



# STEMsteps

## Parent Handbook

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## Philosophy and Curriculum

STEMsteps promotes an environment of inquiry-based learning and employs children's natural desire of questioning the world around them to engage students in a variety of real-world learning experiences and activities. STEMsteps mission is to help children develop a life-long love for learning and increase students' academic self-concept. The emphasis on intellectual learning, rather than rote learning, encourages students to make broader connections and develop critical thinking skills. To achieve this, STEMsteps integrates Science, Technology, Engineering, and Math curriculums seamlessly with the Arts.

### Curriculum

STEMsteps believes strongly in the *eight indicators of a quality prek-3 curriculum* provided by the *National Association for the Education of Young Children (NAEYC)* and the *National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE)* :

- *Children are active and engaged*
- *Goals are clear and shared by all*
- *Curriculum is evidence-based*
- *Valued content is learned through investigation, play, and focused, intentional teaching*
- *Curriculum builds on prior learning and experiences*
- *Curriculum is comprehensive*
- *Professional standards validate the curriculum's subject-matter content*
- *Research and other evidence indicates that the curriculum, if implemented as intended, will likely have beneficial effects*

(as cited in EDC, 2013, p. 2-3)

STEM STEPS offers a child-centered, STEM focused curriculum utilizing project-based learning activities. Reading and Language Arts are integrated seamlessly utilizing a variety of texts, student journals, along with phonics and phonemic awareness activities.

PA CORE- STEM STEPS utilizes PA CORE standards to develop curriculum maps and guide instructional planning. STEM STEPS teachers use a variety of ongoing assessment to adjust instruction to student's needs and learning interests.

## Staff Qualifications

As a dual-licensed school and childcare, STEMsteps follows the guidelines set forth by Pennsylvania Code and the Pennsylvania Department of Education (PDE) for staff qualifications. As a private academic school, STEMsteps teachers have appropriate teaching certifications and bachelor's degrees from qualifying institutions.

### **Infant and Toddler Teachers**

STEMsteps Infant and Toddler teachers are either certified teachers or a combination of teachers' assistants/aides. A teacher's aide with two years' experience or a Bachelor's degree in human services field and experience, meets the qualifications to supervise these age groups

### **Preschool and Kindergarten Teachers**

STEMsteps preschool teachers are certified in teaching Private Nursery School, Early Childhood Education, Elementary Education or hold Dual licensure in Special Education/Early Childhood. Preschool teachers obtained bachelor's degrees, through accredited institutions of higher education, and hold valid teaching certificates. Kindergarten teachers are hold valid Pennsylvania certificates for teaching and master's degrees in their field.

### **Teachers Assistants/Aides**

Teachers Assistants at STEMsteps are graduates of an approved 2-year college or university having specialized in child development, early childhood, or elementary education. Teachers' Aides are at least 18 years old and are always under direct instruction of teachers.

### **Staff Members**

STEMsteps staff members are at least 18 years old and are high school graduates, have 2 years' experience working with children or hold a Child Development Associate (CDA) credential or a Certified Childcare Professional (CCP) credential.

## Confidentiality

STEMsteps keeps individual records for all students enrolled. Records include, but are not limited to emergency contact information, authorized pick up persons, student medical records, attendance, and academic records. Child records are confidential and shall be stored in a locked cabinet. A facility person may not disclose information concerning a child or family, except in the course of inspections and investigations by agents of the Department. All permanent records will be destroyed through shredding, six months after completion of the program.

## Communication

STEMsteps believes that effective communication is key to building a strong community relationship and a successful school. STEMsteps communicates to parents and the greater community through [stemstepspa.com](http://stemstepspa.com), social media, and direct newsletters emailed home. In the goal of staying "green" we want you to know that we try not to send a lot of papers home. Please check your email and add our email to your contacts to stay informed. STEMsteps encourages feedback and communication from parents and the community as well. Please feel free to email, stop in, or turn a written note or suggestion into the drop box at the main entrance. If you need to

update your child's drop-off or pick-up person, please do so online, on paper forms, and via note or email to the directors.

## **Admissions**

STEMsteps is a private school and childcare and accepts all applications for enrollment. A \$150 registration fee will apply for all new student applications. Returning students will pay a \$75 returning registration fee, each academic year they enroll. Additional enrollments per family will be charged at \$50 per enrollee. Students will be accepted on a first come first serve basis. However, full time enrollment and students with siblings enrolled are considered prior to part-time enrollment and non-sibling enrolled students. Once accepted into the program, you have 30 days to complete any remaining paperwork and turn it in. Failure to complete the proper forms for enrollment will void your acceptance into the program. After all spots are filled, students may be placed on a waiting list for admittance if openings arise.

## **Nondiscriminatory Policy**

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:

STEMsteps

3281 Wexford Rd.

Gibsonia, PA 15044

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17110

PA Human Relation Commission  
Pittsburgh Regional Office  
301 Fifth Avenue  
Suite 390, Piatt Place  
Pittsburgh, PA 15222

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Western Regional Office  
301 Fifth Avenue  
Suite 410, Piatt Place  
Pittsburgh, PA 15222-1210

U.S. Department of Health and Human  
Services  
Office for Civil Rights  
Suite 372, Public Ledge Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

## **Tuition**

STEMsteps charges tuition on a yearly basis. Tuition is paid annually or monthly depending on the plan you select. Annual payments will receive a 2% discount.

Siblings are eligible for a 10% discount on the lower annual tuition. Two siblings enrolled full time, full day receive an additional 5% discount each.

The tuition plan accounts for holiday breaks and time off throughout the year. This rate is constant and does not change month to month. Therefore, the tuition is due regardless of the days STEMsteps is closed. Days cannot be made-up if missed due to illness or vacation (see Illness/Vacation Policy below for more information).

If you are experiencing financial difficulties or get behind on your payments, please contact a director to set up a payment plan. If you do not try to set up payment arrangements and you have a balance over 15 days past due, you will be asked to keep your child at home until a payment arrangement is determined and set.

## **Late Fees**

Invoices are generated automatically along with fees associated with drop-in care, late pick up or arrival, and late tuition fees.

Please pay promptly to avoid late fees. Tuition is considered late if not paid by the end of the business day on the 20<sup>th</sup> of each payment period. The fees are added as follows:

Annual and Bi-annual payments, \$75/month

Monthly Payments, \$50/month

## **Drop-in Enrollment**

Drop-in care must be approved by a director 24 hours in advance of the drop in and are subject to availability. Drop-in care will be billed on the day they occur, and the bill will be due within five business days. If drop-in time is not paid in full, a 20% late fee on the remaining balance will be assessed on the following months tuition along with the past due amount. Drop-in care will not be allowed if your account has an unpaid balance or if the school is full. If you are dropping in for before or afterschool care and it exceeds 50% of the days you are enrolled, you will be billed the full day tuition rate rather than daily charges. Drop in care charges accrue at the rate of \$7 per hour.

## Re-Enrollment

A re-enrollment fee is required for each current family for the following school year. This fee is due when re-enrollment forms are submitted. This fee is non-refundable, except in cases in which the student is not accepted for re-enrollment. The re-enrollment fee is \$75, if paid by February 28<sup>th</sup>. The fee is \$125 if paid after March 1<sup>st</sup> or later. The fee is per family not per child.

All enrollment forms for the school year are due by March 15.

## Required Forms for Enrollment

STEMsteps will be utilizing Enrollsy for enrollment forms. This will automatically populate student information into forms needed for enrollment. Please be as detailed as possible and be sure to provide proper immunization dates, medical and allergy information. Once the information is submitted, payment is made via Enrollsy and automatic billing is set.

For the State of Pennsylvania and STEMsteps records, the following must be kept on file and updated on time. We will request signatures online through Enrollsy when your form expires.

Kindergarten Registration Requirements: In addition to Enrollsy forms required Proof of citizenship (birth certificate) must be sent in.

## Immunizations

**Current immunizations WILL be required for entry.** Non vaccinated children pose a risk to young toddlers who are not fully vaccinated yet. Therefore, if vaccines are not current, they may not enroll. This means that religious and moral exemptions will not be accepted (unless it's for the flu shot). Please supply updated immunization records each time you visit the doctor to be immunized. This can be done by asking your pediatrician for a printed child health report for childcare or by bringing the form with you to the doctors to complete.

If you are not planning on obtaining the flu shot for your child, please write a letter to place in your child's file, that you object due to moral or religious obligations.

## What to Bring

Young and older toddlers may bring a small blanket, small pillow, and **one** soft toy to keep in their classroom. For young toddlers, (12-24 months), please also send in a "munchkin, miracle 360 cup". Please do not send bottles or milk, we provide water throughout the day and two

servings of dairy through food. If your child receives breakfast at STEMsteps, they will receive a dairy serving or an almond or oat milk with breakfast. We recommend weaning from a pacifier between 6 and 12 months of age, before an emotional attachment can develop. However, no pacifiers will be allowed into school for any reason after 18 months of age. Staff members will message you when your child is running low on diapers and/or wipes. A change of clothing is required to keep at school for ALL students. Toddler bins for diapers and clothes and rest time, are in the classroom.

Preschool, kindergarten prep, and kindergarten bins for clothing are in the rear of the facility, in the girl's restroom. If your child is not fully toilet trained, you are responsible for providing diapers or pull-ups and wipes. Please check your child's bin weekly if you supply diapers/wipes and seasonally if your child has extra clothes here. It is important that the clothes here are seasonally appropriate and fit your child. If your child does not have a change of clothes and their clothes become soiled- you will be contacted to pick them up from school or bring a change immediately. Young preschool students (ages 2.7-3.3) may bring a small soft animal or pillow in addition to a blanket for quiet time or rest time.

Kindergarten students will need to bring an appropriately sized backpack for transporting papers to and from school, specifically for bus riders. Communication centers will be available for you to pick up your child's work each day, as backpacks and bags are only permitted for rest time supplies and Kindergarten students.

Please send your child with appropriate jackets, gloves, hats, etc. for the weather as we do go outside daily when it is above 30 degrees. Donations of items such as tissues, glue sticks, pencils, and craft supplies are always welcome but are not necessary to send in with your child as these items are provided.

## **Food at STEMsteps**

Our food philosophy is to provide fresh, local and organic when available, food at the facility. We design a vegetarian menu that incorporates a variety of greens and vegetables, fruits, beans, dairy and whole grains. Food at STEMsteps is provided for children starting at 12 months. Currently, we are a peanut free facility and serve almond milk in place of cow's milk for breakfast only. We serve water to children during lunches and snacks. Please inform the directors of any allergy restrictions for your child upon enrollment.

A daily breakfast is served to students receiving morning care. STEMsteps will serve lunch and snack to all students enrolled in pre-school and kindergarten. Afternoon care students will receive an additional snack. STEMsteps menu is available monthly and provided via email in advance of the month. STEMsteps meets all guidelines and regulations set forth by Pennsylvania Code for food regulations in a childcare setting and private nursery school. Students should not bring outside food into school unless there is a special need, which would be determined by the parents and directors prior to enrollment.



## Adventurous Play and Risk Taking

At STEMsteps we believe that adventurous, highly physical play adds to a child's overall development. This type of play helps children to develop self-regulation and a sensitivity to others. Children practice problem-solving and experience cause and effect. They develop and refine their nervous system and strengthen overall physical wellness. While we believe that experiences with appropriate risks are necessary, your child's safety and well-being are our greatest concerns. Staff are trained in the supervision and support of this vigorous, challenging play. Our outdoor and indoor environments have safe surfaces to reduce the risk of injury during adventurous play. And we teach children how to listen to and trust their own bodies. Consider dressing your child in clothes that are durable and can get wet and dirty. Our children play outside in all types of weather at all times of the year (Carlson 2011).

## Arrival and Dismissal

For your child's safety, you and your child must greet the staff on duty together and you must sign in/out at the tablet kiosk. Please wait until the staff acknowledges your presence. The staff could be preoccupied with another child and not be aware that she has the responsibility for your child. This applies to all children including school-age children. Our responsibility begins when we have made parent and child contact. Specific to Infants/Toddlers: It is necessary for parent(s)/guardian(s) to communicate and update their child's daily form. The daily form is part of the check in process on the check in tablet. Upon arrival the staff will also be assessing the wellness of your child while you are still present. If at the time the staff observes that the child is not well, you will be there to take your child home.

School day students may be dropped off between 8:45 and 9:00am. Parents must enter the facility using their secure code. Please do not use this time to have lengthy conversations with your child's teacher. Your child's teacher is responsible for keeping his/her eyes on the children and preparing for the day's activities. If you need to discuss something, please send a message on brightwheel to set up a time for a phone or face-to-face meeting with your child's teacher.

Please be considerate that we begin circle time in all classrooms around 9:20am. If you are late, your child is missing an important time of the day and interrupting other children from learning. If your child arrives after 9:20am, they are considered tardy for the day. **After three tardies, a \$10 charge will be incurred per late drop off.** If you arrive after 10:00am, you must have a doctor's excuse to attend that day. Pick up is from **2:55-3:10pm**. Please sign your child out using the app at the desk and pick up your child from their classroom directly. If a parent/guardian is not picking up their child, a pick-up form must be on file stating that the said person is allowed to take their child home. If you are late in picking your child up or early in dropping off, after the second incident, the appropriate charge for hourly drop-in day care will be added to your monthly tuition for each occurrence. This hourly charge will accrue for each hour you are late in picking up, at 5 minutes after the hour. Therefore, after 4:05pm you will accrue two hours of drop-in care charged to your account and after 5:05 PM, three hours will be charged. This will be due within five days from the service date.

Toddlers and Preschoolers who have a difficult time at drop off will be asked to set up a goodbye routine and stick to it. A goodbye routine consists of a ritual you and your child do together and then you will hand your child directly to the teacher without lingering. This is important to decrease negative behaviors at drop off time and make the transition easier for you and your child. Be sure to discuss with your child at home that you will always return for them and you will see them later. Practice leaving your child with other family members and caregivers using the same routine.

Students enrolled in before and after school programs may be dropped off and picked up at their times listed upon enrollment and between 7:30 and 5:30pm daily.

### **Before and After School Care**

Students enrolled in before and after school care may be dropped off starting at 7:30am and picked up as late as 5:30pm. Keep in mind, we use the status forms you completed upon enrollment to schedule staff. Please approximate your drop off time as closely as possible so we can ensure proper staff coverage. If you need to drop off earlier than usual or stay later than expected, please message the staff as soon as you can via Brightwheel messaging.

If you would like to drop-in for before or afterschool care, please give a minimum of 24-hour advance notice, to ensure a spot for your child. STEMsteps cannot guarantee last minute drop-in care is available (see Drop-In Enrollment).

### **Late child pickup procedure**

STEMsteps closes at 5:30 p.m. Parents are asked to plan enough time to dress their child, collect the child's clothes, artwork, speak to a staff (if necessary) and leave the center by 5:30 p.m. If the parent/guardian is aware that they are going to be late, they should call the center to advise staff of this and of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged.

When a child is not picked up by 5:30 p.m., staff will remain until the situation is resolved.

When the parent/guardian is late the staff will:

1. Contact the parent/guardian at the numbers on the child's file
2. If contact with parent/guardian is not established, call the emergency contact(s) on the child's file card and plan for the child to be picked up.
3. Contact the Supervisor/designate
4. If the parents/guardians/emergency contact(s) are not available, and it is 6:30 pm; contact the appropriate Child Service Authorities and follow their instructions. Under no circumstances is the staff to remove the children from the school.

If the parent/guardian is repetitively late, staff will notify the Supervisor/designate who will meet with the parents/guardians regarding the situation.

## Late Pick Up Fees

The late pick up fee schedule is as follows:

From 5:30 p.m. to 6:30 p.m. the fee for the first time late is \$1.00 per minute until. (maximum charge: \$60)

The fee for the second time late is \$3.00 per minute until 6:30 p.m. (maximum charge: \$195) and any time late after that, the rate will be \$3.00 per minute.

**If late three times in any seven-week period, the family faces removal from the school.**

The tablet check-out clock is the time used to determine the late payment. Late fees not paid within 48 hours are added to your statement. (See Withdrawal policy for repeated lateness)

At 6:30 p.m., if we have not heard from you or been able to reach you or your emergency contacts, we will call the appropriate local police authority and child services.

## Vacations, Switching Days

All families enrolled in the academic program receive one week of vacation time based on scheduled enrollment. You can use your days to cover illness or vacations and can be deducted from the following months payment plan.

Please submit a written request via the vacation/illness request form located on our website, if you would like to utilize sick or vacation day deductions. Your average daily rate will be deducted when utilizing vacation days. Please submit your vacation request two weeks in advance when able.

STEMsteps plans enrollment to maximize space for all children. Therefore, there is not an availability to change enrollment. If your program is no longer feasible for your family, please contact the director to discuss program options.

## Extended Closures

If the program is closed for an extended period due to natural disasters or public health related emergencies, the Board of Directors will approve any refunds that may be issued to families. The maximum amount that may be approved is 50% of monthly program tuition for up to two months.

## Illness

Maintaining health and preventing the spread of contagious diseases are responsibilities shared by parents, our staff, and STEMsteps. Our staff is training in illness-prevention practices that limit spread of infections. The use of gloves during diaper changing and the employment of the proper cleansing agents, help in reducing the spread of infections. Parents must have their children immunized against major diseases, including but not limited to: diphtheria, tetanus, pertussis, Haemophilus influenzae type b disease (HIB), polio-myelitis, measles, mumps, reubella and chicken pox according to the latest recommendation of the American Academy of Pediatrics and the United States Public Health Service (unless exempted for religious or medical reasons). If you have any questions, you should call the Pennsylvania Chapter of the American Academy of pediatrics (ECELS) at (800) 243-2357 and they will contact your family physician to review the requirements.

STEMsteps employs procedures for reporting exposures, identifying an ill child, and informing the parent of a child's illness. Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up their ill child, and consulting with their child's doctor about diagnosis and care. Parents must inform the center when their child is ill with a contagious disease and should request their pediatrician's cooperation in consulting with the center if the illness has implications for the entire childcare program. See COVID-19 Screening Tool In Appendix A.

### ***Recognizing Sick Children:***

The child care staff and parents need to recognize the signs and symptoms of illness in children. Fever is a well-known symptom that the parent or our staff use to identify a child who may be ill. Fever (a rise in the body temperature above normal) is common in young children and is rarely harmful. There are many causes of fever other than illness. Exercise, environmental conditions, individual variation and teething may raise the body temperature. However, fever may be a symptom of a contagious or serious illness.

Some children with fever will not be admitted to the program until the child is examined by a health professional. Such children include any child with a temperature of 100.7°F or greater.

Parents will be notified promptly when their child is found to have a fever while at the center and must pick up their child within thirty (30) minutes of notification. Failure to do so will require the center director to contact another emergency contact person or transport your child to an emergency room.

The child's response to fever-reducing medicines (e.g., acetaminophen) is not helpful in deciding how sick the child is. Regardless of the presence or height of fever, it is how sick a child looks or acts that is important. Have your doctor check your child with symptoms or signs of a possibly serious illness (unusual drowsiness, fussiness, persistent or excessive crying, wheezing, uncontrolled coughing, difficulty breathing) or who refuses to play or complains of severe pain.

The child must be fever-free for 24 hours without medication, prior to returning to the center.

### ***Inclusion/Exclusion from the Child Care Center***

Most children with mild contagious illness do not need to stay home from childcare. Usually, the child has already exposed others before seeming sick. Other illnesses (e.g., impetigo, conjunctivitis) stop being contagious shortly after treatment is started. Guidelines depend on the specific diagnosis or symptom (see below). Therefore, there is no reason to exclude mildly ill children or those being treated unless:

The child does not feel well enough to participate comfortably in the usual activities. The center staff and/or the center director will make the decision as to whether to exclude your child from the center.

The staff cannot care for the sick child without interfering with the care of other children. Again, the decision to exclude your child from the program will be at the discretion of the childcare staff and/or center director.

The child has any of the following:

fever and behavior changes or other signs or symptoms of illness as defined under "Recognizing Ill Children" until the child's inclusion is checked with a health professional who determines that the child may be in child care;

the child has signs of symptoms of a possible serious illness as defined under "Recognizing Ill Children" until the child is checked by a health professional who determines that the child may be in child care;

uncontrolled diarrhea (stool runs out of the diaper or the child can't get to the toilet in time);

vomiting in the previous 24 hours until the vomiting stops or a health professional determines that the child may be in child care;

mouth sores with drooling, unless a health professional determines the child's illness is not from communicable illness;

rash with fever or behavior change until a health professional determines that the child may be in child care;

pink eye with white or yellow discharge until 24 hours after treatment is started;

scabies, head lice or other infestation until 24 hours after treatment is started and the child is nit-free;

As tuition is based on program enrollment, not attendance, there will be no refunds or make-up days offered for school missed due to illnesses.

## **Inclement Weather Policy**

Parents will not be refunded for missed days due to weather-related closures. Tuition is based on enrollment rather than attendance; therefore, the tuition rate is constant. STEMsteps takes into consideration severity of the weather and surrounding school closures before closing for the day. Kindergarten student will follow their home-school district for busing delays. If STEMsteps does close, an all-alert will be issued directly through Brightwheel messaging and STEMsteps email.

## **Invitations**

When sending invitations for birthdays and other occasions please invite your child's entire class, OR all boys, OR all girls. This includes email invitations. Please do not pick and choose who you will invite as this makes other children feel left out when they arrive to school talking about it.

## **Withdraw and Termination of Enrollment**

Termination Procedures: Parent may terminate this Contract by submitting a WRITTEN Termination Notice to the Director by the dates indicated below (the Termination Date). Time is of the essence as to all deadlines stated in this Enrollment Contract.

The Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract; and (d) be RECEIVED by the Director on or before the

Termination Date. If such Termination Notice is timely received, Parent will be relieved of all tuition paid and other payments and fees that would have come due after the Termination Date. Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands that the School will not refund any portion of the Student's application or registration fees, unless they are not accepted. The Termination Dates are as follows:

A. If the Student was enrolled by June 1st (prior to the start of the academic year applicable to this Contract), the Termination Notice in form stated above must be RECEIVED by June 15th (prior to the start of the academic year applicable to this Contract).

B. If the Student was enrolled after June 1st, but before June 30th (prior to the start of the academic year applicable to this Contract), the Termination Notice in form stated above must be received by the EARLIER of ten (10) days after payment of the application fee OR July 15th (prior to the start of the academic year applicable to this Contract), whichever occurs first.

C. If the Student is first enrolled on or after July 15th (prior to the start of the academic year applicable to this Contract), no termination option is available.

D. Withdraw. If you must withdraw from the program, a four-week advanced written notice is required. You will be responsible any tuition payments during the four-week withdraw period. Early withdraw is subject to full payment of tuition for the remainder of the contract. If there is an extenuating circumstance, please explain in your withdraw letter to the directors.

STEMsteps reserves the right to terminate enrollment at any time if any of the following policies are violated:

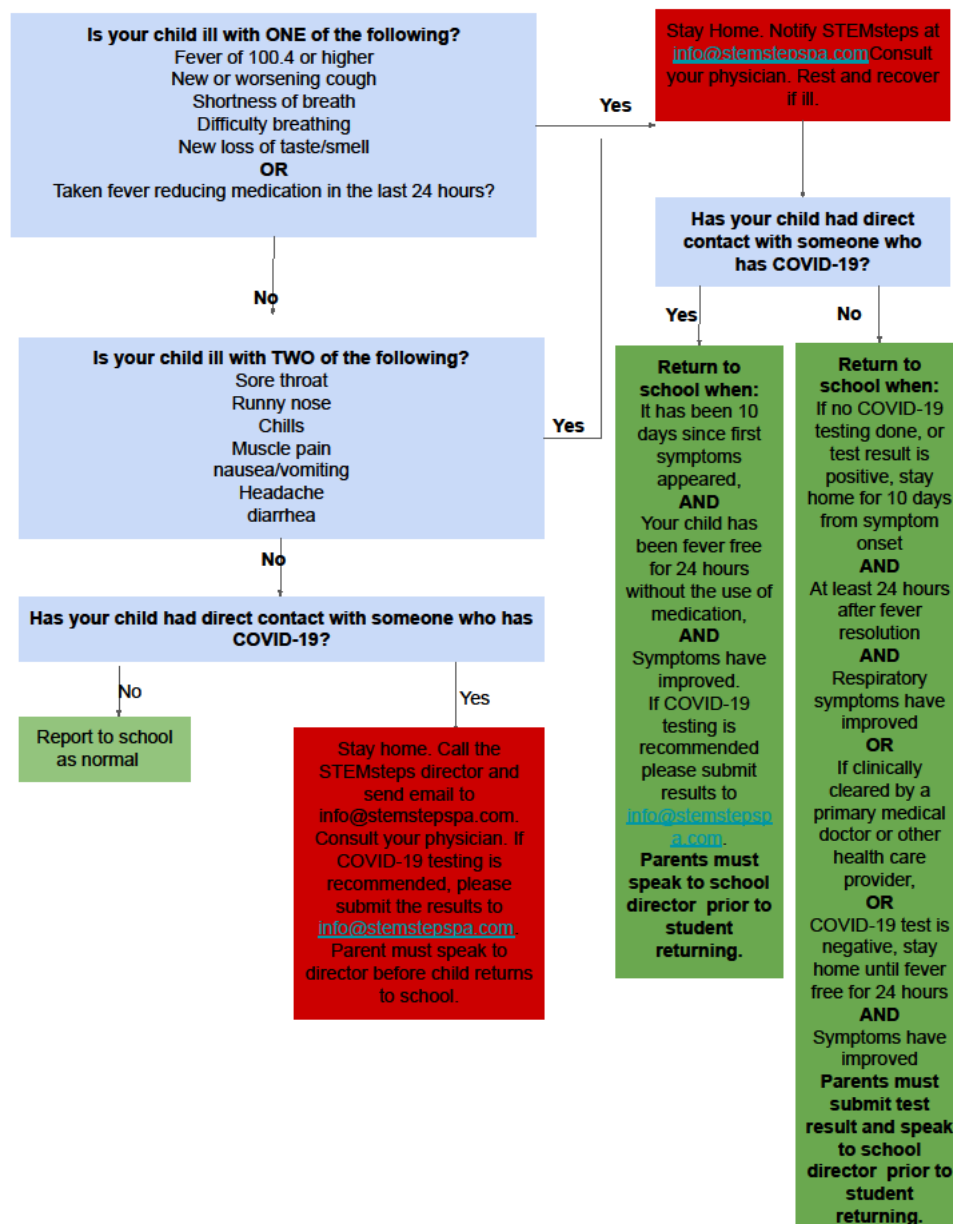
1. If you hire, or offer a position to, a current employee of STEMsteps to perform childcare services for you in your home.
2. If you hire a former employee to perform work or childcare services, prior to six months of their termination date.
3. If your child has been placed on a behavior plan or recommended an evaluation from outside agencies and you have not followed through with implementation within the initial 90 day period.
4. Any excessive instances of bullying, threatening, self-harm, or harming others.

# Appendix

## Covid-19 Screening Tool



### COVID-19 Parent Screening Tool





# Childcare Health Assessment

## CHILD HEALTH REPORT

(85 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

|  |             |                  |
|--|-------------|------------------|
| CHILD'S NAME: (LAST)   | (FIRST)     | PARENT/GUARDIAN: |
| DATE OF BIRTH:   | HOME PHONE: | ADDRESS:         |
| CHILD CARE FACILITY NAME:  |             |                  |
| FACILITY PHONE:  | COUNTY:     | WORK PHONE:      |
| <input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child. |             |                  |
| PARENT'S SIGNATURE:  |             |                  |

Parents may write immunization dates; health professional should verify and complete all data.

| DO NOT OMIT ANY INFORMATION   |      |      |  |   |                   |          |
|---|------|------|--|---|-------------------|----------|
| This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.   |      |      |  |   |                   |          |
| HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):<br><input type="checkbox"/> NONE  |      |      |  |   |                   |          |
| DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.<br><input type="checkbox"/> NONE                           |      |      |  |   |                   |          |
| CHILD'S ALLERGIES (DESCRIBE, IF ANY):<br><input type="checkbox"/> NONE  |      |      |  |   |                   |          |
| LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.<br><input type="checkbox"/> NONE |      |      |  |   |                   |          |
| IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?<br><input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, PLEASE EXPLAIN YOUR ANSWER:  |      |      |  |   |                   |          |
| HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT <a href="http://WWW.AAP.ORG">WWW.AAP.ORG</a> )<br><input type="checkbox"/> YES <input type="checkbox"/> NO                            |      |      | NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY. |   |                   |          |
|   |      |      | VISION (subjective until age 3)  |   |                   |          |
|   |      |      | HEARING (subjective until age 4)   |   |                   |          |
|   |      |      | LEAD   |   |                   |          |
| RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD  |      |      |  |   |                   |          |
| IMMUNIZATIONS   | DATE | DATE | DATE   | DATE  | DATE              | COMMENTS |
| HEP-B   |      |      |  |   |                   |          |
| ROTAVIRUS   |      |      |  |   |                   |          |
| DTAP/DTP/ID   |      |      |  |   |                   |          |
| HIB   |      |      |  |   |                   |          |
| PNEUMOCOCCAL  |      |      |  |   |                   |          |
| POLIO   |      |      |  |   |                   |          |
| INFLUENZA   |      |      |  |   |                   |          |
| MMR   |      |      |  |   |                   |          |
| VARICELLA   |      |      |  |   |                   |          |
| HEP-A   |      |      |  |   |                   |          |
| MENINGOCOCCAL   |      |      |  |   |                   |          |
| OTHER   |      |      |  |   |                   |          |
| MEDICAL CARE PROVIDER:  |      |      |  | SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT |                   |          |
| ADDRESS:  |      |      |  | TITLE:  |                   |          |
| PHONE:  |      |      | LICENSE NUMBER:  |   | DATE FORM SIGNED: |          |

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