



## **My Angel's Playhouse Early Learning Childcare Center LLC**

6002 Wayne Avenue, Pennsauken, New Jersey 08110

Phone: 856-665-0336

Fax: 856-665-0338

Email: [mapllcpennsauken@gmail.com](mailto:mapllcpennsauken@gmail.com)

Website: [www.mapllcpennsauken.com](http://www.mapllcpennsauken.com)



### **Parent's Handbook**

#### **A Handy Reference Guide Of Our Program**



## ***VISION***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* ultimate vision for our facility is to be consistent in producing the best (DAP) developmental appropriate practices opportunities for children and families. Our staff truly love children and want to make an impact in their educational, social, emotional, and physical development. (M.A.P.) provides superior customer care by developing relationships for long term with staff, parents, children, and the community. (M.A.P.) ultimate goal is to make a positive impact on the lives of children and their families. (M.A.P.) wants to give a strong foundation to build upon in order for children to become productive members of the community, and by keeping up a strong relationship with the community.

## ***MISSION***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* programs lays a foundation of social skills, knowledge, and self confidence that paves the way for success. Learning is a skill that does not happen by chance. Learning is a lifelong process, at (M.A.P.) we learn how to productively. At (M.A.P.), children are encouraged to develop the skills of observation, inquiry, concentration, problem solving, and self-reliance.

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* has a structured program that prepares each child to utilize his or her intellectual and creative abilities in future learning tasks. Here we offer to give each child the tools and the foundation on which to build a lifetime of learning. (M.A.P.) program provides a nurturing atmosphere to enrich each child with a love for learning, a positive self-image, and a sense of creativity and give the children many different educational activities to experience and enjoy. (M.A.P.) program provides positive methods of discipline to reinforce the strengths of the children and to help develop a respect for others

## ***TUITION***

There is a one-time \$75 registration fee due when you enroll your child in our program. There is also a \$35 re-enrollment fee due every September. Tuition is due the Friday before the week of attendance. If tuition is not paid by Monday at drop off a late fee of \$25 will be charged. Your child will be withdrawn from the program should your account be one week delinquent. Your child will not be readmitted until the entire balance is paid including any applicable late charges. We cannot guarantee your child's position in the center should they be withdrawn. There will be no refunds for days missed due to weather, vacation, holidays, or illness. Full tuition is due each week your child is enrolled.

## ***VOUCHER TUITION***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* recommends Divisions for Children for working parents who may need assistance for child care and parents who receive public assistance as well. The procedures are explained to those participating families by The Divisions for Children prior to enrollment at (M.A.P.) Each family circumstance is handled on an individual basis.

## ***CO-PAYMENTS***

If there is a difference in the amount that Divisions for Children pays and our tuition amount, it will be the parent's responsibility to pay the difference. It is the parent's responsibility to pay for days the children attend after a voucher expires as well.

## ***RETURNED CHECK POLICY***

A check returned to *My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* for **ANY** reason will result in a **\$35 RETURNED CHECK FEE**. While (M.A.P.) understand that mistakes occur, (M.A.P.) will require that your tuition be paid in cash or cashier check after a second returned check

## ***HOLIDAY SCHEDULE***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* will be closed on the following days:

In-Service Days	Good Friday	Columbus Day	Christmas Eve
New Year's	Easter Break	Veteran's Day	Christmas
Martin Luther King	Memorial Day	Thanksgiving Day	Holiday Break
President's Day	Independence Day	Black Friday	New Year's Eve

If any holiday falls on a Saturday, the center will be closed on the proceeding Friday. If any holiday falls on a Sunday, the center will be closed on the following Monday. Since (M.A.P.) tuition rates are calculated on an annual basis, full tuition is still due for these days.

***Effective November 2017***, all enrolled families will receive one week vacation per calendar year, regardless of the amount of time enrolled. Vacation time is termed as one week where the child does not come to school and the parent/guardian does not pay tuition. In order to celebrate the holidays, as well as in between Christmas and New Year's. Tuition will not be charged for this week.

The child may still take days off throughout the year at your discretion, however, full payment is still due for any of these days/weeks. Should the child leave our center during the year, prior to the Christmas holiday closure week, there will be no credit made.

## ***WITHDRAWAL***

Parent/guardian may withdraw their children from *My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* at any time once (M.A.P.) staff have been notified in writing at least two weeks prior the child's last day. Failure to give a two week notice to withdraw will require payment of two weeks' tuition in full plus any other outstanding charges prior to withdrawal. Upon withdrawal, it's understood that all prior fees are non-refundable and the child's space may be given to another child. Re-entry to (M.A.P.) will be permitted provided a space still exists and all registration fees are paid.

## ***TERMINATION POLICY***

If financial obligations to the center are not met services will be terminated without notice. Termination of care may occur when policies in our handbook are not followed. Some examples are as follows (but not limited to):

- Registration Fee Not Paid
- Missing Paperwork
- Parent who engages inappropriate behavior on premises. (stealing, destroying property, fighting, cursing, etc.)
- Constantly Late/Absent
- No Payment Tuition

## **CLOSINGS**

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* closes for inclement weather whenever Pennsauken Schools close. Please listen to KYW 1060 for #558 or view the news on television. You can also go on KYW 1060.com, click on school closings, and put in our school closing number for school closings updates. Should Pennsauken schools remain closed for more than one day you will receive a call from the director letting you know when we reopen. At times we close the center early due to snow/ice. Parents pay normal tuition when we are closed due to inclement weather. We do our best to cancel some minor holidays when we close because of weather.

## **ARRIVAL & PICK UP**

Please escort your children into the classroom each morning and make sure their teacher has noticed their arrival. Also make sure your child's belongings are in his or her cubby. When picking up your child please be sure to check the bulletin board and your child's cubby for memos, and be sure the teacher sees that your child is leaving. If you cannot pick up your child please notify us in writing who will be picking up the child. Any person picking up your child with whom we are not familiar will be asked to present photo identification. Please understand that the children will not be released to any persons should the center staff suspect that person to be under the influence of drugs or alcohol. Also, understand that without a court order the child may be released to the parent/ custodian whether or not they are listed on the application with approval of local authorities. *My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* closes promptly at 6 p.m. daily. Late fees will be charged if your child is not picked up by that time.

## **ABSENCES & LATE ARRIVAL**

Please notify (M.AP.) as early as possible if your child will not be attending class. Classes begin promptly at 9 a.m. If your child is consistently late they will be disrupting the classroom and more importantly they will be missing out on learning experiences. Please try to ensure that your child arrives no later than 9 a.m.

## **EMERGENCY CONTACTS**

It is important for us to be able to reach you in the event of an emergency. If you will be away from home or work for an extended period of time please let us know. Please keep emergency contact information updated.

## **SICKNESS**

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* ask that you keep your child home if he or she is sick in order to prevent the spread of germs. Your child is considered too sick to be in school if they have fever, vomiting, diarrhea, or an undiagnosed rash. Your child should be symptom free for 24 hours before returning to school. If head lice are reported in your child's classroom you will be notified immediately and asked to follow the procedures to inspect your child's head. If your child has lice or nits they will not be admitted for 24 hours after treatment and after all nits are removed. A staff member will inspect your child's head prior to them returning to class. Parents are required to pay full tuition for when their child is sick up to one week. Subsequent consecutive days out for the same illness will be charged at half price. Please call the center when your child will miss attending due to illness. A physicians note is required in order to return to the center.

## ***MEDICINE & MEDICAL FORMS***

All medical forms must be returned to the center within two weeks of registration. If your child needs to receive medication during the school day you will be asked to fill out a medicine form. All medication must be properly labeled and in its original container. Fever reducing drugs will not be administered.

## ***MEALS & SNACKS***

Two snacks will be provided by the center. Please notify us if your child has any allergies or special eating habits. Breakfast will be served at 8 a.m. for those children who bring breakfast to the center.

## ***NAPTIME***

Children rest between 12:30 p.m.-2:30 p.m. Each child is given a cot and we ask that you provided bedding for your child. Naptime varies by age group and children will nap in their respective classrooms. All children will be supervised. During this period lights will be dimmed and soft music will be played.

## ***CLASSES***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* classes are divided into three age groups. There is an infant room (6 weeks - 18 months), toddler room (18 months - 3 years), and a preschool room (3 - 5 years). Children must be potty trained in order to move into the preschool class. Children will be switching classes each September. However, if a child is not developmentally ready for an older class they may need to remain in their current classroom. We will meet with the parents and discuss this should this situation arise.

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* school day starts off with group free play. The remainder of the morning is utilized for learning activities. Daily children have circle time, story time, manipulatives, projects, learning centers, etc. (M.A.P.) classes breaks for a morning snack, lunch, nap, and afternoon snack. (M.A.P.) afternoons are full of fun and interesting activities. The children go outside for gross motor activities twice daily day. Weather permitting children have a half hour outside in the morning and again in the afternoon.

## ***SOCIAL SKILLS***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* program will help build a child's self-esteem by teaching self-care and self-respect. Our program includes songs, games, and activities that will help the child learn and feel good about themselves.

## ***LANGUAGE DEVELOPMENT SKILLS***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* program will help build a child's language skills. They will learn these skills through circle time, songs, stories, fun games and daily activities which will require their interaction with their friends, learning to take turns, sharing, laughter, participation and above all having a good time. Children learn best when they are happy and interested in what is being taught, teaching children with fun and creative activities will help stimulate their brains and help them to learn quicker when they get into school. These skills that they will be learning will help them when they begin learning to read and write.

## ***PARENT-TEACHER CONFERENCE***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* conferences are held in early winter and late spring to keep parents actively involved in their children's progress. (M.A.P.) encourage parents to discuss their children progress at any time. Teachers will be sending out monthly calendars and newsletters as well as daily reports to keep parents informed. Any questions, comments, or concerns are welcome and may be discussed with the director at any time.

## ***PARENT INVOLVEMENT***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* ask that parents be actively involved and supportive in their children's learning experience. Parents should check the bulletin board and cubbies daily. They will often contain notices about upcoming events as well as the children's projects. Daily reports will be put in the child's cubby by the end of daily.

## ***CHILDREN'S ATTIRE***

Children's clothing should be comfortable and easy to clean. Children may come home messy from time to time but that's part of the fun of learning. In the winter months please dress your child warmly and provide heavy outerwear so that the child may go out and enjoy the fresh air. In the summertime the clothing should be light and loose fitting. Bathing suits should be brought in for water play activities. All clothing should be labeled with the child's name. Sneakers make a good shoe no matter what the weather. We also ask that all children have a complete change of clothes. Those who are not potty trained are also asked to bring in diapers and wipes. Naptime bedding is required for each child and must be brought home for washing weekly.

## ***THINGS FROM HOME***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* provides two snacks daily. Snacks may be brought from home if there is a dietary restriction. (M.A.P.) provides a wide variety of toys and entertainment for the children so it is not necessary to bring in toys from home unless required for show and tell. (M.A.P.) will not be responsible for any items or toys lost or broken from home.

## ***FIELD TRIPS***

*My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* has various trips planned throughout the year. Depending on the distance we will either provide private transportation or hire a bus. From time to time we may require additional chaperones. If you accompany your child you may be assigned other children.

I, \_\_\_\_\_ have received the parent handbook from *My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)*. I have reviewed *My Angel's Playhouse Early Learning Childcare Center LLC (M.A.P.)* policies and procedures and agree to abide by them.

Child(ren) Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent's Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Director's Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_