:**

1. Over the counter medication for preschoolers can only be administered with the proper medication administration form filled out by a parent/ guardian.
2. Prescription medication can only be provided for children in our care if we have the proper medication administration form filled out by the child's pediatrician.
3. Parents of children under 18 months will need a doctor to fill out the medication administration form for any medication other than topical. Topical medication may be prescribed by the parent.
4. All medication must be in the original container with inserts, be current, and have the child's name on it.
5. All medication must first be turned in to the office with the appropriate form. Under no circumstances should it be left in the child's bag or with the classroom teacher.

### **Rules:**

1. No plastic bags are allowed in school.
2. Children may not chew gum or have cough drops in school.
3. No running in the parking lot or in the school.
4. All persons entering the infant classrooms must remove shoes or wear protective shoe coverings.
5. All children must stay with their parent when entering or leaving the building. Children should be dropped off to a teacher so that the teacher can perform the Daily Health Check.
6. The Director or any other staff member shall report to Children's Protective Services as required by the state Penal Code any suspicion of child abuse, neglect or endangerment of which they become aware.
7. Teachers will establish policies regarding students bringing in toys and personal belongings from home. Please check with the classroom teacher regarding their policy.

### **Clothing:**

Comfortable clothing, as well as sneakers, should be worn to school. Socks should be worn with shoes. Flip-flops, clogs, and open-toed sandals are not safe on the playground and should not be worn to school.

We try to go outside whenever the weather permits; therefore children must be dressed properly. This means sending in snow pants, gloves, boots, hats, even raincoats (a walk in the rain can be fun with proper clothes).

### **Required Items:**

The following is also required (all items must be labeled with child's first and last name):

1. A complete change of clothes (including socks and underclothes)
2. A crib sheet and blanket is needed for all children. All sheets and blankets must be brought home at the end of the week to be washed, then returned on your child's next day.
3. For children not potty trained, diapers and wipes are to be supplied by parents as needed.
4. "Slippers in School" - Kindly send in a pair of slippers for your child, this makes the children comfortable throughout the day and gives them a secure feeling while at school. This makes naptime more relaxing for the children as they are not dealing with cumbersome, heavy shoes and tend to sleep better. It's also more sanitary, as they are not wearing shoes from the outside while laying on their cots/cribs.
5. Children under 18 months old must supply a written schedule to the office and classroom teacher, describing their eating and napping routine. They must also supply their own formula, food, and snacks.

### **Holidays\* (the school is closed):**

New Years Day	Labor Day	½ day New Year's Eve (closes at 1:00pm)
President's Day	Thanksgiving & following day	
Memorial Day	Christmas Day	
Independence Day	Christmas Eve	

\*If a holiday falls on the weekend, we will not be closing another day to make up for the lost holiday.

### **Birthday Parties:**

Parties may be arranged at the school with your child's teacher. Please let us know in advance. When you have a party, it may be as simple or extravagant as you would like. All goody bags must be age appropriate.

### **After School Program:**

Please notify Patty Cake before 12:00 noon if your child will not be arriving on the bus. If your child will be coming to PattyCake on a day that school is closed or when there is a half day, you must notify the after school teacher and sign the required form. If you sign your child up and he or she does not come, you will still be responsible for paying the extra tuition, as we make staffing arrangements based on the sign-up form.

### **Breakfast/ Lunch/ Snack (Children over 18 months old):**

Breakfast cereal is served up until 8:30am. Children arriving after this time (with the exception of infants) should have had a nutritious breakfast prior to arriving at school. Daily activities have already begun at this time and we cannot have children eating breakfast all morning.

Children must bring their own lunch to school. Lunches should have ice packs if they must be kept cold. If sending in a lunch that needs to be heated, please heat it in the morning and store the lunch in a thermos. Under no circumstances, will lunches be heated for children over 18 months old. Milk will be supplied by PattyCake and served daily with lunch.

Snack and juice will be provided daily in the early afternoon and also in the mornings for toddlers.

### **Key Deposits/ Security:**

Our Keri Electronic Key System helps us monitor who comes in and out of the building. In order to be admitted to the building, you must have a key. Keys require a \$10 deposit each, refundable when the keys are returned. Lost keys will be deactivated and you will have to purchase a replacement.

Any individual coming in to the building should bring identification. If a teacher has never met a designated pick up, that person will be asked to show identification. Under no circumstances will we release a child to an individual who we are not familiar with and who is not on the authorized pick up list. Parents must provide a written note if a child is being picked up by someone other than an authorized pick up. There are no exceptions to this rule.

**Video Surveillance:**

Video surveillance cameras are permitted to transmit images of children in common rooms, hallways, and play areas only. Bathrooms and changing areas must remain private and free of all video surveillance equipment. We have many children in our center who cannot be photographed and as a result, parents do not have access to our video surveillance system on the internet.

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