



THE PANGEA  
SCHOOLS

## WELCOME TO THE PANGEA SCHOOLS

### FAMILY HANDBOOK

## Philosophy

### CONNECTION

At Pangea schools we are relationship driven. Our commitment to communication is the cornerstone of a successful parent and school partnership. We connect with your child and your family to form a strong, cohesive support structure to raise a resilient child.

CONNECTION IS EVERYTHING.

### CREATING LEGACY

Pangea kids are our legacy and our future. We believe in nurturing young minds that are curious and connected to the world around them. We invest in children and families by focusing on programs and curriculum that develop-

- CURIOSITY
- INTELLIGENCE
- COURAGE AND
- LEADERSHIP

## **INSPIRED LEARNING**

At Pangea, we work to lay the foundation for a child's lifetime of learning by challenging students to explore, discover and be inspired. Our Pangea Together Curriculum is focused on-

- School Readiness
- Life skills
- Global-minded citizenship
- Multi-Language Immersion

## **INTENTIONAL SUSTAINABILITY**

Pangea Kids understand their impact on the community and on the world. At the Pangea Schools they learn-

- Environmental Citizenship
- Responsibility for Self
- Healthy Habits and Nutrition
- Appreciation for Nature

The Pangea Schools have the best start to learning in a safe, fun, and educational environment. We aim to create memorable learning experiences through play. We believe in engaging the diversity and creativity of each individual child. We strive to teach self-respect, independence, and respect for others in addition to helping children develop cognitive, physical, social, and emotional skills.

## **Curriculum and Program**

- The PANGEA curriculum takes elements of the CREATIVE curriculum and adds learning routines based on the Pangea philosophy.
- Play-based learning is encouraged throughout the day. Our learning centers are enriched with literacy, math, science, music, arts, and technology all within the learning environment.

- The curriculum is specifically designed to develop independence, social skills, emotional development, and self-confidence. In addition, this curriculum fosters cognitive and motor growth.
- Readiness programs in literature and the Arts offer your child an opportunity to think, experiment and express creative ideas. In addition to the imaginative tools created by our staff, many nationally accredited materials are used in our center. Daily schedules and lesson plans are posted in each classroom.

## **Staff**

Our teachers seek to provide a warm, secure environment at our center, treating each child with love and respect. Our teachers are continually trained in the field of Early Childhood Education. The entire staff attend workshops, classes and in-service training to keep abreast of current trends in their fields and to update their teaching techniques. We have one day of teacher training per month built into the school holiday schedule to support teacher training.

All staff members are required to complete 20 hours of early childhood education training each year and learn to use new and innovative techniques to teach and care for your child. All staff members are required to have CPR and first aid training.

## **Center Schedule 2023**

The center is open January through December, Monday through Friday, 6:30 AM -6:00 PM, throughout the year except for the following holidays (some of the dates may change if the holiday falls on a weekend):

1. New Year's Day (Jan 1<sup>st</sup>)
2. Martin Luther King Jr. Day (Jan 16<sup>th</sup>)
3. Teacher Training Day (Feb 20<sup>th</sup>)
4. Teacher Training Day (Mar 17<sup>th</sup>)
5. Good Friday (Apr 7<sup>th</sup>) Friday before Easter Sunday
6. Memorial Day (May 29<sup>th</sup>)
7. Juneteenth (June 19<sup>th</sup>)
8. Teacher Training, Independence Day (July 3<sup>rd</sup>, 4<sup>th</sup>)
9. Teacher Training Day (Aug 1<sup>st</sup>)

10. Labor Day (Sep 5<sup>th</sup>)
11. Teacher Training, Columbus Day (Oct 10<sup>th</sup>)
12. Thanksgiving Day (Nov 23<sup>rd</sup>)
13. Friday after Thanksgiving (Nov 24<sup>th</sup>)
14. Christmas Eve (Dec 24<sup>th</sup>)
15. Christmas Day (Dec 25<sup>th</sup>)
16. New Year's Eve- Early closure at 4 PM (Dec 31<sup>st</sup>)

## **Center Schedule 2024**

The center is open January through December, Monday through Friday, 6:30 AM -6:00 PM, throughout the year except for the following holidays (some of the dates may change if the holiday falls on a weekend):

1. New Year's Day (Monday Jan 1<sup>st</sup> 2024)
2. Martin Luther King Jr. Day (Monday Jan 15<sup>th</sup> 2024)
3. Teacher Training Day (Monday Feb 19<sup>th</sup> 2024)
4. Teacher Training Day (Friday Mar 29<sup>th</sup>, 2024)
5. Teacher Training Day (Monday Apr 15<sup>th</sup> 2024)
6. Memorial Day (Monday May 27<sup>th</sup> 2024)
7. Teacher Training Day (Monday June 17<sup>th</sup> 2024)
8. Teacher Training, Independence Day (Thursday July 4<sup>rd</sup>, Friday 5<sup>th</sup>)
9. Teacher Training Day (Monday Aug 2<sup>st</sup> 2024)
10. Labor Day (Monday Sep 2<sup>nd</sup> 2024)
11. Teacher Training, Columbus Day (Monday Oct 14<sup>th</sup> 2024)
12. Thanksgiving Day (Thursday Nov 28<sup>rd</sup> 2024)
13. Friday after Thanksgiving (Friday Nov 29<sup>th</sup> 2024)
14. Christmas Eve (Tuesday Dec 24<sup>th</sup> 2024)
15. Christmas Day (Wednesday Dec 25<sup>th</sup> 2024)
16. New Year's Eve- Early closure at 4 PM (Dec 31<sup>st</sup>)

We allow our staff these days off but continue to pay them as a thank you for their extraordinary service to our children. Please note that Full tuition is owed for these holiday weeks and no discounts or price adjustments shall be made. By signing this agreement, the payer/parent understands that the holiday weeks are shorter weeks and

will be considered full-tuition weeks. A refund or reduction shall not be provided for weeks that include the above holidays. It is also noted that our holidays may be updated or modified at any time and the parents shall be informed of any such changes.

If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days.

In the case of **inclement weather**, please watch 11- ALIVE, and/ or our school ClassDojo and Facebook pages for details on closings or amended hours.

## Registration

Our center serves children from the age of 6 weeks up to 12 years of age. To enroll your child, it will be necessary to comply with the following:

- A registration fee is due every calendar year. Applied at the beginning of the year.
- Completion of all forms included in our enrollment packet.
- Submission of all required documents including immunization documents, allergy information in advance of enrollment
- Commitment and payment of tuition and fees on-time
- Compliance of all regulations and rules
- Required to always escort the child into the school and from the school to their personal vehicle. TPS is not responsible once the child leaves the school building.
- Use ProCare-Tuition Express to make on-time tuition payments.
- Use ClassDojo to receive parent notifications.
- We use our official email account to send and receive all notifications. Any changes in schedule or enrollment status need to be communicated in writing.
- Use of the Remind app to receive emergency notifications.
- It is mandatory for all parents/payers to sign up for and activate their accounts for the above-mentioned services to receive care at The Pangea Schools
- We require a credit card on-file for tuition payment. If you wish to pay by cash or check, we require an advance payment of two weeks of tuition.
- The Pangea Schools supports IFSP/IEP goals of individual children by working with the families and therapists as required. Please provide the required documents to help us serve you. Please speak with the school Director prior to enrollment for any special needs that your child may need support with. While our staff are not trained to work with

specific special needs, every effort shall be made to support the child. If there is an issue where the situation becomes unmanageable and cannot be resolved or if the situation results in bodily harm to staff or children, or damage to school property, the school will suspend the child for a day and have a meeting with the parents. If this continues the child shall be disenrolled.

➤ We require commitment and payment of tuition and compliance with all regulations and rules.

## **Enrollment and Orientation**

When all registration requirements have been completed and two weeks' tuition and registration fees paid, your child will be formally enrolled in our center. The Front Office will schedule your child's starting date and will inform the staff before the first day. In addition, the Front Office will be happy to offer you suggestions on how to ease the transition from home to school, address any specific concerns and/or special needs, as well as answer any questions you may have.

Orientation will include a tour of the center. We start as soon as the parents and children arrive, starting with security, sign in/out procedures, front office personnel introductions and an all-inclusive tour of our center. We focus on the room the child/children will be assigned to and introduce the teachers and answer any questions or concerns the parent might have.

## **Arrival and Departure**

We require each child be escorted inside the building, signed in on arrival, and escorted out at checkout. When picking up your child in the evening, you must step into our lobby, sign your child out and wait for your child to come to the lobby.

The child needs to be picked up before school closing time. A \$25 flat fee will be applied to your account for late pickups. An additional \$2 per minute shall be added to your account if you are more than 10 minutes late. If a child is not picked up before the school closing time and the school is unable to reach any of the person's listed on the child's pickup list, then 911 will be called to report an abandoned child. Please keep your contact numbers up to date and notify of any new numbers/contact information via an email to the school.

No child will be allowed to leave the center unless accompanied by an authorized adult. All pickup authorization must be made in writing in advance of your child's time of departure. Authorized individuals will be asked for proper identification until the staff becomes acquainted. Unauthorized people are never allowed in the building or allowed to pick up a child.

### **COVID Specific Procedures**

Due to the COVID pandemic modified sign-in, sign-out procedures have been adopted. No adults, other than authorized staff are allowed to enter the building. Adults are allowed into the lobby on an as needed basis and MUST wear a mask, fully covering the nose and mouth at all times. A staff member shall collect your child from the front door during drop off and bring them out to your car for pick-up at the end of the day. Parents are required to get the children out of their vehicle and walk them to the door to hand over to the TPS staff member. Staff shall not unload or load the children into vehicles.

Modified tours are done for new parents wishing to enroll their child. This includes a tour of the building and a brief peek inside the classroom that the child will be in.

## **Tuition and Payment**

- The school policy requires that fees must be paid in advance, weekly or monthly. The school is not responsible for repeated reminders. Tuition is due monthly/weekly, and it is the payer's responsibility to make timely payments.
- Fees are due no later than the Friday (prior to the week of care) of each week. A late fee of \$25.00 (per week) will be charged on all weekly payments made later than Friday, no exceptions.
- Repeated late payments are grounds for disenrollment.
- A child may not be dropped off on Monday, if the account has an unpaid balance.
- It is the payer's responsibility to dis-enroll children for whom tuition is not paid weekly or monthly in advance of their attendance. No one will be allowed to attend school if they are more than a week late for tuition payments.
- A full week's tuition will be charged for all children attending the center for more than 1 days of a week.

- If you choose to take a vacation week and your child does not attend for a week, you will be charged half the week's tuition rate unless the child is disenrolled. This is limited to 2 vacation weeks (half charged weeks) per calendar year.
- A written notice, sent in advance, is required for all vacation weeks taken by the child. Tuition adjustments shall not be made if a written notice is not sent in advance.
- If you know your child is going to be absent for two weeks or more, we require that you provide an advance written email notice to the Director. For any absence longer than a week your child will be disenrolled and will be charged a re-enrollment fee upon return.
- There will be only 2 half/charged vacation weeks given. No free vacation weeks are allotted.
- Any unpaid tuition will be turned over to the collection agency. You will be charged \$25.00 per week for late payment, in addition, all costs related to the collection of the outstanding balance. This may include attorney fees and court costs.
- Annual registration fee is charged every calendar year, not school year.
- Tuition rates are subject to change based on demand, staffing costs, inflation and market changes and at the sole discretion of TPS management.
- By reviewing this policy, you understand that the tuition rates may vary. There will be a tuition hike every year to account for the increasing cost of care and staffing cost increases.
- We require each payer/ parent to have a bank account or credit card on file. In the case of the payer/ parent wanting to pay by cash, TPS requires the payer/parent to pay two weeks advance tuition.
- We offer Online Banking ACH payments. An ACH transfer is an electronic money transfer between banks that allows money to be transferred from an account periodically(weekly/monthly). An ACH transfer can be set up by filling out an ACH form. Please talk to the TPS admin staff.
- Please note that a third-party vendor is used for the electronic tuition processing and collections hence there is delay from when we submit payments to when we get a response from the vendor on if the payment went through. If there is a declined payment due to any reason like insufficient funds, credit card declines etc. the account will be charged a decline fee, no exceptions.
- It is the account owner's responsibility to notify TPS of a lost credit card or insufficient balance and ensure a valid payment method is on file for tuition payments. It is not TPS's responsibility to check on the validity of payment methods.
- Because our program and licensing requirements require us to engage staff, based on the number of children enrolled not the number of children present, we cannot give tuition refunds for periodic days your child is absent.



➤ There are no vacation weeks given. Half of the weekly tuition rates will be charged for these weeks. Holidays always count as days present. This includes the weeks with holidays, which are shorter weeks. A full week's tuition will be charged for these weeks. Because our program and licensing requirements require us to engage staff, based on the number of children enrolled, we cannot give tuition refunds for periodic days your child is absent.

## **Late Fees**

The center is licensed to operate between the hours of 6:30 am and 6:00 pm. We are required to call 911 to inform them of an abandoned child 30 minutes after closing time.

A late charge of **\$2.00 per minute/per child** will be assessed when a child is left beyond the centers operation hours and is payable immediately to the person left after hours with your child/children.

Children of parents who are consistently late may be subject to dis-enrollment and/or turned over to child services for child abandonment.

## **Dis-enrollment**

Parents may withdraw their child from the program at any time. If you choose to dis-enroll your child from the center, we ask that you please give us 2 weeks' written notice. Any time a child is dis-enrolled, someone may fill his/ her place on the waiting list.

## **Vacation Weeks**

You will be allowed to pay half price for 2 weeks to hold your child's spot or choose to dis-enroll for extended vacation time and pay the enrollment fee upon your return. Your child's spot in a classroom is subject to availability upon their re-registration.

## **Transportation**

Parents are expected to provide transportation to and from the center each day. All parents are required to have their children securely fastened in a car seat with a seat belt while transporting them. This is mandatory.

Bus service will be provided for before and after school care and field trips only. Rules for bus safety will be strictly adhered to and violation of these rules may lead to the removal of the bus privileges. Any time we are transporting children, they need to be seated and secured in their seatbelt.

If your child is on our bus route and transported to/from school, PLEASE notify us in advance, via an email and phone call, if for some reason we are not to pick your child up from school. Not notifying the school in advance will result in a penalty charged for each occurrence. Repeatedly not informing the school in advance may result in disenrollment.

## Field Trips

➤ Field trips are an integral part of the curriculum and are planned well in advance by the staff. Responsible adult supervision is provided for the Field Trips. Permission slips are part of your enrollment packet and must be signed and returned to the office, for your child to participate in the Field Trip activities. Written permission is also required for each field trip.

➤ Parents are always welcome to participate in such activities. But Insurance prevents us from allowing you to ride the bus, you must provide transportation to and from the destination. Also, your child must ride the school bus both to and from the destination. The child may be checked out upon arrival back at the center. Field trips will be announced in advance. If there is a fee, parents will be notified and responsible for payment. These fees must be paid in advance of the field trip and are not refundable. Field trip payment should be made separately from the tuition payment.

## Clothing

Children participate best when they are wearing appropriate clothing. Please dress your child in comfortable and washable play clothes that they can manage themselves as easily as possible. No belts and no shoes with laces.

Please do not dress your child in anything that cannot get dirty. We believe in kids being kids and learning with play, which means they could get messy and dirty. The administration is not responsible for lost or stolen personal items, damaged clothing and footwear. However, every effort will be made to recover missing items. Parents are

expected to act with patience and understanding as it is not an easy task to keep track of every personal item belonging to each child in the building.

Two full extra sets of clothing, (Shirt, bottoms, socks, underwear, and shoes) labeled with your child's name, should be kept at our center in case of an emergency. All garments should be clearly marked with your child's name. Closed toed shoes and socks are required. If your child comes to school in flip-flops or open-toed sandals, they will not be allowed on our playground, and you will be contacted to bring safe footwear. Parents are required to switch out clothing when the weather changes.

## **Communication with Parents and Conferences**

We believe that open communication between the staff and parent(s) is an essential part of your child's success. We feel that no question is too small to be answered. So, we encourage both formal and informal meetings. We encourage your participation in formal parent/teacher conferences held in the fall and in the spring. We encourage daily contact with both the front office and your child's teachers but, please do not engage our teachers in a lengthy discussion immediately before, during, or after class. If at any time you have a problem, question or concern or you just want to discuss your child's progress, simply make an appointment with your child's teacher or with someone in the front office. We strongly invite you to participate in regular parent-teacher conferences scheduled twice a year. Every classroom features a special "Parent Bulletin Board" with daily information. Please make time to visit your child's class every day and check their board for this information. We also have a Parent Information Board as you enter the building, and we post notes when applicable.

## **Toys and objects from Home**

We ask that your child not bring any electronics, phones, tablets, toys or other personal items to our center. This includes pillows and/or blankets. We provide everything your child will need for a well-rounded day at The Pangea Schools. Personal belongings, such as outer clothing but, not limited to, should be clearly labeled with your child's name. The Pangea Schools will not assume responsibility for loss or damage to possessions brought to our center.

## **Photographs**

We are extremely cognizant of the need for privacy for all our students and families. We use our judgment and are careful in our use of photographs. Photographs of children participating in school activities will be taken from time to time and will be used to enrich our classrooms with their photos. We may also use the photographs on the school's Facebook page and other social media posts. We welcome our parents to connect with us on all social media platforms to get updates on new school activities and specials. We also take spring and fall school pictures taken by a professional photographer; you are welcome to purchase from the professional photographer. Please inform the Director if you prefer your child not to be included in such activities. In the absence of such a notice, it is assumed that you give consent to the administration to use your child's picture occasionally.

## **Parent Involvement and our Open-Door Policy**

Central to The Pangea Schools philosophy is that our parents are our Partners. Parents have access to their child at all times. Parent volunteers are those parents who become involved in the school life of their children by offering their time, service and resources to benefit the school and its students. We welcome our volunteer parents. Parent volunteers are involved in many ways to supplement and enrich our school programs. They help with field trips, assist with classrooms during special events and they share their professional background or their heritage with our students. Parent volunteers are unbelievably valuable to us. We appreciate your help! Therefore, we invite you to visit the center at any time. We welcome other visitors as well but ask that they schedule an appointment at a time when someone in the front office is available. All the staff at The Pangea Schools respect a child's right to privacy. We seek your active involvement as parents in our center's program, particularly in following your child's progress. Please consult with the front office should any problems arise concerning your child, whether at home or at the center.

## **Requirement of Respectful Behavior**

The administration expects parents to be respectful of all children, families and staff. We expect respectful behavior from our families. We follow a strict non-discrimination policy and work without discrimination of any kind based on race, color, sex, language, religion,

political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.

The administration reserves the right to dis-enroll any family at any time without notice for any of the following behaviors. This includes behavior towards children, staff or other families. It includes, but is not limited to:

- Use of inappropriate language towards or in front of staff, families or children •
- Unprofessional behavior
- Yelling in a loud voice
  - Physical harm or intimidating behavior
  - Threatening or intimidating language or behavior
  - Refusal to adhere to school policy
  - Refusal to pay tuition and other dues
  - Harassment, including face to face contact and social media
  - Speech that harms the school's reputation
  - Gossiping about other children, staff or parents
  - Group message chains that are hurtful or negative towards other children, staff or families
  - Any activity or conversations that impede creating a positive, loving learning environment for both our students and staff

## **Conflict Resolution Procedure**

Please consult with the front office should any problems arise concerning your child, whether at home or at the center. Our procedure for handling conflicts is L.A.Z.E.R. Listen...to what the parents have to say...Accept... that the parent feels strongly on this issue...Zero... in on what the real issue is and restate the parents concern... Explain...that you agree with their concern and are willing to work with them...Resolve...help to resolve the issue by asking the parent to suggest how to solve the problem.

## **After School Program**

A multifaceted program is offered, including assistance with homework, art and crafts. All participants must have completed the regular enrollment process and have all the health forms on file. Transportation to and from public school is a regular part of the After-

School program. Please be sure to check with the front office about which schools we are currently serving.

## **Absence Policy and Tardy**

Any days that your child will not be attending The Pangea Schools or will arrive after 10am, we ask that you notify us. If your child is in our After-School program, we ask that you notify us before noon if we are not to pick up your child at school.

There is a fee of \$25.00 for not informing us your child is not to be picked up by our school bus. We are on a schedule, just like any bus service, and by not informing us we could be late in picking up other schools.

## **What to bring to the First Day of Preschool?**

-On your child's first day please bring:

- All required forms completed at registration.
- Copies of birth certificate
- Immunization Form
- Allergy forms etc.
- Pictures of your child with your family. This will make your child feel at home.
- Two sets of weather-appropriate clothes including underwear, and socks labeled with your child's name. These items will be stored in your child's cubby.
- Bottles and sippy cups as required by your child, labeled with their name.
- Diapers and diaper wipes (for children who are not yet potty-trained) supplied by the parent.

Please label all items and give them to your child's teacher.

## **Toilet Training**

Toilet/Potty training is an exciting time for you and your child. We have found throughout our experience that if your child is ready to master potty training, it will only take a few weeks, if the parents and teachers work together on a disciplined schedule to help the child. If it takes longer, they may not be ready, and we may want to try it again a little later. We want this to be a successful time in your child's life, not a frustrating one for all. We know that in order for this to be successful we need to partner together for your

child's best interest. The following are a few of the signs we see when your child may be ready to potty train:

- Shows an interest in the toilet.
- Can recognize when their diaper is wet or soiled.
- Stays dry for a long period of time.
- Can undress and pull up his/her own pants.
- Wants to be independent.
- Can use consistent words or gestures to communicate.
- Can try to wipe themselves.

Once your child stays dry for several hours and uses the toilet on their request, it's time to start!

**Our staff will:**

- Encourage, support and praise all success that your child achieves during their potty-training experience.
- We will expect accidents and treat them as teachable moments. We will watch for and identify signals that may help us make it on time next time as well as encourage children to be independent in changing their own clothes.
- We will take children to the bathroom at regularly scheduled times during each day and on demand when necessary.
- Communicate to parents daily regarding our bathroom experiences. This communication will come in a way like a personal conversation or writing on the child's daily note.
- Commit up to 1 month to the process of potty training unless parents inform us that the experience is not able to be a positive one at this time.

**Parents agree to:**

- Provide at least 3 changes of clothes, including pants, underwear and socks daily. Please have an extra pair of shoes in their cubby as well. Soiled clothing will go in the child's cubby to be taken home.
- Have their child wear elastic waist clothes. No buttons, snaps, belts, or one-piece clothing. Leggings, sweatpants and elastic waist pants are best. No dresses for girls, it's hard to coordinate holding up the dress and sitting on the toilet at the same time. The children should be able to easily pull up and down their own clothing.

- Potty training should begin at home the weekend before we start the process at school. We ask that underwear rather than pull-ups be worn, as pull ups don't let the child "feel" wet.
- Provide diapers for nap time.
- We will communicate with the family as to how potty training is going. We will potty train for a period of 3-4 weeks and then assess how the child is doing. If the child is not ready, we will put them back into diapers and try again at a later date. If the child is ready, it should only take a few weeks.

## Food

A nutritional breakfast, lunch and snack are served daily. **We are a nut-free school.** A master list of all children with dietary restrictions will be kept in the central office and in the kitchen. We do provide for vegetarians, and we do not serve pork in our center. Also, milk is served with both meals, and we cannot substitute juice or water so if your child is lactose intolerant, we will allow you to bring lactose free milk, or a milk substitute for your child. We need a doctor's written note for all food substitutions and food allergy notes.

**No food may be brought from home.** Exceptions can be made for birthday parties and special celebrations when such food items are nut-free and brought in sufficient quantities to be shared with the entire class. Please check with the front office before that celebration for specific rules regarding this policy. Every day staff will sit with children during every meal and snack, providing a family style dining experience.

## Rest Period

There will be quiet time in the center each afternoon for all the children. Depending upon their age, children are expected to rest quietly on their mats. The Pangea Schools will provide mat sheets and blankets for each child. We cannot allow you to bring pillows or blankets from home. No visitation is allowed during nap times to allow quiet time for our children.



## Discipline

At The Pangea Schools, the discipline approach includes such techniques as redirection, gentle reminders, ignoring attention-seeking behaviors, reinforcing the “positive” with praise and love, and suggesting a change of activity. At no time is corporal punishment used at The Pangea Schools. Our approach is also designed to develop a child’s positive self-image and self-confidence.

We teach children acceptable ways to manage their behavior. We aim to develop a child’s ability to work out their problems independently. If we continually have a discipline problem with a child, we will call a special conference with the parents. There are many resources to help us guide your child to his/her full potential.

We have a strict no-biting policy. Staff and Parents should recognize that a human bite, which breaks the skin, brings great risk of infection (e.g., Tetanus, Hepatitis B, etc....) to the victim. Hence, families are required to keep their children’s immunization up to date. If, at any time a child’s biting behavior becomes repeated and excessive or hazardous to the children or staff, the Director will expel the child from the Childcare Center in accordance with our policy.

Childhood incidents are common, especially in the early years of a child as they learn to grow and move around. Our philosophy is to avoid incidents but even with our best efforts we cannot avoid all incidents.

If a child causes physical harm to another child, a staff member or school property, the parent/guardian will be given written notice of the incident, and the child will be sent home. After three such written notices, the child shall be suspended from school for a day and a meeting with the parents will be arranged to discuss options. This is done to ensure the parents can work with us in developing positive behaviors.

Repeated incidents and a lack of support from the parent in addressing such behavior shall result in disenrollment from school. This is to protect the children at the Center and to encourage children to behave in a safe and socially acceptable manner. Our staff is trained and experienced in providing care for a group of children and will work with your child’s therapist, if required. However, the staff is not trained or experienced in addressing special behaviors (speech, anxiety, social, emotional., etc.) and would look for assistance from the parent and other certified experts.

## **Health Requirements**

- State health requirements mandate that specific forms must be filled out and kept on file at our Center regarding immunizations, annual physicals and emergency contacts. Parents will be apprised of the regulations upon registering their child. It is the parents' responsibility to see that all information is current and complete. In the event the necessary medical information is not submitted appropriately, it will be necessary for The Pangea Schools to ask a parent to withdraw their child. We underscore the importance of having health insurance for your child in time of "emergencies", i.e., if your child must be hospitalized; please be sure to submit all insurance information when enrolling your child. In case of an emergency, it will facilitate your child's treatment.
- The school needs to be notified of any allergies your child may have and provided with any medication, along with the official prescription and doctor's note regarding dosage.
- All children enrolled in the center must have a current immunization form 3231 on file. This form must be turned into the center within the first 30 days. It is the parent's responsibility to make sure the form is always current. All 3- and 4-year-olds must have a current vision, hearing, dental, nutrition form 3300 on file. Dental form 3300

## **Illness**

- The health and well-being of all our children is critical to us, therefore, we request that if your child has an undiagnosed rash, diarrhea, fever (100 degrees or higher) and/or has been vomiting, sneezing or coughing, PLEASE do not bring them to the center.
- If a child becomes ill during operating hours, we will contact the parents immediately and the child will be brought to the office and kept comfortable until you or someone you have authorized can come pick them up. For emergency situations and/or serious injury, we will notify you immediately and call 911 as necessary. If we cannot reach you or someone on your emergency contact list, your child will be sent to the nearest hospital.
- If your child has been confined at home with a communicable disease, a note will be required for your child to return to the school. If a highly contagious illness should arise, all parents will be notified of the signs and symptoms of the illness and a note will be sent to all the parents. We are required to report any suspected case of communicable disease to the Local County Health Department.

**VERY IMPORTANT: YOUR CHILD MUST BE FEVER/SYMPTOM FREE FOR 24-HOURS BEFORE RETURNING TO THE CENTER.**

## **Medications**

Children who have a doctor's prescription for medication may have it administered by our staff providing parents comply with the policy below:

- No over-the-counter medication shall be dispensed by the school staff. Note that over-the-counter medications are not prescribed, and we are unable to dispense any such medication without a doctor's authorization.
- For prescribed medications, the original Prescriptions must be brought to the center in the Pharmacy bottle with the instructions label intact (Child's name, date, physician instruction, pharmacy number and telephone number)
- Parents are required to complete a written medical authorization form and a medication log which includes the child's name, dosage, time and dates to administer and parent signature. It should also include the signature of the person who administers the medication and time.

**We will dispense medications as prescribed by a doctor's written instructions ONLY.**

We ask you to please give all medications to the front office. If there are any adverse reactions to medications the parent will be contacted immediately. Staff is trained to call 911 in case of an emergency medical issue.

## **Child Welfare**

The Pangea Schools will cooperate with authorities in all investigations regarding a child's welfare (i.e., abuse, neglect, legal custody) as required by the State Code on child abuse and neglect. The Pangea Schools is required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services. Copies of these regulations can be made available through the Center's Director.

## **Health and Safety**

- Our staff is knowledgeable and well trained in how to handle minor and major accidents regarding the health and safety of all children in our care. Should a minor accident occur, they are to treat the child in their rooms or playground. They are to notify the front office and fill out an accident report. If a minor injury is questionable, they will take the child to the front office to be evaluated.
- In case of a major injury, the child will remain where the injury occurred, other children will be removed, and the front office will be notified, and emergency procedures will follow. We will call 911 and then the parents. We will ride with the child if a parent does not get to the center in time. We will follow all guidelines in reporting the injury to our licensing agency.
- We will treat dental emergencies exactly as above. We are not physicians and if the child has an injury to the mouth or teeth, we will report it to the local hospital and let them evaluate the child.
- If an injury happens while away from the school the staff will immediately inform the center and someone from the front office will go to them. If the injury is minor, the staff will use the first aid kit provided for them and then report back to the center.
- Our first aid kits are checked periodically and re-stocked as needed.

## **Emergency Plans**

- Our staff is knowledgeable and well trained on Emergency procedures. Inclement weather and fire evacuation notices are posted in each room.
- We engage in regular fire and evacuation drills to train our staff and the kids to respond appropriately in case of an emergency.
- In the case of bad weather and/ or tornados, we will remove children from their classrooms to the halls and monitor the situation.
- In case of loss of power, fire or gas leak, each class will evacuate to their designated areas accompanied by their teachers who will immediately take roll to account for every child. The front office will check the building including all bathrooms, play areas and any other inconspicuous areas to insure all have evacuated the center. We will then, as a school, report to the offsite emergency location (is different based on the

location of the school). We will immediately start calling parents to inform them of our evacuation. An office member will stay to direct parents in picking up their children.

- If we lose power, we will make every effort to contact the power company to restore light, heat or air. In the event of loss of power during the winter months, we will dress in our outer clothes and use blankets. In the event of loss of power during the summer months, we will dress as cool as possible and drink lots of fluids. If power cannot be restored, we will contact parents immediately to come for their children.
  
- The front office will be responsible for providing emergency contact information during an emergency.
- All emergency cards will be updated every year. If your information changes before that time, it is your responsibility to inform us as soon as possible. We must be able to always reach you while your child is in our care.
- In the case of a missing child, we will go to lock-down and the center will be searched. Parents will be notified.
- Any serious illness requiring hospitalization, and subsequently the death of a child or a staff member, will be treated with the utmost respect and dignity. We will address this issue with our staff and children as delicately as possible.

## **Annual Program Review Policy**

- The Pangea Schools conducts a review of its program annually to determine strengths and areas in need of improvement. This review includes staff and parent surveys, classroom observations and staff evaluations.
  
- **The Pangea Schools practices a policy of open enrollment. Children are accepted into our program without regard to race, religion, national origin as space availability allows.**
  
- We are confident that you will find The Pangea Schools the quality choice in childcare for you and your family. We will certainly do our best to provide your child with a safe, happy and well-balanced environment where they can develop at their own pace with the love and support of our staff and administration. Our program will benefit from your ideas, comments and suggestions. Open communication is an essential factor in

meeting the needs of you and your child. With your assistance, we will make every effort to see that you are happy with your decision to entrust your child to us.

## **Parental Agreement**

- We have read and understand in its entirety the TPS Family Handbook and will comply with all rules and regulations stated in it. I understand the operational policies of The Pangea Schools and know where to access the parent handbook.
  
- I have reviewed all the policies in the parent handbook and understand that they are a part of the contractual agreement with The Pangea Schools.
  
- We agree to update and keep all emergency information current.
  
- We have reviewed with the front office any pertinent questions or concerns at this time.

**By reviewing/signing this agreement, I hereby agree to comply with all the policies and procedures described herein.**

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

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

Office Administrator's Signature: \_\_\_\_\_

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