

SCHOOLHOUSE LEARNING CENTER



PARENT HANDBOOK

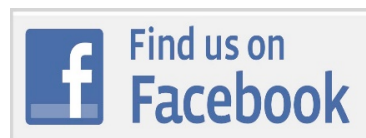


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Revised August 20, 2015

SCHOOLHOUSE LEARNING CENTER, INC. LOCATIONS

ADMINISTRATION OFFICE
910 Town Center, New Britain, PA 18901
215-345-9103
FAX (215)345-9106
TOLL FREE – 1-888-4KIDS77
www.Schoolhouselearningcenter.net

295 West Street Road, Warminster, PA 18974
(215) 675-2334
FAX (215) 675-8142

131 Second Street Pike, Southampton, PA 18966
(215) 322-7200
FAX (215) 364-9711

600 South Main Street, Sellersville, PA 18960
(215) 257-9747
FAX (215) 257-5230

21 North Main Street, Trumbauersville, PA 18970
(215) 536-6601
FAX (215) 536-9515

TAX ID #23-2479947

PHILOSOPHY

Schoolhouse Learning Center, Inc. is committed to the development of the whole child - physically, emotionally, socially, and intellectually. Our program offers a stimulating "hands on" approach to learning. By the use of interest areas within our classroom, it will allow for a more individual experience.

We strive to offer a safe, warm, and loving community where children can come together to develop according to their individual needs and interests.

Our goal is to help young children play and learn by providing an enriching environment and a caring staff that encourages each child's curiosity, creativity, and self-confidence.

Schoolhouse Learning Center, Inc. was established in November 1987 with its Warminster Center. Since then it has grown to include a Southampton location in August 1996. Two additional schools were acquired from Child Care, Inc. in May 2002 and are operated in Sellersville and Trumbauersville.

Each school is headed by a Director who is an expert in their field and holds a degree in Elementary/Early Childhood Education along with extensive hands on experience in an Early Childhood setting. Each Director is fully responsible for the daily occurrences within their own centers. They oversee and supervise their own staff for a program that is unique to their own style and personality. Classroom aides and special visitors in such areas as music, movement, and computers supplement our full time professional staff.

Schoolhouse Learning Center, Inc. is state licensed by the Department of Human Services and the Department of Education and welcomes children of all races, colors, creeds, nationalities, and ethnic origins.

Schoolhouse Learning Center, Inc. has the distinguished honor of being recognized as a member of the Keystone Stars program, which is awarded to centers who have surpassed the Department of Human Services requirements.

MISSION STATEMENT

1. Create and maintain a safe environment for all children.
2. Promote a positive self-image for each child. Treat each child as an "individual". Teach each child to respect ourselves, others and property, thus fostering self-respect and self-esteem.
3. Create an environment, which provides each child with a sense of security, warmth, and belonging.
4. Use each child's natural curiosity to develop an enthusiasm and desire for academic achievement.
5. Provide all services at a fair price.
6. Operate in a businesslike fashion, eliminating unnecessary and wasteful expenditures.
7. Provide a modern, attractive, physical plant with up-to-date equipment.
8. Establish a stable employment environment with low staff turnover.
9. Encourage open communication among parents, staff, and administration.
10. Operate as an active participant within the community.

OPERATIONS

HOURS OF OPERATION

Schoolhouse Learning Center is open Monday - Friday from 6:30 am until 6:00 pm.

SCHOOLHOUSE HOLIDAY CALENDAR

Schoolhouse will be closed for the following holidays:

-Memorial Day	-Thanksgiving Day	-President's Day
-4th of July	-Christmas Day	(Teacher In-Service)
-Labor Day	-New Years Day	

If one of these scheduled closing days fall on a Saturday or Sunday, Schoolhouse will close the preceding Friday or following Monday. These holidays are part of the annual school calendar, and no tuition credit is allowed for these scheduled holidays.

IN-SERVICE DAYS

Schoolhouse will close each year for 3 staff in-service days. One in the fall, one in the winter and one in the spring.

SCHOOL CLOSING

In the event of inclement weather, we will make every effort to remain open. If we do find it necessary to close or open late, NBC 10 will display the information on TV beginning at 5:00 am and it will be available on their web site. You may also receive additional closing information by using the school's answering machine and CONNECT5. If it is necessary to close early, for any reason, the school will contact each family directly.

OPEN DOOR POLICY

Schoolhouse Learning Center welcomes telephone calls regarding your child's care. Feel free to call the center during the day to inquire about your child. If possible, the teacher will speak with you directly in order to answer your specific question. Parents are welcome to visit the center as long as it is not disruptive to the group.

DROP OFF / PICK UP POLICY

PARKING LOT REGULATIONS

Please observe our 5-mile per minute speed limit around the center. This regulation is set up to protect your children.

Parents are requested to use the designated areas to park their cars in the spaces provided. All children must be escorted closely to and from their cars.

The following are our parking regulations:

1. Cars must be pulled in between the lines provided. Please respect other drivers.
2. Cars may not be left running while you enter the building.
3. No keys shall be left in the cars while you enter the building.
4. All children must be brought into the building in the morning and dropped off in their perspective classrooms. Please do not allow your child to enter the building without adult supervision.

ENTERING THE BUILDING

Each school has a keypad. Upon entering the building, everyone must enter a code to acquire access to the school. The keypad is placed next to the main entrance and a four-digit code must be entered. Please check with the office about receiving the security code. Codes should not be given out to anyone. Please do not allow your child to key in the code. All who enter the building must wear shirts and shoes. No pets of any sort may be brought into the building without permission from the office.

Smoking is strictly prohibited on Schoolhouse Learning Center's property including the parking lot. Dispose of cigarettes before entering parking lot.

ESCORTING CHILDREN

All children must be escorted to their classrooms upon arrival. It is important for you to accompany your child to and from their classrooms. During drop off time, you are required to sign your child "IN" by manually signing in. It is equally important to manually sign out at the end of the day to indicate transfer of responsibility. When there is more than one child being dropped off or picked up, all children must stay with the parent until each child is delivered or picked up at its respective classroom. Once you have picked up your child(ren) from their room, they are your responsibility and are no longer the responsibility of Schoolhouse Learning Center.

HANDWASHING

All children must have their hands washed upon arrival to the classroom.

RELEASING A CHILD

Schoolhouse Learning Center, Inc. will only release your child to those individual(s) designated by you on the Emergency Consent Forms. A child is to be released only to adults (18 years or older) who are authorized to pick that child up. For each individual on the list, we will require a picture ID (i.e. driver's license) on file to release your child to that individual. If an individual arrives to pick up your child whose name is NOT on file, we WILL NOT release your child to that individual. A child may be released to an individual (not on the list) upon verbal and/or written consent of the parent. That individual will also be expected to show identification. The child shall be released to either parent unless there is a court order on file at the facility which states otherwise. Any court order pertaining to custody of the child MUST be on file at the center.

If a staff person feels that the person that is picking up a child is not in suitable condition to drive or escort the child home, the child will not be released. A person designated on the emergency contact form will be contacted to come to pick up the child. If the person picking up the child resists this procedure, then 911 will be called immediately.

ALL VISITORS MUST CHECK IN AT THE OFFICE. IF SOMEONE OTHER THAN YOURSELF IS PICKING UP YOUR CHILD, PLEASE MAKE SURE THEY STOP IN THE OFFICE TO IDENTIFY THEMSELVES.

PROGRAM DESCRIPTIONS

NURSERY

The Nursery is available for care of children ages 6 weeks up to 16 months with a teacher/child ratio of 1 to 4. Our Nursery program is designed to provide each child with a feeling of warmth, confidence, and security. The schedule is a very flexible, individual one, which allows the staff to spend quality time with each child. We believe that through this nurturing interaction, along with encouragement and lots of love, the children will have experienced warmth that is essential to their growth and development.

YOUNG TODDLERS

The Young Toddler Room is available for care of children ages 13 months up to 2 1/2 years with a teacher/child ratio of 1 to 5. This program is designed to assist the children who are making the transition from our Nursery Room to our Toddler classroom. Within this room, the emphasis will be on initial acquisition of basic self-help skills. The children will participate in both small and large group activities. They will enjoy outdoor experiences on a daily basis.

TODDLERS

The Toddler Room is available for care of children ages 2 to 3 years with a teacher/child ratio of 1 to 6. This program is designed to assist the children who are making the transition from our Young Toddler Room to our Toddler Classroom. Within this room, the emphasis will be on initial acquisition of basic self-help skills. The children will participate in open-ended activities where the process is stressed rather than outcome. Through the use of interest areas the children will experience dramatic play, singing, games, stories, manipulative, and art projects along with various other activities. The children are engaged daily in both indoor and outdoor activities with the inclusion of small and large group experiences.

PRE-SCHOOL

The Pre-School Room is available for care of children ages 3 to 4 years with a teacher/child ratio of 1 to 10. The emphasis of our Pre-School program is to provide challenging activities designed to meet the individual needs of children during this active time of growth and development. By combining a diverse academic program with a healthy socially oriented one, we strive to create a very stimulating fun-filled day for the children. Within this room, interest areas will also be utilized to engage the children in separate activities throughout the day. The children will participate daily in both indoor and outdoor activities with the inclusion of small and large group activities.

PRE-K

The Pre-Kindergarten Room is available for care of children ages 4 to 5 years old with a teacher/child ratio of 1 to 10. Within the Pre-Kindergarten program, our focus with this particular age child is to help promote an enthusiastic and receptive attitude toward school. By combining a diverse academic program with a healthy, socially, oriented one, we strive to create a very stimulating fun-filled day for the children.

KINDERGARTEN

The kindergarten program is state licensed and registered by the Department of Education. It is available for care of children ages 5 to 6 years of age with a teacher/child ratio of 1 to 12. The program is a stimulating "hands-on" approach to learning. By the use of interest areas within our classroom it will allow for a more individualized experience. The program emphasis is on pre-reading, writing, and mathematics in a small group setting.

SCHOOL AGE

Kid's Club is available for care of children kindergarten through 12 years old that attend selective area Elementary Schools. Our Kid's Club program is designed for school age children. The school district or Schoolhouse Learning Center provides transportation from our center in the morning to their designated Elementary School.

The school district or Schoolhouse Learning Center will also return in the afternoon to pick up children from their Elementary Schools and escort them to our center. Once the children have arrived, they will be given afternoon snack.

We will encourage some quiet homework time if necessary and attempt to assist them with any questions they may have. We also provide a variety of other activities within their room.

SUMMER CAMP PROGRAM

The summer camp program is available to children from ages 5 years (completion of kindergarten is required) to 13 years old. The program is generally for ten weeks and includes the following activities: swimming, field trips, picnic days, arts and crafts, games, and sport activities

ROUTINE INFORMATION

REST-TIME

There will be an afternoon nap/rest time for each child. The time and length of this rest period is determined by the age of the child; with younger children generally resting earlier and longer than older children. We ask that each parent provide a labeled sleeping bag or comparable resting material. Bedding shall be taken home weekly for laundering.

CUBBIES AND PERSONAL ITEMS

Each child will have a designated cubby for their belongings. It should include a change of clothes (In-season outerwear, underwear, and socks), and a sleeping bag. Sleeping bags go home every Friday to be washed. It is important that all the items are labeled with your child's name. We discourage toys from home because of the potential of loss or breakage. Exceptions to the policy would be comfort toys for young children and Show-n-Tell items. However, we ask that such Show-n-Tell items exclude guns or other violent toys. In addition, Schoolhouse Learning Center, Inc. will not be responsible for any lost items such as earrings, bracelets, rings, etc

OUTSIDE PLAY

Every classroom is required on a daily basis to participate in outdoor play. Please be sure that your child/children have the appropriate outerwear. This includes gloves, hats, coats, snow suits and boots. Also, please provide a filled water bottle and a bottle of sunscreen which should be left in the classroom for protection from the elements. Every item must be properly marked with the child's name.

TUITION AND FEES

ENROLLMENT

An initial registration fee is due at the time of enrollment and will be paid again each September.
 One Child...\$70.00
 Family...\$95.00
 Kindergarten (Full-Time)... \$75.00

TUITION

Tuition is payable in advance on a weekly basis. Tuition is due the Friday before the actual week being serviced. Please remember that your tuition will be charged even if your child is absent from the center. A late charge of \$20.00 will be added to any unpaid balance that is not paid by Thursday AM of each week.

SNACKS/LUNCHES

Schoolhouse Learning Center provides am and pm snacks including milk and juice. All lunches must be brought to the center from home and stored in the proper manner according to the standards developed by the Department of Human Services and Department of Public Health. This means any perishable items should be placed in the refrigerator labeled with your child's name. Please pack healthful foods.

BILLS

Invoices will be printed and posted each Friday on your child's cubby. Please review each bill for accuracy.

FULL TIME/PART TIME

A child is considered “full time” if that child is scheduled for attendance for four (4) or five (5) days for a minimum of five (5) hours per day. A child is considered “part time” if that child is scheduled for less than full time attendance.

DISCOUNTS

There is a \$10.00 discount for families with two or more FULL-TIME children. The \$10.00 will be deducted from the tuition for each child after the first child. This applies to full-time children only. Children attending both before and after school are considered full-time for this purpose.

SCHOOL AGE CHILDREN

- During school district holidays of 3 days or more in a week, the tuition charge for Kindergarten and Kid's Club will be the full-time Pre-School tuition rate.

- Please refer to the tuition rate sheets in your enrollment packet for rates for school district holidays and early dismissal.

- Any child suspended from public school cannot attend Schoolhouse during that time.

FAMILY SICK LEAVE POLICY

A. Full-Time

Scheduled tuition payments are due and payable regardless of the actual number of days your child has attended each week. A sick week may be used ONLY when a child is absent due to illness. A sick week cannot be used when a child is on vacation or absent due to a school holiday. A child must be absent a minimum of three (3) consecutive days in a calendar week to be eligible for a sick week. Tuition charged for a sick week is one-half of the scheduled payment. Please contact the director concerning the maximum amount of sick time that may be used by a child in a school year. We must receive written notice that a child is sick in order to credit your account.

B. Part-Time

Children enrolled on a part-time basis are NOT eligible for sick weeks. Scheduled tuition payments are due and payable regardless of the actual number of days your child has attended each week. If you would like to make up a day, please speak with the director for availability. A make up day MUST be approved by the director and used within 30 days.

FAMILY VACATION LEAVE POLICY

A. Full-Time and Part-Time (Preschool)

Please contact the director concerning the maximum amount of vacation is entitled to per period each year (September - August). There will be no charge for a vacation week. Families are eligible to use a week vacation after being enrolled for three (3) months. Families cannot accumulate unused vacation time from year to year; nor can families receive any tuition credit for unused vacation time. At least two weeks written notice prior to each week is required.

B. Kindergarten and SCHOOL AGE

Please contact the director concerning the maximum amount of vacation is entitled to per period each year (September - June). There will be no charge for a vacation week. Families are eligible to use a week vacation after being enrolled for three (3) months. Families cannot accumulate unused vacation time from year to year; nor can families receive any tuition credit for unused vacation time. At least two weeks written notice prior to each week is required.

C. Summer Camp Program

No vacation time is allowed in the summer camp program. The only exception is for children who attend both Kindergarten or Kids Club **and** Summer Camp and who have not used permitted vacation time between September and June.

FAMILY PREGNANCY LEAVE POLICY

Family Pregnancy Leave is available to families when an enrolled child's mother is pregnant and the family decides to temporarily withdraw the child as a result of the mother's pregnancy. The maximum time for a child to be out on Pregnancy Leave is four (4) months. A child out on Pregnancy Leave will still be in an "enrolled" status and will not be required to pay a Registration Fee upon the child's return unless the child comes back after September 1, in which case, the Annual Registration Fee charges to all children is due and payable. If a child is out on Pregnancy Leave beyond four (4) months, the child will be treated as a new enrollee. The child will be treated as having withdrawn effective as of the original date of withdrawal. When a child out on Pregnancy Leave returns before July 1, and the new baby is enrolled at that time, the registration charged for the new baby is twenty-five (\$25.00). When a child out on Pregnancy Leave comes back on or after July 1, and the new baby is enrolled at the same time, the registration for the new baby is fifty dollars (\$50.00).

RETURNED CHECK POLICY

If a check is returned to us by your bank, it is your responsibility to submit a replacement payment within two working days either by cash, bank check, or money order. Personal checks are not acceptable. A \$15.00 returned check fee will be charged. Checks will NOT be redeposited. A two (2) month period must pass before personal checks will be accepted again.

LATE PICK UP FEE SCHEDULE

Schoolhouse Learning Center's hours of operation are from 6:30 a.m. to 6:00 p.m. There is a late pick-up fee after 6:00 p.m. The fee is \$10.00 per child for every 10 minutes after 6:00 p.m.

(Example: 6:01-6:10 = \$10.00, 6:01-6:20 = \$20.00)

This fee is to be paid **AT PICK UP TIME** in cash to the staff who stayed late with your child. This is not additional income for the school. We do this as an accommodation to the parents. The staff volunteers their personal time to stay. Please do not abuse this policy.

FAMILY REFERRAL POLICY

1. Family referrals are available to families enrolled full and part time.
2. The new family that has been referred to Schoolhouse Learning Center must turn in a letter of reference naming the old family, which referred them to Schoolhouse Learning Center. This letter must be received by Schoolhouse Learning Center by the end of the third week of enrollment of the new family for the old family to be eligible for a family referral.
3. The new family must be enrolled at Schoolhouse Learning Center for at least 3 months before the old family can receive the family referral credit.
4. The family referral credit is given in the form of a tuition credit to the old family. The referral amount to the old family is a \$200.00 tuition credit for a new family that is enrolling full time. The referral amount to the old family is a \$100.00 tuition credit for a new family that is enrolling part time.
5. Family referral credit is also given to families that refer new children that are only enrolled in our camp program in the form of free registration for camp to the old family.
6. Only one family referral credit (either \$200.00 or \$100.00, whichever is applicable) can be earned for referring a new family regardless of the number of children in the family that has newly enrolled at Schoolhouse Learning Center.
7. The old family must still be enrolled at the end of the three-month waiting period to receive the tuition credit.

CONDUCT OF CHILDREN

DISCIPLINE

Schoolhouse Learning Center's policy does not allow the use of Corporal Punishment at any time. Each classroom will set limits of behavior that are developmentally appropriate. Positive reinforcement, redirection, and a brief "Time-Out" are methods that are used throughout the day to help children gain self-control. Children are encouraged to exercise problem-solving skills.

BITING/SCRATCHING/HITTING POLICY

If a child bites, scratches or hits another child or a staff member, the following procedure will be followed:

1. First Incident - NOTIFICATION
 - a. The parent will receive a verbal and written notice from the teacher stating the incident.
 - b. The parent will receive information regarding incident and ways to prevent incident.
 - c. Incident will be placed in child's file.

2. Second Incident - MEETING
 - a. The Director and/or Assistant Director will set up a meeting with the parent(s) to brainstorm causes and preventative measures that can be implemented.
 - b. Parents will be reminded that behavior deemed unacceptable will lead to dismissal from Schoolhouse Learning Center, Inc.
 - c. Remind parents that we want to provide a safe environment for all the children in our center.

3. Third Incident -DISMISSAL

DISMISSAL OF THE CHILD HAS TO BE CONSIDERED ON A CASE TO CASE BASIS AND WILL BE AT THE DISGRESSION OF THE DIRECTOR.

* Please keep in mind that it is common for young toddlers and toddlers to bite other children.

JEWELRY AND TOY POLICY FOR CHILDREN

It has become increasingly popular for both girls and boys to wear jewelry, such as earrings, at a very young age. As popular as it may seem, this issue raises several questions regarding safety:

1. A child can lose a piece of jewelry, which may be found and picked up by another child.
2. A child can put jewelry in his or her mouth and choke.
3. A child can grab dangling earrings, tearing someone's earlobe.

Since safety is always our number one priority, we require our parents to bring children to school without any jewelry. Our staff is to enforce this policy. In order to minimize any potential injuries, if a child is brought to school with jewelry and it poses a hazard, it will be removed by his or her teacher, and kept in a safe place for parents to pick up at the end of the day.

LEARNING PROGRAM CHILD OBSERVATION/CURRICULUM/ASSESSMENT

OBSERVATIONS AND ASSESSMENTS

Observations of your child will be conducted daily and you will receive the Developmental Profile in Ounce (4, 8, 12, 18, 24, 30, 36 months) or the Narrative Summary in Work Sampling (October, February and May). The Ounce Scale (Nursery, Young Toddler, and Toddler) or Work Sampling System (Pre-S, Pre-K, and full day K) will be used for assessment. A Child Service Report will be completed for our School-Age children. Results from observations are used for curriculum, individual child planning, and referral to community resources. At least two parent conferences will be offered per year to discuss the child's progress and behavioral, social and physical needs.

ASSESSING CHILDREN'S LEARNING AND DEVELOPMENT

Schoolhouse Learning Center assesses each child's development and learning using the Ounce Scale and Work Sampling System. Teachers continually observe for the purpose of improving teaching and learning. The content of assessments also helps identify children with special learning or developmental needs. Decisions that will have a major impact on the child are never made on the basis of a single developmental assessment. If a teacher feels that a child may need extra services, the director and teacher will meet with the parents/guardians to discuss their observations. Schoolhouse Learning Center will refer parents to appropriate social, mental health, educational, wellness, and medical services, if necessary. Early intervention is a program that helps families develop their child's potential. All children grow and learn at different rates. Infants, toddlers and preschool children who have special needs due to developmental delays or disabilities are eligible to receive early intervention services. Parents who have questions about their child's development or disability may talk with their health care provider or the intermediate unit. The CONNECT Helpline, 1-800-692-7288; will also help answer questions about child development and specific disabilities. CONNECT staff can refer a family to the appropriate local agency to receive a developmental assessment. This assessment will determine if the child is eligible for services.

CURRICULUM

Schoolhouse Learning Center has chosen the Creative Curriculum as its primary curriculum. The tool provides additional information on how children develop, what children learn, how to set up their classroom learning environment, the family's role, and most important their role as educators. It is a framework that guides our staff in designing a program in which children will learn important skills and content, and develop social competence. The Creative Curriculum also provides our educators with a crosswalk which connects our curriculum to the Pennsylvania Early Learning Standards. In addition, at least annually every classroom is assessed using the age appropriate Early Learning Rating Scale.

LESSON PLANS

Lesson plans are posted in the classrooms at the beginning of the week for parents/guardians to read. They include group plans, individual plans (including transitioning activities), families, learning environments and community activities. Learning standards are listed next to each activity.

PARTNERSHIPS WITH FAMILY AND COMMUNITY

COMMUNITY RESOURCES

At enrollment, families are provided with information regarding public, social, and community services.

HEALTH AND HUMAN SERVICE INFORMATION

Schoolhouse Learning Center will distribute Health and Human Service literature at least twice a year.

“GETTING TO KNOW YOU” MEETING

During enrollment, you will meet with the director to discuss the policies/procedures and you can discuss information about your child to help your child have a smooth transition. This meeting will also give you the opportunity to ask any questions that you might have. Before 45 days of program entry, you will be offered a conference regarding child observations (Ages and Stages and The Child Service Report for S/A).

INDIVIDUALIZED EDUCATION PLANS

Your child’s growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. It would also be very beneficial if you invite your child’s teacher from Schoolhouse Learning Center to be a member of the IEP/IFSP team. They know your child very well and can talk about your child’s strengths and needs in the child care setting. They can also share insights about how your child learns and share their suggestions. When IEP/IFSP meetings take place, we recommend that the location is Schoolhouse Learning Center. You do not have to provide this information if you do not wish to do so.

PARENT INFORMATION CENTER

Each teacher is required to maintain a Parent Information Center for his or her classroom. These centers are important communication links between parents and teachers. Please check it daily to continue to be well informed of various center activities; daily schedules, and various other items will also be posted.

PARENT/TEACHER COMMUNICATION

The nursery, young toddler, and toddler classrooms will receive written individual child information and activities that the group participated in on a daily basis. The parents or guardians in the Pre-S, Pre-K, Kindergarten and S/A classrooms will receive information that the group participated in using a visual communication format on a daily basis. Parents and guardians may use the pre-printed Schoolhouse Learning Center forms on an as-needed basis for notes to their child’s teacher and the teacher may use these as well to communicate to the parent/guardian. Please ask the director/assistant director for the location of these forms.

Another common area where information will be posted is the front door. We ask that parents be aware of this information center as you enter and exit the building. Our schools also use CONNECT5 to quickly deliver voice calls and/or e-mail to parents and staff members. We will inform families of school closings, program events, and share information with families. CONNECT5 is offered to families at enrollment.

Families can also contact the Director through email with questions or concerns; our website is www.schoolhouselearningcenter.net.

Please check us out on FACEBOOK, too! All of our schools have an account.

PARENT SURVEYS

Parent surveys are used for parent input, feedback, and suggestions for "program planning and decision making."

TRANSITIONING

There will come a time when your child will be developmentally ready to move to the next age group or educational setting. The teacher will meet with the parent/guardian to discuss and provide general information to parents regarding a child's transition to another classroom or higher educational setting and are will be encouraged to connect to the school setting by visiting. The teacher will also plan age-appropriate activities for children to prepare for the transition. Schoolhouse Learning Center sends out letters to appropriate community/school stakeholders outlining goal to partner in child transitioning efforts from child care to school setting and it is encouraged that parent's are involvement in this activity. The staff also participates in community/school transition activities when available.

RELEASE OF INFORMATION

Release or dissemination of information in a child's record may be made by the director only with written parental consent. Before file material is released, a release form must be signed by the parent authorizing the director to disclose information. A release form may be obtained from the director. The staff may not disclose information concerning children or families enrolled at the center.

SUSPENSION, TERMINATION OR WITHDRAWAL

SUSPENSION POLICY

We reserve the right to suspend any child who may pose a direct threat to himself or the safety of others in our school. Possession of any forms of weapons or firearms will result in suspension from school and law enforcement agencies will be notified immediately.

TERMINATION

Schoolhouse Learning Center, Inc. reserves the right to terminate enrollment of any child for any of the following:

1. Failure to comply with rules and regulations of Schoolhouse Learning Center.
2. Failure to pay tuition in a full and timely manner.
3. Excessive lateness past center operation hours.
4. Inability on part of center to accommodate special needs of an individual child.
5. Behavior of child or parent, which is deemed unacceptable.
6. Failure to submit requested or required documentation, information or the like.

WITHDRAWAL

Two weeks written notice is required to withdraw a child. If proper notice is not received, the family will be responsible for payment of two weeks tuition following the last date of enrollment.

DEPARTING SCHOOL-AGE CHILDREN POLICY

When a school-age child withdraws from Schoolhouse Learning Center the following will occur:

1. Parents will have the opportunity to meet with the childcare Director and Schoolhouse staff.
2. During this meeting parents will be given pertinent information regarding safety concerns for their child. Some discussion will focus on what their child should and should not do while alone. For example: should they answer the phone or door, is it appropriate to use the stove, should they go outside on their own, should they use the internet, and so forth
3. Parents will be given information from local libraries. We will encourage families to take their children there and find books on how school-age children can care for themselves until an adult comes home.

HEALTH, SAFETY/SUPPERVISION, AND MEDICAL PRACTICES

ILLNESSES

Parents are responsible for bringing their children to the center in good health and capable of participating in the days activities. Sick children may not be brought to the center for care. For the protection of the other children at Schoolhouse Learning Center, your child should be kept home if he/she exhibits any of the following:

- The child has an illness that prevents him/her from participating in activities.
- Fever (100.4 or higher). Students may not return to school until free of fever (without fever medication) for 24 hours
- Diarrhea during the previous 24 hours
- Vomiting during the previous 24 hours
- Unexplained rash and/or rash with a fever
- If your child has a communicable illness (i.e. Strep throat, pink eye etc.), they must have 24 hours of antibiotic treatment before returning to school with a doctor's note.
- Head Lice and/or nits

School Age Children - Any child dismissed by a nurse within their school district cannot be dropped off at Schoolhouse for the remainder of the day. We cannot accept sick children because we do not have the facility to accommodate them or the appropriate staff to care for them. Any child dismissed due to head lice we ask that there is a cooperative effort between the parents, public school, and Schoolhouse to prevent spreading of the head lice.

SUPERVISION

Children who are in our care at Schoolhouse Learning Center are supervised at all times. When the children are utilizing our outdoor play space this too is considered part of the facilities premises and shall be closely supervised during this time as well.

As with any time during the day, transition times are also closely monitored. These times include, but are not limited to: bathroom time, lining up for special activities, proceeding outside for gross motor enrichment, fire drills or any other transfer from one activity to another.

Each staff member is well versed in the child staff ratio that should be maintained in his or her respective classroom. They are always aware of the children in their group and take responsibility for these children.

Supervision is an important part of our successful program.

SAFETY

Ensuring your child's safety is an essential part of Schoolhouse Learning Center, Inc. Each year through the Department of Public Welfare, our equipment is checked by a licensing agent for proper maintenance of toys and play apparatus. All toys are periodically washed and sanitized, and old toys are replaced with new ones. All directors are subscribed to receive emails regarding items that have been recalled. Action is taken if needed. All schools have door codes on the main door.

EMERGENCY EVACUATION PROCEDURE

Evacuation drills are held on a monthly basis at each facility. If reentry into the building is not possible, children will be evacuated to a temporary shelter. The temporary shelter will have the materials necessary for the program to take care of the children until parents, legal guardians or designated persons can take the children home. Families will be notified by telephone or radio/television broadcast on NBC 10.

MEDICAL

Health Appraisal:

It is required that a child's shot record is received on or before the first day of program entry. The initial health report is required no later than 30 days following the first day of attendance at the facility.

1. The initial health report for an infant must be dated no more than 3 months prior to the first day of attendance at the facility.
2. The initial health report for a young toddler must be dated no more than 6 months prior to the first day of attendance at the facility.
3. The initial health report for an older toddler or pre-school child must be dated no more than 1 year prior to the first day of attendance at the facility.
4. The initial health report for a school-age child must be dated in accordance with the requirements for a medical examination for school attendance in 28 pa code S23.2.

We require you to provide an updated health report in accordance with following schedules:

1. At least every 6 months for an infant or young toddler.
2. At least every 12 months for an older toddler or pre-school child.

Exemptions 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 must be documented by a written, signed and dated statement from the child's physician, physician's assistant, or CRNP. The statement shall be kept in the child's record.

MEDICATIONS

Schoolhouse Learning Center, Inc. will assist in administering medication throughout the day. The following procedures must be taken before any medicine will be dispensed.

1. Please sign the MEDICATION LOG located in your child's room (include all information required).
2. Prescription and non-prescription medicines will only be accepted in original containers.
3. Prescription medication MUST have your child's name on the medication. LABEL medicine with your child's name if it is not a prescription.
4. Please HAND medicines to the teacher to be placed in the designated area.

INCIDENT REPORTS

All staff has training in basic first aid. The teachers involved will treat accidents such as playground bumps and bruises. Appropriate first aid procedures will be followed along with a written notification of the incident. A parent may be called if the child appears unusually upset or if the bruise worsens throughout the day. The accidents are tracked and a plan of action is developed if needed to prevent further occurrences. A site safety review and corresponding plan of action are also instituted. Incident reports are also used to document bruises, scratches, rashes, etc. noticed upon his/her arrival.

CHILD ABUSE REPORTING

Schoolhouse Learning Center's staff shall report or cause a report to be made in accordance with section 6313 (relating to reporting procedure) when they have reasonable cause to suspect child abuse. This includes child cleanliness, appearance, verbal or physical abuse, and the use of car seats.

EMERGENCIES

In the event of a medical emergency or serious accident, emergency personnel (911) will be contacted. A designated staff member will escort the child to the hospital along with his/her EMERGENCY CONSENT FORM. The parents will also be notified immediately by phone.

EMERGENCY CONTACT FORMS

On the emergency contact form, parents/guardians need to list at least two names (other than the parent's or guardian's name) in the section asking for emergency contact people.

SPECIAL EVENTS

BIRTHDAYS AND SPECIAL OCCASIONS

Schoolhouse Learning Center will coordinate many group activities to involve parents/guardians in meeting program learning goals throughout the year. The activity topics may include family literacy, health information, open house, children's program, and family celebrations.

Throughout the year we will be celebrating a variety of special events: Halloween Parties, Thanksgiving Feast, Holiday Shows, etc. Parents and friends are welcome to join our celebrations. Please let your child's teacher know in advance that you would like to bring in a special treat (cupcakes, cookies) for your child's birthday.

Fund Raisers will be held periodically throughout the year to help us raise money for special equipment and projects.

PHOTOGRAPHY, VIDEOS, PUBLICITY AND OBSERVATIONS

Photographs and videos of the children participating in our programs are taken from time to time and may appear in various news releases including but not limited to FACEBOOK and other publicity materials. Your permission for photographs, videos, and observations is part of your enrollment agreement.

NONDISCRIMINATION POLICY

NONDISCRIMINATION IN SERVICES

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, 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, parent, student, and/or guardian who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

Schoolhouse Learning Center, Inc.
910 Town Center
New Britain, PA 18901

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health and Welfare Bldg.
P.O. Box 2675
Harrisburg, Pa 17110

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Southeastern Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107

Pa Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street
Suite 501
Philadelphia, Pa 19107

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