



Petit Scholars@RIA  
Parent Handbook  
2017-2018

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## **INTRODUCTION TO PETIT SCHOLARS**

Petit Scholars@RIA is a licensed day care center under the jurisdiction of the District of Columbia Department and the Office of the State Superintendent of Education (OSSE). We must comply with the standards for group day care of preschool and school age children. All day care teachers and assistants are carefully selected on the basis of their qualifications in accordance with rules and requirements determined by OSSE.

Petit Scholars@RIA provides services to approximately 40 children ages 6 weeks - 4 years year round. The center is open from 7:30 am-6:00 pm, Monday thru Friday. **(Please note the maximum hours an infant/toddler can be present at the program per day is 10)**. Petit Scholars@RIA is open 12 months, of the year with the exception of the holidays and closures outlined in this handbook and provided to parents in an annual calendar. The curriculum is taught in both English and Spanish. We are Montessori inspired and offer sensorial, practical life, mathematics, early reading skills, art, music, large and fine motor activities, science, group time, project time and a wide assortment of free play opportunities.

Petit Scholars@RIA has developed a parent handbook in order to inform parents of the rules governing the center and to provide parents with adequate information about the program offered. Petit Scholars@RIA also has a written childcare program plan and child abuse and neglect policy, which is available for parents to review upon request.

## **OUR GOALS**

We, the staff of Petit Scholars@RIA will provide for the children:

- A pleasant and safe space to play and learn
- A variety of multicultural experiences
- A place to meet their emotional, physical, social and intellectual development
- A healthy environment

## **OUR PHILOSOPHY**

The developmental philosophy adopted at Petit Scholars@RIA is an integration of four educational approaches: Emergent Curriculum, the Montessori Method, Multiple Intelligences and the traditional classroom. The Emergent curriculum philosophy is based on the principles that children must be able to learn through experiences of touching, moving, listening, seeing, and hearing and must have

endless ways and opportunities to express themselves. The Montessori method stresses the importance of adapting the child's learning environment to his or her developmental level, and of the role of physical activity in absorbing academic concepts and practical skills.

Combining the best elements of these approaches ensures the 'whole' child will have their individual needs met, in a calm, harmonious environment that is free from bias and prejudice, and that encourages children to develop socially, intellectually and emotionally as well as sparking their imaginations and creative instincts. We believe children learn through play and exploration in a well-planned learning environment. Through these experiences children learn to make sense of the world around them. We believe that children develop best in a nurturing, loving, and responsive environment that promises a commitment to children and supports a variety of learning styles and is rich with opportunities where children are free to explore.

Our goal is to provide a place where children can do the work they are so highly motivated to do- constructing themselves as competent, independent people with the skills necessary to achieve their own goals. To do this we must respect and accommodate the way they learn, their inherent optimism, their love of peace and their need for community. The individualized method of presenting educational materials and learning experiences is based on the idea that each child is different, with different interests, rates of growth and development - physically, intellectually, socially and emotionally.

The program is inspired by children's curiosity and imagination. Our objective is to create meaningful experiences for children that extend their cognitive, language, physical and socio-emotional development. The physical environment plays an important part in our development philosophy. We have incorporated a blend of natural and contemporary building materials in the classroom to make them warm and inviting.

Our staff will plan lessons that will best suit a child's developmental needs. We will observe children's play and listen carefully to children's questions so we may support emergent projects and creations that come directly from the children. In small group work teams and large group free choice activities, staff provides invitations to the children on topics they express interest in. Under this approach children will learn to view themselves as contributing members of the school community.

Every child is an individual, and we respect and value differences. We look with an open mind at all members of the community, making them understand that they are valued for who they are.

Petit Scholars@RIA endorses and supports family values. We want all families to feel that they are an integral part of the center and welcome input and suggestions. We will encourage all of the families to be actively involved in their child's development and education as well as Petit Scholars@RIA activities and events. We will work with parents to create partnership that will best suit the needs of the child and become a place where people really care and try to help each other with the important job of raising happy, capable children.

## **OUR CURRICULUM**

### **Montessori**

Montessori is a revolutionary method of observing and supporting the natural development of children. Montessori educational practice helps children develop creativity, problem solving, critical thinking and time-management skills, to contribute to society and the environment, and to become fulfilled persons in their particular time and place on Earth. The basis of Montessori practice in the classroom is mixed age group individual choice of research and work, and uninterrupted concentration.

The Montessori Program provides the sense of security, nurturance and loving care that infants and toddlers need to thrive during this stage of intense learning. Since infants and toddlers need to achieve gradual independence, we provide individual attention as each child deals with positive experiences as well as frustrations.

The curriculum takes advantage of the rapid growth of fine and gross motor skills including: sensory and perpetual development, self-help skills, physical and motor skills, and, social and emotional growth.

The Montessori curriculum is part of the Montessori method of educational approach for children of kindergarten age, developed by Italian physician and educator Maria Montessori. The curriculum, which uses a variety of exercises and materials, consists of these components:

#### **Practical Life**

Children delight in the abundance of practical life exercises. Practical life exercises enable confidence in completing activities of everyday life. The desire to imitate adults is satisfied with items especially scaled to their size. Children

are attracted to the things that give independence and control in life. They are given experiences of sweeping, dusting, and polishing. There are exercises for washing, pouring, and gardening. The child is able to methodically master all of the skills needed for independence. The delight for the child is in the doing. While he is enthralled with each exercise, he is developing his concentration, his attention to detail and his coordination of movement. These exercises are the foundation on which the child approaches all other work.

### **Sensorial**

Wonderful new sensations surround the children continually. The sensorial materials activate a child's absorption of these new impressions. They enable categorization and organization of the unfamiliar with the familiar. Each piece of material isolates one definite quality of a sense - color, size, weight, shape, texture, or sound. Each piece of material stimulates extensive vocabulary building. This sensorial basis is present in many of the academically oriented materials. The importance of the sensorial development cannot be overstated. When a child develops his senses, he not only develops himself but he forms his learning tools.

### **Language**

Children learn oral language naturally. They automatically absorbed it from their environment. It is the director who brings these words to life. Games fill the children with a love of sounds which becomes personalized. The Montessori child begins reading when ready, and proceeds at their own pace. There is great glee when the sound "a" is at long last graphically represented. It is basis for reading. Utilizing the child's desire to touch, the letters are cut out and mounted for tracing. Children not only hear the sounds and see its shape, but now through tracing, they are able to train muscles for tracing.

### **Mathematics**

The world of numbers and their function is presented in the most logical, understandable and exciting manner. Each mathematical concept has a concrete piece of apparatus to embody it. By manipulating these exquisitely clear materials, children's understanding gain substance. This concrete quality allows progression to the realm of fractions and geometry.

### **Geography**

The study of geography includes the use of globes, puzzle maps, flags, picture folders, books and stories.

### **Science**

A variety of science materials will be out for exploration by the child in learning centers, books and group experiments will be done frequently. Science study increases vocabulary and general knowledge, encourages curiosity, helps the child discover natural laws, and helps the child become more aware of his/her surrounding world. The children conduct and observe various experiments with simple equipment. They learn to identify and classify. The preschool curriculum includes work in zoology, biology, and botany.

### **Music**

Music is used to express emotions, reinforce subject material, and as a source of joy. We use tapes, CD's, records, rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement. Through the use of a special apparatus, the children learn the notes of the scale and to match and grade them by ear. From this point, they may progress to the composition of simple melodies. They are introduced to famous composers and to the various classifications of musical instruments

### **Art**

Art is an important part of all life. It is the expression of the spirit of man. Indirect preparation for art is necessary. Movement exercises are essential to gain body control. Sensorial work with colors, shapes, and textures help prepare the child. Materials that develop the pincer grasp aid the child in using pencil, crayon, and brush. Work with shape and dimension helps the child with composition, arrangement and form. Children decorate their math and writing with their art. The environment is decorated with copies of well-known art works. The child learns to cut, glue, and color and moves on into sewing, knitting, weaving, and more complicated projects. We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps and learning various skills, such as cutting and pasting. Activities are geared to the child's level, and are concerned with the process of creating instead of the final product.

## **GENERAL CURRICULUM AREAS**

**Group Time-** This is a period of 15-30 minutes that serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes, which may include Zoo, Food, numbers, forest animals, etc. Monthly and weekly themes are posted for your information.

**Small Muscle-** Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changed weekly to coordinate with the weekly theme.

**Large Muscle-** Children received large muscle coordination through outside play, going for walks, or indoor play in the Commons room. Depending on the weather, children are offered play twice daily.

### **ADMISSIONS: NON-DISCRIMINATION**

Petit Scholars@RIA may not discriminate on the basis of race, sex, religion, creed, color, national origin, or source of payment. All children are welcome here.

### **SPECIAL EDUCATIONAL NEEDS**

At Petit Scholars@RIA we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring & educational environment. We comply with the American with Disabilities Act and provide an equal opportunity for children and parents with disabilities to participate in our program.

We make every effort to assist children with special educational needs who have difficulties or disabilities that may require adjustments to the curriculum in order for them to learn. Early identification is essential in order to support the child and help them to achieve within the center.

We aim to make reasonable modifications, provide appropriate auxiliary services, and if necessary adapt our routine, activities and environment to allow all children to participate and reach his/her full potential. Through detailed curriculum planning and organization of resources, we aim to make all activities available to all children throughout the center at a level appropriate to their developmental need.

In the majority of cases adaptations can be made which will enable children with Special Educational Needs to be admitted. Each child's needs must be assessed prior to entry, involving parents, the Director and other professionals involved with the child, to ensure that the provision is suitable. It is possible that in rare cases the center may not be able to adapt sufficiently to provide a good outcome for the child. If this should arise, we will connect families with resources to assist in finding an appropriate center for their child.

### **CHILDREN WITH SPECIAL NEEDS**

Parents must inform the center of special needs of their child before enrollment so we can determine if the staff and program is suited for the child. The record of each child with special needs will have written documentation from a qualified consultant prior to the child's enrollment and annually thereafter. The

consultation will cover program, equipment, facility, staff ratio or staff training recommendations suited to the needs of the particular child.

## **HOLIDAYS AND CLOSURES**

We are closed for all federal holidays and additional days quarterly for professional development. All dates will be provided in the annual calendar.

## **ARRIVAL AND DEPARTURE TIMES AND REGULATIONS**

Our hours of operation are 7:00 a.m. - 6:00 p.m. Monday-Friday. Children may come to the center whatever time works for the parent. We will remain flexible with drop off time, but children should arrive by 9:00 a.m. in order to participate in the morning activities. In the event your child is absent, you must inform the center by 8:30 a.m.

The center cannot release a child to any relative or friend without permission from the parent or guardian. You can use Daily Connect to send the name and a photo of the individual coming to the center. In an emergency a phone call can be used to tell staff when someone else will pick up your child. We will check identification prior to releasing children.

## **PART-TIME ENROLLMENT**

Petit Scholars@RIA is committed to supporting the needs of working families. When our enrollment capacity permits, we allow families to enroll part-time and drop-in for childcare. However, these opportunities are usually quite limited. Our goal is to maintain our enrollment capacity in order to meet the financial needs of the program, especially as it relates to staffing.

Families offered part-time positions are partnered with families and share one enrollment. Thus, it is important to note the following restrictions and rules if you enroll part-time:

### **Part-Time Enrollment Fees**

- Families who enroll part-time are paired with another family and pay the prorated portion for a five-day week. For example, a family that enrolls two days per week pays 40% (2/5) of the monthly tuition and the family that comes three days per week will pay 60% (3/5) of the tuition. You are not provided credits for absences, sick days, holidays, program closures or vacation days. If you accept the enrollment, you understand that during the entirety of your enrollment as part-time, you will pay your prorated tuition monthly.

### Flexibility with Days

- Families are limited to the days chosen. There is little room for exceptions because once we are at capacity, we do not accept drop-ins. A child who is enrolled as part-time but needs an additional day will be considered a drop-in unless your partner family is absent and you make arrangements with that family. Drop-ins are only available when we are not at capacity otherwise we will be out of compliance with the rules that establish our license.

### Maintaining Family Partnerships

- If the family who you've partnered with leaves the program or shifts to enroll full-time, we will notify you in writing. We will need another family to assume the part-time enrollment. If no other family is available within 30 days, the part time family will need to join our program full-time or leave the program.

### **FEES and PAYMENT**

Your charges for the month are based on how many days your child is scheduled to attend Petit Scholars@RIA not on how many days he/she actually does attend. Tuition is non-refundable, regardless of the reason for withdrawal. No refunds will be made for sickness, transportation delays, or withdrawals unless otherwise noted. Additionally, there will be no tuition credit for any time the center is closed due to inclement weather or holidays. In the event of a withdrawal from the program, the day care center must be notified at least ONE month in advance. You will be billed via Quickbooks and can pay via check/ACH payments. Receipts are provided electronically via Quickbooks.

Parents are expected to pay their bill by the 5<sup>th</sup> of the month. Failure to make payments on-time results in a \$30.00 late fee. If a balance of \$500.00 or more is owed to the center, this is grounds for dismissing your child from the center.

The following discount will be applied to qualified customers:

1. More than one child at the center: 15 % off the second tuition.

### **LATE FEES**

If children are not picked up by the appropriate time, late fee policies will be in effect as outlined. The late fee after 5 p.m. is the weekly enrollment fee for aftercare. Children not enrolled in aftercare should be picked up no later than 5pm. After 6:00 p.m. the fee is \$20.00 for the first 5 minutes according to Petit

Scholars@RIA' clock. Each minute following 6:05 is \$5.00 per minute. Payment is due at the time of pickup in cash to the teacher on duty.

Please have a backup plan for days you are running behind or stuck in traffic. Parents are expected to have their children dressed and out of the center by 6:00pm. Continuous late departures are grounds for dismissal. If you must be late due to an emergency, please call the center yet late charges will still apply. Unusual emergencies or those associated with mass transit, weather delays, etc. can be discussed with the director.

## **MEALS AND SNACKS**

Our optional meal program is available and includes two nutritious meals for the children (breakfast & lunch) and two snacks throughout the course of the day. An attempt at a complete balanced diet is recommended. Please peel, hull, shell, slice foods that your child will have difficulty handling alone. If your child has an item that needs to be heated, we will put the dish in the microwave for 30 seconds. The staff encourages the children to try their food. Uneaten food is placed back in the lunch box to let the parent know what the child ate. We provide an afternoon snack to all Petit Scholars@RIA upon parent request at no charge. Children enjoy treating their classmates to a special snack for birthdays and other special occasions. We require everything brought to the center to be pre-packaged, or fresh fruit. Please talk with the director on days you would like to bring a special treat into the center.

## **VACATION/SICK CREDIT**

Regardless of individual attendance, we are required to maintain staffing that matches our enrollment. Thus, we are not able to provide credits for families during vacations or when children are absent due to illnesses. As a parent you are billed for the time you set ahead of schedule that your child will be at Petit Scholars@RIA. Children enrolled full-time or part-time are committed to their enrollment space and monthly fees are still due.

## **FIRST DAY AT THE CENTER**

Infants/toddlers often have difficulty transitioning to the program and this is usual. Often there are changes in feeding (quantity) and nap times/durations. Children often cry the first few times they are left. Try a brief goodbye. Delaying departure is hard on the child and the parent, as both become more upset and reinforce each other's fear feelings. If your child is upset when you leave the

center, feel free to call the center back after some time to check on your child's progress. We will call you if your child does not settle down. Most children quiet down quickly, they are reassured by the director and become interested in the toys and other children.

### **YOUR REGISTRATION PACKET INCLUDES**

1. Registration Information Forms- the first part of the packet is information we need in order to better care for your child, and emergency contacts. These forms are confidential and the contents will not be discussed with anyone but our staff.
2. Contract for enrollment
3. Emergency Contact Form Completed
4. Immunization Record
5. Health Care Summary-it is best to have the health care summary on the first day but if you are unable to get a doctor appointment you have 30 days from the date of enrollment to have it completed and signed by the child's physician. If your child has had a physical exam within the last six months, please have your Dr. sign the form and send it through the mail.

Petit Scholars@RIA is not responsible for any omitted or incorrect information submitted in the registration packet. Parents are responsible for making changes in address, phone number, etc.

### **DAILY SCHEDULE OF ACTIVITIES**

Please request the most current schedule of activities.

### **NAP TIME**

Every effort is made to adjust to the individual needs of all children regarding the daily nap. Children are allowed to take a book to their cots at the beginning of nap period. After at least 30 minutes of quiet rest, those children still awake are able to play under the supervision of the director. Parents may provide the child with a special book or stuffed animal for naptime.

### **OUTDOOR PLAY TIME**

If the weather is above 39 degrees Fahrenheit and there is no precipitation (except light snow), we play outside. We will also adhere to heat advisories and avoid extreme temperatures in the spring, summer, and fall months.

### **DIAPER PROCEDURE**

Untrained children should have an adequate daily supply of disposable diapers and wipes at the center. We will send you a note when your diaper supply is low. Please send the diapers or wipes in immediately. Petit Scholars@RIA requires the use of

disposable diapers. If your child has diaper rash or any other condition that requires the use of a medication, written permission is needed. The center will work with the parents on potty training routines that they wish us to follow. Please inform the director when your child is in training.

## **PARENT-CENTER COMMUNICATION SYSTEMS**

We have many forms of communicating with the parents. Listed below are a number of ways the director, teachers and parents can be in communication with each other.

**1. Initial meeting with parents: Pre-enrollment Conference** -- When you enroll your child, the director or assistant director in charge will show you through the center and answer any questions you may have. You may wish to share concerns about your child with the director, share what you expect from the program, etc. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which we should be aware.

**2. Parent-Teacher Conferences** - These conferences are very useful for the teachers and the parents. They are a great way to assess how each child is doing in the center. The conferences are held in the fall and in the spring.

**3. Parent Meetings** -- These informal get-togethers are held according to the needs and wishes of the parents. There may be a short presentation, followed by time to discuss matters pertaining to Petit Scholars@RIA or childcare. Parent meetings give you a chance to meet the parents of other children and to voice concerns you have about the center or the children. If parents do not attend or wish for a meeting, the meetings will not be held.

**4. Parent Information Board** -- The parent information board, located near the toddler restroom, serves as a place to post the monthly Newsletter, and Petit Scholars@RIA' happenings of interest to children and families.

**6. Daily Reports-** Daily Connect is our primary means of daily communication. It provides notes about the child's food intake, elimination, sleeping patterns, projects, and general behavior.

**7. Petit Scholars@RIA Newsletter** -- The center newsletter is published monthly, posted to the website, and sent via email. The newsletter contains information that is pertaining to every classroom.

**Please tell us if:**

- your child had a bad night's sleep

- he/she was ill recently
- something upsetting happens
- something fun or exciting happened
- your child has been exposed to a contagious disease
- your child verbalizes feelings about the center or staff, or if your child's behavior or mood is different than usual.

**We will tell you:**

- about your child's play
- if your child didn't eat normally, didn't sleep well, or was out of sorts—
- if your child has an unusual bowel movement or any other unusual behavior
- if your child got upset about something—
- anything else we feel you should know about your child's day.

**BEHAVIOR GUIDANCE**

Petit Scholars@RIA has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually spiritually, socially, and creatively under the loving guidance of concerned parents and director. In this spirit, our staff will:

- model positive acceptable behavior
- redirect children away from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- provide immediate guidance/direction if a child behavior is unacceptable
- recognize the age appropriate development of the child
- not allow the children to act in a manner that will endanger them, another child, or the staff.

**The following actions are prohibited by any staff person:**

- subjection of a child to emotional or physical abuse
- punishment for lapses in toilet training
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm

Separation occurs when a child is removed from the group and is temporarily unable to participate in the programs activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. All separations from the

group must be noted on a daily log. The staff person making the note will state what other redirecting methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If the child is separated from the group three times or more in one day, the child's parent will be notified.

## **DISCIPLINE POLICY**

Discipline is viewed at Petit Scholars@RIA as an ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child

### **A. POSITIVE DISCIPLINE**

1. Caregivers shall use positive discipline, which shall include the following:
  - a. Communicate to children using positive statements.
  - b. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
  - c. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

### **B. INAPPROPRIATE DISCIPLINE**

- 1) Any person, while on childcare premises, shall not engage in any of the following actions toward children.
  - a. Inflict corporal punishment in any manner upon a child's body.
  - b. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.
  - c. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
  - d. Placement in a locked or dark room.
  - e. Public or private humiliation, yelling, or abusive or profane language.

**C. Staff shall not associate disciplinary action or rewards with rest, food, or toileting.**

### **D. Caregivers shall not:**

- 1) Use time out for any child less than three (3) years of age.
- 2) Use time out for any purpose other than to enable the child to regain control.
- 3) Physically restrain children except:
  - a. When it is necessary to ensure their own safety or that of others;
  - b. Only for as long as it is necessary for control of the situation.

### **E. DISCIPLINE DOCUMENTATION/COMMUNICATION TO PARENTS**

- 1) The Policy shall be distributed to parents and staff.
- 2) Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child.
- 3) Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.
- 4) In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If a child demonstrates a breakdown in the area of responsibility or behavior, the Director of Petit Scholars@RIA will talk with parents/guardians and verbally communicate the issue and seek parent/guardian solutions to the problem.

If the behavior continues, a written notification will be given to the parents/guardians on the day of the infraction. The notification is for informational purposes and is to keep parents/guardians aware of their child's behavior and actions. The notification must be signed by a parent/guardian and returned to site staff the next school day. The issuance of a notification is not punitive and is a means of keeping parents/guardians informed. If and when a student receives a second behavioral notation, the parents/guardians will be notified in writing. A third behavioral notation will result in a Parent Conference with the site staff and/or Executive Director.

If and when a pattern of irresponsibility or misbehavior continues to present itself after the parent/guardian conference, potential removal from the program will be discussed with the parents. If the misbehavior continues the Director may place the child on a two week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will be provided two weeks' notice to withdraw their child from the Day Care.

## **ACCIDENT OR EMERGENCY PROCEDURES**

If your child becomes injured at the center, the director in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. The director will then fill out an injury report. One copy will go into the child's mailbox and one copy will go in the child's file. If the injury is serious, we will call the parent for instruction. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

- 1) Call parent or guardian.
- 2) Call one of the persons listed on the emergency card.
- 3) Call the child's physician for his/her advice.

4) In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to an emergency hospital with a staff person accompanying the paramedics or ambulance.

\*\*Any and all expenses incurred under #4 will be borne by the child's family or guardian. If an injury is severe, procedures 1-3 will be waived, and 911 will be immediately summoned.

**Safety** -- The first director on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.

#### **Fire Prevention and Procedures**

- 1) Monthly fire drills will be conducted; a log is kept for licensing
- 2) Primary exit of the building is out the front door. The second exit is the side door. The third exit is through the rear entrance.
- 3) 911 will be called if needed.
- 4) Fire extinguishers are in each room.
- 5) All staff are trained in fire procedures at their orientation.

**Tornado/Natural Disaster** -- In the event of a tornado or other natural disaster, the tornado evacuation route posted at the front entrance will be used, all children and director will go to the basement. A monthly tornado drill is conducted from April-September, and a log is kept. In the event we would leave this building we will go to the school listed on the evacuation poster. If we cannot go there we will go up the hill to the Olson Campus Center where the cafeteria/info desk/phone is available for us to use.

**Unauthorized Pick Up of a Child** -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the person attempts to use force, 911 will be called.

**Missing Child** -- If a child is missing, the director will first conduct a search for the child. If the director doesn't find the child, 911 and the parents will be called.

**Missing Parent** -- If the parent of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms, the closing director will stay no longer than 6:30 pm. After that time, the closing director will turn the child over to the Child Protection Unit; a note will be left on the center door,

telling where the child was taken, and the phone number for the Child Protection Unit.

**Abuse/Neglect of a child** -- will be reported by any person on our staff to Child Protection Services if abuse or neglect is suspected. We are legally required to report any suspected abuse or neglect of a child within 24 hours of the suspected abuse or neglect. All reports of suspected abuse or neglect of children occurring in a licensed facility should be made to the **Office of the State Superintendent of Education**.

**Complaints and Unusual Incidents** can also be reported via the dedicated hotline at 202-727-2993; emailed to OSSE.Childcare.Complaints@dc.gov or faxed to the Compliance and Integrity Division (CID) at 202-727-7295.

### **Petit Scholars@RIA's POLICY ON ILLNESSES**

Most children with mild illnesses can safely attend Petit Scholars@RIA. However, please do not bring your child if he/she is displaying sickness or has a fever. Children are excluded from the program the day they receive vaccines. Often children experience pain at the site of the injection or fevers following vaccines.

We are not able to provide adequate care to all when a child is in pain or feels unwell. Please respect the staff's judgment when they determine that a child should not attend Petit Scholars@RIA because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease.

Listlessness, diarrhea, fever, or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill. Petit Scholars@RIA's sick policy goes along with the requirements set by the Department of Health and Human Services. A child or staff person considered ill must be excluded from **school for at least 24 hours after a fever or when sent home due to diarrhea**.

### **A child may be too sick to attend if:**

The child does not feel well enough to participate comfortably in the program's activities. The staff cannot adequately care for the sick child without compromising the care of the other children. If the child has any of the following symptoms unless a health provider determines that the child is well enough to attend and that the illness is not contagious:

- Fever (above 100 F. auxiliary or above 101 F. orally) accompanied by behavior change and other signs or symptoms of illness (i.e., the child looks and acts sick).

- Signs or symptoms of possibly severe illness (e.g., unable to eat, persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy).
- Diarrhea: Changes from the child's usual stool pattern-increased frequency of stools, looser/watery stools, stool runs out of the diaper, or child can't get to the bathroom in time.
- Vomiting more than once in the previous 24 hours
- Mouth sores with drooling.
- Rash with a fever or behavior change

**Attendance to a Sick Child Until a Parent Arrives -**

If your child becomes sick while at the center, he/she will be isolated from other children in care under supervision and the parent will be called immediately.

**Notification of Contagious Disease/Communicable Diseases -**

Parents must inform us within 24 hours if their child has a contagious disease.)

Children may not report to the center if they have any of the following diagnoses from a health provider (until treated and cleared/or no longer contagious):

- o Infectious conjunctivitis/pink-eye (with eye discharge)-until 24 hours after treatment started
- o Scabies, head lice, or other infestation-until 24 hours after treatment and free of nits
- o Impetigo-until 24 hours after treatment started
- o Strep throat, scarlet fever, or other strep infection-until 24 hours after treatment started and the child is free of fever
- o Pertussis-until five days after treatment started
- o Tuberculosis (TB)-until a health care provider determines that the disease is not contagious
- o Chicken pox-until six days after start of rash or all sores have crusted over
- o Mumps-until nine days after start of symptoms (swelling of "cheeks")
- o Hepatitis A-until seven days after start of symptoms (e.g., jaundice)
- o Measles-until six days after start of rash
- o Rubella (German measles)-until six days after start of rash
- o Oral herpes (if child is drooling or lesions cannot be covered)-until lesions heal
- o Shingles (if lesions cannot be covered)-until lesions are dry
- o Hand, Foot and Mouth Disease - on a case by case basis a specific determination will be provided for readiness to return to the program

\* If children are exposed or have a contagious reportable disease, the director will provide a notice to all parents.

## **MEDICATIONS GIVEN AT THE CENTER**

- 1) The center must get written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.
- 2) The center must follow written instructions from a licensed physician or dentist before administering each medicine, prescription or non-prescription. Medicine with the child's name and current prescription information on the label constitutes instructions.
- 3) All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, any unused portion must be returned to the child's parent or destroyed.
- 4) A diaper rash ointment, sunscreen, and pre-moistened commercial wipes, must be labeled with the child's name and used only for the individual child whose name is written on the label. Written approval must be provided prior to the application of diaper rash ointments, powders, or creams.
- 5) Written approval must be provided prior to the application of topical medicines, insect repellents, sunscreen lotions, and diaper rash control products. They will be stored according to directions on the original container and so they are inaccessible to children.

## **PUBLICITY INFORMATION**

If photos of your child need to be taken for publicity purposes, we will have you sign a release form for each separate publicity venture.

## **FIELD TRIPS**

Each field trip beyond the neighborhood will require a separate permission form. All children must be in a car seat according to safety regulations when transported to a field trip by a vehicle. Parent permission forms for walking field trips are filled out each year. We walk to the local parks as well as other places in the Brookland/Rhode Island Avenue neighborhood.

## **TERMINATION NOTICE AND/OR SCHEDULE CHANGES**

When the time comes to withdraw your child from the center, one month written notice is required. Staff members will gather your child's possessions for you on the child's last day. Please pay your bill in full before your child's last day at the center. Changes in your child's schedule need to be made with the Director; if possible, two weeks in advance of the date you wish the change. In rare cases the center staff may decide that a child is too young or too mature for our program.

If any child shows severe adjustment problems or stress from being in a group situation, the director will give the parent two weeks notice to make other arrangements. In rare cases a child's parents cannot adjust to the schedule of the center or they have difficulty following some regulation. When this happens, the director will first verbally remind the parents of the regulation, if the parents continue to ignore or break the regulation, the director will give the parents 2 weeks to make other child care arrangements.

### **GRIEVANCE PROCEDURE**

In the event of misunderstandings, personality conflicts, or specific complaints against the center staff or about the center policies, parents are encouraged to make an appointment with the director to remedy such problems. Complaints may also be aired at parent's meetings in order to discover if other parents have similar complaints and to work on positive solutions. A parent advisory board may be formed to discuss any problems that come up. After these attempts have been made without a change to resolve the problems, the parent may appeal for further consideration. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and to let them know you.

### **PRIVACY POLICY**

Petit Scholars@RIA values our customers' participation, interests and needs and takes great pride in its relationships with its guests. In order to provide educational and daycare services as well as information regarding those services, Petit Scholars@RIA will occasionally ask you to provide us information about yourself and/or the children you have enrolled or seek to enroll at Petit Scholars@RIA. This Privacy Policy describes the information we collect and how we use that information.

Petit Scholars@RIA takes the privacy of your personal information very seriously and will use your information only in accordance with the terms of this privacy policy. When we collect personal information, including your name, e-mail address, home address, phone, or child's name or age, we use it only for internal purposes to improve our services to our customers. The information will not be shared or sold to any party outside Petit Scholars@RIA without your prior consent. If you have questions or concerns regarding this Privacy Policy, you can contact Petit Scholars@RIA at [petitscholars@gmail.com](mailto:petitscholars@gmail.com).

This policy may be revised over time. If we are going to use or disclose your personally identifiable information in a manner materially different from that stated at the time we collected the information, you will have a choice as to whether or not we use or disclose your information in this new manner. Any

material changes will be effective only after we provide you with at least 30 days' notice of the amended Privacy Policy. We will post the amended Privacy Policy prominently on our web site so that you can always review what information we gather, how we might use that information and whether we will disclose it to anyone. Please check the Petit Scholars@RIA website at [www.petit-scholars.com](http://www.petit-scholars.com) at any time for the most current version of our Privacy Policy.

**Information We Collect.** Petit Scholars@RIA does not collect personal information from minors (under the age of 18) and we ask that minors do not submit any personal information to us via this web site. Petit Scholars@RIA collects and stores a limited amount of personally identifiable information from the users of this website. That information is limited to your name, e-mail address, home address, phone, and/or child's name or age. If you send us correspondence, including e-mails and faxes, we may retain such information in the records of your account. We will also retain customer service correspondence and other correspondence from Petit Scholars@RIA to you. We retain these records in order to measure and improve our customer service. We may, over time, delete these records as permitted by law.

## **USE AND DISCLOSURE OF INFORMATION**

We use the information we collect about you in order 1) to provide our services, 2) to provide customer service, 3) to improve our services and 4) to provide you information regarding our services. We give access to individually identifiable information only to those Petit Scholars@RIA Center staff members who require fulfilling these functions.

Petit Scholars@RIA will not share, sell or rent any of your personally identifiable information to third parties without your prior consent. Although Petit Scholars@RIA does not disclose this information to third parties, you have the right to inform us of your specific wish that your information not be disclosed to third parties and may do so by contacting us at [petitscholars@gmail.com](mailto:petitscholars@gmail.com).

We communicate with parents of children enrolled at Petit Scholars@RIA via e-mail, U.S. mail or telephone to provide requested services or resolve complaints. Generally, these parents cannot opt out of these communications, but they will be primarily informational in nature rather than promotional. If you have any questions about our privacy statements please contact us.

## Petit Scholars@RIA Parent Agreement

- 1) I agree to pay the tuition as indicated above. A late fee of \$30 will be charged if tuition is not received by that date. There will be a \$35 service fee for all returned checks.
- 2) Refund Policy: Tuition is non-refundable, regardless of the reason for withdrawal. The registration fee is non-refundable also.
- 3) It is understood that no refunds will be made for sickness, transportation delays, or withdrawals. Additionally, there will be no tuition credit for any time the center is closed due to inclement weather or holidays.
- 4) In the event of a withdrawal from the program, the center must be notified at least ONE month in advance.
- 5) Petit Scholars@RIA has the unrestricted right to terminate this enrollment agreement at its sole discretion. In the event of such termination, Petit Scholars@RIA will not refund the unused portion of the tuition.
- 6) Petit Scholars@RIA is not responsible for any child's belongings lost or damaged at daycare, or any parent vehicles that transport children to and from day care.
- 7) I agree to notify Petit Scholars@RIA by 8:30am when my child will be absent.
- 8) Petit Scholars@RIA has permission to reproduce and publish any photograph, video or likeness of my child for advertising, commercial or any lawful purpose.
- 9) In the event that a parent or the family physician cannot be contacted in an emergency, Petit Scholars@RIA has the permission to have my child examined at a hospital emergency room.
- 10) I consent to Petit Scholars@RIA communicating with me by telephone, email, Daily Connect or other means. Written communication may be sent home with emergency contact and release persons when necessary.
- 11) Prior to enrollment, I must provide Petit Scholars@RIA with updated medical and immunization information for my child. This information must be updated in accordance with state childcare licensing regulations and kept current. I understand that children without appropriate current medical records may not attend the center.
- 12) OSSE child care licensing regulations are available for review upon request.
- 13) I agree that any dispute concerning, relating, arising out of or referring to the subject matter of this contract shall be resolved exclusively by binding arbitration in Washington, DC.
- 14) While similar in name and program, Petit Scholars@RIA is owned and operated by Petit Scholars West End, LLC and is an entity that is legally separate from Petit Scholars and Petit Scholars North Campus.

Petit Scholars@RIA  
Parent Handbook Agreement

I certify that I have read, understand and accept all of terms and conditions described in the handbook.

I have read the handbook and will operate in agreement with all the policies and procedures. If I have any questions I will contact the Director to clear any misconceptions. I also give my child permission to attend walking field trips with their class.

Name: \_\_\_\_\_

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

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

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