

2026-2027
EARLY CHILDHOOD EDUCATION CENTER
FAMILY HANDBOOK

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ABOUT US

PHILOSOPHY

The Early Childhood Education Center's goal is to provide a high quality early childhood education program for infants, toddlers and pre-kindergarten children. The program's vision is based on research and best practices in early childhood education. Our goal is to provide an educationally enriching, nurturing and safe environment with an emphasis on kindergarten readiness and long term success. We aim to encourage curiosity and build self-confidence in children through reading readiness, exploration, and play.

Teachers will facilitate exploration and nurture key social and emotional skills, engage children in activities that require cooperation and self-awareness, and encourage communication with peers. Through independent and group learning, children will gain the important academic, personal and social skills needed for a successful transition into school.

MISSION

The Early Childhood Education Center is an early childhood education program within The Salvation Army dedicated to providing a strong educational foundation within a caring Christian learning environment.

MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

CERTIFICATION

Commonwealth of Pennsylvania Department of Welfare
Pennsylvania Regional Keys – STARS 4
Pennsylvania Child Care Association

HOURS OF OPERATION

The planned daily arrival and pick up time options are 8:00AM-4:30PM and 7:30AM - 5:00PM with exception of closing and delays as referred to in this handbook.

SAMPLE SCHEDULE

Below is an example of a nonspecific daily schedule and an age specific schedule will be provided upon enrollment:
8:00 - Arrival, Greeting, Wash Hands, Breakfast and Morning Activity,
8:30 - Diapering/ Toileting, Wash Hands and Transition Time
9:00 - Gross Motor Play
10:00 - Circle time (including morning message, story time), Extension Activities and Learning Center
11:00 - Lunch, Diapering/ Toileting, Wash Hands, Transition Time
12:30 - Rest/ Nap
2:30 - Snack30 - Snack
3:00 - Gross Motor Play, Afternoon Circle and Afternoon Activity
4:15 - Wrap up time and Dismissal

HOLIDAYS, PROFESSIONAL DEVELOPMENT & EARLY CLOSINGS

From June 29, 2026, to June 25, 2027, the center is closed or operating with modified hours on the following holidays and professional development days. There is no reduction as a result of these center closures or any emergency closure.

Independence Day Observance - Friday, 7/3 - Closed
Professional Development Day Friday, 7/17 - Half Day 12PM
Professional Development Day - Friday, 8/7 - Closed
Labor Day - Monday, 9/7 - Closed
Indigenous Peoples' Day - Monday, 10/12 - Closed
Family-Teacher Conferences Friday, 11/6 - Half Day 12PM
Veteran's Day - Wednesday, 11/11 - Closed
Thanksgiving Day - Thursday, 11/26 - Closed
Thanksgiving Weekend - Friday, 11/27 - Closed
Christmas Holiday - Friday, 12/25 to Friday, 1/1 - Closed
Martin Luther King Day - Monday, 1/18 - Closed
President's Day - Monday, 2/15 - Closed
Good Friday - Friday, 3/26 - Closed
Professional Development - Friday, 4/16 - Closed
Family-Teacher Conferences Friday, 5/14 - Half Day 12PM
Memorial Day - Monday, 5/31 - Closed
Juneteenth Day Observance - Friday, 6/18 - Closed
Classroom Prep Day - Friday, 6/25 - Half Day 12PM

CLOSING DUE TO EXTREME WEATHER

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power or loss of water) prevent us from opening on time or at all, notification to the families will be announced through our text messaging service. If it becomes necessary to close early, we will also use our ECEC text service to distribute the notice to all parents.

ADMISSION & ENROLLMENT

All admissions and enrollment forms must be completed, and tuition fee paid prior to your child's first day of attendance. Families can update admission and enrollment information anytime the information changes through the main office or during the center's 6 months review of the documents. Based on the availability and openings, our facility admits children from 6 months until they are enrolled in kindergarten. Enrollment agreements are from June 29, 2026 to June 25, 2027 and are renewed annually. Our process for introducing children to our program begins when a child is enrolled in the program and the application and enrollment process is complete. The center can schedule an opportunity for a visitation day and on their first day the parent can participate with the child in the morning and leave thereafter before lunch.

INCLUSION

The Early Childhood Education Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

NON-DISCRIMINATION

The Early Childhood Education Center does not discriminate on the basis of special needs, and shall therefore provide reasonable accommodations, including the administration of medication and special diets, for the special needs of a child who has been formally diagnosed by a licensed practitioner with a disability or developmental delay, written behavioral plan or chronic health condition.

FAMILY ENGAGEMENT

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We offer a variety of ways in which families can help establish and reach program goals and classroom connections. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. Please see the list of Family Activities at the end of this booklet.

VOLUNTEERING

The ECEC welcomes families and the community to consider becoming a volunteer. To complete and seed approval as a volunteer with our Education Department, visit us online at www.SalvationArmyKrocCenter.org and look under "Special Services" and "Volunteer".

STAFF QUALIFICATIONS

Our staff is hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

- Teacher: Bachelor's degree in early childhood education, school-age care, child development or other child-related field, or an associate's degree in early childhood education and currently working toward a bachelor's degree as well a 2 years' experience.

- Teacher Assistant: Minimum of Child Development Associate credential or equivalent, or an associate's or higher degree in early childhood education and child development or equivalent as well as 1 year experience.

Child Care Careers is used as a source for child care substitute staff as warranted. Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected with or sanctioned by The Early Childhood Education Center. The Salvation Army is an equal opportunity employer.

CHILD TO STAFF RATIOS

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. We maintain the following standards for child to staff ratios:

Age	Child to Staff
6-12 months	4 to 1
13-24 months	5 to 1
25-36 months	6 to 1
3-5 years	10 to 1

COMMUNICATION & FAMILY PARTNERSHIP

DAILY COMMUNICATIONS

Daily Infant and Toddler reports and Weekly PreK reports from classroom staff will keep you informed about your child's activities and experiences in the classroom. Notes will be delivered to families at the end of the day.

FAMILY COMMUNICATION MONITOR

A family communication monitor is available with information at the front desk. Families are able to stay up today with center news, upcoming events, faculty changes, holiday closing dates, menus and a variety of things to know.

NEWSLETTERS

Newsletters provide center news, events, announcements, etc. These newsletters will be provided by individual classrooms and delivered to family mailboxes.

CLASSROOM EMAIL & PHONE NUMBERS

Families can reach staff by calling the center or classrooms. During work hours and to adhere to the center's policy, staff do not carry their personal cell phones while supervising children. Per the center's policy, staff are asked to use the center phones or work email. We encourage you to provide an email address that you use regularly so that we may send your announcements, event invitations, newsletters, and general updates.

Infants/Young Toddler - 121	215 558 1505	ececkroc121@gmail.com
Young Toddler - 122	215 558 1206	ececkroc123@gmail.com
Young Toddler - 123	215 558 1507	ececkroc124@gmail.com
Pre K -Room - 124	215 558 1508	ececkroc125@gmail.com
Older Toddler - 125	215 558 1509	ececkroc126@gmail.com
Pre Kindergarten - 126	215 558 1510	ececkroc127@gmail.com
Older Toddler- 127	215 558 1513	ececkroc127@gmail.com

PARENT ADVISORY

A parent advisory group is a group of ECEC parents who are invited to advise and recommendations with the Director of the Early Childhood Education. On behalf of the parents and the children in the program, they assist the Director in the enhancement and improved quality of the program.

FAMILY VISITS

Family participation is encouraged. Visit our classrooms during family events, become approved as a SA, and join us on a trip with approval through the Salvation Army volunteer process. Family and visitors are required to sign-in and sign out upon leaving. We request that family and visitors do not leave gifts for children, such as: money, toys, perfume, deodorant, jewelry or food in backpacks, cubbies or to the teachers.

FAMILY EVENTS

Family events are scheduled on a regular basis. These events are fun-filled age appropriate activities for families. Family events allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion,

PUBLICITY
Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. Pictures are used within the classroom to demonstrate community.

CONFIDENTIALITY
Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

CURRICULA & LEARNING

LEARNING ENVIRONMENT
Our program implements within a rich learning environment an emerging developmentally appropriate and culturally appropriate learning curricula called the Creative Curriculum. We are responsive to the emerging and changing interest of young children. The Creative Curriculum aligns with the Pennsylvania Early Learning Standards, is play based and represents a balance of active and passive learning opportunities. The learning and exploring are hands on and our program are designed to enhance children's development in the following areas creativity, self-expression, decision making, problem solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

CHRISTIAN EDUCATION
The Salvation Army engages in religious instruction opportunities in the day care. Children will participate in ORANGE a fun, creative Sunday School curriculum that uses videos, music, creative games, and unique communication tools to engage with families and communities in their spiritual growth.

ELECTRONIC DATA, DEVELOPMENTAL SCREENINGS & ASSESSMENTS
In Pennsylvania, the Office of Child Development and Early Learning provides funding to a variety of statewide early education programs which are PA Keys STARS Child Care Centers such as ours. Electronic data systems are needed to maintain individual child records and to collect data for improving early childhood programs. In the Enrollment agreement, we request consent to complete a developmental screening, assess, maintain individual child records and collect and input data electronically for children. All information about children is kept secure. All federal and state confidentiality, privacy and security requirements are honored.

ELECTRONIC DATA SYSTEMS, EARLY LEARNING NETWORK & TEACHING STRATEGIES GOLD
In Pennsylvania, the Office of Child Development and Early Learning (OCDEL) provides funding to a variety of statewide early education programs including Keystone STARS Child Care Centers such as ours. Electronic data systems are needed to maintain child records and to collect data for improving early childhood programs. OCDEL and our program uses this data to make sure the early childhood program is of high quality and will enhance the development of young children.

The Early Learning Network (ELN) is Pennsylvania's electronic data system for gathering information on early childhood programs and for studying the development of children in those programs. ELN combines information about the program, including the quality and experience of the staff, with information on your child's development over time. This information is then used to build and maintain high quality early childhood programs.

At the Early Childhood Education Center, information on children's progress willbe gathered using an authentic assessment tool called Teaching Strategies Gold. Teaching Strategies Gold is based on observation of your child in typical activitiesin their program. There are no formal tests, no traditional grades, and no "pass'or "fail." With these authentic assessment tools, your child's teacher will collect information about your child's development in a number of different ways. For example, your child's teacher will collect samples of your child's work, ask you what you've noticed about your child's development, and make observations duringclassroom activities.

Teachers will observe and document your child's learning over time. In our early childhood programs information on your child's progress will be gathered several times during the year.

DEVELOPMENTAL SCREENING

During infancy and early childhood, your child will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period. Parents will be invited to participate in the screening/ monitoring program. Following enrollment and within the first 45 days parents will be given a questionnaire to complete about their child's development: Ages and Stages Questionnaire Third Edition (ASQ-3). Upon completion of the questionnaire a conference will be scheduled to discuss initial observations of the child, results of the developmental screening, appropriate referrals, recommendations, and resources.

ACADEMIC FILES

An academic file is kept on each child in the center. This is a record of the child's progress and includes student work samples. The academic file can be transferred with the child to another center or school with your written request to the ECEC mainoffice.

FAMILY-TEACHER CONFERENCES

Family-Teacher conferences are scheduled twice a year in November and May. Conferences are an opportunity to share and receive information about the child's development milestone, provide some helpful methods/ideas for how the parent/ECEC can further assist and support the child's development at home and at the center.

INDIVIDUAL FAMILY SERVICE PLAN & INDIVIDUAL EDUCATION PLAN

Individual Family Service Plans and Individual Education Plans are requested for the child's academic file at the time of enrollment. An IEP/IFSP Information and TSA Authorization for Release of Information forms will be provided to families at enrollment and upon request. The IFSP/IEP is shared with the staff that interacts with the child to assist in the execution of goals outlined in the IFSP/IEP. This is shared with the staff in the classroom to assist in the execution of goals outlined in the IFSP/ IEP. Adaptive equipment used at the center for a child with special needs must be verified first by physician prescription or IEP/IFSP and recorded in the child's file.

OUTINGS & FIELD TRIPS

Weather permitting; all children participate in supervised walking trips around the facility grounds. A permission statement for participation in walking trips is included in the enrollment package. From time to time, there will be supervised field trips for the older preschoolers, and we encourage you to join your child on the trip.

Permission Slips for each trip must be signed by the child's family unless it is an emergency. Please dress your child appropriately for the season. Close-toed walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. The safety of children and staff will be guarded in all activities of the ECEC program. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the ECEC program as well as during field trips.the child to assist in the execution of goals outlined in the IFSP/IEP. This is shared with the staff in the classroom to assist in the execution of goals outlined in the IFSP/IEP. Adaptive equipment used at the center for a child with special needs must be verified first by physician prescription or IEP/IFSP and recorded in the child's file.

TRANSITION

Your child's transition in ECEC should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

• Transition from home to center: Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication method that the teacher can use to reach you.

• Transition between learning programs: Children transition to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

• Transition to elementary school: Transition activities to introduce and prepare your child for their new elementary school shall be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

SCREEN TIME

Time allowed for children over 12 months of age to use TV/video or computer is limited to 30 minutes a day in a full day program. Materials are used to support and extend children's current interests and experiences such as a video of snowmen on snowy days, music for dance and exercise, etc.

ELECTRONIC MEDIA

Electronic Media is limited to 30 minutes or less per day per child. Internet sites and software are pre-screened and consist of only high-quality educational content.

MULTICULTURALISM & HOLIDAY CELEBRATIONS

Cultural awareness is shown in a variety of activities. It is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize Holiday celebrations, books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life it contains.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated monthly by coordinating with the classroom staff. The classroom staff will provide you with a flier about birthday events to review. The flier will provide families with viable fun and celebratory options which do not include food.

REST TIME

Infants sleep according to their own schedule and are put to sleep on their backs. Infants are placed on a firm surface, such as on a safety approved crib mattress, covered by a sheet. Soft objects, toys, and blankets are kept out of the baby's sleep area. After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. The Early Childhood Education Center provides each child between 13 months and up with their own cot, fitted sheet and blanket. These are cleaned weekly or more frequently as the need arises on the premises.

TOILET TRAINING

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Toilet training is expected to begin at home followed by a coordinated effort executed between the family and classroom teachers. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Pull-ups must be provided by the family during this transition period. No regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/ bowel control, if the child regresses after this 2-week period we will assess the next step. Toilet training is a partnership, and the center does not guarantee a child's individual success.

GUIDANCE

GENERAL PROCEDURE

Thoughtful direction, planning and supervision are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving helps children achieve self-discipline. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

CHALLENGING BEHAVIOR

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline and redirection are needed, it is clear, consistent, without attacking character and understandable to the child. Physical discipline is not used.

PHYSICAL RESTRAINT

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 only for as long as is necessary for control of the situation.

NOTIFICATION OF BEHAVIORAL ISSUES TO FAMILIES

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:

- They put at risk the safety, health or welfare of any child, staff and or themselves
- A child appears to be a danger to 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.
- Services are not provided as specified by the IEP/ IFSP/ service plan for the child.

See Inclusion, Suspension and Expulsion Policy

TUITION & FEES

PAYMENT

Payments are always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situation beyond our control. Payment is due as outlined in Enrollment Agreement. Tuition and fees are due based on payment schedule agreement by Friday.

Cash is not accepted as payment. Payment obligations is based on Payment Schedule Agreement in Enrollment Agreement. There is no change in fee due to absences, sickness, inclement weather or center closings.

TUITION AND PLANNED DAILY ARRIVAL/ PICK UP TIME

The center offers several options for the Tuition and Daily Arrival/ Pick Up Times. The family upon choosing one of the options below are agreeing to the tuition/schedule and can only change the tuition/schedule with written notice. The Daily Arrival/ Pick Up Time are the agreed upon arrival and pick up times. Fees do apply when operating outside of these times. Arrival and dismissal times are set once chosen.

	6-12mo.	13-24 mo.	25-47 mo.	48 mo.+
Option A 8:00AM - 4:30PM	$348	$332	$321	$305
Option B 7:30AM - 5:00PM	$358	$342	$332	$316

LATE PAYMENT CHARGES

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact. If payment is not received on the day that it is due, a late fee of $30 will be applied to the account. If your account has not been paid in full by the next business day, the child is suspended until payment is received. If the child is suspended and payment is not resolved within 1 week, the child will be unenrolled from the program. If a child is absent, the late fee charge will be waived, if the parent notifies the center in advance and pays their tuition in full on the day of the child's return.

EARLY ARRIVAL & LATE PICKUP FEES

The PLANNED DAILY ARRIVAL/ PICK UP TIME options are 8AM - 4:30PM or 7:30AM - 5:00PM. Based on the PLANNED DAILY ARRIVAL/ PICK UP TIME a family select, this will be their schedule for services. If a family arrives before or after the scheduled time, a charge of $25 for the first 10 minutes and $10 for each 10 minutes will be applied. If during the enrollment year, you wish to make a change to your PLANNED DAILY ARRIVAL/ PICK UP TIME, this must be communicated in writing to the ECEC office 2 weeks in advance.

SPECIAL ACTIVITY FEES

Fees are associated with special activities or field trips. These fees are due prior to the event, activity or trip.

FEES & CREDITS

The following charges may be used should a specific situation arise:

- Withdrawals: If a child is suddenly withdrawn from the program without a a 2-week notice of withdrawal, a 2 week tuition fee may be applied. Familes who withdraw and later re-enroll will be charged a fee of $25.
- During the week of the Christmas Holiday tuition will be credited. Regardless of the timing of this holiday, the credit is applied for only 1 week.

CREDITS & NO CREDITS

Below is a list of our guidelines pertaining to credit given:

- Absences are not credited: Absences are considered in determining tuition and are not refundable or credited.
- Credit will not be given for Inclement Weather: If we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.
- Credit will not be given for Center Closings: The center has official days it is closed or dismisses early. Center closings are considered in determining tuition and are not refundable or credited.
- Credit will not be given for a subsidized child who has reached or exceeded the maximum number of absent days allowed by ELRC: When a subsidized child reaches or exceeds the maximum number of absent days allowed by ELRC, the daily rate of the center is due to the center, in addition to the weekly copayment.

ATTENDANCE & WITHDRAWAL

ARRIVAL & ABSENCE

All children are to arrive and be signed into the classroom by 9am. Children should not be dropped off after 9:00AM. The exception to this policy is when a child has a medical/ dental appointment. The parent can inform the center and the child can return before 11AM with a "Return to School Note" from the physician's office. We ask you to call us on 215 558 1511. We will be concerned about your child if we do not hear from you.

WITHDRAWAL

When terminating enrollment, two weeks written notice needs to be submitted by the family. If a child is absent one week with no communication from the family, this is considered a withdrawal.

TERMINATION OF ENROLLMENT

Parent/guardian will give a two-week written notice when terminating your child's enrollment. If a two-week notice is not given, the parent/ guardian is still responsible for the two weeks of care fees and late payments. There is a trial period of 4 weeks from the date of enrollment. If the ECEC arrangement is not mutually satisfactory, either party can terminate this agreement with a (one) day notice. Fees already paid are nonrefundable.

TRANSFER OF RECORDS

Whether being transitioned to the next program setting or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

DROP-OFFS & PICK-UPS

GENERAL PROCEDURE

Regular operating hours are Monday through Friday from 7:30AM - 5:00PM. We offer an 8:00AM - 4:30PM and a 7:30AM - 5:00PM arrival and pick up schedule choose upon enrollment. If arrival is before or after your planned /scheduled time, fees will apply. If during the enrollment year, you wish to change your planned arrival/ pick up time, this must be communicated in writing to the ECEC office with 2 weeks' notice. The center's final arrival/ drop off time is 9AM and is strictly enforced. Families arriving after 9AM will not be permitted to attend. The exception to this policy is when a child comes to school from a doctor's appointment with a doctor's note and arrives by 11AM.

This policy is in place to minimize disruptions in the classroom and to support classroom instruction time. Any family arriving after 9AM is hence considered absent and will not be permitted entry. There is no reduction in tuition as a result of late arrivals. Staff are enforcing this policy and any arrival/ drop off after 9AM must be communicated directly to the ECEC supervisors at 215 558 1511.

During the morning drop off, a daily health check is performed and includes temperature check, health related questions and any other health related questions which may preclude a child from care due to illness/ injury. The center can refuse a child who is ill/ injured.

At drop off/ pickup, families are responsible for their child's supervision during entry and exit of building. The Salvation Army Ray and Joan Kroc Corps Community Center premises is under 24-hour video surveillance.

CELL PHONE USAGE

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you not use your cell phone at any time while visiting the center.

AUTHORIZED & UNAUTHORIZED PICK-UP

Your child will only be released to you or those persons you have listed on the Emergency Contact and Parental Consent Form. In the event, the parent/guardian identifies a new person for pick up; the parent/ guardian shall call the main office and authorize change with the administrative staff in advance. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification of identity. Please notify your pick-up person of our policy. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the contacts listed on the Emergency Contact and Parental Consent Form. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able toreach you or a person listed on Emergency Contact and Parental Consent Form, we will call the local child protective services agency.

Families shall walk together in and out of the school. Because running through the

building is a safety hazard, we ask families to hold children by their hand until they reach their classroom and to instruct them to walk and not run through the building.

SAFETY PROCEDURE ENTRY AND EXIT INTO CENTER

The program's pick up and drop off point is located on 4200 Wissahickon Avenue and the Kroc Center Driveway, where there is a traffic light. Families can safely pick up and drop off on foot using the pedestrian walkway and or bike or drive using the main driveway entrance. Families will be provided with a parking tag to display on their car window. The parking tag will allow families to park in front of the building for up to 5 minutes during drop off and pick up. Families are expected to accompany their children in and out of the center. Vehicles must be turned off, children in cars shall be supervised by an adult at all times and seated in an appropriate car seat when arriving and leaving school, as required by law.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed on the Emergency Contact and Release Consent Form pick up the child, or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

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PERSONAL BELONGINGS

WHAT TO BRING

Some materials are more personal, and we request bringing the following from home:

- Infants: enough clean bottles for a day's use, formula and baby food, at least 6 diapers per day, and at least 2 changes of clothes per day, diaper wipes, bibs and a box of tissues.
- Toddlers: enough clean bottles for a day's use (if applicable), Sippy cup, 6 diapers, diaper wipes, at least two changes of clothes per day and a box of tissues.
- Older Toddlers: at least two changes of clothes or more per day if going through the toilet training program, including socks and shoes and a box of tissues.
- Preschoolers: at least one change of clothes, socks and shoes and a box of tissues.

Families are responsible for labeling all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

CUBBIES & CLOTHES

Upon enrollment each child will be assigned a "cubby." for their coats and clothes. Cubbies should be free of safety hazards to children such as medication, food, small items, sprays, deodorants, perfume, etc.

LOST & FOUND

You can look for lost items and bring found items to the Lost-and-Found Box located at the front desk. Please note that we are not responsible for lost personal property. We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

NUTRITION

MEALS

Children are fed nutritionally on a daily basis - breakfast, lunch and a snack through the CBS Food Program. Formula and baby foods are also available through the program unless the parent /guardian has chosen to provide these items. The website for the CBS Food Program is www.info@cbsfoodprogram

FOOD BROUGHT FROM HOME

If your child requires food from home because of a food allergy or special need, this must be documented by a physician and/or IEP/IFSP. For help, please set up an appointment with the child care center administrative staff.

FOOD PREPARED FOR OR AT THE CENTER

Food prepared for or at the center will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program and the state requirements for food service, found at this address: (http://www.fns.usda.gov/cnd/care/).

FOOD ALLERGIES

Your child's food allergy must be documented by a physician for the center to attempt to make reasonable accommodations. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

MEAL TIME

At meal time the dining table is set with disposable plates and flatware, and the food is placed in front of children and can help themselves. Everyone sits at the same table. Children are to feed themselves at the table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers. A caregiver who is trained in first aid for choking is present at all meals.

INFANT FEEDING

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up. Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).

- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.

- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the ECEC site according to the instructions provided by the manufacturer or from the child's health provider, using water from a source approved by the local health department. Formula brought from home is required to be labeled with the child's name.

- Solid foods will only be introduced after a consultation with the child's family.

TODDLER FEEDING

Toddler feedings follow these procedures:

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

CHILD HEALTH ASSESSMENT, IMMUNIZATIONS & INFLUENZA VACCINATION

The parent of an enrolled child is required to provide an initial child health report before their first day of attendance. If a child's health report is pending, proof of an appointment will be requested, and the health assessment completed no less than 3 weeks after the first day of enrollment. The initial health report must be dated no more than 3 months prior to the first day for an infant, 6 months prior for a young toddler and no more than 1 year prior for an older toddler or preschool child.
The health report requirement includes updated health reports in accordance with the following schedules: every 6 months for an infant or young toddler and every 12 months for an older toddler or preschool child. The health report must be written and signed by a physician, physician's assistant or a CRNP. The signature must include the individual's professional title. The health report must include the following information:

(1) A review of the child's health history.
(2) A list of the all the child's allergies (food, medication, environment).
(3) A list of the child's current medication and the reason for the medication, including topical ointments beyond diapering.
(4) An assessment of an acute or chronic health problem or special need and recommendations for treatment or services, including information regarding abnormal results of screening tests for vision, hearing or lead poisoning.
(5) A review of the child's immunized status according to recommendations of the ACIP.
(6) A statement of the child's medical information pertinent to diagnosis and treatment in case of emergency.
(7) A statement that the child is able to participate in child care and appears to be free from contagious or communicable disease.
(8) A statement that age-appropriate screenings recommended by the American Academy of Pediatrics were conducted since the time of the previous health report required by this section.

The facility will not accept or retain at the facility unless the parent provides written verification from a physician of the dates (month, day and year) the child was administered immunizations in accordance with the recommendations.
The facility shall require the parent to provide updated written verification from a physician of ongoing vaccines administered to an infant, toddler, or preschool child in accordance with the schedule recommended by the ACIP. The exemption from immunization must be documented as follows:

(1) Exemption from immunization for religious belief or strong personal objection equated to a religious belief must be documented by a written, signed, and dated statement from the child's parent or guardian. The statement shall be kept in the child's record.

(2) Exemption from immunization for reasons of medical need shall be documented by a written, signed and dated statement from the child's physician.
The statement shall be kept in the child's record.

Unimmunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department and tuition fees will continue to incur. Families are responsible for assuring that their child's physicals are kept up-to-date and copies of any updates of the child's health assessment are submitted for inclusion in the child's record. If documentation is not provided in a timely manner the child may be suspended until documentation is furnished. This is in accordance with the Department of Health regulation in relating to child health assessments, immunization and influenza vaccination requirements for children in child care group settings.

ILLNESS

We use Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide and the PA Code Title 28: Health and Safety to guide decision making policies related to illness, communicable and noncommunicable disease. As a child care center we are expected to report communicable disease to the PA Department of Health.

A child with symptoms, infection or communicable disease that can be transmitted directly or indirectly, and which may threaten the health of children in care will be excluded from attendance until the operator receives notification from a physician that the child is no longer considered a threat to the health of others. We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to

refuse a child who appears ill or is unable to participate in all usual activities. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm) accompanied by other symptoms.
- Diarrhea - stools with blood or mucus, and/ or uncontrolled, unformed stools that cannot be contained in a diaper/ underwear or toilet and/or exceeds 2 or more stools.
- Vomiting - green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until a health professional has cleared the child for readmission.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), up to 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with antibiotics for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething)
- Unless the child's physician signs a note stating that the child's condition is not contagious.
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Always inform your doctor during every sick visit that your child's daycare requires a medical note for the child to return to school.

ALLERGY PREVENTION

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with documentation from a physician detailing the child's symptoms, reactions, treatments, and care. Children's allergies will be available to staff. Staff are trained to familiarize themselves with and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

MEDICATIONS AND SPECIAL DIETS

The Salvation Army does not discriminate on the basis of special needs, and shall therefore provide reasonable accommodations, including the administration of medication and special diets, for the special needs of a child who has been formally diagnosed by a licensed practitioner with a disability or developmental delay, written behavioral plan, or chronic health condition.

The staff shall not be required to administer any medication or special diets which are requested or required by a parent, a physician, a physician's assistant, or a certified registered nurse practitioner that do not relate to a child's special needs. Any medication administered will be done in accordance with the PA code, Salvation Army

policies, and CFOC. Medication and special diets for children who have been formally diagnosed with special needs will be handled through the administrative office and only with written specific instructions. Medications should never be left with staff, in the child's backpack or cubby or with the child to administer on their own.

- Prescription Medications are only administered for formally diagnosed children with special needs. The center will require a note signed by the family and a written order from the child's physician. The label on the medication must meet this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- Non-prescription Medications are not to be administered at the center.
- Non-prescription Topical Ointments Diaper cream, sunscreen, and insect repellant are permissible topical ointments, and the family is required to complete a medical log with at the ECEC front desk, specifying frequency and dosage to be administered.

Other topical ointments which are not related to the above mentioned can be applied at home before school.

COMMUNICABLE DISEASES

When a child is suspected by a physician of having any of the following communicable diseases, infections, or conditions. It is our responsibility to report communicable diseases to the Department of Public Health and to notify families about exposure so they can receive preventative treatment. Readmission shall be contingent upon a physician, verifying that the criteria for readmission have been satisfied. The following diseases listed, while not exhaustive, require exclusion:

- Chickenpox
- Diphtheria
- Impetigo contagiosa
- Infectious conjunctivitis (pink eye)
- Measles
- Mumps
- Neisseria meningitidis
- Pediculosis capitis
- Pediculosis corpora
- Pertussis
- Respiratory streptococcal infections including scarlet fever
- Ringworm
- Rubella
- Scabies
- Trachoma
- Tuberculosis

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health, Department of Public Health or CFOC. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Heamophilus Influenza (invasive)
- Measles (including suspect)

- Meningoccocal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

REQUIRED CLOTHING FOR CHILDREN

1. Suitable Clothing: Children wear clothing that permits easy and safe movement as well as full participation in active and messy play. Children are not allowed to wear clothing that has strings or decorations that can get caught on equipment. Children and staff members must have suitable clothing at the facility for going outdoors when it is raining or snowing to allow children to use these opportunities to learn about the natural world and how to function in it.

2. Footwear: Footwear must be the equivalent of gym shoes that are not slippery, will not twist or come off the feet while running, and stay firmly on the feet while climbing, jumping, skipping, and crawling. Footwear is not permitted that provides insufficient support for or limits active play, such as shoes with heels, flip-flops, loose boots, crocs, or dress shoes.

3. Spare Clothing: Staff members keep a spare set of clothing and shoes to wear in the event their clothing becomes heavily soiled or wet or is in contact with blood or other body fluids during the program day. Program staff members remove clothing or shoes that are badly soiled or damaged or that interfere with active play or comfort. Such articles are exchanged with the spare set of clothing and shoes.

4. Hair accessories and jewelry such as beads, barrettes, neckless and bracelets with gems are considered a choking hazard and are not permitted.

Sandals, flips flops and crocs are not acceptable footwear as they do not cover the entire foot on all sides, nor are they securely fitted.

EXTREME WEATHER & OUTDOOR PLAY

We play outside daily, weather permitting. Children are expected to go outside when:

- The forecast temperature/wind chill are above 25 degrees
- The forecast temperature/heat index is less than 90 degrees
- There is no precipitation falling
- There is no current air quality alert

INJURIES

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will be called after the child is treated for a minor injury and upon pick up receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately and provided with an incident report. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will proceed to contact you or an emergency

contact. Updates to the Emergency Contact and Parental Consent form should be reported to the main office any time a parent/ guardian/ child's contact information, address, phone number, medical information, pick up person or parental consent changes.

COMMUNAL WATER-PLAY AND SAND-PLAY

Children 18 months and above are permitted to sand and water play with proper supervision. Precautions such as hand washing, using fresh water and sanitizing the area are taken to ensure that communal play does not spread communicable infectious disease.

BITING

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

RESPECTFUL BEHAVIOR

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

SMOKING

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

PROHIBITED SUBSTANCES

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.
Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

DANGEROUS WEAPONS

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

SUSPECTED CHILD ABUSE

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

INCLUSION, SUSPENSION & EXPULSION POLICY

ADMISSIONS/WAITING LIST

Children of all abilities are eligible for acceptance into the Center and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis.

INCLUSIVE ENVIRONMENT

Early childhood educators at the Center use developmentally appropriate practices and consider the unique needs of all children when planning. In addition, Center educators and staff conduct developmental screening of children who are admitted to the Center to assist in identifying children who need further evaluation and/or eligible for specialized services. Staff will take all reasonable steps to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

CONFIDENTIALITY

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be informed of the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the Center's director, the child's teacher, and other relevant classroom and Center personnel. No information will be released about a child and the parent/legal guardian without first receiving the written permission of the parent/legal guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect, as outlined in applicable federal and state laws, and other reporting responsibilities under applicable laws, or when information is subpoenaed by the court.

FAMILY CENTERED PRACTICES

The Center acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. The Center communicates with each family by providing daily reports to families of infants and toddlers, and weekly reports to families of pre-k children, as well as incident reports, when applicable. In addition, the Center has regular meetings with the families of enrolled children to discuss their child's successes and challenges.

PROFESSIONAL DEVELOPMENT AND SUPPORT FOR STAFF

Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

COLLABORATION WITH OTHER PROFESSIONALS

Many children with disabilities or other special needs are supported by outside developmental and educational professionals such as therapists, teachers, and other similar service providers. The Center welcomes those professionals and works with them to ensure the child's success. Prior to starting, proof of mandated clearances are needed for all professionals working at the center with an enrolled child. Each such service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. The Center supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

SUSPENSION / EXPULSION

Suspension is an action that is administered because of a child's developmentally inappropriate behavior and requires that a child not be present in the classroom or the program for a specified period. Expulsion is defined as the complete and permanent removal from an early childhood program because of challenging behavior
or non-infectious health condition.
Remedial Actions for When a Child Is Having a Problem in the Classroom

- Staff will try to redirect the child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, and level of required supervision
- Staff will use positive methods and language while disciplining children
- Staff will praise appropriate behavior
- Staff will consistently apply consequences for failure to follow classroom rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be provided with copies of documentation of the disruptive behavior that might lead to suspension or expulsion
- The director, classroom staff and parent/guardian will meet to discuss how to promote positive behavior
- The parent will be given literature and/or other resources regarding methods of improving the child's behavior
- When applicable, the Center will make a recommendation for an evaluation of the child by outside developmental and educational professional(s) such as therapists, teachers and other similar community and social services providers

SCHEDULE OF SUSPENSION AND EXPULSION

Unfortunately, there are sometimes reasons we have to remove a child from our program either on a short term or permanent basis. We want you to know that we will take all reasonable steps to work with the child's family in order to prevent havingto resort to our suspension/expulsion policy. Please be advised, however, that the Center reserves the right to immediately suspend, expel, and or otherwise remove a child from the Center depending on the risk to the child's health, welfare or safety and/or to other children and staff. The reasons why we may have to suspend or expel a child from the Center include, but are not limited to, the reasons discussed below.

SUSPENSION

- If the above remedial actions prove to be unsuccessful, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension. A suspension is meant to be a period of time for the parent/guardian to work on the child's or parent's behavior and/or come to an agreement with the school on how best to move forward
- The parent/guardian will be informed regarding the length of the suspension
- The parent/guardian will be informed about the expected behavioral changes which are required in order for the child or parent to return to the school

EXPULSION

- Prior to permanent expulsion, a parent/legal guardian will be called, and correspondence will be sent home indicating what the problem is
- If after one or two weeks, depending on the risk to the child's health, welfare or safety and/or to other children and staff, the behavior in question does not improve, and the Center finds that it can no longer accommodate the child, then the child will be dis-enrolled from the Center
- The parent/legal guardian will be given a minimum of one week's notice to remove the child from the Center and find another childcare center/provider to provide care for the child

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to follow Center policies, rules and regulations
- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Parent threatens physical or intimidating actions towards staff members
- Parent verbally abuses staff
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff
- Unsuccessful resolution of an issue where more than one child from the family is enrolled at the Center and the parent decides to remove one child but leave the other(s) in care at the Center (In such a circumstance, all children from a family must un-enroll at the same time)
- Failure to complete required forms including the child's health assessment and immunization records

CHILD'S ACTIONS FOR EXPULSION

- Failure of the child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- The child is a danger to another child(ren) and/or to himself/herself
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

EMERGENCIES

EMERGENCY PLAN

Our Emergency Plan provides response to all types of emergencies. Through the center's Procare messaging system, parents will be notified of events. To ensure messages are received, all families are subscribed to the ProCare App. Upon enrollment, a sign-up link will be provided by the center. Depending on the circumstances of the emergency, we will use one of the following protective actions:

1. Immediate evacuation: Students are evacuated to the Kroc Athletic Field, a safe area on the grounds of the facility, in the event of an emergency such as a fire, etc.

2. In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. Our In Place Shelter is the Kroc Worship and Performing Arts Center.

3. Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. Our Emergency Relocation Facility is The Wissahickon Charter School (4700 Wissahickon Avenue, Philadelphia, PA 19129).

If it ever becomes necessary to relocate, you will be notified via our text blast system and a sign will be posted on the door stating we've gone to The Salvation Army on 4200 Wissahickon Avenue, Philadelphia, PA 19129. If you're not sure how to get there, please ask for directions before there is an emergency.

4. Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

5. As soon as it is reasonably possible parents will be notified that the emergency has ended via the day care centers text blast system. At this time the parents will be given instructions on how, and where, to reunite with their children.

6. During emergency closures tuition payment is due. If an emergency closureexceeds more than 2 weeks, thereafter families will not be expected to continue tuition payment.

FIRE SAFETY
Our center is fully equipped with rolling cribs, sprinkler system and fire alarms. Our fire evacuation plan is reviewed with the children and staff on a regular basis.

EMERGENCY TRANSPORTATION
In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

FAMILY ACTIVITIES
We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

ADVISORS
Discussion of Program Goals - annual meeting for families to provide input into our plan for the program.

FAMILY EVENTS
We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Curriculi: Ages and stages Screening, Family Teacher conferences, Move Up Event, Graduation Ceremony
- Cultural Events
- Holiday Events
- Family Events

CLASSROOM ACTIVITIES

Enjoy and help your child's class with these special activities.

- Chaperone field trips (with approval through completing the Salvation Army Volunteer process)
- Read/ play with your children at arrival or pickup
- Volunteer in the classroom (with clearance)
- Donate requested items
- Sponsor an event
- Participate in your child's Classroom/ Home Connections
- Family Teacher conferences

ADDENDUMS

Due to unforeseen circumstances (for example Covid 19) it may be necessary to add an addendum to this handbook. In such cases, we will be guided by licensing and governing authorities (as examples Office of Childhood Development and Early Learning, Center for Disease Control), in order to make necessary changes for the well-being of your child.