

# PattyCake Playhouse II, Inc.

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Hours of Operation: 6:30am-6:00pm

## 2011-2012 PARENT POLICIES

*The following are the 2011-2012 Policies for PattyCake Playhouse II, Inc. effective September 5, 2011. Please keep the policies for easy reference. To ensure that your child receives the highest quality of care, we ask that everyone follow these policies and guiding principles.*

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## **Our Mission Statement & School Philosophy:**

It is our goal at PattyCake Playhouse II to make each child feel safe and secure, while exposing them to appropriate developmental skills and building a positive self-concept. We encourage children to take risks and learn from their mistakes in both academic and social settings. We use a positive behavior approach, which consists of specific praise, modeling appropriate behaviors, and providing children with acceptable choices. We teach children to develop behavior habits and attitudes that will allow them to interact well with others in school and throughout life.

At PattyCake, we strive to prepare our children for the next step they will be taking- whether it be moving from the infant room to the toddler room, or leaving our pre-kindergarten program to enter kindergarten in another school. Children experience growth and learning in their social-emotional, physical, language, and cognitive development. We provide children with the tools they need to be successful and encourage them to use these tools in a way that works best for them. Throughout every child's experience at PattyCake, families will feel supported and nurtured in their child rearing efforts.

## **Arrival/ Dismissal:**

All children must be brought directly into the school and left with a staff member. The school will not be responsible if parents do not adhere to this rule. Upon arrival, the person dropping the child off is required to notify staff of any bumps, bruises, or medicine that the child has experienced during the night or before school that morning.

Children will be dismissed only to sponsors and emergency contacts listed on the registration form. If another individual will be picking up your child, the request must be submitted in writing. All persons picking up a child should bring proper identification, or the child will not be released. There are no exceptions! Even parents/ guardians should bring identification, in the instance that a substitute teacher does not recognize you.

Parents are asked to supervise their children in the hallways and in the parking lots. Once in the car, children should wear seatbelts and be in appropriate car seats.

## **Attendance:**

Please notify PattyCake Playhouse II, Inc. by 9:00am if your child will 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 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.

## **Birthday Parties:**

We celebrate birthdays during PM snack. Parties can be as simple or extravagant as you want, so long as they are age appropriate and cleared with the head teacher. You are welcome to join in!

## **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 strongly discourage children's jewelry and will not be responsible if pieces get lost. We know girls enjoy wearing dresses and skirts, but if they are not wearing tights, please have them wear shorts or leggings under the skirt or dress. Additionally, please do not send your children to school in clothing that you don't want to get dirty. Our children are busy exploring all day and expecting them to remain unstained all day is unrealistic and puts unnecessary stress on our teachers!

Make sure that clothing is weather appropriate, as we try to go outside as much as possible. In the winter, you will be asked to send in snow attire and in the summer, you will be asked to send in sprinkler/ water play attire. Extra clothing bins should always have season appropriate clothing in them, in the event that we need to change your child's clothes.

### **Communication:**

Parents and teachers will communicate daily at drop off and pick up. Every morning teachers will conduct a daily health check. It is the parent's responsibility to properly inform the teachers each morning.

In addition, each classroom has a parent bulletin board posted outside the classroom. Infants and Toddlers receive daily sheets that detail their day for parents. Preschoolers and Pre-K students receive weekly sheets that wrap up the week's events and address any accomplishments or concerns. Administration can always be reached at [info@pattycakeplayhouse.com](mailto:info@pattycakeplayhouse.com) or by telephone.

### **Confidentiality & Appropriate Behavior:**

All information provided by parents is kept confidential and only referenced by the child's teachers and administration. Information is NEVER shared with other families.

With the advent of facebook, twitter, and other technology, we would like to remind parents that negative discussions regarding our program or staff members can easily be interpreted as slander. We strongly discourage the sharing of information in public forums. If at anytime concerns arise, please discuss them in person with the teachers in your child's classroom or with administration.

### **Curriculum/ Assessments:**

PattyCake Playhouse II, Inc. creates a curriculum based on the themes of World of Wonder and the abilities and interests of children in the classrooms. Teachers provide children with opportunities to explore their multiple intelligences and develop in the areas of language, emergent literacy, mathematics, science, technology, gross motor, fine motor, creative expression, art, music, health, safety, social emotional, and social studies. The curriculums for particular classrooms, as well as daily schedules and the discipline policy will be further explained to parents at open house in September.

Children are assessed in all of the above mentioned areas in September, January, and June. The results of these assessments will be shared at parent teacher conferences offered in January and June. Parents will also be given a chance to review their child's working portfolio during conferences to see for themselves the evidence teachers have collected to document growth and improvement in different areas. All conference discussions, as well as assessment results are kept confidential.

### **Diapering/ Soiled Clothing:**

For children still in diapers, they will be changed every two hours, but more frequently if necessary. Parents must supply diapers, wipes, and ointments and will be notified when diapering supplies are getting low so that you may replenish them.

For preschool and pre-k children who may have soiled their clothing, the teacher will encourage the child in doing the best they can to change themselves. They will be provided wipes if necessary. The soiled clothes will be put in a labeled bag to be taken home. Soiled underwear will not be rinsed, but instead placed in a tied bag to bring home for laundering. If underwear are badly soiled by a BM, they will be bagged and disposed of. Your child's extra clothing will be used when available. If there is no extra clothing, spare clothes from the school's extra clothing box will be used. Please be sure to return any borrowed clothing in a clean condition on the next day. Additionally, if your child has worn their extra clothing home, make sure to send in a new change of clothing when they return to school, so that their extra clothing bin can be re-stocked.

### **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. As with all children enrolled in our program, tuition is due regardless of attendance, holidays, or snow closings. DSS does not pay for these days and therefore, the parent will be responsible for those tuition payments not covered by DSS at the end of the month. All annual registration fees are also the responsibility of the parent.

## **Food:**

Parents are responsible for providing meals for their children while at school. PattyCake Playhouse II, Inc. will provide breakfast cereal upon arrival, as well as 2% milk with cereal and at lunch time. Any food that needs to be kept cold must be in a lunch box with an ice pack. No food will be heated, therefore any food that needs to be warm, must be kept in a thermos. **THIS INCLUDES INFANTS.** For children younger than 4 years old, the following foods will not be offered: hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, raw peas and hard pretzels, chunks of raw carrots or meat larger than can be swallowed whole. Food with expired dates will be discarded.

Infants- Infants who are unable to sit are held for bottle-feeding. All others sit or are held to be fed. Infants will not be given bottles while in their cribs, nor will they be given bottles or sippy cups to carry while crawling or walking. Fluids are offered in a cup as soon as parents and teachers decide the child is developmentally ready, and usually before transitioning to the Toddler program. All milk, formula and human milk will be prepared as per the infant feeding schedule submitted by the family. Feeding schedules must be updated regularly to ensure proper feeding routines are being followed. All milk, formula, and human milk must be labeled with the child's first and last name and cannot be stored in our refrigerator for longer than 48 hours. Cereal and other solid foods will not be added to bottles, unless written instructions and a medical reason for this practice are provided by the pediatrician. Any milk, formula, or human milk that is served, but not completely consumed will be discarded after one hour. All milk, formula, or human milk that requires heating will be done in a bottle/ food warmer. Staff will not offer solid foods or juices to infants younger than 6 months old unless that practice is recommended in writing by the pediatrician.

Toddlers- Parents will be responsible for sending in a morning and afternoon snack, in addition to lunch. If there is a preference as to what item in the lunch box is for snack, please label clearly. When necessary, staff will cut foods into pieces no larger than ½ -inch square for Toddlers.

Preschoolers- Parents will be responsible for sending in afternoon snack, in addition to lunch. If there is a preference as to what item in the lunch box is for snack, please label clearly.

## **Health:**

Health forms must be updated annually by your child's pediatrician and turned into the office. However, anytime immunizations are updated, please submit these updates to the office. You will be notified in writing at least a month in advance when will your child's medical is due to expire. If we do not have updated medicals on file, your child will not be able to attend PattyCake Playhouse until the proper form has been submitted. If you have difficulty getting into the doctor before your child's medical expires, a copy of an appointment card that shows an upcoming physical exam will be accepted. *Be sure to have the NYS Office of Children and Family Services Medical Statement completed by the doctor. This is the only acceptable form.* It can be found on our website at [www.pattycakeplayhouse.com](http://www.pattycakeplayhouse.com) under "Parent Information- Medical Statement." You can also get a copy of this form from the office.

PattyCake Playhouse II serves only well children. Therefore, the following is the exclusion criteria for children (unless a doctor's note is submitted stating that the child is free from any contagious or communicable disease and can return to daycare):

-The illness, or the 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:

- Ear temperature above 101 degrees Fahrenheit
- Auxiliary (underarm) temperature above 100 degrees Fahrenheit
- Rectal temperature above 101 degrees Fahrenheit

A child must be fever free for at least 24 hours before returning to school.

-Persistent diarrhea, defined as three or more stools in a 24-hour period, when the 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
- Diarrhea accompanied with blood in the stool

A child may not return to school until the diarrhea and symptoms subside.

-Undiagnosed rash, except diaper rash

-Vomiting two or more times in a 24-hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness

-Pink eye, accompanied by discharge

A child with conjunctivitis (pink eyes) needs to be on medication for a full 24 hours before returning to school

-Until a medical evaluation allows for 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, difficulty breathing, wheezing, or any other unusual signs.

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

- Utilize the hand sanitizers located around the building and have your child wash his/ her hands upon entering their classroom each morning.

- When entering infant classrooms, please remove your shoes or cover them with the shoe booties located outside every infant classroom. If you are coming into the building with grease or other debris on work boots or shoes, please utilize the boot covers located at both of the main entrances.

-When entering the classroom, help your child put his/ her slippers on to eliminate debris left behind from sneakers.

- If your child has had a bad cold or cough, or if you suspect the onset of contagious disease, play it safe and keep them home!

-Please call the school if your child has been diagnosed with a contagious disease so that notification and a list of symptoms can be given to families who have children that may have been exposed.

- If your child shows any signs of illness during school hours, we will contact you immediately to pick him/ her up. If you are not available, we will call your emergency contacts to pick up your child. This person must bring photo I.D.

In order to maintain a clean and healthy environment, PattyCake Playhouse II, Inc. will observe the following:

- The exclusion criteria for sick children will be strictly enforced.

- Proper hand washing procedures will be followed by all staff members in the building and children will be taught and guided to do the same.

- Slippers or indoor shoes will be worn in the infant classrooms.

- Rugs and carpets will be spot cleaned and shampooed.

- Toys are washed in bleach/ water solution as per NYS regulations, at least twice a week in preschool classrooms and whenever mouthed in the infant/ toddler classrooms.

- Tabletops are disinfected regularly each day before and after being used.

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

New Years Day

Labor Day

Christmas Day

President's Day

Columbus Day

½ Day New Years Eve (1:00pm dismissal)

Memorial Day

Thanksgiving & Following 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.

### **Injuries:**

Our staff is regularly trained in First Aid and CPR. Additionally, every classroom, as well as the kitchen and playground have first aid supplies. If there is an injury that appears to be more severe than requiring a band-aid or ice pack, the parent will be called immediately. Otherwise, the parent will be notified at pick up with an incident report. PattyCake Playhouse II, Inc. will not be held responsible for injuries incurred during the school day under reasonable and appropriate circumstances.

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

Our Keri Electronic Key System helps us monitor who comes in and out of the building. All doors are locked throughout the day and visitors must ring the doorbell to get access to the building. Parents/ Guardians must get an electronic key to guarantee access to the building. There is a \$20 deposit per key, refunded on the last day your child attends PattyCake. No refunds will be given after 30 days of your child's last day. Lost keys will be deactivated and you will have to purchase a new key. We ask that parents do not allow someone who is unknown to them to enter the building at any time.

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.

### **Medication Administration:**

- Only staff members who are MAT certified (Medication Administration Training) will be allowed to administer medications that are not topical.
- Over the counter medication for preschoolers can only be administered with the proper medication administration form filled out by a parent/ guardian.
- 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 AND parent/ guardian.
- Parents of children under 18 months old 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.
- All medication must be in the original container with instruction inserts and if applicable, the prescription label still attached. Medication must be current and have the child's first and last name on it.
- All medication is to be turned into the office with the appropriate form. Under no circumstances should medication be left in the child's bag or with the classroom teacher.

### **Nap Time:**

Parents are responsible for providing clean bedding weekly for their children to use during rest time.

Infants- Infants sleep as needed, as children under 18 months are on more individualized schedules. Infants are always placed on their back to sleep, unless otherwise ordered by a physician in writing. Pillows, quilts, comforters, stuffed toys, and other soft items are not allowed in cribs for infants younger than 8 months. If a blanket is used, the infant is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.

Toddlers- Toddlers sleep on cots. During nap time, toddlers are able to use pacifiers or woobies if needed to help them relax. Toddlers rest for about 2 hours. If a toddler does not sleep, they will be offered a quiet activity to do on their cot.

Preschoolers/ PreK- Children rest for about 1 ½ hours. If they do not want to sleep, they will be offered a quiet activity to do on their cot. This is a time for them to unwind and rest their mind before the busy afternoon begins.

### **Payments:**

We are a private center and run strictly on our tuition. We appreciate your cooperation in following the following payment procedures:

All payments are to be made on a timely basis. **Monthly payments** are to be made the first full week of every month. Every week thereafter, a \$25 late fee will be applied to delinquent accounts they are brought current. If payment is not made within 30 days, your child can no longer attend PattyCake and the account will be referred to collections. **Weekly payments** must be made during the current week. Every week thereafter, a \$25 late fee will be applied to delinquent accounts until they are brought current. If payment is not made within 30 days, your child can no longer attend PattyCake and the account will be referred to collections. *If your account becomes past due and 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 past due accounts.*

Checks are made payable to PattyCake Playhouse II. A fee of \$25 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 have your monthly tuition run automatically, you must complete an automatic payment form with your credit card information. Automatic payments will be run the first full week of every month.

Full payment is due regardless of illness, vacation, snow days, or holidays. *PattyCake Playhouse II will no longer grant unpaid time for scheduled vacations.* Just as your bills at home have to be paid whether you are there or not, our staff members need to be paid whether your child is in school or not.

In the instance that a family has two siblings enrolled, the oldest sibling will receive a 10% discount. In the instance that a family has three siblings enrolled, the oldest sibling will receive a 15% discount and the second oldest sibling will receive the 10% discount.

Children enrolled for the 10 month program, must pay the registration fee every September. A one-week deposit (based on the child's enrollment for next September) must be made to hold the child's spot during the summer months. This deposit is non-refundable. The school year runs September 5, 2011 until June 22, 2012. All 10 month children agree to be financially responsible for tuition during the above mentioned school year.

Children enrolled for the summer program, must pay the registration prior to each summer starting, in order to hold their spot. The summer program runs June 25, 2012 until August 31, 2012. All summer program only children agree to be financially responsible for a minimum of 9 out of 10 weeks of tuition.

Children who leave the program temporarily (due to maternity leave, job loss, or other circumstances) will be required to pay another registration fee and one week tuition to hold their spot. The one week will not be a credit to account, but will help to offset the income lost while holding the spot. The registration fee and one week are non-refundable. If the leave is going to be longer than 60 days, the child's spot will be forfeited.

Tuition rates drop from Toddler to Preschool, effective the month that the child turns three.

Children enrolled in the 12 month program will lock in their tuition rates at the time of registration until they graduate from the Pre-K program. Children enrolled in the 10 month program will be subject to any tuition rate changes upon their return in September.

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.

A two week written notice is required upon a child withdrawing from the program or making a permanent change to their schedule. If two weeks notice is not given, you will be charged for such time.

Any family that registers and then makes alternate arrangements and no longer needs childcare, is responsible for giving PattyCake Playhouse II, Inc. a two week notice (prior to the scheduled start date) or you will be billed for such.

### **Potty Training:**

Teachers will begin potty training when parents have decided to start at home. The potty training process should start between 2 years old and 2 ½ years old. When potty training starts, it's best to not use pull ups, as they send mixed messages to your child. Instead, prepare a bag for accidents with at least 5 pairs of underwear, socks, shirts, pants, and even extra shoes. The key to successful potty training is consistency at home and school.

### **Program Evaluations:**

Parents will be asked to participate in annual program evaluation surveys. Results will be shared, along with goals and objectives outlining how improvements will be made.

### **Registration:**

PattyCake Playhouse will only register new children 90 days prior to the anticipated start date. You can be placed on a waiting list prior to the 90 days, if you so choose. All required paperwork (signed registration form, medical statement, "About Me and My family," and infant feeding schedule (for children under 18 months) and the required registration fee must be on file before your child can start.

A \$100 registration fee per child, which covers insurance expenses, is due annually on your child's start date. If your child only attends the 10 month program, the registration fee will be due every September. This fee is non-refundable. There is no discount for siblings on the registration fee.

### **Required Items:**

The following items are required for each child (labeled with first and last names):

- A complete change of clothes (including socks and under clothes)
- A crib sheet and blanket for each child. Sheets and blankets will be sent home at the end of each week to be washed and must be returned the following week.
- For children not potty trained, diapers and wipes must be supplied by the parent as needed.
- Slippers should be kept at school for children to wear throughout the day. Slippers give the children a sense of comfort and a feeling of being at "home." Naptime is more relaxing when they are not dealing with cumbersome shoes. In addition, it is much more sanitary!
- Lunch and snack items

### **School Age Program:**

Please notify PattyCake Playhouse II by 3pm 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 sign him or her up. If you sign up your child and he or she does not come, you will still be financially responsible for paying the extra tuition, as we make staffing arrangements based on the sign-up form. Please refer to the Payments section of these policies for further information regarding the school age program and financial responsibilities of the parents.

### **Smoking Policy:**

There is NO smoking permitted within 25 feet of any part of the school utilized by children. This includes sidewalks, entrances, and playgrounds.

### **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 an emergency, information on closing will be announce on 103.1 FM. Closings will also be posted on the calendar found at [www.pattycakeplayhouse.com](http://www.pattycakeplayhouse.com). Notification will be sent to your email automatically if you register at [www.cancellations.com](http://www.cancellations.com). In the event of inclement weather while school is in session, we encourage you to keep in contact with the school for emergency closings.

### **Toys:**

Students are prohibited from bringing in toys and personal belongings from home. Please be sure to check with the teacher regarding "show and tell" activities and a nap stuffed toy. No toy weapons of any kind may be brought to school. No electronic devices are permitted. Please use judgment and do not send in anything that is valuable and can be easily damaged.

**Updating Files:**

It is the parent's responsibility to update their child's file with new telephone numbers, addresses, emergency contacts, or insurance changes as necessary. PattyCake Playhouse II, Inc. is not responsible for outdated information in the event of an emergency. Parents will be required to update files annually, after once again reviewing the school's policies.

**Volunteering & Visiting:**

We have an open door policy and encourage parents to visit their child's classroom at any time. If you would like to volunteer in your child's classroom, please make arrangements with the head teacher. We welcome parents who can talk to the children about their jobs in the community, their cultural practices, and their family traditions.

Throughout the year, we also offer many opportunities for parents to volunteer with school events being held, as well as community events we will be helping out with. Parents will be notified of these events through the newsletter, as well as fliers that are posted on parent bulletin boards and emailed.