



# **TEENY VALLEY TOTS DAYCARE & LEARNING CENTER**

## **Parent Handbook 2025**

**Childcare Administrators:**

**Valentine Bennett – Director**

**Stanley Gillins – Staff member**

**Hours of Operation**

**7am – 6mp**

**Monday-Friday**

**2822 South Simpson Street, Philadelphia Pa., 19142 - Contact number 267-271-1039**

## **Table of Contents**

1. Cover Page
2. Table of Contents
3. Welcome Letter
4. About Us
5. Trial Period & Hours of Operation
6. Meals & Snacks, Open Door Policy, Tuition & Scheduled Payments
7. Absences & Tuition Policy, Termination Policy, Waiting List Policy, Appointments, Early Pickups & Drop-offs.
8. Release Policy, Closed Holidays & Vacation Schedule
9. Outdoor Play & Termination Policy,
10. Potty Training, Supplies Provided by Parents, Conferences & Communication
11. Screening Tool Policy – EC 2.3, Inclusion Policy EC 2.4
12. Suspension and Expulsion Policy – EC2.5
13. Curriculum & Assessment Policy – 3.4.1 – EC3.4.2
14. Dual Language Learners Policy – EC3.4.4
15. IEP/IFSP Policy – FC 2.1,
16. Transition Policy FC2.2
17. Family Engagement Policy – FC2.3
18. Referral to Outside Resources Policy – FC3.4.1,
19. Continuity of Care FC3.4.3, Supervision Policy and Procedures – LM2.4
20. Care Plan Policy – LM 2.5
21. Care Plan Policy – Continued
22. Care Plan Policy - Continued
23. Care Plan Policy - Continued
24. Paid Lesson Planning – LM3.4.2, Teacher Observation Policy – LM3.4.3, Annual Performance Evaluation – LM3.4.4, Employee Benefits – LM3.4.5
25. Monthly Meeting – LM 3.4.6, Personal Breaks – LM 3.4.8, Parent Confidentiality Policy
26. Photo & Video Agreement Policy, Emergency Procedures (Where to find a copy)
27. Parent Handbook Sign-off sheet



## ***Welcome to Teeny Valley Tots Daycare & Learning Center***

***"Where We Put Kids First"***

**Dear Parent/Guardian,**

**At Teeny Valley Tots, we believe that early childhood education flourishes through strong partnerships between families and caregivers. Our mission is to provide a safe, nurturing, and enriching environment where infants, toddlers, preschoolers, and school-age children can learn, explore, and grow with confidence.**

**We understand that every child is unique, which is why we take a personalized approach to care. By incorporating your child's daily routine into our structured learning environment, we ensure a smooth and comforting transition into daycare.**

**As an Early Learning Development Program, we recognize that a child's first few years are critical to their cognitive, social, and emotional development. Our dedicated team of caregivers fosters creativity, discovery, and meaningful interactions, helping children build confidence and lasting friendships. Through hands-on learning, play-based activities, and guided exploration, we support each child's journey toward becoming an independent and enthusiastic learner.**

**We are honored that you have chosen Teeny Valley Tots Daycare & Learning Center for your child's care and education. We look forward to collaborating with you and being part of your child's incredible developmental journey!**

**Sincerely,  
Valentine Bennett  
Owner & Provider  
Teeny Valley Tots Daycare & Learning Center**

## About Us

Teeny Valley Tots Daycare & Learning Center is a Family Home Daycare providing high-quality care for children from 6 months to 6 years. We are committed to offering a balance of nurturing care and learning in a clean, safe, and loving environment, where children develop independence, confidence, and essential skills for future success.

At Teeny Valley Tots, we believe that each child is unique. Our program is designed to support individual growth, allowing infants, toddlers, and preschoolers to explore, learn, and thrive at their own pace. Our engaging daily activities encourage creativity, curiosity, and hands-on learning experiences.

### Daily Curriculum Activities Include:

- **Circle Time & Story Time** – Developing language and literacy skills.
- **Alphabet, Numbers, Colors & Shapes** – Early foundational learning.
- **Sensory Play & Finger Painting** – Firsthand creativity and expression.
- **Music, Dance & Movement** – Encouraging rhythm and coordination.
- **Blocks, Board Games & Floor Play** – Enhancing problem-solving and social skills.
- **Outdoor & Indoor Play** – Promoting physical activity and exploration.

### Infant Enrichment Activities:

- Sensory exploration and tummy time
- Finger plays and interactive songs
- Cuddle time and one-on-one bonding
- Stretch exercises to support motor development

In addition to our core daytime programs, we offer a School-Age Aftercare Program designed to support families needing extended care. Our aftercare services provide a structured, safe, and enriching environment where children can complete homework, engage in STEM activities, and enjoy supervised play.

Our goal is to create a stimulating and supportive environment where children build a love for learning while feeling comfortable and valued. We take pride in being a part of your child's early developmental journey and preparing them for their next big step—preschool and beyond!

---



## **Trial Period**

Teeny Valley Tots offers a **paid two-week trial period** for each new family. This allows parents and children to adjust gradually to our care environment. During this probationary period, either party may terminate this agreement in person, by phone, or in writing without cause. **No refunds will be issued at any time.**

After the trial period ends, a **two-week written notice** is required for withdrawal from the program.


## **Enrollment Requirements**


Enrollment is based on space availability. Before attending their first day, all children must have completed the required forms, including but not limited to:

- Signed **Contract/Agreement**
- Completed **Administration Forms**
- Up-to-date **Immunization Records**
- Acknowledgment of **Parent Handbook** (Sign-Off Sheet)
- Signed Acknowledgment of Additional Policies and Procedures, such as:
  - **Emergency Procedures Policy**
  - **Pandemic (COVID-19) Policies**
  - **Other Required Enrollment Forms**

## **Hours of Operation**

Teeny Valley Tots Daycare & Learning Center operates according to the following schedule:

 **Regular Hours: Monday – Friday, 7:00 AM to 6:00 PM**

 Adjusted hours may be provided based on each family's signed contract. A **10-minute grace period** is allowed **if the childcare provider is notified in advance.**

<b>Day</b>	<b>Opening Time</b>	<b>Closing Time</b>
Monday	7:00 AM	6:00 PM
Tuesday	7:00 AM	6:00 PM
Wednesday	7:00 AM	6:00 PM
Thursday	7:00 AM	6:00 PM
Friday	7:00 AM	6:00 PM
Saturday	<b>Closed</b>	<b>Closed</b>
Sunday	<b>Closed</b>	<b>Closed</b>

## Meals & Snacks

Teeny Valley Tots provides **two nutritious meals** (breakfast and lunch) and **two snacks daily** at no additional charge.

### ◆ Mealtime Policy:

- Parents are encouraged to provide **additional treats for holidays, birthdays, or special occasions.**
- We follow a strict **meal and snack schedule**, so **if your child arrives after a scheduled meal, please feed them beforehand.**
- **Outside food is not permitted** to maintain dietary consistency and prevent food-sharing between children.

### ◆ Daily Meal Schedule:

- **Breakfast:** 7:30 AM – 8:30 AM
- **Morning Snack:** 10:30 AM – 10:50 AM
- **Lunch:** 11:45 AM – 12:30 PM
- **Afternoon Snack:** 3:00 PM – 3:20 PM

## Open Door Policy

- We welcome and encourage parents/guardians to visit at any time to check in on their child. However, we ask that visits be limited to **15 to 20 minutes**, as research shows that prolonged visits can make transitions harder for children when parents leave.
- To maintain a structured environment, we kindly request that visits be respectful of **quiet/rest time** between **12:45 PM – 2:45 PM**. During this period, children take naps or engage in quiet activities such as reading or watching educational films. While naps are not mandatory, all children are required to participate in quiet time to allow for relaxation and a smooth transition into the rest of their day. Your cooperation ensures a calm and restful atmosphere for all children in our care.

## Tuition & Scheduled Payments

All tuition payments are due on the **first scheduled day** of your child's attendance each week. A **late fee of \$10 per day** will be charged for any overdue payments. If tuition is not received by **Wednesday**, your child may not be permitted to attend until all fees are paid in full.

Providing quality childcare is a professional service, and we have a **zero-tolerance policy** for overdue payments. It is the responsibility of parents/guardians to ensure payments are made on time, as reminders will not be provided. Failure to meet financial obligations may result in contract termination.

## Accepted Payment Methods:

- Cash
- Cash App
- CCW Subsidy (No personal checks accepted)

## Absences & Tuition Policy

Parents/guardians are required to pay the **full tuition fee** even if their child is absent for any reason, including illness, vacations, or personal days.

If your child is absent, please notify the daycare **before their regular drop-off time**. It is also important to inform the provider if you anticipate being late for a drop-off, as tardiness can disrupt the structured daily schedule.

Communication is key to ensuring that all children remain on track throughout their daily learning experience.

## Termination Policy

Either the **parent/guardian or the provider** may terminate childcare services for any reason. A **two-week written notice** is required before withdrawal from the program.

If policies, payment obligations, or expectations are not met, Teeny Valley Tots reserves the right to **terminate services immediately** without notice.

## Waiting List Policy

Parents interested in enrolling their child at Teeny Valley Tots may **fill out the waiting list form on the Parent Section of our website** or **call us directly** to be placed on the list.



**Contact Us:** 267-271-1039



**Email:** tnv214@gmail.com

Thank you for considering Teeny Valley Tots! We look forward to connecting with you and your family.

## Appointments, Early Pickups & Drop-offs

If your child has a scheduled **appointment** that requires an early pickup or late arrival, please inform the provider **at morning drop-off**.

- If your child is **returning after an appointment**, prior notification is required.
- **Early pickups do not grant a late pickup privilege on another day.**

- **Late drop-offs do not extend pick-up time.**

Maintaining clear communication allows us to provide the best care and learning experience for all children in attendance.

## **Release Policy**

For the safety of all children, parents/guardians are required to **sign their child in and out daily** during drop-off and pick-up. Children **will not** be released to anyone who is **not listed** on the emergency contact form.

If an emergency arises and a parent/guardian cannot pick up the child, the childcare provider must be **notified immediately** via phone, text, or email before the designated pick-up time.

### ◆ **Strict Safety Measures:**

- **No child** will be released to an individual under the influence of drugs or alcohol.
- A **verbal request form** will be documented by staff, including:
  - Staff members accept the request.
  - Name of the parent making the request
  - Name of the individual picking up the child
  - Date, time of the request, and time of pickup
  - Confirmation calls to notify the parent once the child has been released
- **Identification is required:** A **copy of the designated individual's valid photo ID** will be made and stored in the child's file.

Parents are expected to adhere to these policies to ensure the safety and security of all children in our care. **No exceptions will be made.**

## **Closed Holidays & Vacation Schedule**

Teeny Valley Tots Daycare & Learning Center observes the following **paid** holidays and will be **closed** on these days:

- **New Year's Day**
- **Martin Luther King Jr. Day**
- **Memorial Day**
- **Juneteenth**
- **Independence Day (July 4th)**
- **Labor Day**
- **Thanksgiving Day & The Day After**
- **Christmas Eve & Christmas Day**
- **Three (3) Sick Days & Three (3) Personal Days** (*Dates will be provided in advance*)
- **Special Training Events** (*As required for continued licensing and professional development*)



Additionally, Teeny Valley Tots will be closed for **two scheduled vacation weeks**:

- **One week in July (Paid Vacation)**
- **One week in August (Non-Paid Vacation)**

### **Non-Paid Closures**

The following days are **non-paid closures**:

- **Day After Christmas**
- **Mother's Day Monday**
- **Easter Monday**
- **Valentine's Day**
- **Father's Day Monday**
- **October 6th (Anniversary Day)**

Parents are encouraged to plan accordingly as childcare services will not be available during these times.

### **Outdoor Play**

Children will have regular outdoor playtime, weather permitting. Our outdoor play area is **fully fenced** and meets **state safety requirements** to ensure a secure environment for exploration and physical activity.

We may also take supervised **neighborhood walks** for additional exercise and fresh air. Parents are responsible for providing their child with **appropriate weather clothing**, including:

- ✓ Hats, gloves, scarves, and warm socks (cold weather)
- ✓ Raincoats and boots (rainy days)
- ✓ Sneakers (for safe play—**sandals are not permitted**)

Proper attire ensures children can fully enjoy outdoor activities in comfort and safety.

## Potty Training

At Teeny Valley Tots Daycare & Learning Center, we are happy to partner with parents in potty training their child. We believe consistency between home and daycare is essential for a smooth transition.

### ◆ Parent Expectations & Preparation:

- Dress your child in clothing that promotes **independence** (e.g., bottoms that easily pull up and down—**no zippers, buttons, or jumpers**).
- Provide **pull-ups instead of diapers** during the early potty-training stages.
- When your child is ready, supply **extra underwear** for continued training.
- Keep **at least two extra outfits** (including socks) in their cubby for accidents.

### ◆ Health & Safety Compliance:

- In accordance with **state regulations**, any soiled clothing will be placed in a **sealed plastic bag** and sent home at the end of the day to **prevent the spread of bacteria and germs**.

By working together, we can create a supportive and positive potty-training experience for your child!

## Supplies Provided by Parents

Parents are responsible for providing the following supplies for their child:

- **Formula / Breast Milk** (if applicable)
- **Bottles**
- **Diapers / Pull-ups / Wipes**
- **Pacifiers** (if used)
- **Lotion / Sunblock**
- **Sleeping Bag or Nap Mat**
- **Change of Clothing** (at least two extra outfits, including socks)
- **Dietary Formulas** (if applicable)

*Teeny Valley Tots will supply 2% milk.*

## Conferences & Communication

Teeny Valley Tots holds **formal parent-teacher conferences twice a year** to discuss each child's progress and development. Parents will receive a **developmental assessment** at the end of each review.

### ❖ **Parent Conferences Include:**

- Individual meetings to discuss **child development, interests, and progress.**
- Adjustments to the curriculum, if necessary, to better support the child's learning.
- A daily plan designed to fit the child's individual needs.

### ◆ **Ongoing Communication:**

- Parents may request **one-on-one meetings (virtual or in-person)** to address any concerns.
- Routine **updates will be provided** via:
  - Weekly newsletters
  - Bulletin boards
  - Text messages & emails
  - Phone calls
- Parents may use these methods to **communicate non-emergency questions or concerns.**

### ❖ **Updating Forms:**

- If a parent needs to update **emergency contact forms or any other documentation**, they may do so via email or by dropping off a completed form at the facility.

## **Screening Tool Policy – EC 2.3**

In order to provide the best care for our students, we will use **Ages and Stages questionnaires** to assess a child's development. Parents will be asked to fill out a screening survey at enrollment or during the first month of school, to which the childcare provider will score and complete any additional screening needed. All of which will be used to determine if your child has any patterns of behavior that represent a cause for concern to his/her development and growth. Any concerns that are identified through the screening process will immediately be in confidence in an attempt to create a working plan of action to help or identify additional resources that may be available to help your child. We are happy to partner with parents in helping every child achieve success in our program.

## **Inclusion Policy – EC 2.4**

At Teeny Valley Tots Daycare & Learning Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all



students. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

**Teeny Valley Tots Daycare & Learning Center** welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique and works in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

### **Inclusive Environment**

**Teeny Valley Tots Daycare & Learning Center** – Will make every attempt to make any adaptations or modifications necessary to meet the need of the children. Schedules, routines, and activities are flexible and early childhood educators will collaborate with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

### **Suspension and Expulsion Policy – EC 2.5**

At Teeny Valley Tots Daycare & Learning Center, we know how important it is to prevent suspensions and expulsion in our learning environment. Learning programs such as ours are responsible for creating a positive environment with the expectation that it will prevent suspension and expulsion. We encourage the families in our program to support healthy development that guarantees fairness and constant improvement that assists the child's social, emotional, and behavioral health.

To ensure that we are focusing on the social and emotional development of the children, we react to the child's challenging behaviors by including positive disciplinary tools from our policy before making the decision to dismiss or suspend the child from our childcare program.

### **Our procedure to prevent expulsion and suspension:**

In order to avoid expulsion and suspension of a child from our learning environment, we will follow this policy and incorporate a non-discriminatory manner.

- **Use DAP** (Developmentally Appropriate Practices) as a tool to stimulate an interactive learning environment, a range of age-appropriate expectancy.
- To ensure that we can support children's social and emotional health we take professional development training.
- Our daily schedule is designed to meet the needs of our children.
- Our learning environment supports healthy and social interaction with others.



- We have a healthy and nurturing relationship with the children.
- Our childcare has a strong relationship and partnership with all our parents. Our program expectations are developmentally appropriately clear and consistent.
- Parents are encouraged to participate in our program, and we treat them with fairness and equity.

### **Additional options to consider before Expulsion.**

- After consulting with the parents, we will obtain information regarding health consultants and community resources.
- We will keep a record of efforts to consult with the parents regarding positive behavior.

### **Procedure for Transfer**

After the conference regarding child expulsion, the childcare program will assist in referring the parent to another program (s) that identifies with mental health and behavior health.

### **List of some Resources**

Parent Tool Kit – [www.parenttoolkit.com](http://www.parenttoolkit.com)

Center for Parent Information and Resources: [www.parentcenterhub.org](http://www.parentcenterhub.org)

IDEA-Individuals with Disabilities Education ACT: <https://sites.ed.gov/idea>

### **Communications:**

Teeny Valley Tots Daycare & Learning Centers, policy for expulsion and suspension will be clearly shared with the child's family and our staff. This information will also be included in the staff handbook. This information is also included in the Parent Handbook. Within 30 days of implementing the policy, the Director will go over the policy with the incoming parents and any staff should there be any. (See Parent Acknowledgement Form at time of review)

### **Curriculum and Assessment Policy – EC 3.4.1 – EC 3.4.2**

Teeny Valley Tots Daycare & Learning Center uses the Fun Shine Express Curriculum. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our program so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the program year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Each child is assessed formally and informally to ensure that we plan their curriculum goals and activities to support their individualized learning. **At Teeny Valley Tots Daycare & Learning Center** we observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic, and gathered from natural play activities and realistic settings that reflect children's actual performance.

The Fireflies & Buttercups Curriculum – based assessments are used at Teeny Valley Tots Daycare & Learning Center. The data is used to inform our lesson plans, individualize the lessons and to adapt the activities accordingly, to best address each child developmental stage. Having good anecdotal notes of behaviors, delays, or issues that are of concern are crucial when speaking with families and sharing information.

Through this process, we keep constant communication with our families and ensure they are given all the available resources out there.

### **Dual Language Learners Policy – EC 3.4.4**

**Policy** – For all children to have many opportunities to practice and consolidate multiple languages

**Purpose** – To include and work with families to support the needs of each dual language speaking child.

#### **Procedure:**

We understand there are families within our community that may have difficulty accessing childcare due to linguistic and cultural barriers, which is why we make every effort in including those that have limited English proficiency in our program.

There should be meaningful interaction amongst childcare providers, parents, and children.

#### **Providers should do the following:**

- Learn important words, phrases, and songs in the child's home language.
- Use baby sign language as a form of communication for basic needs, while exposing our English language learners to new and unfamiliar words.

When encouraging dual language learners to speak using English words, ensure you have cheerful outlook towards them. Learning another language can be frustrating for a child. Ensure you to comfort them and be patient as they develop their language skills.

Our ultimate goal is to provide children with LEP opportunities to develop competences in English, while continually embracing their home language.

Parents are encouraged to visit and participate when available.

All future staff members are required to pursue professional development training in dual language learner's practices.

## **IEP/IFSP Policy – FC 2.1**

If a child is identified as possibly needing special education and related services.

The IEP process is measured and reported to parents.

Referral or request for evaluation – Provider may ask that a child be evaluated to see if he or she has a disability. Parents may also contact the child's childcare provider or other school professionals to ask that their child be evaluated. This request may be verbal or in writing. Parents' consent is needed before a child can be evaluated. The evaluation needs to be completed within a reasonable time. Afterwards, the parents give their consent.

The evaluation will assess the child in all areas related to the child's suspected disability. The evaluation results will be used to decide the child's eligibility for special education and related services and to make decisions about an appropriate educational program for the child. If the parents disagree with the evolution, they have the right to take their child for an Independent Educational Evaluation (IEE). If the child is found to be a child with a disability he or she is eligible for special education and related services.

### **The provider will follow the following processes:**

- Contact the participants, including the parents.
- Notify parents early enough to make sure they can attend.
- Schedule the meeting at a time and place agreeable to parents and childcare facility.
- Let the parents know the purpose, time, and location of the meeting.
- Let the parents know they may invite people to attend the meeting who have knowledge or special expertise about the child.

**(SEE IEP/IFSP – Request for Copy of IEP/IFSP Memo)**



## **Transitioning Policy – FC 2.2**

Here at Teeny Valley Tots Daycare & Learning Center, your child's transition into childcare should be a positive and exciting learning adventure. We will collaborate with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### **Transition from home to center**

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

### **Transition between learning programs.**

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### **Transition to elementary school**

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### **Transition for before/after school care**

Children who are of school age may continue with before/after school care at our childcare facility. The program will provide staff to ensure that your child arrives to school (before school starts) and picked up (after school ends) in a timely manner. The Supplemental Enrolled Form must be completed and on file with the childcare facility in order to be eligible for this service.



## **Family Engagement Policy – FC 2.3**

### **Family Activities List**

At Teeny Valley Tots Daycare & Learning Center, we offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

#### **Advisors:**

- Program Goals Committee – annual meeting for families to provide input into our plan for the program.
- Provider/Parent Advisory Committee – meets two times a year to review progress toward annual goals.
- Provider//Keystone Stars Coach Advisor – Provider meets twice a month with coach to assist with goal settings, PD Registry navigation, move-up opportunities, and resources to further guide and advance my career pathway in Early Childcare Education.
- QUIP/Quality Influential Professionals – Provider meets once a month with QUIP Professionals to discuss resources, grants, and other opportunities available.
- Family Volunteer Committee – meets monthly to plan family events.

**Family Events:** We have several events throughout the year that bring our entire community together. Watch the announcements!.

- |                               |                                  |
|-------------------------------|----------------------------------|
| • Friends & Family Open House | Donation Event – Cans, Cans      |
| • Book Swap                   | Annual Family Day - Picnic       |
| • Family Crafting Fun Night   | Annual Fundraising – Bake Event, |
| • Family Fitness Event (Yoga) | Cookie, Pies, and Cakes.         |
| • Trunk-or-Treat Family Night |                                  |

**Classroom Activities:** Enjoy and help your child's call with these special activities.

- |  |                                  |
|--|----------------------------------|
| • Have Lunch with your child.                              | Welcome new families.            |
| • Tutor students who are struggling                        | Contribute to class Potluck Meal |
| • Volunteer in the classroom                               | Family Teacher conferences       |
| • Read to students (group/individually)                    |                                  |
| • Organize & set up weekly bulletin boards.                |                                  |
| • Monitor students during lunch and/or outdoor activities! |                                  |

**Family/Parent Workshops:** Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early

evenings. See the monthly calendar for scheduled topics. We welcome requests for workshops topics.

- |  |  |
|--|--|
| • Supporting our families                  | Supporting Your Child in Time of Stress. |
| • Promoting Diversity within the community | Food Allergies                           |
| • Safety in and around your home           | How to Prepare for a Conference          |
| • Healthy Eater Healthy Child              | Warning Signs for developmental Delays.  |
| • Brain Development/Everyday Learning      |  |
| • Nutrition and Exercise for Small Bodies  |  |
| • Value of Reading to your child.          |  |

## **Referral to Outside Resources – FC 3.4.1**

### **Policy**

When the program childcare provider determines a family need outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the provider will assist the family by following the procedures below.

### **Responsibility & Accountability**

This policy applies to all future staff and is strictly enforced by the Childcare provider. Future staff will be trained in this policy during orientation and the policy will be reviewed with future staff annually. Failure to comply with this policy is grounds for written warning and corrective action. Repeated failure is grounds for termination.

### **Procedure**

- The future staff members will communicate the need, in confidence, to the director or administrator.
- The Childcare Provider will maintain a list of approved organizations and resources for outside services. If no resources are on the list for the particular need, the Provider will make inquiries to find the appropriate resources.
- The staff member and director or administrator will confer on the subject and determine if the circumstances indicate the need for a third-party professional. If a professional is required, the director or administrator will contact the professional and assume responsibility for the referral.
- If a third-party professional is required, the provider and our future staff members will confer and agree who will communicate the referral to the family.
- After a reasonable amount of time, the person who communicated the outside resource will check back with the family to make sure the referral was helpful. If it were not, additional resources would be sought.



## Continuity of Care – FC 3.4.3

Teeny Valley Tots Daycare & Learning Center, a program that accepts children of the age of 6 months to five years old. Due to this program being a (FCCH) Family Childcare Home facility the children will remain within the same classroom setting for their entire time in the program. Being within the same classroom setting means that they will have the same teacher through their time enrolled. We are committed to ensuring that children have a strong continuity of care in order to promote a stable environment, allow children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings.

## Supervision Policy and Procedures – LM 2.4

At Teeny Valley Tots Daycare & Learning Center, the provider must **always** provide effective supervision that ensures the safety, well-being, and development of the children in our program. We believe that effective supervision is more than just watching children, it is about using strategies that promote effective supervision practices and create safe environments for the children we care for. These strategies reduce the risk of harm to children by preventing injuries and accidents. They also promote positive, responsive, and international learning environments for children and childcare providers. This policy and the following procedures are discussed with parents upon registration.

### Effective Supervision Strategies and Procedures:

#### **Effective caregivers must always:**

##### **1). Be aware of the physical environment.**

- Conduct regular safety checks of the program premises and equipment to remove hazards – daily checklists are to be completed for the playrooms and the playground.
- Position equipment and arranging the environment to allow a clear view of the children's play and rest areas.
- Know which individuals are authorized to pick up a child from the program in place of a parent.
- Be aware when children arrive and leave the childcare facility, ensuring that both the arrival and departure times are accurately recorded.
- Use a consistent system during headcounts or roll calls (counts should be done during all transitions, including when children leave or return to the classroom or playgrounds, during regular play activities, leaving for and returning from childcare facility, before entering and after leaving bus field trips). **The provider**

**must always have a current and up to date checklist of children in their care to ensure all children are present and accounted for.**

- Know where emergency medications, first aid kits, and emergency contact numbers are kept.
- Establish simple rules for children (for example: “When we are indoors, we walk” or “Walking for safety.”)
- Monitor children at all times.

## **2). Observe children’s play and behavior by:**

- Directing and closely monitoring children when conducting activities that may involve some risk, such as playing near water, near doorways or transition times when children may gather in larger groups.
- Observing play and anticipating what may happen next to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in direct sight (such as those in outdoor play spaces or areas where children nap).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children’s health to identify early signs of fever, illness, or unusual behavior.
- Watching and **participating** in children’s play to ensure that children are playing in a safe manner.

Effective supervision is one of the most important tasks caregivers/providers must perform throughout the day. We care for the most precious treasures – children! The provider or any anticipated future staff must avoid conducting activities that may draw their attention away from active supervision. Examples of such activities include administrative tasks, texting, reading, using the phone, and conversating with people. Should such activities be observed, the Program Director will meet with the staff to discuss the issue, and a written warning will be documented in the staff’s file. Three written warning notices regarding “supervision related issues.” Will result in dismissal.

## **Care Plan Policy – LM 2.5**

Teeney Valley Tots Daycare & Learning Center works diligently to care for our children and will take all necessary steps to prevent the spread of illnesses as well as take the proper steps to assist in the necessary treatment. We have attached forms that all parents must complete if a child presents with special needs such as asthma, allergies, etc. Both childcare providers and parents must sign forms consenting to the agreement of any applications for treatment.

### **Health Immunizations**



Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every 6 months, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding the attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### **Physicals**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than 6 weeks after your child begins the program. Families are responsible for assuring that their child's physical health is kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

### **Daily Health Check**

We conduct a health check, as soon as possible, when each child enters the childcare facility each day. We look for skin rashes, elevated temperatures, itchy scalp, lethargy, and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

### **Illness**

#### **Head Lice**

- Children with head lice will not be allowed to return to the childcare facility until they have been treated, and no further head lice or nits are detected during a health check.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to

familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## **Medications**

All medications should be handed to the childcare provider with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. The provider will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to administer for each medication.

### **Policy on delivery of medication, administration and record keeping -**

- **Non-prescription medications** require a note signed by the parent/guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) required a note signed by the parent/guardian, specifying frequency and dosage to be administered.
  - **Use of Sunscreen/Insect Repellent** – Prior to use at childcare facility a Sunscreen/Insect Repellent Permission – Form before either is used. This permission slip will be updated annually. All products must be in their original containers, labeled with precautions/instructions to be followed and with no expired expiration dates. Both sunscreen/insect repellants must be suitable for the age of the child for whom it will be used for.
  - **Sunscreen and insect repellent** should be applied to a child at least once at home to test for any allergic reactions. Aerosols, sprays, and combined sunscreen/insect repellants are prohibited. Sunscreen must provide UVB and UVA protection with an SPF of 15 or higher. Repellants should have at least 10-30 percent DEET, depending on the child's age.

## **Applying Sunscreen**

- The provider is required to wash her hands and wear plastic gloves prior to applying any application of sunscreen/repellent to a child's skin.
- Put lotion on hands and rub generously onto all areas of the child's exposed skin including hands, feet, face (avoid eye area), and behind the

neck thirty minutes before going outside all time to properly absorb into the child's skin.

- Reapply often at least every 2 hours especially if children are playing in the water or sweating a lot.
- Remove sunscreen by properly washing the child's hands with warm water and soap when the child comes indoors and before the child eats. (Send any and all exposed clothing home to be laundered).
- Sunscreens will not be used on babies under 6 months old.

### **Applying Insect Repellent**

- For children under 2 years of age, it should contain no more than 10-30 percent Deet. (Insect repellents will not be used on infants at the age of 2 months).
- Children are prohibited from handling repellents. Instead, adults should apply repellent to their own hands first and gently spread product on to the child's exposed skin, (avoid applying repellents to children's hands, and around eyes and mouth, use sparingly around ears).
- Apply a light application to exposed skin and/or clothing. Do not saturate.
- Remove insect repellent by properly washing the child's hands with warm water and soap when the child comes indoors and before the child eats.

### **Communicable Diseases**

When an enrolled child or an employee of the childcare facility has (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophiles Influenza (invasive)
- Measles (including suspect)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness



### **Paid Lesson Planning – LM 3.4.2**

I take one hour monthly to prepare lesson plans and gather the activities and materials. I take one hour per week to complete lesson plans and prepare activities when the children are not present. This fee is already incorporated into my published rates, this way I can ensure that I get compensated for planning.

### **Teacher Observation Policy – LM3.4.3**

As a family childcare provider, I perform/complete two classroom/group observation/self-reflections per year. My competency will be measured by my overall daily performance as well as job knowledge and implementation.

After I have completed and reviewed my self-reflection/observation to assist with my ongoing growth and development a written self-evaluation and job performance along with goal settings will be conducted annually by me and kept in my files for future review. The annual review of my observation/self-reflection is intended to help me grow by identifying ways to strengthen professional practices and continue my career growth.

### **Annual Performance Evaluation – LM 3.4.4**

I conduct self-reflection activities in writing, like an evaluation. It provides me opportunities to reflect on areas of strengths, weaknesses, and opportunities for improvement. A copy of the valuation is kept in my file. I set goals based on my reflection. A review of my self-evaluation will be used to monitor my ongoing progress.

### **Employee Benefits – LM 3.4.5**

I have a total of four benefits.

#### **Paid Vacation:**

The provider is entitled to take two weeks' vacation per calendar year. The provider shall be paid for one week's vacation only in (July). All parents/guardians will receive thirty-day written notice prior to the provider taking a vacation.

#### **Paid Holidays:**

Teeny Valley Tots Daycare & Learning Center will be closed for the following paid-legal holidays, Thanksgiving Day, Black Friday, Christmas Day, New Years Day, Memoria Day, Independence Day, Labor Day, and Martin Luther King Jr. Day.

Parents/guardians are responsible for finding alternative care for their children during holidays, provider vacations and planned or unplanned closings.

### Non-Paid:

Teeny Valley Tots Daycare & Learning Center will be closed for the following non-paid personal days; Day after Christmas, Easter Monday, Mother's Day Monday, and Anniversary Day – October 6<sup>th</sup>.

### Paid Sick time:

The provider is entitled to receive up to three paid sick days per year.

### Education Compensation:

I am able to establish a budget to reimburse myself for my education expenses based on the tuition rate charges. These expenses are not for the required training events such as DHS, the Health Department, and Stars.

### Monthly Meeting – LM 3.4.6

I am a member of Quality Influential Professionals, we meet once a month, collaborate and I have the opportunity to network with other childcare providers. I actively participated in the meeting by asking questions, providing feedback, and taking notes for future reference. (QIP) Quality Influential Professionals provides shared resources, information, support, opportunities, and feedback that enables me to further advance my career as a professional childcare provider.

### Personal Breaks – LM 3.4.8

During the children's two-hour nap, I take a one-hour lunch break every day. During my personal break, supervision and ratios are maintained. I ensure that the supervision ratios are maintained at all times. I have mirrors and monitors in use to ensure proper supervision during my personal break.

### Parent Confidentiality Policy

Teeny Valley Tots Daycare & Learning Center is committed to protecting the confidentiality of all children, families, and childcare program information. Our staff will handle sensitive matters with discretion and only discuss issues with **appropriate personnel** as necessary for resolution.

#### ◆ Confidentiality Guidelines:

- Staff **will not** discuss or share parents' personal information with other parents.
- All children's files are securely stored in a **locked area**.
- New employees will receive an **Employee Handbook** during orientation, including the **Parent Confidentiality Policy** and an **acknowledgment sign-off sheet**, which will be kept in their file.

♦ **Exceptions:** This policy **does not apply** in cases where Early Childcare Educators are **mandated reporters** of suspected maltreatment, child abuse, or neglect, as required by **Pennsylvania state law**. Additionally, information may be disclosed if legally subpoenaed for court proceedings.

## **Photo & Video Agreement Policy**

At **Teeny Valley Tots Daycare & Learning Center**, we love capturing **special moments** of children engaging in activities, learning, and playing. These photos and videos may be used for:

✓ **Classroom projects and memory books** ✓ **Newsletters and private parent updates** ✓ **Daycare website & social media (with permission)** ✓ **Marketing materials (flyers, brochures, or advertisements)**

### **Parental Consent & Opt-Out Option:**

We understand and respect **each family's preferences** regarding photo and video usage. Parents/guardians must complete a **Photo & Video Release Form** to indicate their consent.

- **If permission is granted**, your child's photos may be shared according to the options you select.
- **If permission is denied**, we will ensure that your child is not included in any photos or videos taken for public use.

♦ **Note:** Photos will never be shared with third parties, and children's personal information will not be disclosed.

For any changes to your preferences, please submit a **written request** to update your child's photo release form.

---

## **Emergency Procedure Policy – (See Copy Posted on Bulletin Boards)**

**Parents will receive a copy of the emergency policy at the time of enrollment.**



**TEENY VALLEY TOT'S DAYCARE LEARNING CENTER  
PARENTS HANDBOOK /POLICIES & PROCEDURE**

**SIGN OFF SHEET**

X \_\_\_\_\_ DATE \_\_\_\_\_

By signing this sheet, you acknowledge that you have received and read the Parent Policy and Procedure Handbook that Teeny Valley Tots Daycare Learning Center has provided. We ask that all parents utilize this handbook as a reference guide to assist you with most questions and concerns you may have. If you have any additional questions or concerns please, feel free to contact your childcare provider directly at 267-271-1039 or 215-729-0983. We thank you in advance for choosing Teeny Valley Tot's Daycare Learning Center as your Childcare Provider.