

# Mission Statement

Our main goal at Peter Pan Learning Center is to provide a warm and nurturing environment that helps you feel confident that your child is safe and happy. We strive to provide a balanced program that explores your child's social emotional, cognitive, language/literacy, and physical development.

Your child's interests and abilities are the priority when our teachers plan each day. There are always a variety of activities that involve both teacher directed and child directed experiences as well as large and small group opportunities. Our curriculum is designed based on the statistic that "by age four, 80% of a child's brain is developed." It is our goal to present a well -balanced program that caters to each child.

Our teachers attend a variety of conferences, classes, and seminars each year that provide the most up to date information in regards to developmentally appropriate practices. We also provide in-house parent seminars on topics that affect the families in our community. Community events are also posted for parents to attend and receive information in reference to upcoming enrollment opportunities and child centered events. Copies of the *Parent's Guide, Baltimore's Child*, and a variety of additional resources are also available for parents who have concerns for their children in regards to behavioral or developmental delays.

Our commitment to providing the highest quality early childhood program is identified through our staff and parent evaluations. Staff is given support through lesson plan reviews as well as the indirect observations done on a daily basis and in the bi-annual performance assessments. Teachers are provided with their areas of strength as well as items in which they should improve upon for continued development and growth. Parents are also encouraged to provide feedback through their personal communications with the staff as well as through the program questionnaire given out each year.

Our "open –door policy" allows parents the opportunity to engage in center activities such as classroom parties, special event days, or even just for a "lunch date." We encourage this parent involvement as we want parents to feel a part of our program and to know that we are dedicated to providing a safe place where:

**“GROWING UP AND LEARNING ARE FUN!!”**

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## Your Child's Adjustment

It is normal for your child to have some misgivings about being away from you. Children, like adults, need time to get use to new situations. We encourage you to help prepare your child for the changes as far in advance as possible. Talk enthusiastically about some of the new people your child will meet and the new things your child will do. It is always recommended that you visit with your child before their first day so that they can meet the teachers, and see their new environment. Talking to them about what they saw and what will happen on the first day can help ease some anxiety.

If this is the first time your child has been separated from you, some hesitancy is normal. A cheerful good-bye kiss from you, a smile, and reassuring words that you will be back are great ways to start their new experience. Our caring staff understands that these transitions are difficult for children and for parents and we want to help make it the easiest we can for you and your child. We try to get them engaged in activities with their classmates but will allow them to stay with us as well if it makes them feel more secure. Parents are always free to call the center to see how their child is doing.

Depending on the age, some children will respond by:

1. Clinging to you and refusing to let go
2. Crying
3. Having difficulty adjusting to a group schedule
4. Expressing a desire to stay home
5. Having a change in eating and sleeping habits

More often than not, these reactions resolve within 1-2 weeks

## Curriculum

Each of our age groups has a list of learning objectives that are explored throughout the school year. We use the *Creative Curriculum* for ages 2-5. For ages ages 6 weeks through 2 years we use MSDE's *Healthy Beginnings*.

Using the *Creative Curriculum*, we are able to explore a variety of subjects throughout each weekly theme; these include but are not limited to phonological awareness, basic math concepts, science and observations, art, music and movement, and health and physical wellness. We use a hands-on approach to our learning that includes using manipulatives and realia to make the learning process relevant to each age group.

Our classrooms each have a variety of opportunities to experience language and literacy including a rotating library section with theme-based books in both fiction and non-fiction as well as “class written” books. Our “centers” rotate themes as well to include a variety of experiences. Dramatic play may be an office one week and a restaurant the next. Blocks may have all wooden blocks, and then have PVC pipes added. Our sensory tables are always changing as well. The eye droppers we used for a science experiment might be added to the table with water. During a unit on the Arctic, “ice bergs” may be added to the table with animals that are usually found in the science or block area. These same animals may also be found during small group time in a “grab bag” where we are using our sense of touch to describe what we feel.

Throughout each day, teachers are making observations based on their indirect observations of each child. We use indirect observations to keep the learning feeling natural.

Teachers keep portfolios for each child that documents the development of the child. Contents may include self portraits/drawings, examples of cutting, examples of writing, as well as observational records that describe use of imagination, self-help skills, problem solving, how the child gets along with peers, and academic accomplishments.

Screen time for children ages 2 and older is restricted to a maximum of 30 minutes of age-appropriate, educational passive technology per week. This will not be done during a meal or snack and will not include media with brand placement or advertising of unhealthy or sugary foods or beverages. On occasion, in the event of a special event or project, exceptions may be made, and written record of the exception will be documented. Children under age 2 will not be permitted to watch any technology.

## **Teacher / Parent Communication**

We feel that Teacher/Parent Communication is important in order to provide your child with the best possible experience. Every classroom has a Parent Bulletin Board where information about the center and the class is placed. Please stop by this board at least once a week to check for notices. Additional information regarding special events and closures will also be posted on the doors, in the mailboxes/daily folders, on the web site, and in e-mails.

Each class will send home a monthly newsletter. These will inform you of any special trips or projects for the month and also what themes will be explored. Newsletters and/or posted daily lesson plans will list the objectives being explored.

The teachers also help the parents stay up to date through their Life Cubby account. Only families invited have access to the site and it includes the lesson plan, reminders, and pictures of the activities that the children are engaged in throughout each week.

Please let your child's teacher know if your child is experiencing any of the following: not feeling well that morning, a change in routine, taking medication, a separation or divorce,... This information helps us to understand your child's behavior so that we can provide them the additional support, understanding, and hugs they need!

Conferences are scheduled for children ages 3-5 during the month of May. Parents of any age child are welcome to schedule a conference either over the phone or in person at any time of the year if they have questions or concerns. It is our goal to have daily communication with the parents to let them know how their child is progressing. An ASQ will be completed for every child at least one time per school year that provides an opportunity to assess each child's accomplishments in the areas of Communication, Gross Motor, fine Motor, Problem Solving, and Personal-Social.

## **Forms**

To comply with the regulations of the Office of Child Care, all enrollment forms must be completed by the time your child attends PPLC. These forms include and enrollment application, emergency card, health inventory, an immunization record complete with all age appropriate and required vaccinations, and a lead verification form (ages 1 and older.) The health inventory, lead verification form and immunization record MUST be signed by a physician.

## **Registration Fee**

A registration fee will be due with your application to hold a place for your child. This is a non-refundable fee that covers administration costs for that particular school or camp session. The infant and toddler program will also require a security deposit equal to one week of tuition. If a parent withdraws their child before their enrollment date, the registration fee and security deposit will stay active for one year. After this point the security deposit is forfeited.

## **Tuition**

All tuition is due and payable on Monday of each week for the upcoming week. Tuition should be paid with a personal check, check from on-line banking, cash, or through Paypal. Payments are due in the amount quoted on the most recent application submitted. If tuition is paid one week after the due date, a late

fee of \$10 will be due. If payment is received two weeks late, an additional \$20 will be due for a total of \$30 in late charges. After 2 weeks of no payment, a child will be terminated from care until a confirmed payment is submitted. A \$35 fee is due for any returned check.

Full tuition is due during the entire period your child is enrolled. No refunds or credits are given for days missed, illness, holidays, early closings, weather related or power outage closings, or any other closure. A PAID TWO-WEEK NOTICE IS REQUIRED BEFORE WITHDRAWING YOUR CHILD. Two additional weeks will be billed and due if notice is not given. No medical records will be released until tuition is paid in full for a child's enrollment period.

Each family is given the option to take one week from September to August at a discounted rate of 50% off if their child does not attend. No additional discounts will be given for families that do not take a full week off or if no week is taken. The discounted week must be a full week (M-F) and notice should be given as to the week that families choose to have discounted.

Families with more than one child will receive a 10% sibling discount. Tuition will increase every year.

## **Hours of Operation**

We are open from 6:30 a.m. until 6:00 p.m., for full day and 8:45 a.m to 12:45 p.m. for half day Monday through Friday. PPLC closes promptly at 6:00 p.m. and parent's key fobs will be inactive at this time indicating their late arrival. A late fee of \$5 is due for any child picked up any time between 6:01-6:05. An additional \$1 per minute is due each minute thereafter beginning at 6:06. The fee is payable to the closing staff member and for families with children in both the infant/toddler program and the preschool program, fees are due to both staff members providing the emergency service.. After a fourth lateness in a 12 month period of time, fees will double.

PPLC does not provide overnight care.

## **Holidays/Scheduled Closings**

The center is scheduled to be closed for the following holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, and Christmas Day. If a holiday falls on a Saturday, the Friday will be off; if a holiday falls on a Sunday, the Monday will be taken off. PPLC is CLOSED Christmas Eve through New Year's Day.

The center will be closed at 1:00 on the Thursday before the new school year begins. The Friday before school begins, the school will be closed. Two Professional Days are also taken each school year where the center will be closed. This date will be confirmed at least 30 days before the closing.

Full tuition is due for all days that the center is closed.

## **Weather Related Closings**

In making decisions about late openings, early closings, or a closure, we are responsible for the safety of families and staff members. We are here to serve our parents and our intent is to be open every day possible. However, if after listening to the weather forecast and or driving on surrounding roads, we feel that conditions are unsafe, we may either open late, close early, or close all together. If the center closed early due to deteriorating road conditions, a parent for each child in attendance will be notified with at least two hours- notice. A mass e-mail will be sent as well as individual phone calls made. It is the parent's responsibility to make sure that contact information is up to date including phone numbers and e-mails.

We do not follow the public schools for delays or closures. Announcements for delays or closings will be made through e-mail as well as posted on WBAL –TV. Attempts will also be made to post it on the web site. E-mail will be your most reliable source.

In the case of a power outage, PPLC may need to close the center due to regulation restrictions. There is no maximum number of days that tuition will remain due from power outage closures. Full tuition remains due for all weather related delays or closures and for power outage closures.

## **Outdoor Play**

PPLC provides opportunities at least twice per day for outdoor play. Children should dress appropriately for active play that includes running, jumping, climbing,... Children without sneakers will be restricted from certain play items. Temperatures below 32 or code red will prevent outdoor play.

## **Safety Procedures**

PPLC has cameras in each of the classrooms that monitors and records all activity in the building. A monitor is located in the office for review. All doors remain locked from the outside of the building. There are three access doors to the inside of the building that require a key fob for entry. Each family will be

given two key fobs to access the building from 6:30 a.m. to 6:00 p.m. on days that the center is open.

Regulations require us to perform monthly fire drills where the children have to exit the building following posted evacuation procedures and participate in “roll call.” An additional emergency preparedness drill must also be performed at least two times per year where the children practice the procedures that involve using alternate locations to maintain safety. In the event that we are unable to stay on 1260 Driver Road, our first relocation would be 1230 Driver Road, the house next to PPLC. In the event that Driver Road must be evacuated, the teachers will transport the children using their vehicles to West Friendship Elementary School located at 12500 Frederick Road in West Friendship. Copies of our emergency preparedness procedures are located in each classroom for your review. If a lock down occurs at the center, no access will be granted to the parents and children may not leave until it is deemed safe to do so by the authorities.

## **Arrival and Departure Procedures**

For the safety of the neighborhood, please obey the 30 mph speed limit on Driver Road. Remember to use caution in the driveway when entering and exiting the parking areas. For the safety of the children, car engines must be turned off and children must be escorted into the building.

In the evenings help your child collect their belongings and maintain supervision at all times. We also ask that parents not hold doors open to other individuals or allow access to any person without the consent of a staff member. There is an intercom system that individuals visiting the center may use to gain entrance to the building once their identity and purpose has been established.

Children will only be released to individuals listed on the emergency card as “authorized to pick up on a daily basis.” In the event that someone other than those individuals will be picking up, we **MUST** be notified

in writing. The person picking up will need to show identification. Any individual who does not have authorization to pick up will be denied until consent can be confirmed.

## **Open Door Policy**

Authorized parents and guardians are welcome to visit any time their child is present at the center. We want you to feel completely welcome and comfortable with our facility.



## **Discrimination Policy**

PPLC is an equal opportunity provider. Enrollment applications are accepted without regard of race, religions, color, sex, or national origin.

Families with religious or nutritional beliefs different than those followed by PPLC can make arrangements with the Director to alter what their child is offered; this will be up to the parent to provide.

## **Discipline**

PPLC prides itself on creating a warm, understanding atmosphere in which your child can learn and grow. In connection with our philosophy, we “discipline” children by using positive reinforcement and re-direction. Children succeed when they know their boundaries and what behaviors are acceptable. When a teacher observes an “inappropriate” behavior, the child is re-guided when the teacher tells him/her what she/he CAN do. If a behavior continues, a reminder is given as to what the consequence may be. These may include choosing a different area of the room to play, sitting closer to the teacher, not being able to play with a specific friend for a period of time, or being removed from the current activity.

## **Termination of Care**

PPLC reserves the right to dismiss a student from care on a temporary or permanent basis due to behavioral issues that may hinder the growth or well - being of the child or other children enrolled in the program. Dismissal may also occur due to failure to obey policies or for non- payment.

## **Personal Belongings**

Every child who is enrolled for a full day is responsible for providing a sheet for the mat or cot used for their child. Bedding items will be sent home at least every other week to be laundered and should be returned the next school day.

A hook is provided for each child to store personal items. We ask that each child leave a change of clothing in the building that is labeled with your child’s name.

Toys should only be brought to school if it is your child’s designated Show and Tell Day. PPLC is not responsible for missing or loss items.

## **Food and Nutrition**

PPLC offers two snacks during a full school day; one in the morning and one in the afternoon for children ages 2-5. The snack menu is posted on the lower level in the kitchen. At least two food groups are offered at each snack. Children are offered the snack item and will not be given the item if they do not want it. No alternate snack will be offered. Parents of children with food allergies or special diet/religious restrictions may provide their child with alternate snacks.

Lunch is to be provided by the parents. Milk is served to each child at lunch. Any item that a parent packs that is perishable **MUST** be labeled with the child's name and placed in the designated refrigerator. No warming will be done to foods.

Parents of children ages 6 weeks through 24 months of age are responsible for bringing all of their children's food. Each item must be labeled with their name and the date. All food items including extra bottles must be taken home at the end of the school day.

## **Special Events/Parties**

PPLC hosts many events each year for the children and families. In some instances, there will be a sign-up sheet for food and decoration contributions and for parent volunteers.

Parents are encouraged to visit the classroom and participate in activities that teach about their specific culture or background. We also always welcome "guest readers" to the classroom. Please talk to your child's teacher to arrange a convenient time.

Parents may also have their child celebrate a birthday while at school. Please let your child's teacher know several days in advance what is planned so that we can notify parents of the change in schedule or food offered.

Parents are invited to a Parent Night held at the beginning of each school year. Family events such as our "Love Dinner" our "End of the Year Celebration", and our "Family Picnic" are events planned for the entire family!

## **Medical Health**

Each child enrolled in the center must have completed forms provided by MSDE which includes a Health Inventory, an Immunization record with dates for all age appropriate and required immunizations listed, an emergency card, and a Lead verification form (ages 1 and older.) For children with individual needs

such as those with allergies or a medical condition, a “Care Plan” must also be completed and signed by the parent outlining the details of the condition and the symptoms and procedures to follow. Emergency cards and Care Plans must be updated yearly.

Parents will be notified and required to pick up their child within one hour if the child has diarrhea, is vomiting, has a fever of 100 degrees or higher, has lice or nits, or exhibits any signs of a communicable disease. We also reserve the right to have a child picked up if he/she is unable to be active and comfortable in the daily routine. Children must be symptom free for at least 24 hours before returning to our care. Therefore, if a child exhibits any of the above symptoms and is sent home, they may not return to school the next day. Written permission from a parent or physician is required if a child is out for three or more days due to illness.

If a child requires prescription medication while at school, it must be in its original container labeled with the child’s name, doctor’s name and the dosage. A medication form provided by MSDE must also be filled out by both the doctor and the parent. At least one dose of the medicine must be administered at home prior to being received at school. Non-prescription medication can only be given after a medication order form is filled out by the parent and physician verifying the correct dosage and times to administer. Medication can only be administered by staff trained in Medication Administration.

There is at least one staff member per 20 students present in the building at all times certified in CPR. There is at least one staff member in the building trained in First Aid at all times. If a child requires medical attention, these individuals will care for the child. In cases of administering an Epi-Pen, or if a child requires emergency service, 911 will be called and the child will be transported to the nearest hospital.

## **Staff Qualifications**

Every staff member that is employed with PPLC has a complete physical, and State and FBI Criminal Background Checks. Personnel lists as well as Staffing patterns are posted on our lower level on the main board. Our license is also posted in this location.

In cases of staff absence due to illness or other circumstances, substitutes are available to maintain the necessary ratios for the age group affected. All substitutes require the same medical report and fingerprinting requirements as full- time staff. Documentation is maintained as to when substitutes are utilized.

PPLC allows parents to “volunteer” for special events and parties. Any volunteer, whether a parent or other person that will have sustained interactions

with the children will be announced to the parents of the room in which the volunteer will be working.

PPLC does not restrict staff from babysitting children from the center during their “off” hours. However, PPLC is not responsible for any incident involved with the child during these hours. Parents agree to this “Hold Harmless” agreement in these situations. PPLC holds no legal obligation for staff incidences outside of their documented work hours.

## **Field Trips**

The number of field trips taken will vary with each age group. Permission slips outlining the details of the trip will be distributed and must be returned with a parent signature in order for a child to attend. There may be situation that a parent is required to attend a trip in order for their child to participate in the trip. If a parent does not want their child to attend a trip, a child may stay behind IF there is a room to accommodate the child. If there is no room, the parent may request a refund for the day of the trip. This refund will be the difference in the rate for the one day.

Fees are due for each field trip and can be paid in either cash or in a check separate from tuition. The cost of each trip covers the destination’s fee as well as the transportation fee. Parents are always welcomed and encouraged to attend field trips with their children. Chaperone fees will apply.

## **Photographs**

School pictures will be taken twice a year, once in the Fall and once in the Spring. Ordering pictures is optional. Payment may be due in advance for picture orders and sibling sitting fees may apply.

PPLC takes many pictures throughout the school year. These pictures are used to display in the classrooms, to be used for visual calendars, as part of portfolios and as part of our End of the Year Celebration. Photographs may also be used for advertisement purposes.

Parents may not take pictures of the children at the center and use/post them for personal use via social media without consent from the child’s parent.

## **Misc info:**

PPLC does have residents on the premises. We currently have dogs in the residences that have current vaccination certificates on file.