

# Play Academy Learning Center

## Parent Handbook

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Medford, MA 02155

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## Play Academy Learning Center - Parent Handbook

Dear Parents and Family Members,

Welcome to Play Academy Learning Center. We are pleased to have you and your child as part of our program. We want you to feel welcome and we will do everything we can to make your child feel at home. We look forward to getting to know you and your child.

We believe in working in collaboration with parents and family members so that we can become your partner in the care and education of your child. You are welcome to visit any time. We invite your feedback and suggestions on how to make the program work even better for you and your child. Please feel free to bring any of your questions or concerns to the caregivers or director.

Further information about our philosophy, goals, policies, and practices are included in this Parent Handbook. Please read “What to Bring” list for your child’s first day in the program.

Again, we welcome you to our program and hope your time here meets your goals and expectations.

Sincerely,

Maria Baker  
and Staff of  
Play Academy Learning Center

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### Statement of Purpose and Program Philosophy

Play Academy is a multi-aged center geared to meet the developmental need of children ages 1 month to 5 years. We believe each child is unique; therefore, we aim to meet their physical, social, emotional and cognitive needs. These needs will be met based on the child's interests, abilities, culture, and learning style.

The Preschool curriculum will be based around Dr. Howard Gardner's theory of Multiple Intelligences, Dr. Gardner believes that each child has specific skills and talents – or intelligences – and that if we teach to these skills and talents, the student will have a better understanding of the material presented to them. There are seven Intelligences:

- Musical
- Bodily – Kinesthetic
- Logical – Mathematical
- Linguistic
- Spatial
- Interpersonal
- Intrapersonal

The curriculum will always touch on each of these intelligences. This is to ensure that each child is able to understand the lesson and excel in their own intelligences.

### Characteristic of Child Served/Non-Discrimination policy

Play Academy Learning Center "...shall not discriminate in providing services to children and their families, or in hiring staff, on the basis of race, religion, cultural, heritage, political beliefs, national origin, marital status, sexual orientation, or disability." Diversity will be celebrated and honored. The ages and backgrounds of our children will be of a wide range, which will make our classrooms beautiful rainbows of all shapes and sizes. The children's ages will range from 1 month through 5 years.

### Goals and Objectives

The goals and objectives of Play Academy Learning Center are as follows:

1. Foster young imaginations and creativity.
2. Develop fine and gross motor skills through play.
3. Promote good nutrition and health.
4. Encourage respect for each others' feelings, opinions, and personal property.
5. Teach fun and adventure through music, games, and creative activities.
6. To be role models for positive relationships – student to teacher, teacher to teacher, teacher to parent – to increase the children's confidence and self-awareness.
7. Support and strengthen the family unit by focusing on communication among friends and family, and increasing the children's sense of community with other families.

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### Position Titles and Responsibilities/Plan Administration Lines of Authority

The Department of Early Education and Care licenses Play Academy Learning Center.

Owner/Administrator/Lead Teacher – Maria Baker

Director/Lead Teacher- Kristine Shanahan

1. Safety and well-being of the children
2. Parent communication
3. Approval of weekly programming
4. Orientation, training, and supervision of staff
5. Design and philosophy of program
6. Setting policies and procedures
7. Social services education and referrals
8. Staff career development
9. Intake meetings with staff and families
10. Receives and records tuition payments
11. Maintains records of all staff and children enrolled at the center

Lead Teacher – Responsibilities include

1. Safety and well being of the children
2. Daily and weekly planning of curriculum and lessons
3. Supervision of staff, when director is unavailable
4. Parent communication
5. Daily attendance
6. Maintenance of classrooms
7. Evaluation of children

Teacher – Responsibilities include

1. Safety and well being of the children
2. Constant supervision of the children
3. Daily and weekly planning of curriculum and lessons
4. Parent communication
5. Daily attendance
6. Maintenance of classrooms
7. Evaluation of children

Assistant Teacher – Responsibilities include (under guidance of teacher):

1. Safety and well being of the children
2. Constant supervision of the children
3. Daily activities
4. Parent communication
5. Maintenance of classrooms

### Provision for Temporary Absence of Administrator

In the temporary absence of the administrator, the administrator shall appoint a designee who shall meet the qualifications of a teacher, as required by the Department of Early Education and Care.

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### Enrollment and Intake Procedures

Parents or guardians interested in enrolling their child(ren) into Play Academy Learning Center should schedule a tour. During the tour, questions or concerns can be discussed and the family will be able to visit with the potential child's classroom.

After the initial tour, if space allows and the family would like to enroll the child(ren), a New Parent Orientation should be scheduled during business hours. Children should register at least one week prior to enrolling into the program. A non-refundable \$100 enrollment fee must accompany each enrollment. To enroll your child the following must be completed:

1. Enrollment Forms/Face Sheet
2. Developmental History Form
3. Authorization and Consent Forms (Medical)
4. Massachusetts School Health Form
5. Lead Screening (for children over 9 months)
6. Tuition Contract
7. Parent Handbook signed

Admission to Play Academy Learning Center is based on the date of the application and space availability for the family and the child's needs. There is a waiting list for the children who cannot be accommodated at that particular time. Families will be notified immediately when there is an opening. Families that re-enroll will be required to pay the enrollment fee.

### Parent/Teacher meetings

A Parents' Night will be held each fall and spring to meet with your child's teachers and discuss their development and daily routines at school. Preschoolers and Toddlers will have bi-annual progress reports, which must be signed by the parent. Infants and children with disabilities will have progress reports every three months. Parents' Night is a great time to review progress reports and discuss any questions, concerns.

Please feel free to set up individual conferences with the director or with the teacher and director at any time.

Play Academy Learning Center encourages strong parental involvement, if it is reading a story to the class or being a volunteer on a field trip. Parents have the right to stop by their child's classroom at any time, unannounced to visit while their child is present. These visits will allow you to see your child's daily routine and activities.

Parental involvement is essential to having a successful and meaningful school experience. After all, you know your child best. Please feel free to come to the staff and the director with any input at all. If you have a suggestion and would like to remain anonymous, place the suggestion in the tuition box.

### Child's Records

Information contained in a child's record shall be privileged and confidential. The licensee shall not release any information in a child's record to anyone who does not directly care for

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the said child without the written consent of the child's parents/guardians. The parents/guardians will be notified if the child's record is subpoenaed.

The child's parents/guardians, upon request, have access to their child's records at reasonable times. If such request cannot be met at the time of request, the record will not be delayed for more than two business days.

Every time information is released from a child's record the following information shall be recorded:

1. The name, signature, and position of the person releasing the information
2. The date
3. The portions of the record released
4. The purpose for releasing the records
5. The signature of the person the record is being released to

This recorded log will be available to the child's parents and the director.

### Amending a child's record

Parents/guardians have the right to add or delete any information, comments, data or any other relevant information to the child's record.

### Lunch and Snacks

#### **--PLAY ACADEMY LEARNING CENTER IS A NUT FREE SCHOOL--**

Play Academy Learning Center will supply healthy snacks for the morning and afternoon along with juice and milk for all children enrolled. Snack menus will be posted in each room.

Parents are responsible for bringing their child's lunch. There will be access to a microwave, refrigerator and freezer. Please introduce new foods to your child at home.

### Meal time requests

Please:

1. Label all plastic containers
2. Introduce new foods to your child at home, especially nuts and shellfish to prevent allergic reactions.
3. Limit sugary foods, except for special celebrations.
4. No hard candy or gum, they are a choking hazard.
5. Morning snack will be served at 9:05 a.m., please keep this in mind when dropping off with breakfast. Morning snack will consist of either cereal, muffins, bagels, toast, breakfast cereal bars, yogurt, applesauce or fruit.

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### Lunch suggestions

#### **Sandwiches**

Bologna/Cheese  
Ham/Cheese  
Chicken/Cheese  
Turkey/Cheese  
Cheese

Chicken Slices  
Turkey Slices  
Ham Slices  
Chicken Nuggets

Cream Cheese  
Tuna  
Grilled Cheese

#### **Meats/Seafood**

Cut up Hot Dogs  
Cut up Turkey  
Cut up Chicken

Cut up Steak  
Soup  
Crackers

Yogurt  
Hamburger  
Pickles

#### **Pastas**

Ravioli

Lasagna

Macaroni/Cheese

#### **Others**

Rice

Fish Sticks

Cottage Cheese

#### **Vegetables**

Boiled/Mashed Potato  
Potato Puff  
Carrots

Mixed Vegetables  
Green Beans  
Lima Beans

Corn or Peas  
Broccoli or Asparagus  
Cauliflower

#### **Fruit**

Melon  
Strawberries  
Blueberries  
Apples

Bananas  
Grapes (cut up)  
Tangerines (peeled)

Oranges (peeled or sliced)  
Applesauce

### Special Needs Policy

Play Academy Learning Center will, based upon available information and parental input, identify in writing, the specific accommodations, if any, required to meet the needs of a child at the center, including but not limited to:

1. Any change or modification in the child's participation in regular center activities
2. The size of the group to which the child may be assigned and the appropriate staff/child ratios
3. Special equipment, material, ramps or aids

It is the right of Play Academy Learning Center to decline enrollment to any child, if enrolling the child will cause an undue burden to the Center. Parents will receive written notification within 30 days explaining the reasons for the decision. The notification will include information on the parental right and the Department of Early Education and Care Regulation on the matter.

Play Academy Learning Center will decide whether or not accommodations are reasonable or would cause undue burden on the center based on the following:

1. The nature of the cost of the accommodations needed to provide care for the child at the center
2. The ability to secure funding or services from other sources

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3. The overall financial resources of Play Academy Learning Center
4. The number of persons employed by Play Academy Learning Center
5. The effect on expenses and resources, or the impact otherwise of such action upon the center

### Child Abuse and Neglect Statement

The staff of Play Academy Learning Center, as mandated reporters, will report any in-center, or outside the center, suspicions of abuse or neglect. These procedures will include, but are not limited to:

1. All Staff are mandated reporters and shall report suspected child abuse or neglect to the Director or the Department of Social Services, pursuant of M.G.L.c. 119, 51A.
2. The Director will immediately report suspected abuse or neglect to the Department of Social Services.
3. The Director shall notify the Department of Early Education and Care immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during program related activity.
4. The staff of Play Academy Learning Center will cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program. Failure to cooperate may be grounds for suspension, revocation or refusal to renew a license.
5. The Director shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes, but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is complete and such further time, as the Office requires.

Definitions published by the Department of Social Services will be used as guidelines for reporting child abuse and neglect.

### Typical day for Infants:

Infants develop best in a nurturing, secure environment. They flourish while having the freedom to explore their surrounding environments and by practicing newly acquired skills. Parents will generally guide the staff as to their infant's schedule. As the infant becomes older, closer to the toddler age, the toddler schedule will be incorporated into their schedule, with the parent's approval. Older infants, again with parents' permission, will accompany the toddlers to the park with one of their teachers.

### Typical Day Toddlers:

8:00 – 8:45	Arrival time/ Free play/ Fine motor play
8:45 – 9:00	Diapering and hand washing
9:00 – 9:30	Snack
9:30 – 9:45	Circle time, stories, finger plays
9:45 – 10:30	Art, Cooking, Science, Sensory
10:30-10:45	Walk to Park
10:45 – 11:30	Park or indoor gross motor activities

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11:30 – 11:45	Walk back to school or indoor gross motor activities
11:45 – 12:00	Diapering and handwashing
12:00 – 12:30	Lunch
12:30 – 2:30	Nap
2:30 – 2:45	Diapering and handwashing
2:45 – 3:00	Snack
3:00 – 3:15	Walk to park
3:15 – 4:00	Park or indoor gross motor activities
4:00 – 4:15	Walk back to school or indoor gross motor activities
4:15 – 4:30	Diapering and hand washing
4:30 – 4:45	Music and movement
4:45 – 5:00	Story time
5:00 – 5:30	Free play/Clean up/ Departure

### Typical Day Preschoolers:

8:00 – 8:45	Arrival time/ Free play/ Fine motor play
8:45 – 9:00	Toileting and hand washing
9:00 – 9:30	Snacks
9:30 – 9:45	Circle time, stories, finger plays
9:45 – 10:30	Art, Cooking, Science, Sensory, Learning Centers – Dramatic Play, Building, Library, Table Toys, Puzzles, Art, One-on-One Writing/Phonics with Teacher.
10:30- 10:45	Music - Toileting and hand washing
10:45 – 11:00	Walk to park or indoor gross motor activities
11:00 – 11:30	Park or indoor gross motor activities
11:30 – 11:45	Walk back to school or indoor gross motor activities
11:45 – 12:00	Toileting and hand washing
12:00 – 12:30	Lunch
12:30 – 2:30	Nap, Toileting and hand washing as children wake up
2:30 – 2:45	Quiet Activities – Puzzles, Books, Table Toys – Fine motor play
2:45 – 3:00	Snacks
3:00 – 3:15	Walk to park or indoor gross motor activities
3:15 – 4:00	Park/Gross motor activities
4:00 – 4:15	Walk back to school or indoor gross motor activities
4:15 – 4:30	Toileting and hand washing
4:30 – 4:45	Music and movement
4:45 – 5:00	Story
5:00 – 5:30	Free play/Clean up/Departure

### Napping/Quiet Activity Time

Naptime will be conducted regularly for two hours each day. If for some reason a child chooses not to sleep, that child will be allowed some books or quiet activities on their own mat. Please leave a small blanket and or pillow for your child to rest with, blankets and pillows should be taken home at the end of each week to be washed, and returned at the beginning of the following week. Children will have their own mat to sleep on. The mats and cribs will be disinfected once a week. Crib sheets will be supplied for infants. You may also want to bring in a sheet for your Toddler/Preschooler's mat. Crib sheets fit snug on the mats that we have.

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## Arrival and Departure Procedures/Policies

Please accompany your child into the center and wait until your child is situated in an activity. It is hard for children to leave their parents, and making this transition comfortable for them is important. We ask that you do not drop your child off past 9:30. The only exception should be a doctor's appointment or family emergency, in these cases please call the center no later than 9:00 to let your child's teacher know.

There may be times that you are unable to pick up your child up from the center. On the enrollment forms there is ample space to write names of family and friends able to pick up your child. A picture ID is required for anyone unfamiliar to the staff. You must tell your child's teacher or the Director that another person will be picking up your child, either in writing or verbally, even if we are familiar with this person. Nobody will be allowed to take your child unless you have given permission.

Department of Early Education and Care requires certain teacher to child ratios. Because of these ratios, it is important that you drop off and pick up your child at your scheduled time. Unless pre-arranged with the director, a fee of \$1.00 per minute for an early drop off or late pick up will be billed to you. The director will try to accommodate all requests for early drop off or late pick up, if space allows.

### Parking

There is ample space for you to park in the parking lot at the Clippership Avenue Entrance of Play Academy which is used for pick up and drop-off. Parking in the Fire Lane directly outside of the doors is prohibited and may result in a parking ticket by the City of Medford.

### What to Bring

PLEASE LABEL ALL ITEMS BROUGHT TO THE CENTER WITH YOUR CHILD'S NAME

#### **Infants**

Formula or breast milk in pre-made plastic bottles, extra formula for emergencies, cereal, jarred food, blanket, crib sheet, pacifiers if used, diapers, wipes, ointment and 2 weather appropriate changes of clothes (including socks).

#### **Toddlers**

Lunch, blanket, diapers, wipes, ointment and 2 weather appropriate changes of clothes (including socks).

#### **Preschoolers**

Lunch, blanket, and 2 weather appropriate changes of clothes (including socks). If not potty trained, include diapers/pull-ups and wipes. Pull ups for nap time if used.

**Seasonal items:** We will be attempting to go outdoors every season. With this in mind, during the colder months, please be sure to have mittens/gloves, hats, and boots at the center for your child. During the hot summer months, please be sure to leave sunscreen, a

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bathing suit, towel, and water shoes for your child. Children will be given a cubby for their personal belongings.

**Home toys** are not allowed at school, unless it is a comforting mechanism for your child. Mishaps might occur which may result in the toy being lost or broken, and occasionally a child will lose concentration from group activities because of a special home toy. From time to time we will have a “Show and Tell” day, in which home toys can be brought to school. If your child has a special “cuddling toy” for naptime, please feel free to bring this in.

### Dressing for school

Please dress your child in comfortable play clothes. Do not send your child in clothing you do not wish to get soiled or dirty, as we do many fun and messy activities. Also, please dress your child according to the weather.

### Unauthorized Activities

Play Academy Learning Center will not conduct experiments or research involving children without the written consent of the child’s parent/guardian.

In no case shall the licensee allow physical harm of children to be carried out during research experimentation.

Play Academy Learning Center will not authorize any activities unrelated to the direct care of children or to any contacts with the parents/guardians. Activities shall mean but not limited to:

1. Fundraising
2. Publicity, including photography and participation in the mass media

Parent consent will be obtained for the purposes of taking video recordings of special events and photographs for the classrooms and Website.

From time to time the staff of Play Academy Learning Center will be taking snapshots of your child during their activities to display only in the classrooms. If you have a problem with your child’s photo being taken and hung at the center, please notify the Director.

### Snow Emergencies

Play Academy Learning Center will be closed on the same days that the Medford Public Schools cancel school due to snow or inclement weather. Please watch the local news for announcements of school closings. If Medford Public Schools are closed due to school vacation it will be up to the discretion of the owner to close the center due to inclement weather. Parents will be notified the night before if reasonable to do so or upon arrival the next morning. There are no refunds for snow days.

### Closing due to an emergency

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If the Center needs to close early or for complete days due to an unforeseen Emergency, you will be called at home the night before. There will also be a message on the web site with details. At anytime the center is forced to close we require that parents pay their normal contracted tuition rates. If the emergency happens in the morning just before opening time we will do our best to call and inform you of the situation or a sign may be posted on the doors.

### Supplies Fee

Annually, a supplies fee will be collected during September/October in order to purchase bulk supplies.

### Holidays

Play Academy Learning Center will be closed the following Holidays:

Christmas Day -12/25/09	Good Friday- 4/2/09	Columbus Day -10/11/10
New Years Day- 1/1/10	Patriots Day- 4/19/10	Veterans Day-11/11/10
Martin Luther King Day- 1/18/10	Memorial Day - 5/31/10	Thanksgiving Day -11/25/10
Presidents Day- 2/15/10	Independence Day -7/4/10	The day following
	Labor Day- 9/6/10	Thanksgiving- 11/26/10

Families pay as usual for the week in which a holiday occurs. Depending on when a Holiday falls, Play Academy Learning Center could either open late and/or close early and/or be closed on the day(s) before or after the holiday.

In addition to holiday closings, Play Academy Learning Center will be closed the week falling between Christmas and New Years. Parents pay as usual for the closed week. If we are open on either Christmas Eve or New Year's Eve, the center will close early.

### Change in Schedule and Withdrawal Policy

**A FOUR WEEK WRITTEN NOTICE OF WITHDRAWAL OR CHANGE IN SCHEDULE IS REQUIRED.** Payment is due during the withdrawal period regardless of your child's attendance. Children who are re-enrolled will be charged the enrollment fee.

### Referral Services

The teacher working closest with a child will observe each child if there is indication that a referral is needed. Any concern about speech, language, hearing, vision, physical, cognitive, social or emotional development will be documented and presented to the director. If, after reviewing the documentation and observing the child, the director feels the child is in need of an evaluation or additional services, a conference will be set up with the parents/guardians to discuss the observations, recommend a plan of action or make a referral. A written statement will be given to the parents/guardians with a recommendation for services and a summary of observations. The statement will also include efforts of Play Academy Learning Center to accommodate the child's needs. Before a referral is made, written parental consent will be required. An updated list of community resources is available for the parents/guardians and the staff to use. This list will also be included in the

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Health Care Policy. If the referral agency determines that the child is not in need of services, we will review the child's progress every three months in order to determine if another referral is needed. All conferences and referrals will be documented in the child's file.

### Grounds for Dismissal or Suspension of Child and or Family

Play Academy Learning Center reserves the right to ask for the withdrawal/suspension of a child or family from the program if conditions do not prove satisfactory for both or either party. We will work with families to prepare the child for his/her last day here.

Such conditions include, but are not limited to:

1. Aggressive behavior, such as excessive biting, kicking etc. which may harm themselves, staff, or other children. We do realize that non-verbal children do have more of a tendency to express themselves physically; every effort will be made to rectify the situation before termination.
2. Delinquent payment of services rendered.
3. Non-compliance to the policies and procedures of Play Academy Learning Center, as stated in the Parent Handbook.
4. Differences in the childcare and educational philosophies between the parents and staff/director, which cannot be resolved.

### Child Guidance

Classroom management will focus on protecting the children and setting ground rules that will strengthen their self worth, development and relationships. Where appropriate and feasible, children shall participate in the establishment of such rules, policies and procedures.

For children unable to participate in defining rules, policies and procedures, the staff will be sure to discipline based on the individual needs and development of each individual child, offering choices and providing children an opportunity to verbalize their feelings.

Said rules will be reviewed with the children daily in positive and simple terms. Staff will be sure the children have a clear understanding of why such behavior is not acceptable. In the event of a child trying to hurt him/herself, the staff will remove that child from the situation immediately, to a part of the room unoccupied by other children. Consistent problem behavior will be brought to the parent/guardian's attention, as well as the director's. Hopefully with consistency both at home and at school, the situation will be resolved.

Play Academy prohibits;

- corporal punishment;
- subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment;
- depriving children of meals and snacks or force feeding children
- disciplining a child for soiling, wetting or not using the toilet, or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting

### Diapering and Toileting Plan

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No child shall be punished or verbally abused for soiling their diaper or clothing. No child shall be humiliated for not using the toilet. Each child's toilet training will be trained in accordance with the requests of the parents, and not be pushed to do anything they are not ready to do. No child will be made to remain in wet or soiled diapers or clothing. Each child will be changed when wet or soiled. A supply of clean, dry diapers will be kept at the center for each child along with extra clothing, both supplied by the parents. When a child is toilet training, please supply several changes of clothes. Children will be supervised in the bathrooms at all times.

### Diapering Procedure:

1. Each child's diaper will be changed when wet or soiled.
2. An individual disposable covering is used for every diaper change. This covering is to be discarded after every change.
3. Each child will be cleaned with individual cleaning materials during each change.
4. Disposable gloves will be worn for bowel movement diaper changes.
5. After changing, the child's hands will be washed with running water and liquid soap, using friction. Hands will be dried with individual disposable towels.
6. Changing tables will be washed and disinfected after each use.
7. Staff will wash their own hands with running water and liquid soap using friction after diapering a child. Hands will be dried with disposable towels.
8. Soiled clothes and non-disposable diapers will be sealed in plastic bags, labeled with the child's name or initials and returned to the parents at the end of the child's day.

### Toilet Training Procedure:

A toilet training child will be reminded and asked to go to the bathroom about every 1/2 hour, unless that child has asked to use the bathroom without accidents. If the child becomes upset or resists while being reminded, the child will be asked to tell the teacher when they have to go, so the teacher can bring them when they are ready. While attempting to go or a successful trip to the bathroom, the child will be encouraged and praised.

1. Each child will be given assistance when necessary.
2. Potty chairs will be emptied and disinfected after every use.
3. Each child's clothing will be changed when wet or soiled.
4. Each child's hands will be washed with liquid soap and running water using friction after a toileting accident or a toileting success. Hands will be dried with individual disposable towels.
5. The changing table will be washed and disinfected after each use.
6. Staff will wash their own hands with running water and liquid soap using friction, after diapering a child. Hands will be dried with disposable towels.
7. Soiled clothes and non-disposable diapers will be sealed in plastic bags, labeled with the child's name or initials and returned to the parents at the end of the child's day.

### Health Care Policy

Please keep your child at home or you will be notified by telephone to pick your child up from school if he/she:

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- Has a fever of 101 degrees or higher
- Is vomiting
- Has greenish discharge from the nose or eyes
- Has had 3 diarrheas (unless caused by an antibiotic)
- Has a rash
- Has lice
- Has any symptom of a communicable disease
- Is complaining of not feeling well

For any of the above stated illnesses, please allow a period of 24 symptom free hours. YOUR CHILD WILL NOT BE ALLOWED BACK INTO THE CENTER BEFORE THE 24 HOURS HAS EXPIRED, unless you obtain a letter from a physician, physician assistant, or nurse practitioner stating otherwise. The child should be able to keep up with his/her classroom's normal schedule. Fevers due to teething will be handled on a case by case basis.

A complete copy of the Health Care Policy is located in the First Aid Kit in the Office. If you would like a copy please ask the director.

### Administration of Medication

As stated in the Department of Early Education and Care Regulations; An authorized member of the staff may administer prescription or non-prescription medication to a child only with the written parental and physicians authorization. Forms will be provided for this purpose. The label on the prescribed medication, indicating the name, dosage, name of the child and the physicians name will be suitable for the physician's signature.

For non-prescription medication, a yearly consent which has been authorized by both the parent and the child's physician will be accepted. The consent will be valid for no more than one year from the date signed. Parents will be notified before such medication is administered.

The center will keep written records of the administration of any medication to each child in the child's file. Any unused medication will be returned to the parent. Medication will be stored on the upper shelves of the teacher's cabinet in each room. Refrigerated medication will be stored in a refrigerator with a child lock on it.

### Procedures for Emergencies

Every effort will be made to contact you, the parent/guardian, in the event of an emergency requiring medical attention for your child.

Please fill out the authorization and consent form completely so in case of an emergency where you can not be reached, someone else close to the child can be reached and can be with the child to comfort and reassure until the parent/guardian can be reached.

## Play Academy Learning Center - Parent Handbook

In the case of an emergency, an authorized staff member will administer necessary First Aid to the child. If the child needs to be hospitalized, an ambulance will transport the child to the nearest hospital. An authorized staff member will accompany the child, with the child's entire file, including his/her signed authorization and consent forms and any information in regards to allergies immunizations and emergency contacts. This said staff member will stay at the hospital until the situation of the child is under control.

In case of an emergency during a field trip, an authorized staff member will administer First Aid immediately until the ambulance arrives. The child will be transported to the nearest hospital for necessary treatment, accompanied by said staff member, parents will be notified immediately. If a parent is not available, the next individual on the emergency contact sheet will be called.

Play Academy Learning Center - Parent Handbook

Parent Handbook Agreement

I have read the PALC’s Parent Handbook concerning policies and procedures. I agree to the terms of this Handbook. Please keep in mind the following policies sometimes overlooked by parents these are listed on page 13 of this handbook. Please initial in the spaces provided below indicating that you have read each bullet point:

\_\_\_\_\_ A FOUR WEEK WRITTEN NOTICE of withdrawal or change in schedule is required. Payment is due during the withdrawal period regardless of your child’s attendance.

\_\_\_\_\_ Families pay as usual during weeks in which a holiday occurs and the December week that the center is closed.

\_\_\_\_\_ Families pay as usual during weeks your child is absent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tuition Contract

Weekly tuition rates are listed below. A non-refundable \$100 enrollment fee must accompany each enrollment. If more than one family member is attending PALC, a family discount of 10% will be deducted from the lower tuition. Tuition payments are due in advance for the upcoming weeks. A \$5.00 per day fee will be added for each day that payment is late. A \$25.00 fee will be charged for any returned checks.

	<b>2 days/week</b>	<b>3 days/week</b>	<b>4 days/week</b>	<b>5 days/week</b>
<u>Infant (1 month – 15 months)</u>	\$154.50	\$218.75	\$278.00	\$332.50
<u>Toddler (15 months – 3 years)</u>	\$127.00	\$185.00	\$232.80	\$275.50
<u>Preschooler (3 years – 5 Years)</u>	\$121.75	\$175.00	\$218.00	\$262.00

Please circle days attending

Monday    Tuesday    Wednesday    Thursday    Friday

I agree to pay at the above rate that corresponds to my child’s schedule.

If additional days are scheduled on an emergency needed basis they will be billed at an additional daily rate of: \$78.00 Infant      \$68.00 Toddler      \$62.00 Preschool

Your first payment is due with this contract. A tuition schedule indicating the number of weeks in each month that should be paid is posted at each tuition box.

If you choose to pay weekly, tuition is due on Monday for the week. If paying monthly, tuition is due the first of the month.

I have read the tuition contract and agree to the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Play Academy Learning Center - Parent Handbook

Child's Enrollment Form

**Play Academy Learning Center**

**Child's Name:** \_\_\_\_\_ Eye Color: \_\_\_\_\_  
Skin Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_ Sex: \_\_\_\_\_  
Weight: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ e-mail(s) \_\_\_\_\_  
Date of Admission: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age at Admission: \_\_\_\_\_  
Primary Language: \_\_\_\_\_ Identifying Marks: \_\_\_\_\_  
Allergies / special diets: \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION:**

Parent/Guardian Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ Mobile Telephone # \_\_\_\_\_  
Bus. Name: \_\_\_\_\_  
Bus. Address: \_\_\_\_\_  
Bus. Telephone #: \_\_\_\_\_  
Hours at Work: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ Mobile Telephone # \_\_\_\_\_  
Bus. Name: \_\_\_\_\_  
Bus. Address: \_\_\_\_\_  
Bus. Telephone #: \_\_\_\_\_  
Hours at Work: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Child's Physician/Clinic: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Chronic health conditions: \_\_\_\_\_  
\_\_\_\_\_  
Special limitations or concerns: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Play Academy Learning Center - Parent Handbook

## Developmental History and Background Information

Regulations for licensed child care facilities require this information to be on file to address the needs of children while in care.

**CHILD'S NAME** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

\*Note: Please provide information for Infants and Toddlers (marked \*) as appropriate to the age of your child.

### DEVELOPMENTAL HISTORY

Age began sitting \_\_\_\_\_ crawling \_\_\_\_\_ walking \_\_\_\_\_ talking \_\_\_\_\_

\*Does your child pull up? \_\_\_\_\_ \*Crawl? \_\_\_\_\_ \*Walk with support? \_\_\_\_\_

Any speech difficulties? \_\_\_\_\_

Special words to describe needs \_\_\_\_\_

Language spoken at home \_\_\_\_\_ \*Any history of colic? \_\_\_\_\_

\*Does your child use pacifier or suck thumb? \_\_\_\_\_ \*When? \_\_\_\_\_

\*Does your child have a fussy time? \_\_\_\_\_ \*When? \_\_\_\_\_

\*How do you handle this time? \_\_\_\_\_

### HEALTH

Any known complications at birth? \_\_\_\_\_

Serious illnesses and/or hospitalizations: \_\_\_\_\_

Special physical conditions, disabilities: \_\_\_\_\_

**Allergies i.e. asthma, hay fever, insect bites, medicine, food reactions:**

\_\_\_\_\_

Regular medications: \_\_\_\_\_

### EATING HABITS

Special characteristics or difficulties: \_\_\_\_\_

\*If infant is on a special formula, describe its preparation in detail \_\_\_\_\_

\_\_\_\_\_

Favorite foods: \_\_\_\_\_

Foods refused: \_\_\_\_\_

\* Is your child fed held in lap? \_\_\_\_\_ High chair? \_\_\_\_\_

\* Does your child eat with spoon? \_\_\_\_\_ Fork? \_\_\_\_\_ Hands? \_\_\_\_\_

### TOILET HABITS

\*Are disposable or cloth diapers used? \_\_\_\_\_

\*Is there a frequent occurrence of diaper rash? \_\_\_\_\_

\*Do you use: oil powder lotion other \_\_\_\_\_

\*Are bowel movements regular? How many per day? \_\_\_\_\_

\*Is there a problem with diarrhea? Constipation? \_\_\_\_\_

\*Has toilet training been attempted? \_\_\_\_\_

\*Please describe any particular procedure to be used for your child at the center

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What is used at home? Potty chair? \_\_\_\_ Special child seat? \_\_\_\_\_ Regular seat? \_\_\_\_\_  
How does your child indicate bathroom needs (include special words): \_\_\_\_\_  
Is your child ever reluctant to use the bathroom? \_\_\_\_\_  
Does the child have accidents? \_\_\_\_\_

**SLEEPING HABITS**

\*Does your child sleep in a crib? \_\_\_\_\_ Bed? \_\_\_\_\_  
Does your child become tired or nap during the day (include when and how long)? \_\_\_\_\_

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When does your child go to bed at night? \_\_\_\_\_ and get up in the morning? \_\_\_\_\_  
Describe any special characteristics or needs (stuffed animal, story, mood on walking etc) \_\_\_\_\_

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**Please note: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your child does not usually sleep on his/her back, please contact your pediatrician immediately to discuss the best sleeping position for your baby. Please also take the time to discuss your child's sleeping position with your caregiver**

**SOCIAL RELATIONSHIPS**

How would you describe your child: \_\_\_\_\_

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Previous experience with other children/day care: \_\_\_\_\_

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Reaction to strangers: \_\_\_\_\_ Able to play alone: \_\_\_\_\_  
Favorite toys and activities: \_\_\_\_\_  
Fears (the dark, animals, etc): \_\_\_\_\_  
How do you comfort your child: \_\_\_\_\_  
What is the method of behavior management/discipline at home: \_\_\_\_\_

---

What would you like your child to gain from this childcare experience? \_\_\_\_\_

**DAILY SCHEDULE:** Please describe your child's schedule on a typical day.  
\*For infants, please include awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, night bedtime, etc.

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Is there anything else we should know about your child?

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Play Academy Learning Center - Parent Handbook

Parent/Guardian Signature

Date

Medication Consent Form  
102 CMR 7.05(2)(c)

Name of child: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Prescription: \_\_\_\_\_ Non-Prescription: \_\_\_\_\_

Dosage: \_\_\_\_\_

Date(s) medication to be given: \_\_\_\_\_

Times medication to be given: \_\_\_\_\_

Reasons for medication: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Name and phone number of prescribing physician:

\_\_\_\_\_

Directions for storage: \_\_\_\_\_

**I, \_\_\_\_\_, (parent or guardian) give permission to authorized staff member(s) to administer medication to my child as indicated above.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctor's Signature \_\_\_\_\_  
(for non-prescription medication)

Play Academy Learning Center - Parent Handbook

First Aid and Emergency Medical Care  
Consent Form  
102 CMR 7.09(3)

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I authorize staff in the child care program who are trained in the basics of first aid to give my child first aid when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to \_\_\_\_\_, and to secure necessary medical treatment for my child.

Child's Physician Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Child's Allergies: \_\_\_\_\_  
Chronic Health Conditions: \_\_\_\_\_

**Emergency Contacts (In order to be contacted)**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Do you give permission for child to be released to this person? Yes No
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Do you give permission for child to be released to this person? Yes No
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Do you give permission for child to be released to this person? Yes No

**Health Insurance Coverage:** \_\_\_\_\_

Policy #: \_\_\_\_\_  
Parent(s) Name: \_\_\_\_\_ Phone(w) \_\_\_\_\_ Phone (h) \_\_\_\_\_  
Parent(s) Name: \_\_\_\_\_ Phone(w) \_\_\_\_\_ Phone (h) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Play Academy Learning Center - Parent Handbook

Physician Statement

Dear Physician: \_\_\_\_\_  
(Child's Name)

is enrolled in an early childhood program licensed by the Department of Early Education and Care. The Department of Early Education and Care's regulations require at the time of admission a written statement from a physician as evidence of each child's annual physical examination, **immunizations** and lead screening in accordance with Department of Public Health's recommended schedules. A prompt response is appreciated.

Evidence of a physical exam is valid for one year from the date the child was examined and must be renewed annually thereafter.

IDENTIFICATION

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Examination of Child: \_\_\_\_\_

What is your opinion concerning the child's general health and appearance:  
\_\_\_\_\_  
\_\_\_\_\_

Has this child been screened for lead poisoning? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, date screened: \_\_\_\_\_

Has this child been immunized according to general practice? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please attach a listing of immunizations.  
If No, please indicate if there is a reason or plan to immunize.

Does this child have any disabilities or chronic medical problems (allergies, limited vision, etc.) which require special consideration or care by the child care provider? If so, please detail below:  
\_\_\_\_\_  
\_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Please return to Program: Play Academy Learning Center  
25 Riverside Avenue  
Medford, MA 02155  
ATTN: Director

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Emergency Card Information

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**INSTRUCTIONS TO REACH PARENT/GUARDIAN**

1. \_\_\_\_\_  
(Name, Address, Phone #)

2. \_\_\_\_\_  
(Name, Address, Phone #)

**PEDIATRICIAN OR SOURCE OF HEALTH CARE**

1. \_\_\_\_\_  
(Doctor's Name, Address, Phone#)

**EMERGENCY CONTACT PERSON(S)**

1. \_\_\_\_\_  
(Name, Address, Phone #)

2. \_\_\_\_\_  
(Name, Address, Phone #)

**MEDICAL EMERGENCY TREATMENT**

I hereby give \_\_\_\_\_  
(Name of program)

permission to administer basic first aid and/or CPR to my child \_\_\_\_\_  
(Name)

and/or take my child \_\_\_\_\_, to a hospital for medical  
(Name)

treatment when I cannot be reached or when delay would be dangerous to my child's health.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**INSURANCE INFORMATION (OPTIONAL)**

Company Name: \_\_\_\_\_ Policy # \_\_\_\_\_

Participating Hospital: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Play Academy Learning Center - Parent Handbook

Program Year \_\_\_\_\_

Off-Site Activities Permission Form  
Section 7.34(5)(c)

SACC Program: Play Academy Learning Center

Address: 25 Riverside Avenue, Medford, MA 02155

Child's name: \_\_\_\_\_

I \_\_\_\_\_ , give permission for my child to participate  
(Parent/Guardian's name)

in all of the regularly scheduled on-going activities located at the following off-site facilities:

McNelley Playground, 48 Ash Street, Medford, MA 02155  
Medford Public Library, 111 High Street, Medford MA 02155  
Walks around the neighborhood

Please see pages 9 & 10 of the Parent Handbook for schedule of activities.

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

\_\_\_\_\_  
(Date)

SACCOffSiteActivitiesPermission20050701