



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.



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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. *Please text the word PUZZLE, 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



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- 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 drop-offs 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



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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 \$250/week for full time and \$200/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



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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/her 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:

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

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 The Social Express, Wondergrove Kids, and Cool School. 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.

Instructions for Completing the Care Plan for Children with Special Health Needs (CH-15)

This Care Plan template is designed to supplement the Universal Child Health Record (UCHR, CH-14). It should be used for children with special health needs (CSHN). The UCHR is designed to be concise and does not provide sufficient space for detailed instructions that a CSHN might need. Use this Care Plan when your instructions for the child's care cannot be fit on to the UCHR. This Care Plan should be utilized as a template that can be adapted as needed. Not all parts need to be completed for some children, but other children may require extra pages to be attached to fully explain the instructions for the child's care.

In order to facilitate communication between the health care provider and the parent, it may be best to complete this form with the parent/guardian present. Parents often have practical knowledge that is important to incorporate into the plan, such as techniques to get the child to cooperate with treatments and specifics about the child care site/school like the hours attended and the resources/limitations of the out-of-home care provider. There is room at the end for optional parent notes and signature that will give permission for communication between the health care provider and the child care provider or school nurse.

Specific Instructions:

1. Complete the Universal Child Health Record (UCHR, CH-14).
2. Attach a copy of immunization record.
3. As appropriate check off the box labeled "Special Care Plan Attached."
4. Complete the Care Plan for Children with Special Health Needs
 - Complete the demographic information.
 - The Primary Health Care Provider is the medical home where the child's complete health records are maintained.
 - Specialty providers and their contact information should be included if the specialists play a major role in the child's health care such as adjusting medication doses.
 - Diagnosis – Include major diagnoses (preferably using lay terminology as necessary).
 - Allergies – Include medication allergies and other significant environmental allergies.
 - Routine Care – Complete the medication information. Include important side effects that child care providers should be watching for both with medications administered at home as well as those given at child care.
 - Describe any Needed Accommodations to particular activities.
 - Describe special diets or feeding techniques which may be needed such as feeding pureed foods, maintaining upright positioning during feeds, following a restrictive diet, etc.
 - Classroom activities – List any modifications needed to allow the child to participate such as extra rest breaks, use of adaptive equipment, etc.
 - Outdoor Activities/Field Trips- List any special precautions needed for class trips such as emergency kits, mobile phones, special vehicles, etc.
 - Special Equipment/ Medical Supplies
 - List special equipment that may be needed such as nebulizers, peak flow meters, glucometers, braces, hearing aids, wheelchairs, apnea monitors, etc.
 - Emergency Care
 - Help the child care providers to understand which signs/symptoms merit calling the parents and which are more serious and indicate that EMS should be activated.
 - Describe interim measures that should be taken while waiting for parent or EMS arrival such as administering an asthma nebulizer treatment or an Epi-Pen.
 - Special Staff Training
 - Are there special trainings that staff should attend in order to care for the child such as medication administration training, first aid/CPR, etc.? Include who might be available to provide such training.

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS

-To be completed by a Health Care Provider-

	Today's Date
Child's Full Name	Date of Birth
Parent's/Guardian's Name	Telephone No. ()
Primary Health Care Provider	Telephone No. ()
Specialty Provider	Telephone No. ()
Specialty Provider	Telephone No. ()
Diagnosis(es)	Telephone No. ()

Allergies

ROUTINE CARE

Medication To Be Given at Child Care	Schedule/Dose (When and How Much?)	Route (How?)	Reason Prescribed	Possible Side Effects

List medications given at home:

NEEDED ACCOMMODATION(S)

Describe any needed accommodation(s) the child needs in daily activities and why:

Diet or Feeding: _____

Classroom Activities: _____

Naptime/Sleeping: _____

Toileting: _____

Outdoor or Field Trips: _____

Transportation: _____

Other: _____

Additional comments: _____

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS
Continued

SPECIAL EQUIPMENT / MEDICAL SUPPLIES

1. _____
2. _____
3. _____

EMERGENCY CARE

CALL PARENTS/GUARDIANS if the following symptoms are present:

CALL 911 (EMERGENCY MEDICAL SERVICES) if the following symptoms are present, as well as contacting the parents/guardians:

TAKE THESE MEASURES while waiting for parents or medical help to arrive:

SUGGESTED SPECIAL TRAINING FOR STAFF

Health Care Provider Signature

Date

PARENT NOTES (OPTIONAL)

I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.

Parent/Guardian Signature

Date

Important: *In order to ensure the health and safety of your child, it is vital that any person involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency, and the specific actions to take regarding your child's special health needs.*



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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

ABOUT ME



MY NAME IS

Blank lined area for writing a name, with a paperclip icon at the top left.

GOALS FOR THIS SCHOOL YEAR

Three horizontal lined areas for writing goals, each preceded by a purple four-petaled flower icon.

I LIKE

I DON'T LIKE

Vertical lined area for writing likes, with a scalloped bottom edge.

Vertical lined area for writing dislikes, with a scalloped bottom edge.

Large rectangular box with a scalloped top edge and a purple border, containing the text 'WHAT ELSE WOULD YOU LIKE US TO KNOW'. It has a decorative purple flower illustration on the right side.

MY FAVORITE :

FOOD

DRINK

COLOR

ANIMALS

DESCRIBE ME IN 3 WORDS

Three small purple circles with white flower icons inside, arranged vertically.



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's
DAILY ROUTINE

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	
12:15pm - 1:30pm	Lunch and Quiet Time	
1:30pm - 2:30pm	Art, Sensory Play and Centers	
2:30pm - 3pm	Snack and Pick Up	



CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:	COUNTY:	WORK PHONE:
FACILITY PHONE:		
<input type="checkbox"/> 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.		
PARENT'S SIGNATURE:		

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):
 NONE

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.
 NONE

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.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO 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

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

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/ID						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:

ADDRESS:

PHONE:

SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT

TITLE:

LICENSE NUMBER:

DATE FORM SIGNED:

Immunization dates; health professional should verify and complete all data.

Immunization Exemption Form

Child's Name _____

I have been given information and the opportunity to discuss concerns with my child's healthcare provider and am aware that current research is available at www.cdc.gov/vaccines/pubs/vis/default.htm. I still decline the following nationally recommended immunizations.

Name of Vaccine	Initial If declined
Hepatitis B	
Diphtheria, tetanus, acellular pertussis (DTap or Tdap)	
Diphtheria, 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	
Hepatitis 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 diseases when travelling abroad
- Consequences of not being vaccinated can include greater risk of some cancers, pneumonia, illness requiring hospitalization, death, brain damage, paralysis, meningitis, seizures and deafness and other severe and permanent effects.
- Un-vaccinated individuals can be responsible for spreading preventable disease and illness to vulnerable populations, including very young children and babies
- My child may be excluded from care in the event of exposure to preventable illness

Parent/Guardian Signature/Date

Director Signature/Date

EMERGENCY CONTACT / PARENTAL CONSENT FORM

65 PA CODE CHAPTERS 3270.124 (a) (b), 3270.181 & 182, 3280.124 (a) (b), 3280.181 & 182, 3290.124 (a) (b), 3290.181 & 182

CHILD'S NAME		BIRTHDAY
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)		TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME		
PERSON(S) TO WHOM CHILD MAY BE RELEASED		TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME		ADDRESS
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL SITUATION
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN. OF MINOR FIRST-AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN	DATE
SIGNATURE OF PARENT or GUARDIAN	DATE

AGREEMENT

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

NAME OF CHILD		
FEE AMOUNT \$	PER-DAY-WEEK	DAY PAYMENT TO BE MADE
Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)		
CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE \$	PER MIN-HR	
Extra services to be provided at an additional fee if applicable		

I, the parent/guardian;

received complete written program information at the time of enrollment. (§ 3270.121, 3280.121, 3290.121)

agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR

DATE

SIGNATURE-PARENT OR GUARDIAN

DATE

DATE OF CHILD'S ADMISSION

DATE OF WITHDRAWAL

SIGNATURE-PARENT OR GUARDIAN

DATE

*** IMPORTANT MEMO prior to enrollment ***

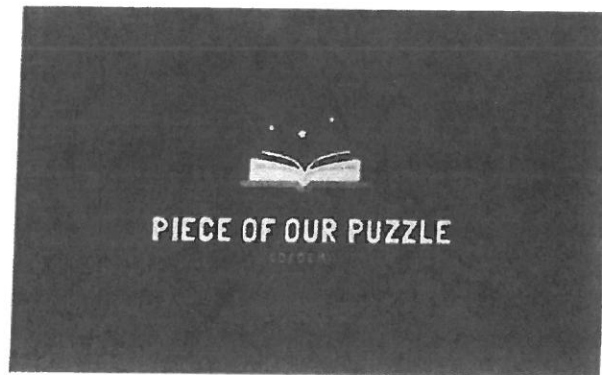
For children enrolling at Piece of Our Puzzle, who have displayed disruptive behaviors at previous schools or are receiving Early Intervention services, there are

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



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; **excessive lateness's will result in discharge from ABA.**

Holiday List 2024

Piece of Our Puzzle is off on the following days. Please sign up for our text line to be up to date with delayed openings, early pickups, and/or days where the center is closed. This can be found in your parent handbook.

Monday, January 1st – New Year’s Day

Monday, January 15th – Birthday of Martin Luther King, Jr.

Monday, February 19th – President’s Day

Monday, May 27th – Memorial Day

Wednesday, June 19th – Juneteenth

Thursday, July 4th – Independence Day

Monday, September 2nd – Labor Day

Monday, October 14th – Columbus Day

Monday, November 11th – Veteran’s Day

Thursday, November 28th – Thanksgiving

Friday, November 29th – PoP Closed

Wednesday, December 25th – Friday, December 27th – PoP Closed for the holidays

Pick Up and Drop Procedure for All Students

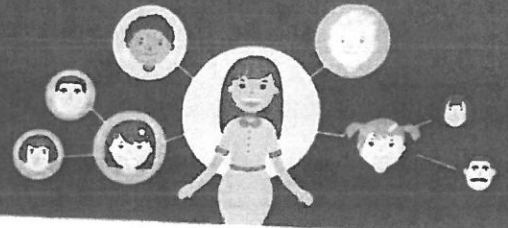
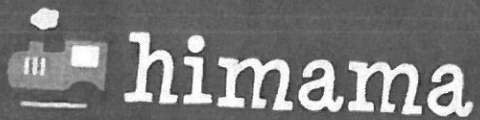
When arriving to Piece of Our Puzzle:

- 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 understood 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!**



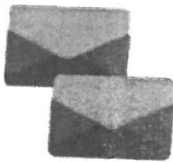
What is HiMama?

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



What will HiMama do for me?

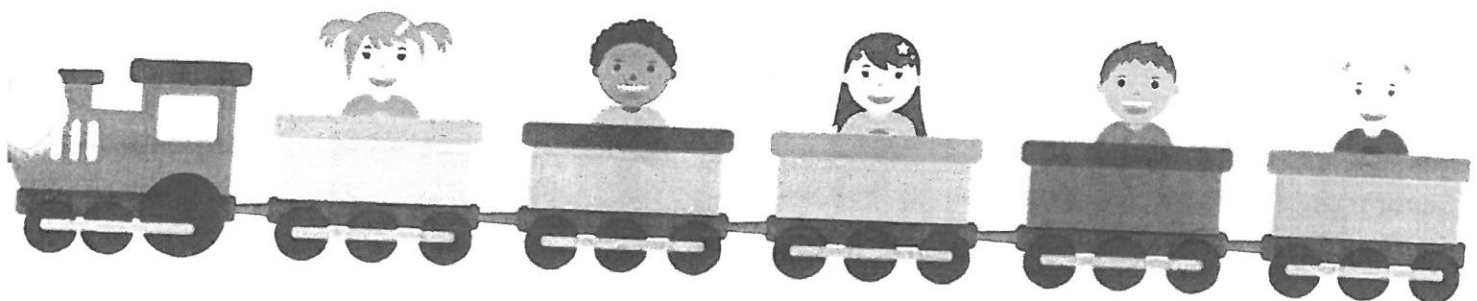
HiMama will keep you in the loop- all day long! Whether it be at work, home, or on the go through HiMama's mobile app, you'll never miss a moment!



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: _____

Check box if you are 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

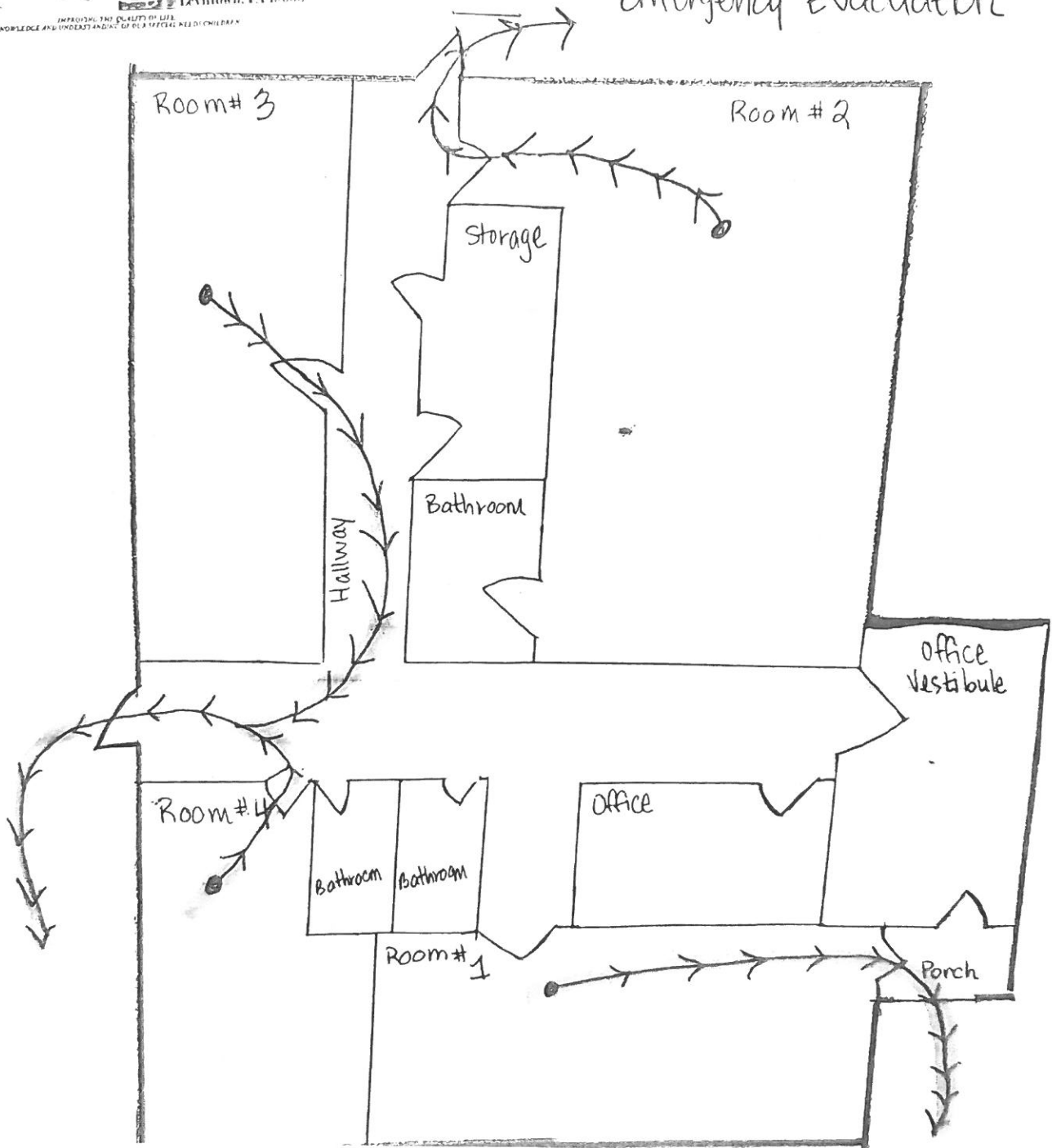
Accommodations - We do not have infants or children with chronic medical conditions.

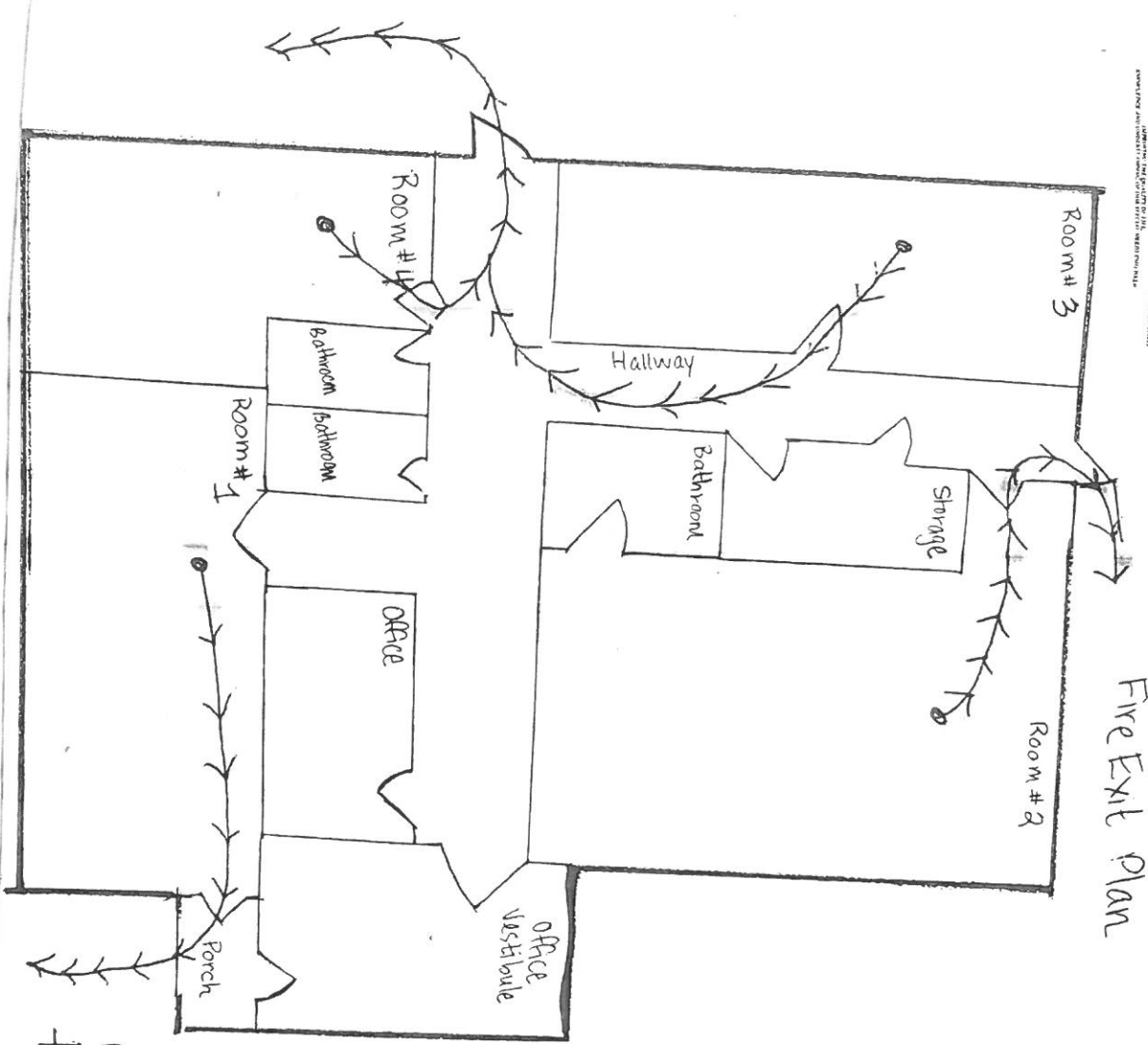
Will review if necessary for the above children

Meeting Place : Faith Reformed Church
479 Stonybrook Dr.
Levittown, PA 19055



Emergency Evacuation





Fire Exit Plan

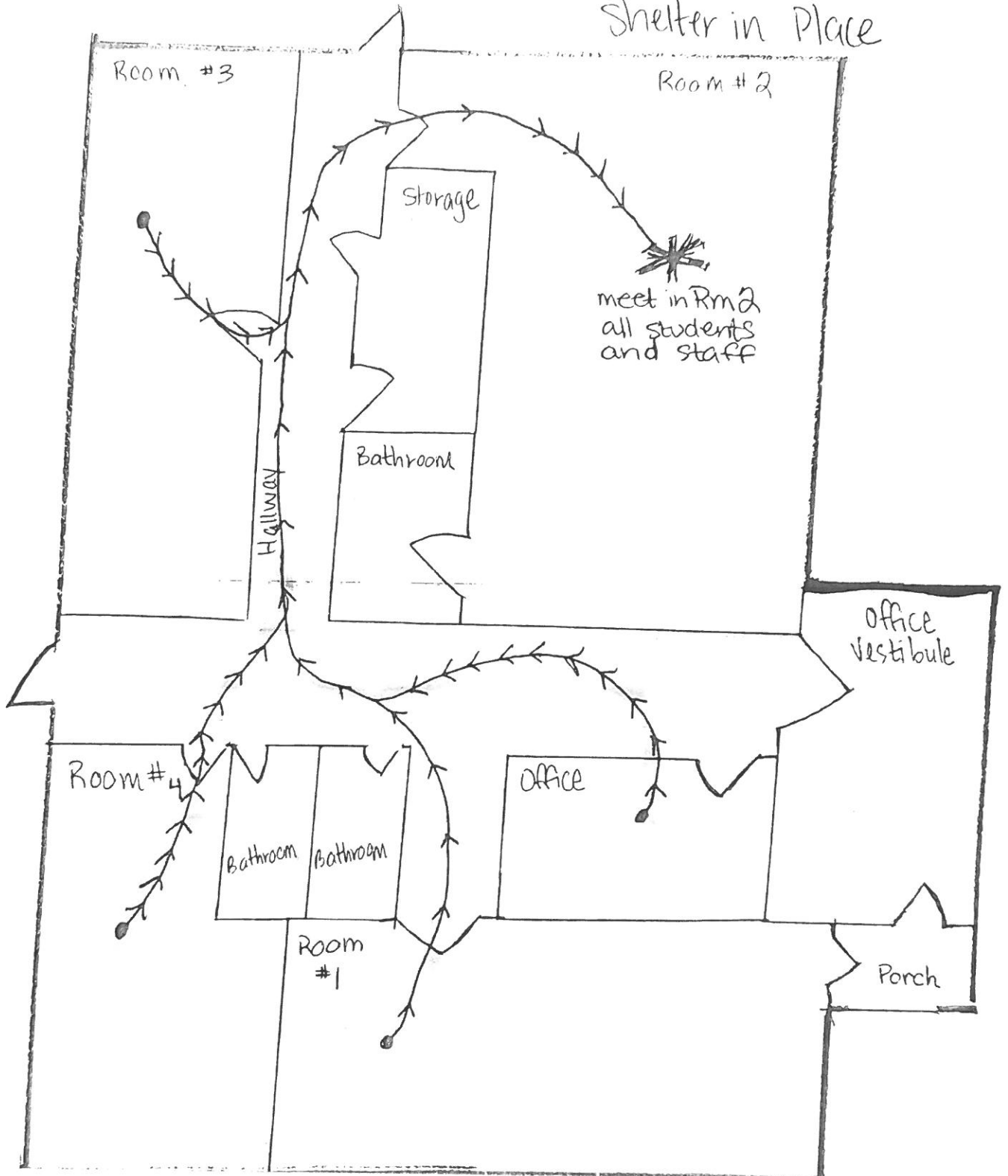
meet up @
the flagpole

Piece of Our Puzzle

18 Suburban Lane
Levittown, PA 19055

IMPROVING THE QUALITY OF LIFE
AND LIVING AND UNDERSTANDING OF OUR BELIEVED NEIGHBORHOODS

Lockdown Plan Shelter in Place



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.

- **Invites exploration and discovery.** The activities in our curricula include open-ended questions to promote language development, thinking, and problem-solving. When you model curiosity and wonder and encourage divergent thinking, you will be helping children reach new levels of development and deeper understanding of concepts.

Activity Calendar for the week of February 12, 2024 Kindness Counts (3-5 Years)

	Monday Feb 12	Tuesday Feb 13	Wednesday Feb 14	Thursday Feb 15	Friday Feb 16
Language Development	Daily Basics: Matching Heart Numbers/Letter Q Alphabet Display	Daily Basics: Pink Hearts/Letter Q Word Cards	Daily Basics: Number 14 Piece/Q Lines	Daily Basics: Heart Creations/Chenille Stem Qs	Daily Basics: Counting 14/Q is for Quilt
	Storytime: Copy Cat Story Basket	Storytime: Book Bags for Families	Storytime: Children's Biography Book	Storytime: Rhyming Fun	Storytime: Kindness Counts Storytime Review
Cognitive Development	Discuss/Do: Showing Kindness to Friends	Discuss/Do: Being Neighborly	Discuss/Do: Showing Affection 2024	Discuss/Do: Sharing 2024	Discuss/Do: Kindness Counts Theme Review
	Take Care of Our World	Heart Sort LCM	Sweet Surprises 2024	Heart-Filled Math	Cut This Way
Physical Development	Tic-Tac-Toe 2024	Buddy Bracelets 2024	Number Fourteen Math Activity Mat 2024	Raspberry Cream Yogurt Pops	Stretching Sounds in Words
	Movements: Crossing the Midline 2024	Blocks Station: Kindness Counts	Movements: Heart Relay	Movements: Pull and Rock	Movements: Tightrope Walking
Creative Art Expression	Music Station: Kindness Counts	Songs/Rhymes: Tell Me What You See	Art Station: Kindness Counts	Songs/Rhymes: The Children Rest	Songs/Rhymes: Let's Clap Our Hands
	Songs/Rhymes: Letter Q 2024	Art: Valentine Holder 2024	Songs/Rhymes: Valentine Love 2024	Art: Parts of a Whole	Art: Standing Marks
Social Emotional Development	Art: Mystery Drawing	Pass the Feeling	Art: Greeting Card	Sharing Puppets	Heart Card Match
	My Family, Part 2		Card Shop 2024		

2023-2024 Activity Schedule

Theme for Displays: Racetrack to Learning



Months	Themes	FunShine Digital			Online Christian Lessons Ages 3-5 Years
		Buttercups® Ages 0-3 Years	Fireflies® Ages 3-5 Years	Bible Story	
		Color/Shape	Letters/ Numbers	Color/ Shape	
Sept.	Wonderful Me Where We Live		A. B. C 1. 2. 3		Creation of Adam and Eve Genesis 1:26-2:25
Oct.	Curious Critters Fairy Tale Friends		D. E. F 4. 5. 6		The Parable of the Lost Sheep Matthew 18:10-14 Luke 15:3-7
Nov.	Cooling Down Barnyard Bash		G. H. I 7. 8		Baby Moses Exodus 1:1-2:10
Dec.	Five Super Senses Merry Memories		J. K. L 9. 10		Christmas - Jesus Is Born Luke 2:1-20
Jan.	Snow Friends Scribbles and Splats		M. N. O 11. 12		Jesus Teaches Us to Pray Matthew 6:5-14 Luke 11:1-4
Feb.	Kindness Counts Food Parade		P. Q. R 13. 14		Manna to Eat Exodus 16:1-36
Mar.	My Toybox Hopping & Hatching		S. T. U 15. 16		Easter - He Is Risen Mark 16:1-11
Apr.	Puddle Play Sail Away		V. W. X 17. 18		Jonah and the Big Fish Jonah 1-2
May	Flower Shop Animals All Around		Y. Z 19. 20		Noah's Ark Genesis 6:1-9:17
June	Fun in the Sun Summer Safety		Review	Review	Zacchaeus Luke 19:1-10
July	Frogs and Friends Beach Vacation	Review	Review	Review	Jesus Calms the Storm Mark 4:35-41
Aug.	Camping Adventure Picnic Pals	Review	Review	Review	Jacob's Dream Genesis 28:10-22

Schedule is subject to slight change.



Fireflies® Theme Summaries 2023–2024

FunShine Express follows a four-year rotation of themes and activities. Themes for Buttercups and Fireflies are coordinated. Schedule is subject to slight changes.

September

Letters: A, B, C
Numbers: 1, 2, 3
Shape: Circle
Color: Red

Wonderful Me: Every child brings unique qualities, experiences, and perspectives to preschool. During this theme, children will explore ways of getting to know each other and engage in activities that promote pride in their work. Feelings, friends, and families will be covered, as well as ways to establish good routines for a wonderful preschool year.

Where We Live: This theme invites children to investigate the different types of homes and neighborhoods in their community, as well as around the world. Children will learn about who builds homes and what makes a home. They will measure, explore tools, and build. Animal homes are touched upon as well.

October

Letters: D, E, F
Numbers: 4, 5, 6
Shape: Triangle
Colors: Orange, Black

Curious Critters: Curious critters are everywhere! Help children learn about the fascinating and unusual creatures that share our world. Rodents and primates are among the creatures children will learn about in this theme. Look for autumn activities sprinkled throughout.

Fairy Tale Friends: Enter a land of castles, kings, queens, unicorns, and dragons as children read classic fairy tales. Pretend to climb beanstalks, search for treasure, build castles, make crowns, and more as children embark upon imaginary adventures.

November

Letters: G, H, I
Numbers: 7, 8
Shape: Rectangle
Color: Brown

Cooling Down: Snuggle up to learn all about hibernation, migration, and early signs of winter. Children will explore how people and animals prepare for and survive the winter season in cold and snowy climates. They will discover ways to stay cozy and warm as the cold settles in.

Barnyard Bash: Preschoolers love learning about farm life! During this theme, they'll learn about the animals that live on farms, the foods that grow there, and the machines that work there. Roll up your sleeves for barnyard fun!

December

Letters: J, K, L
Numbers: 9, 10
Shape: Star
Color: Green

Five Super Senses: Sight, hearing, taste, smell, and touch—these are the five super senses! This theme provides many opportunities for hands-on discovery and learning. Children will explore seasonal textures, sounds, scents, and more. Tips on sensory development will be offered as well.

Merry Memories: Enjoy this festive time of year by making merry memories together! This theme will cover baking, family traditions and celebrations, and all the sights and symbols associated with December holidays. Reflect on the current year together, and make goals for the new one!

January

Letters: M, N, O
Numbers: 11, 12
Shape: Octagon
Color: White

Snow Friends: Bundle up and embark upon a chilly adventure to the polar regions! Children will discover the places in the world that stay cold and wintry year-round. They'll learn about animals and camouflage, as well as characteristics of winter, such as snow, wind, and ice.

Scribbles and Splats: Tap into children's inner artists and art critics during this theme all about self-expression. Children will develop fine motor skills as they practice familiar ways to create art and explore new art processes. Explore the history of crayons, coloring mixing, sculpting with playdough and foil, and much more!

February

Letters: P, Q, R
Numbers: 13, 14
Shape: Heart
Color: Pink

Kindness Counts: Acts of kindness, whether random or intentional, go a long way! Children will explore the concept of self-care and ways they can show care for others. They'll reflect on what it means to be a good friend and family member and learn positive ways to share thoughts, ideas, and emotions.

Food Parade: Good nutrition helps our bodies stay healthy and strong. Children will learn about the food groups and have the opportunity to prepare, cook, and taste foods. March into the kitchen, it's time for a food parade!

March

Letters: S, T, U
Numbers: 15, 16
Shape: Oval
Color: Blue

My Toybox: What are the children's favorite toys? Find out during this fun theme that explores the history of toys, different types of toys and games, and the many ways children play. Turn-taking, sharing, and imagination are essential to this theme.

Hopping & Hatching: Come learn about bunnies, chicks, and other baby animals in this sweet spring theme. Children will explore characteristics of different animals, move like animals, and enjoy animal stories. Look for early signs of spring together. It's sure to be a hopping good time!

April

Letters: V, W, X
Numbers: 17, 18
Shape: Rhombus
Color: Yellow

Puddle Play: Splash your way into spring with this weather-inspired theme. Puddles, mud, storms, rain, clouds, and regrowth are among the topics covered. Investigate natural wonders as you learn about the water cycle, dig in the dirt, and study trees.

Sail Away: Ahoy! Sail the seas to learn about different bodies of water and the wildlife that lives there. Research boats, ships, and other vessels that float, and hunt for buried treasure! Engage in water play, and test items to see if they float or sink in this aquatic theme.

May

Letters: Y, Z
Numbers: 19, 20
Shape: Square
Color: Purple

Flower Shop: Tulips, and daffodils, and daisies, oh my! Summer is just around the corner and flowers are blooming. Have fun in a pretend play flower shop during this theme. Learn how flowers grow, engage in simple gardening, and discover caterpillars, butterflies, and other garden insects.

Animals All Around: Big and small, short and tall, scaly and furry—animals are everywhere! Children will learn fun facts about animals from all around the world. This theme also focuses on different habitats, pet care, and animal safety rules.

June

Letters: Review
Numbers: Review
Shape: Review
Color: Review

Fun in the Sun: Summer is on the horizon. This theme explores all types of sunny day fun. Outdoor and water play opportunities invite children to engage in hands-on learning. Playing games invites the children to learn about teamwork too.

Summer Safety: Summer has finally arrived! This theme teaches children how they can stay safe as they enjoy the great outdoors. Bike safety, water safety, sun safety, and car safety are included.

July

Letters: Review
Numbers: Review
Shape: Review
Color: Review

Frogs and Friends: Croak! Croak! Invite children to learn about our pond-loving friends and the freshwater habitat they call "home." Frogs, toads, turtles, ducks, and fish are among the creatures explored. Children will learn about metamorphosis, water plants, and insects as well.

Beach Vacation: Grab a towel and a beach umbrella—it's time for a vacation! Children will learn all about islands, ocean creatures, and seashells during this theme. Build sandcastles, bounce beach balls, and take a pretend airplane trip together. Even imaginary vacations can be fun and relaxing!

August

Letters: Review
Numbers: Review
Shape: Review
Color: Review

Camping Adventure: Unpack your backpack and pitch your tent—it's time to go camping! Children will learn about camping activities and safety during this theme. Enjoy the outdoors and sing campfire songs around a pretend fire. This theme is full of discovery and exploration!

Picnic Pals: People love picnics, and so do many types of insects! This theme provides opportunities for children to plan for and enjoy a picnic. They will also discover the many benefits of insects that can sometimes feel like pests during these special occasions. Children will also review basic learning concepts to prepare for back-to-school.