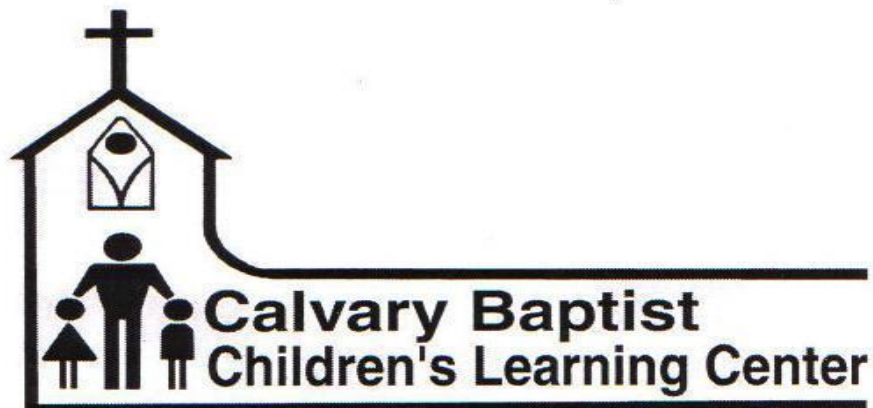


Calvary Baptist Children's Learning Center Family Handbook



801 West Marshall Street
Norristown, PA. 19401
Phone: (610) 277-0257

Mission Statement

Calvary Baptist Children's Learning Center is dedicated to high-quality care and education of pre-school children of our community in a safe, nurturing and stimulating environment. Our children are individually loved, valued, cared for and respected. The staff guides the children as they play and learn, assisting them to grow socially, emotionally, physically, spiritually and cognitively as whole persons set on a path towards a successful lifetime of learning.

FAMILY HANDBOOK FOR Calvary Baptist Children's Learning Center
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Calvary Baptist Children's Learning Center

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 1

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

We believe that all children are individuals and should be treated as such. Our children learn through active manipulation of materials in their environment. We consciously take advantage of the fact that children are innately curious towards learning and set our programs accordingly.

Our center is dedicated to the belief that learning should be a lifetime pursuit, and to that end we will encourage respect for self and others and capitalize on the child's individual interests.

We encourage each child's potential to grow emotionally, physically, socially, cognitively and effectively. To this end, we use Creative Curriculum as our model of learning and assessment. Sand and water play, block building, drawing, cooking, painting, reading and dramatic play provide experiences which are age appropriate and rich in developmental potential.

Calvary Baptist Children's Learning Center wants to develop a capable, loving individual with value and importance.

Calvary Baptist Children's Learning Center

POLICY: OBJECTIVES OF THE PROGRAM

POLICY NO.: 2

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

The objectives of our program are based on the National Association for the Education of Young Children's (NAEYC) Early Childhood Program Standards and Accreditation Criteria:

- To promote a feeling of positive self-image and to foster independence;
- To offer a high quality early childhood program addressing all aspects of the child's development (social-emotional, language, cognitive and physical);
- To develop a solid foundation for the development of skills and knowledge to ensure future success in school;
- To establish and maintain open communication among parent, teacher and child;
- To develop a positive relationship between children and adults to promote learning and growth;
- To individually assess each child and to provide experiences according to individual needs;
- To encourage children to learn to love;
- To make children aware of their environment through discussions and exposure to stimuli; for example, the use of the weather chart, the calendar, themes, stories, special visitors and field trips;
- To help children become aware of their feelings and to express them appropriately;
- To encourage an atmosphere of creativity through art, cooking, dramatic play, music, library, manipulative play, sand and water play.

Calvary Baptist Children's Learning Center

POLICY: LICENSING INFORMATION

POLICY NO.: 3

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

3.1 State Licensing Authority

Department of Human Services, 801 Market Street, Suite 5132, Philadelphia, PA 19107

A full printed copy of the licensing regulations/standards can be found in a wall bin next to the bulletin board on the second floor, as well as in the office. The licensing regulations may also be found on the internet at the following website www.dhs.pa.gov.

3.2 Quality Rating Program

The Pennsylvania Key, 200 North 3rd Street, 3rd Floor, Harrisburg, PA 17101

Keystone STARS is a quality rating system in Pennsylvania that promotes quality improvement in early learning and development programs. Early learning programs participating can earn a quality rating score from a STAR 1 to a STAR 4. Programs must meet certain quality standards at each level, in four key areas: staff education, learning environment, leadership/management, and family/community partnerships. The higher the STAR level, the higher the quality standards. Calvary Baptist Children's Learning Center is proud to be a STAR 4 center.

The Keystone STARS program performance standards can be found on the internet at the following website www.pakeys.org.

Calvary Baptist Children's Learning Center

POLICY: ENROLLMENT

POLICY NO.: 4

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Enrollment at Calvary Baptist Children's Learning Center is open to children from 6 weeks to 5 years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Calvary Baptist Children's Learning Center by completing the Enrollment Application and paying the \$50 Application Fee. The Application Fee is non-refundable. If your child is enrolled in our Pre-K Counts or Infant-Toddler Contracted Slots program, there is no registration fee.

Initial enrollment is contingent upon receipt of the completed Enrollment Application, signed Fee Agreement, registration fee, deposit, immunization records, civil rights compliance, emergency contact form, food program enrollment, photo release, and signed confirmation that the parent has received the Handbook.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Calvary Baptist Children's Learning Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Calvary Baptist Children's Learning Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Calvary Baptist Children's Learning Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Calvary Baptist Children's Learning Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Calvary Baptist Children's Learning Center

POLICY: TUITION

POLICY NO.: 5

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Calvary Baptist Children's Learning Center (CBCLC). Parents are required to indicate to whom all billing information and correspondence are to be addressed.

5.1 PAYMENT SCHEDULE

<u>Tuition Rates</u>	<u>Weekly Tuition</u>
<i>Age of Child</i>	
0-13 months	\$310
13-25 months	\$295
25-36 months	\$280
Pre-Kindergarten	\$245

Tuition is due on the first day that your child attends and then on Monday each week thereafter. Full tuition is due each week once enrolled whether your child attends the program or not as tuition represents enrollment in the program and your child's place in a classroom. We are not a drop-in care program. Tuition will be collected in the office on the 2nd floor. Cash, check, or money order may pay tuition. Receipts will be given for tuition payments. All cash payments must be handed directly to the Center Director, Administrative Assistant, Financial Administrator, or Food Administrator. Your canceled check will serve as your receipt for payments made by check. There will be a \$35 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash or money order. Failure to pay tuition on a weekly basis will cause your child's termination from the program. Failure to pay your co-pay weekly will prompt a call to Child Care Information Service (CCIS) for non-payment and potential termination of services.

Tuition include fees for field trips and extra-curricular activities such as music class.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Should the

center need to close for any reason, tuition will not be refunded or reduced for the first 10 school days of any closure.

Should events beyond the control of CBCLC, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the school's control, occur, CBCLC has the discretion to close CBCLC and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods and use of distance learning. The Parent's financial obligations under this Contract remain in full force and effect.

Should CBCLC close, CBCLC's duties and obligations under this Contract shall be suspended immediately without notice until such time as CBCLC, in its sole and reasonable discretion, may safely reopen. If CBCLC cannot reopen due to any event under this Paragraph, it is the sole discretion of CBCLC whether to refund any portion of tuition paid.

5.2 LATE PAYMENTS

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at CBCLC, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

5.3 SUBSIDIZED CARE

CBCLC does accept child care subsidies. If your family has subsidy funding please note that if any child exceeds 40 absent days in a State Fiscal Year (7/1/2020-6/30/2021), starting the 40th day the family will be expected to pay the CBCLC's daily rate for days he/she is absent in addition to your weekly co-payment. Please understand this is an Early Learning Resource Center (ELRC) policy and if payment is not made you could lose your subsidy privileges.

Subsidy Daily Rate

<u>Class</u>	<u>Daily Rate</u>
Infant	\$58.00
Toddler	\$55.00
Preschool	\$51.00
Pre-K	\$47.00

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at CBCLC. Parents of subsidized children are also required to sign a Fee Agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

Calvary Baptist Children's Learning Center

POLICY: CONFIDENTIALITY

POLICY NO.: 6

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Within Calvary Baptist Children's Learning Center (CBCLC), confidential and sensitive information will only be shared with employees of CBCLC who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as CBCLC strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with CBCLC.

Outside of CBCLC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of CBCLC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality Policy #6 will not be permitted on center property thereafter. Refer to Policy #9 regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing center property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy #6 protects every child's privacy. Employees of CBCLC are strictly prohibited from discussing anything about another child with you.

Calvary Baptist Children's Learning Center

POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 7

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Calvary Baptist Children's Learning Center (CBCLC) are considered mandated reporters under this law. The employees of CBCLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at CBCLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of CBCLC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of alcohol or illegal drugs
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Calvary Baptist Children's Learning Center

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 8

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center (CBCLC) requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of CBCLC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of CBCLC but also is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on center property thereafter. Please refer to the Policy #9 on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing center property.

8.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

8.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH CALVARY BAPTIST CHILDREN'S LEARNING CENTER:

Threats of any kind will not be tolerated. Any threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

8.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT CALVARY BAPTIST CHILDREN'S LEARNING CENTER:

While CBCLC does not support or condone corporal punishment of children, such acts are not permitted in the child care center. While verbal reprimands may be appropriate it is

not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavioral issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing a child that is not their own, for the purpose of correction or discipline. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Center Director's attention. At that point, the teacher and/or Center Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy #6. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

8.4 SMOKING:

For the health of all CBCLC employees, children and associates, smoking is prohibited anywhere on center property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of CBCLC. Parents who are smoking in their cars must dispose of the cigarette prior to driving into the parking lot.

8.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of CBCLC. Please be particularly mindful of CBCLC entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

8.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF CALVARY BAPTIST CHILDREN'S LEARNING CENTER:

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

8.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

CBCLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy #6 not only applies to their child or family, but all children, families and employees associated with CBCLC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Calvary Baptist Children's Learning Center

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 9

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Calvary Baptist Children's Learning Center (CBCLC), as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) CBCLC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with CBCLC, both parents shall be afforded equal access to their child as stipulated by law. CBCLC cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, CBCLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. CBCLC staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care center only at the discretion of the Center Director. An employee of CBCLC will accompany visitors at all times, throughout the center.

CBCLC will dismiss any child whose parent is prohibited from entering upon center property. Due to the parents' right to immediate access policy, as well as state and federal regulations, CBCLC cannot have a child at the center when the child's parent is prohibited access. CBCLC will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Calvary Baptist Children's Learning Center

POLICY: DISMISSAL

POLICY NO.: 10

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center (CBCLC) reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A center check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the center's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave center property in a calm and respectful manner, immediately. CBCLC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to center property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by CBCLC.

Calvary Baptist Children's Learning Center

POLICY: INCLUSION/EXPULSION

POLICY NO.: 11

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center (CBCLC) is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. When applicable, we will make referrals to outside support services including, but not limited to, early intervention, speech, occupation and physical therapy and other types of services, and participate in IEP (Individual Educational Plan) meetings where appropriate to best meet the needs of students.

CBCLC will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. CBCLC is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

CBCLC will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with CBCLC staff to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate through appropriate therapeutic methods the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child or others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

CBCLC will at all times provide written documentation to the parents of any child who is subject to referral for outside support services for any behavior, developmental delay or

disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, CBCLC will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child will not be able to return to the program until support services are in place.

Calvary Baptist Children's Learning Center

POLICY: WITHDRAW

POLICY NO.: 12

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter center property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to center property following the last day of enrollment at Calvary Baptist Children's Learning Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

When your child's enrollment ends, all items left behind will be donated to charity.

Calvary Baptist Children's Learning Center

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 13

APPROVED BY: BOARD OF DIRECTORS EFFECTIVE DATE: 9/1/2020

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Calvary Baptist Children's Learning Center (CBCLC) must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with CBCLC administration, both parents shall be afforded equal access to their child as stipulated by law. CBCLC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, CBCLC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, CBCLC is obligated to follow the order for the entire period it is in effect. Employees of CBCLC cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. CBCLC will report any violations of these orders to the court.

Calvary Baptist Children's Learning Center

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Upon arrival at Calvary Baptist Children's Learning Center (CBCLC), the parents or the adult dropping the child off must sign the child into care (state requirement) on the computers located in the hallway upstairs or downstairs, each day. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. If a parent or adult needs help because of climbing the stairs, accommodations will be made. Children are required by law to be supervised at all times while in the child care center. Parents are required to help children put away their outerwear and get settled for the day.

CBCLC discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. CBCLC believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of CBCLC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy #25.5 if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include, but are not limited to, early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Parents are asked to park in the parking lot when bringing in and pick up their children. For safety purposes there is No Parking in the alley.

14.1 PRE-KINDERGARTEN DROP-OFF

If your child is attending our pre-kindergarten program, they must arrive no later than 8:00 AM (Pre-K Counts drop-off is 7:45 – 8:00 AM). Our certified pre-kindergarten teachers begin teaching at 8:00 AM and children arriving late miss important parts of their pre-kindergarten experiences. Children who arrive late 5 times in a school year (September-June), will have their enrollment terminated.

Parents who know in advance that a child will be late due to a doctor appointment, are required to notify the center by 8:00 AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

14.2 NOTIFICATION OF ABSENCE

Parents are required to inform the center, 610-277-0257, by 8:00 AM if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on 5 occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. CBCLC will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child’s absence from school. Doctor’s notes are needed after 3 consecutive days of absence.

14.3 CENTER’S RIGHT TO REFUSE ADMISSION

CBCLC reserves the right to refuse admission to any child at any time with or without cause.

CBCLC strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first-

come, first-served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include, but are not limited to,

1. Lack of staff to maintain appropriate staff to child ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at CBCLC if the child were to be present at the center.
5. Parents' failure to maintain accurate, up-to-date records.
6. Parents' failure to complete and return required documentation in a timely fashion.
7. Parents of Pre-Kindergarten children arriving after 8:00 AM

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Calvary Baptist Children's Learning Center

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Parents or other authorized adult are required to sign their child out of care (state requirement) on the computers located in the hallway upstairs or downstairs each day. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must take home and read all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is (are) unable to meet at the center during the course of the day.

If a person other than the parent/guardian is to pick up the child, please notify his/her teacher in advance. Any person picking up the child must be on the Emergency Contact form as authorized for pick-up, as well as the Agreement Form. Staff will ask for a government issued photo ID. No person under the age of 16 is authorized to pick up. Parents are asked to park in the parking lot when bringing in and picking up their children. For safety purposes there is No Parking in the alley.

15.1 LATE PICK-UP:

Any parent arriving after closing time of 5:45 PM to pick up their child will be charged \$5 for the first minute and \$1 for every minute thereafter that they are late. This is to discourage parents from being late. We realize there is occasion that, beyond your control, you are forced to arrive late because of a traffic accident or inclement weather. Please arrange for someone on your emergency contact list to pick up. Parents who continue to arrive after 5:45 PM will be asked to leave the program. If payment for a late

pick-up is not received before 8:00 AM the following day, the charge will be added to a weekly bill and is treated as a non-payment of tuition. All measurements of time are to be according to the Calvary Baptist Children's Learning Center clock located on the sign in/sign out computer.

Pre-K Counts

For students enrolled in the Pre-K Counts program, a late fee of \$5 for the first minute and \$1 for every minute late thereafter will apply to Pre-K pick-up time of 2:00 PM

Sick Child

Any parent who does not pick up within one hour after being contacted that their child is sick and needs to go home, will be charged a late fee of \$5 for the first minute and \$1 for every minute late thereafter.

A child's enrollment will be terminated should the child be picked-up late on five occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Calvary Baptist Children's Learning Center (CBCLC) will contact local police and/or the other custodial parent should a parent appear to the staff of CBCLC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the center to deny a custodial parent access to their child even if the parent is or appears to be impaired. However, CBCLC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of CBCLC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of CBCLC will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from CBCLC. In an emergency

situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up Form have the right to act *in loco parentis*. *In loco parentis* status affords the pick-up person the right to discuss confidential information about the child's day including, but not limited to, incident/accident reports and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate Pick-Up Form will be required to provide a government issued photo ID prior to the center releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up Form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

CBCLC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason including, but not limited to, violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Contact Form of the policies/procedures contained herein.

Calvary Baptist Children's Learning Center

POLICY: TRANSPORTATION

POLICY NO.: 16

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center does not allow staff to transport children. We use Kid's First bus company to transport children for field trips.

Calvary Baptist Children's Learning Center

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center is closed in observation of the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day
- Winter Break

*Please consult school calendar for most up-to-date closing information.

Calvary Baptist Children's Learning Center

POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

POLICY NO.: 18

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by your child's teacher and on our Facebook page.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the Emergency Contact Form will be called until pick up arrangements can be made. At the time of the call staff will notify the parents or emergency contact person of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for the first 10 school days of any closure.

Should events occur which are beyond the control of Calvary Baptist Children's Learning Center (CBCLC), including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the school's control, CBCLC has the discretion to close CBCLC and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods and use of distance learning. The parent's financial obligations under this Contract remain in full force and effect.

Should CBCLC close, CBCLC's duties and obligations under this Contract shall be suspended immediately without notice until such time as CBCLC, in its sole and reasonable discretion, may safely reopen. If CBCLC cannot reopen due to any event under this paragraph, it is the sole discretion of CBCLC whether to refund any portion of tuition paid.

Calvary Baptist Children's Learning Center

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

The Commonwealth of Pennsylvania has developed standards outlining the goals and priorities of the Infant/Toddler/Preschool Program and the Pre-Kindergarten Program. These standards are incorporated into our lesson plans and cross referenced with Creative Curriculum. They can be viewed online at:

www.pakeys.org/pa-early-learning-initiatives/early-learning-standards/

Creative Curriculum was chosen because of its flexibility and child friendliness. We believe that each child should be treated individually and Creative Curriculum allows and encourages teachers to tailor curriculum guided by individual child observations.

19.1 DAILY SCHEDULE OF ACTIVITIES

Infants:

Each infant is on his/her own schedule as dictated by the parent and the child. We will be going outside every day weather permitting and need the infants to be dressed for the weather.

Young Toddlers:

- 6:45-8:00 Arrival/Free Play
- 8:00-9:00 Breakfast/Book Time
- 9:00-9:15 Diapering/Toilet/Handwashing
- 9:15-9:30 Circle Time/Music/Stories
- 9:30-10:30 Outdoor Play/Take a walk/Hainer Hall (inclement weather)
- 10:30-11:30 Planned Play/Directed Activities/Free Play
- 11:30-12:30 Lunch/Diapering
- 12:30-3:00 Nap Time
- 3:00-3:30 Handwashing/Snack Time
- 3:30-3:45 Diapering/Toilet/Handwashing
- 3:45-5:45 Outdoor/Indoor Free Play/Departure

Preschool:

6:45-8:00	Arrival/Free Play
8:00-9:00	Breakfast/Book Time
9:00-9:15	Diapering/Toilet/Handwashing
9:15-9:30	Circle Time/Music/Stories
9:30-10:30	Planned Play/Directed Activities/Free Play
10:30-11:30	Outdoor Play/Take a walk/Hainer Hall (inclement weather)
11:30-12:30	Lunch/Diapering
12:30-3:00	Nap Time
3:00-3:30	Handwashing/Snack Time
3:30-3:45	Diapering/Toilet/Handwashing
3:45-5:45	Outdoor/Indoor Free Play/Departure

Pre-Kindergarten:

6:45-8:00	Arrival/Toilet/Handwashing/Free Play
8:00-9:00	Handwashing/Breakfast
9:00-9:15	Circle Time
9:15-10:30	Choice Time/Small Group
10:30-11:30	Outdoor Play
11:30-12:30	Lunch/Toilet/Handwashing
12:30-1:15	Choice Time
1:15-2:00	Outdoor Play
2:00-3:00	Naptime/Quite Time
3:00-3:30	Handwashing/Snack Time
3:30-3:45	Toilet/Handwashing
3:45-5:45	Outdoor/Indoor Free Play/Departure

19.2 CLASS ASSIGNMENTS

Infants: 6 weeks to 1-year-old

Young Toddlers: turn 1-year-old by September 1st

Preschool: turn 2 years old by September 1st

Pre-Kindergarten: turn 3 years old by September 1st

19.3 STAFF TO CHILD RATIOS

Infants 1:4

Young Toddlers: 1:5

Preschool: 1:6

Pre-Kindergarten: 1:10

For children in classrooms with mixed age levels, the age of the youngest child in the group determines the staff to child ratio.

19.4 NAP/REST TIME

A standard crib sheet and blanket are required for all children that stay for naptime. Crib sheet and blanket must be taken home every Friday to be washed.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Infants and toddlers will need diapers, wipes and creams.

Please leave two complete changes of seasonal clothing (including play clothes, underwear and socks). All clothing and personal belongings should be labeled with the child's name and placed in a Ziploc gallon bag.

Each week teachers will ask for donations of various items, such as hand soap, paper towels, toilet paper, tissues, Lysol wipes, or items for projects. Please contribute at least two items a month.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

You are welcome to celebrate your child's birthday and special holidays with us. Please arrange this a few days in advance with your child's teacher. Some children may have food allergies which need to be considered when planning snack.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

Conferences are held three times each year. Progress reports will be discussed. Of course, a conference may be scheduled at any time at the request of the parent or teacher.

Each day classroom teachers will communicate with parents in the following ways: Infant and Toddler rooms will complete a *Daily Report* to let the parent know what the child did that day. Information includes how much the child ate, what the child's mood was, how long the nap was and what experiences they had. All teachers will communicate on the *White Board* outside each classroom to let the parents know what activities the class participated in that day. Accidents or injuries are written on the *Accident/Incident Report*.

There are two information boards; on the first floor by the sign-in/sign-out computer and on the second floor next to the bathroom. On these boards you will find activities of interest.

19.8 GRADUATION

Graduation is the last day of Pre-K Counts in June. Parents are encouraged to help in the planning and implementing of graduation by joining the Parent Board.

19.9 INDIVIDUAL EDUCATION PLAN

If your child qualifies for an Individual Education Plan (IEP), it is helpful to the staff of Calvary Baptist Children's Learning Center to be able to access this information. These IEPs help the teacher to incorporate your child's needs into her lesson plans so that every child can benefit from our program. In order to access these plans, we need the permission of the parent. You will be required to sign the permission slip when you enter our program.

Calvary Baptist Children's Learning Center is not required by law to provide the support services outlined in a child's IEP. We are not a publicly funded educational institution and therefore we are not required to comply with IDEIA legislation. Additionally, as a religious entity, our obligations to provide reasonable accommodations under the Americans with Disabilities Act are limited. We will make reasonable efforts to accommodate children with special needs, including working with outside agencies that provide services to the child, allowing those services to be provided in the child care space to the extent that the services are not disruptive to our program, and will make reasonable accommodations to our policies, practices and procedures to provide a safe environment for every child. Calvary Baptist Children's Learning Center is not required to make any accommodations that would fundamentally alter the program. Further, any child whose behavior is a safety risk to themselves or to other, even if the behavior is directly related to the child's disability, will be suspended from the program pending evaluation by Early Intervention, the MCIU or other appropriate agency and the appropriate support services are put into place to mitigate the dangerous behavior(s). If the child's behavior that is dangerous to themselves or to other, continues even with support services in place, the child will be withdrawn from the program.

Any changes to your child's schedule must be included in the child's IEP and approved by the Center Director before changing. This includes changes in programs as well as dropping services. Programming rendered at Calvary Baptist Children's Learning Center is conditional on the school's ability to provide the best quality of care for every child.

During our observation of your child, if we realize that there is a special need, we will contact the parent and encourage them to seek help through the Montgomery County Intermediate Unit (MCIU).

Calvary Baptist Children's Learning Center

POLICY: DISCIPLINE

POLICY NO.: 20

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Children are guided to treat each other and adults with self-control and kindness.

Each student at Calvary Baptist Children's Learning Center has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Staff will not use physical forms of punishment, corporal punishment, severe verbal reprimands, time out, embarrassing or humiliating forms of punishment including name calling, and/or withholding food from any child at any time. Staff will use positive forms of behavior modification and discipline to stop unwanted behaviors and encourage desired behaviors. Staff will be direct with children, providing clear descriptions of unwanted behaviors and then explain and model appropriate and desired behaviors. Example: "Joshua, we do not throw toys in this school. Someone could be hurt. We play with the toy like this (adult demonstrates behavior). If you cannot play with the toy in a safe way, you will not be allowed to play with it."

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him for only as long as is necessary for control of the situation.

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to themselves or others.
- Continued care could be harmful to or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Calvary Baptist Children's Learning Center

POLICY: TOYS FROM HOME

POLICY NO.: 21

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Calvary Baptist Children's Learning Center staff for safety and appropriateness, and may be prohibited at the sole discretion of Calvary Baptist Children's Learning Center.

Calvary Baptist Children's Learning Center

POLICY: DRESS CODE

POLICY NO.: 22

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. (We go out in all types of weather unless the wind chill is 25°F or below, or the heat index is 90°F or above.) Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents should not dress children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Please place items in a Ziploc gallon size bag with child's name. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Calvary Baptist Children's Learning Center (CBCLC) is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, CBCLC will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 5 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending CBCLC.

CBCLC is not responsible for damage to or loss of any articles of clothing.

22.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at CBCLC, or involved in any CBCLC sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Shoes are never permitted in the infant classroom. Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any CBCLC sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

Calvary Baptist Children's Learning Center

POLICY: FIELD TRIPS

POLICY NO.: 23

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center frequently supplements the in-class curriculum for pre-kindergarten classes with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. All parent chaperones who accompany the class on the bus, will be required to secure all criminal and child abuse background checks, as required by our licensing regulations. Please see Policy #24: Parent Participation/Volunteering for more information.

Calvary Baptist Children's Learning Center provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Calvary Baptist Children's Learning Center sponsored trip.

Calvary Baptist Children's Learning Center

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted at the sign-in/sign-out computers.

Any parent who volunteers in the classroom on a regular basis will be required to secure all criminal and child abuse background checks as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

The following clearances are required to be on file before volunteering or chaperoning a field trip:

- Pennsylvania State Police Criminal Record Check: <https://epatch.state.pa.us>
- Child Abuse History Clearance: <https://www.compass.state.pa.us/cwis>
- National Sex Offender: <http://www.keepkidssafe.pa.gov/natsexoffreg>

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Calvary Baptist Children's Learning Center reserves the right to make volunteer assignments. Calvary Baptist Children's Learning Center does not guarantee the volunteering parents will be assigned to locations where their child(ren) is (are) present.

24.1 GETTING TO KNOW YOU

Within the first few weeks of your child's entrance into the program, your child's teacher will ask for a "Getting to Know You" meeting. This meeting is important to attend so that the teacher can get to know what your expectations are from them and what they have observed about your child's transition into the program. We would like to know in which ways you would like to participate in our school.

24.2 CURRICULUM PARTICIPATION

Parents are encouraged to participate in the curriculum by e-mail on Teaching Strategies GOLD. Give your e-mail address to your child's teacher. In order to participate, parents must have an e-mail account. Free e-mail accounts can be created on hotmail.com and yahoo.com. Free internet can be found at public libraries and at many businesses.

24.3 BACK TO SCHOOL

Every September Calvary Baptist Children's Learning Center will have an annual back to school event. This is an opportunity to see your child's classroom and to meet the teachers.

24.4 SPECIAL EVENTS

Events will be held throughout the year. The events will be posted and you will be notified in advance. Parents are encouraged to help in planning and implementing the following programs throughout the year:

International Feast	Friday before Thanksgiving
Holiday Festival	Last day of school before Winter break
Cinco de Mayo	May 5 th
Promotion Party	Last day of Pre-K Counts in June

24.5 PARENT BOARD – PTA

Parents are encouraged to volunteer to be on a parent board. Responsibilities include helping to plan and implement our Thanksgiving meal, promotion party, holiday show, teacher appreciation, back to school, and Cinco de Mayo celebration. Parents can also be involved in a "fund raiser" to benefit the school.

Calvary Baptist Children's Learning Center

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Calvary Baptist Children's Learning Center (CBCLC). This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional in order to attend CBCLC. The Physical Examination Form, indicating the child's fitness to attend CBCLC, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Administrative Assistant.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases CBCLC from liability for administering treatment to children with severe allergies and taking other necessary

actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided CBCLC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy #25.5 detailed herein.

25.3 COMMUNICABLE DISEASES

CBCLC follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC) 800-424-2460.

Parents are required to pick up an ill child within one hour of notification by phone. If a parent is reached, but cannot pick up their child within one hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's Emergency Contact Form. If the parent does not pick up within one hour of being contacted, a late fee will be administered at the rate of \$5 for the first minute, and \$1 per minute thereafter. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. CBCLC reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24-hour period. Children may return to the center 24 hours after the last episode.

For the health and well-being of your child and others at school, keep your child home for the following reasons:

- sore throat, nausea, vomiting, diarrhea
- runny nose and/or severe cough if there is colored mucus
- red crusty, itchy eyes – pink eye and conjunctivitis are extremely contagious (child may return 24 hours after starting an antibiotic)
- the first 24 hours any antibiotic is administered to the child

If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. The most common diseases include: chicken pox, measles, influenza, meningococcal, strep throat, foot and mouth disease, tuberculosis, whooping cough, hepatitis A, salmonella, shigella, giardia lamblia, scabies, lice. Once again, only the communicable disease information will be shared. CBCLC will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child’s absence from school.

25.4 BITING

CBCLC recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bitten by, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child’s enrollment terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with

staff to help their child control this behavior. Uncooperative parents will have their child's enrollment terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their enrollment terminated since the safety of all the children in the program is of the utmost concern of CBCLC.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of CBCLC cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION

CBCLC will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. CBCLC will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the office. Medication Forms, doctor's notes and medication are to be turned into the Administrative Assistant.

CBCLC will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on the Emergency Contact Form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to Policy #25.3 above regarding picking up ill children.

Sunscreen or diaper rash cream will not be given by any staff without the written consent of the parent and the approval of the director.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

25.6 FIRE/EMERGENCY DRILLS

CBCLC conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or after the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Center Director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up Policy #25.3, children must be picked up within one hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Center Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.7 ALTERNATE SAFE LOCATION

Should the administration of CBCLC or any emergency services personnel determine the building which houses the child care center to be too dangerous to be occupied, the staff and children will be taken to Crayon Kids, 800 West Marshall Street (Entrance on Haws Avenue, in the back on the Method Church Building), Norristown, PA 19401. Once the children are assembled here, the staff will begin contacting parents or emergency contact

persons for pick up. As stated before, children must be picked up within one hour of the telephone call.

25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is (are) unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the Center Director prior to the child being dropped off the next day. Failure to sign and return an Incident/Accident Report in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

25.9 FOODS

CBCLC provides nutritionally well balanced meals for all the children, through the Archdiocese of Philadelphia. Please inform the Center Director of any dietary restrictions that your child may have. The Archdiocese provides pork-free food except for gelatin. If your child is on a pork-free diet, and we are made aware of the restriction, another fruit will be substituted for gelatin.

Breakfast: Breakfast is served to all children arriving before 8:30 AM. If you do not arrive before 8:30 AM, we ask that you feed your child a well-balanced breakfast before arriving at the center.

Lunch: Lunch is served between 11:30 AM and 12:30 PM. Children who do not arrive before 9:30 AM, when lunch count is taken, will not be served lunch unless arrangements are made with the office.

Snack: Snack is served at 3:00 PM.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policy #25.2 contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets).

CBCLC never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Infant through 2 ½ year old age groups:

Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

3 year and older classrooms:

All meals are family style with the children sitting at tables to promote proper manners, good eating habits, and socialization skills.

A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

25.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on center property for any reason. Violation of this policy will result in immediate dismissal from the center.

Calvary Baptist Children's Learning Center

POLICY: STAFF EMPLOYMENT BY PARENTS POLICY

POLICY NO.: 26

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

The staff of Calvary Baptist Children's Learning Center (CBCLC) is prohibited from being employed by any parent (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ CBCLC staff will have their enrollment terminated and any deposits will be forfeited. Staff who become employed by current or former parents of CBCLC will have their employment with CBCLC terminated.

Employment refers to any relationship outside of the center's services which involves an employee of CBCLC to interact with a current or former parents of CBCLC. Such relationships include, but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Calvary Baptist Children's Learning Center

POLICY: SOCIAL NETWORKING

POLICY NO.: 27

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Parents are strictly prohibited from posting any photos obtained during the course of dropping off, picking up, volunteering, or chaperoning on a field trip of any child and/or employee on their personal social networking site.

Parents are strictly prohibited from including photographs of currently enrolled children and/or the families served by Calvary Baptist Children's Learning Center on any internet website and/or blog including, but not limited to, websites like Instagram, Twitter, and Facebook.

Parents are PROHIBITED from "friending" or "following" employees on any social media sites. Any violation of this policy will result in families having their enrollment terminated and any deposits will be forfeited. Further, Calvary Baptist Children's Learning Center will pursue all legal remedies available for actions in violation of this policy.

Calvary Baptist Children's Learning Center

POLICY: CENTER CONTACT INFORMATION

POLICY NO.: 28

APPROVED BY: BOARD OF DIRECTORS

EFFECTIVE DATE: 9/1/2020

Calvary Baptist Children's Learning Center
801 W Marshall Street
Norristown, PA 19406

Phone: 610-277-0257
Fax: 610-277-4130
Email: office@cbclcnorristown.org
Website: www.cbclcnorristown.org

Hours of Operation
Monday-Friday 6:45 AM – 5:45 PM



801 West Marshall Street
Norristown, PA. 19401
Phone: (610) 277-0257

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of Calvary Baptist Children's Learning Center's Family Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Family Handbook are not conditions of enrollment, and the language does not create a contract between Calvary Baptist Children's Learning Center and the parents. Calvary Baptist Children's Learning Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Family Handbook is the property of Calvary Baptist Children's Learning Center, and must be returned to Calvary Baptist Children's Learning Center when the aforementioned child is no longer enrolled at Calvary Baptist Children's Learning Center.

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____