

Prettyboy Recreation Council

Tiny Tots

Parent Handbook

Program Director:

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(BCRP/Prettyboy Recreation Office)

Prettyboy Recreation Council

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WELCOME!

Thank you for choosing the Prettyboy Tiny Tots Program for your child. Please read this handbook thoroughly. It is important that you feel comfortable with our policies and procedures. If you have questions or concerns, please reach out to the Program Director or one of our volunteer chairpersons. We appreciate your trust in us and look forward to spending time with your child.

ABOUT US

The Tiny Tots Program operates from the Baltimore County Recreation & Parks (BCRP) Recreation Office which is located inside Prettyboy Elementary School. We provide child care and a preschool education for students for children ages 2-5. Our program has been an important part of the Prettyboy community for many years. We have program leaders and volunteers who live in the Prettyboy community. The Tiny Tots Program is operated through the Prettyboy Recreation Council, a 501(c)(3) non-profit volunteer organization that works with BCRP to provide organized recreational activities throughout the year for the families of the Prettyboy Community. Prettyboy Recreation Council meetings are held the second Tuesday of each month at 7:30PM, inside the recreation room at Prettyboy Elementary. Parents are welcome and encouraged to attend!

DISCLAIMER: The Tiny Tots Program is neither sponsored by nor endorsed by the Board of Education of Baltimore County, the Superintendent or Prettyboy Elementary.

MISSION STATEMENT & PHILOSOPHY

Mission: Our mission is to provide exceptional childcare while fostering each child's intellectual, social, and moral development in an academic-rich environment.

Philosophy: It is the philosophy of Tiny Tots that children be encouraged to learn and grow by providing developmentally appropriate experiences where each child can succeed in a safe and loving environment. We believe that each child is an individual that is capable, curious, full of potential, and worthy of respect. Our program provides an inclusive setting that recognizes each student's abilities, interests, needs, and learning style. We promote meaningful play as an avenue to learning. It cultivates creativity, curiosity, discovery, and problem solving which allows for personal growth and the development of positive self-image. We champion risk takers and invite the sharing of ideas. Our program is child centered. We take a holistic approach by educating the whole child. We believe that developing social skills, emotional intelligence, and mindfulness are just as important as the ABCs and 123s.

Our Tiny Tots staff is educated in early childhood development and trained to facilitate learning in a nurturing environment. We work to ease the transition from home to school – helping children learn how to get along with others, to develop skills through active games, and spurring emotional growth through group activities. Our teachers maintain a balance of child-directed and adult-directed activities that are both stimulating and challenging. Woven into that curriculum are music and dance, art and crafts, outdoor play, field trips, and special events. We recognize that parents are the child's first teachers and that kids learn best when parents are involved in their educational experience. Throughout the year we welcome parents to our classroom and invite them to attend field trips, to participate in special events and in our monthly community service activity. Student progress is closely monitored and shared with parents on a regular basis through progress reports, report cards, and conferences. Family involvement is encouraged and supported. Our Program follows the Maryland preschool curriculum standards in the following domains: Language, Math, Science, Social Studies, Social-Emotional, Gross Motor, and Fine Motor. Our statements and beliefs reflect the position of the National Association for the Education of Young Children (NAEYC.)

Our program is devoted to providing a secure, caring, stimulating, inclusive environment which is responsive to the needs of individual children regardless of ability, race, background, culture, religion, gender, or economic circumstances. Second only to meeting the needs of all the children in our care is safety. All staff members are first aid/CPR certified. We participate in the Prettyboy Elementary School emergency drills. We have a Safety Plan in place that is reviewed annually. All staff are trained in the appropriate response.

Staff is encouraged to connect on a personal basis with every child, every day to help them develop secure, healthy relationships with adults other than their parents. We promote personal responsibility and respect for all living things so the children in our care grow up to be successful, productive, caring members of our community.

REGISTRATION

Registration Fee: \$20.00

Registration fees are due annually and are non-refundable. Payment will reserve your child's spot in our program.

To enroll in the Tiny Tots Program, the following forms must be completed and submitted to the Program Director with your signature by **Friday, September 4th**. NO EXCEPTIONS! We are required by the State of Maryland (MSDE-OCC) and BCRP to keep many of these updated forms on file for each child. Thank you for understanding!

- 1.) Handbook Acceptance
 - a.) Home B.A.S.E. - Parent Handbook
 - b.) Tiny Tots - Parent Handbook
- 2.) Rates/Attendance Agreement
 - a.) Home B.A.S.E. - Rates/Attendance Options
 - b.) Tiny Tots - Rates/Attendance Options
- 3.) (BCRP) Registration
- 4.) (MSDE-OCC) "All About Me"
- 5.) (MSDE-OCC) Emergency Form
- 6.) (MSDE-OCC) Health Inventory (Part I and II)
 - a.) Health Inventory Part I (signed by parent/guardian)
 - b.) Health Inventory Part II (signed by child's physician, dated no earlier than 9/1/2019)
- 7.) (MSDE-OCC) Blood Lead Testing Certificate (Children ages 6 or younger)
- 8.) (MSDE-OCC) Prescription & Non-Prescription Medication Authorization (If applicable)
- 9.) (MSDE-OCC) Topical Base Care Product Administration (If applicable)
- 10.) (MSDE-OCC) Immunization Certificate (signed by child's physician, dated no earlier than 9/1/2019)
- 11.) (MSDE-OCC) Parent Guide to Regulated Child Care

All paperwork is MANDATORY unless otherwise noted.

All paperwork must be complete before your child's first day.

Parents/guardians are required to keep us informed of changes in address, telephone numbers, emails, and other pertinent information listed on any of the above forms. Please contact the Program Director to update information as needed. We recommend that you keep copies of submitted forms for your records.

Parents/guardians must inform staff if the child has ever had fever related seizures, food allergies, or any other serious medical condition. Parents are encouraged to update staff on any behavioral concerns. At the time of enrollment, we encourage our families to provide any information that will improve their child's ability to succeed in our Program including, but not limited to, IEPs or IFSPs. We know that when families share these documents, it allows the Program to work most effectively in meeting the child's individual needs.

PAYMENT POLICY

Invoices are generated according to the Attendance/Rates Agreement that was submitted at the time of registration. Our invoices are generated and sent on the 15th of every month for child care during the following/upcoming month. **Payment is expected on/before the 1st day of each month.** At 30 days past due, your child will no longer be able to attend the Program, until the balance is paid in full.

Return check fee for insufficient funds is \$25.00.

If your family is having difficulty paying our fees, please contact the program director.

Checks are the preferred method of payment and should be made payable to Prettyboy Recreation Council. Checks can be placed in the lock box located in the Parent Information Booth or mailed to:

Prettyboy Recreation Council, ATTN: HBTT, P.O. BOX 518, Monkton, MD 21111.

Credit Cards are also accepted. There is no fee for this service. Payment can be done in person or over the telephone. Other methods of payment may be accepted upon request. Please contact the Program Director or one of our volunteer co-chairpersons for more information.

When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. If your child will be absent for an extended period, please inform the Program Director in writing as early as possible. A discussion re: tuition will follow.

'DROP-IN' FEES

"Drop-In" attendance includes last minute or unexpected care. Depending on staffing availability, we may be able to accommodate "drop-in" attendance on a limited basis for currently **enrolled** kids, so they can attend our program on days/times that they would normally not. Parents must contact the Program Director in advance for availability and approval.

Tiny Tots Drop-in Rates

\$20 per day for 9:00am-12:00pm

\$30 per day for 9:00am-1:30pm

\$40 per day for 9:00am-3:00pm

'PER-HOUR' RATE

Under some circumstances, our PER HOUR rate will apply. This rate for child care is currently **\$9.00 per hour**. See Program Director for more information.

Extra charge will apply to Home B.A.S.E. kids on BCPS Administrative Days when school closes 3 hours early for students. Additional charges will be billed at the PER HOUR rate (See Rate/Attendance Options). Parents will be expected to sign up for those days as it may affect our staffing.

LATE FEES

There is a **\$1 per minute**, per child charge for each minute after the scheduled departure time that your child is with us. Please be respectful of the staff's time and personal responsibilities. Recurring late pick-up can result in termination of services.

ATTENDANCE

Due to MD State imposed staffing requirements, we require a 15-day notice for any changes in attendance. You must give written notice to the Program Director if your child will no longer be attending Tiny Tots. Otherwise, you will be invoiced and responsible for payment.

We reserve the right to terminate a child for the following reasons (but not limited to):

1. Failure to pay
2. Routinely late picking up your child
3. Failure to complete the required forms
4. Lack of parental cooperation
5. Failure of child to adjust to the center after a reasonable amount of time
6. Physical or verbal abuse of any person or property
7. Our inability to meet your child's needs
8. Lack of compliance with handbook regulations

ABSENCES

If your child is going to be absent, please notify us by calling **410-357-9509** or emailing the Program Director at **shellyregars@gmail.com**.

When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. If your child will be absent for an extended period, please inform the Program Director in writing as early as possible. It may be necessary for you to complete an updated Rate/Attendance Agreement.

ARRIVAL & DISMISSAL

For your child's safety, a parent or guardian must accompany the child in and out of the building each day. Please do not leave children unattended in the parking lot.

Please initial the daily attendance sheet next to your child's name and also include the time in/out. We keep these attendance records on file.

Your child will not be released to anyone except those indicated on your registration paperwork. If there is an exception, we must be notified in writing and the person picking up must show identification. There is a **\$1 per minute charge** for every minute that your child is with us beyond their scheduled departure time. No one under the age of 16 is permitted to pick up your child.

COMMUNICATION WITH PARENTS/GUARDIANS

We want families to stay informed of important updates, fundraisers, day-to-day happenings and special events. We use the following methods of communication with parents:

- **Emails** – These will be sent periodically to update families on the happenings of Tiny Tots. These emails may include policy updates, exposure to illnesses and activities added to the Calendar.
- **Parent Information Booth** - This booth is located near the front doors of the Recreation Room. There is also a payment lockbox in the booth and a bulletin board with lots of useful info.
- **Communication Books** - Monthly Calendars, Newsletters
- **Verbal Communication** - with staff at the start and end of the day is helpful and encouraged.

CLOSINGS & DELAYS

Our program follows the closing/delay schedule for the Baltimore County Public Schools (Hereford Zone):

- BCPS, 1 hour delay: TT will open at 10am
- BCPS, 2 hour delay: TT will open at 11am
- BCPS, Closed: TT will be closed
- BCPS closes early or cancels after school activities: TT will close.

In the event of inclement weather and/or emergency closures, parents/guardians have several options to find out our opening status:

1. Call us! 410-357-9509 and listen for our updated voicemail message
2. Download the "BCPS NOW" App OR call the BCPS information line at: 443-809-5555
3. EMail - Please make sure we have an up to date email address.

HOLIDAYS

Tiny Tots will be closed on the following holidays: Labor Day, Rosh Hashanah, Yom Kippur, MSEA Convention, Election Days, Thanksgiving/Black Friday, Winter Break, Dr. Martin Luther King, Jr. Day, President's Day, Spring Break, Good Friday, Easter Monday, Memorial Day.

ACTIVITIES

Tiny Tots follow a scheduled daily routine with the opportunity for free play, circle time, arts and crafts, and music. Our teachers/aides are expected to provide educational activities that strike a balance between being teacher-lead and child-directed. We are dedicated to addressing individual needs and challenging students to be the best they can be. Other activities that children can participate in include but are not limited to the following:

Indoor activities: Legos, reading corner, arts and crafts, puzzles, beading, board and card games, building blocks, playing in our kitchen/home area, playing in our cars/trucks area, playing with dolls, Barbies, and assorted animal toys.

Outdoor activities: use of playgrounds, fields, and courts, jumping rope, playing hopscotch, running races, blowing bubbles, playing catch, outdoor toy vehicles, nature walks, gardening when appropriate.

**Please be sure your child is dressed appropriately each day for the weather.
We will spend time outdoors whenever possible!**

Our program is not responsible for lost, stolen, or damaged personal items.

SUPPLIES

Each day, please send your child in clean and dressed appropriately for the weather. Whenever possible we like to spend time outdoors. Families are expected to provide:

- Lunch
- Extra Clothes to be kept in a backpack (Please be sure to include underwear and socks.)
- Naptime bedding if applicable. Stuffed animals are OK for naptime.
- Smock or old shirt (for messy art fun)

All supplies should be labeled with the student's first and last names. Our cubby space is limited so please only bring a small backpack and lunch box each day. All bedding can stay at the center and will be sent home, as needed for washing. Please ensure that backpacks don't contain any sharp items, medication, or choking hazards.

There is a good possibility that your child's clothing will get stained or soiled from food, paint, markers, dirt, bubbles, etc. Please dress your child ready to play! Tiny Tots is not responsible for any lost, stolen, or damaged property.

LUNCH/SNACKS/WATER

Parents are required to provide lunch for their child. We ask for lunches to be nutritious and contain as little sugar as possible. Lunches should be well balanced and emphasize nutrient-rich foods. Please do not send in unopened cans or foods which require the use of a stove. Meals that require microwaving are okay, but these need to be packed in a microwaveable-safe container.

The program will provide nutritional snacks once mid-morning.

Safe, fresh drinking water is always provided including during meals/snacks. We encourage kids to drink water throughout the day!

We offer 1% milk or 100% fruit juices at lunch time. Snack and lunch times are important parts of our instructional day. We use the time to teach nutrition and food concepts. Children are reminded to take small bites and are encouraged to taste everything. Teachers help children gauge their level of fullness and model good manners. All students learn personal responsibility as they clean up after themselves.

NUTRITION AND PHYSICAL FITNESS

At Tiny Tots, we value being healthy and feeling good. We know that students will perform at their highest level when eating well, sleeping well, and getting daily physical exercise. We promote keeping active. We go outside every day weather permitting. We encourage families to set consistent bedtimes, so our students are well rested.

Quiet Time

Students registered for a full day will be encouraged to nap and/or rest each day between 1:30-3:00pm during "Quiet Time". Our staff will lower the lights and play soft music. Cots are provided and children are expected to sleep or lay quietly during this time. Pillow cases and blankets can be kept at the center during the week. We will send them home, as needed for laundering. If your child likes cuddling with a stuffed animal for naptime, they are welcome to do so.

SKILL ASSESSMENT

For our teachers, assessment is a cycle. Instruct, observe, document, reflect, analyze, evaluate, and summarize. Instruct again if necessary or move to another skill if mastered. At Tiny Tots we believe in showing results!

At the beginning of each school year our teachers/aides pre-test the children. We want to gauge what the students know and what they can work on. Our test assesses student knowledge of shapes, numbers 1-20, upper and lowercase letters, individual phonemes, beginning and ending sounds, distinguishing sizes (more/less, most/least, long/short, large/small,) and a writing sample.

At the end of the year we will do a post-test or a Kindergarten readiness test on all students. Throughout the school year our teachers put out three Progress Reports and three Report Cards.

CONFERENCES

Twice a year we schedule parent-teacher conferences. We offer both day and evening time slots and offer a telephone conference as an option.

At any time, a parent can request a conference if they are concerned with how their child is progressing or if they are looking for ways to challenge their little ones. We value family input!

SICKNESS POLICY

Parents agree to keep their child home or seek alternative care arrangements for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain
- Fever of 99°F/37.2°C or higher
- Sore throat or trouble swallowing
- Unusual or unexplained headache or stiff neck
- (3) Unexplained diarrhea or loose stool movements in close increments
- Nausea, vomiting, or abdominal cramps
- Severe itching of scalp or body
- Known or suspected communicable diseases
- Any discharge/drainage from eyes, nose, ears. If a child has pinkeye/conjunctivitis, they need to have been on antibiotic/drop treatment for **24 hours** before returning.
- Open sores such as those seen in children with Chicken Pox or Hand, Foot, Mouth Disease. Child needs to be free from blisters/sores or these blisters/sores need to be completely scabbed over before returning.

SICKNESS POLICY (continued)

When a child becomes ill while in our care, we will make the child comfortable in a quiet place away from other children. Here the child can rest and be closely supervised. Parents will be notified immediately and agree to begin making alternate work arrangements or arrangements for alternative care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If we cannot reach the parent, we will call an emergency contact given at time of registration. 911 may be contacted depending on the seriousness of the illness. **Children must be free from fever, vomiting, or diarrhea for 24 hours before returning to school.**

INJURIES

At Tiny Tots we make every effort to keep all students injury-free. Unfortunately, children fall, get scrapes and cuts, and can injure themselves sometimes without even trying. All staff are CPR/First Aid certified. We will perform basic first aid and record the event. At time of pick up, parents/guardians will be notified of the injury, cause of injury, and the staff actions following the incident. If necessary, staff will contact parents or emergency contacts. 911 may be contacted depending on the seriousness of the injury.

MEDICATION ADMINISTRATION

At Tiny Tots, several of our staff members are certified to administer medications.

For a child to be given either a prescription or non-prescription (OTC) medication, parents need to complete the proper paperwork. All forms are on the Prettyboy Recreation Council website.

All medications are to be brought in by the parent and labeled with the child's first and last names. Prescription medication requires a signature from the prescribing physician. We prefer that medications are given at home but if they can't be, we are happy to help.

Please know that we can only administer one dose of medication per day.

HEAD LICE POLICY

If a child is found to have head lice, the parents/guardians will be notified, and the child will need to be picked up immediately. The child will only be readmitted to the program after the staff determines that treatment has been effective, typically 48 hours once treatment began.

There are several products on the market that can be used to kill head lice. Some are OTC and others are prescription strength. It is recommended that all members of the household be treated.

SUSPECTED ABUSE OR NEGLECT

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, any staff member having reasonable cause to believe that a child known to him/her in a professional capacity may be an abused or neglected child shall immediately report the matter to the Program Director. Oral and written reports will be made to the proper authorities. All our staff are mandated reporters.

CHILD CUSTODY

If only one parent has custody of a child, the center must be notified immediately upon enrollment. If the non-custodial parent is unauthorized to pick up the child, the custodial parent must inform the Program Director and provide a certified copy of the court order confirming that one parent doesn't have visitation rights. Without such a court order the law grants parents joint custody and the center isn't allowed to refuse the release of the child to either parent. If there is a restraining order that involves the child, please ensure that a copy is given to the Program Director at time of enrollment.

VISITORS

Parents of our students are always welcome to stop by and see our program in action! Employees and/or volunteers of Baltimore County Recreation and Parks are also welcome at any time. These visits are to be conducted in such a manner as to not disrupt the daily operations of Home B.A.S.E. - A head's up is always appreciated!

Any other visitors must clear their visit in advance with our Program Director. All visits must be pre-approved and entered in our Visitor Logbook. We appreciate your cooperation. T

PHOTOGRAPHS

Throughout the school year our staff will occasionally take photos and/or videos. These photos/videos may be posted to our social media page or used for marketing/advertising the program.

Families can decline to have their child included in photos/videos by indicating their preference on the Photo/Video Waiver Section on the **Handbook Acceptance Page**.

Americans with Disabilities Act (ADA) of 1990/2009

The ADA is a civil rights law that prohibits discrimination based on disability or special health needs in all areas of life including education and childcare. The purpose of the law was to ensure that persons with disabilities or special health needs would have equal opportunities and enjoy the same rights as everyone else. Employees are required to take the MSDEOCC approved course, "Including All Children and the ADA." The Program is dedicated to making all children feel included. We will make accommodations as necessary to see that all our students can learn and play safely. At time of enrollment we encourage families to share IEPs or IFPSs if their child has one. All staff will follow the individualized plan. We will work with any therapists or special educators involved.

BASIC HEALTH AND SAFETY

Our Program is dedicated to keeping our staff and students safe and healthy. We have a Health Plan in place to ensure that all employees understand their part. It addresses not only how we obtain student and staff health history but how staff are to deal with illnesses, injuries, infectious diseases, first aid, administering medication, hand washing, safely handling food, and record keeping. In addition to being trained on our Health Program, all employees are required to take the MSDEOCC approved course, "Basic Health and Safety Training." Per the MSDEOCC, employees will now take this course annually.

EMERGENCY PREPAREDNESS

Several staff members have taken the MSDE-OCC approved course, "Emergency Preparedness in Childcare." We have an Emergency Plan in place. It addresses the various types of safety drills we participate in with Prettyboy Elementary School. Each employee is trained on our Emergency Plan and will be expected to follow the procedures. This plan is kept in our "Ready to Go" bag. Parents are encouraged to ask questions as they arise.

CHILD DEVELOPMENT

All staff are expected to use what they know regarding Child Development to enable them to find strategies on how to improve learning. First and foremost, we focus on the whole child by addressing physical, emotional, social, and cognitive skills. Children are unique and learn in various ways and at different paces. Oftentimes a child may excel in one subject and struggle in another. Teachers/Aides are expected to provide experiences that include all learning modalities and accommodate individual students. Activities should be age appropriate and balance both teacher-directed and child-lead lessons. It is our responsibility to help all students improve their social competence and build self-esteem. A young child's development has a direct effect on their overall development and on the adult they will become. Our staff is dedicated to investing in the young kids in our care to maximize their future well-being.

CHILD CARE SCHOLARSHIPS

We are pleased to announce our participation in the Maryland Child Care Scholarship Program. This Program provides financial assistance with childcare costs to eligible working families in Maryland. This program is managed through a centralized vendor – Child Care Subsidy Central (CSC Central.) For more information or to see if you qualify, go to this website:

<https://earlychildhood.marylandpublicschools.org/node/620>

TRAINING

We have a diverse staff with each member bringing something different to the team. Some of our staff hold degrees in Early Childhood Education and Special Education. Some have been working with children of all ages for many years. All staff participate in taking yearly Continuing Education classes and are expected to use what they know regarding Child Development to enable them to find strategies on how to improve the learning process. First and foremost, we focus on the whole child by addressing physical, emotional, social, and cognitive skills. Children are unique and learn in various ways and at different paces. Oftentimes a child may excel in one area and struggle in another. Teachers/Aides are expected to provide experiences that include all learning modalities and accommodate individual students. Activities should be age appropriate and balance both teacher-directed and child-lead lessons. It is our responsibility to help all students improve their social competence and build self-esteem. A young child's development has a direct effect on their overall development and on the adult they will become. Our staff is dedicated to investing in the young kids in our care to maximize their future well-being.

STATE LICENSING REQUIREMENTS

Our program is fully licensed and complies with all applicable licensing regulations and standards. These standards relate to our location, staff, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. We believe that these standards are in the best interest of the children.

The Baltimore County Recreation & Parks Office inside the Prettyboy school building is subject to inspection by state and city health, fire, and licensing officials.

All childcare in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC) Licensing Branch. For more information on this please follow this link to the Maryland State Department of Education's pamphlet on *A Guide to Regulated Child Care*:

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

MD EXCELS

Tiny Tots participates in MD Excels. It is a voluntary program for licensed childcare and early education programs. Being a participant shows our continuous commitment to meet standards that **exceed** the state's licensing requirements. Research shows that quality childcare and early learning experiences provide the building blocks for life-long learning. Early childhood professionals play a crucial role in creating the stable foundation that children need to be successful. As a MD Excels participant, we commit to quality by engaging in an ongoing process of self-evaluation and improvement. MD Excels focuses on the following content areas:

- Licensing and Compliance
- Staff Qualifications and Professional Development
- Accreditation and Rating Scales
- Developmentally Appropriate Learning and Practice
- Administrative Policies and Practices.

As of January 2020, Maryland has 4,712 participating programs and providers - 4,202 with published quality ratings. We are proud to be one of them.

CURRICULUM STATEMENT

The Tiny Tots program operates on a philosophy of providing quality care and developmentally appropriate experiences so that every child may grow to his/her fullest potential as an individual. Learning opportunities are planned in a way that encourages children to express their ideas and feelings, to develop problem solving and reasoning skills, and to enhance self-confidence. We provide intentional guidance and rich experiences that build upon individual strengths and talents. We strive to equip our students with the skills needed to become productive members of our community.

At Tiny Tots we serve children ages 2-5. We implement a child centered, inclusive multicultural curriculum that encourages creativity and rewards risk taking. We do this knowing that all kids are curious and capable of learning across all developmental domains: physical, cognitive, emotional, language, and social development. We acknowledge that all students learn at their own pace and that milestones can occur at different rates and stages in a child's development. Our teachers work with skills typically acquired from ages 1-6. If a child is not age appropriate, then we must meet them where they are at. In the same vein, we are obligated to challenge those who have met age appropriate goals.

Curriculum can be broadly defined as the totality of student experiences that occur during the educational process. At Tiny Tots, we believe that it's interactive. It's everything that takes place while the students are in our care. While it is certainly a planned sequence of instruction designed to meet our Program's goals, it's so much more. It's not just academics but also the physical environment, learning materials, routines, and transitions. Curriculum encompasses our developmental and learning goals, assessments, our staff and the methods they use to teach skills. It's basically any element that aids children in learning.

Our Curriculum at Tiny Tots is based on our philosophy and guided by both Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age and the Maryland Early Learning Standards. Both define the key aspects of development and learning that are the foundation for a child's academic and life-long achievement. As Early Childhood educators, we play an important role in laying that foundation and setting the stage for success. We use these standards as guidelines to develop the framework that sets our expectations for student learning and to hold our teachers accountable. We are constantly assessing how our students are progressing towards these standards and adjust when needed.

Our Curriculum includes the following areas: Language and Literacy, Mathematics, Social Studies, Science, Health, Physical Education, Fine Arts, and Social Foundations.

BEHAVIOR/DISCIPLINE POLICY

The early childhood years are an important time in a child's social and emotional development. Every moment is a challenge to appropriately act or react and make good choices. The word "discipline" has, at its root meaning, "instruction" or "training." This meaning rather than punishment is the foundation of our approach to behavior management. We accept that kids will sometimes display their emotions or try to achieve their goals in unproductive or immature ways. It's natural and just part of being a child. Much of a child's most valuable learning occurs during behavioral problem-solving.

We believe in establishing consistent, easy to understand, age appropriate limits. Student behavior is guided by a manageable number of clearly stated and posted rules. It is our list of "Dos" that help children know what acceptable behavior looks like. When clear expectations are present, children increasingly become more responsible and self-reliant. We also believe in having adults who respond to inappropriate behavior with insight, sensitivity, and skill. When improper behaviors occur, we believe that it's important for the child to understand why the behavior was inappropriate and how to modify it. We see misbehaviors as our opportunity to teach kids the social, emotional, and communication skills necessary to manage themselves, resolve conflict, prevent bullying, and develop prosocial behaviors.

Our staff sees working with challenging behaviors as part of our job. Guidance is always positive, productive, and immediate. Discipline, when properly practiced, uses a multi-faceted approach that teaches and reinforces desired behaviors. We focus on:

- Modeling – As adults if we can accept, control, and express our feelings in a direct, non-aggressive way, it shows children that it's possible and can be done.
- Encouragement – We encourage our children to be kind, helpful, and caring with each other. We encourage our children to treat others as they want to be treated. We encourage the acceptance of the opinions of others. We celebrate being different from each other.
- Empathy – We strive to help our children see things from different perspectives. We teach that everyone has feelings and that we don't always respond to situations the same way.
- Assertiveness – We want our children to be confident. We work on developing a positive self-image. We promote self-respect and self-love. We teach children that they can set boundaries for themselves and that others need to respect those boundaries. We practice "using our words" when they feel as if someone has pushed too far.
- Composure – Staying calm and in control of oneself is a lifelong skill that we address every day. There are a multitude of things that can throw a child over the edge, making them angry or sad. Using attentive observation, we can often intervene to guide children before situations escalate. We redirect children which teaches that sometimes simply changing activity or location can help diffuse difficult situations. We help kids verbalize feelings, frustrations, and concerns.
- Conflict Resolution – When situations do escalate, we empower our children to walk away and go to our "Thinking Space" to calm down and regain composure. This is NOT a time out, rather an opportunity to learn breathing techniques, positive self-talk, and the ability to calm down on their own. We want our kids to think through the situation that has occurred and discuss what they could have done differently to promote a better result.

BEHAVIOR/DISCIPLINE POLICY (continued)

- Accountability – We often tell our children that “No one is perfect. Making mistakes is part of being human.” We support admitting mistakes, making apologies, and trying to do better. Sometimes children act out purposefully. In this case we address the inappropriate behavior and stress that every choice has a consequence. Consequences can be gratifying or awful. We challenge kids to learn from their mistakes and make more favorable choices.
- Choices – We teach that every day is full of decision making. Impulse control and delaying gratification are discussed openly. We help children see that it sometimes takes a while to achieve goals and that productive choices and perseverance do pay off.

When duly implemented, discipline helps children learn and internalize the lifelong skills of self-motivation, self-control, competence, and empathy. Our staff is dedicated to helping the children in our care learn to manage themselves so they will become happy, productive members of our community.

When a pattern of behavior persists that endangers self, others, or property or significantly disrupts our Program, we will work with the child’s family to find solutions, up to and including referral for outside services or exclusion from the Program.

SCREEN TIME POLICY

At Tiny Tots we take a personal interest in the health and wellbeing of the children in our care.

As a result, we follow the recommendations of the American Pediatric Academy on Screen Time:

Children ages 2-5 should watch no more than 1 hour per day in total of high-quality programs. Adults should co-view with children to help them understand what they are seeing and apply it to the real world around them.

In our case, “Screen Time” refers to television/DVDs. We do not have any computers or other interactive media in our classrooms. TT understands that television can get in the way of exploring, playing, and interacting with others which encourages learning and healthy physical and social development.

However, when used wisely and intentionally television/DVDs can support learning. It can connect on-screen and off-screen activities with an emphasis on co-viewing and co-participation between adults, children, and their peers.

Therefore, we restrict Screen Time by:

- Allowing our Tiny Tots a maximum of 30 minutes total per week of educational and age appropriate Screen Time to include curriculum coordinated educational DVDs.
- Not allowing any Screen Time during meals and snacks.

We do not rely on television or movies to fill space in our daily schedule. It does not replace activities such as creative play, real-life exploration, physical activity, outdoor experiences, conversation, or social interactions. We

have designed our curriculum and daily routines to promote cognitive and social development as well as physical active play.

SCREEN TIME POLICY (continued)

We will continue to encourage our families to designate screen-free times together, such as dinner or driving, as well as screen-free locations in the home, such as bedrooms.

We know that this generation of kids and adolescents is growing up immersed in technology and media. It can harm the amount and quality of sleep a person gets. Problems arise when technology and media replace physical activity, hands-on exploration, and face-to-face social interaction in the real world, which is critical to learning. Because of this we will always promote old school play over the use of technology.

COMMUNITY RESOURCES

The families we serve live in the Prettyboy Community of Northern Baltimore County. Nearby are several parks and nature centers. There are also many family friendly, child-centered museums and businesses not too far away. The state of Maryland offers many resources and opportunities for families with children with special needs or disabilities. There are also public and private agencies available to help families concerned with developmental delays or behavioral issues. We have developed a list of these resources. The document will be emailed to families at the beginning of the school year and hard copies are available in our Parent Information Booth. We encourage our families to take advantage of these resources.

FAMILY ENGAGEMENT

We see families as essential partners in the education of the children in our care. We strive to engage families in every aspect of our curriculum. We are committed to reaching out and including them in meaningful ways. We encourage families to make a commitment to actively support their child's learning and development.

Family engagement is not a single event. It's a shared responsibility in which regular, two-way communication ensures that the student is on track to meet grade-level requirements. Effective family engagement involves building trust. Through encouragement and caring we can affect the well-being of both child and family in a very positive way. It is a collaborative and strengths-based process through which early childhood staff, families, and kids build relationships that are productive and goal-orientated.

We invite families to:

- Attend our Back to School night to meet staff and hear about our Program.

- Look through the Communication Book each night. This book includes lots of pertinent information and is used daily.
- Complete the MDSE-OCC “All About Me” form so we can learn more about their child.
- Help their child complete the “Read All About Me” newspaper poster so we can learn more about their child and family.
- Send in pictures of immediate and extended family for our “Families” board
- Come into our classroom to read to our students.
- Come into our classroom to share any special talents
- Visit our classroom during “American Education Week” to see our teachers and students engaged in active learning.
- Visit our classroom during “Career Week” to teach our students about their job/career.
- Participate in our “Parent’s Night Out” events in December and February. We offer free childcare, dinner, and entertainment so that parents can holiday shop or go on a Valentine’s Day date without kids in tow.
- Attend classroom holiday parties.
- Attend special class events i.e. Mrs. Dianne Storyteller.
- Attend their child’s birthday party during snack time.
- Attend field trips.
- Participate in our monthly fundraisers/Community Service Projects.
- Read our monthly Newsletters.
- Participate in our monthly Scholastic Book Club.
- Participate in our “National Breakfast Week” feast.
- Participate in parent-teacher conferences twice a year. Parents are asked beforehand if there are any specifics that need to be discussed. At the first meeting, parents help set an individual goal or two for their child to work on. These goals are assessed at the final conference.
- Respond to the “Comments” section of our Progress Reports and Report Cards that go home four times a year.
- Answer our End-of-the-Year survey to help us determine what is working well and what needs improvement.

We acknowledge that parents/guardians are also teachers. We respect each family’s parenting style, culture, and religion. We focus on building long term, trusted relationships which both family and staff will lean on if difficult situations arise. We work together with families to ensure that their child is happy, healthy, and learning both the academic and social skills needed to be productive members of our community.

Acceptance of Handbook

Note: By signing below you are stating that you understand all the policies and procedures of this handbook and agree to adhere to them as written.

I, _____, have read the Tiny Tots Parent Handbook 2020-2021 Edition. I acknowledge that my family is responsible for adhering to Program policies as they are stated in this handbook.

I, _____, have received the Parent Guide to Regulated Child Care which I understand is available to me on the Prettyboy Recreation Council Website and in the Parent Information Booth located in the BCRP/Prettyboy Recreation Room.

Signature: _____

Printed Name: _____

Child's Name: _____

Date: _____

Photo Release Permission

As a parent or guardian of this child, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity , promotional and/or educational purposes

Signature: _____

Printed Name: _____

Date: _____

OR

_____ NO. As the parent/guardian of this student, I **DO NOT** consent to the use of photographs/videotape taken during the course of the school year for publicity , promotional and/or educational purposes.