

Piece of Our Puzzle Academy 1 Sugarmaple Lane Levittown, Pa 19055 (p) 215-485-5985 www.thepuzzleacademy.org

Thank you for choosing The Puzzle Academy for your child's educational needs. We pride ourselves in providing quality care backed by teachers and instructors who are passionate about the education field. Our number one priority is your child, and we strive to make a successful impact in your child's life.

Welcome to the Team!

At Piece of Our Puzzle Academy, we like to refer to those who interact with your child as your child's team. Depending on the amount of care your child needs, there may be multiple team members involved throughout the day. All members of your team are required to keep in contact with parents regarding your child's time at the Puzzle Academy. We strongly urge all our teachers to use email as the primary means of communication, although we understand other forms may be implemented.

HiMama and Pickup-Dropoff Procedure

All parents must complete the health assessment on Himama prior to entering the building. Once you arrive, please check-in and sign your child in via the app and teachers will come get your child from the pickup area, please remain in your vehicle. When it is time to pick your child up at the end of the school day, please check your child out via the Himama app and a teacher will bring him/her out shortly. Please remain in your vehicle. If you feel you will need to walk your child into the school, please message your teacher via Himama and we will meet you at the door.

Himama will allow you to check in on your child throughout the day and receive messages and pictures (if waiver is signed). You will also be able to message your child's teachers if you have any questions or concerns.

Inclusion Policy

Please note our inclusion policy. Staff will work with support staff that the child has, including but not limited to speech, OT, PT outside ABA providers, etc. Piece of Our Puzzle will offer accommodations to students with disabilities. In order to individualize our



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program for students, staff will use different means to assess including but not limited to observations, notes, formal programs, participation in IEP meetings, etc. We also ask for a copy of your child's IEP if applicable. Lesson plans will include differentiation for students needing additional help. When your child begins, we will send home our developmental screening tool, Ages and Stages, to be completed by parents and staff. In addition, we offer two (2) parent/teacher conferences each school year taking place towards the beginning and the end of the school year; specific meeting times will be sent home closer to the date.

Program Policies (please initial each line)

- Piece of Our Puzzle employees are not permitted to transport children or family members of the child for any reason. In the same respect, we ask that staff do not travel in the vehicle of the child's family.
- Employees are not permitted in a family's home outside of the normal scheduling hours.
- We ask that parents and staff do not exchange social media information to keep the professional relationship intact.
- Piece of Our Puzzle employees are expected to respect all families and their cultural values, and we expect the same treatment towards our staff.
- Students must be present by 930am so there is no disruption in routine for the other children.
- Although we are primarily a special needs preschool, please understand that we have limitations. When a child engages in aggressive, and/or destructive, and/or tantrum behavior for the duration of an hour and requires more than 1 staff member; the child will need to be picked up. This is not safe for your child, the other children in the classroom, or the staff being pulled to assist. If the aggressive/destructive behaviors continue, a meeting will be scheduled to discuss next steps.



Parental Involvement

Parental involvement is crucial for successful results. We ask that parents are readily available to answer questions pertaining to your child just as we will be readily available to answer any of your questions. We understand that situations arise, especially with children, and some sessions will need to end early. However, if a family/parent shows consistent and excessive instances of lacking active parental involvement, this may result in a termination of services and working relationship. Lack of parental involvement can include but is not limited to:

- Failure to maintain adequate communication, respond to requests for information, and submit required data (in any form) in a timely manner.
- Crossing ethical lines regarding dual relationships.
- Not complying with agreed upon treatment and behavioral plans.

Holidays and Weather Policies

Please see the attached list of holidays and weather procedures. The Puzzle Academy will NOT be open on the listed holidays. Please keep that sheet and post somewhere that you will not forget. Regarding weather, our school follows the Bristol School District. If the BSD is closed, we are also closed; if the BSD closes or opens early/late – the same applies to us. <u>Please text the word PUZZLE</u>, followed by your name in an additional text to (267) 478-8790 to get updates on weather delays, closings, and other mass notices.

REQUIRED Paperwork Policy

The Department of Human Services has strict laws regarding paperwork of daycare employees and attending children. In your enrollment packet, you will receive several forms. On your child's first day, we must have an application for enrollment, fee agreement, emergency contact form and up to date health assessment. If you do not turn these documents in, your child will be unable to stay for our program. Agreements and emergency contacts must be updated



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every 6 months, and all health assessments must be updated once per year. If you schedule a physical for your child, please ask the director for a blank health assessment form. This way, you will not have to make two separate trips to the doctor. The director will notify you once your child's expiration date is approaching. If you do not get these forms updated by the expiration date, your child will be unable to return to our program. **NO EXCEPTIONS**. This rule is in place as per state and DHS regulations. PA state law requires that staff complete a child service report every 6 months for children who spend 15 hours or more per week at the center. These reports track the progress of your child by their teacher(s). When they are completed, you will be given a copy of your records and be asked to sign the original for our files.

Sick Policy

Please note that if your child misses days for sickness or other reasons, tuition is still
due in full. There are no discounts or fees waived for days on which your child is not
present.

It is important to remember that the staff at The Puzzle Academy see many different children. There are also other children within the program that we need to keep free from sickness. Your child must be free of all these conditions and symptoms for at least 24 hours before services can resume. If your child stays home from school, or is sent home from school, due to illness - please call your supervisor to cancel the session.

- Conjunctivitis (pink eye)- must be treated with antibiotic for 24 hours temperature of 100 degrees or more
- Contagious diseases including, but not limited to measles; chicken pox; hand, foot, mouth; and mumps must receive a note from your child's pediatrician saying that he/she has been treated is able to return for services
- Vomiting or diarrhea more than 2 times in 24 hours
- Impetigo or ring worm must receive a note from your child's pediatrician saying that he/she has been treated is able to return for services



- Lice must receive a note from your child's pediatrician saying that he/she has been treated is able to return for services
- Nose drainage with green or yellow discharge
- Bronchitis/Strep Throat must receive a note from your child's pediatrician saying that he/she has been treated is able to return for services
- Rashes such as scabies must receive a note from your child's pediatrician saying that he/she has been treated is able to return for services

If you bring your child to school and throughout the day, one or more of these symptoms are discovered we will reach out to the parent/guardian for the required pick-up. If we cannot get into contact with either parent/guardian, we will reach out to the emergency contacts listed on your child's emergency contact form. Your child will not be permitted to return until he/she is 24 hours symptom-free. You will receive a sick report from staff upon arrival.

Please note that we will not administer any fever reducers such as Tylenol, Motrin, etc. in an attempt to keep a fever down due to illness; you have to pick up your child This sheet is also in the packet as an extra copy to keep around as a reminder.

*If you bring in medication for your child, you must fill out an administration of medication form. We cannot, under any circumstances, give medication without the form filled out with a parent's signature. If there is medication that is to be administered daily during school hours, we ask that all medication be in its original prescription bottle.

Schedule and Tuition (Checks are made out to Piece of Our Puzzle)

The Puzzle Academy will run from 8am until 3pm, Monday through Friday for full-time children and 8am-12pm for part-time children. The school day begins at 930am; all dropoffs must be made before then so as not to interfere with our teaching (please refer to Program Policies). If you feel you will be running late, please call the school and let us



know immediately, as children will not be permitted in the building past 930am. For tuition, please see the following:

- Tuition is due in full every Monday, prior to your child's beginning. No child can begin our program without the week being paid for in full. The cost for our tuition is \$275/week for full time and \$225/week for part time.
- There is a one-time registration fee of \$100 that is paid at the time of enrollment
- There will be a late fee of \$5/day should your tuition not be paid on time.
- All children MUST be picked up by 3pm. If your child remains in the center past 3pm, there will be a fee of \$1/minute for each minute the child stays past 3pm.
- There will be a \$35 processing fee for any check that is returned from the bank. If two checks are returned, future tuition must be in the form of cash or money order.
- There are no refunds for missed school days due to illness, snow, vacation, or holidays. The full tuition is payable each week the child is enrolled.

I would like to enroll my child, , into Piece of Our Puzzle Academy. My child's first day will be/My child has been enrolled since . My child's schedule will be as follows:

Monday	AM	PM	
Tuesday	AM	PM	
Wednesday	AM	PM	
Thursday	AM	PM	
Friday	AM	PM	

Withdrawal and Re-Enrollment

A written notice is required 2 weeks prior to withdrawing your child from our school. In addition, should the director determine that the child cannot adjust to the center's program, the child will be withdrawn after a week's notice and this agreement will be terminated. We hope that this does not happen and will work with you before getting to this step, however it is a possibility. If you wish to re-enroll your child, you will be notified



as soon as space becomes available. Spots cannot be held, nor can previously enrolled children be "bumped up" to the top of the list (should there be a wait list).

Liabilities

Piece of Our Puzzle Academy will not be held responsible or held liable for items brought to the center that are lost, stolen, or damaged. Parents are urged NOT to send in valuables, money, jewelry, or toys to the center.

Release of Child

Staff are permitted to release your child to individuals designated in writing on the agreement and emergency contact forms. Please make sure that anyone that is picking up your child has a valid ID that matches the name on the emergency contact form. In the event of an emergency, another individual may pick up your child with verbal consent of a parent. The parent would speak to a staff member and the staff member would fill out a verbal request release form that would be signed by the parent and the person picking up the child that day. Please understand that the following policies are in place to ensure the safety of your child at Piece of Our Puzzle Academy.

- I understand that my child must be released to either parent unless a court order is on file stating otherwise.
- I understand that my child will not be released to an unauthorized person or myself should the center suspect one to be under the influence of drugs/alcohol.
- I understand that my child must be in proper seat restraints appropriate for his/er age and weight.
- Children must be in a car/booster seat when getting dropped off or picked up.

The following people have the authority to pick up my child:

Name	<u>Relationship</u>	Number	Notes	Notes	

Curriculum

Parents and Guardians – Piece of our Puzzle preschool implements a theme-based curriculum through Funshine Express and Pocket of Preschool. It is designed to facilitate learning through hands-on activities, both teacher and student led. We offer lessons and activities in the areas of language and literacy, math, science, creative arts. Gross, fine motor, and social skills. It is based on current research, state and national standards, common core and aligned with the preschool and toddler curriculum. Attached is a glance at what we will be touching on throughout the school year. While we may not be able to get to everything, we consult both Pocket of Preschool and Funshine Express that aligns with PA Early Learning Standards. Piece of Our Puzzle also uses varying social skills curriculum such as Wondergrove Kids and Everyday Speech. These programs also align with PA Early Learning Standards and are a great supplement to our week.

Dual Language/Linguistically Diverse

For dual language families, as well as linguistically diverse children and families, we are able to provide communication(s) sent home in the language of your preference. We can also implement programs such as Google translate in an effort to make communication easier for your family. For those in need of a sign language interpreter, we are able to call 1-866-872-8969, option 7.

Community Resources

Throughout the school year, families will be sent home information regarding local agencies in the community that can be of benefit to your child and family. This will include, but is not limited to; ELRC and subsidy, food and medical assistance, SSI information, local non-profit organizations, toy-drives, parent training and conferences and more.

Parent Engagement and Feedback

Twice throughout the year, families will be sent home a satisfaction survey. Please fill this out honestly and let us know what you think. We read these all carefully and appreciate your collaboration in making our facility an ever-changing one. If there are concerns that arise during this time, we can schedule a time to chat.

Special Medical Needs

If any of our students are considered to have a special medical need, a care plan will be created (form attached) with the help of both the child's doctor and parent/guardian. This care plan will be updated every six (6) months, regardless of any changes. Some examples of a medical need include diabetes, asthma and food allergies.



Parent Handbook Policies

By signing below, I confirm that I have read all policies including but not limited to tuition, release of child, paperwork policies, parent participation, and Himama procedures as well as program and illness policies. *This document will remain on file for the duration of which your child receives services from Piece of Our Puzzle LLC*

Parent Name, Signature and Date	Staff Name, Signature and Date

Preschool Closure Dates - 2025

	Holiday	Date(s)	Day of Week
	New Year's Day	January 1, 2025	Wednesday
	Martin Luther King Jr. Day	January 20, 2025	Monday
	Presidents' Day	February 17, 2025	Monday
	Memorial Day	May 26, 2025	Monday
	Juneteenth	June 19, 2025	Thursday
	Independence Day	July 4, 2025	Friday
	Labor Day	September 1, 2025	Monday
	Indigenous Peoples' Day	October 13, 2025	Monday
,	Veterans Day	November 11, 2025	Tuesday
	Thanksgiving Break	November 27–28, 2025	Thursday–Friday
١	Winter Break	December 25–26, 2025	Thursday–Friday

Preschool Closure Dates - 2026

Holiday	Date(s)	Day of Week
New Year's Day	January 1, 2026	Thursday
Martin Luther King Jr. Day	January 19, 2026	Monday
Presidents' Day	February 16, 2026	Monday
Memorial Day	May 25, 2026	Monday
Juneteenth	June 19, 2026	Friday
Independence Day (Observed)	July 3, 2026 (observed)	Friday
Labor Day	September 7, 2026	Monday

Holiday	Date(s)	Day of Week
Indigenous Peoples' Day	October 12, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving Break	November 26–27, 2026	Thursday–Friday
Winter Break December 24–25, 2026 Thursday–Friday		Thursday–Friday

ABOUT ME

MY NAME IS



GOALS FOR THIS SCHOOL YEAR







I LIKE

I DON'T LIKE



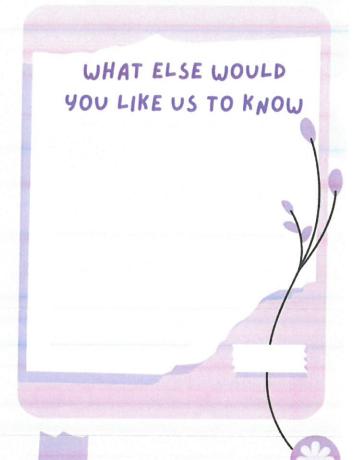












MY FAVORITE :

FOOD

DRINK

COLOR

ANIMALS

Piece of Our Puzzle's

SUPPLY LIST

Everything Must be Labeled

- bookbag
- folder
- 2 changes of seasonally appropriate clothes
- Tablet for nap time if your child does not nap
- diapers and wipes (if applicable)
- lunch box
 with enough
 food for 2
 snacks and a
 lunch
- blanket and pillow

PIECE OF OUR PUZZLE

Preschool Supply List

- 1 2-pocket folder
- 1 box of tissues
- 1 box of crayola markers
- 1 small box of 24 crayons
- Oversized shirt for messy activities (smock)
- 1 box of small ziplock sandwich bags
- 1 container of disinfecting wipes

Thank you,
The Preschool Team





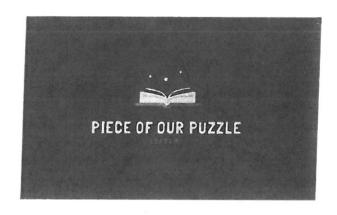
Piece of Our Puzzle's ALYROUTINE



8-9:30am	Arrival			
9:30am	Circle Time			
9:45am - 10:30am	Outside Time (rooms may go out separately)			
10:30- 11am	Transition and Snack			
11am - 11:30am	Storytime and Literacy			
11:30am - 12:15pm	Academics and Outside Time			
12:!5pm - 1:30pm	Lunch and Quiet Time			
1:30pm - 2:30pm	Art, Sensory Play and Centers			
2:30pm -	Snack and Pick Up			

Snack and Pick Up

3pm



Reminder to Parents that our program begins at 9am. We open our doors at 8am to allow for programming to begin on time. The grace period we allow for is 30 minutes, although arriving at this time is discouraged. If you are to arrive past 930am, we are unable to allow your child to stay for the day as we have already begun our instruction, and this will cause a large disturbance to our learners.

For those receiving ABA, you must be there at the scheduled ABA time. If you are late, please advise your team as soon as you can; <u>excessive lateness's</u> will result in discharge from ABA.

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270 124 (A) (b) 3270 181 & 182, 1280 124 (a) (b) 1280 181 8 182 1290 124 (a) (b) 1290 181 8 182

CHILD'S NAME		.,	BIFTHDAY	
ADDRESS	n - (n *)		a communication of the second second	
MOTHER'S NAME/LEGAL GUARDIAN			HOME TELEPHONE NUMBER	-,
ADDRESS				
BUSINESS NAME			BUSINESS TELEPHONE NUMBER	
ADDRESS				
FATHER'S NAME/LEGAL GUARDIAN	المدائدي من من اللهوارد المستنفى بند والمواسم		HOME TELEPHONE NUMBER	
ADDRESS				
BUSINESS NAME			BUSINESS TELEPHONE NUMBER	
ADDRESS		-		
EMERGENCY CONTACT PERSON(S)	IAME	-	TELEPHONE NUMBER WHEN CHILD IS IN	CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED N	AME ADI	DRESS	TELEPHONE NUMBER WHEN CHILD IS IN	CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVI	DER	and the second s	TELEPHONE NUMBER	
ADDRESS				
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INC	CLUDING MEDICATION REACTION;	
MEDICAL OF DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUAT	ION	MEDICATION, SPECIAL SITUATION		
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD				
HEALTH INSURANCE COVERAGE FOR CHILD OF MEDICAL ASSISTANCE BENEF	FITS	POLICY NUMBER	R (REQUIRED)	
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM		INDICATE P	ARENTAL CONSENT	
DBTAINING EMERGENCY MEDICAL CARE	ADMIN	OF MINOR F	IRST-AID PROCEDURES	
WALKS AND TRIPS SWIMMING				
RANSPORTATION BY THE FACILITY WADING				
PERIODIC REVIEW			angan kanan dalah dalah salam salam dan	
SIGNATURE OF PARENT OF GUARDIAN		gray agentification and the res	DATE	-
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SIGNATURE OF PARENT OF GUARDIAN		And the second s	DATE	-

WILLITE CORY (Original)

YELLOW COPY (Child Care Space)

PINK COPY (Excursion)

CY 867 5/07

(55 PA CODE §§3270.131, 3280.131 AND 3290.131) CHILD'S NAME: (LAST) (FIRST) DATE OF BIRTH: HOME PHONE:

PARENT/GUARDIAN ADDRESS CHILD CARE FACILITY NAME: FACILITY PHONE: COUNTY: WORK PHONE PARENT'S SIGNATURE:

CHILD HEALTH REPORT

this 5 E Parent/Provider I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child. DO NOT OMIT ANY INFORMATION This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form. HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY): DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE, ATTACH ADDITIONAL SHEETS IF NECESSARY.

CHILD'S ALLERGIES (DESCRIBE, IF ANY): □ NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES. O NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR

TYES INO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG)

□ YES □ NO

NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL, IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.

VISION (subjective until age 3) HEARING (subjective until age 4)

LEAD

PHONE:

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNI

		10 DEEOW	OKALIACI	A PHUI	OCOPY OF TH	E CHILD'S IMMUNIZATION RECORD
TMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
нер-в			1			COMMENTS
ROTAVIRUS						
DTAP/DTP/TD						
HIB					-	
PNEUMOCOCCAL						
POLJO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						
MEDICAL CARE PROVIDER:					SIGNATURE OF P	HYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRECE .						

TITLE

LICENSE NUMBER:

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health professional	
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DATE FORM SIGNED:

Immunization Exemption Form

Child's Name	
I have been given information and the opportunity to discuss concerns provider and am aware that current research is available at www.cdc.gov/vaccines/pubs/vis/default.htm . I still decline the followin immunizations.	
Name of Vaccine	
Hepatitis B	Initial If declined
Diptheria, tetanus, acellular pertussis (DTap or Tdap)	
Diptheria, tetanus (DT or Td)	
Haemophilus influenza type b (Hib)	
Pneumococcal conjugate or polysaccharide	
inactivated poliovirus (IPV)	
Measles-mumps-rubella (MMR)	
Varicella (chickenpox)	
Meningococcal conjugate or polysaccharide	
nepatitis A	
Rotavirus	
Human papillomavirus (HPV)	
Influenza (flu)	
 I understand: The purpose and need for the vaccine(s) The risks and benefits of the vaccine(s) That unvaccinated individuals can be exposed to these preventable abroad Consequences of not being vaccinated can include greater risk of so illness requiring hospitalization, death, brain damage, paralysis, mendeafness and other severe and permanent effects. Un-vaccinated individuals can be responsible for spreading preventa vulnerable populations, including very young children and babies My child may be excluded from care in the event of exposure to preventance. 	me cancers, pneumonia, ningitis, seizures and ble disease and illness to
Parent/Guardian Signature/Date Directo	r Signature/Date

AGREEMENT

55 PA CODE CHAPTERS 3270.123 &.181(C); 3280.123 &.181(e); 3290.123 &.181(c)

NAME OF CHILD		
FEE AMOUNT	PER-DAY-WEEK	
\$	1	DAY PAYMENT TO BE MADE
Services to be provi	ded as part of the day care for	ee lexamples; transportation, care, meals, etc.)
HILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
ATE FEE	PER MIN-HR	
xtra services to be p	provided at an additional fee if	applicable
the parent/guardi	an;	
received co 3280.121,	mplete written program in 3290.121)	formation at the time of enrollment. (§ 3270.121,
7 agree to un	date the emergency	
L changes oc	cur or every 6 months at	a minumum. (9 3270.124, 3280.124, 3290.124)
SIGNATUR	E-OPERATOR DATE	SIGNATURE-PARENT OR GUARDIAN DATE
OF CHILD'S ADMISSION		
OF WITHDRAWAL		
		SIGNATURE-PARENT OR GUARDIAN DATE
		CY 371 - 12/00

* IMPORTANT MEMO prior to enrollment *

For children enrolling at Piece of Our Puzzle, who have displayed disruptive behaviors at previous schools or are receiving Early Intervention services, there are 2 requirements prior to being enrolled:

- You must have a medical diagnosis of Autism or other behavioral health needs. If you do not have one, it will be required that you are presently on a waiting list with a confirmed appointment.
- Your child must have active medical assistance. If your child does not have medical assistance, it is required that you have completed the application via PH95 loophole at minimum, with the expectation of completing the process.

Thank you for your understanding. Signing below acknowledges that you read and agree to the above requirements.

Parent/Guardian Signature and Date

Pick Up and Drop Procedure for All Students

When arriving to Piece of Our Puzzle:

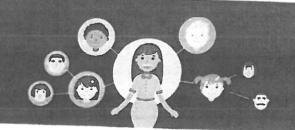
- Complete the Health Screening on Himama prior to your child's arrival
- Mark your child present using the HiMama app; mark your arrival for pick-up using HiMama as well
- Make sure you place your child's name tag in your front car window so staff can see who is arriving or being picked up
- Cars are to line up at the "Pick-Up and Drop-Off" sign shown below (on the left) with the first car directly in front of the sign. All other cars are to pull up behind the first car, along the street as shown in the picture below (on the right).
- REMAIN IN YOUR CAR AND USE CAUTION WHEN PULLING AWAY
- Do not park in front of anyone's house as we are in a residential neighborhood and please be aware of any speeding.
- If your child is having a difficult time and you need to walk him/her inside, please remain in your car and send us a message on Himama.
- Check your child out using Himama and we will be notified to get your child packed up and out to your car.
- No parents are to walk children in otherwise.



Please sign below signifying you have read and undertsand our drop-off and pick-up policy

Print, Sign and Date





Attention Families!

We are thrilled to announce that we are launching a new and exciting program called **HiMama!**



What is HiMama?

HiMama will be used by our educators to record activities and to document updates throughout the day.



What will HiMama do for me?

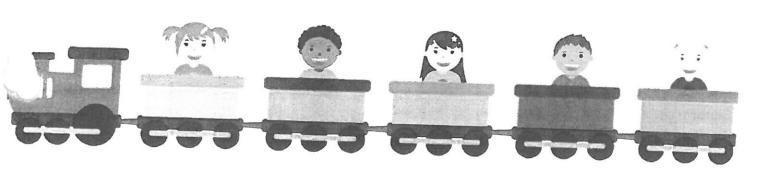
HiMama will keep you in the loop- all day long! Whether it be at work, home, or on the go through HiMama's mobile app, you'll never miss a moment!



Amazing! What should I do next?

You can download "HiMama - The Childcare App". Check your email inbox - we'll be sending your invitation shortly!

Want to learn more? Visit www.himama.com!



CENTER NAME:	



Participation Agreement

to email and publish my child's work, photographs or videos via HiMama

To: Parent / Legal Guardian,

Please read this page carefully as it includes information about safety and security issues associated with privacy and behavior.

In the interest of safety and security we require parent permission for the publishing of children's work, photographs or videos through a software program called HiMama (the "Program"). By signing this form you grant permission for us to photograph or video your child for the purposes of sharing this information with you through the Program. You will also receive updates and information about your child through the Program to the email you have provided herein.

Note that sometimes other children in the center may feature in photos, videos or stories of your child. By giving your consent you agree not to share photos or video of any child, other than your own, outside the Program without permission.

To learn more about the Program, please visit www.himama.com. Please complete, sign, and return this form to the center if you wish to participate. We encourage you to contact us if you have any questions.

I hereby acknowledge that I wish to voluntarily participate in the Program:

My Child's Name:					
My Name:					
My Email:					
I check hox if	you we	ok with	posting	on	social media
Signature:		Date:			

Note: Please complete the Participation Agreement for each parent / guardian of the child.



1 Sugarmaple Ln Levittown, PA 19055 (p) 484-569-0377 (f) 267-583-3340 erin@pieceofourpuzzle.com

Dear Parents and Guardians,

This letter is to assure you of our concern for the safety and welfare of children attending Piece of Our Puzzle. Our emergency plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor.
- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Evacuation: Total evacuation of the facility may become necessary if there is a
 danger in the area. In this case, children will be taken to a relocation facility.
 Currently, we would relocate to Faith Reformed Church, located at 479 Stonybrook
 Drive in Levittown 19055. If it ever becomes necessary to relocate, a sign will be
 posted on the door stating which facility we've gone to.
- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

We ask that you do not call during an emergency. This will keep the main telephone line free to make emergency calls and relay information. Use the Himama app to message us with your concerns. The form designating persons to pick up your child is included in the initial parent welcome packet. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact erin@pieceofourpuzzle.com

Sincerely,
Erin Farrell, M.Ed, LBS

Owner and Director

Piece of Our Puzzle LLC

1 Sugarmaple Lane
Levittown, PA 19055
(484) 569-0377
http://www.pieceofourpuzzle.com

Emergency Plans

DPW Child Care Regulation: 3720.124(e) 3280.124(e) and 3290.124(e)

"A written plan identifying the means of transporting a child to emergency care and staffing provisions in the event of an emergency shall be displayed conspicuously in every childcare space and accompany a staff person who leaves on an excursion with children"

In case of an emergency, designate people to assist in and carry out the following activities:

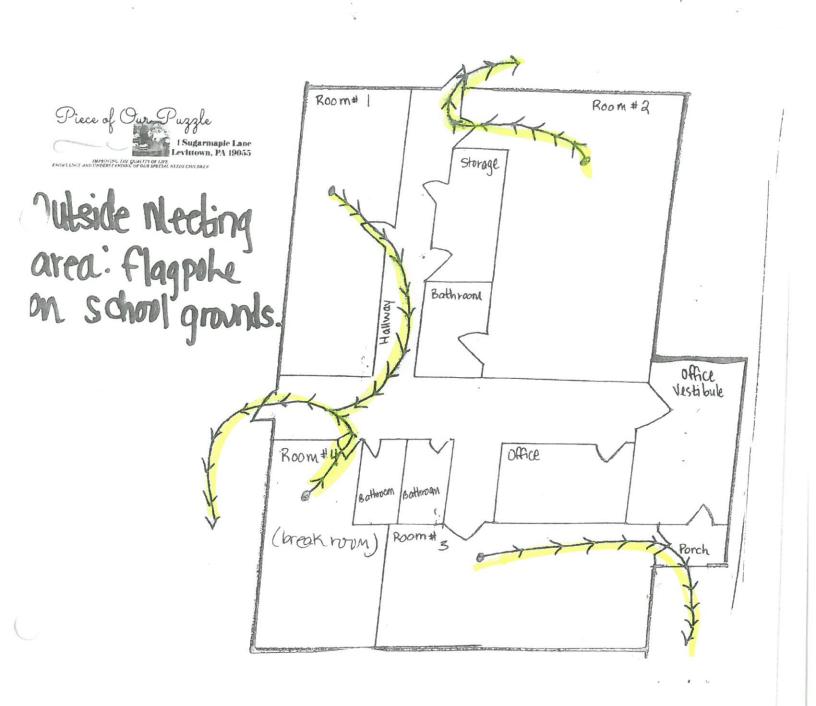
- Head teachers will call the appropriate emergency numbers listed below:
 - o POLICE AND FIRE: 911
 - o POISON CONTROL: 1-800-222-1222
 - o LOWER BUCKS HOSPITAL: 215-395-2305
 - o ERIN FARRELL (OWNER): 267-709-9589 for any instance of emergency
- Make staff provisions for supervision of all children
- Contact the child(ren's) parent(s) or emergency contact person(s) [be sure to document all attempts to locate the parents/guardians]
- In the event of a parent's absence, a staff person must accompany the child to the source of emergency medical care and remain until the parent arrives
- Take the emergency contact/parent consent form to the medical doctor
- Document all information on the incident report form

Fire Escape Plan

Grab your classroom bookbag, which contains your children's emergency contact forms. All teachers are to meet at the flagpole, located right outside of 1 Sugarmaple Lane, Levittown PA 19055. Confirm that everyone is present.

Accommodations – We do not have infants, toddlers, or children with chronic medical conditions.

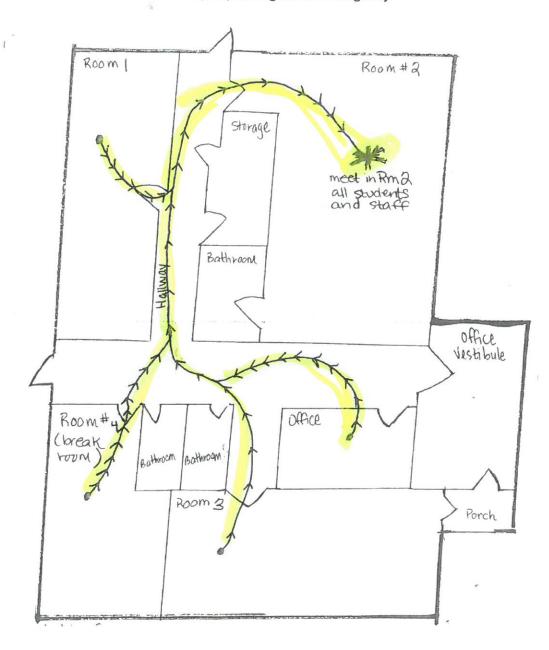
This will be reviewed if children meeting the above criteria are present at Piece of Our Puzzle.



Lockdown/Shelter in Place Plan

Grab your classroom bookbag, which contains your children's emergency contact forms. Confirm that everyone is present. All teachers are to take students to Rm2. Lock the classroom door and stay away from the windows. Have children and staff stay close together in the classroom. Stay here until you are instructed to leave.

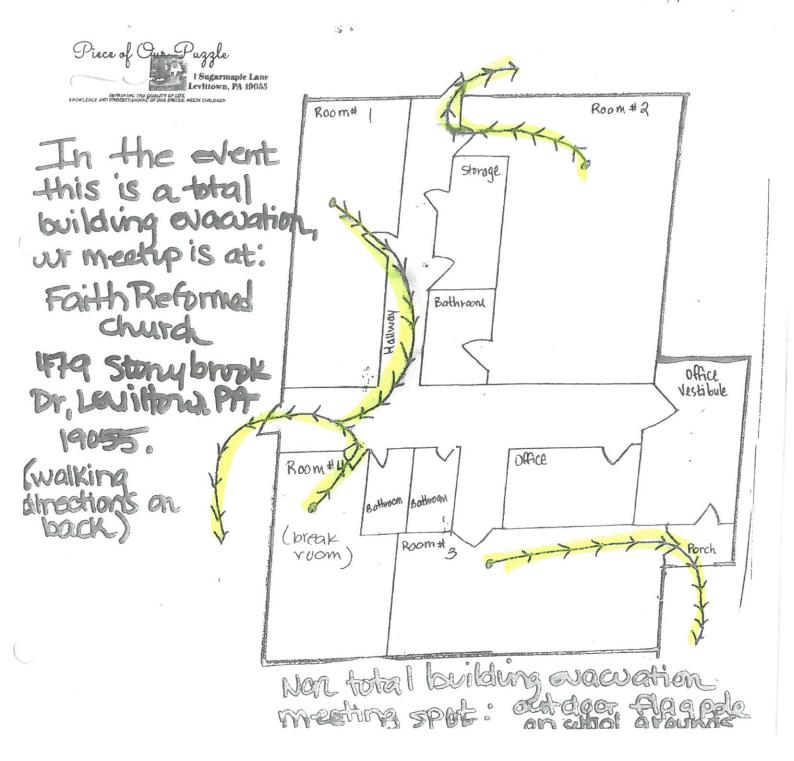
Accommodations – We do not have infants, toddlers, or children with chronic medical conditions. This will be reviewed if children meeting the above criteria are present at Piece of Our Puzzle.



Emergency Evacuation Plan

Grab your classroom bookbag, which contains your children's emergency contact forms. All teachers are to meet at the flagpole, located right outside of 1 Sugarmaple Lane, Levittown PA 19055. Confirm that everyone is present.

Accommodations – We do not have infants, toddlers, or children with chronic medical conditions. This will be reviewed if children meeting the above criteria are present at Piece of Our Puzzle.



Funshine Express Curriculum

(OCDEL approved)

Theory & Research

Research shows that relationships play a critical role in the brain development of infants and toddlers. We incorporate activities to help adults build strong relationships by paying attention to children's feelings, interests, and needs. Active learning and choice are encouraged so that infants and toddlers can grow and develop in a loving environment.

As toddlers transition to preschool age, they learn more by doing, and they need many opportunities to explore, grow, and make meaningful choices. Our activities foster creativity and promote emotional, cognitive, social, language, and physical development. Developmentally appropriate activities build self-esteem and intrinsic motivation for learning.

The activities in our curricula are designed to help you address each child socially, physically, emotionally, and cognitively. Our curricula stimulate thinking, reasoning, decision-making, and problem-solving. The curricula are designed to be flexible, giving you the opportunity to pick and choose from our activities to meet the individual needs of the children in your group.

Based on current early learning research, the materials we suggest in our curricula actively engage children and support differences in learning styles, maturity, and interests. This guarantees that our curricula have the depth to meet educational standards being implemented throughout the United States and Canada.

- The curricula will be based on current research and sound educational theories of early childhood learning and development.
- Activities will promote strong relationships between children and the adults who care for them.
- We will provide a wide range of hands-on, interactive materials allowing children to experiment, explore, and make choices while interacting with their surroundings.
- The program will encourage involvement of family members and naturally incorporate cultural diversity into each child's learning.
- · All activities will be aligned with our Early Learning and Development Continuum.

Our Curriculum

- Emphasizes safety. Note that some of our activities may present safety issues. Before
 beginning the activities, ask families' permission and inquire about food allergies and
 religious, cultural, or other restrictions. You choose only the activities that are
 appropriate for the children in your group, and supervision is a requirement.
- Provides consistency and a predictable routine, which is comforting to children.
 Children are relaxed and ready to learn when they can anticipate what is happening next.
 As children move through developmental milestones, they will need to practice skills at which they are successful. The skill levels will vary greatly with any group of children, even those that are all the same chronological age. Only you know how long to stick with an activity for the benefit of the children in your care. Activities may change or be repeated. You may spend fewer or more minutes on a specific activity; the suggested daily/weekly routines are a guide.
- Includes open-ended activities and materials that build a learning community in your program. When materials can be used in a variety of ways, more children benefit.
 Activities that allow for multi-ages and multi-skill levels will include more children. Older children or those with more advanced skills will be models for younger children or those who have not yet attained the skill. Activities in this curriculum encourage children to work together, share, and be successful at their individual skill level.
- Promotes multi-sensory experiences. Many opportunities are included in our
 activities that allow children to learn through touch, smell, taste, vision, and hearing. We
 know that children learn best when information is provided through all the senses.
 Inquire with families about scent, plant, or animal sensitivities and/or allergies the
 children may have before beginning any new activities.