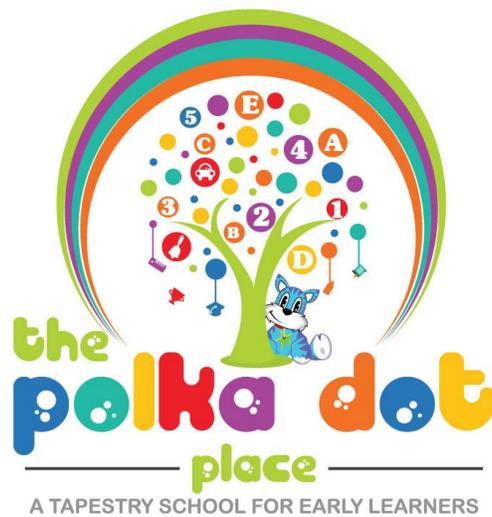
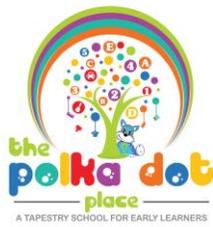


The Polka Dot Place:

A Tapestry School for Early Learners

Parent Handbook, Policies & Info





Dear Parents!

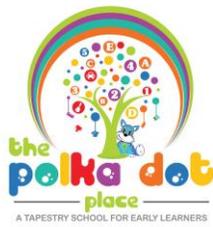
Thanks for choosing The Polka Dot Place – the best choice for your infant, preschooler or school age child! Your child's formative years are extremely critical. The events that occur during these earliest years will dictate what their future selves will become and what their future aspirations will be. As parents we make thoughtful choices about education, budget, career, cost, etc. every day, but when it comes to our littlest learners it is also vital to make thoughtful choices about their environment as well. Here at The Polka Dot Place we understand the importance of this and this is what sets us apart and makes us fundamentally different from other centers and providers. Daily we take responsibility for the energy that we bring forth into our center.

We appreciate your thoughtful and careful consideration as you navigate through making a decision about the right childcare fit for your child. Perhaps you have already enrolled and this will serve as a valuable go-to resource or perhaps the information within will assist with your enrollment decision. Within you will find a wealth of information about the owner, our philosophies, curriculum, payment options, daily schedule, enrichment offerings and more. Some items require feedback, so please peruse carefully.

Lastly, we at The Polka Dot Place are all looking forward to meeting the new faces and making new friends!

All our best,

The Polka Dot Place Team



Info to Keep Handy

Office Line

- **585-338-9808** (for non-emergent messages; please program into your phone)
- This line may be inaudible to us during the school day; Please leave a message

Parent Call/Text Line

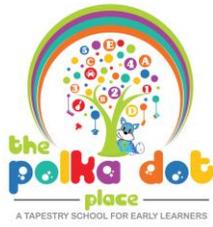
- **609-751-8143** (for emergent and urgent calls and text messages; please program into your phone)
- Responses delivered 8:00 AM – 9:00 PM Monday – Friday (please allow a 24 hour response window)
- Typically, you'll get a more immediate response using the text line; Important messages will be sent from this line as well

Emergency Lines

- **609-751-8143** (Owner and Co-Director; Olayinka Akinlawon)
- **585-732-7851** (Co-Director and Site Manager; Valarie Akinlawon)
- Inquire about receiving teacher phone numbers to program into your phone if you don't already have them
- See Emergency Disaster Plan Handout for additional emergency contact numbers

Teacher Numbers

- Please ask your child's teachers for their direct numbers and keep those saved in your phones



Annual Closures

Closed in September - Labor Day (Monday)

Closed in November - Thanksgiving Holiday (Wednesday through Friday)

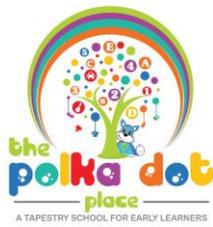
Closed in December - Winter Recess (Christmas Eve and Christmas Day*)

Closed in January - New Year's Day (New Year's Day*)

Closed in May - Memorial Day (Monday)

Closed in July - Independence Day (4th of July*)

***Or the federally observed dates that correspond to this holiday**

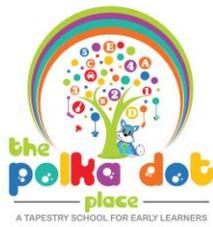


Management Staff

Olayinka Akinlawon – Owner, Co-Director, Point of Contact, Licensee, Substitute, Admin and Accounting Manager

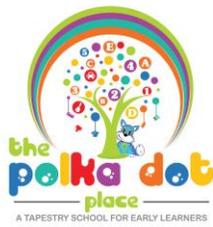
Valarie Akinlawon – Site Manager, Co-Director, Health Department Liaison, Substitute

Rebecca Heinlein – Co-Director, Point of Contact, Program Lead, Curriculum Specialist, Substitute



About the Owner:

Olayinka Akinlawon obtained a Bachelors in Cultural Anthropology in 2007 from Princeton University. Her degree and relevant coursework has been instrumental in the development of a curriculum and programs that encompasses thoughtful action, civility, geography, community, science, cross-cultural studies, etiquette and more! In addition to her main studies, she took coursework in (Childhood) Developmental Psychology and (Childhood) Language Acquisition in addition to a semester long classroom research assignment in a Princeton, NJ preschool. She opened her first in-home daycare (Tiger Tails EduCare) immediately after graduation in 2007. That in-home daycare grew quickly and then moved to a commercial center in a strip mall in 2009 and became Tiger Hall (located in Princeton, NJ), a venture that offered childcare, preschool, kinder prep, tutoring, mommy-and-me classes and enrichment in the areas of German, Science, Reading Readiness, Spanish Immersion, Art, Music, Yoga, Dance and more! Summer Camps, Public Open Play and Birthday Parties were other popular features of this 3000 square foot venture. Tiger Hall was sold in September of 2013. A second West Coast daycare was launched and flipped in the Fall of 2015. Since 2012, Olayinka has provided consultation services to organizations and individuals embarking on the journey of launching their very own daycare centers from the ground up, facilitating this process from licensure to grand opening.

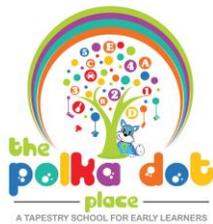


Who We Are...

The Polka Dot Place offers a very wholesome and organic approach to educating a child's body, mind and creative spirit. We like to think of ourselves as a Childlife Preserve. The Polka Dot Place offers infant care, toddler care, after care for school age children, homeschooling services for young school age students and an integrated 3K - 5K classroom with a creative and flexible curriculum that can meet the needs of any age or developmental level. Our innovative curriculum is designed to prepare your pre-school aged child to become a life-long learner and also a life-long educator, as we all share the responsibility of being teachers and sharers of knowledge. Because of our small and nurturing environment we are able to cater to each child's individual learning needs, providing the perfect bridge from toddler-dom to kindergarten (options available M-F 7:00 am - 6:00 pm). Fostering and maintaining a sense of community is important to us, therefore our school body interacts daily in a mixed ages format during AM and PM play times, allowing tykes the opportunity to make friends across all ages and abilities. The Polka Dot Place has full-time, part-time, full-day and half-day options serving ages 0 through 10 years.

At The Polka Dot Place we believe that exposure ought to be the main focus of every child's learning experience. As adolescents we all looked forward to middle school, anticipating the freedom that would come along with being able to walk the halls, leave our classrooms and get acquainted with various rooms, teachers, styles and rules. At The Polka Dot Place we feel that this level of exploration should be a part of every child's journey toward discovery. We aim to provide that by setting up our curriculum and schedule in a way that allows our preschoolers to utilize every dedicated room in The Polka Dot Place throughout their day. With 3000 square feet of licensed indoor space, we have the ability to make that happen. We even extend the learning beyond the classroom by providing frequent off site opportunities for our students to explore their town and neighborhood. These excursions and field trips reinforce themes developed in the classroom, foster a sense of community, highlight the importance of personal responsibility and the role that each of us of play in the effort to create a sustainable community, as well build awareness, outdoor safety skills and confidence. Our indoor and outdoor explorations allow learning to happen everywhere, even en-route!

Moreover, we like to refer to our approach as a "tapestry approach" and therefore refer to our centers as "Tapestry Schools". This is because we have explored and considered many modern day and old-school techniques and philosophies in regard to early childhood development and learning. Particular tenets of Piaget, Freud and Montessori are compelling while some facets of the Waldorf system and the un-schooling method produce some truly tangible results. Furthermore, the standards of the International Baccalaureate System provide an innovative and creative approach to opening young minds. We do not adhere to a single approach or method, but instead have incorporated successful elements of many of these styles and ideologies, developing along the way a fresh and uniquely innovative approach to mastering the art of early childhood education and development.



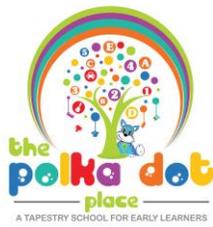
We are proud of the curriculum that we have developed and are even prouder that our parents over the years have been extremely happy with their decision to choose our centers. In the years since our very first preschool launched in NJ in 2007 (Tiger Tails EduCare in Princeton, NJ), each family's average enrollment length has been about 3 years. That alone speaks volumes! We are looking forward to welcoming you and your family on board!

Program Highlights:

- Daily circle time lessons (Morning Meeting)
- Frequent outdoor field trips (car seats provided; trips are weather permitting)
- Free and/or discounted weekly enrichment classes (Art, Music, Dance, Reading Readiness, etc)
- Play time in playroom is incorporated daily for ages 1.5+
- Smaller program and healthier indoor environment
- Daily usage of The Polka Dot Place's entire facility (Playroom, Classroom, Rec Room, Fenced Backyard and/or Surrounding Neighborhood)
- Core curriculum designed, approved and/or tested by Princeton University Alumna
- Heavy focus on personal responsibility, civility and thoughtful action, an element often missing in today's modern classrooms
- Dedication to shaping the whole child, not just their growing minds, via nutritious meals, hands-on exposure and an innovative approach to social development.

Program Objectives:

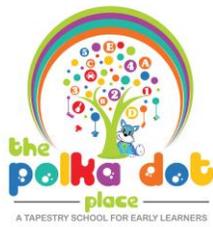
- ✓ To provide a warm, supportive environment for children where they receive the nurturing and positive reinforcement they need to develop to their full potential;
- ✓ To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships;
- ✓ To provide appropriate and meaningful play experiences that contribute to the developmental needs, interests and abilities of the child;
- ✓ To build important foundations for future academic skills such as reading, math and languages, recognizing that each child comes to learning with distinct interests and abilities.



Curriculum and Philosophies:

Here at The Polka Dot Place we believe that the most important part of any education is the part where we learn to think critically. Analyzing, questioning, hypothesizing and entertaining off the wall tangents are all vital parts of our daily journey toward discovery and knowledge. Furthermore, at The Polka Dot Place we understand that each individual child has their own individual style of learning, and we aim to provide a creative curriculum that caters to visual, audio and kinesthetic learners alike. In addition to our academic efforts here at The Polka Dot Place, we also make a concerted effort to develop the whole child. Below are some more of our core philosophies:

- **Dialogue:** Instead of stepping into the center of every single conflict, teachers and staff encourage our tykes to speak with one another, to express their feelings and expectations with clarity, to employ a "serious voice" when necessary, to solve their own conflicts and to choose their words with care and thoughtful consideration. "Ouch, those words really hurt!" and "Our words work better than magic" are common slogans around here!
- **Personal Responsibility:** Our children are encouraged to consider how their own actions, big and small, can have the power to affect the world/community around them. Encouraging "thoughtful action" is a key component of our day. In addition to acting with care, we encourage the kids to treat our school body with care by assigning chores that help the greater good (water helper, potty-time monitor, handwashing-helper, rule reminder, etc.) and that help to maintain a healthy and wholesome environment.
- **Compassion:** We continually encourage our children to envision and consider things from other people's perspectives, to respect each other's opinions and to also value their own. Furthermore, we encourage them to explore and appreciate their own individual perspectives. We expect them to give themselves the same respect that we encourage them to give to others. Another common motto is that "Sharing here is a two-way street that is not merely about sacrifice - it is about sacrifice on one end and patience on the other". We encourage the children to consider and acknowledge their own needs while at the same time respectfully considering the needs of others, this often comes into play as the children work out their own "sharing solutions" over toys, games, etc.
- **Discipline:** The same form of discipline is never effective across the board for every single type of infraction, and infractions/conflicts can be infinite when it comes to a group of curious and opinionated tots. We recognize that and implement various forms of guidance and redirection depending on the situation at hand that vary in intensity from "thinking time", during which the child dictates the length of his or her own stay, to a trip to the "noise pollution spot" where children are

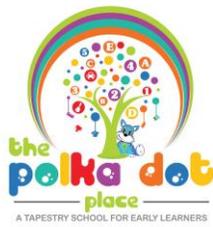


encouraged to decompress at their own pace before starting a private dialogue about the issue at hand.

- **Promoting Civility:** Civil Behaviors that we encourage here at The Polka Dot Place: Be Inclusive. Accept and Give Praise. Celebrate Others' Accomplishments As Well As Your Own. Apologize Earnestly. Assert Yourself. Respect Others' Opinions and Cherish Your Own. Respect Other People's Time. Be Your Best Self. Speak and Act Kindly. Respect Other People's Space. Be a Good Host and Be A Good Guest.

Our engaging and creative curriculum introduces concepts in a manner that seamlessly integrates:

- play
- art
- nature
- music
- gross motor development
- fine motor development
- unstructured creative expression
- pre-reading skills
- math problem solving (pre-addition/pre-subtraction)
- world geography and cultural studies
- handwriting/pre-handwriting skills
- world languages
- science discovery
- social etiquette and more



Parent Rights and Responsibilities

Parent Involvement:

We welcome and encourage parental involvement in a variety of ways. Parents are invited and encouraged to call the school anytime with any questions or concerns they may have. While we also invite parents to plan a visit to the school anytime, we ask that parents are mindful of the children's schedules and conduct their visits at appropriately scheduled times, so as not to interfere with the children's learning process, nap time, or other curricular activities.

Families are encouraged to participate in the learning process by discussing and expanding on their children's preschool experience at home. Parent involvement can also extend to volunteering to collect materials for children's projects, donating books or instructional toys, and assisting with special projects.

Communication:

We pride ourselves on open communication, and also recognize that your input, as parents, is vital to our ability to provide a learning environment that addresses the children's specific needs. We ask that you share information with us that may be affecting your child's experience in school, so that we can understand and address any exigent circumstances. Examples include health issues or a change at home, such as the passing of a family member, a family visit or a new sibling. The information you choose to share with us about your family is kept confidential.

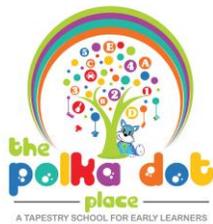
Since drop-off and pick-up times are necessarily brief and busy times for children, parents and teachers alike, we encourage you to set up a personal conference time with the classroom teachers, and to help us keep the communication channels open.

Family Information:

Occasionally, parents request contact information of other families to use for invitations or play dates. Your name, address, phone number or e-mail may be given to another parent. You are given the option to decline the sharing of this information in your Admission Agreement.

Parent and Child Identification:

Upon enrollment, verification of identity is required for at least one parent and the child. For identity of a parent or court-appointed legal guardian, one of the following items is required: a. Driver's License (or government ID card) b. Current Passport or Permanent Resident Card For identity of a child, one of the



following items is required: a. Official or Certified Copy of Birth Certificate b. Current Passport or Permanent Resident Card

A child may not start without verification of identification from at least one parent. If none of the child's documents are available by the start date, the child may start and enrollment will be considered "provisional" for a period of 90 days. If after 90 days we have not received verification of the child's identity, the child will be immediately withdrawn. Please note that a hospital "Record of Birth" is not an acceptable means of identification for the child.

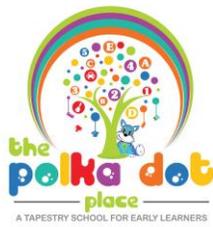
Release of a Child:

We maintain a strict policy regarding the individuals to whom we will release a child. Enrollment forms require a parent to specify individuals to whom the child may be released. Advance authorization is required for a child to be released to an individual other than those already listed. It is recommended that parents name everyone who might pick-up their child when enrolling, and update this information regularly. Only in cases of necessity or emergency should a change be made over the telephone. When notified by telephone, we may request that certain family information be confirmed for verification. The person picking up the child will be required to present identification when arriving at school.

Should a person other than the child's parent(s) or those indicated on the application arrive to pick-up the child, a parent and/or the first available person on the emergency contact list will be notified and the child will not be released until proper authorization is received. Should an unauthorized person become confrontational or uncooperative with our staff, we will immediately notify the police. We will not release a child to any parent, relative or other authorized adult who appears to our staff to be impaired by the use of drugs or alcohol. In the event this situation occurs, a telephone call will be made to the parent, emergency contact person and/or police.

Custody, Court Orders and Changes of Family Status:

The Polka Dot Place encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not prohibit parents from accessing records, attending activities or participating in conferences pertaining to their child unless otherwise required by court order or law. The school denies a parent access to their child only if there is a legal document which addresses that denial. In these circumstances, we require (1) a certified copy of the current court order which mandates the rights or restraints, (2) a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child, and (3) a photo of



the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only written information will be accepted.

Visitation schedules and parenting plans are agreements made between parents and are not binding to the school. The school will release a child to either parent in accordance with school policy unless otherwise directed by a valid court order. Visitation with the non-custodial parent will not be permitted to take place at school.

The school discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children with the highest level of instruction and care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use records rather than staff testimony in resolving these types of disputes.

Parent Code of Conduct:

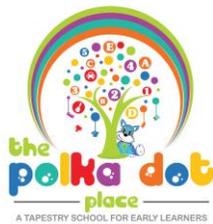
We expect parents to observe a certain standard of conduct. The following items are not acceptable in the preschool:

- ✓ Physical or verbal punishment of their children
- ✓ Physical or verbal punishment of other children
- ✓ Threatening, harassing or otherwise disrespecting staff, other parents or other children
- ✓ Swearing/cursing or threatening/obscene gestures
- ✓ Quarreling with other parents or staff
- ✓ Making negative or disparaging comments regarding the school to staff, parents or anyone other than Administration (including outside of school)
- ✓ Not following policies designated to protect the safety and security of everyone at the School

Any violation of this policy will result in the immediate withdrawal of the child from The Polka Dot Place.

Dropping Your Child Off At School:

An adult must accompany the children into the welcome area of the preschool, where a member of the teaching staff will greet them and escort the children into the classroom. The person who drops-off the child/children must sign the child/children in every day with a complete (full legal) signature and time of arrival. That person should also share with the teachers any information on any changes in daily routine that



may affect the child/children's experience in school. If such information requires a lengthy conversation, we encourage you to set up a personal conference with the classroom teachers, so as not to interfere with the teachers' ability to meet and greet other students during drop-off times.

Once your child is greeted by the teachers and escorted into the classroom, we ask that parents take their leave promptly, so as not to interfere with classroom activities. Please be mindful that extended goodbyes may prolong children's separation anxiety, and will impede the children from immersing themselves in classroom activities.

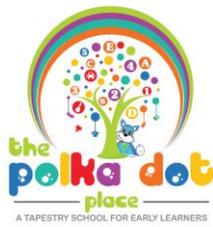
Picking Your Child Up From School:

You are responsible for having your child picked up at the appropriate time at which his/her school program ends. If you are going to be late, please give us a courtesy call. If your child is picked up late, you will be charged \$1/minute following the end of your child's designated program. For instance, for the morning program, if your child remains at school past 12:00 PM, you will be charged \$1 per minute, starting at 12:01 PM. For the full time program, if your child remains at school past 6:00 PM, you will be charged \$1 per minute, starting at 6:01 PM.

If your child is left at school longer than 30 minutes past the scheduled closing time without contact to the school and the school has exhausted all emergency options from your emergency contact list, then the New York City Police Department will be contacted. At that time your child will be the responsibility of the NYC Police Department. You will still be responsible for late fees incurred.

Children will only be released to adults (18 and older) previously authorized. Picture identification is required for anyone not recognized by our staff. Parents or other authorized adults must pick-up their children by entering the building through the front door and waiting by the entrance of their child's classroom. A teacher will hand him or her off to the person picking up the child. That person must then sign the child out in the classroom sign-in/out binder. A full legal signature and time of departure is required to sign your child out each day.

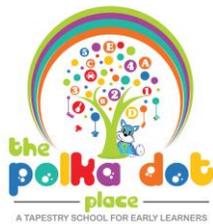
We take the safety of all children in our classroom very seriously. While children are in the care of our staff, they are carefully supervised according to rigidly enforced safety rules and standards. It is important for parents to follow and enforce the same safety rules when picking up their children. Therefore, we ask that when picking up their children, parents (or other authorized adults) supervise their children once the teacher hands them over to the adult doing the pick-up. Please do not let your children run back and forth to the classroom, as it would interfere with remaining students' activities. While we acknowledge and encourage the



fact that our parents might enjoy socializing together, we ask that once a teacher hands off your child, you leave the main common area at your earliest opportunity, so that other parents will have sufficient room to pick up their children, and any commotion will not interfere with remaining students' activities. Parents are welcome to socialize in the common areas directly outside of the school.

Grievance Procedure:

If you have any concerns regarding school policies or the care your child is receiving, you are encouraged to speak to the appropriate person. If the concern is regarding a teacher, the classroom or your child, you should first initiate a conversation with that teacher, or the Director. Many times this direct approach will result in a satisfactory outcome not requiring any further discussion. If you feel that something merits the immediate attention of the Administration, you should ask for a meeting with the Director or the Owner. Any concern with financial issues may be discussed with the Director or the Owner, as well. Please do not hesitate to express any concern you may have. It is our goal to make sure your child's experience at The Polka Dot Place not only meets, but exceeds your expectations.



Enrollment and Disenrollment Policies and Procedures

Initial Registration:

An Initial Registration Fee is due upon acceptance into the program, which is equal to the cost of the first week of care and it is applied toward the tuition. This fee is listed on the current Care Contract and is refundable.

Waiting List:

If your child has fulfilled the criteria for admission into a The Polka Dot Place program, but we do not have any available spots, you may fill out and sign a Waiting List Agreement, and submit it to us. When you place your child on our Waiting List, you will begin to receive our newsletters and other emails. Enrollment priority is given to currently enrolled families seeking placement for another child. You may email The Polka Dot Place anytime to check the current waiting list status.

Financial Agreement:

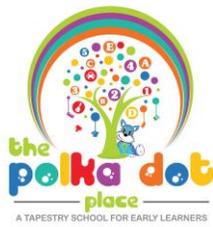
Monthly tuition is due, in advance, on or before the first of each month corresponding to your chosen payment program. Please refer to the current Admission Agreement for your child's tuition amount. Tuition rates are subject to revision at any time with a minimum 30 days' notice.

Tuition is due once a start date is confirmed. If the start date is changed, tuition will be charged from the original agreed start date and will not be refunded. If the child does not attend, all monies already paid will be forfeited in full, with the exception of the cost for the first week of care.

Any family account delinquent by more than two weeks will result in the child's immediate withdrawal. Re-enrollment is subject to availability after the outstanding balance and an Initial Registration Fee are re-submitted and re-paid.

Absentee Policy:

Full payment of tuition is required every month, whether or not the child attends school the full month. There is no absentee credit when school is missed because of holidays, vacations, illness or for any other reason. Scheduled days may not be switched to non-scheduled days, due to the school's staffing ratios and schedules. Days may be added for an additional fee, subject to availability. When a child is absent for two weeks and the month's tuition has not been paid, the child will automatically be withdrawn from the school.



Re-enrollment is subject to availability after the outstanding balance and an Initial Registration Fee are re-submitted and re-paid.

Payments Plans, Absences and Vacations:

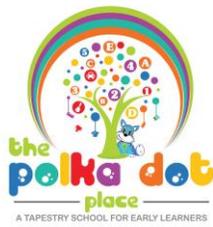
There are two registration level options at The Polka Dot Place: Hourly Care Plan and Care Contract. Parents on the Hourly Care Plan pay more per hour for care BUT only pay for the hours that they use. They do NOT pay for holidays, closures, absences, sick days or vacations and have the ability to change their schedule from week to week. Their spot is not guaranteed, however. Families who sign a care contract have a guaranteed spot at The Polka Dot Place. They pay a monthly or weekly rate that is due in full regardless of holidays, absences, closures, sick days or vacations and have the ability to change their contracted days up to three times per year. When broken down, the rate they pay hourly is much less but after the above mentioned factors are weighed, both plans average out to nearly the same cost per year.

Again, with the exception of the families that pay for childcare at The Polka Dot Place on an hourly basis, keeping in line with other care centers and nursery schools, concessions/refunds/discounts/rebates cannot be made for closures, vacations, holidays, sick days, missed days, etc. Long term absences of 30+ days with valid excuses will be pro-rated accordingly on a case by case basis. All cardholders will be charged the agreed upon monthly/weekly rate unless a verbal or written cancellation request has been delivered.

Scheduling changes that affect your Care Contract may warrant a change in tuition. Changes to your Care Contract, for non-hourly families, can be made on a month-to-month basis (a maximum of 3 changes will be entertained per calendar year).

Again, families on the Hourly Payment Plan have the right to change their schedules from week-to-week. Families on the Hourly Care Payment Plan only pay for the hours that they use at a flat rate of \$9 per hour. These families are not required to pay for absences caused by vacation, sickness, holidays, etc.

Furthermore, parents with Care Contracts have the option of putting their tuition on “hold” without being charged for a minimum of 1 month and for a maximum of 3 months in the event of a long absence having



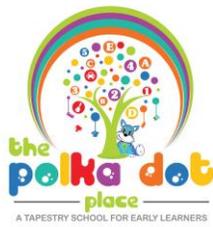
to do with very special circumstances that are not travel related. These unique requests will only be entertained if enrollment trends allow for such flexibility. Requests will be approved or denied by the Director or the Owner. 30 days notice is necessary in order to initiate the request of putting an account on “Hold” status.

Payment Policies (At a Glance)

- The accepted forms of payment are Check, Cash, Money Order, Visa, MasterCard or Discover.
- Parents will have the option of being charged monthly (last business day of each month) or weekly (last business day of each week).
- There is a 3% upcharge for families who choose to pay with credit card. Debit Cards used on site with pin pad are not subject to this 3% upcharge.
- Payments cover the UPCOMING month or week in question.
- Monthly rates have been adjusted to reflect a 30/31 day cycle (4.33 weeks) versus our weekly rates which are based on a 28 day cycle. To compute our weekly rates simply divide any rate that you find by 4.33 (not 4.3)
- Parents who choose to pay by card must agree to keep a credit card on file. It will be stored in a secured location on site.
- Some enrichment classes are out-sourced, payments for those non-in-house classes will be due on the 15th of each month. TBD rates. TBD enrollment options.
- **Any payment delayed for more than 6 consecutive days will result in a late fee of \$25, with a \$5 per day increase after the 10th day. The child will be withdrawn after 2 weeks of non-payment.**

Parent-Initiated Withdrawal Policy:

You must give a minimum fourteen days' (14 calendar days) written notice if you intend to withdraw your child from school. Once notice of withdrawal is given, any remaining final balance is due and must be paid within one week of submitting the withdrawal notice.



School-Initiated Withdrawal Policy:

The school reserves the right to have any child removed from the school at any time without previous notice or a corrective program being required.

Late Pick-Ups:

Please refer to page 14 (“Picking Your Child Up From School”) for policies on Late Pick-Ups and Late Pick-Up related fees.

Note: If your child is left at school longer than 30 minutes past the scheduled closing time without contact to the school and the school has exhausted all emergency options from your emergency contact list, then the New York City Police Department will be contacted. At that time your child will be the responsibility of the NYC Police Department. You will still be responsible for late fees incurred.

Emergency Care Option for Part-Time Students: At The Polka Dot Place, we recognize that parents have to juggle busy schedules, and that sometimes personal emergencies occur. If your child is enrolled in The Polka Dot Place on a part time basis, you will have the option of leaving him/her in the program for a full day in the event of an emergency, provided that you are current on your tuition. You may exercise this option on a case by case basis based on availability. You must notify the school as soon as possible that you intend to exercise your emergency care option by contacting the center via phone.

Returned Payment Policy:

A \$25 fee will be charged for any returned check. Any time there is a returned payment, a money order or cashier’s check will be required as a replacement.

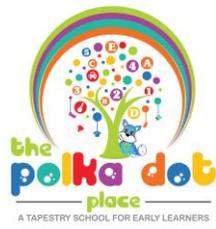
Sibling Policy:

The Polka Dot Place offers a 10% sibling discount off the second tuition payable by parents who have more than one child attending the The Polka Dot Place program simultaneously. The Polka Dot Place also gives preference for admission to students whose sibling(s) attended The Polka Dot Place.

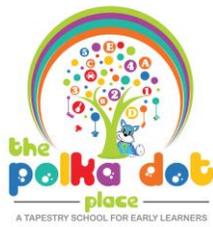
School Closures:

The school will observe national holidays, as listed on the current school calendar. There is no tuition credit for any program on days when the school is closed.

The school reserves the right to close with or without notice in extreme weather or any other extraordinary circumstances when necessary. Every attempt will be made to notify parents by email and social media as



soon as possible when an unexpected closure is required. Should the school, at its sole discretion, determine that, for safety, the school will close earlier than usual, a parent will be contacted and the parent and/or emergency release contact should make every effort to pick up the child as soon as possible.



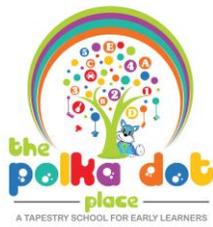
General Policies and Procedures

Scheduling:

We encourage parents to be mindful of the impact of last minute schedule changes. At The Polka Dot Place we understand that last minute changes to your child's childcare schedule may sometimes be inevitable, especially for our families on the hourly payment plan whose schedules often change from week to week – this is why they have chosen the hourly payment plan. Although we truly aim to be as flexible and as understanding as possible, last minute schedule changes that occur midweek often disrupt staffing schedules that have already been established. Outdoor trips, car seat assignments, ratios and staffing are determined based on the scheduling information provided by parents. Hence, this information is vital. **Please submit schedule changes in writing 7 days in advance** (only if there are changes to report that differ from what we have on file). If a last minute schedule change is inevitable please text your emergency request between 8:00 am and 9:00 am the morning of the day in question. We will only accommodate last minute changes if there is space for your child without needing to call in extra staff. Thanks for your effort in helping us make the week run smoothly!

Potty Training

Considering that the carpets hold onto odors like glue (eww!) and therefore need to be professionally steam cleaned after every few accidents to avoid rankness, I think it's fair to require that a newly potty trained tyke be accident free (1 or less accidents) for a period of **four consecutive days** with little to no prompting/reminding before attending The Polka Dot Place in undies. We have found that Pull Ups are a great option for that transitional period OR traditional undies paired with vinyl undies that catch the mess, both of which are great options until accidents have decreased in number/frequency. Our daily Try-Times are typically held near these times: 10:00 AM, 12:30 PM, 3:30 PM and 5:30 PM. We've noticed that this timing schedule virtually eliminates ALL unplanned trips to the potty. Even so, unplanned trips to the toilet are always encouraged and respected. Repeated and excessive unplanned trips to the potty to serve the needs of a single child often pose an inconvenient logistical issue, so requesting that a child be placed on a toilet every



hour will never be feasible, unfortunately. Please keep all of this in mind when deciding whether or not undies are the right fit for your little one at this time. We are happy to continue supporting your efforts once your child has established that they are ready and on board!

Furthermore, please make sure that ALL potty trained children have Try Time at home or at The Polka Dot Place prior to the start of their day. This helps us out immensely.

Dress:

Children are encouraged to wear play clothes and sneakers. Daily activities include active and messy play and the children should enjoy themselves without worry about their clothes. Please remember to send sweaters, jackets or raincoats when necessary. Rubber-soled shoes such as tennis shoes are the safest for running and climbing and provide the most traction.

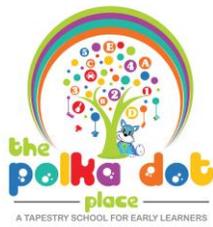
The child's name should be placed on all clothes. In addition, an extra set of clothes must be kept in each child's cubby should a change be necessary. When used, the clothing will be placed into a bag and the parents will be reminded to take any soiled clothing home at pick-up that day.

Fundraisers:

Fundraisers may be held during the year that are directed toward the purchase of something on the "wish list" of staff and children, or for a specific improvement or addition. Participation is optional.

Children's Belongings:

The Polka Dot Place cannot be responsible for the safekeeping of any personal belongings brought to the classroom, including clothing items. Clothing and any personal possessions should be clearly labeled with the child's name.



Naptime:

It is a licensing requirement that children attending full-day programs be provided with an opportunity to nap or rest without disturbance from other activities. Nap mats are provided by the preschool to be used by every child during naptime. Parents are required to bring in 1-2 crib-sized sheets and a blanket every week.

Pillows, small quilts, stuffed toys and other soft items are optional. Children attending part time programs are exempt from a nap requirement, except for the days that they attend full-time.

Language:

Please be careful that the language you use while at the preschool is appropriate for children. Also, we ask that you use your “indoor voice” within the school. Remember, children learn by observing others, and we must strive to always set a positive example!

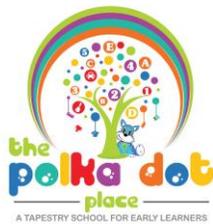
Electronic Communication:

Our website, <http://www.thechildlifepreserve.com/the-polka-dot-place>, offers many useful resources. You may download forms and current monthly items. It also offers the ability browse our photo studio and view upcoming events.

Parents are required to provide their email addresses so that we may send regular news, updates and important messages in the event of an emergency. We also encourage you to follow us on Facebook.

Cell Phones:

Please do not use your cell phone while inside the school. Staff and children need your full attention as you arrive at school and when you pick-up your child at the end of the day. Children are not permitted to bring a cell phone to school.



Child Birthdays:

All children's birthdays are celebrated at school after snack time, so as to occasion minimal interference with the day's activities and curriculum. We do not make food the focus of the birthday, instead choosing to plan activities such as dancing, games, crafts or singing. We welcome parent involvement in their child's special day. As such, parents may bring a cake to school after snack time, but any goodie bags must be given to children upon leaving the preschool for the day.

Recognition of the child's special day usually includes a birthday crown and the singing of "Happy Birthday". If you wish to donate a book to the class, you may put an inscription in the front of the book and the book will be read during class time on your child's birthday. Teachers will make sure your child feels special on his or her day.

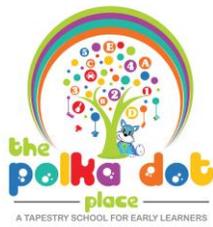
If you are having an outside party, to prevent hurt feelings, please do not send party invitations to school unless you are inviting the entire class. To invite only a few children, please mail the invitation directly to their home or send direct emails to parents. Our office staff will be happy to provide you with home or email addresses for those families that have authorized us to share this information.

Photography:

Throughout the school year, children are occasionally photographed in their classroom or while at the playground. We will often post these candid photos at school. Occasionally, we may use these photographs in our newsletter and our promotional literature. We ask for general written permission to use photographs of your child. You may choose to decline the publication of your child's photograph.

Anti-Bias/Multicultural Policy:

Our programs teach children to challenge discrimination, prejudice and stereotypes while increasing respect and understanding for others. We incorporate culturally diverse/anti-bias philosophy in our physical surroundings through classroom materials. Our diverse families are one of our best resources. Additionally, we encourage

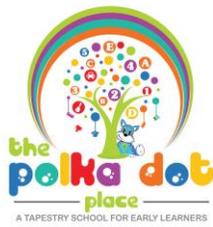


our children to participate in culturally relevant activities. We train staff to be culturally sensitive when interacting with children and families within our program. Because we are a non-denominational institution, children will be referred to their parents if they ask a question that involves opinions on personal or religious

Hours of Operation, Early Drop Off & Friday/Saturday Night Sitter Service

The Polka Dot Place will be open Monday through Friday from 7:00 am until 6:00 pm. Doors are typically unlocked at 7:00 am. Please do not ring the doorbell unless you have arranged for an early drop-off ahead of time. Early Drop-off requests (\$9 per request) can be accommodated on a case by case basis with 24 or more hours' worth of notice. Tuition rates are based on enrollment during our standard program hours. Care provided before or after our scheduled program hours will be billed at the drop-in care rate of \$9 per hour.

On select Friday and Saturday nights "Parent's Night Out" Sitter service events will be offered for all enrolled families and for the public. These TBD events will be held on site from 6pm – 10pm.



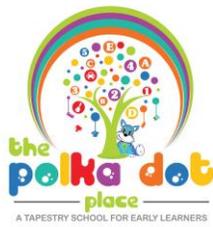
Sick/Health and General Safety Policies and Procedures

We always encourage parents to make a sick care plan before their child falls ill. Colds are inevitable at this age, so planning ahead for when your child falls ill with a bad cold is certainly worth everyone's while.

Here at The Polka Dot Place we do our part to keep all of the children and staff healthy by allowing time for hand washing 3-4 times a day and by washing, rotating and sanitizing toys, ride-ons, instruments, costumes, markers, crayons, paint brushes, puzzles, rails, doorknobs/handles, soap/purell dispensers, changing tables, sinks, toilets, play pens, tabletops, chairs, carpets and other surfaces on a daily or regular basis and by providing a means for disinfection upon entry. Our cleaning crew also does a thorough job on the other major items not mentioned.

Mild colds with clear nasal drainage and congestion are one thing, but bad colds with **green or yellow heavy mucous, wet or dry persistent cough, persistent sneezing, lethargy, etc.** are another thing. We encourage parents to keep children home on "day one" of a fresh cold that appears to be less than 24 hours old, wherein the child is presenting symptoms that have been categorized above as those characteristic of a "bad cold".

Despite our ongoing efforts here it is extremely hard to prevent the remainder of the children from getting sick when an ill child is sent to The Polka Dot Place with a fresh "bad cold". Furthermore, with the space that we have here at The Polka Dot Place we do not have the means to provide a child who is sick with a bad cold with the TLC that they deserve. So, as a courtesy to our other children, their parents and family (who often get sick, too, as a result of exposure) and our staff and their children, please do not send your child to The Polka Dot Place within the first 24 hours or more after presenting the symptoms listed in bold above or any of the symptoms listed below. Thanks for doing your part in helping us keep everyone at The Polka Dot Place happy, safe and healthy!



Coughs and Colds

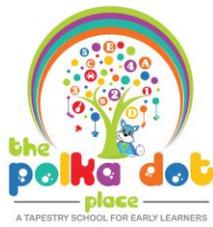
Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

If your child has just a cold, please notify us. We encourage extra fluids and proper hand washing. If there are cold medicines you know will make your child more comfortable, we will administer them with your written permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in childcare. Fresh air with proper attire is always healthy.

Fever

Fevers are common in young children and are often a signal that something is wrong. If your child has a fever of 100.0 F or higher, please keep him or her home. If your child develops a fever of 100.0F or higher while at the center, you will be called to pick him/her up. If your child's fever is less than 100.0 F, you will be notified and you may express your wishes to the staff at that time.

Our policy is that your child must remain free of fever for at least 24 hours without the aid of fever reducing medications before returning to The Polka Dot Place, and area pediatricians agree with this policy. This means that if your child is picked up at 3:00 p.m., but still has a fever at 6:00 p.m. or later, he/she cannot return to The Polka Dot Place the next day. The 24 hours begins when your child's fever has broken and consistently remains in a normal range without the aid of medication.



Diarrhea and Vomiting

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 1 or more diarrhea episodes, or any uncontained diarrhea while at childcare, you will be called to pick him/her up. Please understand that germs from diarrhea can be spread through carpets, toys, swings and direct contact. It is very difficult to keep from spreading these germs to other children. If your child vomits while at childcare, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting/diarrhea has ceased. When children return too soon, there is a much higher rate of recurrence and contagiousness.

Sunscreen (Please Apply at Home):

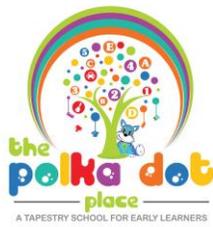
Keeping in line with other camps and nursery schools, we require that parents apply sunscreen to their children before arriving at The Polka Dot Place IF the parent deems its usage necessary. Mid-day reapplication of sunscreen requires a permission slip. The parent must provide the sunscreen which will be stored up high.

Health Assessments:

The application requires that a copy of the child's immunization information and health insurance information be furnished. Parents are required to update their child's immunization information regularly by bringing in the documentation filled out by the child's physician. Similarly, all The Polka Dot Place students are required to have yearly check-ups, and parents are required to update their child's medical information as the check-ups occur.

Allergies:

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to complete the Food Allergy Action Plan forms and training required therein. The allergy information will be attached to all required medication(s) and copies made for your child's teachers and file. If there are additional items your child is allergic to, we will work with you in trying to prevent your child from coming into contact with the item(s). Despite our best efforts, we cannot guarantee that other parents or



children will be as conscientious as we are and, therefore, cannot guarantee your child will not come into contact with an item that may affect him or her.

Daily Health Checks:

All children will be evaluated daily for signs of illness, injury or abuse. This is required by the NYS Office of Children & Family Services. Classroom staff will conduct daily health checks. Children may attend if they are well and able to keep up with a typical daily routine. The daily health check log will be reviewed periodically by the Director to observe for any unusual pattern that might indicate a potential health or safety issue for any child. The Center is required by law to report to the proper authorities any suspected physical abuse, sexual abuse, or neglect.

No Smoking:

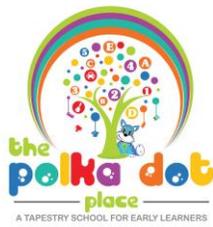
Smoking is not permitted anywhere in the school, or in front of the school.

Administration of Medicine:

The Polka Dot Place staff does not administer medicine, except in the case of an emergency.

Developmental Needs and Special Services:

We do our best to work with any families who have a child with special needs. Please consult with the Director or Owner prior to enrollment if your child has physical, mental and/or emotional special needs. We will make every attempt to integrate any child with special needs into our program. Despite all efforts, however, there may be times when participation in our programs will not be in the best interest of your child. We recognize that some children may require special one-on-one assistance during the day. If you wish to have an occupational, physical or speech therapist and/or behavior coach work with your child, at your own expense, we will work with you to formulate a plan that is in the best interest of your child. We make decisions on whether or not to allow these arrangements on a case-by-case basis. We allow only a limited number of these individuals in our classroom at any one time. They will be required to complete a



tuberculosis test each year, and must undergo an SCR background check as required by New York State law. These situations take up a significant amount of our time to assist with coordination, scheduling, paperwork, etc., and invariably affect the entire classroom. We are dedicated to helping children achieve their full potential. However, if we determine a situation is beyond our capacity to assist, or is detrimental to the classroom, we will unfortunately have to require the parents to make other arrangements and withdraw the child.

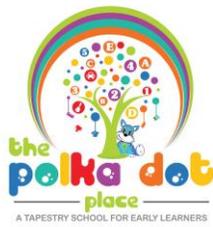
Basic First Aid:

In the course of normal supervised play, children occasionally get injured. In case of minor injury or accident, the staff will administer basic first aid. Any cuts will be cleaned with soap and water; ice will be applied to any bruises, bites or other injuries. All injuries or illnesses not requiring immediate parental notification will be documented onto a Child Incident Report and provided to parents when the child is picked-up at the end of the day.

Emergency Medical Care:

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911. Our staff has been trained in Pediatric and Adult First Aid and CPR, and will administer it as appropriate. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. Refer to “Emergency Procedures” for additional details and emergency contact numbers.

In case of injury or accident in which an ambulance is not needed but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Our staff cannot transport children to a hospital or doctor’s office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.



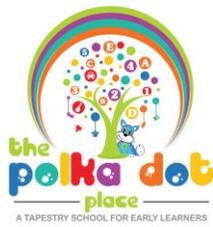
Illnesses and Accidents:

Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children should not be sent to school if they are vomiting, have a fever, diarrhea, eye discharge or pink eye, excessive coughing, oozing sores, head lice, an undiagnosed rash or are obviously not well. If your child is going to be absent for any reason, please contact us.

When a child becomes ill or injured at school, the staff's first priority is to meet the child's physical needs, as well as to protect the other children from contacting what may be a contagious condition. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to parents will be made when the school deems it necessary. If parents are requested by the school to pick up their sick child, they must do so within one hour and the child may not return to school for 24 hours following the time sent home and until the symptoms subside.

Children will not be permitted at our school with any of the following conditions:

- ✓ Fever of 100 degrees or higher, or if they also have one or more of the following: diarrhea, earache, show signs of irritability or confusion, sore throat or rash.
- ✓ Vomiting within the past 24 hours.
- ✓ Diarrhea – three or more watery stools in a 24-hour period.
- ✓ Draining rash or undiagnosed rash lasting over a 24-hour period.
- ✓ Eye discharge or Pink Eye; children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 48 hours on an antibiotic treatment.
- ✓ Fatigue that prevents participation in regular activities.
- ✓ Open oozing sores and scabs, unless properly covered and treated for 24 hours with an antibiotic.
- ✓ Head Lice – until treatment is effective and a follow-up evaluation has been made by our staff AND a medical professional.
- ✓ Parents are advised to make alternate plans for child care in the event that their child becomes ill and is not able to attend school. If a sick child is not picked up within one hour of being called, we may call your alternate contacts to request pick up.



Reporting Child Abuse and Neglect:

Our staff receives training in Child Abuse/Maltreatment Identification and Prevention, designed in aiding them to recognize potential child abuse. All personnel working in a licensed childcare facility are legally required to report suspected child abuse or neglect. There is a criminal penalty for violation of this reporting law.

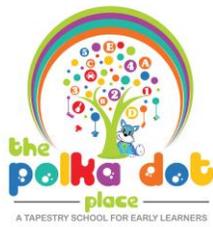
Emergency Procedures:

We have emergency procedures in-place and practice regular fire drills with staff and children. In case of fire, there is a central fire alarm that may be activated in the classroom. Exit routes are posted with procedures by classroom exit doors. Classroom(s) have two (2) means of egress, and there are fire extinguishers by the exit doors. The classroom is equipped with both smoke and carbon monoxide detectors. Children are trained during regularly conducted fire drills to exit the building in a calm, orderly fashion. Depending on the location of the emergency, as well as emergency vehicles or hazardous conditions, the teachers will lead the children to grassy open area to the left of the plaza where they will line up while the best immediate course of action is determined.

In case of an emergency, our staff will be acting in the best interests of the children. Children's safety is always our first priority. If our property is deemed unsafe immediately following such an event, you will be contacted at the first opportunity and given information and instructions.

Field Trips and Transportation:

Field trips away from the center provide interesting and fun activities that contribute to learning about the world in which we live. We encourage parents to join us on field trips whenever possible. Please feel free to leave a car seat if your child requires one on days when trips are scheduled. Additional seats will be provided when appropriate. Before and After School transportation will be provided by the East Irondequoit School District. Emergency transportation will be provided by RTS or by Irondequoit Ambulance.



Meals and Snacks:

We create a homogeneous atmosphere by serving meals family-style, having teachers sit with the children during meals, and by encouraging conversation and positive mealtime etiquette. Our food service ensures that all children are served nutritious foods in appropriate amounts for their dietary needs. Each day we offer two meals and one snack. Depending on the length of your child's stay, meal and snack offerings may differ. Sample menus for breakfast, lunch and afternoon snacks are available in the office or via email. Children will be encouraged, but never forced, to try each food item. All meals are prepared on site in accordance with regulations established by the Department of Health.

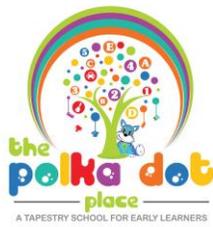
We use the following guidelines:

- ✓ Meals are as fresh and are prepared daily just before serving
- ✓ Children receive 1% milk, in accordance with USDA guidelines
- ✓ Infants under 18 months receive Whole milk, in accordance with USDA guidelines
- ✓ Children are served a variety of rice (both white and brown) and breads.
- ✓ Fresh fruit is served often for both lunch and snack.
- ✓ Fresh-cut vegetables are served both separately and mixed into foods to enhance their nutritional value.
- ✓ We occasionally serve turkey, chicken and fish products.
- ✓ Snacks are balanced with appropriate amounts of fruits, liquids and starches.

Nutrition Resources for Parents:

Information on healthy food and beverage choices and the prevention of childhood obesity can be found online at:

- ✓ <http://www.letsmove.gov/eat-healthy>
- ✓ <http://www.pbs.org/parents/food-and-fitness/eat-smart/encourage-kids-to-eat-healthy-food/>
- ✓ <http://www.choosemyplate.gov/kids>



Reporting Suspected Child Abuse and State Licensing Information

Resources for Parents and Caretakers:

Information about how to identify child abuse can be found here at:

<http://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm>

<https://www.childwelfare.gov/topics/responding/reporting/>

New York State: <http://ocfs.ny.gov/main/cps/>

Contact information for Reporting Suspected Child Abuse:

New York State: <http://ocfs.ny.gov/main/cps/>

Reporters (for example, neighbors, relatives and concerned citizens) may use our statewide, toll free number to make reports. If you suspect a child has been harmed or is at risk, please dial **1-800-342-3720**, to report what you have seen or heard.

New York State Office of Children and Family Services (Childcare Licensing):

Basic Information: <http://ocfs.ny.gov/main/childcare/default.asp>

Complaint Line: (800) 732-5207

NYS Childcare Regulations: <http://ocfs.ny.gov/main/childcare/regs/418-1%20DCC%20effective%206.1.15.pdf>

ROCHESTER REGIONAL OFFICE

Terry Chyliński, R.O. Manager

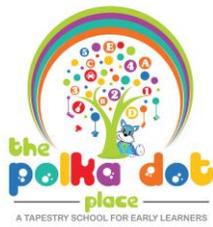
NYS Office of Children and Family Services

Rochester Regional Office

259 Monroe Avenue, 3rd Fl. Monroe Square

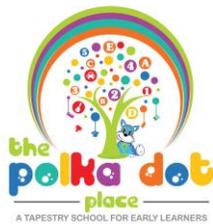
Rochester, NY 14607

(585) 238-8531



Emergency Contact Numbers

- ✓ Daycare Owner (Olayinka Akinlawon): 609-751-8143
- ✓ Daycare Landline: 585-338-9808
- ✓ Plaza Owner (Phyllis Roberti): 585-544-5680
- ✓ NYS Office of Children and Family Services (Rochester): 585-238-8531
- ✓ Child Abuse Hotline: 1-800-342-3720
- ✓ Poison Control: 1-800-222-1222
- ✓ Irondequoit Police Department (Titus Avenue): 585-336-6000
- ✓ Irondequoit Fire Department (Culver Road): 585-467-4241
- ✓ Irondequoit Ambulance: 585-544-5112
- ✓ East Irondequoit Transportation Department: 585-339-1551
- ✓ Internet and Phone: Frontier Communications
- ✓ Security Alarm: Tyco Communications
- ✓ Gas and Electric: RG&E



Curriculum (applicable to ages 3 – 5)

During Morning Meeting and other targeted focus areas throughout our week, our integrated and creative curriculum covers topics like counting, colors, shapes, number and letter recognition, letter sounds, vowel sounds, geography, pre-math activities, songs and books. These weekly topics, in addition to curriculum for our enrichment classes in the areas of art, music, science and fitness, will be tailored around and flavored by the following units of study:

September, October and November – All About My Body

3 - 5 yrs: Organ systems, bodies in motion, animal bodies, insect bodies, plant bodies, importance of exercise, importance of balanced meals, five senses, food and nutrition, harvest time, life on the farm, what we are made of, healthy bones, strong muscles, body systems, germs and bacteria, body defenses against germs and bacteria

December, January and February – Planet Earth

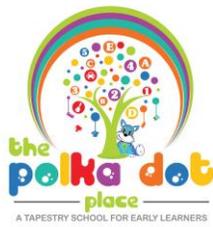
3 - 5 yrs: Recycling, conservation, how rocks form, geography, map making, climates, the life cycle of water, why weather changes, our big star the sun, why we need the moon, gravity, solar system, the science of farming, nomads, agricultural revolution, pollution, pollution solutions, animal homes, animal habits in the winter, animal habits in the summer, reptiles, mammals, marsupials, birds, fish.

March, April and May – Science Discovery

3 - 5 yrs: Color mixing, light science, sound waves, measuring, simple machines, length, volume, time, baking, will it sink or will it float, cool combustion, fire safety and prevention, weather, storms, seasonal changes

June, July and August – Around the World in 90 Days

3 - 5 yrs: China, Japan, Australia, America, Iceland, Mexico, India, Ghana, Nigeria, Egypt, Germany, Canada, Italy, Russia, Greece, Spain, Alaska, international holidays and customs, greetings around the world

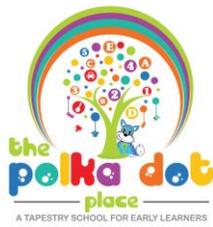


Curriculum For Ages 1.5 – 3 yrs

Our curriculum for our toddlers is not unit based, although some of the abovementioned units MAY be utilized depending on level of appropriateness. Our approach focuses mainly on gross motor and fine motor development in addition to the basics like colors, counting, shapes, patterns, letter recognition, alphabet, early literacy, fluency, reading, music, art and creative expression.

Curriculum for Ages 0 – 1.5 yrs

Books, books, books, songs, music, movement, playtime and LOVE!



The Polka Dot Place Daily Schedule

But first, what is...?

Free Play

- Child directed play in the play room and tumble room. Teachers are expected to allow the children their own space to imagine, create and discover, only intervening in order to play along or in order to help the children mitigate their own disputes.

Morning Meeting

- A chance to delve deeply into our focus of the weekly. Also a time for books, counting, geography, phonics, greetings, sharing, songs, role playing games, experiments, introducing new ideas/concepts, encouraging questions and entertaining tangents.

Table Time

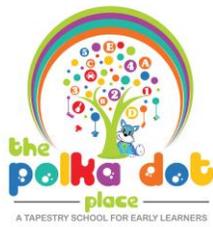
- A fan favorite! Each Table Time starts with a challenge. Sometimes the challenges are individual and sometimes they require a group effort. Challenges range in nature and tasks often involve working with geometric shapes, puzzles, construction sets, cooperative games, matching tasks, flash card games, patterning tasks, math manipulatives, experiments, sequencing and more.

Quiet Reading

- Some children need only 30 mins to eat while others require a solid hour to munch and chat. We allow lunch to move forward organically and feel it is important not to rush the little ones who genuinely need more time, but at the same time not bore the children who need less. After children have completed lunch, their post lunch clean-up and Try Time they are allowed to read quietly until. Children trickle into Quiet Reading one by one. All children are encouraged to “read” independently to themselves or to a friend. Older children are encouraged to select books that contain words that they can sound out and/or read. Younger children are encouraged to read the pictures. Quiet Reading ends with a Teacher reading a 1-3 of the children’s selections to the group or portions of an age-appropriate chapter book.

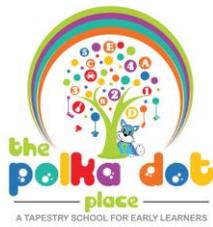
Tumble Time

- Slides, balls, rockers, music, gross motor, gross motor, gross motor! Mostly the children guide the activities during tumble time, but on occasion we incorporate teacher-directed activities involving the parachute, role playing, group games, fitness activities and more.



Free Art

- In art class the Art Instructor directs the class and decides on the project, Free Art, however, allows the children unregulated access to art supplies, so that they can create their own works of art and guide their own creative spirit. Many of them decide to make artwork for each other. Some decide to put their artwork on the whiteboard, wall or window (which is always an available option). Others partner together to make a joint masterpiece. The pieces that they create are often inspired by events of the day. As the children focus on their creations, we are able to move about the room and work with each child one on one with fine motor techniques and hand-writing skills.



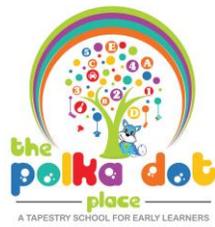
Infant Sample Daily Schedule

7:00 am – 8:30 am	Arrivals, Free Play with Music, Breakfast
8:30 am – 9:00 am	Diapering
9:00 am – 10:00 am	Teacher Led Activities: Books, Puzzles, Baby Sign, Songs & Finger Play
10:00 am – 11:00 am	Mealtime, Handwashing and Diapers
11:00 am – 1:00 pm	Staggered Naps, Cuddle Time, Tummy Time and Quiet Play
1:00 pm – 2:00 pm	Mealtime, Handwashing and Diapers
2:00 pm – 3:00 pm	Outdoor Walk/Outdoor Time/Gross Motor
3:00 pm – 4:00 pm	Snack-time, Handwashing and Diapers
4:00 pm – 5:00 pm	Teacher Led Activities: Books, Puzzles, Baby Sign, Songs & Finger Play
5:00 pm – 6:00 pm	Departures, Free Play with Music, Diapers

Please Note: Soiled diapers are changed on demand and other diapering needs are accommodated at off times as well on an as needed basis. Young infants' needs are met on an on demand basis.

Toddler Sample Daily Schedule (18 months – 36 months)

7:00 am – 9:00 am	Arrivals, Gross Motor Room with Music
7:30 am – 8:30 am	Breakfast in Multipurpose Room
9:00 am – 10:00 am	Centers and Choice Play in Fine Motor Room
10:00 am – 10:30 am	Try Time on Potty, Diapers and Handwashing
10:30 am – 11:00 am	AM Daily Circle Time: Numbers, Shapes, Colors, Songs and Books
11:00 am – 11:30 am	Outdoor Time
11:30 am – 12:00 pm	Handwashing and Lunchtime in Multipurpose Room
12:00 pm – 12:30 pm	Try Time on Potty, Diapers and Handwashing
12:30 pm – 2:30 pm	Chance for Staggered Naps and Quiet Play
2:30 pm – 3:00 pm	Try Time on Potty, Diapers and Handwashing
3:00 pm – 3:30 pm	Table Time & Fine Motor Skills: Free Art, Puzzling, Crafts, Manipulatives...
3:30 pm – 4:00 pm	PM Daily Circle Time: Letters, Sounds, Categories, Songs and Books
4:00 pm – 4:30 pm	Handwashing and Snack-time in Multipurpose Room
4:30 pm – 5:00 pm	Try Time on Potty, Diapers and Handwashing
5:00 pm – 6:00 pm	Departures, Gross Motor Room with Music (Outdoors when above 60)

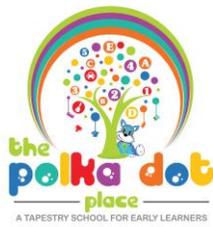


Preschooler Sample Daily Schedule (ages 3 – 5 years)

7:00 am – 9:00 am	Arrivals, Gross Motor Room with Music (mixed ages play)
7:30 am – 8:30 am	Breakfast in Homeroom or Multipurpose Room
9:00 am – 9:45 am	Centers and Choice Play in Gross Motor Room or Special Class
9:45 am – 10:15 am	Cooperative Clean-up, Try Time on Potty and Handwashing
10:15 am – 11:00 am	Daily Circle Time/Morning Meeting: Numbers, Shapes, Letters, Phonics, Categories, Colors, Sequence, Patterning, Songs and Books
11:00 am – 11:30 am	Fine Motor Room Free Play (Group A) Homeroom Table Time & Fine Motor Skills: Free Art, Puzzling, Crafts, Manipulatives, Handwriting Skills (Group B)
11:30 am – 12:00 pm	Fine Motor Room Free Play (Group B) Homeroom Table Time & Fine Motor Skills: Free Art, Puzzling, Crafts, Manipulatives, Handwriting Skills (Group A)
12:00 pm – 12:30 pm	Handwashing and Lunchtime in Homeroom
12:30 pm – 1:00 pm	Cooperative Post-Lunch Clean-up, Try Time on Potty, Handwashing and Quiet Reading
1:00 pm – 2:30 pm	Rest-Time, Nap-Time, Quiet Reading
2:00 pm – 3:15 pm	Outdoor Play
3:15 pm – 3:30 pm	Try Time on Potty and Handwashing
3:30 pm – 4:00 pm	Snack-Time
4:00 pm – 4:45 pm	PM Special with Miss Tina, Teacher or Instructor: Art (M), Fitness Fun (T), Music and Movement (W), Group Project (Th), Science (F)
4:45 pm – 5:00 pm	Chapter Book Read Aloud (or Audiobook)
5:00 pm – 6:00 pm	Departures, Gross Motor Room with Music (mixed ages play)

School Age Sample Daily Schedule (Kindergarten – 5th Grade)

7:00 am – 9:00 am	Arrivals, Gross Motor Room with Music (mixed ages play)
7:30 am – 8:30 am	Breakfast in Multipurpose Room
8:30 am – 3:00 pm	School Age Children Are in School During this Time Days off from school will be filled with field trips, playground trips, martial arts classes (next door), dance classes (next door), arts and crafts and group activities (permission slips will be obtained for all off site activities)
3:00 pm – 4:00 pm	Snack-Time, Quiet Reading and Homework Help in the Multipurpose Room
4:00 pm – 4:30 pm	Outdoor Play
4:30 pm – 5:30 pm	Chance for Special in Dance and Martial Arts, Games, Puzzles or Arts and Crafts
5:30 pm – 6:00 pm	Departures, Gross Motor Room with Music (mixed ages play)



EMERGENCY PROCEDURES

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows The Polka Dot Place staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

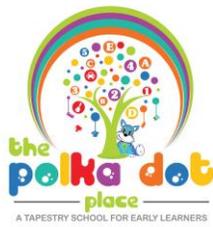
IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- **CALL 911.**
- Provide the center's name and location" **The Polka Dot Place, 1292 E Ridge Road, Rochester, NY 14621**
- Provide the child's name and a description of the incident. Follow instructions as provided by the operator.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- **Staff may not transport an ill and/or injured child in a personal vehicle.**

EMERGENCY FIRE PROCEDURE

- If you detect a fire, pull the nearest fire alarm signal (small red box mounted on the wall near the exits).
- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher.

IF YOU ARE ON DUTY IN A CLASSROOM at the time of a fire, follow the instructions below after evacuating the children first



- Exit the building and proceed to the designated meeting place.
- Call 911 as soon as you have reached the meeting place.
- Provide the center's name and location: **The Polka Dot Place, 1292 E Ridge Road, Rochester, NY 14621**
- Describe the location of the fire.

IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:

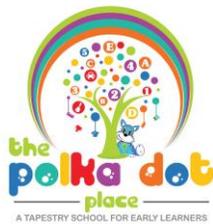
- Assist in the evacuation of the children from your classroom.
- Collect the classroom emergency back-pack with first aid kit, classroom binder, emergency snacks/water and also grab the attendance clipboard.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place: **Grassy Open Field to the right of The Polka Dot Place. Every classroom must stay together as a group.**
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
 - *If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.*
- The Director and/or Assistant Director will verify, as soon as possible, that all children are accounted for.
- If unable to return to the location in a timely manner:
 - The Children and Staff may gather in the Rubino's Italian Eatery at the north end of the building
 - In situations where this is not possible then the **East Irondequoit School District Transportation Department - (585) 339-1526** may be contacted for emergency transport to the main lobby of Rochester General Hospital
 - Lead Teachers will be responsible for contacting parents and informing them of the situation.

****FIRE DRILLS WILL BE PRACTICED MONTHLY****

The Director or Assistant Director will initiate all drills and maintain records of all drills.

EMERGENCY SHELTER IN PLACE PROCEDURE

- Assist in the evacuation of the children from your classroom if feasible and prudent.
- Collect the classroom emergency back-pack with first aid kit, classroom binder, emergency snacks/water and also grab the attendance clipboard. .



- Staff member closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area: **long interior hallway between Fine Motor Room and Gross Motor Room. Every classroom must stay together as a group.**
- Staff member farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled in the designated shelter area, the Lead Teacher is responsible for using the classroom attendance sheet to ensure all children are accounted for.
 - *If the Lead Teacher is not present, the Full Time Assistant Teacher assumes this responsibility.*
- The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
- **All children and staff must remain on the floor in the designated shelter area and wait to receive an “all clear” from the Director and/or Assistant Director.**
- The Director and/or Assistant Director will be responsible for monitoring weather and safety information by radio and will keep staff members informed of emergency weather changes or new developments.
- An additional 24-hour supply of non-perishable food and water will be kept on top of the refrigerator in the kitchen

****SHELTER-IN-PLACE DRILLS WILL BE PRACTICED TWICE YEARLY****

The Director or Assistant Director will initiate all drills and maintain records of all drills.

INTRUDER OR DANGEROUS ADULT

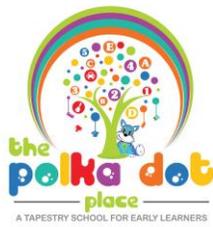
A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.

IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:

- Staff members will be notified by the Director and/or Assistant Director of the threat by repeatedly yelling out the code words: “STAND DOWN”.



- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director or Assistant Director before continuing with activities.
- The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the police to notify them of the situation.
- The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

IN THE EVENT OF AN INTOXICATED PARENT:

- The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
- If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified.
- Call the police and inform them of the situation. Provide as much information as possible, including parent’s name, make/model of the car and license plate number.

BLIZZARD/SEVERE WINTER WEATHER

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day.

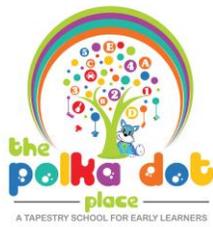
Lead Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

LIGHTNING

All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

MISSING OR ABDUCTED CHILD

- In the event of a *missing child*, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.
 - If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Irondequoit Police Department – (585) 336-6000 and the child’s parents.
- In the event of an *abducted child*, the Lead Teacher must immediately contact the Director and/or Assistant Director, the Irondequoit Police Department – (585) 336-6000, and the child’s parents.



POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

- Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

CHEMICAL SPILL

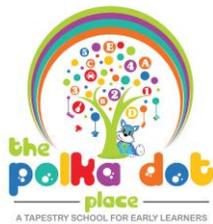
ENVIRONMENTAL OR OUTDOOR CHEMICAL SPILL:

If the center receives notification from the Irondequoit Police Department – (585) 336-6000 that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

- Staff members and children must immediately return to their classrooms.
- All doors and windows must be immediately closed.
 - The Director and/or Assistant Director will monitor the situation and provide information to staff members as it is available. Further action taken will depend on instructions received from the Irondequoit Police Department – (585) 336-6000.

INDOOR CHEMICAL SPILL: (including the mixing of chemicals which creates hazardous fumes)

- Immediately notify the Director or Assistant Director of the situation then assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place: **Grassy Open Field to the right of The Polka Dot Place. Every classroom must stay together as a group.**
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
 - *If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.*
- The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.



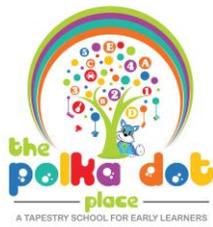
- The Director or Assistant Director will contact the Irondequoit Police Department – (585) 336-6000 to inform them of the situation. Further action taken will depend on instructions from the Irondequoit Police Department – (585) 336-6000.
- If unable to return to the location in a timely manner:
 - The Children and Staff may gather in the Rubino's Italian Eatery at the north end of the building
 - In situations where this is not possible then the East Irondequoit School District Transportation Department - (585) 339-1526 may be contacted for emergency transport to the main lobby of Rochester General Hospital
 - Lead Teachers will be responsible for contacting parents and informing them of the situation.

BOMB THREAT

- **If a staff member receives a bomb threat or locates a suspicious package, the Director or Assistant Director must be immediately notified. DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE.** The Director or Assistant Director will contact the Irondequoit Police Department – (585) 336-6000 or 911.

IF YOU ARE ON DUTY IN A CLASSROOM:

- Position yourself between the children and impending threat, as much as possible.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place: **Grassy Open Field to the right of The Polka Dot Place. Every classroom must stay together as a group.**
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
 - *If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.*
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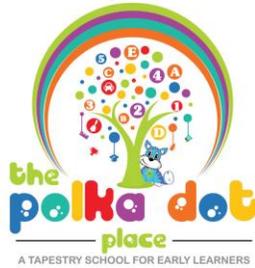
- In situations where this is not possible then the **East Irondequoit School District Transportation Department - (585) 339-1526** may be contacted for emergency transport to the main lobby of Rochester General Hospital
- Lead Teachers will be responsible for contacting parents and informing them of the situation.

EARTHQUAKE

In case of an earthquake, staff members will assist children in seeking shelter under tables or outdoors and away from buildings. The first aid kit, classroom emergency binder and classroom attendance clipboard should remain with the Lead Teacher at all times. When notified by the Director or Assistant Director that the situation is safe, the Lead Teacher must use the classroom attendance clipboard to verify all children are accounted for. Parents will be notified as soon as possible.

GENERAL EMERGENCY PROCEDURE GUIDELINES

- A First Aid kit is located in a basket near the outdoor exit in each classroom. An additional First Aid kit is also available in the office. The Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
- **All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director and/or Assistant Director using the Incident/Accident Report form.** A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.
- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.
- In the event of an emergency, it is important to **remain calm**.
 - As a staff member, your first responsibility is ensuring the safety of the children in your care.



SATFF GUIDANCE STRATEGIES FOR BEHAVIOR MANAGEMENT

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. The Polka Dot Place staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

"Am I..."

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.



- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

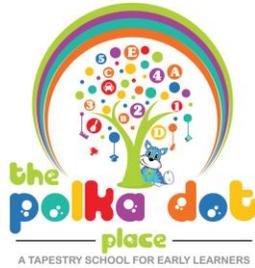
PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (*e.g., walking feet; gentle touches*)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (*e.g., participating in activities with the children so they stay interested for longer periods*)
- Encourage self-control and independence by providing meaningful choices. (*e.g., "You may pick up the blocks or art center."*)
- Focus on the desired behavior, rather than the one to be avoided. (*e.g., "Ashley, please use gentle touches with your friends."*)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (*e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table."*)
- Encourage children often and generously.
- Set a good example. (*e.g., using a quiet voice when children should be quiet*)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies The Polka Dot Place staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly



understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

Redirection

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

Logical consequences

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

Participate in the solution

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

Natural consequences

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. *Only use natural consequences when they will not endanger the child's health or safety.*

"Take a break" or "Calm down chair" or "Noise Pollution Spot"

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."



If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.*

USEFUL PHRASES

The following phrases are useful when problem-solving with children.

Instead of "No" or "Don't"

Say "Please stop", "I don't like that", "That's not OK", or "That is not a choice"

Instead of "That's not nice"

Say "That's not OK", "Please use gentle touches", or "That hurts Jordan"

Instead of "No running"

Say "I need you to use your walking feet" or "You may run when we go outside"

Instead of "Stop crying"

Say "I need you to use your words to tell me what is wrong"

Instead of "Can you put away your toys?" (If it is not a choice, do not pose it as a question)



Say	“You may help me pick up the blocks, or help Alyssa pick up the puzzles”
Instead of	“I said yes” (when a child tells you “no”)
Say	“No is not a choice, I need you to...”

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at The Polka Dot Place to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:



1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

REMOVAL OF A CHILD FROM A CLASSROOM

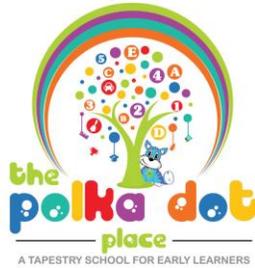
Children cannot be removed from the classroom as we do not have extra staff available to correct ratios. In rare instances, children may be brought to the main office and the Director and/or Assistant Director will assist the child in calming down and/or help staff manage the classroom. Teachers must speak to the Director and/or Assistant Director before removing a child from the classroom.

If at any time a child's behavior becomes threatening to themselves, other children, staff or teachers, the Director and/or Assistant Director should be immediately notified.



NEW YORK STATE REGULATIONS ON BEHAVIOR MANAGEMENT

- (a) The program must establish and follow a written plan for behavior management that is acceptable to the office. This plan must include how the staff will approach challenging behaviors, help children solve problems and encourage acceptable behaviors.
- (b) The staff must use acceptable techniques and approaches to help children solve problems.
- (c) The program must provide copies of behavior management guidelines to all staff and parents of children in care at the program.
- (d) Behavior management must promote self-esteem in children and guide children in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care.
- (e) Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his or her actions and the consequences of those actions.
- (f) Isolating a child in a closet, darkened area, or any area where the child cannot be seen and supervised by a teacher is prohibited.
- (g) Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by, a teacher. Interaction between a teacher and the child must take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided for herein is prohibited.
- (h) Physical restraint is prohibited. Physical restraint is the act of using force to extremely limit a child's body movements for a lengthy period of time. It involves holding a child against his/her will and putting pressure on the child's chest and/or extremities in an effort to significantly restrict his/her movement, thereby making it extremely difficult for a child to move. It may also involve holding a child flat on the ground and restricting his/her body from movement.



(i) Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others. It may involve: picking a child up and moving him or her away from danger or conflict, holding the child's hands or gently touching the body to direct their movement, rocking a child to soothe them, blocking a child's path when they are about to injure themselves or others or destroy property. This technique allows the child to regain self-control as quickly and safely as possible. A consultation with a child's parent is required if the child is not receptive to physical intervention.

(j) Corporal punishment is prohibited. For the purposes of this Subpart, the term corporal punishment means punishment inflicted directly on the body including, but not limited to, physical restraint, spanking, biting, shaking, slapping, twisting or squeezing; demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, foods, hot spices or irritants or the like.

(k) Withholding or using food, rest or sleep as a punishment is prohibited.

(l) A child may only be disciplined by a director, group teacher or assistant teacher.

(m) Methods of discipline, interaction or toilet training which frighten, demean or humiliate a child are prohibited.