

PARENT HANDBOOK

January 2026

MISSION STATEMENT

The Mission of Tiny Stars Learning Academy is to provide age-appropriate nurturing activities to develop each child—spiritually, socially, emotionally, cognitively, physically and intellectually. We do this in a childcare setting to serve, support and reach out to families in our community. Our program offers hands-on participation in a variety of learning styles to promote growth and development.

PHILOSOPHY AND PURPOSE OF OUR CHILDCARE CENTER

An understanding of love is vital to the development of an understanding of one's role in the world. The staff of Tiny Stars Learning Academy. dedicates itself to help children relate to themselves, other children, adults, family, in a loving, secure environment. We are committed to helping children and parents grow.

Tiny Stars Learning Academy. uses the standard Curriculum, which encourage children to experiment, explore and pursue their own interests. Our teachers develop educational goals to engage our children in learning.

Educational Goals

To encourage each child's independence and self-reliance

To build and foster each child's positive self-concept.

To develop positive social behavior and enhance problem-solving skills.

To encourage creative expressions through art, music and drama play, movement and language.

To provide each child's understanding of his or her environment

To provide meaningful play that will develop mind and spirit---spiritually, socially, emotionally, cognitively, physically and intellectually.

To provide the community with a learning center where people of various religions and ethnic background can work together for a common interest in the child.

We will teach your child that he or she is an important person, loved and capable of loving. Good parent-school relationships are important to our program, and we hope you will take an active interest in our daycare center. We welcome any suggestions you may have. We celebrate diversity. As a daycare center, it is our goal to foster a sensitivity to and appreciation for traditions different from our own.

ABSENCES

When your child is absent from the daycare, please notify the Center by calling 267-639-6855 before 8:30 a.m.

ACCEPTANCE POLICY

“We welcome children ages 6 weeks through 13 years to join our daycare family.”

ACCIDENTS

If an accident occurs, first aid will be administered at the daycare, and a parent will be notified immediately **using the number listed on his or her emergency contact form.** If needed, we will call 911 for an ambulance, and a staff member will accompany your child to the nearest hospital. An incident report will be completed and given to the parent(s).

AGES OF CHILDREN

Children of age 6 weeks through 13 years are admitted to the daycare for services.

ARRIVAL AND DISMISSAL

Tiny Stars doors will be kept locked. When you arrive at the Girard Avenue door, please ring the bell for admittance.

Unless arrangements have been made, all infants should arrive no later than 9:00 a.m. and all other children should arrive no later than 9:30 a.m. School age 7:30. You will be asked to provide us with the expected drop-off and pick-up times according to the hours you provide to ELRC or the time you provide in your agreement. (Part time is up to 5 hours fulltime is up to 10 hours. Any additional time you will be charged). Your child must be signed in on arrival and signed out when picked up. At dismissal time, your child will only be released to you or another adult designated on your emergency contact form. If there are changes during the year regarding persons authorized to pick up your child, please inform the Center staff.

Our operating hours are 6:00 a.m. to 6:00 p.m. late fees will be charged. Your child must be picked up by their agreement time.

Please call to notify us if you will be late so we can explain it to your child. However, the late fee still applies. If the parent or guardian has not arrived by 6:30 p.m., we are required by law to call the police.

There is a Late Pickup Form, which the parent/guardian must complete before the child can be released. Both the parent/guardian and the teacher must sign the form. All late pickup fees must be paid by cash and not included in the co- payment.

BIRTHDAY PARTIES

Children enjoy celebrating their birthdays with friends at daycare. If you want to send in a treat (cupcakes, ice cream, and cookies) for the entire class, please notify your child's teacher in advance. Birthday invitations will NOT be distributed at school unless every child in class is invited to attend the celebration. Please be sensitive to the feelings of ALL the children. Number

of classmates can be provided.

CHILD ABUSE AND NEGLECT

Tiny Stars staff is legally bound to immediately inform any suspicion of child abuse or neglect to the Department of Social Services. Social Services will take the appropriate measures to ensure the safety of the child. It will also be contacted if a child is not picked up by 6:30 p.m. when we are unable to contact the parent, legal guardian or emergency contacts listed on the child's application forms.

CLASSROOMS

We have six classrooms, each with a minimum of two teachers. Children graduate to the next class as they develop and grow. This is an exciting time to watch your child develop. We will notify you in writing when it is time for your child to make the transition to the next classroom. Generally, a child will be more than ready and capable of working and playing with older classmates. Please be supportive and encouraging when this time comes.

CLOTHING

Tiny Stars have a uniform policy. All children should be in uniform every day. Red polo shirt and blue pants. See staff about logo shirts!

Logo shirts are \$15. Short sleeves and \$18. Long sleeves.

Daycare is a fun learning time, meant for creative play. We suggest that children wear comfortable play clothes that can withstand playground activity and an occasional encounter with paint. Smocks are available, but paint accidents do occur, and some colors do not wash out well as others.

Please be sure that your child can manipulate buttons, snaps and hooks if he or she is of the appropriate age. We believe it is important to your child's sense of independence to be able to easily manage his/her clothing in the bathroom. Clothing to be removed should be labeled with your child's name. **No jewelry or hair beads these items can cause a choking hazard.**

Parents should provide a full change of clothes, including shirt, pants, underwear and socks, to be kept at the Center in case of an accident. Diaper rash ointment must also be supplied when needed.

CONFERENCES

Conferences may be scheduled with your child's teacher. This gives staff and parents the opportunity to work together and exchange information concerning the child. Contact the Director to arrange conferences with your child's teacher.

DAILY SCHEDULE (TODDLER AND PRESCHOOL)

6:00 – 7:00 Greet

7:00 a.m.	Teacher-Initiated/Child-Initiated Activities Tabletop Toys
7:30 a.m.	Breakfast (Clean-up 8:15)
8:30 a.m.	Morning Play/Social Activities
8:45 a.m.	Bathroom Break
9:00 a.m.	Tabletop Activities
9:30 a.m.	Large Group/Circle Time
10:00 a.m.	Small Group/Cognitive Development/ LearningCenters
11:00 a.m.	Bathroom Break
11:15 a.m.	Gross Motor/Outdoor Activity
11:45 a.m.	Story Time
12:00 p.m.	Bathroom Break Lunch
1:00 p.m.	Rest Time/Nap Time
2:45 p.m.	Bathroom Break
3:00 p.m.	Afternoon Snack
4:15 p.m.	Bathroom Break
4:30 p.m.	Free Choice/Learning Centers
5:00 p.m.	Story Time
5:30 p.m.	Movement Learning Activity
5:50 p.m.	Clean-up
6:00 p.m.	Center Closing

DISCIPLINE

To support a social environment, we do the following:

- Limit the number of children in a group.
- Maintain adequate staff: children's staff/ratios.
- Limit the number of transitions in a day, to reduce stress.

- Discourage competition.
- Provide children with enough appropriate activities.
- Remain attentive to children's need for indoor/outdoor play.
- Engage in good nutrition and health practices.
- Empathetically encourage children to express their feelings.
- Support children's choices.
- Encourage children's interests.
- Maximize independent play by being flexible on time.
- Develop and teach rules of conduct.
- Involve families in the program in order to help synthesize home and center.

By the preschool years, children are encouraged to exercise self-control and respect for others and their teachers---unlike toddlers, who are egocentric, lack full understanding and self-control and have good intentions but sometimes bad implementation. When a problem arises, preschoolers are spoken to in a firm but supportive manner. They are to express their feelings and acknowledge their responsibility for the incident. After a quiet time near their teacher, taking a walk with an adult outside the classroom or getting a drink of water, the child will be given the opportunity to return to the classroom activity. In some cases, children will be directed to a quiet place to reflect on their behavior. If inappropriate behavior patterns continue, parents will be notified and expected to work in partnership with the Center on their child's behalf. Families are encouraged to communicate confidentially with the Director about any significant events that may occur in the child's home that may influence behavior changes in the Center.

DISCLOSURE OF INFORMATION

Some agencies that annually monitor our facility have the right to review your child's records. Your permission is requested to authorize the staff of these agencies to read your child's files.

EMERGENCY CLOSING

Tiny Stars will follow the closing and delays of the Philadelphia Public Schools. When public schools open two hours late, the Center will open at 9:00 a.m. Please check online, watch your local news channel or listen to your local radio station for the information. **Also Contact 445-230-8589 for additional information.**

EMERGENCY PREPAREDNESS

Visitors

- All exit doors are to remain closed during the school day. The main entrance of the building will be open after person identified rings the bell.
- All visitors and parents in the building Must go into the front lobby.
- All visitors are allowed in the building at the discretion of the director. No visitor should be allowed to cause unwarranted disruption of the instructional time.

Emergency kit

- Emergency Kit is in each classroom on the shelf (Emergency numbers, emergency medical forms, gloves, flashlight, and first aid box).
- Take “Emergency Kit” with you whenever you evacuate room or building.

FIRE ALARM

- When Fire Alarm goes off, you must evacuate building.
- Grab “Emergency Kit”
- When last child leaves room, close the door.
- Exit through designated area and line Up away from the building.
- Re-Entry into the building – NO ONE shall re-enter the building until Authorization to do so is given by either the fire department commander or their Designee or on a drill the director.

IMMEDIATE DANGER IN BUILDING

- The director/designee will alert the staff of situation in progress by announcing the “CODE GREEN” to alert staff.
- You must evacuate outside of the building and off the building grounds.
- Grab your “Emergency Kit”.
- DO NOT turn on/off any electrical or communication device (i.e. cellphones, computers, light, etc.).
- Exit through designated area, head toward Robert Morris School.

Trespassers/Hostile Visitors & Violent Activity

- Director will alert the staff of situation in progress by announcing “CODE RED”.
- Director will restrict the area of activity if possible and dial 911.
- Teachers are required to stay in their classrooms. Do not leave classroom or allow children to leave the classroom.
- Close door, windows/blinds, and lock classroom doors.
- If outside, come in immediately.

Safety Shelter in Place

- If there has been a biological or chemical attack in the area and air outside of building is not safe to breathe.
- Director will alert the staff by announcing the “CODE YELLOW”.
- Staff and all children report to the “SAFETY in PLACE SHELTER” which is the lower-level undercroft.
- Grab “Emergency Kit”

- Line up
- Take attendance
- No one shall leave the building or enter the building on “CODE YELLOW”.

INCLEMENT WEATHER

- Thunderstorms – Stay inside; stay alert.
- Hail Storm – Stay away from windows/glass.
- Tornado Warnings – Director will alert staff.

****SAFE LOCATION IN THE UNDERCROFT ROOM. DIRECTOR WILL DELAY OPENING DURING INCLEMENT WEATHER****

INFECTIOUS DISEASE/BODY FLUIDS

- Each staff member has gloves to use in the event of having to come in contact with body fluids.
- Gloves should be kept readily available at all times, and replenish as needed.
- Staff whom have come in contact with body fluids should notify the director.

Enrollment

Children must be between 6 weeks and 12 years 11 months at the time they initially enroll. Families interested in enrollment are invited to call the school (267)639-6855 to set up an appointment with the Director, talk about admission procedures, learn about the curriculum and tour the facility. An application will be given, and a time set for the child to visit the center. Once admission is completed and all documents (application, registration record, health certificate, social history and admission agreement) are received in the office, the registration fee and first week tuition should be paid. The Director will then set a start date or ELRC will give a date for the child. Enrollment in **Tiny Stars 1** shall be granted without discrimination regarding sex, race, color, creed, or political or religious belief.

FIRE DRILLS

Once a month, a fire drill and alarm system are conducted to practice safe exiting of the building. Students are taught to move quickly in line with their teachers out the nearest exit to a designate safe area. Fire drill times vary and are recorded.

GRIEVANCE PROCEDURES

Several venues are available for parents to communicate any suggestions and concerns. At the parents' information board is a large envelope with a form to complete and submit for review. The forms will be reviewed daily and kept in a three-ring binder with an attachment of results and resolution. In the event of no resolution, issues can be presented in order of supervision to the teacher, or Director.

HEALTH AND ILLNESS

Please keep your child home if any of the following applies: your child

- Has or has had within the past 24 hours a temperature of 100.4 degrees or higher
- Has conjunctivitis
- Has a productive cough or thick nasal discharge
- Has received antibiotics less than 24 hours
- Has contracted a communicable disease, with existing incubation
- Has a condition that may be contagious to others
- Has diarrhea---i.e., runny, watery or bloody stool
- Has vomited two or more times within 24 hours
- Has body rash with fever
- Has a sore throat or swollen glands
- Has eye drainage with thick mucus or pus draining from eye
- Has pink eye—that is, colored draining, eye pain and/ or redness of the eye yellowish skin or eyes
- Fever accompanied by rash, vomiting diarrhea, earache, irritability or confusion
- Continuous irritable crying that requires more attention than the Center can provide without compromising the health and safety of other children

Your child may return only with a doctor's certificate.

If a teacher feels a child's physical condition endangers others, she or he will call the parent. Parents should notify the daycare immediately if child has been diagnosed with a communicable disease. If your child has any allergies, please notify the teacher. If your child becomes ill at school, we will call you, keep your child as comfortable as possible and isolated from other children until you arrive. We would appreciate your calling the school if your child will be absent any additional days. Please inform the teacher if your child is on any medications, such as antihistamines or cough syrup. Medications often change behavior, and the staff would benefit from this information.

Prescribed and over-the-counter medication will only be administered at the Center with a physician's order and a signed Consent for Medication Authorization Form. The State health Department requires a complete set of immunizations prior to school entrance. **Tiny Stars Learning Academy** provides these forms, which must be completed and signed by the pediatrician and given to the Director before the child is admitted. A physical examination and lead test is required every year. Every precaution for safety is taken, including covering Tiny

Stars under the insurance policy of Tiny Stars.

An **annual health examination** must be performed and recorded on a Health Form and signed by your child's licensed physician. Please turn updated health forms into the office. A blank form will be attached for your child's next visit to the doctor.

HOLIDAYS

A schedule of school closing dates will be provided at the beginning of each year.

MEALS

Breakfast is served from 7:00 to 9:00 a.m. If your child arrives after 9:00, please be sure he or she has already eaten. The daycare provides a morning snack to children. Lunch is served at 12:00 and snack at 3:00. Examples snacks are crackers with cheese, apples and other fruits, raisins and animal cookies. Water will be provided. Please notify the teacher if your child has a food allergy or is on a special diet. A training cup must be provided for children over the age of two. All parents should supply their children with a large plastic bib.

NAP AND REST TIME

Rest time is required by child-care licensing regulations. Please refrain from coming to the center between the hours of 1pm – 2:30pm. Individual cots are provided for preschool children and toddlers and cribs for infants, labeled with the child's name. Parents should provide each child with a fitted sheet for the crib and a small blanket for the cots. Parents must bring all nap items in a marked bag, which provide a clean method of storing each child's nap items daily and a convenient way to take items home on Fridays for washing.

OUTDOOR PLAY

Outdoor play is an essential part of the children's daily schedule, allowing them an opportunity to develop. Parents are asked to dress their children appropriately for weather conditions. Licensing and the Center require children to go outside, weather permitting.

PARENT PARTICIPATION AND ACCESS TO THE FACILITY

Parents are welcome at any time throughout the operational hours of the day. We always encourage parents to join us for various activities, and to assist in celebrating their child's birthday. We also invite parents to participate in fundraisers and training seminars. **Due to COVID-19 Parents are not allowed to visit the classrooms.**

STAFF DEVELOPMENT

Tiny Stars Preschool and Infant Care is committed to providing the highest quality care and education. To support ongoing staff growth, the Center will be closed three times each year also two early dismissal days for professional development workshops.

- **These workshops ensure our teachers and caregivers stay current with best practices.**
- **Families will receive the scheduled closing dates annually so you can plan ahead.**

- Notices will be shared through our Instagram page @tinystars_1, email, and posted at the Center.

We appreciate your understanding and partnership as we invest in our staff's professional learning, which directly benefits your children's experience at Tiny Stars.

TEACHING STAFF

Certified teachers will prepare and lead a curriculum preschool standards education curriculum appropriate for each grade level. The teachers and their assistants are qualified and trained persons with a special love and understanding of children. All staff persons trained in first aid and CPR are at the Center during all hours of operation.

Developmental Screening Policy

TINY STARS LEARNING ACADEMY uses Ages & Stages Questionnaires, Third Edition (ASQ-3) as their Developmental Screening tool. This policy is to ensure early identification of developmental concerns, promote family engagement, and comply with best practices and regulatory standards. Our program conducts routine developmental screening to partner with families, celebrate children's milestones, and identify potential delays early.

This policy applies to all enrolled children from birth through five and a half years (aged 1 to 66 months) in our center. ASQ-3 is used program-wide for classrooms serving infants, toddlers, and preschoolers, covering five domains: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social for children.

ASQ-3 is conducted by trained early childhood professionals who have completed foundational ASQ training and periodic refreshers or observation booster sessions at least every two years. Staff refer to the ASQ-3 User's Guide for administration, scoring, and referral procedures.

ASQ-3 is completed within forty-five days of enrollment to provide an early snapshot and support family engagement. Routine intervals of screening will be conducted annually for all students enrolled and rescreening occurs within two to three months if a delay is suspected. Once ASQ-3 has been completed, families receive a Parent-teacher conference to share results of ASQ-3. Results discussions include its purpose, strengths, next steps, and activities to boost development, family goals and how results will be used. Screening and child observation practices support quality indicators related to curriculum, assessment, and family partnerships. Documentation of Family Conference will be signed and dated to confirm completion of meeting.

Atypical Screening: If monitoring is needed, staff implement classroom strategies and rescreen within two to three months. If one or more domains fall below cutoff or concerns are significant, staff discuss referral options with families and provide written guidance.

- When families consent to Early Intervention referral for children birth to three years, we initiate the referral as soon as possible, within seven days.
- After the referral is received, federal regulations require screening, initial evaluation, and the initial IFSP meeting within forty-five days unless documented exceptional circumstances or pending parental consent.
- Screening is conducted in the family's preferred language whenever possible. Staff remain attentive to cultural considerations and avoid bias in interpretation.

ASQ-3 results are private and will be kept in your child's file where only members of administration will have access to them.

This policy is reviewed annually and updated to reflect changes in ASQ resources, AAP

guidance, CDC milestones, and state quality standards.

TERMINATION

An enrollment will be terminated if any of the following occurs:

- Parents or guardians allow their account to become seriously delinquent.
- Parents or guardians who fail to honor rules and regulations provided by daycare
- The Center, at its sole and unfettered discretion, determines that it is not in the best interest of the daycare or other children enrolled at the daycare to have the child attend.

In exercising its discretion regarding the above, the Center may require the child and/or the child's parents or guardians to attend a conference(s) with the Director concerning the matters that potentially warrant termination of enrollment the child's parents or guardians may request a conference regarding matters that potentially warrant termination.

TOYS

The Center has ample educational learning items for each age group. Please do not allow your child to bring toys. Due to COVID-19 outside toys are not allowed. Please do not allow your child to bring toy guns, war toys or other items related to aggression and destruction to the Center. **Tiny Stars will not be held liable for damage or broken toys.**

TRANSPORTATION

Tiny Stars Learning Academy does not provide transportation to the enrolled students School age only will be Drop off and pick up at the neighborhood school.

TUITION

Here's a clear, structured breakdown of the Tiny Stars registration and tuition policy

Registration Fees

- **Standard registration fee:** \$75.00 per child
- **Summer registration fee:** \$150.00
- Fee sheet is included in the enrollment package

Payment Schedule

- Payments are **due Friday or Monday before service begins**

- Accepted forms: **cash or money order** (payable to Tiny Stars)
- Write your child's name and the week(s) of service on the payment

Late & Returned Payments

- **Late fee:** \$5.00 if payment is not received by the due date
- **Returned check fee:** \$25.00 if payment is returned by the bank
 - If a check is returned for insufficient funds, **only money orders** will be accepted going forward
 - Returned check fee + reimbursement must be paid immediately upon written notice

Refund Policy

- **No refunds** for absences due to illness, vacation, or holidays
- Tuition secures your child's place in the school

Dismissal Policy

- Tuition more than **two weeks late** may result in dismissal from the program
- Families should contact the Director in advance if **special temporary payment arrangements** are needed

Childcare Rates:

Infants

\$340.00/full time(10hr) \$68.00 /day \$280.00/ part time(5hr) \$56.00/day

Young Toddlers

\$320.00 Full time(10hr)\$64.00 /day \$260.00 /part time(5hr) \$52.00/day

Older Toddlers

\$300.00/Full time(10hr)\$60.00/day \$250.00/ part time(5hr) e \$50.00/day

Pre- School

\$280.00 full time(10hr) \$56.00/day \$235.00 /part time (5hr) \$47.00/day

Young School Age

\$250.00 full time (10hr) \$50.00/day \$ 227.50/part time (5hr) \$45.50/day

Before & Aftercare

\$250.00/full time (10hr) \$50.00/day \$227.50/part time (5hr) \$45.50/day

24 hours 7days

Summer Program

\$250.00/full time 10hrs \$50.00/day

When children take a field trip, there may be a small admission fee. Parents will be notified of the amount on the field trip permission slip.

Parents picking up their children after 6:00 p.m., the Center's closing time, will be charged a late fee as follows:

- 6:06-6:20: \$1.00 per minute
- 6:30 onward: \$5.00 per minute, plus we are required by law to call the police.

Late fees must be paid directly to the school—**not to the teacher**. Please do the following:

- See the Director the next business day upon arrival.

WITHDRAWALS A **two-week written notice** is required to withdraw a child properly. Tiny Stars reserves the right to request the withdrawal of any child. When a child is withdrawn, the parent will be required to complete an exit form.

UNUSAL INCIDENTS

An unusual incident is defined as any significant, extraordinary event that occurs outside of the routine or differs from established procedures. The staff will report an unusual event by call (267)639-6855 and providing the following information:

- Type of incident
- Date and time of occurrence
- Identities of individuals involved
- Summary of incident
- Action taken, if any
- Name, title and phone number of official reporting

The staff must then complete incident form and submit it to the Office of Investigations and compliance.

Inclusion

Tiny Stars Learning Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Non-Discrimination

At Tiny Stars Learning Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Parents,

Only our staff is permitted to place or remove food items in our refrigerators.

Please help us follow this health and safety policy for our children. Leave your child's bag at the designated area in the classroom and advise staff that food needs to be refrigerated.

Thank you for your understanding!

Inclement Weather Policy

Tiny Stars Learning Academy LLC

2706 W. Girard Ave.

Philadelphia PA 19130

(267)639-6855 (445-230-8589)

**Tiny Stars will follow the
Philadelphia Public Schools
for Inclement weather
emergency closing, late**

openings and early dismissals.

Tiny Stars Learning Academy Holidays

Martin Luther King Jr. Day

Presidents' Day

Good Friday

Closed Staff Training

Memorial Day

Juneteenth

Dismissal 1:00 pm

Independence Day

Closed

Closed Staff Training

Labor Day

Closed

Veteran's Day

Thanksgiving

Closed

2026 Vacation