



TINY TECH LEARNING LAB

Parent Handbook

Revised October 2018

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Company Vision

“Developing Philadelphia’s most advanced Early Childhood Education Program”

Mission Statement

The mission of Tiny Tech Learning Lab is to provide quality services in a secure, eco-friendly learning environment. The client’s we serve are families that desire above average care in a modern, technology based facility. We offer an advanced curriculum which includes reading, mathematics, science, art, and health and fitness with special emphasis placed on the socioemotional, cognitive, language, and developmental needs of children.

Welcome Note

Welcome to Tiny Tech Learning Lab!

The information contained in the parents’ handbook will introduce you to the center. It will serve as a quick reference to the daily operating policies and procedures. The center was created to meet the needs for high quality childcare for the children in our community. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

All questions may not be answered after reading this handbook. Feel free to ask any questions or concerns regarding policies and procedures by contacting the Director or Program Manager.

Thank you

Our Program

Technology

It's important to provide early learners with time to simply play, create and use their imagination; however, teachers must also ensure that children are learning in this constantly-evolving world. Integrating technology at an early age not only reinforces key technical skills children need to thrive in the 21st century, but it also increases student engagement and enhances learning.

All Tiny Tech teachers are assigned tablets to be used for completing daily reports, parent emails and updating the Mykidzday mobile app.

Tiny Tech Learning Lab is developing the most comprehensive early learning, technology program of its kind. The center's **STEM Area** will be equipped with the latest in technological learning tools. Children will have access to 55" SMART board (interactive whiteboard with a touch screen), tablets, and computers. The STEM lab is expected to be fully equipped and ready for use in 2019.

Tiny Tech Learning Lab encourages the development of children's knowledge of technology. By doing so, we are preparing them to become digital learners who are able to build necessary skills and communicate ideas in ways that are important to their educational futures.

Eco-Health

In today's world, there is growing evidence of environmental problems, such as global warming and pollution. These problems pose a serious threat to human beings and animals around the world. By teaching children to protect their planet, we are instilling in them sense of pride and community involvement.

Tiny Tech Learning Lab is the only Eco-Friendly childcare center in the area. The center is committed to being and healthy and safe as possible. The center's furniture, carpets, toys, art supplies, and air quality are all non-toxic.

Incorporated into the lesson plans, are opportunities for outdoor play, field trips, exercise, gardening, nutrition, and recycling. Both children and their teachers make eco-health a regular part of their daily routines.

Numerous studies link children's overall well-being to participation in outdoor play and environmental education. Environmental education has been linked to increased cognitive development, impulse control, and concentration. The benefits of this type of learning environment will be carried with children throughout the course of their educational experiences and personal lives as well.

Keystone Stars

Tiny Tech Learning Lab currently holds a Keystone Stars designation. “*Keystone Stars: Continuous Improvement for Learning Program*”, is a program designed to promote “**quality early learning**”. The center director has worked in partnership with Keystone Stars for two decades and is familiar with the process involved with obtaining the highest designation of four stars. The center’s commitment to align its program with Keystone Stars is further evidence of its desire to provide superior childcare and education.

Curriculum

Tiny Tech Learning Lab incorporates the **Creative Curriculum** into its lesson plan. The creative curriculum is a curriculum supported by Ages and Stages assessment tools that uses the environment to promote hands on learning combining physical activities, classroom structure, and social interactions as bases for planning intentional learning outcomes. It enables children to be active participants in their learning by giving them choices of a wide range of activities in all learning areas. These areas include:

- Block Building
- Dramatic play
- Toys & games
- Music and Movement
- Sand & Water
- Library
- Art
- Discovery/Science
- Sensory
- Computer /Technology
- Health & Wellness
- Language Development

The role of the teacher is to intentionally create activities to help children with their cognitive, physical, social, emotional, and language and literacy development. This is done through careful planning using small and large group activities and presenting the activities in a fun way that is developmentally appropriate for young children.

The children actively explore the environment, ask questions, experiment, and help one another demonstrate what they learn in many ways though art, language, etc., all which is documented and collected in a portfolio and used to build and expand children learning.

Teachers meet with parents to discuss the children’s progress three times per year to offer information about skills they have observed and to give feedback about things they would like

to see their children doing. Collaboration between teachers and parents is very useful in guiding children through the next steps in learning.

The creative curriculum is aligned with the PA Early Learning Standards.

Educational Programs

Infant

The infant program serves children from the ages six weeks through 18 months. The program is designed to help infants to grow and develop to their full potential. Children eat, sleep, and play according to his/her own schedule.

Every infant is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

Toddler

Our toddler program serves children from 18 months to 36 months. The toddler classrooms are designed to provide stimulating experiences for children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess and a curriculum focused on self-help and independence, such as, toilet training and self-feeding. These skills are goals for advancement to preschool.

Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced.

Preschool

Our preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten.

Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The preschool curriculum is designed to actively engage each child in developmentally age appropriate

activities exploring the content areas of literacy, mathematics, science, social studies, the arts and technology.

Enrollment Policy

Tiny Tech Learning Lab offers quality early education to all children enrolled. Children from ages 6 weeks to 12 years of age are eligible for enrollment at Tiny Tech Learning Lab. We offer care from the hours of 6:30 am until 8:00 pm, Monday through Friday.

Documents to be completed before your child can enroll are listed as follows:

- Child Enrollment Packet
- Getting to Know Your Child
- Health Assessment
- Policy Agreement
- Photo Consent Form
- Emergency Contact Form
- Infant Feeding Schedule
- Acknowledgement of Receipt of Handbook

Communicate with Us

Proper communication between our parents and the staff at Tiny Tech Learning Lab is extremely important. Information from teachers will be sent home on a regular basis. All parents will receive daily reports. You are more than welcome to arrange a face to face with your child's teacher, the Director and/or the Assistant Director. All concerns about the aspect of our program, or your child's care may be expressed to the center's Director. Each child will be provided with a cubby. Please check cubbies for updates, newsletters, and reports. Please remember to communicate any changes to your child's schedule in writing. **We must be informed in writing of any changes to your child's person of pick up.** You may make changes to your child's pick up list by contacting the Director to adjust your enrollment packet.

Building Relationships

Tiny Tech Learning Lab builds positive relationships with families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with families we create a welcoming environment and encourage parent involvement.

The center begins by gathering information during the enrollment process by asking parent's questions and collecting the following items:

- enrollment forms
- health histories
- the child's and family background information

All the data is kept strictly confidential in the child's file and kept under lock and key in the director's office. Tiny Tech Learning Lab will only release information with the written consent of the parent.

In addition, the center has an open door policy. Parents and family members are welcomed at all times.

Each family is provided with daily reports, monthly newsletters, updates via website and email, and access to the parent mobile app. The center makes every attempt to provide as much access to information which affects their children's educational experience as possible.

Special Services

If a child is approved for special services, outside therapist may provide those services at Tiny Tech Learning Lab. If you think that your child might have special needs, consult with the director who can assist and accompany you through the referral process.

Assessment of Child Progress

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic, and gathered from natural play activities and realistic setting that reflects children's actual performance.

The center uses variety of methods such as observations, checklists, and rating scales. The assessment results are used to benefit children by providing information needed to make sound decisions about children, teaching, and program improvement.

Formal assessments are done three times per year. All assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with the program curriculum.

With regular communication, partnership and involvement, families become an important part of the assessment process. Once formal, semi-annual assessments are completed, the teacher will schedule a parent conference.

Discipline Policy

Children having difficulty for any reason will be re-directed to another activity with teacher assistance. In the event that a child's behavior is likely to result in harm to his/her self, others, or property, or that seriously disrupts group interaction, the child may be separated briefly from the group. When the child can regain enough self-control he/she will rejoin the group. Interaction between the child and teacher will take place immediately following the separation to guide the child toward appropriate group behavior.

****Methods of discipline which frighten, demean, or humiliate a child are strictly prohibited and will never be tolerated.***

Child Abuse Policy

All employees of **Tiny Tech Learning Lab** are Mandated Reporters. Any employee who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse **immediately**, to the Director and/or Assistant Director.

The Director and/or Assistant Director will be responsible for notifying ChildLine of suspected child abuse and will immediately notify ChildLine at (800) 932-0313.

A written report regarding the suspected child abuse must be submitted by the Director and/or Assistant Director to the CPS unit which has responsibility for investigating the report.

Negotiating differences

The program director feels strongly about encouraging parents to be involved in the center's educational programs. Therefore, parent concerns about aspects of our childcare program are not be taken lightly and the Director will make every attempt to resolve the issues as promptly as possible, keeping the safety and well-being of the children and staff as a priority. Tiny Tech Learning Lab is always open to suggestions and feedback from parents to improve the way in which the children and their families are served.

Hours of Operation - The Center is open from 6:30 a.m. to 8:00 p.m. Monday through Friday.

The center is closed:

New Year Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day

Thanksgiving Day (and the following day)
Christmas Day

School Closings

In the event of inclement weather, Tiny Tech Learning Lab will make every attempt to open as usual. However, if the weather is so severe that it is unsafe for children to travel, program cancellations will be announced. Tiny Tech Learning Lab families will be notified of the decision, prior to 6:00am, in the following ways:

- The center website
- Via Mobile App
- Email notification
- Telephone call from the Director or Program Manager

It is at the discretion of the Director to make the decision to close earlier or open later, due to natural disasters (i.e. Snow, ice). If the Center is open, but because of severe weather and/or road conditions the Director decides to close early, families will be notified by phone.

Note: The Director is responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

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

In-Service Days

It is important for staff to obtain and maintain the proper knowledge to cater to the needs of your child. During in-service days, trainings and improving your child's physical environment is our goal. Written notice of these dates will be given to the parents at least three weeks in advance to allow parents to make proper arrangements for their child.

Attendance Policy

Regular attendance in the preschool program is very important for the child to become comfortable with a regular and consistent schedule. Therefore, children are expected to attend the program regularly unless unforeseen circumstances prevent the child from attending. In addition, to provide services to families who have the greatest need and who may be on the waiting list, services to families may be discontinued based upon the following guidelines:

Excused Absences

1. Illness or quarantine of child, parent, or sibling (Illness lasting more than three (3) consecutive days must be verified by a medical doctor).
2. Medical appointment of child or other family member
3. Family emergency (may include car accident, lack of transportation, death of family member, catastrophe)
4. Severe weather conditions that prohibit travel to and from school
5. Official or legal agency appointments (immigration, court appearance, etc.)
6. Court-ordered visitation
7. Religious/cultural celebrations

Unexcused Absences (Limited to 5 per fiscal year)

1. Illnesses lasting more than three (3) consecutive days, which have not been verified by a medical doctor
2. Preschool child did not want to go to school
3. Parent/child overslept
4. Any absence for which a specific reason is not given

More than five (5) days of unexcused absences in a fiscal year will subject the family to termination of services.

If you plan to keep your child home due to illness, or any other reason, you must notify the Director or Assistant Director no later than your regular drop off time. You are also expected to notify the Director or Assistant Director if you anticipate being late in dropping off your child in the morning.

Children must be dropped off by 10:00 a.m. **Any child that arrives after 10:00 a.m. will not be permitted to attend the program that day.**

Vacation

Each family is permitted 2 weeks' vacation each year. Tuition is waived during vacation weeks. Advance notification of at least 30 days is required to qualify for waived tuition. If the child attends school for any day(s) during the vacation week, the fee waiver is forfeited.

****Note: CCIS does not allow for vacation weeks. Therefore, if you have a subsidy co-payment, it cannot be waived, and we are required to report all absences to CCIS.***

Signing in and Out

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out sheet located in the administration area near the entry door.

Door Security System

The doors to the center are kept locked at all times to limit access and to keep children safe. If there is no one present in the administration area, there is a doorbell to alert staff members of a visitor's presence.

All visitors are required to sign in and out of the facility on the Visitor Log.

Note: A valid photo I.D. is required and must be kept on file for **everyone** who is authorized to pick up your child.

Visits

Parents must be granted full access to the facility providing this does not interfere with the program and does not cause any disruption.

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to sign in at the administration area before entering the center. The visitor is then required to sign out before leaving the building.

If the visitor is requesting to visit an enrolled child, written permission from the parent or guardian must be obtained in advance and filed in the administration area. A **copy of the visitor's photo ID** must be obtained upon arrival and collected before the visit is allowed.

Parent Involvement

Parents are welcome to participate in the class activities and school events.

Ways in which parents can be involved:

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum
- Attend parent meetings
- Volunteering to be apart of the parent committee

Authorization to Release Child

For the safety of our children, employees must follow all policies relating to the release of children. **No child can be released to anyone who is not on the Emergency Contact List or listed as a person the child can be released to.** If someone comes to pick up a child and the employee is not familiar with the person, the individual must be redirected to the Administration Area for release verification.

Note: A valid photo I.D. is required and must be kept on file for **everyone** who is authorized to pick up your child.

Pick-up Policies

For the safety of our children, **Employees must follow all policies relating to the release of children.** No child can be released to anyone who is not on the Emergency Contact List or listed as a person the child can be released to. If someone comes to pick up a child and the employee is not familiar with the person, the individual must be redirected to the Administration Area for release verification.

A **copy of the responsible adult's photo ID** must be obtained and kept on file in the administration area.

Staff are prohibited from releasing children to anyone **under 18 years of age**, unless that person is the child's parent or unless the parent signs a written waiver.

*****Late Fee:** The fee for late pickup is \$1.00 per minute, per child.

Emergency Contacts

Emergency contact information is required for each enrolled child. Emergency contact information will list who is to be contacted in an emergency.

The parent will update in writing, emergency contact information once every 6-months during parent teacher conferences or **as soon as there is a change** in the information.

Parking

There is limited parking available outside of Tiny Tech Learning Lab. We ask that you do not park in the "No Parking" area. We also ask that you not leave car motors running or leave other children unattended within your car when you enter the building.

Personal Belongings

It is recommended that toys be left in the car or at home, so as not to be lost, broken or envied by others. Action figure/superhero toys and projectile toys are not permitted in the center. Action figure toys encourage strong physical play which often leads to aggressive play; this can get out of control when children confuse make-believe with reality.

Please do not send children to school with any items of value (i.e. jewelry, money). Employees of Tiny Tech Learning Lab will not be responsible for lost or stolen items.

For the safety of our children, **Employees must follow all policies relating to the release of children.** No child can be released to anyone who is not on the Emergency Contact List or listed as a person the child can be released to. If someone comes to pick up a child and the employee is not familiar with the person, the individual must be redirected to the Administration Area for release verification.

Meals

Breakfast is served between 8:00 am and 10:00 a.m.; for children arriving after 10:00 am, breakfast must be provided at home. The major meal of the day is served at lunch.

In partnership with Mason Meals Inc., our meals are prepared fresh daily. Mason Meals Inc is a Non-Profit Sponsor under the Child and Adult Care Food Program (CACFP) that provides nutritious meals to child care facilities including breakfast, lunch, supper and snack.

***Note: For children staying past 6:00 pm, supper will be provided.**

Milk is served, as needed, to infants in the bottles parents provide. Mason Meals Inc provides formula for infants enrolled in the food program. Parents must provide expressed milk for nursing infants.

Parents are welcome to provide food for their child if this is preferable. Please keep in mind that Tiny Tech Learning Lab is a **nut-free, pork free** facility. In addition, **any meals sent from home must be ready to eat.** Staff is not permitted to heat or prepare meals sent from home.

Parents must inform the center, in writing, of any special dietary requirements, including food allergies, at the time of enrollment.

*Please notify us of any allergies immediately.

Candy, chewing gum, and other sugary snacks are not permitted in the center.

The menu rotates on a once a month and is available for view at any time on the center website.

Clothing

We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the family's name, to facilitate dressing and reduce loss. A full set of extra clothes should be kept at the center, even for older children for accidents with feeding or toileting happen.

Note: Parent should not send children in clothes that they don't want soiled.

*****No open toe shoes are allowed.**

Rest Time Provisions

Parents are responsible for providing towels, bibs, blankets and crib sheets weekly or more often if needed.

Payment due Dates and Policies

We accept subsidy payments as well as private pay. Tuition is due at the beginning of each week.

*If your child is full-time, the full weekly rate is due whether or not your child is absent.

*If your child is part-time, the full part-time weekly rate is due whether or not your child is absent.

Deposit

A 2-week deposit is due prior to your child's first day of care. The deposit will cover the first week and last week of care.

Late Payments Fees

Tuition and copayments are due each Monday. A late fee of \$10 will be assessed for each day the payment is late. After three consecutive days of non-payment, the child will **not be permitted to attend school** until the fee is paid in full.

Late Pickup Fees

The fee for late pickup is \$1.00 per minute, per child. The late pickup fee is due immediately upon pickup. If the late fee is not paid at pickup the child will **be unable to attend school** until the fee has been paid in full.

Registration Fee

The registration fee for enrollment is \$20.00 per child.

Methods of Payment

Tuition payments can be made using the Square Cash App, on site using a debit card, or in cash. We expect to have an online payment option available soon.

Immunizations

The following data must be collected and a file must be maintained for each child enrolled at Tiny Tech Learning Lab:

Evidence of age-appropriate immunizations. This item is mandatory and will be maintained for each child enrolled in the Center on a form approved by the Department of Human Services, and no child shall continue enrollment in the Center without such evidence.

- Exemption from immunization for religious belief or strong personal objection equated to a religious belief must be documented by a written, signed and dated statement from the child's parent or guardian. The statement shall be kept in the child's record.
- Exemption from immunization for reasons of medical need shall be documented by a written, signed and dated statement from the child's physician, physician's assistant or CRNP. The statement must be kept in the child's record.

Medication

Medicine can only be administered after a parent signs and dates a medication release form. Parents must provide all medication. Prescription medication must be in the original container and labeled with the child's name.

A non-prescription release form for other applications such as diaper cream and sun block will be signed upon enrollment.

Illness/Sickness

Be sure to inform your child's teacher of any illness or sickness. Children who may have a temperature/fever may not return to the center until they have been fever free for 24 hours. If your child becomes sick while in our care, your child's teacher will consult with the Director and you may be called for early pickup. In an instance that you are called, please pick up your child promptly to ensure the health and safety of all children.

The following conditions will be considered in determining early pickup:

- Unknown rash
- Temperature of 101° or more
- Highly contagious conditions (such as head lice, chicken pox, strep throat, and pink eye)
- Excessive diarrhea or vomiting (more than two watery stools)

Your child may return to the center after:

- Obtaining written verification from a doctor stating that your child is not contagious
- Being fever free for 24 hours

If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the center Director or Program Manager.

Injury

Of course, every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an incident report would be completed by the teacher and signed by the parent. A copy of the report will be given to the parent.

***Note:** Parents or Guardians will be notified regarding any injury suspected of needing immediate care by a physician.

Emergency Procedures

Tiny Tech Learning Lab has an emergency plan that provides for:

- The sheltering of children during an emergency, including shelter in place at the facility and shelter at locations away from the premises.

- The evacuation of children from the building and the evacuation of children to a location away from the premises (The evacuation routes and evacuation plans to exit the building may be the same as those relating to fire drills).
- Instructions for employees to contact parents as soon as reasonably possible when an emergency arises
- Instructions for employees to inform parents that the emergency has ended and to provide instruction as to how parents can safely be reunited with their children.
- The Director and/or Assistant Director will review the emergency plan annually and update the plan as needed. Each review and update of the emergency plan will be documented in writing and kept on file at the facility.

Every employee will receive training regarding the emergency plan at the time of initial employment, on an annual basis and each time the plan is updated. The name of each employee who received the training must be documented in writing and kept on file at the facility.

The emergency plan is posted in the facility's administrative area.

The Director and/or Program Manager will provide to the parent of each enrolled child a letter explaining the emergency procedures as described in this section. The Director and/or Program Manager will also provide to the parent of each enrolled child, a letter explaining any subsequent update to the plan. This information will also be available upon the parent's request.

The Director must send a copy of the emergency plan and subsequent plan updates to the County Emergency Management Agency.

What Your Child Will Need

Individual containers will be available for each child so that items can be left at the center. Please label all belongings.

INFANTS:

Diapers and diaper wipes

Bibs

Baby Cereal

Extra can of ready-to-feed Formula

Change of clothes

Pacifiers, if used

Blankets and crib sheet

TODDLERS:

Diapers and wipes
Change of clothes
Cot sheet, blankets

PRECHOOLERS:

Changes of clothes
Cot sheet, blanket

Parent Code of Conduct

Tiny Tech Learning Lab always requires the parents of enrolled children, to behave in a manner consistent with decency, courtesy, and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on center property thereafter. The following behaviors are prohibited in and around the facility:

Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on facility property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. At no time, shall inappropriate language be directed toward members of the staff.

Threatening of employees, children, other parents or adults associated with Tiny Tech Learning Lab:

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be violators may be prosecuted. Physical/Verbal punishment of your child or other children: Corporal punishment of children is not permitted in the child care facility. No parent or other adult may physically punish a child.

Smoking:

For the health of all employees, children and associates, smoking is prohibited anywhere in the facility.

Violations of the safety policy:

Parents are always required to follow all safety procedures. These procedures are designed to protect the welfare and best interest of the employees, children and associates of Tiny Tech Learning Lab. Please be particularly mindful of entrance procedures. We all need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Be alert and mindful. Immediately report any breaches to the Center Director.

Confrontational interactions with employees, other parents, or associates:

While it is understood that parents will not always agree with the employees of or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

It is also inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Violations of the confidentiality policy:

Tiny Tech Learning Lab takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be in violation of the Confidentiality Policy.

Termination of Childcare Services

Either the parent or the Director has the right to terminate service for any reason, providing a 2-week written notice is given.

Note: This requirement may be waived in the event of a violation of the Parent Code of Conduct or a serious criminal or civil act.