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**2024 Parent Handbook**

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**\*Policies and procedures in this handbook were created with the guidance of American Academy of Pediatrics’ Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs, National Association of the Education of Young Children Standards as well as the Department of Human Services Child Care regulations.**

**\*\*Surveillance/ Camara/ Audio Recording Notice\*\***

**Linglestown Early Learning Center uses camara and audio recordings to protect the children, parents and staff. We also use this information as a tool for teacher evaluation. Recordings are for admin use only. Recordings will only be shown to parents after reviewed by admin and will only be shared if it does not breach children’s or staff’s confidentiality.**

**Mission Statement**

Linglestown Early Learning Center’s belief is that early childhood should be kept simple by providing a holistic, caring childcare environment where teachers and parents work together to ensure every child develops and achieves their greatest potential in a caring, supportive environment. We want parents who love bringing their children to LELC, children who love coming to LELC and staff who love working together at LELC.

**Code of Ethics**

The following is the National Association of Education for Young Children (NAEYC) code of ethics, values, and guiding principles that all staff are required to uphold themselves and fellow colleagues at all times. They are vital to our profession, as early childhood educators, and to the children and families we serve. The full NAEYC text can be requested from the Director for review.

**Core Value**

We, as professional early childhood educators, will provide developmentally appropriate care in a positive learning environment, where we will educate the whole child.

**Guiding Principles**

1. Always act in a professional manor with the children, families, and colleagues we interact with.
2. Be a positive role model; being an honest, responsible citizen.
3. Provide appropriate and safe care of children. If negligence or carelessness is observed report such occurrence to proper authority.
4. Protect the confidentiality rights of children, families and colleagues.
5. Praise and encourage good behavior.
6. Discipline is used to help a child learn and gain self-control through learning appropriate behavior; never to punish.
7. Act with confidence, fairness, and patience.
8. Assist children, and families find the best care possible for their child, including referrals for special needs.

**Staff Requirements**

All staff are required to meet, at a minimum, the Department of Human Services, Bureau of Certifications, Regulation Chapter 3270. These regulations group staff into four main categories and have the following minimum requirements. LELC makes every effort to achieve a higher standard for the staff that work with the children.

* Aide (A) – Minimum of a GED/High School Diploma OR 2 years of experience with children and completion of 8th grade.

*\*As of 9/1/2023, LELC will require all staff to enroll in CDA credential if they have no degree.*

* Assistant Group Supervisor (AGS) - Minimum of a GED/High School Diploma and 2 years of experience with children.

*\*As of 9/1/2023, LELC will require all staff to enroll in CDA credential if they have no degree.*

* Group Supervisor (GS) – Minimum of an Associate’s degree in education or related field and 2-3 years of experience with children.

*\*As of 1/1/2024, LELC will require degreed staff to enroll in a Montessori/ Reggio certificate program or enroll in the next degree, decided on a case-by-case basis.*

* Director (D)- Minimum of an Associate’s degree and 4 years of experience with children.

*\*LELC requires all Director’s to hold a Bachelor’s Degree. As of 1/1/2024, LELC will require director’s to enroll in PA Director’s credential program.*

All staff are required to obtain the following at initial hire and maintain throughout employment:

* Current and complete clearances, including Criminal, Child Abuse, FBI and NSOR - National Sex Offender Registry before contact with children.
* Current and complete Staff Health Assessment demonstrating they are suitable to work with children and are free from communicable disease on file before contact with children.
* Current pediatric first aid/ CPR training before alone with children.
* 10 hours of Basic Health and Safety training before alone with children.
* 3 hours of Mandated Reporter: Recognizing Child Abuse and Neglect training before they are alone with children.
* Annual minimum of 24 training hours including supervision, emergency preparedness, teaching methods, curriculum, assessment, health, illness prevention and various other child development and health and safety topics.

LELC recognizes that while education is important, experience with children many times can far outweigh the benefits a degree can provide. When selecting staff to join the LELC team, character and experience takes precedence over degree although degrees are greatly respected. LELC can and will always support the staff to further educate themselves but recognizes we cannot teach a staff to have a passion and drive to work with children. There are simply some things that cannot be taught and a love for children is one of them.

All staff are mandated reporters. Mandated reporters are individuals who are required by law to report any and all suspicions of child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse.

All child and adult records will be collected, maintained, disseminated and disposed of in accordance with Department of Human Services and Department of Education regulations.

**Family Communication and Involvement**

LELC strives to support, strengthen and connect families. Family is considered the first teacher and deserves the utmost respect and consideration. We will achieve this through means of communication and involvement.

Family Communication

LELC uses a program called Brightwheel. Staff update the app throughout the day which links to the app which can be accessed by the parents via app or website. This will allow you to receive a daily report to your child’s eating, diapering, napping and activities each day. You may also access this site for your tuition. \*Please see Tuition section of handbook for more information. Staff will also use this app to send out reminders about upcoming events or special activities.

Arrival and departure are a great time to talk with the classroom teacher about your child’s day or any concerns you have. Please be mindful that the teacher’s priority is to care and supervise all the children in their care and may not be able to give you their full attention. If you would like to have a separate meeting one can be arranged. If there are questions or concerns in which a teacher is unable to address or resolve, please contact the director so a solution can be achieved. We can’t solve a problem if we don’t know one exists.

Family Involvement

Having family members volunteer or get involved in activities is highly supported at LELC. We enjoy having special visitors or helpers throughout the year. Please see your child’s teacher for class specific opportunities. As a parent, your child’s classroom is always open to you when your child is in care.

Frequently, there will be opportunities for families to evaluate and provide feedback about LELC. Please take advantage of these opportunities so we can create a high-quality environment that meets the needs of our families.

Parent Behavior

Absolutely no adult is permitted to behave in a manner that is verbally (yelling, cursing, name calling, threatening or degrading language, etc.) or physically (physical intimidation, lunging, raising hands, pushing/pulling of person or objects, etc.) argumentative on the LELC property or adjacent properties, and doing so is grounds for immediate termination. All communications will be handled with respect and appropriate discourse. We will not permit a situation of this nature to take place or to put children and families in distress. LELC is committed to providing a safe environment for the children and families we serve and at no time will one family be permitted to jeopardize the safety of the others.

Non- Discrimination Policies

LELC services and employment are not restricted by race, color, religion, disability, ancestry, national origin, age or gender.

Diversity

LELC recognizes that every family is different due to many reasons such as cultural, religious or lifestyle choices. Each family has the right to make choices regarding their family as they see fit without judgement. LELC strives to support all families regardless of these differences as long as they are never physically, mentally or sexually abusive.

**Community Involvement**

LELC believes that instilling a sense of community awareness is important. For this reason, LELC will coordinate various activities throughout the community to help children learn the role that every member of the community plays and their importance. LELC will also utilize community resources such as the fire company, local library, etc. to help enrich our program. If you have any ideas or recommendations, please let us know!

Field Trips may be used to extend knowledge and encourage hands on experience. Field Trips will be scheduled in advance and permission required for trips. Information will be disseminated at least two weeks prior as well as any cost associated. Parents are welcome to accompany us on trips as long as current clearances are on file with LELC prior to trip.

**Curriculum and Assessment**

LELC’s curriculum is a collaboration of Creative Curriculum (CC) and Reggio Emilia Approach (REA). Both agree that the environment plays a huge role in the classroom with REA calling it the “Third Teacher.” CC and REA use the children’s natural curiosity to engage them in the environment which has been intentionally setup based off their interests and the teacher’s guidance to intrigue the child but also challenge them developmentally. In PA, The Early Learning Standards provide teachers with guidelines to ensure they are meeting the educational and developments needs of each child.

Child Observations and Assessments

Staff regularly take notes and observations of the skills a child is performing and ones that are challenging. This allows the teachers to individualize the program to ensure that every child is learning and being appropriately challenged. Three times a year (October, January, May), a formal assessment or child service report will be performed and reviewed with the family as required by the Department of Human Services. Two annual parent-teacher conferences will be offered in October and February. If you should have any concerns about your child’s progress or development at any time please speak with the teacher or director so we can address these concerns and/or request an outside agency for assistance if necessary.

Challenging Behaviors

Children at times can exhibit challenging behaviors for many reasons, varying from just not getting enough sleep to medical reasons. Some challenging behaviors are developmentally appropriate while some may not be. It can take time to resolve these behaviors or identify how to avoid them. The purpose of discipline is to enable children to develop self-control and to make acceptable choices. The following is a list of guidelines used at the LELC.

Discipline looks like:

1. Praise and encouragement of good behavior and focus on the child’s actions.
2. Redirecting the child on how to make better choices.
3. Having a one-on-one or group conversation with the child(ren) about their behavior
4. Loss of activity or removal from specific area
5. If behavior is repeated, the use of time-out or a cool down period not to exceed 1min/age
6. Conferencing with the parent and requesting outside support if needed

Discipline is not:

1. Associated with food, naps or bathroom procedures.
2. Long periods of time separated from the group to “punish.”
3. Any form of physical or verbal punishment or punishing restraint. They only time physical restraint is permitted is to prevent a child from harming themselves or another person. The Director will involve a child’s parent in the disciplinary process when uncontrollable behavior and behavior harmful to others persists.

IEP/ IFSP/ 504/Behavior Plan

LELC is willing to meet with therapists and specialists as needed to ensure your child’s success, but we can’t help if we don’t know the plan. If your child has an IEP, IFSP, 504 or a behavior plan, a copy **MUST** be present the center director at time of enrollment. An updated copy is required at each time of update or **annually at a minimum.** If your child receives one of these plans during enrollment at LELC, please get a copy to the center director as soon as possible so we can all work to together.

**Child Classroom Supplies**

Each classroom varies in age and development therefore supplies needed are tailored to the children’s needs. Please see your child’s teacher about specific classroom requirements regarding daily schedules, clothing, toys from home, diapering needs, bottles, etc.

Clothing

All children are taken outside to play whenever weather permits, including winter, when temperatures are above 25 degrees. Children should wear sneakers or other closed-toe shoes and socks; flip flops are not permitted. Please send an extra set of labeled clothes to keep at the Center at all times for all children including school age children. If your child wears a skirt or dress, please also wear shorts underneath.

Toilet Training

LELC addresses toilet training in the 2-year-old classrooms with the goal to have the child consistent with toilet use before leaving to the 3yr old room however we will continue into the 3-year-old room as needed. Children **MUST** be fully toilet trained (no accidents in past 30 days) to participate on field trips or move to the 4 year old room. To ensure success, it is imperative that families and staff are working on this skill together to encourage consistency. Please provide additional clothing and pullups for this process.

**Nutrition**

LELC serves breakfast complementarily for families from 8-8:30. A child must be present by 8:30 to be served and then given until 9 to finish. A general Breakfast menu is posted in lobby. Lunch is catered daily lunch, which meets the Child and Adult Food Program requirements of food groups and quantity with a charge of $15/week, prorated for part time enrollments. Lunch menus are provided monthly via Brightwheel, front lobby, as well as posted in the classroom. LELC strives to create an environment of inclusion while also celebrating diversity. One of the way we bring this into the classroom through food is our PM Community Snack. Each month a sign up is available for each family to participate in to provide a PM snack for their child’s classroom. This allows different types of foods to be provided as well allows the children to experience care for others by providing and sharing with friends. This is a great way to teach children about kindness and appreciation. Please see the signup for specific requirements for each classroom.

Food Preferences, Intolerances, and Allergies

LELC understands that not everyone eats the same foods for many different reasons. If your family has food preferences, intolerances, or allergies, please ensure this is discussed and written on enrollment forms. Reasonable accommodations will be made, however if LELC is unable to meet the requirements the family will be notified in advance. Food preferences are non-life threatening, cultural, religious or lifestyle choices families choose to abide by. Food intolerances are also non-life threatening but can have a reaction in the child’s digestive system causing them to feel sick or not well. Food allergies can be life threatening and causes the child’s immune system to react to a specific food and may require medication and emergency care. Please be **very clear** at enrollment or any time if one of these changes or develops anytime so LELC can ensure we are taking the proper precautions. If your child has an allergy requiring lifesaving medication intervention such as an epi-pen, a completed, physician complete *FARE* Plan is **REQUIRED.** LELC can provide blank plans for your physician.

**Sleeping/ Resting**

Infants until 6 months will sleep on demand. Once an infant is 6 months, staff will begin introducing the infant to a schedule that is appropriate and agreed upon. Around 9 months the sleep schedule will begin being transitioned to a schedule similar to the 1-year-olds schedule as appropriate.

For children ages 1-5, there is a scheduled nap/quiet rest time. Each class’s time varies a bit depending on the age of the children. Please see specific class info for exact times. We understand that as children age the need for this nap/rest time lessens, even if a child no longer takes naps they will still be required to lay down and have quiet time while others are napping. Quiet activities on their mats will be provided for non-sleepers after 15 min. These times are used for staff to take their breaks and clean classroom. Developmentally appropriate practice does not permit us to wake sleeping children during nap time.

**Celebrations/ Holidays**

Birthday Celebrations

LELC is more than happy to celebrate a birthday with your child. If you would like to bring in a treat or a special game to share, please advise the classroom teacher at least 2 days in advance. If you would like to distribute invitations for a birthday party, please ensure there is one for each child in the class. The invitations can then be given to the classroom teacher to distribute.

Holiday Celebrations

Holidays are very exciting time for children. We do attempt to celebrate a variety of holidays to provide diverse experiences for children. If your family objects to celebrating or learning about a specific holiday, please address this with the classroom teacher and we will make a reasonable effort to accommodate however we will not cease to celebrate the holiday for the entire center.

**Transitioning**

Moving on In (New Enrollments)

When a child begins childcare there is a period of transition that occurs. Sometimes this can be a very exciting or scary time for children depending on their previous experiences and age. A child normally takes 2-4 weeks to completely transition, but this can vary by child. If during this transition time you have any questions or concerns, please address these immediately with the classroom teacher. LELC wants your family, including your child, to enjoy their time at LELC.

Moving on Up

When a child is age or developmentally ready to move to the next class a meeting will be offered with the current lead teacher, the future lead teacher, and the parents. This will allow the teachers to discuss the needs of the child as well as address any concerns of the parents about the transition. Teachers will discuss the transition method, including the sharing of days. This is where the child will begin by spending a few hours each day in the next classroom and working up to full days. This process should take approximately two weeks but may take longer or shorter based on the child’s needs.

Moving on Out

When the child has reached Kindergarten, they will begin their school journey. It is important for the parents and the child to be aware of the changes that will occur. A meeting will be offered including the parents, child and current teacher. Procedures and activities to make the transition will be discussed as well as the current relationship the school has with the center. Making a smooth and comfortable transition for the child is always the goal.

**Tuition and Fees**

Enrollment Fee

At time of registration, the first week’s tuition will be collected to hold the child’s spot. This will be credited to the first week of attendance once enrollment begins. This fee is nonrefundable as it reserves a spot therefore preventing another enrollment to occur.

Weekly Tuition

Tuition is due each **Friday by 6 PM** for the following service week. Entire tuition is due regardless of absence, illness, holidays or inclement weather, unless you have previously requested the use of your vacation week. **Any fees not paid by 6 PM will be considered late and will be charged a $20 late fee per day**. If tuition is not paid by Monday at drop off services will be refused. No child will attend with unpaid tuition. Tuition cost will be reassessed on a periodic basis.

Methods of Payment

Tuition can be paid via the Brightwheel app. Cash and checks will only be accepted while Brightwheel is verifying a payment account. No money orders will be accepted. If a Brightwheel charge fails a $20 fee will be charged to the account each time of failure. If a check is returned for insufficient funds a $40 fee will be charged, payable immediately. If a check is returned a second time a $40 fee will be charged and no future checks will be accepted. All tuition checks should be made payable to **Capital Foundations Inc.**

Tuition Discounts

LELC staff would like to extend our gratitude to our military and first responders (Police/ Fire/ EMS) who consider our nation’s and community’s safety a personal priority. While you are caring for our family’s safety, we would be honored to have the privilege of caring for your family. Tuition discounts are available for these families as well as those with multiple children.

Tuition Assistance

Tuition assistance is available through the ELRC – Early Learning Resource Centers. Please call the Early Learning Resource Center at 800-952-7419 for more information. If you are a current subsidy client, please be advised non-payment of tuition will result in notification to the ELRC and if tuition is not paid within a week tuition assistance will be cancelled.

Hours of Operation

LELC is open Monday - Friday 6:30 AM to 6:00 PM except scheduled holidays, severe weather and emergency conditions. **All children are to be picked up no later than 5:45pm** to allow time for staff to close their rooms. In case of inclement weather, please check the Brightwheel app for any emergency closures.

Schedule times

A scheduled drop off and pickup time are designated at enrollment. Please abide by these times so that LELC can appropriately staff. No child is permitted in care more than 10 hours per day without prior approval from the director. If there is a change in the needed hours of care, please see the director so an adjustment can be made and we can staff appropriately. A $1.00 per minute penalty will be accessed for every minute past the contract time. The last scheduled pick-up time is 5:45pm. Consistent and repeated tardiness will be addressed by admin and may result in termination if issue persists.

Pickup and drop offs are NOT permitted between 12:30-3 due to interrupting and waking up other children. If an appointment must be scheduled during this time, a member of the admin team will retrieve the child so as not to wake the other children. If the child will be returning after appointment, this must occur after naptime is over again as not to wake other children.

For part time families, if additional time or change in days are needed, please check with the director at least a week in advanced, changes will only be accommodated if ratio allows and with advanced request.

Vacation Days

After a family has been enrolled for a year, families are given full vacation days from January 1 to December 31. The number of vacation days are the family’s number of days enrolled per week, so a family attending fulltime 5 days a week would receive 5 vacations days or a family attending 2 fulltime days per week would receive 2 vacation days. These days must be used consecutively. After these 5 vacation days have been used, full payment is required regardless of attendance. Tuition is charged based on the contracted spot not attendance as that cannot be guaranteed but the availability of a spot can. Written notification via Brightwheel, must be received by management to credit your account for these days, this will not occur automatically.

Annual Holidays/ Closure List

The following is a list of our annual closures including holidays and teacher in-service days. If the holiday should fall on a Saturday, the closure will be observed on Friday prior. If the closure falls on a Sunday, the closure will be observed on the following Monday. Holidays are included in the weekly tuition.

New Year’s Day

President’s Day - Teacher In-service, Parent/ Teacher Winter Conferences

Good Friday

Friday before Memorial Day - Summer Teacher In-service Day

Memorial Day

Independence Day/ July 4th

Last Friday before School Starts in August- Fall In-service Day for Staff (Will notify in March as per district)

Labor Day

Columbus Day/Indigenous Peoples’ Day – Teacher In-service, Parent/ Teacher Fall Conferences

Thanksgiving Day

Black Friday

Christmas Eve – Open but closing at 12 noon.

Christmas Day

New Year’s Eve – Open but closing at 12 noon.

Withdrawals and Terminations

If at any time your family decides that LELC is not the right fit for your family, please advise the director and we will assist you in finding a childcare that may fit your family’s needs. Every facility and type of childcare is not for every family and we will gladly help you find the one that best suits your family.

A two-week written notification is required for withdrawal so there is proper documentation. Maintaining this documentation as part of the child’s file is required. After your child’s last day please log into Brightwheel and print your yearly payment history for taxes at the end of the year. LELC does not send these, as parents can access online. You will lose access to this option a week after withdrawal.

If you are transferring to another facility and would like LELC to transfer your records, please get a “Transfer of Records” form from the director. After receiving the completed form, LELC will transfer your child’s files within 5 days after the last day of attendance or notification as long as the tuition account is current.

LELC reserves the right to terminate services to any family for breach of handbook policies.

Summer Program

During the summer months when the school age children are out of school, LELC provides a summer program. The program involves many activities for the children as well as field trips or special guests. We host visitors such as magicians, the Human Society, an Ice Cream Truck, Soccer Shots, and many more! To pay for all the fun things, there is an annual, non-refundable activity fee per child, due annually by May 1st. No refunds of any kind will be given. The monies may not be used to cover tuition or carried over from one year to the next.

Referral Discounts

Any family referring another family for full-time childcare will receive a $100 credit off their weekly tuition. Part time families will be prorated according to enrollment. The newly referred family must be enrolled for 4 weeks and all tuition for both families must be current. After the 4-week period both families will then receive the one-time credit directly to their tuition accounts.

Tax Credit

LELC tuition payments qualify for federal tax credits. Parents can download their year-end statement via the brightwheel system. These can be downloaded at any time throughout the year.

**Required Paperwork**

All enrollment paperwork must be returned completed before enrollment can begin.

Emergency Contacts

The emergency contact form is required by the Department of Human Services and contains pertinent information in case of an emergency. **This form must be completed in its entirety with absolutely no blank areas**. The emergency contacts will be updated at a minimum of every 6 months or anytime there is a change. If a change needs to be made, please see Director promptly.

Financial Agreement

The financial agreement form is required be the Department of Human Services and serves as the financial contract between LELC and the family. The agreement contains the agreed upon tuition, contract hours, and services. The agreement will be updated at a minimum of every 6 months or anytime there is a change. If a change needs to be made, please see Director.

Child Health Assessments

Current child health assessments are required by the Department of Human Services for all children within 30 days of enrollment. Child health assessments are required to be updated as follows:

Infant-1 year old: Updated every 6 months

2-5 year old: Updated every 12 months

Kindergarten and School Age: Kindergarten and 6th grade

**All children are required to be current with AAP vaccinations unless there is documentation signed by parent AND physician stating medical, religious, or strong moral objections. Please see director if there are any questions.**

All child and adult records will be collected, maintained, disseminated and disposed of in accordance with Department of Human Services and Department of Education regulations.

**Attendance and Arrival/Departure Procedures**

Arrival and Departure

Children must be escorted in and out of the building by a responsible adult 18 or older. To gain access to the classroom areas an adult must have an assigned passcode or have a fingerprint scan. Outside the classroom, there is a tablet to check-in and checkout each day. The adult must bring children into classroom and address the teacher, so the teachers are aware of your child’s arrival and departure.

Pickup and drop offs are NOT permitted between 12:30 - 3pm due to interrupting and waking up other children. This policy applies for children with set naptimes. This rule does not apply to Infants, kindergarten or school age.

Authorization to Pick up Child

Only persons listed on the emergency contact form as persons to whom the child may be released are permitted to pick up child. If there is a change in this list, please update this with the director promptly. If you would like someone other than those listed to pick up LELC requires all of the following are required:

1. Parental consent. Please provide written documentation including person’s name, relationship to child, date of pickup and child’s name via Brightwheel or email. Documentation will be placed in the child’s file.
2. The person picking up will be required to show a valid government ID (Driver’s license, passport, military ID, etc. A copy of the ID will be placed in the child’s file.
3. The child must be accepting of the person. In no situation will a child be forced to leave with someone whom they are uncomfortable with, seem to be estranged or presence makes them upset.

Attendance

Children are expected on their scheduled days. If you choose to keep your child home please report the absence by 9am via Brightwheel. If the absence is due to illness, please advise us of the illness and symptoms so we can watch for the symptoms in other children to try to limit the spread of the illness. If no notice is received by 9am, a staff will message to verify absence. This procedure is done to ensure that no child was forgotten at home or in the back of a vehicle by accident.

Custody Agreements

LELC understands that families can be structured differently. The Department of Human Services mandates that both parents have access to their child. If a family has made the decision to become two LELC respects that decision but also recognizes that this is the family’s decision. At no time will LELC get involved or show favoritism toward one family or the other. If custody cannot be mutually agreed upon, it is recommended that the families seek assistance through the court systems. If a formal legal custody agreement does exist, LELC requires a copy to be on file so we can ensure we are properly following it.

Emergency Conditions

In the event of delayed openings or closing due to severe weather conditions or power outages please check the Brightwheel app for the most up to date information. Full tuition is still due even if delays or closings occur. Children depend on their parents to keep them safe. Please remember that traveling when severe road conditions occur can be unsafe for you as well as your child.

Parking Lot

When dropping off or picking up, **please turn off your vehicle engine** and bring your keys with you when you leave the parking lot. There is **absolutely no smoking** on the property permitted. These 2 issues are mandated by the State and are for the safety of the children.

**Health and Safety**

Injury Prevention and Reporting

In accordance with regulations, all toys and equipment shall be kept in good repair and free from visible hazards. LELC staff will complete daily, weekly, and monthly inspections of toys, equipment and building surfaces.

While playing, even in the safest environments, children may still become injured. If your child sustains and injury appropriate first aid measures will be taken by the trained staff. Injuries that cause a bump, bruise, or break the skin will have an incident report form completed. This form will be provided to the parent at time of pickup and needs to be signed to verify notification. The parent will then be supplied with a copy for their records. If the injury bleeds significantly or is to the head, the parent will also be notified via phone once the injury has been properly cared for.

If the injury requires medical attention the parent will be contacted or if needed emergency services called. If emergency medical attention requiring an ambulance, a staff will accompany the child to the hospital until a parent can arrive. Obtaining medical attention is the first priority and parental contact will be made as soon as a staff becomes available to do so without compromising the care of the child.

Illness Prevention and Plans

As part of the daily responsibilities, teachers are required to clean and maintain their classrooms. Any toy that has been mouthed or shows signs of uncleanliness is to be immediately removed and thoroughly washed before being returned to play.

**Children are to wash their hands upon entering the classroom** and your support and reinforcement is greatly appreciated. This significantly cuts down the spread of germs. Children are also required to wash their hands before eating and after diapering/toileting. There are many other times throughout the day that require handwashing.

Even with the many prevention methods LELC uses, children still may become ill. If a child becomes ill the child may be temporarily excluded from the center if

* The illness prevents the child from participating comfortably in activities as determined by the staff.
* The illness results in a greater need for care than the staff can provide without compromising their ability to care for the other children.
* The child appears severely ill, has a temperature of 100 or above, vomiting, rashes, diarrhea, discharging eyes, etc.

If any of these illnesses occur the parent will be notified to pick up the child within the hour. If the parent cannot be located the next name on the emergency form will be notified to pick up the child. The child must be symptom free, without the use of medication, for 24 hours before returning to care. If a child is sent home from care due to illness, they may not attend the following day.

Medication

According to the Department of Human Services, facility persons are not required to administer any medication, however we understand the need for some children to receive medication can be lifesaving. Only emergency lifesaving medications, such as an Epi-pen, Benadryl, inhaler, etc. will be administered. When medications are administered, these requirements apply:

1. A prescription medication may only be accepted in the original container.
2. **An administrative staff person** shall administer a prescription medication only if written instructions are provided from the doctor who prescribed the medication accompanied by an emergency medical special care plan. A FARE plan os Asthma Action Plan signed by the physician is **REQUIRED**.
3. Medication shall only be administered to the child whose name appears on the container and is a current prescription. No expired medication will be administered.
4. Parents must sign the medication log **before** administration.
5. Medication will be kept by the classroom teacher or administration staff, depending on need. No medication may be carried in children’s pockets or backpacks.

Plan for Fire Drills and Emergency Evacuations

LELC follows the Department of Human Service and Department of Education regulation requirements for fire drills every 30 days as well as complete yearly evacuations. Extra consideration has been taken for infants, toddlers and children requiring special accommodations. Please see the complete Facility Emergency Plan located in the Parent Reference book in the lobby for details.

Inclusion/ Suspension/ Expulsion

LELC follows the PA Office of Child Development and Early Learning’s policy and practice regarding inclusion/suspension and expulsion. As long as can provide a safe and developmentally appropriate program for your child we will not turn them away. We understand that children may act out for various reasons, some are developmentally appropriate. LELC staff will work with each family to resolve the issue on a case by case basis. Suspension or expulsion may occur if a child’s behavior becomes severely disruptive or becomes a danger to themselves, other children, staff, animals or property. We will make reasonable accommodations to help a child overcome these behaviors. We also recognize that for a child to succeed the family and LELC need to work cooperatively. If needed, LELC will utilize a behavior success plan to “map” out the best way to achieve this success. Additional meetings will be required.

**Continuous Quality Improvement (CQI) plan**

As an early childhood program, we are always looking for ways to improve and better meet the needs of the families we serve. Frequently, there will be opportunities for families to evaluate and provide feedback about LELC. Please take advantage of these opportunities so we can create a high-quality environment that meets the needs of our families.

Suggestions and Concerns

There is a general suggestion box in the front lobby. This box is checked weekly. Comments and suggestions may be anonymous, but it can be helpful to identify yourself so if there are questions or to check back to see if the issue was resolved. Please note this is for general concerns or suggestions, if you have a specific concern, resolution, or need immediate attention, please meet with the Director.

Policy and Tuition Changes

Linglestown Early Learning Center reserves the right make changes to any policies and tuitions with notice.

**Capital Foundations Inc.**

**Linglestown Early Learning Center**

**SUBJECT:** Nondiscrimination Policy Statement

Equal Employment Opportunity

**TO:** Clients and Parents

**FROM:** Jessica Shertzer, President

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

|  |  |
| --- | --- |
| Capital Foundations Inc.Linglestown Early Learning Center6085 Linglestown RdHarrisburg, PA 17112 | U.S. Department of Health and Human ServicesOffice for Civil RightsSuite 372, Public Ledger Building150 South Independence Mall WestPhiladelphia, PA 19106-9111PA Human Relations CommissionHarrisburg Regional Office333 Market Street, 8th FloorHarrisburg, PA 17101 |
| Commonwealth of PennsylvaniaDepartment of Human ServicesBureau of Equal OpportunityRoom 225, Health & Welfare BuildingP.O. Box 2675Harrisburg, PA 17110 |

**Current Tuition Rates**

**Effective March 1st 2024**

**Full Time Tuition Rates**

**Infant** - Newborn to 12 Months $330

**Young Toddler** - 12 Months to 24 Months $310

**Older Toddler** - 24 Months to 36 Months $290

**Preschool/ Pre-K** – 3 Years up to Kindergarten $270

**Kindergarten** - 1/2 day at public school $210

 Full day when school is closed additional $10

**School Age** - 1stthru 5th grade Before **AND** After $135

 If space is available Before **OR** After Only $100

 Full day when school is closed additional $25 B&A , $30 B/A

**Summer K/School Age**  $250

**Summer Activity Fees Due by May 1st Annually:** Toddler-$75 PreS/PreK - $150 K/ SA $300

**Part Time Tuition Rates**

 **M/W/F T/Th**

**Infant**  $250 $165

**Young Toddler**  $235 $155

**Older Toddler**  $220 $145

**Preschool/ PreK**  $205 $140

**School Age (Summer Only)** $190 $125

**Lunch is catered for an additional cost of $15 dollars per week for all classrooms except Infants (as decided by parent)**

**Discounts are available for families with multiple children, Military and First Responders (Police/ Fire/ EMS) $10 per week for full time/ $5 per week for part time**