

# Martha's Table

EDUCATION • FOOD • OPPORTUNITY

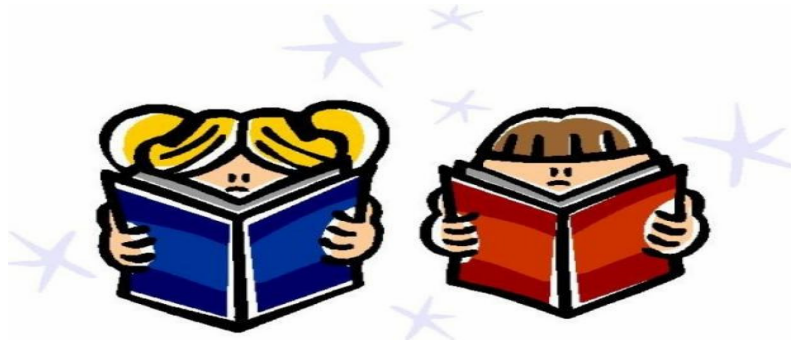
## Child Development Center



## Parent Handbook

2114 14<sup>th</sup> St., NW  
Washington, DC 20009  
202 -328-6608 (P)  
202-387-0011 (F)





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# WELCOME

Dear Parents,

Welcome to Martha's Table Child Care Center. I am pleased that you have enrolled your child in our program. I ask that you look over this parent handbook and then keep it at home for future reference. Please have all of your children's caregivers (e.g. extended family, nannies, etc.) review the handbook as well.

The purpose of this Parent Handbook is to provide an organized source of detailed information specifically related to ways that families can partner with the Center to ensure a high quality experience for all. The Center has established a number of policies concerning program and classroom practices. These guidelines have been developed to comply with both state licensing standards and national accreditation criteria. The policies and procedures described in this booklet are written to provide a clear description of what parents may expect of Martha's Table CDC and what Martha's Table CDC expects of parents. Our goal is to provide exemplary early childhood services for families.

I hope that your experience at our Center is positive and that you are secure in the fact that your child is well cared for. I invite each parent and family to become actively involved in all aspects of our program. At Martha's Table CDC we believe that a parent is their child's first teacher and we want to be partners with you. Thank you for letting us travel on this journey with you and your child!

Sincerely,

Simone Johnson  
Director

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## EDUCATIONAL FRAMEWORK

### **MISSION**

Our mission at Martha's Table CDC is to provide exemplary early childhood education to both the children and their families, by offering a model program tailored to ensure the quality of a child's daily experiences while building a foundation for future learning.

### **PHILOSOPHY**

At Martha's Table CDC a primary goal is for children to feel safe and secure. Additionally, we believe that a learning environment which fosters respect for cultural diversity and utilizes an eclectic approach to education allows for optimal growth and development of young children. Young children's developmental tasks are to build trust, learn social skills, begin mastery of academic skills and develop positive self-esteem. In order to best support these tasks, our program strives to provide developmentally appropriate activities, well-trained and consistent staff, a safe and healthy learning environment, and continuity of care. Also, throughout the whole learning process we believe parents are their child's first teacher; thus, we work to support parents in their efforts to guide their child's development as well.

### **LINCENSING**

Martha's Table Child Development Center is licensed by the District of Columbia Department of Health. A copy of the license is posted in both Centers I and Center II.

### **CORE VALUES**

Standards of ethical behavior in early childhood care and education are based on commitment to core values that are deeply rooted in the history of our field. At Martha's Table CDC we have committed ourselves professionally to:

- Appreciating childhood as a unique and valuable stage of the human life cycle.
- Basing our work with children on current knowledge of child development.
- Acknowledging and supporting the close ties between the child and family.
- Recognizing that children are best understood and supported in the context of family, culture, community and society.
- Respecting the dignity, worth and uniqueness of each individual child, family member and colleague.
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect and positive regard.
- Fostering an appreciation for and building a natural connection between the arts and learning.

## **CURRICULUM GOALS**

The early years in a child's life set the tone for future learning. Our goal at Martha's Table CDC is to stay current on research in child development so that we are able to build a foundation for each child that lasts a lifetime. Our curriculum is designed with specific objectives for each age level and child; however, the following goals are incorporated into every classroom:

- Developing safe and healthy habits in young children.
- Fostering positive self-esteem.
- Providing opportunities for creative expression.
- Supporting the development of social skills.
- Stimulating cognitive problem-solving skills.
- Strengthening communication skills necessary for listening, reading, writing, and speaking.
- Enhancing fine motor and gross motor skills.
- Offering opportunities for children to learn individually and in groups according to their developmental needs and interest.
- Assessing the individual needs of each child. \* **Please refer to Assessments & Referrals in the Polices and Procedures Section**

**Consult with your child's teacher for specific objectives addressed in each classroom.**

## **PROGRAM QUALITY/STANDARDS OF EXCELLENCE**

High quality early childhood education benefits children. Children who experience a quality program are more likely to have greater academic success, enhanced self-esteem and increased self-control. Martha's Table aligns the program and curriculum with federal and state guidelines.

For more information about early childhood program quality:

National Association for the Education of Young Children (NAEYC), [www.naeyc.org](http://www.naeyc.org)  
NAEYC Accreditation, the Right Choice for Kids, [www.rightchoiceforkids.org](http://www.rightchoiceforkids.org)  
Child Development Associate Council (CDA), [www.cdacouncil.org](http://www.cdacouncil.org)

## INTERACTION GUIDELINES

### **RATIOS**

Martha's Table CDC maintains developmentally appropriate teaching staff-child ratios within group size to facilitate adult-child interaction and constructive activity among children. Teaching staff provide ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed to protect children's wellbeing.

### *Statement of Commitment*

As individuals who work with young children, we commit ourselves to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct. To the best of our ability we will:

- ❖ Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- ❖ Respect and support families in their task of nurturing children.
- ❖ Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- ❖ Serve as an advocate for children, their families and their teachers in the community and society.
- ❖ Maintain high standards of professional conduct.
- ❖ Recognize how personal values, opinions and biases can affect professional judgment.
- ❖ Be open to new ideas and be willing to learn from the suggestions of others.
- ❖ Continue to learn, grow and contribute as a professional.
- ❖ Honor the ideals and the principles of the NAEYC Code of Ethical Conduct.

**Above all else, we strive to develop a caring community and maintain a harmonious environment for children, staff, families and partners**

## OPERATIONS

### **HOURS**

Martha's Table CDC operates Monday through Friday, 7:00 a.m. to 6:00 p.m.

**Children will not be accepted after 9:30am**

### **SIGN IN/SIGN OUT PROCEDURES**

- Children should be escorted to their classroom and released to the staff.
- At time of arrival children must be **SIGN IN**.
- \*Be sure the classroom staff sees you and greets your child before you leave.**

- When children are picked up from the Center, they must be **Sign out** in the classroom. **\*Inform the classroom staff that you are taking your child.**

#### VISITOR POLICY

Any Martha's Table CDC visitor must:

- Sign in at the front desk.
- Provide photo identification.
- Be courteous of the classroom schedule and activities.

#### CHILD RELEASE POLICY

Martha's Table CDC **cannot release** any child to an unauthorized person; therefore, we must emphasize the importance of keeping contact information current.

Children are **released only**:

- To an authorized parent/guardian.
- To a person authorized by written permission from the parents.
- To an authorized person with a picture I.D. and/or other identification.
- To an authorized sibling 18 years of age or older.

#### CHILD CUSTODY ISSUES

It is the Center's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage.

However, the Center **cannot legally restrict** the an authorized non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the Center has been furnished with current legal documents directing otherwise. Copies of these court documents must be kept in the child's file.

#### SUSPECTED CHILD ABUSE & NEGLECT

Martha's Table CDC is a mandatory child abuse and neglect reporter. Any staff member who knows or has reasonable cause to suspect that an enrolled child is, has been, or is in immediate danger of being abused or neglected, will (as required by the District of Columbia Prevention of Child Abuse and Neglect Act of 1977, effective September 23, 1977 (D.C. Law 2-22, D.C. Official Code §§ 4-1321.01 et esq.), make or cause to be made an immediate oral report to the Child Protective Services Division of the Child and Family Services Agency, via the CFS twenty-four (24) hour Child Abuse and Neglect Hotline (202) 671-SAFE; or to the Metropolitan Police Department.

For more information, Please see our Child Abuse and Neglect Policies and Procedures.

## NON-DISCRIMINATION POLICY

Martha's Table Child Development Center does not discriminate against any child or family based on race, color, national origin, sex, religion or disabilities. Reasonable accommodations will be made to provide services to all children enrolled in our program.

## PROCEDURES & GUIDELINES ENROLLMENT, WITHDRAW AND PAYMENT POLICIES

Martha's Table CDC enrolls children, ages three months to five years. All parents/guardians are required to fill out a registration packet at least a week before the time of enrollment. In the registration packet parents will find other forms including a current physical form (a health certificate), and other forms that are required to be completed by the parent/guardian. It is the responsibility of the parent/guardian to maintain these forms with current information.

To help new families with the transition to our Center we require participation in the following before the enrollment process is complete:

- Center tour
- Program Orientation & Parent Handbook review
- Meet the teacher & Classroom tour

All parents/guardians are required, as a part of their registration packet, to sign a Disenrollment Policy. This policy states that Martha's Table CDC reserves the right to terminate any child whose behavior becomes a threat to the safety of other children or staff.

Parents/Guardians of children enrolled in Martha's Table CDC have the option to withdraw their child from services here at the center at any time. Please inform the office administration of the child's/children's intended date of withdrawal.

### **Payment**

There are no deposit and registration fees here at Martha's Table CDC. Tuition is due the first week of each calendar month. If your child is enrolled in the center after the first week of a calendar month your tuition will be pro-rated on a daily basis for the remaining period of that month. Tuition is still due if a child goes on vacation or does not attend school for any reason. The whole month's tuition is still to be paid.

Payment may be made by check or money order, however, there will be a \$25.00 service charge on any returned checks and thereafter you must pay by money order. All payments must be delivered personal to the center Director, Assistant Director or any other office administration.

**NO CASH PAYMENTS WILL BE ACCEPTED.**

## VACATION WEEKS

During a 12 month contract period (Oct.-Sept) agreement **15 days** may be used as vacation; if prior notification requirements are met. Payment is not required for these weeks. The vacation time must be used in **5 consecutive business day intervals**. If the 5 days occur over a 2 week time period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. Martha's Table CDC needs the vacation time off request submitted in writing prior to the child taking the actual time off.

## TERMINATION POLICY

All parents/guardians are required, as a part of their registration packet, to sign a Disenrollment Policy. This policy states that Martha's Table CDC reserves the right to terminate any child whose behavior becomes a threat to the safety of other children or staff. If a child termination is deemed necessary by Martha's Table CDC staff and administration, parents will be informed of reasons for the termination of services.

Martha's Table Child Development Center also reserves the right to terminate any child whose parent's behavior becomes a threat to the safety of other parents, children or staff.

## PARENT CONDUCT

Parents are expected to behave in a mature and responsible way and to respect the rights and dignity of others. We do not tolerate language or actions that can hurt or intimidate another person. Specially including:

- Angry or vulgar language including swearing, name calling and shouting
  
- Physical contact with another person in an angry or threatening way
  
- Harassment or intimidation with words, gestures, body language or other inappropriate behavior
  
- Behavior which results in the theft or destruction of property

Parents are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Suspension or termination of your child (ren) may result from any violation of the parent code of conduct.

## HOLIDAYS/EMERGENCY CLOSING

The Center is closed for observed holidays (listed below), inclement weather and/or announcements from Administration.

The Center will follow the closing schedule for the District of Columbia Public Schools and the District of Columbia Government. Parents can also hear about center closings or delays on the radio at **WTOP: 1500 AM** or **107.7 FM** as well as on **WTOPNEWS.com**. Announcements will also be made on radio **Borinque (301) 419-2122**. In the event of bad weather, listen to your radio for information.

Martha's Table Child Development Centers I and II will be closed when the District of Columbia Government offices or the District of Columbia Public Schools are closed. **If the District of Columbia Public School system opens 2 hours late, then Martha's Table Child Development Center I and II will open at 9 AM and the cut off point for receiving children will be 11 AM.**

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### School Calendar

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Emancipation Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

**Six (6) times each school year, the center closes for staff development.**

### ROOM ASSIGNMENT

Placement of a child in a classroom is determined by age and developmental level. We want your child to be placed where his/her needs are met and interest challenged. While we do accept input from parents about room assignments, Martha's Table CDC Director and Teachers will make the **final decision** based on what is best for the child, other children, teachers and the Center.

## LATE PICK UP

Late fees are assessed if you fail to pick up your child on time. The fee is calculated at \$1.00 per minute after 6:00 p.m. Repeated failure to pick up your child on time can result in enrollment termination.

**If we have not heard from the parent and we have not been able to contact other authorized persons listed on the child's enrollment form by 6:30 p.m., we consider a child abandoned and may call the police.**

## CLASSROOM GUIDELINES

Teaching staff develop individual relationships with children by providing care that is responsive, attentive, consistent, comforting, supportive, and culturally sensitive.

### ATTENDANCE/ARRIVAL/ABSENCES

Martha's Table CDC expects all children to **arrive at the Center by 9:30 a.m.** If there is a special circumstance (i.e. doctor's appointment) requiring arrival after **9:30 a.m.**, please make sure you have the doctor's excuse and drop it off in the office.

Call the Center (202-328-6608) no later than **9:30 a.m.** if your child is going to be absent that day.

### DAILY SCHEDULES

Teachers organize time and space on a daily basis to allow children to work or play individually and in pairs, to come together in small groups, and to engage as a whole group. **(NAEYC 3.D.10)**

\*Each individual classroom has a daily schedule posted on the parent information board.

### DISCIPLINE/GUIDANCE METHODS

At Martha's Table the purpose of discipline is to help children develop self-control and to become responsible for their own behavior. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts. We use non-punitive methods of discipline, which are directly related to the child's behavior and encourage the child's participation. We ask the child to think about the problematic behavior and to find ways to remedy the situation. Teachers like to work closely with parents to understand each child and to determine which methods work best for that child, thus, teamwork with parents is very important.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor and parent to develop an action plan. All reasonable attempts will be made to

work with the child and the family to resolve the behavior problem. Staff will keep parents informed of the progress made. Referrals to community resources or an outside evaluation may be suggested.

**If a parent refuses to work with the staff in resolving the problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than the Martha's Table CDC teachers can provide, then the child's enrollment is subject to termination.**

#### Uniform Policy and Dress Code

**Philosophy and Purpose:** at Martha's Table Child Development Center we believe that a student's appearance has an impact on his/her attitude toward school and thus affects his/her behavior while at school. The primary purpose of the uniform policy is to help foster a campus environment in which student's attention is focused primarily on their educational process and not on other concerns such as differences, current styles, and so forth. It is expected that the following secondary benefits will be realized:

1. Students will develop an awareness of property
2. Parents will have less difficulty helping their children dress for school

#### **B. Uniform Clothing- The following uniform clothing is required:**

##### **Boys and Girls**

Pants: Navy blue twill (fitted or elastic), **Dark Jeans** are also part of the uniform

Note: Dark blue sweat pants may be worn on cold days

Shorts: Navy blue twill (fitted or elastic)

Shirts: Yellow shirt or yellow polo

##### **Girls**

Skirts, jumpers

Shirts: Yellow

**Shoes: Rubber soled shoes are recommended and preferred**

**Note: Thongs, clogs, plastic shoes and open toed shoes are NOT ALLOWED**

#### **NON Compliance:**

**Parents of student: Who do not comply with Martha's Table child Development policy and dress code will be notified.**

## CLASSROOM CURRICULUM

### CONTINUITY OF CARE

Martha's Table CDC makes every attempt to maintain continuity of relationships between teaching staff and children. The program is organized and staffed to minimize the number of group, teaching staff and classroom transitions experienced by an individual child during the program year.

### WEEKLY LESSONS

Each teacher develops their own lesson plans around the emerging skills of the children in their classroom. The daily schedule is predictable yet flexible and responsive to the individual needs of the children. Activities encourage exploration, experimentation, and discovery while promoting interaction. Weekly lesson reviews are available for parents in the classroom.

### ASSESSMENTS & PORTFOLIOS

Assessment components are naturally integrated into the course of every day at Martha's Table CDC. Ongoing teacher observations of group patterns and individual development are used to adjust the program to better support group and individual progress.

*Individualized Education Programs (IEPs)* are used as needed. Portfolios, containing samples collected over time, chronicle where children begin when they first entered the classroom, what their interests are, what their challenges are, how much they have grown, and who their friends are. Families have ongoing opportunities to share results of observations from home to contribute to the assessment process.

Portfolios can be a wonderful bridge between home and school. Teachers document observations in their own unique ways such as recording anecdotes, taking photographs, and collecting samples of the children's work. A more structured assessment is also administered to determine your child's developmental age upon enrollment and thereafter throughout the year. The child's assessments are used to:

- ◆Identify children's interests and needs
- ◆Describe the developmental progress and learning
- ◆Design classroom curriculum and adapt teaching practices
- ◆Communicate with families
- ◆Arrange for referrals when indicated
- ◆Planning program improvement

## HEALTH & SAFETY

### MEDICAL FORMS

The Department of Health requires parents to provide the center with a current immunization record, annual physical exam report and for children between the ages of 9 and 12 months and annually thereafter a Lead screening test result, within 30 days of enrollment. **All medical records must be updated yearly.**

### Common Reasons Why Children Bite

Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, sign of affection, to obtain attention.

### Classroom Strategies Used To Discourage Biting

We “shadow” the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that "biting hurts." and we offer an object to bite such as a teething ring or cold cloth.

### Action Taken When a Biting Incident Occurs

- The child who was bitten is comforted;
- The child who bit is firmly told that “biting hurts” while we continue to comfort and focus on the child who was bitten;
- The bitten area is washed thoroughly with soap and water and inspected for broken skin;
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection;
- An injury/incident report is written for each of the children involved;
- Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior;
- Relevant articles are made available to parents and staff.

## ACCIDENTS/EMERGENCIES/FIRST AID

Martha's Table CDC works hard to provide a safe environment for the children at all times. However, part of growing up can include bumps and bruises. Our Center is equipped with simple first aid supplies. Each fulltime staff member maintains current infant, child and adult CPR and pediatric first aid certification.

If a child has a minor accident the staff will administer appropriate first aid to the Child, contact parent or guardians by phone, and provide a written report to the family. If a child has a serious injury, a trained staff member will provide first aid and you will be contacted to pick up your child. If there is an emergency requiring immediate medical attention, 911 emergency personnel will be called and the parent and/or the child's physician will be notified.

**Each classroom has a walkie talkie to alert the office immediately in an emergency.** If a child needs to be transported by an ambulance, a staff member will accompany your child if the parent is not available. When the parent is unavailable, alternate names in the child's file are contacted as well.

## HYGEINE

Every effort is made by Martha's Table CDC staff to prevent the spread of germs. We strive to maintain the highest standards of cleanliness, which includes required hand washing for children and teachers and instruction in hygiene to help minimize the spread of germs. With parental permission, teaching staff also provide an opportunity for tooth brushing with children older than one year and for an infant's teeth and gums to be wiped with a disposable tissue after each feeding.

## Illness Policy

The goal of the illness policy is to enable all the children enrolled in the Martha's Table Child Development Center to participate as healthy individuals. This ensures the health and safety of all children and adults at the Center. Any child exhibiting any of the following symptoms during the twenty-four (24) hour period prior to scheduled attendance at the Center should be kept home until all symptoms have been gone for twenty-four (24) hours:

- Fever of 100 degrees or higher
- Runny nose that produces yellow or green mucus in color and not allergy related
- Cough with yellow-green phlegm
- Rashes on the body, except minor diaper rash or poison ivy
- Ring Worm (except of the scalp)
- Mouth Sores(unless determined non-infectious by a health professional)
- Diarrhea
- Vomiting
- Conjunctivitis (Pink Eye) until twenty-four (24) hours after treatment has started
- Impetigo until twenty-four (24) hours after treatment has started
- Strep Throat until twenty-four (24) hours after treatment has started
- Generally not feeling well where interest in activities or activity level is greatly reduced

If a child becomes ill with any of the above symptoms while attending the Child Development Center, staff will notify the child's parent(s)/guardian(s). Parent(s)/Guardian(s) are expected to pick their child up within **one hour** of being notified by the Center, or to make arrangements for an alternative person listed on the emergency form to pick up the child.

Please let the staff at the Center know if your child has been exposed to or is diagnosed with chicken pox, rubella (German measles), roseola, lice, or other common childhood illnesses. It is important that other families be notified of their child's possible exposure

to these illnesses. In the case of contagious illnesses, parents/guardians are required to keep the child at home until you obtain a written statement from the child's doctor stating that the child is free of contagious illness and may return to school. When considered necessary, the Center may require additional medical information, examination, and/or medical tests prior to considering the child's continuous participation in the Child Development Center.

## *The 24-Hour Symptom Free Rule*

**The Center's policy requires that your child be free of symptoms of illness: fever, diarrhea or vomiting for at least 24 hours.**

Please keep in mind that if we send your child home because of illness, the child will not be admitted to the Center the next day because the **24-hour period** will not have elapsed. Do not rush a child's return to school following an illness. The Center reserves the right to require a doctor's statement before the child can be readmitted to the Center.

### TOPICAL NON-PRESCRIPTION MEDICATION

Topical non-prescription medications such as sun screen, petroleum jelly, or other ointments may be administered to a child only with written parental authorization in the form of a signed medication form. This form will be good for one year.

### MEDICATIONS

In order for Martha's Table staff to administer medication we must adhere to the following:

- All medicine must be in the original container.
- The container must be labeled with the child's name.
- If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight.
- All medicine must be labeled with the date (if prescribed) or the date brought to the Center.
- The medicine must include directions on how to administer the medication.
- If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
- All medications must have an expiration date and we cannot administer medication after the expiration date.
- The medicine can only be administered to the child for whom it was intended.
- The parent has to sign an authorization form and include the dates and times for the Center to administer the medication and these directions must follow the label directions. These forms are available in the classroom and office.

## Food Services

Our Food Service program included breakfast, lunch and afternoon snack. Meals are prepared on the premise by certified food service personnel. Posted on Monday's is a weekly copy of the menu on the Bulletin Board adjacent to the Daily Attendance Roll. Our carefully daily planned menus meet the U.S. Department of Agriculture guidelines for a balanced diet and the nutritional need of the children (6 months to 5 years of age). If your child is allergic to any foods, please let us know in advance so that we can accommodate his/her specific needs. A physician must document all food allergies or special diets.

## EMERGENCY PROCEDURES/DRILLS

The following are general procedures for the Martha's Table Child Development Center in case of emergencies:

In the event of an emergency that requires children and/or staff to be moved to an alternate location, students and staff will be walking or transported via Martha's Table Vans to the following location:

**Christian Tabernacle Child Development Center**  
1000 V Street, North West  
Washington, DC 20001  
(202) 265-9040

### **Facility Evacuation (In case of fire or other emergency):**

Martha's Table Child Development Center has an emergency plan which includes a facility evacuation plan, notification (sounding of alarms) system, classroom evacuation plans, etc. The Martha's Table Child Development Center emergency plans are available for parents to read in the main office.

In the event of an emergency requiring facility evacuation, students, and staff will exit the building through the nearest emergency exits and meet at pre-determined assembly areas. Daycare staff will take attendance of students in their assigned classroom groups. Site Director/Assistant Director will take a total count to assure that all children have left the building safely.

## Parents As Partners

Building a strong bond between home and school is encouraged in a variety of ways at Martha's Table CDC. A parents' involvement in their child's education is important; we want you to know what is happening in your child's classroom as well as at the Center. Please make every effort to stay informed; you are your child's most important teacher and advocate.

**If any parent would benefit from translation services at conferences or for key documents, we will find a translator who is fluent in the relevant language.**

### CLASSROOM PARENT INFORMATION BOARD

There are parent bulletin boards located in each classroom that contains classroom/Center information, interesting articles and family resources. Please make a point to stop by and check the board each day; this will help with communication and connect parents with the Center.

### PARENT CONFERENCES

All parents are invited to participate in parent/ teacher conferences. These conferences will be held during school hours and at a time that is convenient for both the parents and the teacher. Occasionally a teacher may request a parent conference if there is a special concern in the classroom. We ask that parents respect this request with prompt attention.

### FACE-TO-FACE INTERACTIONS

Martha's Table CDC staff makes every effort to dialogue with families in a positive manner to plan strategies, resolve issues and provide assistance in a timely and effective manner. Please feel free to suggest ways that we can strengthen our partnership with you as together we seek to provide a high-quality learning environment for everyone in our community.

### PROGRAM SURVEY

Parents are invited to participate in an annual program evaluation via a survey conducted each fall. This process allows the Center to measure progress toward program goals and objectives. The results are used as a basis for continuing successful activities and for changing those that need improvement.

### PARENT MEETINGS/CLASSES

Martha's Table CDC has parent meetings throughout the year. These include general meetings, new parent orientations and program/ classroom Open House. Periodically, parenting classes are held; these classes cover a variety of topics related to the young child's development.

## SUPPORTING THE ARTS

At Martha's Table CDC, we have committed ourselves professionally to fostering an appreciation for and building a natural connection between the arts and learning. In addition, the National Association for the Education of Young Children (NAEYC), states that Accredited Programs adhere to the following Program Standards:

- Children are provided varied opportunities to gain an appreciation of art, music, drama, and dance in ways that reflect cultural diversity. (2.J.01)
- Children are provided varied opportunities to learn new concepts and vocabulary related to art, music, drama, and dance. (2.J.04)
- To better understand the cultural backgrounds of children, families, and the community, program staff (as a part of program activities or as individuals) participate in community cultural events, concerts, storytelling activities, or other events and performances designed for children and their families. (7.A.04)
- Program staff invites members of the performing and visual arts community, such as musical performers, coordinators of traveling museum exhibits, local artists, and community residents, to share their interests and talents with the children. (8.B.04)
- The program engages with other community organizations and groups to cosponsor or participate in cultural events to enrich the experience of children and families in the program. (8.B.05)

## PARENT/ TEACHER COMMUNICATIONS

When you have a concern, please remember.....

- Teachers want parents to be satisfied with the care their child is receiving.
- Talk to the teachers directly whenever possible; if you would prefer, talk with the Program Manager or Director/Assistant Director.
- REALIZE that if you have a concern with a teacher, that in order to deal with the issue in a straightforward manner, the Program Managers/ Directors will need to investigate first by talking with the teacher about your concern.
- Please give teachers a chance to correct minor issues.
- On the other hand, don't allow concerns to build up. As concerns occur, share them with the teachers. It is disturbing to find out "later" that a parent had a number of concerns and never expressed them.
- Sometimes we cannot make the changes you may request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.
- If at anytime a parent wishes to meet with their child's teacher to discuss issues that may arise, he/she can contact the teacher to schedule a meeting.
- We do ask that you schedule a conference with your child's teacher to discuss issues in depth, and try **not** to discuss concerns during drop-off and pick-up times.



# MARTHA'S TABLE, INC.

2114 14th Street, N.W. ■ Washington, D.C. 20009 ■ 202/328-6608 ■ Fax 202-387-0011  
www.marthastable.org

## Policy

### Parent's incarcerated while child enrolled

The center will facilitate monthly communication with parents who are in corrections facilities in or out of the United State of America.

### Steps:

- ❖ Legal Guardians of the children in enrolled at Martha's Table Child Development Center will sign a release form to send information to biological parents.
- ❖ Martha's Table CDC will mail copies of the following:
  - a. Parent Teacher conferences (3 times a year)
  - b. Pictures of events with only that child
  - c. Mother or Father's day cards
  - d. Martha's Table CDC individual portfolio
  - e. Newsletter
  - f. Transition from classroom to classroom
  - g. Picture documentation of child's growth

Release of information mailed to parents in correction Facilities.

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I \_\_\_\_\_ give Martha's Table CDC to mail any of the following:  
Legal guardian

(Check boxes of which documents you wish the center to be mailed)

- Parent/Teacher Conferences
- Pictures of special events
- Pictures of growth and development of child's growth
- Information from child's individual portfolio
- Martha's Table CDC Newsletter
- Mother & Father Day cards
- All items above

Legal Parent Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Teaching team Signature: \_\_\_\_\_

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



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## Parent Policy Agreement

**As a Martha's Table Child Care Center parent, I have met with the Center's Director and reviewed the Martha's Table CDC Parent Handbook. I agree to:**

- Comply with and support all Martha's Table CDC policies and procedures.
- Pick up my child no later than 6:00 p.m. and pay late fees when I do not.
- Sign in & out my child everyday.
- Adhere to the Center's ill child policy and the 24 hour "symptom-free" rule.
- Pick my child up promptly in case of an injury or illness while at the Center.
- Follow medication dispensing regulations and complete all necessary forms.
- Keep my child's immunizations current and provide copies of any updates to the Martha's Table CDC office.
- Attend all parent conferences and/or meetings requested by the Teacher.
- Read all information provided/shared with Martha's Table CDC parents.
- Keep all telephone numbers, emergency information and other enrollment information current.
- Be willing to learn and grow as a parent and increase my knowledge of child development.
- Discuss my concerns and keep open communication lines with my child's teacher and the Center seeking to avoid problems and misunderstandings
- Respect all Martha's Table Child Development staff.

\*I understand that failure to abide by Martha's Table CDC policies and procedures may result in my child's enrollment termination. Disregard of Center policies can include: ignoring state licensing rules and regulations; aggressive, loud and argumentative interactions with a Center employee; sexual harassment.

***Above all, Martha's Table CDC reserves the right to maintain a harmonious and safe environment for the children. Our goal is to bring about collaboration between the home and school in ways that enhance your child's development.***

Parent's Name: \_\_\_\_\_

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

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