



HEY DIDDLE DIDDLE DAY SCHOOL, INC. PARENT HANDBOOK

Updated March 2025

Hey Diddle Diddle Day School

520 Bethlehem Pike, Ft. Washington, PA 19034

(215) 654-9955

Little Diddle Preschool

440 S. Bethlehem Pike, Ft. Washington, PA 19034

(215)565-5866

Program Philosophy: We believe children are naturally curious. We encourage this by providing a bright, friendly, caring environment, which allows children to learn while having fun. We offer an outlet for their creativity by planning hands-on activities, which allow students to work independently and together to achieve a common goal. We provide opportunities to develop independence, confidence and a positive self-image. By having fun and learning through play children learn to love school. Developing an appreciation for education during the beginning steps of your child's first years will carry through to their formal schooling and beyond.

In accordance with our philosophy and purpose, the curriculum includes sharing and conversation time; stories, songs and finger plays; creative art activities; food preparation; science and nature activities; exposure to shapes, colors, numbers and letters; and celebration of birthdays and holidays. Active learning takes place with the guidance of curriculum that aligns with PA early learning standards. Outdoor play time is scheduled daily, weather permitting.

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PROGRAM ACTIVITIES FOR HEALTHY DEVELOPMENT

Hey Diddle Diddle Day School, Inc is comprised of two schools at separate locations, Hey Diddle Diddle Day School and Little Diddle Preschool. While they are in different locations, the policies and procedures of these schools remain the same. We are a cohesive school environment that works together towards the same mission. Our operating hours are Monday – Friday from 7AM – 6PM.

Our school offers a full day of care with an educational program built into the daily schedule. It is the philosophy of this preschool that early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are receptive to new information, and search for an outlet for their creativity. Our program nurtures these qualities.

Our purpose is to provide an atmosphere encouraging social, emotional, physical, and intellectual growth and development of the whole child.

AFFIRMATIVE ACTION STATEMENT

Hey Diddle Diddle Inc, advertises in the public media to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, or handicapping condition.

SCHOOL HOLIDAYS

We are closed nine days a year to observe the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, the day after Christmas and New Year's Day, and Martin Luther King Jr. holiday which is used as a staff in-service day.

ADMISSIONS & SCHEDULING

1. Children ages 12 weeks to five years old will be admitted at any time during the year based on vacancies in the building. Openings are filled on a first come first serve basis.
2. The student schedule is based on a full day, a minimum of two days per week. We accommodate full and part-week students. Part week scheduling will be arranged based on roster availability that best suits your needs.
3. Due to state regulations, schedule changes are not permitted without at least one week's notice and are not guaranteed.

ENROLLMENT FORMS

Our licensing agency requires four forms on file and updated every 6 months for each child:

- Emergency Contact Form

- Tuition Agreement
- Child Health Report including immunization schedule. Hey Diddle Diddle Day School, Inc. only enrolls children on the American Academy of Pediatrics immunization schedule with no exceptions.
- Progress Report Signature
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These forms can be found on the website: <https://heydiddlediddle.net/>

Other forms we require to be completed include:

- Care Plan, if applicable (on next page)
- Behavior and special needs policy and IEP or IFSP
- Permission for Topical Applications

Emergency Care Plan

Each child with asthma or allergies shall have an emergency care plan in writing on file with the school. This plan provides information and instructions on how you can manage your asthma.

It includes:

- Medicines
- Recognizing when symptoms get worse
- What to do in an emergency

If you do not have a written plan from your child's pediatrician, take the form below to your doctor and have them fill it out for you.

<https://aafa.org/wp-content/uploads/2024/03/school-or-child-care-asthma-and-allergy-action-plan.pdf>

IEP AND SPECIAL NEEDS POLICY -

Behavior and Special Needs:

Hey Diddle Diddle Day School works with families and intervention specialists to provide the best environment for each child within our established program. When the parent or legal guardian or the administration of this school identifies that a child has special needs, the program director and or the facility owner and the parent or legal guardian will meet to review the child's requirements for care. The program can accept and continue care for children for whom the facility is equipped or can reasonably be equipped to provide quality care, and current staff members can provide a safe, supportive environment. The child's

needs will be specified in a care plan completed by early intervention and/or healthcare professionals. Program decisions about accepting the responsibility of caring for children with special needs are consistent with the requirements of the Americans with Disabilities Act.

Additionally, Hey Diddle Diddle Day School, inc. uses the Ages and Stages Questionnaire to determine a students' growth and progress in reaching their developmental milestones. It is a series of questionnaires designed to screen early childhood development in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. Each questionnaire is also completed by the parent or caregiver. A trained staff member and the child's teacher will work together to fill out these questionnaires.

Hey Diddle Diddle Day School, Inc. will use these questionnaires to identify developmental concerns. If there is a developmental delay that needs to be addressed, the administration will hold a meeting with the parents to discuss the next steps. We can recommend:

1. The child sees their pediatrician.
2. Early Intervention Services if the child is two or younger, and the Montgomery County Intermediate Unit if they are three and older.

In the event an accommodation is required to promote the development of your child we adhere to the following:

1. A care plan will be submitted to the school. Children who participate in the program and who require special adaptations or accommodations not required by typically developing children involved with the program must have a care plan that addresses routines and emergencies appropriate for that child.
2. The care plan is completed by the individual's health care professionals and specialists with input from parents/legal guardians and the site director, to determine the steps required to accommodate the child's needs. For children who are eligible for early intervention services, the care plan can be the Individual Family Service Plan or Individual Education Plan developed with the assistance of the child's case manager.
3. The care plan must be reviewed and updated as necessary, each time the individual has a follow-up visit with a health care professional or specialist, and no less than every 6 months. Where appropriate, the information from the IFSP or IEP may be referenced and attached
4. Hey Diddle Diddle Day School, Inc allows two therapists per week per child to be seen in the school setting, unless it is an educationally related area receiving therapy. There cannot be more therapists in a classroom on a given day than half the number of children in that class (i.e.: a room of ten children cannot have 5 therapists visiting on the same day). Therapists will coordinate with one another and the school to provide the least disruptive schedule possible and notice for our planning purposes.
5. The staff, therapists, and family members will maintain communication concerning the progress of the student receiving therapy. The IEP or IFSP will be submitted to the school upon enrollment or within one week of compilation. Each revision or

evaluation should be submitted to HDD and reviewed by those staff members responsible for the student requiring written accommodations.

Our school employs strategies to promote age appropriate social, academic, and behavioral growth. When the strategies do not provide enough support for a student to maintain personal development, do not alter behavior harmful to the individual or others, or when the care the student needs exceeds our staff training, the result will be termination of the care agreement.

INCLUSION

Hey Diddle Diddle Inc is committed to provide inclusive care for each child. Therefore, all children will remain with their designated class throughout the day. Therapists will push into the classroom. They will either work beside their peers or will be taken aside for their therapy session.

IEP Acknowledgment Form- [IEP Sign Off.pdf](#)

To best serve your family Hey Diddle Diddle Inc, requests a copy of the Individualized Family Service Plan (IFSP)/ Individualized Education Plan (IEP) to ensure we can meet the needs of your family within our program.

Because of the diverse set of needs of the children in our program, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standards therefore require each early learning provider to request copies of IEP's and IFSP's for the children in their care. Because of the importance of the IEP/IFSP to a child's learning, the program should have a copy before the child begins to attend, if possible.

Child's Name: _____

(initial)_____ I am providing a copy of my child's IEP or IFSP

OR

(initial)_____ This is not applicable to my child at this time, however, if this should change, I will provide a copy of my child's IEP or IFSP

Parent/ Guardian Signature: _____

Print Name: _____

Date: _____

FEES

The current tuition schedule shall be available on the website. The fee schedule lists monthly and weekly payments for full and part time students. Tuition is to be paid in advance each month, on your enrollment date or at the beginning of the week. Because tuition is based on a calendar year and takes into consideration the few days we are closed, **there will be no credit given for the months including a scheduled holiday, illness, or vacation beyond one week.**

The first tuition payment is due on your child/ren's first day, as well as one week of tuition to be held as a deposit if it wasn't paid at time of enrollment. The deposit payment will be applied to your final tuition payment. You will be given a tuition information and fee agreement, which will further outline these points.

SECURITY AND SAFETY-

Drop Off: Hey Diddle Diddle Inc. opens at 7AM. Parents may not drop off prior to this time. We ask that parents drop off by 9AM, when the educational program starts. We are flexible with appointments and other extenuating circumstances and ask for prior notice when possible. HDD Parents are to walk their child to the playground entrance (back of school) and wait with them until they are in the care of a teacher. LDP families are asked to walk down the walkway and wait with child/ren until in the care of a teacher.

Action When No Authorized Person Arrives to Pick Up a Child:

1. The closing staff member will attempt to reach each authorized contact listed in the child's record.
2. If these efforts fail, the facility will call the director and/or owner to relieve staff members from supervisory duty and they will continue to locate the child's guardians.
3. If there is no response from any of the child's emergency contacts within two hours the local police will be called for further assistance.

Late Policy: Hey Diddle Diddle Inc. closes at 6:00 pm. If parents arrive after 6:00 pm, they are expected to pay a late fee. The late policy is \$10.00 for every 10 minutes or portion thereof that a parent/guardian is late. Parents should pay the waiting staff members the fee when they arrive with cash. If the same family is consistently late, the staff member should address it with administration so further steps may be taken from the office.

Student Return to School Policy- HDD remains flexible with accommodating child appointments outside of school. If a child leaves our care for an appointment, they may

return any time before 1pm. No student will be allowed to be dropped off at school after 1pm as it is an interruption to our nap schedule and staffing.

Releasing Students: The adult will receive the child from the supervising staff person.

Court Orders and Custody agreements:

These shall be on file and honored by Hey Diddle Diddle. All children are legally permitted to go home with their parents at any time, unless there is a court order stating otherwise. Hey Diddle Diddle Day School, Inc. must have a copy of the court order on file. If a court order prohibits a parent/ guardian from custody of their child, and they attempt to take their child, the staff will:

1. Keep the child in the building.
2. Call the police. Our policy is to involve law enforcement to mediate the custody disagreement.
3. Call the child’s other parent or legal guardian.

If a parent or guardian arrives who is intoxicated: or otherwise visibly incapable of bringing the child home safely arrives to claim a student, the staff will:

1. Keep the child in the building
2. Call the police. Our policy is to involve law enforcement
3. Call the child’s other parent or legal guardian.

Safety Drills: Emergency drills are practiced every 60 days at minimum. Various times a year as a school we will also practice “SHELTER IN PLACE or LOCK DOWNS”.

Emergency Plan: This school has a written emergency plan for in-house as well as outside emergencies. A copy is kept in every classroom and reviewed annually by all staff members. If a change should be made to the emergency plan, we will update all families via Bloomz.

COMMUNICATION

Hey Diddle Diddle Day School, Inc. practices an open-communication policy. We feel that communication is the bridge between home and school and the key to high quality care and education. Please feel free to direct concerns toward the director or the assistant director. The school utilizes an application that allows the staff to communicate with you directly, a class collectively, or with the entire school. You will receive updates from the teachers and directors as well as pictures and videos of the activities your child is engaged in throughout the day on our communication app Bloomz. Before your family starts at either

school you will receive an invitation to your class community where you will be connected to your child/ren teachers as well as the school administration.

Electronic means of communicating is fast, efficient and relevant however, you are always welcome to pick up the phone and call the school at any time during the day.

Bloomz: Bloomz is a communication application that promotes communication between parents and staff. All staff members must create a log-in and password to use the app throughout the day.

Infant and Tween Room Teachers are responsible for updating all bottles, naps, and food updates throughout the day.

Toddlers, YPS, and OPS and PreK will post individual work in the portfolio feature and a written report on the class feed each daily.

All teachers will post class pictures, photos of the curriculum, and other class relevant updates at least once **daily**.

Teachers and administrators will use the message function to update/communicate with parents individually.

Classroom Environment:

Keeping our schools clean is necessary to maintain a safe and welcoming environment. While teachers are responsible for daily cleanliness, there is also a cleaning service that comes once a week. The rugs and carpets are also deep cleaned professionally every 3 months. Below you will find our staff cleaning responsibilities;

BLUE Bottle = Sanitizing RED Bottle= disinfecting WHITE Bottle= clear

AREAS	Before Each Use	After Each Use	Daily	Weekly	Monthly
Counter Tops	Clean, Sanitize	Clean, Sanitize			
Tables & High Chair-Trays	Clean, Sanitize	Clean, Sanitize			
Cribs		If shared Clean, Sanitize		Clean, Sanitize	
Microwave		Clean		Clean, Sanitize	
Refrigerator					Clean
Trash			Empty	Clean Can	
Floors			Sweep, Damp Mop Vacuum		
Shelving Units (All Levels)				Clean, Sanitize	
Kid Cubbies					Clean, Sanitize
Plastic Toys				Clean	
Hard Books					Clean
Mouthed Toys		Clean, Sanitize			
Changing Tables		Clean, Disinfect			
Toilets And bathroom sinks			Clean, Disinfect -By admin		
Handwashing Sinks & Faucets			Clean, Disinfect		
Portable sinks			Dump Used H2O Fill clean H2O		

Cubby Contents-Each child has a labeled cubby in their classroom that is used throughout their time at Hey Diddle Diddle Inc. This is where we put your child's backpack that goes back and forth from home and school each day. This should be checked regularly to ensure seasonal appropriate clothing is available if needed. The following items should be in each child's backpack -

- **Infant**- Extra clothes (3 sets), bibs, pacifiers if needed, extra formula or breast milk (in the freezer), extra crib sheet, diaper and wipes. *No Glass Bottles
- **Tweens – Pre-Kindergarten**- Extra clothes (2 sets) – underwear and shoes included if children are potty trained.

DRESS

Children are encouraged to wear play clothes and comfortable **closed toed shoes** year-round. Daily activities include active and messy play, and we do not wish the children to be hindered due to their apparel. We ask for a change of clothes be kept in your child's backpack to keep us prepared for the unexpected. To ensure the return of all clothing items to the proper owner, **please write the child's name inside the garment.**

PERSONAL BELONGINGS

Toy guns and weapons are not welcome at our school. Hey Diddle Diddle Day School Inc. is not responsible for your child's toys. We do recommend you leave them at home.

Please label all personal items sent in (i.e. sharpie, initials, nametag.)

Daily Classroom Schedule: Each classroom has an established schedule for the day which is adhered to consistently. A routine schedule establishes expectations for our students and teachers and creates comfort and security.

THE GENERAL SCHEDULE FOR EACH CLASSROOM IS AS FOLLOWS:

INFANTS: Infant Room teachers use individual schedules for each baby, while still adhering to the "lights out" from 1-3pm for naptime.

1. The individual schedule will be provided by the child's parent or guardian and updated every three months regarding feeding and sleeping routines.
2. Infants will be put to sleep on their back in their own individual crib with no blankets or toys.
3. Infants will not sleep in swings or seats unless a note from their pediatrician is provided.
4. The curriculum will be used for room decoration, sensory art, and toys.
5. Shoes are not to be worn in the infant room for sanitary reasons, along with no bare feet. Socks or slippers will be worn.
6. All food will be provided by parents or guardians.

Hey Diddle Diddle Day School / Little Diddle Preschool

TWEEN Rooms Schedule and Expectations

The Tweens room is primarily ones to eighteen months. To maintain regulatory supervision, each teacher is responsible for half of the class when two teachers are present.

A typical schedule is as follows:

7:00 – 8:00 – Drop off

8:00 – 9:00 – Start Diaper changes (and other times throughout the day as necessary)

- A teacher starts diaper changes, then helps them to wash their hands.

9:00 – 9:30 – Snack Time

- Snack is brought in from home. The children sit at the table while they wait for their teacher to serve snack. They engage in conversation with the teacher and each other. The children must be able to use their water/milk cup/bottle on their own without any assistance. A friendly reminder we are a peanut and tree nut free school.

9:30 – 9:50 – Circle Time

- The teachers sing morning songs and songs that relate to their theme of the month. The children are engaged at the table for Circle time. The teachers sing hand motion songs and have story time.

9:50 – 10:30 – Outside Time

- Sometimes the whole class walks outside (non-walkers carried, help can be provided by the office staff) to the Tot Lot or we will split the class up where some children stay inside then switch. The Tweens share the Tot Lot with some of the younger children from the Toddler Classroom that are not age appropriate for the big playground yet. We practice walking outside by holding non-walkers hands.

10:30 – 11:30 – Art/Center Time/Group Play

- The teachers will take out centers that allow the children to explore. Some examples of centers include kitchen, dress up, Legos, blocks, cars and trucks, etc. While the children are engaged in centers, the other teacher will call a few students at time over to complete an art project related to the theme. Children will sit at the table with the art media given to them (paint, crayons, paper, etc.) and complete the project with guidance. After their art project, the children will then return to the centers.

11:30 – 11:45 – Diaper changes (and other times throughout the day as necessary)

- One teacher changes the diaper, then helps them to wash their hands, following the PA keys to quality procedure.

11:45 – 12:00 – Preparing Lunch

- The Children are engaged in an activity (songs, books, verbal interaction) while preparing lunches from home (no peanuts or tree nuts).

12:00 – 12:30 – Lunchtime

- *The children sit at the table and eat their lunch. We provide bibs that the teacher washes after lunch during naptime. The teachers monitor the students closely as they eat and have conversations together. Children are not expected to use spoons, but they are more than welcome to practice.*

12:30 – 1:00 – Cleanup / wind down / books

- *After the children are cleaned from lunch, they may get a book and bring it over to their nap mat that their teacher has laid out for them. As the lights turn off and the soothing music turns on, the teachers may pat backs or sing songs to relax the children.*

1:00 – 3:00 – Nap Time

- *The children in the school sleep from about 1:00 – 3:00. The children stay on their nap mats until the end of nap time at 3:00. The supervisory regulations allow teachers take turns with their lunch breaks while the children are sleeping.*

3:00 – 3:30 – Diaper changes and potty (and other times throughout the day as necessary)

- *One teacher changes the diaper, then helps them to wash their hands.*

3:30 – 4:00 – Snack Time

- *Snack is sent in from home. The children sit at the table while they wait for their teacher to bring in snack. They engage in conversation with the teacher and each other. The children must be able to use their water/milk cup / bottles on their own without any assistance. A friendly reminder we are a peanut and tree nut free school.*

4:00 – 6:00 – Outside Time/Group Play /Free Play/Pick Up

- *Most children are picked up between 4:00 and 5:30. If it is nice enough to go outside, the children will be out until around 5:15. If they cannot go outside, there will be Group Play (play doh, parachute, bubbles, dancing) and free play in the classroom until their parents come to pick them up.*

****All times and activities subject to change****

Toddler Rooms Schedule and Expectations

The toddler room is primarily older ones and young twos. A typical schedule is as follows:

7:00 – 9:00 – Drop off

9:00 – 9:30 – Diaper changes and potty (and other times throughout the day as necessary)

- Hey Diddle- teacher starts diaper changes, then helps them to wash their hands.
- Little Diddle-The children will go in two separate groups. They are to follow their teachers into the child bathroom located through the Older Preschool Room. Once there, the children sit and read books while their teacher prepares the diapers. The child is to walk to the changing table when their name is called. The teacher changes the diaper, then helps them to wash their hands.
- Diaper and pull up changes follow the “PA Keys to Quality” procedure.

9:30 – 9:45 – Snack Time

- Snack is sent in from home. The children sit at the table while they wait for their teacher to serve snack. They engage in conversation with the teacher and each other. The children must be able to use their water cup on their own without any assistance.

9:45 – 10:10 – Circle Time

- The teachers call the children over to the rug where they sit for circle time. The children are expected to sit on the carpet while the teachers go over the calendar, weather, theme of the month, nursery rhymes, and songs. The teachers will have the children engage in “action songs” where the children are up and moving around.

10:10 – 10:40 – Art/Center Time/Group Play

- The teachers will employ centers that allow the children to explore. Some examples of centers include play kitchen, dress-up, Lego’s / blocks, cars and trucks, etc. While the children are engaged in centers, the other teacher will work with students on an art project related to the theme. Children will sit at the table with the art media provided (paint, crayons, paper, etc) and complete the project with minimal guidance. After the art project, the children will return to the centers. Around 10:40, the children help clean up the classroom and get ready to go outside (weather permitting).

10:45 – 11:30 – Outside Time

- There are 2 playgrounds – the Tot Lot is for children under two years old and the Big Playground is for children two years and older. Depending on how many two years olds are in a group, we may have the younger in the Tot Lot. We also will not bring a child to the Big Playground if we are not confident in their gross motor skills crossing the pavement, climbing the playhouses, and walking steadily on the woodchips as this could cause a safety hazard.

11:30 – 11:45 – Diaper changes and potty (and other times throughout the day as necessary)

- Hey Diddle- teacher starts diaper changes, then helps them to wash their hands.
- Little Diddle-The children will go in two separate groups. They are to follow their teachers into the child bathroom. Once there, the children sit and read books while their teacher prepares the diapers. The child is to walk to the changing table when their name is called. The teacher changes the diaper, then helps them to wash their hands.
- Diaper and pull up changes follow the PA keys to quality procedure.

11:45 – 12:00 – Preparing Lunch

- The Children are engaged in an activity (songs, books, verbal interaction) while preparing lunches from home (no peanuts or tree nuts).

12:00 – 12:30 – Lunchtime

- The children sit at the table and eat their lunch. They use their words if they would like something else from their lunch box. The teachers monitor the students closely as they eat and have conversations together. Children are expected to practice using spoons and forks as needed.

12:30 – 1:00 – Clean up / wind down / books

- After the children are wiped down from lunch, they may get a book and bring it over to their nap mat that their teacher has laid out for them. As the lights turn off and the soothing music turns on, the teachers may pat backs or sing songs to relax the children.

1:00 – 3:00 – Nap Time

- The children in the school sleep from about 1:00 – 3:00. If they wake up early, they may have books on their bags. The children stay on their nap mats until both teachers come back at 3:00. The teachers take turns with their lunch breaks while the children are sleeping.

3:00 – 3:30 – Diaper changes and potty (and other times throughout the day as necessary)

- Hey Diddle- teacher starts diaper changes, then helps them to wash their hands.
- Little Diddle-The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while their teacher prepares the diapers. The child is to walk to the changing table when their name is called. The teacher changes the diaper, then helps them to wash their hands.
- Diaper and pull up changes follow the PA keys to quality procedure.

3:30 – 4:00 – Snack Time

- Snack is sent in from home. The children sit at the table while they wait for their teacher to bring in snack. They engage in conversation with the teacher and each other.

4:00 – 6:00 – Outside Time/Group Play /Free Play/Pick Up

- Most children are picked up between 4:00 and 6:00. If it is nice enough to go outside, the children will be out until around 5:15. If they cannot go outside, there will be Group Play (play doh, parachute, bubbles, dancing) and free play in the classroom until their parents come to pick up .
- ***All times and activities subject to change***

Young Preschool Schedule and Expectations

The Young Preschool students are primarily two-year-olds. A typical schedule is as follows:

7:00 – 9:00 – Drop off

9:00 – 9:30 – Diaper changes and potty (and other times throughout the day as necessary)

- *The children will go in two separate groups. They are to follow their teachers into the child bathroom located by the toddler classroom at Hey Diddle, and by the Older Preschool Room at Little Diddle. Once there, the children sit and read books while their teacher prepares the diapers or goes to the potty. The child is to walk to the changing table when their name is called. The teacher changes the diaper, then helps them to wash their hands. If they are potty trained, the child goes onto the potty and then washes their hands.*

9:30 – 9:45 – Snack Time

- *Snack is sent in from home. The children sit at the table while they wait for their teacher to bring in snack. They engage in conversation with the teacher and each other. They are to use their words if they would like a second helping.*

9:45 – 10:10 – Circle Time

- *The teachers call the children over to the rug where they sit for circle time. The children are expected to sit on the carpet while the teachers go over the calendar, weather, theme of the month, nursery rhymes, and songs. The teachers will have the children engage in “action songs” where the children are up and moving around.*

10:10 – 10:40 – Art/Center Time/Group Play

- *The teachers will take out centers that allow the children to explore. Some examples of centers include kitchen, dress up, Legos, blocks, cars and trucks, etc. While the children are engaged in centers, the other teacher will call a few students at time over to complete an art project related to the theme. Children will sit at the table with the art media given to them (paint, crayons, paper, etc.) and complete the project with little guidance. After their art project, the children will then head back to the centers. Around 10:40, the children help clean up the classroom and get ready to go outside (weather permitting).*

10:45 – 11:30 – Outside Time

- *There are 2 playgrounds – the Tot Lot is for children under two years old and the Big Playground is for children 2 and older. The Young Preschool Class plays in the Big Playground. They are also able to do chalk in the area outside of the Pre-k class or tot-lot at Hey Diddle or outside of the Tot Lot in Little Diddle.*

11:30 – 11:45 – Diaper changes and potty (and other times throughout the day as necessary)

- *The children will go in two separate groups. They are to follow their teachers into the child bathroom located in the toddler classroom in Hey Diddle and off of the Older Preschool Room in Little Diddle. Once there, the children sit and*

read books while their teacher prepares the diapers or goes to the potty. The child is to walk to the changing table when their name is called. The teacher changes the diaper, then helps them to wash their hands. If they are potty trained, the child goes onto the potty and then washes their hands.

- *Diaper and pull up changes follow the PA keys to quality procedure.*

11:45 – 12:00 – Preparing Lunch

- *The Children are engaged in an activity (songs, books, verbal interaction) while preparing lunches from home (no peanuts or tree nuts).*

12:00 – 12:30 – Lunch time

- *The children sit at the table and eat their lunch. They use their words if they would like something else from their lunch box. The teachers monitor the students closely as they eat and have conversations together. Children are expected to practice using spoons and forks as needed.*

12:30 – 1:00 – Clean up / Wind down / Books

- *After the children are wiped down from lunch, they may get a book and bring it over to their nap mat that their teacher has laid out for them. As the lights turn off and the soothing music turns on, the teachers may pat backs or sing songs to relax the children.*

1:00 – 3:00 – Nap Time

- *The children in the school sleep from about 1:00 – 3:00. If they wake up early, they may have books on their bags. The children stay on their nap mats until both teachers come back at 3:00. The teachers take turns with their lunch breaks while the children are sleeping.*

3:00 – 3:30 – Diaper Changes and Potty (and other times throughout the day as necessary)

- *The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the toddler classroom in Hey Diddle and off of the Older Preschool Room in Little Diddle. Once there, the children sit and read books while their teacher prepares the diapers or goes to the potty. The child is to walk to the changing table when their name is called. The teacher changes the diaper, then helps them to wash their hands. If they are potty trained, the child goes onto the potty and then washes their hands.*
- *Diaper and pull up changes follow the PA keys to quality procedure.*

3:30 – 4:00 – Snack Time

- *Snack is provided twice a day. The children sit at the table while they wait for their teacher to bring in snack. They engage in conversation with the teacher and each other.*

4:00 – 6:00 – Outside Time/Group Play /Free Play/Pick Up

- *Most children are picked up between 4:00 and 6:00. Weather permitting, the children will be out until around 5:15. If they cannot go outside, there will be Group Play (Play-doh, parachute, bubbles, dancing) and free play in the classroom until they are picked up by a parent.*

****All times and activities subject to change****

Older Preschool Schedule and Expectations

The OPS is primarily three-year-old children. A typical schedule is as follows:

7:00 – 9:00 – Drop off

9:00 – 9:30 – Diaper changes and potty (and other times throughout the day as necessary)

- *Hey Diddle-* When instructed by the teacher the children will line up opposite the sinks in the potty line and wait until there is no one in the bathroom located off of the Pre-K classroom. If a child needs help or assistance with a diaper/pull-up the pre-k teacher will assist. When finished the child will go out to the sink in the OPS classroom and wash their hands.
- *Little Diddle-* The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while they wait for their turn on the potty. They can go to the potty and then wash their hands.

9:30 – 9:45 – Snack Time

- *Snack is sent in from home..* The children sit at the table while they wait for their teacher to bring in snack. They engage in conversation with the teacher and each other. They are to use their words if they would like a second helping.

9:45 – 10:10 – Circle Time

- *The teachers call the children over to the rug where they sit for circle time. The children are expected to sit on the carpet while the teachers go over the calendar, weather, theme of the month, nursery rhymes, and songs. The teachers will have the children engage in “action songs” where the children are up and moving around.*

10:10 – 11:00 – Art/Center Time/Group Play

- *The teachers will take out centers that allow the children to explore. Some examples of centers include kitchen, dress up, Legos, blocks, cars and trucks, etc. While the children are engaged in centers, the other teacher will call a few students at time over to complete an art project related to the theme. Children will sit at the table with the art media given to them (paint, crayons, paper, etc.) and complete the project with little guidance. After their art project, the children will then head back to the centers. Around 11:00, the children help clean up the classroom and get ready to go outside (weather permitting).*

11:00 – 11:30 – Outside Time

- *There are 2 playgrounds – the Tot Lot is for children under two years old and the Big Playground is for children 2 and older. The Older Preschool plays in the Big Playground. They are also able to use chalk or sensory tables in the area outside of the Tot Lot.*

11:30 – 11:45 – Diaper changes and potty (and other times throughout the day as necessary)

- *Hey Diddle-* When instructed by the teacher the children will line up opposite the sinks in the potty line and wait until there is no one in the bathroom located off of the Pre-K classroom. If a child needs help or assistance with a

diaper/pull-up the pre-k teacher will assist. When finished the child will go out to the sink in the OPS classroom and wash their hands.

- *Little Diddle-The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while they wait for their turn on the potty. They can go to the potty and then wash their hands.*

11:45 – 12:00 – Preparing Lunch

- *The Children are engaged in an activity (songs, books, verbal interaction) while preparing lunches from home (no peanuts or tree nuts).*

12:00 – 12:30 – Lunchtime

- *The children sit at the table and eat their lunch. They use their words if they would like something else from their lunch box. The teachers monitor the students closely as they eat and have conversations together. Children are expected to practice using spoons and forks as needed.*

12:30 – 1:00 – Cleanup / wind down / books

- *After the children are wiped down from lunch, they may get a book and bring it over to their nap mat that their teacher has laid out for them. As the lights turn off and the soothing music turns on, the teachers may pat backs or sing songs to relax the children.*

1:00 – 3:00 – Nap Time

- *The children in the school sleep from about 1:00 – 3:00. If they wake up early, they may have books on their bags. The children stay on their nap mats until both teachers come back at 3:00. The teachers take turns with their lunch breaks while the children are sleeping.*

3:00 – 3:30 – Diaper changes and potty (and other times throughout the day as necessary)

- *Hey Diddle- When instructed by the teacher the children will line up opposite the sinks in the potty line and wait until there is no one in the bathroom located off of the Pre-K classroom. If a child needs help or assistance with a diaper/pull-up the pre-k teacher will assist. When the child finishes, they will go out to the sink in the OPS classroom and wash their hands.*
- *Little Diddle-The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while they wait for their turn on the potty. They can go to the potty and wash their hands.*

3:30 – 4:00 – Snack Time

- *Snack is sent in from home. The children sit at the table while they wait for their teacher to serve snack. They engage in conversation with the teacher and each other.*

4:00 – 6:00 – Outside Time/Group Play /Free Play/Pick Up

- *Most children are picked up between 4:00 and 6:00. If it is nice enough to go outside, the children will be out until around 5:15. If they cannot go outside, there will be Group Play (play doh, parachute, bubbles, dancing) and free play in the classroom until their parents come to pick up.*

****All times and activities subject to change****

Pre-Kindergarten Schedule and Expectations

The Pre – Kindergarten is primarily four-year-olds. A typical schedule is as follows:

7:00 – 9:00 – Drop off

9:00 – 9:30 – Potty (and other times throughout the day as necessary)

- *Hey Diddle-* When instructed by the teacher the children will line up opposite the sinks in the OPS classroom and wait until there is no one in the bathroom located off of the Pre-K classroom. When the child finishes, they will go out to the sink in the OPS classroom and wash their hands.
- *Little Diddle-* The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while they wait for their turn on the potty. They can go to the potty and then wash their hands.

9:30 – 9:45 – Snack Time

- *Snack is sent in from home. The children sit at the table while they wait for their teacher to serve snack. They engage in conversation with the teacher and each other. They are to use their words if they would like a second helping.*

9:45 – 10:10 – Circle Time

- *The teachers call the children over to the rug where they sit for circle time. The children are expected to sit on the carpet while the teachers go over the calendar, weather, theme of the month, nursery rhymes, and songs. The teachers will have the children engage in “action songs” where the children are up and moving around.*

10:10 – 11:00 – Art/Center Time/Group Play

- *The teachers will take out centers that allow the children to explore. Some examples of centers include kitchen, dress up, Legos, blocks, cars and trucks, etc. While the children are engaged in centers, the other teacher will call a few students at time over to complete an art project related to the theme. Children will sit at the table with the art media given to them (paint, crayons, paper, etc.) and complete the project with little guidance. After their art project, the children will then head back to the centers. Around 11:00, the children help clean up the classroom and get ready to go outside (weather permitting).*

11:00 – 11:30 – Outside Time

- *There are 2 playgrounds – the Tot Lot is for children under two years old and the Big Playground is for children 2 and older. The Older Preschool plays in the Big Playground. They are also able to use chalk or sensory tables in the area outside of the Tot Lot.*

11:30 – 11:45 – Potty (and other times throughout the day as necessary)

- *Hey Diddle-* When instructed by the teacher the children will line up opposite the sinks in the OPS classroom and wait until there is no one in the bathroom located off of the Pre-K classroom. When the child finishes, they will go out to the sink in the OPS classroom and wash their hands.
- *Little Diddle-* The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while they wait for their turn on the potty. They can go to the potty and then wash their hands.

11:45 – 12:00 – Preparing Lunch

- *The Children are engaged in an activity (songs, books, verbal interaction) while preparing lunches from home (no peanuts or tree nuts).*

12:00 – 12:30 – Lunchtime

- *The children sit at the table and eat their lunch. They use their words if they would like something else from their lunch box. The teachers monitor the students closely as they eat and have conversations together. Children are expected to practice using spoons and forks as needed.*

12:30 – 1:00 – Cleanup / wind down / books

- *After the children are wiped down from lunch, they may get a book and bring it over to their nap mat that their teacher has laid out for them. As the lights turn off and the soothing music turns on, the teachers may pat backs or sing songs to relax the children.*

1:00 – 3:00 – Nap Time

- *The children in the school sleep from about 1:00 – 3:00. If they wake up early, they may have books on their bags. The children stay on their nap mats until both teachers come back at 3:00. The teachers take turns with their lunch breaks while the children are sleeping.*

3:00 – 3:30 – Potty (and other times throughout the day)

- *Hey Diddle- When instructed by the teacher the children will line up opposite the sinks in the OPS classroom and wait until there is no one in the bathroom located off of the Pre-K classroom. When the child finishes, they will go out to the sink in the OPS classroom and wash their hands.*
- *Little Diddle- The children will go in two separate groups. They are to follow their teachers into the child bathroom located off of the Older Preschool Room. Once there, the children sit and read books while they wait for their turn on the potty. They can go to the potty and then wash their hands.*

3:30 – 4:00 – Snack Time

- *Snack is sent in from home. The children sit at the table while they wait for their teacher to serve snack. They engage in conversation with the teacher and each other.*

4:00 – 6:00 – Outside Time/Group Play /Free Play/Pick Up

- *Most children are picked up between 4:00 and 6:00. If it is nice enough to go outside, the children will be out until around 5:15. If they cannot go outside, there will be Group Play (play doh, parachute, bubbles, dancing) and free play in the classroom until their parents come to pick up.*

****All times and activities subject to change****

Nap Period Expectations for the School Day Program

Our schools offer a full-day program that includes a 2-hour nap period after lunch.

Nap time is about 1pm-3pm throughout the school, excluding the infant rooms where each child is on their own nap schedule. During these hours, the lights are dimmed, soothing music is playing, and all children are laying on their own *rest gear. Our nap period is scheduled as two hours, however most of our students do not sleep for that duration. Nap time is dictated by your child, falling asleep and waking when ready. We cannot force sleep - either to or not to on our children.

Nap time is important for our program for the following reasons:

- Our program is a full day with each student present for 7-10 hours a day. Down time daily during this time frame while sleeping or not, is a necessity for overall health and well-being.
- We strive to promote independence and self-care. The skill to rest, relax and calm oneself is vital to development now and to carry to adolescence and adulthood.
- Our students need rest to compensate for our active schedule dictating a different activity about every 20-30 minutes throughout the day.

Non nappers during nap time are Resters.

- We do not force your child to sleep, nor do we force them to stay awake.
- We recognize and support our children who have developmentally outgrown the need to sleep during the day. These children simply do not fall asleep, and we have a plan in place to accommodate them.

School days are different for our students because they are on a different timetable than non-school day, therefore they may sleep here and not on the weekends. They may be more tired at school from getting up, ready and out of the house earlier, and receiving constant sensory input within a group of peers and in general, if your child is tired, they sleep, if not we have the above plan in place. When a child is deprived of the rest time required that day, the afternoon is difficult and challenging for them to continue to participate in active plans.

If there are nap time related concerns, please contact your administration.

Below is a Situational Plan for Rest time at HDD

During the first half of nap time...	All children must remain on their nap mats and rest their bodies.
If your child does not fall asleep in the first hour...	Then we have an alternate plan for them which includes quiet activities for them to do on their rest mats.
If your child does fall asleep during the rest time period...	We will not force children to stay awake or wake up. The amount of sleep your child gets is dictated by them and we will allow them to rest for the duration that their bodies need until three o'clock.

**rest gear:* a nap mat or sleeping bag the appropriate size for your child. Any looped straps or ties will be cut off to prevent a hazard. Beyond this layer of rest equipment, you may send a soft lovey for your child to sleep with if they are accustomed to having a blanket or stuffed animal. This will stay with the nap mat in your child's personal storage cubby.

TRANSITION POLICY

(Infant Room through Pre-K): Hey Diddle and Little Diddle begin the transition process to a new classroom with 'taster days'. This involves the child visiting their new classroom for a day or two based on availability to familiarize them with their new classroom, teacher and peers. Before these taster days, there will be a transition message sent via Bloomz to the parents with the following information:

- Scheduled transition date to new classroom*
- New class invite for Bloomz*

Transition Policy (Pre-K- Kindergarten): Between the months of April- June there will be books read during morning meeting/ circle-time about going to school and Kindergarten, books about meeting new friends, getting a bus to school, etc. As a school we provide 2 evaluations a year (see below). In our Pre-K classroom, there is an optional "Call Conference" provided to our parents by the Pre-k teacher. The contents of this call are based around areas including:

- Concerns from school or home*
- What is being achieved and what needs to be worked on*
- Kindergarten registration and information from relevant schools when available.*

Each year each school has its own graduation ceremony. Family and friends are invited to attend. The graduating Pre-K class wear caps and gowns and are presented with a certificate. This event takes place within the first two weeks of June, which is followed by our Summer Camp Program. Leading up to the summer camp program the Pre-K nap schedule begins to be reduced on a weekly basis to ensure they are ready for the kindergarten transition of no nap.

MEET AND GREETs – We offer "meet and greets" for new parents and children to come into the building to meet their teacher and see their classroom. These meet and greets occur a few weeks before the child will be new to the school or new to the classroom. We also offer

a Back To School Night in the beginning of September and welcome all parents into the building at that time.

Curriculum: Each classroom has a different curriculum that is followed throughout the year. Each curriculum aligns with the Early Childhood Learning Standards. Each lead teacher completes a daily lesson plan aligning with their curriculum which is reviewed by their administration.

Student Evaluations: Our students' progress is assessed continually as they play and learn throughout each day. Our teachers recognize that each child learns at a different pace and plan specific activities to help each child reach their potential. Developmental observations are prepared twice a year to help us relay information about the children to their parents. Each child receives three evaluations per calendar year. These evaluations take place in October, January, and June. They are used to measure a child's skills and areas of improvement. The October evaluation is a small assessment of the child since the beginning of the school year. This is a simple way to determine how the start of the school year is going. The January and June evaluations are a more comprehensive assessment of their motor, social, emotional, language, and communication skills.

Parent Conferences: Along with short informal daily conversations between our parents/guardians and our teachers/staff, we offer opportunities for parents/guardians to sign up for conferences with their child's teacher and/or administration. This allows us to

- Review the child's adjustment to care and development over time
- To reach agreement on appropriate disciplinary measures
- To discuss the child's strengths, specific health issues, special needs, and concerns
- To stay informed of family issues that may affect the child's behavior in care
- To identify goals for the child
- To discuss resources that parents/guardians can access
- To discuss the results of developmental screening

Conferences are offered during each official assessment in January and June. However, teachers and staff are available at any point for a conference if a parent would like to talk about their child at any point during the school year.

Television: There are televisions present in most classrooms, aside from the infant rooms. An educational/theme related program will be displayed for the children to enjoy

occasionally not to exceed 30mins. If a child chooses not to watch, an alternate activity is provided.

DISCIPLINE:

- We work to prevent the need for disciplinary action through prevention. We engage our students, and offer a peaceful classroom environment, with consistent schedules and expectations.
- Then we redirect, redirect, then time out.
- If administration needs to intervene, they will do.
- If certain behaviors are prohibiting the child from thriving in their environment, Hey Diddle Diddle Inc. will remain in contact with their parents to consider next steps.
-

Teacher/Caregiver Interactions With Children:

Teachers/caregivers support social and emotional learning by talking and listening to the child and playing with and responding to the child’s needs. They lead, using positive guidance and redirection, planning to prevent problems, encouraging appropriate behavior, using consistent clear rules, and whenever possible, involving in problem solving to foster the child’s own ability to become self-regulated. If the child understands words, logical (disciplinary) consequences are explained simply to the child before misbehavior occurs and at the time of any disciplinary action. Teachers/ caregivers encourage children to respect other people, be fair, respect property, and learn to be responsible for their actions.

Extra-Curricular Activities: Hey Diddle Diddle Inc. offers extra-curricular activities that all children ages 2 and up can partake in.

- Amazing Athletes- “At Amazing Athletes, we’re on a mission to inspire active futures for the next generation, using sports as a catalyst to empower kids to discover their inner strength & athletic abilities.”
 - At Hey Diddle Diddle and Little Diddle Preschool, Amazing Athletes comes during the Fall and Spring for 8 weeks. Each week has a designated day and time slot. Parents receive paperwork prior to the season starting. They sign up and pay through the organization. They also provide a winter “Karate Zoo” for the Older Preschool and PREK Class.

PARENT INCLUSION & PARTICIPATION

As a school that celebrates all holidays and occasions, we do invite our parents/guardians where possible to contribute/ come join or volunteer, depending on the event. Sign-up sheets either for items or volunteer help will be posted on Bloomz

- **Back to School Night**
- **Halloween Parade**
- **Carnival Day**
- **Pre-K Graduation** (Open invitation to families of the Pre-K graduating class)
- **Parent Conferences-** Parents have the opportunity to sign up for conferences to discuss their child's evaluation findings (see page 22)

PLAY AREAS / PLAYGROUNDS

Weather Permitting: There are two outside time slots scheduled per each classroom per day. However, the weather does not always allow for this. Per STARS recommendation, children are expected to go outside UNLESS –

- Temperature/heat index are 90 degrees or higher
- Temperature/heat index are 26 degrees or lower
- There is an air quality alert
- There is precipitation falling

If the classroom does not go outside, the children do a gross motor activity in its place (moon bounce, relay race, dance party, etc.).

Hey Diddle Diddle: Hey Diddle Diddle has four playgrounds – a smaller, enclosed playground for children under two (tot-lot), larger playground with slides, a playground with swings, and a grassy area.

Little Diddle Preschool: Little Diddle has three playgrounds – a smaller, enclosed playground for children under two (tot lot), and two larger playgrounds designated for children two and up (Big Playground and Grass Playground). At Little Diddle, the teacher and children must cross a driveway to get to the two larger playgrounds. When crossing the driveway, the teacher must stop the children after they get out of the gate. Children are instructed to look both ways before crossing the driveway.

Snacks: Hey Diddle Diddle Inc. asks you to provide two nut free snacks per day. One snack is offered between 9:00 – 9:30 and the other snack between 3:30 – 4:00.

Water Cups: Children are to come to school with a clean water cup each day. Cups will be refilled as needed, and put in the refrigerator during each nap time. This ensures that the cups will be ready for the children in the afternoon. Children will have access to water at all

times of the day while in their classrooms. While outdoors, we have a water cooler on each playground that the children have access to

Lunch: Parents provide a peanut and tree nut free lunch for their child each day. Each lunch is packed in a labeled lunch box free of glass containers and glass bottles and put in the refrigerator in their classroom. Pizza is ordered on Fridays for families of children ages 1 and over that choose to partake. It is \$3.50 per Friday – parents can pay cash or check, or Venmo weekly or monthly.

Birthdays Treat List: There is an approved list of treats that parents may like to bring on their child's birthday. Please see the birthday list below:

Hey Diddle Diddle Inc.

SCHOOL BIRTHDAY PARTY POLICY



We love celebrating birthdays with your child. In an effort to keep all of our students as safe as possible, Little Diddle Preschool is making every effort to avoid contact with known anaphylactic allergens. We limit the snacks we provide to our students to only those allergen free and free of cross contamination, and **ask that you do the same by sending to school ONLY the snacks listed below to share with the whole group.**

Any of these snacks are special when served at school because it is out of our norm. The birthday experience is about sharing and the celebration of the child's special day. Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school.

Food Items:

Plain Pizza (ordered from Little Italy, Fort Washington)

Soft Pretzels from Philly Soft Pretzel Factory

Individual pack of Oreos

Apple Slices Snack Bags

Popsicles

Fruit Roll Ups

Fruit Snacks

Goldfish

Pirate Booty

Jello
Rice Krispie Treats
Cheese sticks
School Safe Brand cupcakes
Aldi Brand Ice Cream Sandwiches
MadeGood Bars
Yogurt tubes or pouches
Birthday plates and napkins are also welcome

*Please note: **Food labels/ingredients may change over time**, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure that products are nut free. This included labels that read “May contain traces of peanuts/nuts”.*



UV Protection and Sunscreen/Bug-Spray

[*Topical Request Form Updated.pdf*](#)

During the months of late May- September we ask that children are sent to school with sunscreen already applied. Once the permission form has been handed in and labelled sunscreen/bug-spray bottles are provided, staff will reapply the lotion in the afternoon for outside recess. We ask the below page is completed before starting and up-dated annually upon request.



Hey Diddle Diddle Day School Inc.
Little Diddle Preschool

Sunscreen Permission Form: No Yes

I (your name) _____ give the staff at Hey Diddle Diddle Day School and Little Diddle Preschool permission to apply sunscreen to my child (child's name) _____ as needed when child is outdoors. Labeled, age-appropriate sunscreen must be provided for the child.

Parent signature _____ Date _____

Non-Prescription Diaper Rash Cream Permission Form: No Yes

I (your name) _____ give the staff at Hey Diddle Diddle Day School and Little Diddle Preschool permission to dispense (name of cream) _____ rash cream to my child (child's name) _____ as needed for visible rashes. Please label your product.

Parent signature _____ Date _____

Insect Repellant Permission Form: No Yes

I (your name) _____ give the staff at Hey Diddle Diddle Day School and Little Diddle Preschool permission to dispense (name of gel, spray or other) _____ to my child (child's name) _____ as needed.

Parent signature _____ Date _____

Non-Prescription Dermatitis Cream Permission Form: No Yes

I (your name) _____ give the staff at Hey Diddle Diddle Day School and Little Diddle Preschool permission to dispense (name of cream) _____ cream to my child (child's name) _____ as needed for eczema or other forms of visible skin irritation.

Parent signature _____ Date _____

Sick Policy: A sick child is to be kept at home. The wellness of all the children and staff at the school is jeopardized when a sick child is brought to school, additionally your child will not get the rest and care needed to recover. It is beneficial for parents to establish a back-up caregiver for the days when their child cannot attend. Many communicable diseases start with cold like symptoms. If at any time the staff feels a child is too sick to remain in the classroom, they will call the parents and expect them or another adult whom they designate

to promptly pick their child up. We do not offer sick care. If any of the following conditions exist, the parent will receive a phone call from the school requesting they pick up their child immediately:

- A temperature of 100.4 or above
- Contagious diseases, not exclusive of chicken pox, measles, mumps, roseola
- Vomiting or diarrhea
- Impetigo, lice or ringworm until treated for 24 hours
- Severe cold with fever, coughing, sneezing, runny nose.
- Any type of throat infection until treated for 24 hours.

*A child may return to group care when they are 24 hours fever, vomit, or diarrhea free without the aid of medication.

HDD asks that parents keep the staff aware of any illness their child may be experiencing to enable the staff to better care for each child as well as maintain the health of the other children at the school.

Medicine Administration: Administration of medicines at HDD are limited to:

- Prescription or non-prescription (over the counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian. Written orders from the prescribing health professional should specify medical need, medication, dosage, and length of time to give the medication.
- Labeled medications brought to HDD by the parent/guardian in the original container (with a label that includes the child's name, date filled, prescribing clinician's name, pharmacy name and phone number, dosage/instructions, and relevant warnings)
 - Parents must give permission via Bloomz or email to administer the medication.
 - Teachers and admins of HDD must fill out the medicine log when administering medicines and store medication in the "Medicine Lock Box" (located in the upstairs kitchen at HDD or office in LDP)

Termination and Suspension from Care Agreement by Hey Diddle Diddle Day School Inc.

Suspension-

There is one cause that will necessitate suspension from the care agreement by Hey Diddle Diddle Day School Incorporated – suspension of care is when a child may not come to Hey Diddle Diddle for an allotted period of time, but they may return when the issue is settled 1). We reserve the right to suspend care when the tuition payments are a week past due. If they are two weeks past due, the child cannot attend HDD but they are still required to pay the full tuition. When the outstanding tuition is settled, before two weeks (expulsion) they may return to regularly scheduled attendance.

Expulsion-

There are four causes that will necessitate termination from the care agreement by Hey Diddle Diddle Day School Incorporated and therefore expulsion from Hey Diddle Diddle Day School and/or Little Diddle Preschool.

Delinquent tuition: We reserve the right to refuse service when tuition payments are two weeks past the due date. The process is as follows:

1. Monthly statements reflecting the tuition balance will be emailed to the payees providing consistent awareness for the account. *Contact the Accounts Executive if there is an error in either transmission or in the statement itself.*
2. Written and verbal notification will be extended to the payee in the event of nonpayment.
3. The opportunity to bring the past due amount to current will be extended to the start of the following week of care. If the account remains delinquent, termination of the care agreement will result and nonattendance at the school will be immediate.

Parental behavior: If Hey Diddle Diddle Day School, Inc. deems the behavior of parents or guardians to be disrespectful or physically or verbally abusive towards other parents or staff immediate termination of the care agreement will ensue. The process is as follows:

1. The Director or Owner will notify the family verbally and in writing.
2. Expulsion from the school will be immediate in response to verbal or physical abuse and may include law enforcement.

Child Behavior:

If a child exhibits developmental or behavioral concerns we will inform parents of the next steps, including but not limited to a diagnosis or early intervention if necessary. Parents and guardians will be expected to communicate special care needs, follow early intervention evaluations, and submit medical records relevant to the child's daily care. Parents and guardians will be expected to participate in a behavior modification plan discussed and agreed upon by home and school.

The absence of expected cooperation in caring for your child will result in the following actions:

1. The Director will communicate in writing or verbally, the request for cooperation in modifying a harmful or disruptive behavior or submitting relevant documentation.
2. If a period of two weeks passes without response, termination of the care agreement will occur. One week's notice will be given verbally and in writing.

When a child exhibits consistent behavioral concerns including but not limited to biting, physical aggression, or attempting to leave school property. The process is as follows:

1. Written and verbal communication will be relayed to a family representative regarding the behavioral or developmental concern.
2. A meeting will be held with the director and parents or guardians to establish a clear understanding of the concerns, and to develop strategies to modify the behaviors.
3. Termination of the care agreement will result if a child injures others (including biting) six times within a one-month period. One week's notice will be given, unless the injury required medical attention. In that case no notice will be given, and immediate termination will be enforced.

The needs of a child cannot be met: When the parent or legal guardian of a child identifies that a child has special needs, the program director and or the facility owner and the parent or legal guardian will meet to review the child's requirements for care. The program can accept and continue care for children for whom the facility is equipped or can reasonably be equipped to provide quality care and current staff members can provide a safe, supportive environment. The child's needs will be specified in a care plan completed by early intervention and/or healthcare professionals. Program decisions about accepting the responsibility of caring for children with special needs are consistent with the requirements of the Americans with Disabilities Act.

If the program is no longer able to accommodate the child's needs because the needs cannot be met within the structure of the established program being offered or will pose an undue burden as defined by federal law, or safety standards are compromised, the process is as follows:

1. Written communication will be relayed to parents or guardians to outline the concerns for care within the program.
2. Strategies will be discussed, agreed upon and put in effect, if possible, to address the care concerns during a meeting with the director.
3. If progress with the strategies in place are not enough to provide the child with success, or a safety concern is identified, the care agreement will be terminated.
4. The parents or guardians will be informed verbally and in writing of the intent to terminate care. Fourteen days' notice will be given unless the safety issue warrants less time including immediate termination.

The well-being of each student is our top priority. We hold the responsibility of keeping our children safe and ensuring they each have the tools necessary to grow and thrive with us in

the forefront of our awareness. Talking to our parents about a child's needs outlining what this school can provide is not an easy task, however one that does uphold our responsibility for providing the best possible care.

IN SUMMARY

Hey Diddle Diddle Day School, Inc. was established to provide a quality learning environment as well as offering a home like atmosphere. Every child is equally important to the staff and will be treated, as we would like our child to be treated. This handbook serves to maintain clear expectations and efficient communication which is crucial to a home and school relationship beneficial to your children. Please feel free to discuss any questions or concerns with the directors and owner.

We hope you find much happiness here.