

**Welcome to P Street Kids Preschool of Georgetown**  
**Located at 2611 P Street NW, Washington, DC 20007 (202) 333-1800**

**PHILOSOPHY**

P Street Kids strives to prepare children to be independent, self-motivated and compassionate adults. We use positive reinforcement and honesty, even with our criticism. We focus on treating children like real people.

Children are encouraged to share their feelings and thoughts everyday. P Street Kids' children are treated with respect and equality. Children learn to trust, gain confidence, and courage as they demonstrate their special talents.

**DISCLOSURE**

DCMR29: 324.9 – P Street Kids shall not disclose information concerning an individual child or the child's parent/guardian to anyone other than our staff or government officials acting in the course of their duties, unless the parent/guardian grants permission in writing, or in case of an emergency.

**STAFF QUALIFICATIONS**

**Director/Teacher:** Matthew Winters has a Bachelor's degree in Secondary Education and is certified in Child/Adult CPR and First Aide. Received teaching credential from National University in Mesa, CA. Taught Kindergarten and 1<sup>st</sup> Grade for seven years at Anneliese's Academy in Laguna Beach, CA. Obtains 18 hours of training annually in child and youth development or early childhood education.

**POLICIES AND PROCEDURES**

**Days and Hours of Operation**

Mon-Fri 8:00 – 5:30

Half Day Program is from 8:00 – 1:30

Full Day Program is from 8:00 – 5:30 (incl. nap)

**Holidays/Vacations** – Our Holidays and vacation schedule follow the DC Public Schools Calendar. Holidays include: Labor Day, Columbus Day, Veteran's Day, Thanksgiving & Day After Thanksgiving, Winter Break, Martin Luther King, Jr. Day, President's Day, Emancipation Day, Spring Break

**School Closings**

School closings, late arrivals or early dismissals due to snow/foul weather are determined by the DC Public School System.

**Transportation**

Transportation to and from the school is the responsibility of the Parent/Guardian.

## **Monthly Tuition**

5 days a week	\$1650/\$1800
3 days a week	\$1450/\$1550

There is no contract at P Street Kids. Tuition is paid on a month-by-month basis. Please respect our effort to remain flexible and not require large, full semester payments. Tuition is due by the 1<sup>st</sup> business day of each month. A late fee of \$50 will be added to payments received after the 5<sup>th</sup> of the month. Due to the ongoing financial responsibilities of the school, deductions for absences (sick/vacation) cannot be made. Absence without full payment will result in forfeiting your space at P Street Kids.

## **Health and Dental Forms**

Prior to admission, parent must provide a current child health certificate (annual physical exam, immunizations, tuberculosis screening results, lead screening results), Registration Record for Child Receiving Care Away from Home form and an Authorization for Emergency Medical Treatment form. Any child who has an expired health form or who is not current on their medical tests will not be able to return to P Street Kids until all health requirements are met.

## **Immunizations**

Prior to admission, students must comply with DC Public School's immunization requirements. Children 3 years and younger must have the following immunizations:

- Pneumococcal Vaccine
- Chicken Pox (Varicella) Vaccine
- Hepatitis A – 2 doses (if born on or after 1/1/2005)
- DTP/DTaP/Td
- Polio
- MMR
- Hep B
- Hib

## **Discipline**

Behavior problems are handled by the children immediately apologizing to each other, then offering a hug. In more severe cases, children may sit out in a spot in view of the teacher for no more than five minutes, then stand and apologize to the other child or teacher. "Corporal Punishment such as spanking with the hand or any object, slapping, swatting, pulling hair, yanking the arm or leg, or any similar activity is PROHIBITED. Verbal abuse, threats, derogatory remarks withholding or forcing food or isolating a child in a confined space is also PROHIBITED.

## **Withdrawal of Children**

We require a two-week notice for withdrawal. Partial refunds will not be given. P Street Kids reserves the right to terminate a student based on the parents failure to meet any program policies.

## **Personal Care Items**

Parents are required to bring an emergency supply of clothing and diapers (if your child is not potty trained). Children do NOT need to be potty trained prior to entering P Street Kids. Our staff will encourage children who show signs of interest to use the restroom on a daily basis. Starting the process of potty training at home will reinforce progress made at school. All children will be taken to the restroom before and after snack/lunch time to wash their hands and have the option to try to use the restroom. For children not fully potty trained, please provide 5 diapers and a package of wipes on a daily basis.

Children will be engaged in developmentally appropriate activities throughout the day. Children should have clothing appropriate to the weather.

## **Meals/Snacks**

Please provide a morning and afternoon snack, as well as a lunch for your child on a daily basis. **Due to common nut allergies, bringing peanuts or products containing peanuts or made on machine with peanuts is strictly prohibited.** Please read the labels of your food packages to ensure no peanuts are in items you send with your child to school. Please label your child's lunchbox or bag as well as any food containers. We are not responsible for unlabeled containers.

## **Sick Child and Communicable Diseases**

Symptoms that would exclude a child from care:

- fever of 100 degrees or above
- 2 or more episodes of diarrhea
- Visible rash
- Ringworm
- Conjunctivitis (pink eye)
- Yellow/green nasal discharge
- Sore throat with fever or swollen glands
- Vomiting two or more times in twenty-four hours

If a child develops any of the symptoms listed above, the parent or guardian will be notified immediately. P Street Kids will notify all parents when any child develops the above symptoms. The child may resume care upon written consent from a physician/health care provider ensuring the child is free from illness.

## **Medical Authorization**

Medication will not be administered without written consent from a physician and the parent/guardian.

## **Sanitation**

P Street Kids is cleaned thoroughly once a week or as needed. All toys, books, tabletops and cots are disinfected and wiped down with disinfectant on a weekly basis to prevent the spread of germs.

## **Pets/Animals**

Hand washing will take place after handling any animal. All pets must be properly vaccinated. Shot records must be maintained on file and updated as required. Pets/Animals are kept in a locked or secured area away from children.

## **Inclusion of Children of Special Needs**

P Street Kids will maintain a copy of every Individual Family Services Plan (IFSP) or Individual Education Plan (IEP), which will contain the following information:

- A statement of child's present social, emotional, cognitive, physical, speech and language development
- A statement of expected outcomes or goals and objectives for each child
- A statement of services to be provided to each child
- A statement of responsibilities of staff members assigned to each child

P Street Kids will include children with disabilities in all aspects of the curriculum by providing appropriate toys and materials, providing appropriate assistance and attention to each child, and developing learning environments and activities that are in accordance with each child's IFSP or IEP.

## **Emergency Contingency Plan**

In the event the children must be evacuated from the facility they will either be walked to Rose Park (weather permitting) or walked to the corner and kept inside Jean Pierre Antiques under a school director's supervision until all parents/guardians are contacted and all children are retrieved.

P Street Kids maintains a First Aid Kit and it will be carried with the Director/Teacher in the event of an evacuation.

If a life-threatening event should occur, all parents and agencies will be contacted once the children are safe at the contingency site.

Children practice evacuating the building once a month.

## **Fire Drills**

Children are required to practice 12 drills in one calendar year.

## **Unusual Incidents**

In compliance with the District of Columbia Municipal Regulations 322-1-322.6, the following steps will be taken to report any unusual incident. Unusual incidents are events or situations that "may adversely affect the health, safety or well-being of any children in the Facility".

Step 1: All unusual incidents will be documented.

Step 2: An investigation will be held of the incident.

Step 3: A copy of the documented incident will be forwarded to the Department of Health, Protective Services, and Social Services, if needed.

Step 4: All parents or guardians of each affected child will be notified of the incident.

**Grievances**

P Street Kids welcomes comments and suggestions from parents and guardians. We encourage parents/guardians to notify the Director of any grievance as soon as possible in order to remedy the situation. To file a formal complaint, please contact the Department of Health Office of the State Superintendent of Education at 825 North Capital Street, NE Washington, DC 20002 (202) 442-5888.

**Progress**

P Street Kids will discuss each child’s progress individually with their parent/guardians on a quarterly basis. We encourage parents/guardians to discuss their child’s progress with the Director after school hours.

I have read, understand and agree to the above policies and procedures of P Street Kids Preschool of Georgetown.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date