

# PITTER PATTER ACADEMY

## BEFORE & AFTERSCHOOL PROGRAM

PLEASE CHECK OFF AND SIGN THAT YOU HAVE RECEIVED THE FOLLOWING INFORMATION

CHILD ENROLLMENT FORM	
ENROLLMENT AGREEMENT	
FIRST AID & EMERGENCY MEDICAL CARE CONSENT	
REPORTING ABUSE AND NEGLECT	
DOCTOR'S NOTE POLICY	
SICK AND MEDICATION POLICY	
PARENT AGREEMENT	
PLAN TO AVOID TERMINATION & SUSPENSION	
CHILD GUIDANCE POLICY	
HOLIDAY CLOSINGS INCLEMNT WEATHER NOTIFICATION	
TRANSPORTATION AUTHORIZATION	
STATEMENT OF PURPOSE	
EDUCATION PHILOSOPHY & GOALS	
BACKGROUND RECORDS CHECK POLICY	

ADMINISTRATION ORGANIZATION & SERVICES	
NON-DISCRIMINATION POLICY	
CONTINGENCY PLAN FOR EMERGENCY SITUATIONS	
CLOTHING SUGGESTIONS	
TRANSITION PLAN	
REFERALS	
MAINTENANCE OF RECORDS	
FIELD TRIP AND ACTIVITIES PERMISSION	
SUNSCREEN PERMISSION	
ORAL HEALTH NON- PARTICIPATION FORM	
MEDIA RELEASE	
EMERGENCY CARE INFORMATION	
PERMISSION CHECK OFF	
HEALTH CARE POLICY	A COPY IN THE OFFICE.

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PARENT/GUARDIAN SIGNATURE

DATE:

## Child's Enrollment Form

### Child Information

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

Age at Admission: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Identifying Marks: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Skin Color: \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

### Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

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

Reachable Phone Number: \_\_\_\_\_

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

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

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

Business Phone Number: \_\_\_\_\_

Hours at Work: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

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

Reachable Phone Number: \_\_\_\_\_

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

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

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

Business Phone Number: \_\_\_\_\_

Hours at Work: \_\_\_\_\_

**Additional Child's Information**

Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Allergies/Special Diets? \_\_\_\_\_

Individual Health Plan for child with a chronic health condition? If yes, please attach. \_\_\_\_\_

Copies of any custody agreements, court orders, and restraining orders pertaining to the child? If yes, please attach. \_\_\_\_\_

Special limitations or concerns? \_\_\_\_\_

\_\_\_\_\_

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

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

**(Please be sure to sign and date- Child's enrollment form is valid for 1 year only)**

## Enrollment Agreement

### **Financial Terms and Conditions**

Child's Last Name:	First Name:	Date of Birth

Child's Start Date:

Monday	Tuesday	Wednesday	Thursday	Friday

### **Weekly Tuition**

I understand that my weekly tuition fee of \$\_\_\_\_\_ is based on the schedule set above. Pitter Patter Academy & Pitter Patter Petite Academy is not required to accommodate schedule changes for sick days, holidays, snow days or vacation. If Pitter Patter Academy & Pitter Patter Petite Academy is able to add your child for an extra day \* when space is available\* you will still be required to pay for the day you originally had scheduled plus the additional day you added.

I understand that I make payments directly at the center. I understand that I can use a check, money order, cash (given directly to either Sherri or Monique) or credit card on recurring payments.

I agree to pay the full weekly tuition fee even if my child is absent for one or more days during the calendar week (defined as Monday-Friday). If payment has not been made for 2 consecutive weeks the child's enrollment will be suspended until full payment has been received.

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### **Fee Schedule**

The following fees are non-refundable.

I agree to pay a registration fee of \$\_\_\_\_\_ at the time of enrollment and again each prior to the first week in September.

I agree to pay weekly tuition on the first day my child attends, with no deduction for absences or holidays. If weekly tuition is not paid by the close of business on Friday, a \$25 late fee will be added to your tuition.

I agree to pay per child a late pickup fee of \$1 per min starting at the close of business. In order for your child to return the following business day, payment must be made in cash. Pitter Patter

Academy & Pitter Patter Petite Academy reserves the right to terminate enrollment on the 3<sup>rd</sup> late pickup.

I agree to pay a \$35 return check fee for any checks returned. Pitter Patter Academy & Pitter Patter Petite Academy will have the option to refuse any future checks.

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**Additional Information**

**If I withdraw my child from the program, I agree to give the center a 2 week written notice. I also agree that any prepaid balance of \$10 or less which remains at the time of my child's disenrollment, will not be remitted to me unless requested in writing within 90 days.**

I understand if Pitter Patter Academy & Pitter Patter Petite Academy is unable to reach myself or my contacts 30 mins after the close of business, they reserve the right to notify legal authorities.

A child may be disenrolled by the center without prior notice if, in the sole opinion of management, it is in the best interest of the child or the center to disenroll the child.

The center is open Monday-Friday, 6:30 am to 6:00 pm. If necessary to close because of severe weather conditions we will contact emergency contacts. If MA is in a state of emergency /snow emergency we will be closed.

The terms of this agreement including the fees, are subject to change in whole or in part with a two week notice. This agreement can be terminated by Pitter Patter Academy & Pitter Patter Petite Academy any time.

I understand that if a Pitter Patter Academy or Pitter Patter Petite Academy employee babysits for me or my family, and babysitting is provided solely in the person's individual capacity and not as an employee or agent of Pitter Patter Academy & Pitter Patter Petite Academy. I agree to release all person's individual capacity and not as an employee of agent of Pitter Patter Academy & Pitter Patter Petite Academy. I agree to release all responsibility of Pitter Patter Academy & Pitter Patter Petite Academy for any liability related to babysitting services, including transportation.

**Certification: I certify that I have received, read and understand the information contained in the parent packet, the enrollment date form, and in this enrollment agreement, and agree to the terms and conditions set forth therein, including the Financial Terms and Conditions and Fees Schedule set forth above.**

<b>Signature of Parent/Guardian</b>	<b>Date:</b>
<b>Signature of Center Director</b>	<b>Date:</b>

**FIRST AID AND EMERGENCY CARE CONSENT FORM**  
**102 CMR 7.09 (3)**

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

I authorize educators at Pitter Patter Academy who are trained in the basics of first aid to give my child first aid when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child. Please list which medical facility you would like your child to be transported to:

\_\_\_\_\_.

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

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

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



## **Reporting Abuse and Neglect**

As employees of Pitter Patter Academy & Pitter Patter Petite Academy we are mandated reporters of any concerns that a child is living with neglect or abuse. It is the staff's responsibility to bring all concerns to the Center Director and put all allegations into the child's file.

The director will discuss the concerns with all staff who have contact with the child. If there is a reasonable cause to believe that the child is suffering from abuse and neglect, she will immediately report the situation to the DCF by oral communication and by making a written report within (48) hours after such oral communication. The oral report to DCF will occur the same school day as original concerns. All staff are mandated reporters and must make the report themselves if there is a disagreement between the staff and management on any abuse and neglect issues.

"Abuse" means the non-accidental commission of any act by a caretaker, which causes or creates a substantial risk to the child's wellbeing.

"Neglect" means failure by a caretaker, either deliberately or through accidental negligence, to take the actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, or other essential care.

"Reasonable Cause" means a basis for judgment that rests on specific facts, either directly observed or obtained from reliable sources, and that support a belief that particular event probably took place or a particular condition probably exists.

"Reportable Condition" means a serious physical or emotional injury resulting from abuse or neglect, or the commission of any act by a caretaker with a child which constitutes a sexual offense under the criminal law of the Commonwealth or the physical dependence of a child upon an addictive drug at birth.

Any person under investigation by DCF under a 51A shall not work with children until said investigation is completed and shows no cause why said individual cannot work with children.

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

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

## **Doctor's Note Policy**

To all Parents/Guardians:

As we review the past couple years the increase in sickness in the community we have decided one way to help prevent spreading of germs is to ask for more specific information from the doctors after your child has been seen. We have had a couple discrepancies from doctors about the same illnesses and to make sure all are safe from anything potentially contagious the following needs to be included in the doctor's note in order for your child to return to Pitter Patter Academy & Pitter Patter Petite Academy.

- \*The name of child

- \* The date the child was seen

- \* The diagnosis of the child

- \*The exact date that they can return to school with no limitations

- \* Medication prescribed if needed to be given during school hours with a medical consent form.

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

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

## Sick and Medication Policy

Prescription and Non-prescription medication will be administered with proper authorization (parent and doctor permission). Please be sure to fill out an authorization form. Non-prescription topical medication such as diaper cream, will also require consent.

If your child is sent home ill, your child must remain home until a full 24 hours has passed without such symptoms. Please have a backup person who can pick up your child if you cannot leave work and stay home during your child's get well period. If your child is seen by a doctor, please bring a note from them stating that your child is no longer contagious and is well enough to attend school. *If when seen by the doctor, it is determined by the doctor, that your child has a virus and no treatment is available, he/she must remain at home until he/she is symptom free for a full 24 hours.*

These are the guidelines used to determine if a child must go home:

- Fever 101 degrees (F) or higher
- Heavy or excessive coughing
- Colored or prolonged discharge from the nose
- Vomiting or Diarrhea
- Any unusual rash (yeast infection, hives, oral thrush, chicken pox, impetigo, etc.)
- Conjunctivitis
- Unable to participate in daily activities, including going outside

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

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

## Parent Agreement

1. Parents are required to escort their child to his/her classroom and verbally connect with the teacher when dropping them off.
2. Parents will be called to pick up children who become ill. Children absent due to a contagious disease may not return to Pitter Patter Academy & Pitter Patter Petite Academy until 24 hours after the start of antibiotic, or symptom free (see sick and medication policy)
3. Per state requirement all children must have current medical and immunization records prior to enrollment and updated once per year.
4. Discipline is consistent and no corporal or physical punishment will ever be used.
5. Children may not bring food to the center. Adequate breakfast, snack and a hot lunch are provided daily.
6. Every child in care at the center for more than 4 hours will have an afternoon rest period/nap as required by the state.
7. Children will go outside twice daily (weather permitted).
8. All children must have a change of clothing in their cubby to be used in case of emergencies. All clothing must be labeled and the center is not responsible for lost clothing.
9. Toys from home are not allowed unless it is show and share day. Pitter Patter Academy & Pitter Patter Petite Academy is not responsible for lost or broken toys brought in on that day.

I have read and understand the parent agreement.

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

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

## **Plan to Avoid Termination and Suspension Policy**

Pitter Patter Academy & Pitter Patter Petite Academy reserves the right to terminate any child in the program. Every effort will be made to have the child remain enrolled at the center prior to the beginning the termination process. The following termination guidelines include, but are not limited to:

### **Parental Choice:**

- Financial conditions
- Moving
- Dissatisfaction
- Conflicts

### **Policy Non-compliance:**

- Lack of proper forms (updated forms including medical documentation or license requirement)
- Delinquent accounts (non-payment)
- Failure to obtain recommended services for the child (referrals)
- Abusive or Inappropriate Parent Behavior (verbal or physical: towards Pitter Patter Academy & Pitter Patter Petite staff, the parent's child(ren), or other children)

### **Safety to others:**

- Biting
- Aggressive, disruptive behavior
- Destruction of property

### **Program**

- Program does not meet the individual needs of the child.

A log will be kept with a child or parent displays behaviors described above.

Parent will be notified in writing, through incident reports and/or notes, or verbally each day.

If the disruptive behavior continues a conference will be called with management, parents, and teacher (if needed) to provide an opportunity to discuss the behavior. Referrals will be offered to parents for evaluation, diagnostic or therapeutic services if necessary. A plan will be developed for behavioral intervention by Pitter Patter Academy & Pitter Patter Petite Academy management to be followed at the center and at home. Time frames will be set to discuss future progress and other possibilities including, but not limited to termination. Termination may be immediate for aggressive, disruptive or violent behavior.

If termination becomes necessary, the parents will be notified immediately for pick up.  
Written documentation of all meetings and conference will be kept in the child's file,  
including options, suggestions, and referrals.

The child will be prepared for the termination in a manner consistent with the child's ability to understand.

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

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

## Child Guidance Policy

Pitter Patter Academy & Pitter Patter Petite Academy has a commitment to provide children with a safe, nurturing, educational environment. Within the commitment we focus on the importance of positive discipline procedures and the effects they have on the children that are in our care.

Below are the guidelines that are followed in our child guidance policy

- No corporal/physical punishment or verbal abuse will be used.
- Behavioral expectations are developmentally appropriate for each child.
- Patience and modeling are major parts used in the discipline.
- Recognizing children who are following directions by giving verbal praise to encourage positive behavior. The children who are following directions are praised as role models also.
- Talking with a child is at their eye level to ensure the child is comfortable at all times and not intimidated.
- Tone of voice is always neutral showing patience and understanding.
- Consequences are used when the child has continued to repeat the same inappropriate behavior.
- Consequences are related to the activity and behavior involved. The child has the ability to reverse the consequences by showing consistent positive behavior.
- Consequence will not be associated with food or bathroom times.
- If a child is demonstrating persistent unsafe behavior (harmful to themselves or others) they will be removed from the class and will remain in the management office until the child shows the ability to follow directions or a parent arrives.
- Children will not be confined to a swing, highchair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.
- Consistency in vocabulary, schedule, positive behavior incentive plans, and staff will increase the positive behavior within each child.
- State Licensing discipline guidelines are maintained at all the times.

I, the undersigned, do hereby consent and agree that Pitter Patter Academy & Pitter Patter Petite Academy has informed me of the child guidance policy that is used in their center.

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

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

## **Inclement Weather Notification**

In an effort to eliminate making numerous phone calls in the event of program closing we would like to offer families the option of being notified of the program being CLOSED via email.

If you are interested in being notified of the program being closed please complete this form.

If you choose to not be notified via email please note you will no longer receive an email from a staff member.

Pitter Patter Academy closings due to inclement weather will also be posted on face book. Please keep in mind our face book is private so you must friend request us.

The Inclement Weather Policy from the Parent Handbook is below:

\*Pitter Patter Academy will be closed in the event of a State of Emergency, or if there is a driving ban.

\*Management will use their discretion for a delayed opening, a full day closing, or an early closing for all other major storms. We are aware that some of our parents are essential employees, and need to be at work. We will do our best to take into account parent schedules, commutes and staffing. Our number one priority, however, is safety. We want all our children, their families and our staff to remain safe. We recommend having a back- up plan for childcare in the event a storm is predicted.

Pitter Patter Academy reserves the right to call parents to pick up their children earlier than 6 pm if weather conditions are or become severe.

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

Guardian's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Email: \_\_\_\_\_



## Transportation Plan and Authorization

### 17.09 (3) and 7. 12 (1)

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

***DOB:*** \_\_\_\_\_

***My child will arrive at AM care by:***

\_\_\_\_\_ Van/Bus will pick up my child and transport them to Pitter Patter Academy.

\_\_\_\_\_ Parent Drop off.

\_\_\_\_\_ Private Transportation by parent.

\_\_\_\_\_ Other (describe \_\_\_\_\_)

***My child will depart from Am care by:***

\_\_\_\_\_ Van/Bus will pick up my child from Pitter Patter Academy and transport them to \_\_\_\_\_  
(name of school)

\_\_\_\_\_ Parent will Pick up.

\_\_\_\_\_ Private Transportation by Parent.

\_\_\_\_\_ Other (describe \_\_\_\_\_)

***My child will arrive to P.M care by:***

\_\_\_\_\_ Van/Bus will pick up my child from \_\_\_\_\_ (name of school) and transport them to Pitter Patter Academy.

\_\_\_\_\_ Parent Drop off.

\_\_\_\_\_ Private Transportation by parent.

\_\_\_\_\_ Other (describe \_\_\_\_\_).

***My child will depart from P.M care by:***

\_\_\_\_\_ Parent Pick up

\_\_\_\_\_ Van/Bus will pick up my child from Pitter Patter Academy and transport them home.

\_\_\_\_\_ Other (describe \_\_\_\_\_).

Any other transportation requests must be stated in writing and maintained in the child's file or the above plan must be implemented. This permission is valid for one program year from the date of signature.

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

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

## **Statement of Purpose**

### **Philosophy**

Pitter Patter Academy & Pitter Patter Petite Academy was created to help develop children's educational, creative, and social skills ages 6 week through 5 years. Our goals are for each child to learn appropriate social skills, gain confidence in themselves, and provide a strong academic base to be prepared for a successful future.

We will provide a clean, safe, comfortable, and caring environment for each child, while developing their educational, creative and social skills.

### **Goal and Objectives**

The first years of childhood are the most important for development and learning. Our educational curriculum is designed to help children reach their fullest potential. Our program provide developmentally appropriate lessons and activities which help develop the child physically, intellectually, emotionally, and socially. We provide a variety of learning activities with specific age interests in mind and we are preparing the children for the next level of learning.

### **Non-Discrimination**

Pitter Patter Academy & Pitter Patter Petite Academy does not discrimination in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, political belief, marital status, disabilities, sex, or sexual orientation. Toilet training is available in all classes regardless of age and is not an eligibility requirement for enrollment.

### **Intake Procedure**

Following the initial phone inquiry, parents are invited to visit the school to discuss enrollment. When parents arrive at the center they will be given a tour of the program and shown which class their child would enter. The director will take over for the teacher and the parent may ask questions to the teachers and have their full attention. After seeing the center the tour ends in the office where enrollment process is discussed and if the parent decides to enroll, paperwork will be given (or downloaded from website) and registration will be paid.

Registration and paperwork is due at least a week before the child is due to start.

### **Characteristics of Children Served**

Pitter Patter Academy & Pitter Patter Petite Academy provide full daycare for children between the ages of 6 weeks and 12 years regardless if race, religion, cultural heritage, or disability. Pitter Patter Academy & Pitter Patter Petite Academy will assure that all Early Education and Care's rules and regulations are met.

### **Services Provided**

Infant, Toddler, Preschool, Pre-Kindergarten and School age programs are offered breakfast, lunch, and 2 snacks.

### **Parent Visits**

Pitter Patter Academy & Pitter Patter Petite Academy have an open door policy and encourage parents to stop by during the day at any time and see their child at school.

### **Referral Plan**

If any child shows signs of having difficulty or problems for social, mental health or educational reasons, the following procedures will be followed:

- The staff is expected to notify the Director immediately. In the event of suspected child abuse or neglect, the Department of Social Services and EEC will be contacted immediately. If necessary the director will notify the parents.
- Observations of the child will be conducted by the teacher and/or the director and written documentation will be kept.
- The director will notify the parent of the concerns or problems. The contents of the written documentation and observation will be discussed with parents and a program or referral plan will be made. The director will complete a Referral Plan form containing conversations, recommendations, and plans made during the meeting. The form will be kept in the child's file.
- A referral resource list will be provided to the parents.
- The director will follow up, and make necessary accommodations for further meetings, treatment plans, documentation or referrals. Records will be kept and added to the original file.

If indications are made that the child has a disability, the parents will be informed of their rights under Chapter 766 of the acts of 1972 and its regulations.

### **Report to Parents and Conferences**

Pitter Patter Academy & Pitter Patter Petite Academy conduct developmental screenings periodically. For Infants/ Toddlers these screenings are done every 3 months. For Preschool and Pre K screenings are done every 6 months. A copy of the reports will be kept in the child's file. If a staff member has any developmental concerns for a child, he/she will bring it to the attention of the Director & it will be addressed. Communication will be held daily between parents and teachers however, parent conferences will be set to discuss progress reports.

**Parental Input**

Pitter Patter Academy & Pitter Patter Petite Academy welcomes input from parent with regards to policies and programs. Parents may submit their suggestions in writing to the Director and management will discuss and get back to the parent within a reasonable time. The Director is responsible for handling all parental input at the center level.

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

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

## Our Education Philosophy and Goals

Pitter Patter Academy & Pitter Patter Petite Academy takes pride in the education that each child receives while in their care. It has been asked “When is a child ready to start learning?” Some say Kindergarten or first grade, but in fact children are learning from the day they are born. Infants begin learning by actively listening to the spoken language, laughing, singing and different sounds from family members and friends. As the child enters into the toddler stage they begin to understand that print has meaning. When a toddler is being read to they begin to notice the relationship of the printed word with what is being said and the picture. As the child grows they observe people reading newspapers, magazines, and books with a purpose to gain information. Experience and exposure are the building blocks that children need to help them learn pre-reading and pre-writing skills.

Our emphasis on increasing language skills and knowledge helps each child gain the ability to read at an earlier stage. Each classroom is organized to encourage children to explore, participate and learn through creative activities. The curriculum is age- appropriate and at the developmental level of the children. Through routine and repetition, basic letter identification and their sounds are learned then expanded on throughout the day with activities using gross and fine motor skills, art projects, music, read aloud, and interactive games and puzzles. The daily adventures begin in our toddler rooms and continue through pre-k. Expanding a child’s vocabulary will ensure their success when learning how to read and comprehend.

Some examples for each classroom:

- An abundance of books that the children can handle and look through.
- Areas for different activities to explore such as art, science, math, manipulatives, construction, music, etc.
- Ample amount of writing materials such as paper, pencils, crayons, & markers.
- Interactive letter: cards, magnets, stamps, stencils, lacings, & puzzles
- Classroom objects labeled with words and picture, signs, posters to show the meaning of print
- Read aloud are interactive with a lesson to enhance listening skill, vocabulary, word identification, sequencing, and basic book awareness
- Communication skills are practiced by modeling and helping children communicate their wants and need to each other appropriately.

See individual classroom goals, philosophies, and expectations to see what your child would be receiving from our care.

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

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

## **Background Records Check Policy**

Pitter Patter Academy & Pitter Patter Petite Academy will submit a CORI and DCF Background Records Check (BRC) for all candidates with a schedule interview. All administrators and staff will be aware that the candidate is not permitted any unsupervised contact with children.

After the results of both the CORI and DCF are received the hiring process will continue. A final offer of employment will not be made until completion of both the CORI review and approval of the DCF & BRC review and approval. The entire BRC process must be cleared as a result of both the CORI investigation and the DCF BRC investigation as follows:

The results of both the CORI investigation and DCF BRC have resulted in no record/ or no findings; or the hiring authority has granted discretionary approval and has documented in writing the rationale for the discretionary approval to hire.

Pitter Patter Academy & Pitter Patter Petite Academy will ensure that each candidate is informed of his/her right to challenge the accuracy or relevancy of the BRC findings, and also will conduct and document the reviews of discretionary CORI and DCF BRC results.

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

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

## **Administration Organization and Services**

At Pitter Patter Academy & Pitter Patter Petite Academy, we believe in an open door policy. At any time if you have a question, comment, or concern please feel free to speak to either of the Center Directors Monique Smith and Sherri DeLucca.

The Department of Early Education and Care is the licensing authority for Pitter Patter Academy, 148 Merrimack St. Methuen, MA. & Pitter Patter Petite Academy, 95 Ayer St. Methuen, Ma.

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

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

## **Non-Discrimination Policy**

Pitter Patter Academy & Pitter Patter Petite Academy is an equal opportunity provider. Application for enrollment and their families are accepted without regard to race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, or marital status. Toilet training is available in all classes regardless of age and is not an eligibility requirement for enrollment.

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

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



## **Contingency Plan for Emergency Situation**

In the event of an emergency situation, the director or assistant director will contact the appropriate authorities. Whenever possible, the center will try to remain open. This plan will be distributed to parents upon enrollment. All emergencies will be handled within a reasonable amount of time, depending on the individual circumstances (including time of day/and or time of year). We will ensure EEC regulations are met, including room temperature and sanitation issues.

**FIRE, NATURAL DISASTER, or CENTER EVACUATION-** We will contact local authorities by use of center phone or employee cell phone to determine whether to evacuate or shelter in place in the event of a natural disaster. In the case of evacuation all escape routes are posted at each approved exit and the destination shall depend on wind direction and the nature of the emergency. A designated meeting place will be the baseball field across the street to the left on W. Ayer St, or if inside shelter is necessary we will walk to Choice Fitness located on 126 Merrimack St. Parents will be notified by use of call phone and a note will be posted on the front door if possible.

**POWER OUTAGE-** Emergency lighting and flashlights are available in the center. In the event that the power will not be restored within a reasonable amount of time, the parents will be contacted and informed of the situation.

**LOSS OF HEAT-** Parents will be notified in the event that the center's temperature does not meet minimum requirements. Management will make a decision whether to close.

**LOSS OF WATER-** Bottled water will be bought and put at all handwashing, toileting/ diapering and dishwashing stations. If the situation can not be resolved in an acceptable period of time, the parents will be contacted and the center will close with Managements approval.

**MISSING CHILD-** Manager is contacted immediately and incident is reported. Police are to be notified. The manager will then contact the parent. Staff will continue to supervise the children while a designated staff member continues to search for the child. Staff and management will follow the direction and procedures given from the local police.

In case of natural disaster, we will contact 911, and the lieutenant on duty at the Methuen Police Department will notify the appropriate agencies.

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

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

## **Clothing Suggestion**

In order for your child to enjoy participation in the program, please have him/her dressed for the weather. If it has rained, please send boots for puddles, if it snows, please send in snow pants, hats, mittens, and boots, etc. Please label all clothing.

If the day is extremely cold, please send in an extra sweater and hat, we will be going outside even if it is only for a few minutes. Children really need the fresh air and to run around doing some gross motor activities daily. Our consultant pediatrician says that if a child is well enough to come to school the child should be able to go outside as long as he or she stays dry. Therefore, we ask you leave a complete change of clothing including socks, at all times. Please replace the items as soon as they are used. Again please be sure all items are labeled.

We appreciate your cooperation.

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

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

## **Transition Plan**

Children are placed in classrooms based on age and developmental ability. During this time the teachers from each class will communicate with each other on child's abilities, needs, behaviors, and family information. The parents are given information on the transition process and what the goals are for the new class.

Pitter Patter Academy & Pitter Patter Petite Academy will assist the child with any concerns or issues with the transition in a manner consistent with the child's ability to understand.

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

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

## Referrals

This is a list of services to support children and their families in need of social, medical, or mental health services.

Department of Children and Family Services 1-800-792-5200

Special Education Department

(Vision, hearing, screenings, core evaluations, Early Intervention)

Director of Special Ed 1-781-338-6201

Department of Public Welfare 1-800-841-2900

Early Education and Care 1-978-681-9684

MSPCC 1-800-442-3035

Parental Stress Hotline 1-800-632-8188

Child Care Circuit-Voucher Agency 1-978-921-1631

WIC 1-978-681-4963

Pitter Patter Academy & Pitter Patter Petite Academy is not recommending the services listed above. They are being provided as referrals only. Policies regarding referrals of parents to social services agencies are included in the “Parental Rights” form.

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

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

### **Maintenance of Records**

Pitter Patter Academy & Pitter Patter Petite Academy will keep records legible, dated and signed by the individual making the entry. Child's records will be kept updated and will be retained for five years after leaving the center.

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

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

### **Field Trip and Activities Permission**

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

Teacher: \_\_\_\_\_

I grant permission for my child to participate in neighborhood walks. I understand that I will be informed of all planned field trips and that I may withdraw my permission for a planned trip if I so desire. I grant my permission for my child to participate in the activities and in the use of the equipment at the center.

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

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

## Sunscreen Permission

I \_\_\_\_\_ give the staff at Pitter  
(Parent Name)

Patter Academy & Pitter Patter Petite Academy permission to apply  
sunblock to my child \_\_\_\_\_

(child's name-please fill out individual forms for each child)

Teachers will apply sun block prior to going outside. Pitter Patter  
Academy & Pitter Patter Petite Academy will provide all of the children  
with sunblock.

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

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

Any special instructions \_\_\_\_\_

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## Oral Health Non-Participation Form

In January 2010, EEC issued new regulations for child care programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)]. This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

EEC licensed programs must comply with this regulation. However, parents may choose that their child (ren) not participate in tooth brushing while present at the child care program.

You do not need to fill out this form to have your child(ren) participate in tooth brushing while they are in child care. However, if you do not want your child to brush his or her teeth while s/he is attending the child care program, please fill out the information found below. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file. Thank you.

I **do not** wish to have my child participate in tooth brushing while in care at

Pitter Patter Academy & Pitter Patter Petite Academy

\_\_\_\_\_

(Name of Program)

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

Parent/Guardian's Name: \_\_\_\_\_

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

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

If you have any questions or concerns, please call:

Sherri or Monique

978-686-6595 / 978-258-1904

\_\_\_\_\_ at \_\_\_\_\_



## Media Release

I, the undersigned, do hereby consent and agree that Pitter Patter Academy & Pitter Patter Petite Academy, its employees, or agents have the right to take photographs, videotape, or digital recordings of my child upon enrollment. I acknowledge that by signing this media release I give my approval to use these in an educational assessments, instructional videos, or website review now or hereafter known, and exclusively for the purpose of Pitter Patter Academy & Pitter Patter Petite Academy. I further consent that my child's first name and picture may be revealed therein or by descriptive text or commentary.

I understand that there will be no financial or other remuneration for recording, testing, or taking photographs of my child, either for initial or subsequent transmission or playback.

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

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

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

Please check below if you want picture of your child doing activities at Pitter Patter Academy/Pitter Patter Petite Academy to be posted on Facebook or Pitter Patter website.

☐ Yes, you may post pictures on Facebook & Pitter Patter website.

☐ No, please do not post picture of my child on Facebook & Pitter Patter website.

☐ Yes, you may hang picture of my child around the classroom/in the building.

☐ No, please do not hang picture of my child around the classroom/in the building.

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

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

## EMERGENCY CARE INFORMATION

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

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

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

### **INSTRUCTIONS TO REACH PARENT/GUARDIAN**

1. \_\_\_\_\_

(Name, Address, Phone #)

2. \_\_\_\_\_

(Name, Address, Phone #)

### **PEDIATRICIAN OR SOURCE OF HEALTH CARE**

1. \_\_\_\_\_

(Doctor's Name, Address, Phone#)

### **EMERGENCY CONTACT PERSON(S) (other than parent/guardian listed above)**

1. \_\_\_\_\_

(Name, Address, Phone #)

1. \_\_\_\_\_

(Name, Address, Phone #)

1. \_\_\_\_\_

(Name, Address, Phone #)

### **MEDICAL EMERGENCY TREATMENT** I hereby give Pitter Patter Academy & Pitter Patter Petite Academy

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

and/or take my child \_\_\_\_\_, to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

**Allergies/Special diet:** \_\_\_\_\_

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







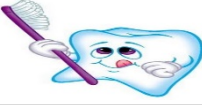
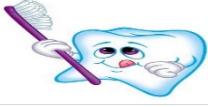
Date: \_\_\_\_\_



***\*Reminder this emergency care information is for the educator's classroom/1<sup>st</sup> aid kit. The educator(s) must take this information and 1<sup>st</sup> aid kit with them when leaving the premises.***

## Permission Check Off

CHILD'S NAME:

YEAR: 2018-2019

				
I GIVE MY CHILD PERMISSION TO:				
USE PITTER PATTER	Notes:		Notes:	
PROVIDED				
SUNBLOCK				
I GIVE MY CHILD PERMISSION TO:				
GO ON WALKS WITH	Notes:			
THEIR TEACHER				
I GIVE MY CHILD PERMISSION TO:				
BRUSH THEIR TEETH	Notes:		Notes:	
AT SCHOOL				

I GIVE MY CHILD PERMISSION TO:				
HAVE THEIR PHOTOS TAKEN AND POSTED ON PITTER PATTTER WEB SITE AND PITTER PATTTER FACEBOOK	Notes:		Notes:	

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

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