

Children's Enrichment Center Inc.

320 Perry Highway
Harmony, PA 16037

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www.cecharmony.com

info@cecharmony.com

Parent Handbook

PA Keystone Stars Accredited Facility:

Reaching higher for quality learning.

Revised September 4, 2011

Our mission:

The Children's Enrichment Center serves to provide children with an opportunity to learn, explore, and play in a safe, healthy, stimulating environment. We also serve to provide parents with the peace of mind that their children are being cared for by educated staff, committed to enriching the lives of their children.

We offer an infant program designed with your infant's natural curiosity and need for love and security in mind. Our toddler program is designed to enhance your child's total development. The Children's Enrichment Center believes in a progressive approach to early childhood education, achieved by pairing proven teaching philosophies with community resources. Our preschool program is ultimately committed to providing children with a comprehensive preschool experience.

Daily Schedules

Every child, regardless of age, should be engaged and stimulated to learn and explore. The following outline will give you an idea of the ways in which caregivers will interact with your child throughout the day.

INFANTS

- Meals/bottles/snacks
- Floor Activities
- Supervised Free Play
- Diaper Changes/Diaper Checks
- Discovery Time (older infants with toddlers)
- Individual Activities
- Nurturing
- Music
- Gross and Fine Motor Skills
- Speech/Language Skills
- Naps
- Story Time

YOUNG TODDLERS

- 6:30-8:30 Arrival of children/Breakfast/Supervised Free Play
- 8:30-9:00 Diaper Changes/Toilet Training
- 9:00-9:30 Circle Time/Story Time
- 9:30-9:45 Snack
- 9:45-10:45 Outside Play (weather permitting)
 - Inclement weather – group activities/crafts/music

- 10:45-11:15 Preparation for lunch
 - Hand washing
 - Diaper changing/Toileting
- 11:15-12:00 Lunch
- 12:00-12:30 Clean up/Preparation for Nap
 - Story
 - Soft music selection

- 12:30-2:30 Nap
- 2:30-3:00 Diapering/Toileting
- 3:00-3:15 Snack
- 3:15-6:30 Supervised Free Play
 - Art/Music Activities
 - Playground
 - Prepare for home

OLDER TODDLER SCHEDULE

6:30-8:30	Arrival of children/Breakfast/Supervised Free Play
8:30-9:00	Circle Time (Weather/Pledge/Review Daily Theme)
9:00-9:30	Arts & Crafts Theme Activities
9:30-9:45	Potty/Morning Snack
10:00-11:15	Learning Centers/Outside Play
11:15-11:30	Potty/Prepare for Lunch
11:30-12:00	Lunch
12:00-12:30	Potty/Prepare for Nap/Story time
12:30-2:30	Nap
2:30-3:00	Potty/Afternoon Snack
3:00-4:00	Outside Play/Learning Centers/Free Play

PRESCHOOL

6:30-8:15	Arrival & Breakfast	11:30-11:45	Clean Up
8:15-8:30	Quiet Activities	11:45-12:15	Lunch
8:30-8:45	Morning Circle	12:15-12:30	Story/Prepare for Nap
8:45-9:00	Music & Movement	12:30-2:30	Nap/Rest***
9:00-10:00	Art/Enrichment	2:30-2:45	Prepare for snack
10:00-10:15	Snack	2:45-3:00	Snack
10:15-10:30	Bathroom/Preparation for Outdoors	3:00-4:00	Outdoor Play
10:30-11:00	Outdoor Play	4:00-5:00	Enrichment Activities
11:00-11:30	Learning Centers	5:00-6:30	Closing Departure

PRE-KINDERGARTEN

6:30-8:15	Arrival/Breakfast	12:15-12:45	Lunch
8:15-8:30	Quiet Activities	12:45-1:00	Chapter Book
8:30-8:45	Morning Circle	1:00-2:30	Rest/Nap***
8:45-9:00	Music/Movement	2:30-3:00	Afternoon Circle
9:00-10:15	Learning Centers	3:00-3:15	Snack
10:15-10:30	Snack	3:15-4:00	Outdoor Play
10:30-11:00	Outdoor Play	4:00-5:00	Enrichment Activities
11:00-12:00	Art/Enrichment	5:00-6:30	Closing and Departure
12:00-12:15	Group Circle		

KINDERGARTEN

See Director

Standards, Curriculum and Assessment for Early Childhood Education

The Children’s Enrichment Center Inc. is committed to the Pennsylvania Early Learning Standards and Pennsylvania Keystone Stars.

The foundation of our educational and enrichment programs are rooted within these standards. More information can be found at:

www.pakeys.org

www.pde.state.pa.us

Admissions/Enrollment Policy

Admissions

The CEC Inc., 320 Perry Highway, Harmony, PA 16037, admits children from the ages of six weeks to nine years old without regard to race, color, religious creed, national origin, sex or ancestry. The CEC does not discriminate on the basis of special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child. This acceptance will be based on the recommendation of the child's health care provider and/or Learning Support Consultant.

Enrollment: Enrollment is based on the current and or future ratio status of the facility. The following forms must be submitted and will remain confidential. They may be shared with other caregivers only as required to meet the needs of the child and or as per regulations require.

1. _____ *Enrollment Application*
2. _____ *Developmental History*
3. _____ *Sunscreen/Toothpaste Permission Form*-reviewed and signed by a parent/legal guardian. *Participant Drop-off and Pick-up Safety Policy*-reviewed and signed by a parent/legal guardian.
4. _____ *Publicity Release*: reviewed and signed by a parent/legal guardian, and/or caregiver.
5. _____ *Emergency Contact/Parental Consent Form*: completed and signed by parent/legal guardian for each child enrolled. A parent will update these forms every 6 months and whenever the information changes.
6. _____ *Tuition Agreement*: completed by Director. Reviewed and signed by a parent/legal guardian and/or caregiver.
7. _____ *Child Health Assessment Form*: completed and signed by the child's physician or certified registered nurse practitioner. Due within 30 days of the first day of enrollment.
8. _____ **INFANTS ONLY: *Infant Feeding Plan***

All inadequately immunized children will be excluded from childcare until properly immunized unless an exemption is granted. Exemption from immunization must be documented by a written, signed, and dated statement from the child's parent (religious belief) or physician (medical need).

Confidentiality of information about the child and family will be maintained. Children's records are confidential and shall be stored in a locked cabinet. Information concerning the child will not be sent to anyone without the expressed written consent of the parent unless required by law.

Supervision

Children attending the CEC will be supervised at all times by a staff member. Volunteers may be used to supplement the staff of the CEC. In the event that a student/grandparent volunteer is used the following will apply: volunteers are supervised by CEC staff at all times, volunteers must have Criminal Record/Child Abuse Clearances, current physical exam/TB test and 2 letters of reference.

Staff/Child ratios will comply with the following requirements according to state regulations. While the CEC strives to NARROW these ratios, narrowing cannot be guaranteed.

<u>AGE</u>	<u>STAFF:CHILD</u>
Infant 6wks-12months	1:4
Young Toddler 13-24 months	1:5
Older Toddler 25-36 months	1:6
Preschool 37+ - Start 1rst grade	1:10

If/when children are grouped in mixed age levels, the following child group ratios of staff persons may apply:

<u>MIXED AGE LEVELS</u>	<u>STAFF:CHILD</u>
Infant/Toddler	1:4
Infant/Preschool	1:4
Young Toddler/Preschool	1:5
Older Toddler/Preschool	1:6

A substitute or "floater" may be employed to assure that the required staff/child ratios are maintained at all times. Parents/guardians are encouraged to get to know floater staff, as they will have a role in the daily care of their child.

Discipline

These or the following practices are used to encourage children to develop self-control and character. Caregivers will encourage children to be fair, respect people and property, and respect their own bodies (i.e. hitting/injuring ourselves), and learn to be responsible for their actions. Because people differ in how they approach discipline, parents and caregivers must discuss the goals of discipline and the methods that will best achieve the goals for the child.

Caregivers are NOT permitted to use corporal/physical punishment, verbal abuse, or emotional abuse. Caregivers will guide children to develop self-control and orderly conduct in relating to their peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and demonstrate acceptable behaviors.

The following are the approved CEC Inc. methods of discipline:

- **Redirection:** redirection is preventative discipline and will be used to keep problems from escalating.. Staff will redirect a child by attempting to engage his/her in a different, appropriate activity.
 - This will be done through: Verbal Prompt Only, or Verbal and physical prompt (i.e.: telling the child and physically guiding him/her to a new activity)
 - Positive feedback to the child will be provided for appropriate behavior.
- **Routine Intervention:**
 - Staff will separate the children involved.
 - Staff will provide immediate comfort and care of any injury for the child who was injured.
 - An incident report will be completed. If necessary, parents will be notified.
 - All incident reports are reviewed and, when necessary discussed by staff to come up with strategies to prevent further incidents. Caregivers may also work with parents, if necessary, to develop a specific plan of action.
- “Time Out” often termed “thinking time – or the thinking chair” may be used selectively for children over 18 months of age who are disturbing others or at risk of harming themselves, and where redirections and other positive techniques are ineffective. The period of “time out” will be no longer than the child’s age (i.e. 3-years old – no longer than 3 minutes), but will enable the child to regain control of him or herself. Use of “time out” will be adapted to the developmental level and usefulness of “time out” for the particular child. During “time out” a caregiver will visually observe the child.
- **Physical Intervention:** will not be used except as necessary to insure a child’s safety or that of others, and then only for as long as is necessary for control of the situation. This includes doing one of the following until a child can regain control of self: holding child on lap, holding child’s hand, hugging child.

The following are prohibited practices:

- Corporal or any type of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures, which produce physical pain.
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities is not permitted.
- Abusive, profane, or derogatory language, including yelling, and belittling, is not permitted.
- Any form of public or private humiliation, including threats of physical punishment, is not permitted.
- Any form of emotional abuse is not permitted.

As required by the Department of Public Welfare's regulations, all observations or suspicions of child abuse or neglect MUST be immediately reported to the child protective services agency no matter where the abuse might have occurred. The staff making the observation will call 1800-923-0313 (Child Line) to report suspected abuse or neglect. Within 48 hours of a phone report, a written report will be filed with the child protective services agency by the Director.

All staff and volunteers of the CEC Inc. are required to have background checks on Child Abuse and Criminal History (Act 33 and Act 34 Clearances).

TUITION POLICIES

Infant / Full-time only

\$224.00/week

\$49.00 daily

Toddler

\$187.00/full-time week

\$37.50 daily

Preschool/Pre-Kindergarten/Kindergarten

\$187.00/full-time week

\$33.50 daily

Includes transportation to/from CVE AM or PM Kindergarten

Includes full day care on snow days and teacher in-service/ACT 80 days

Before/After School Care

\$8.50 hr

The following fees apply:

- Enrollment Fee \$40.00
- Activity Fees (Yearly)
- Infant \$20.00
- Toddler \$35.00
- Preschool – Kindergarten \$40.00

- A discount of 5% is offered to families with more than one child enrolled. The discount applies to the oldest child in the program.
- Activity Fees are per school year, are not prorated and are nonrefundable.
- Enrollment Fees are non-refundable.
- *Sibling discount does not apply to Before/After school care.*
- Tuition may increase annually to offset operating costs.

Before and After School Care Program Rate

Full-time Summer Rate:

- Rate: \$166.50 Week

Before or After School Care Only

- Before School Care Between 6:30 am – 8:30 am
- After School Care Between 3:30 pm – 6:30 pm
- **Hourly care rate: \$8.50**

Before and After School Kindergarten Care is offered for children enrolled in the Children's Enrichment Center programming. We accommodate Before/after school children on snow / in-service day. Cost for full day is \$40.00.

The following situations also apply:

- As a courtesy to our families the CEC Inc. offers:
 - Full-time year-round children 5 sick/vacation days a year without penalty.
 - Full-time school calendar children 3 sick/vacation days without penalty.
 - Part-time year-round children 3 sick/vacation days without penalty.
 - Part-time calendar children 2 sick/vacation without penalty.
 - “Without penalty” refers to allowing children to miss up to this number of scheduled care days without being charged for those days.
 - Please remember that the Department of Public Welfare requires the CEC Inc. to staff according to our predicted enrollment. Therefore we cannot refund tuition for additional days your child may be absent.

- Sick/Vacations days begin with date of enrollment, not calendar year.
- Sick/Vacations days already credited will be charged if family withdrawals 6 months prior to date of enrollment.
- Days are prorated based on enrollment date.
- Before/After School Care Children do not require sick/vacation days.

The Children’s Enrichment Center Inc. is closed the following days. Tuition will not be charged for the days that the center is closed; tuition will be collected the remaining days, unless the family chooses to use their allotted sick/vacation days.

May 28, 2012	CEC Closed	Memorial Day
July 4, 2012	CEC Closed	Independence Day
September 5, 2011	CEC Closed	Labor Day
November 24, 25, 2011	CEC Closed	Thanksgiving Holiday
December 26,	CEC Closed	Christmas Eve
December 27-30	CEC Closed	Winter Holiday
April 6, 2012	CEC Closed	Good Friday
May 28, 2012	CEC Closed	Memorial Day

Payment

Please follow the guidelines below when making payments:

- Tuition payment coupons **MUST** accompany your check. Extra coupons are available in the drawer of the foyer table. Checks will be returned if a payment coupon is not attached.
- Tuition payment coupons and checks **MUST** be placed in an envelope. Extra envelopes are available in the drawer of the foyer table.
- Tuition Receipts: if you require a receipt with each tuition payment please indicate, “receipt needed” on the outside of your envelope. Please allow 5 days for a receipt.

- **Tuition payments are to be made by the dates indicated on the attachment and in your handbook. *Late payments will be charged.***
- **Children’s Enrichment Center Inc. EIN # 68-0579142**
- You may deduct tuition for the following:
 - CEC is closed
 - Sick/Vacation day (see handbook for guidelines)
 - Other – as indicated by director
 - Indicate on payment coupon when/why a tuition payment has been altered

For your convenience a tuition drop off box is available in the foyer at the center. It is the responsibility of the parent/guardian to place payments in the box on appropriate the due date. Please do not leave tuition payment of the director desk or with classroom teachers.

All inquires regarding tuition payment, requests for payment histories, receipts etc. should be placed in writing to Ms. Sue. Email inquires are appreciated: info@cecharmony.com.

- \$25.00 fee for returned checks
- \$10.00 fee for late payments

2011-2012 Payment Schedule

8/12/11	(8/15-8/26)	3/23/12	(3/26-4/6)
8/26/11	(8/29-9/9)	4/6/12	(4/9-4/20)
9/9/11	(9/12-9/23)	4/20/12	(4/23-5/4)
9/23/11	(9/26-10/7)	5/4/12	(5/7-5/18)
10/7/11	(10/10-10/21)	5/18/12	(5/21-6/1)
10/21/11	(10/24-11/4)	6/1/12	(6/4-6/15)
11/4/11	(11/7-11/18)	6/15/12	(6/18-6/29)

11/18/11	(11/21-12/2)	6/29/12	(7/2-7/13)
12/2/11	(12/5-12/16)	7/13/12	(7/16-7/27)
12/16/11	(12/19-12/30)	7/27/12	(7/30-8/10)
12/30/11	(1/2-1/13)	8/10/12	(8/13-8/24)
1/13/12	(1/16-1/27)		
1/27/12	(1/30-2/10)		
2/10/12	(2/13-2/24)		
2/24/12	(2/27-3/9)		
3/9/12	(3/12-3/23)		

Monthly

When choosing to pay monthly: please simply pay for 4 weeks on your coupon. Please always indicate the weeks for which you are paying. Thank you.

Operating Hours

The CEC Inc. operates from 6:30 a.m. to 6:30 p.m. during the school year (Late August through early June). *During the summer the center hours shift to 7:00 am to 6:00 pm.* The front door will remain locked until the opening time each morning. The Department of Public Welfare requires that at least two staff persons be on the premises when a child is present in the facility. Thus we cannot open the facility until both morning staff persons have arrived.

Late Pick-Up Fees

All children are expected to be picked up by 6:30 p.m. or closing time. An additional fee of \$10.00 per child will be charged for every 10 minutes after closing that a child remains in the center's care. The Department of Public Welfare requires that at least two staff remain on the premises until closing. Salaries must be paid when you are late. If an emergency situation occurs, the late fee may be waived by the director; however, parents are to notify staff as soon as possible.

Summer Rate Plan

We will be offering additional enrichment programming for school-age children up to the age of 7. After the age of 7, we recommend the YMCA program. Families who are

interested in the YMCA should make those contacts early, as space is limited. However, we can accommodate only a limited number of families. Any family who is interested in extended family care during summer vacation should contact the Director as soon as possible.

*******Summer Holds*******

Parents who wish to withdrawal their children during summer session will be charged as follows: Two Week Tuition Payment. This hold fee ensures your child's placement in the appropriate fall classroom. *This tuition will be reapplied when your child returns to school in the fall.* This fee is non-refundable should your child not return in the fall.

Withdrawal

When parents decide to terminate this childcare/preschool arrangement, a two-week written notice to the Director is required. This fee is non-negotiable and non-refundable. Parents who withdrawal their children also waive the right to a refund of all activity and enrollment fees. All children's files will be held for 1 year after the date of withdrawal. At the end of this one-year period, parents may pick up the child's file by contacting the Director. Otherwise, after this one-year period, any files not picked up will be shredded. Two-week notice cannot be made prior to a center scheduled closed holiday.

Withdrawal packets are available from the office and can include upon the request copies of the following information: physicals/immunization records, portfolios, IEP/Behavioral Plans, and observations. Please allow 2 weeks to process withdrawal packet from date of request.

Communication

The staff/parent relationship can be developed through positive and supportive communication. Information regarding family issues and personal lives will be handled confidentially. In the event of a divorce, separation, or joint custody ruling, every effort must be made to treat both parents equally. **WITHOUT LEGAL DOCUMENTATION**, the staff cannot act as though one parent is more fit than another to the legal rights to their child.

Parents/Guardians should expect the following:

- Every effort shall be made to communicate daily with parents when they drop off and pick up their child. Unusual or special circumstances of the day should be verbally communicated to the parents, as well as documented on the child's daily log.
- All serious incidents should be communicated verbally to the parent. In some cases this may require the presence of the Director or other staff person.
- Often, it is not appropriate to discuss issues of behavior or unusual circumstance in front of the child, in these cases, every effort will be made to speak privately with the parent, or to request a follow-up phone call from the Director after hours.
- Staff will provide parents of infants and toddlers with daily written notices describing special happenings during their child's day, and telling them about their child's food intake, elimination, sleeping pattern, and general mood and behavior.
- Staff will provide parents of preschoolers with communication board to keep them informed of their child's activities, etc., as well as a monthly calendar for preschool.

- ✓ **OLDER TODDLER/PRESCHOOL/PRESKINDERGARTEN/KINDERGARTEN CLASSROOMS:**
Parents must check children's cubbies and file folders at the end of the day everyday for important information from the teacher or the director.

Email

As part of our on going effort to increase communication between staff and families of the Children's Enrichment Center we are encouraging anyone who is interested to provide an email address so that the following information may be generated electronically:

- Newsletters
- Monthly Menus
- Office Messages
- Tuition Reminders
- Tuition Receipts
- Children's Photos
- Teacher Communication
- Much More!

Drop your email address into the lock box and we will add you to our address book. Thank you for your participation!

Incident Reports

If an injury occurs on the premises or during a field trip, an incident form will be completed for parents to read and keep. This procedure is used so that you have full information regarding the incident. If you notice a scrape, bump, or bruise on your child and did not receive an incident report it is possible that your child did not bring it to the attention of his/her teacher. Please ask your teacher/care giver about the injury.

Bulletin Boards

A bulletin board is located in each lobby to provide parents with activities and information.

Morning Check-In/Afternoon Check-out

Parents are to sign children in/out on the foyer table. **ALL belongings should be taken DIRECTLY to the child's classroom.** Please instructions for your child's day should be placed in writing in your classroom teacher's mailbox or given to a staff member.

Before/After school Parents use the punch card clock. Please keep time cards in your communication folders.

Transitions

Ask any parent at our center and they will have a different age and stage story for you. It can and probably will affect every child differently. A child who always seemed totally confident, routinely shrugging with indifference when you walked out the door may suddenly shriek in terror the Tuesday before their 3rd birthday and refuse to leave your side.

Recognizing and understanding transitions are very important, especially here at the Children's Enrichment Center. Consistency in your child's day is the most important component in warding off unnecessary fears. We work to establish specific patterns of regularity that will encourage independence that in turn build a child's self-esteem.

Our emphasis on building your child's self-esteem begins with the first activity of the day: breakfast. Focusing on the morning routine helps to give the children confidence and carries them forward through the rest of the day. For our older children, this is also about accountability and responsibility; knowing what their teachers and their parents expect of them.

Every so often we take a step back and evaluate our morning routines, looking at specific ways to help the children transition from mom/dad to school. Below are some suggestions from our seasoned staff:

- Check into your child's classroom. **Remember to wash those hands.**
- Please walk your child to his/her classroom and make sure they are putting their belongings away. Spend a few minutes with your child in their classroom looking at their projects or toys. Tell them that they will have a great day and take a moment for a quiet hug or kiss in the classroom were it is not so chaotic.

- Help your child choose a seat at the kitchen table and then say one final goodbye. It can be overwhelming for some children to choose a seat when there are so many other children in the kitchen. Helping them select a friend to sit beside helps ease the anxiety. However limit the choices to two seats, A or B. Creating too many options will only complicate the matter further.
- Expect your child to remain seated when you are leaving. **Insist on this for their safety.** Do not allow your child to follow you to the front entrance. We cannot accompany your child to the door to wave goodbye.
- Understand that morning/breakfast time is not an appropriate time for a conference about your child. We have many hungry children to feed. It is often chaotic and we are easily distracted. Set up a more convenient time to speak to your child's teacher.
- Allow children the opportunity to use their words and manners. They will demonstrate their abilities when parent and teachers set expectations.
- Remember the kitchen rules: no toys, no coats, no hats, and no blankets.

Classroom Transitions

At the Children's Enrichment Center children move from one classroom to the next (i.e. older toddler to preschool) at the beginning of each new school year. However prior to this "move" the staff and classroom teachers will begin to support your child through the transition process. Some if not all of the following experiences may mark the transition process:

- ✓ Participate in circle time
- ✓ Participate in free play
- ✓ Join class for snack/lunch
- ✓ Join class for nap schedule
- ✓ Join class for activity schedule
- ✓ Split day
- ✓ Rotate days
- ✓ Join class during outdoor play

Parents will receive progress reports for a child who is transitioning. Progress reports may be separate or combined with daily notes from the child's current classroom. Parents should speak directly to their classroom teacher should they have questions or concerns about their child's transition schedule.

Children typically begin transitioning 2-3 months prior to the start of the following school year depending on their birth date. The transition schedule is set at the discretion of the classroom teacher with input from the director, the teacher in the advancing class, and parent. Current classroom ratios also apply.

Family Volunteers

The CEC encourages all adult family members to become volunteers in their children's classrooms or on Center field trips.

Text Messaging

We request two cell phone numbers with text messaging for emergency notification of inclement weather delays and cancellations. Please provide those numbers directly to the director when enrolling.

Nutrition

We are a peanut free center.

The Children's Enrichment Center provides your child with two meals, breakfast and lunch as well as two snacks a day. Both meals are prepared in house each day. A monthly menu based on the PA Department of Health Food Pyramid is provided for parents at the start of each month. Parents are encouraged to have their children follow the daily menu. This encourages independence and discourages picky eaters. However if a parent wishes to send a packed lunch with their child please keep in mind the following: non-perishable healthy lunches only that do not require refrigeration. With so many mouths to feed our refrigeration space is limited. Please do not send sweets/candy/junk food with packed lunches. They will be removed and sent home as this is not fair to the other children.

Toys

Toys from home are not permitted at school.

Snacks

We recommend the following Healthy Snacks for our students. Classroom teachers will special request cookies, cakes, etc for classroom parities if needed. Do not send sweets in for birthdays.

Choose Low/Fat When available

Ham/Cheese rollups

Nut Free trail mix

Nut-free cereal mix (non-sugar cereal)

Sherbet

Frozen Fruit bars

Animal crackers

String cheese/cheese cubes

Smoothie-yogurt/fruit/milk

Yogurt dips-for fruits or vegetables

Celery sticks

100% fruit juice mixed with sparkling water

Banana dipped in honey

Pretzels

Graham crackers
Fresh fruit slices
Soft pretzels w/low fat cheese dip
Baked tortilla chips
Dried fruit
Celery/cream cheese
Raisins
Individual fruit cups
Applesauce
Fruit/cheese kabobs
Vegetable sticks
Rice cakes
Fudgecicles

Conferences

Special conferences may be scheduled when staff or parents feel there is a need. For preschoolers, two parent/teacher conferences a year will be scheduled to keep the parents informed of their child's progress. Feel free to call the Director if there is a problem or concern.

Visitation

Parents of children enrolled in the Center may visit the program at any time. We also encourage other adult family members to visit the children's classroom. In the event that an adult wished to visit a child's classroom the following precautions will be taken: a written request must accompany the parent/guardian prior to the day of visitation, photo identification will be required prior to admission to the center, the child will not be released to the visitor with out additional documentation.

Support and Evaluations

For a childcare setting to thrive, a positive environment must exist. The groundwork for a successful program begins with the staff. Parents are reminded to provide their caregivers with verbal reinforcement of their satisfaction with the program. Simple kind words and sincere expressions of gratitude are necessary components of a strong parent/staff relationship. In addition a parent questionnaire will be sent home annually, and periodically, parents will be asked to complete a comment card. This information will be distributed and received through the Director's office. We encourage honest feedback.

Child Day Care Emergency Plan

Every family should receive, upon enrollment and then every subsequent year, a copy of the Child Day Care Emergency Plan.

Healthy Habits

Healthy Habits are learned from infancy. Some key healthy habits are hand washing, sleep and rest, managing stressful situation, oral hygiene, nutrition, and choosing safe ways to avoid or handle risks. As early educators we have many opportunities to teach children the measures that will help them live long and healthy lives.

Hand washing is a learned behavior, taught by doing. Washing hands should be routine upon arrival to school, when entering a new activity, after possible contact with bodily fluids or germ-laden surfaces, and before doing anything involving food or putting something in the mouth.

Upon arrival to school it is required that you assist your child or direct your child to the sink and observe their hand washing. Please use the sink in his/her classroom. Encourage and praise your child for a job well done. At school we sing the ABC's or Happy Birthday while soaping up. We take one push of soap and use two pushes of paper towel for drying (two hands – two pushes). After they have washed their hands please deliver your child to their appropriate classroom or morning area.

We encourage parents to use the antibacterial gel dispenser in the foyer upon drop off and pick up of their children. However these dispensers are NOT for the children. The Department of Public Welfare considers antibacterial gel **toxic** and may not be used on children and is **NOT a substitute for hand washing.**

Please do not ask your caregiver or classroom teacher to assist or complete the hand washing of your child. We ask that you build in an extra two minutes into your child's routine and consider it a small contribution towards their good health and that of their peers.

The American Academy of Pediatrics, The Center for Disease Control, The Department of Public Welfare and PA Keystone Stars, requires this routine for cutting down on the spread of infectious disease within in our center.

Thank you for your support.

Additional Program Information

Drop-Off and Pick-Up Safety Policy

All drivers shall enter and exit the parking lot by following the signs indicated for ENTER and EXIT. All drivers should enter and exit slowly and watch for anyone walking to or from the building.

All drivers should adhere to the following policies:

1. Drivers may “stack vehicles” in order to expedite drop-off and pick-up.
 - a. Drivers choosing to stack vehicles should refer to the diagram provided.
 - b. Drivers choosing to stack vehicles must turn off car and remove keys from the ignition.
 - c. Drivers choosing to stack vehicles must never leave a child unattended in a vehicle.
 - d. “Stacking” is implied as a means for expediting the drop-off and pick-up time, however, care and caution should be practiced when doing so.
 - e. Drivers choosing to stack vehicles should not delay the departure of other parents by engaging in lengthy conversations or goodbyes inside of the building.
 - f. This method of drop-off is only recommended for parents with children who do not cry, cling, or delay the departure of their parents.
2. Drivers who wish to spend additional time at the beginning/end of the day in their child’s classroom should park their vehicles in an area outside of the “stack” lane.
3. Drivers should use care in parking their vehicles. Lines do not exist to distinguish parking, good judgment must be exercised.

Parking lot Caution: Inclement Weather

Please use caution on the gravel parking lot during inclement weather. The gravel can become slippery with rain, snow or ice. We recommend that you assist young children by the hand as they are crossing through the lot. Do not allow children to walk on the railroad ties as they become slick and dangerous in cold weather.

CHILD-RELEASE POLICY

Children will only be released to an authorized person whose name has been recorded by the parent/legal guardian on the child's Emergency Contact/Parental Consent Form unless written instructions are received permitting pick-up by another designated adult. If a person picking up a child is not familiar to the staff on duty a photo driver's license will be required for purposes of identification. This minor inconvenience is to protect each child involved. The effective dates for alternative pickups must be annotated on the written instructions.

Children will only be released to an adult.

All children will enter through the main entrance. This door is locked at all times. Access is by entry code only. This code is changed as needed. In order to further increase the security of our center, it is recommended that parents/legal guardians MUST NOT distribute the front entry pass code to other adults who may be picking up a child.

Please be careful to secure the walkway gate behind you as you approach the building. Often with the change in seasons the gate will stick. Please take an extra moment in your arrival/departure to ensure the safety of our children by latching the gate firmly.

Bad Weather

The center will usually remain open during inclement weather to accommodate parents who must work; however during severe weather the following rules apply:

1. Parents should use their own judgment in bringing their child to the program in bad weather.
2. All parents are encouraged to provide the director with a cell phone number that has TEXT MESSAGING. If you do not have TEXT MESSAGING provide the number of a family member who does receive text messages and will alert you in the event of a closure. We utilize an emergency text messaging system that allows all families to receive a text message in the case of a center closure or emergency. Ask the director for more information.

PHONE SERVICE

In the event that the center phone lines are down please use the following phone number: 724-584-8854. This phone number should be used in an emergency situation only.

Children's Activities

The CEC Inc. employs qualified, experienced staff that provide opportunities for the children to participate in a variety of activities. A list of these activities should be posted in your child's classroom.

Outdoor Play

Children are expected to play outdoors daily, weather permitting. If your child is well enough to be at school, he/she is well enough to play outdoors. Please do not request that your child be kept in from outdoor play. A teacher cannot accommodate this request, and ratios in other classrooms do not permit your child to remain inside with another teacher's class. Appropriate outdoor clothing is to be worn or sent to school with your child daily. If your child is too sick to participate in daily activities he/she will be sent home.

Children will/may be 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, and there is no current air quality alert. Children should have clothing appropriate to these weather situations. (PA Keystone Stars)

What to wear to school

Comfortable, washable, weather appropriate clothes. Dresses and sandals are cute but they don't hold up well on the playground. **PLEASE no flip flops, they are dangerous on mulch.**

Children's belongings

Each child must have an extra set of clothing, including socks (and shoes if you can spare them!) at the Center at all times. All pieces of clothing must be clearly marked with the child's name. The Center is not responsible for any misplaced or lost items. Please check your child's spare set of clothes periodically to see that it is complete with clothes appropriate to the season and your child's growth.

The Department of Public Welfare REQUIRES that parents label ALL items belonging to children with distinguishable personal initials in permanent ink. Please label items before bringing them to school.

WE NOT ONLY RECOMMEND BUT WE INSIST THAT THE CHILDREN LEAVE LARGE STUFFED ANIMALS AT HOME. **Stuffed animals are a breeding ground for pests and other bacteria.** There are more than enough items for children to play with at school. Each child may bring one small comfort item to be kept in their cubby and brought out at rest time. Please adhere to this policy. Items may be removed from a child until the end of the day at the teachers' discretion. **If the item can not fit into your child's shoe box then it is too big to come to school.**

Cot sheets can be purchased online or a crib sheet will fit a cot. They come in toddler cot sizes and preschool cot sizes.

Teachers will place children's bedding in their cubbies at the end of each week. **Please remove all bedding as well as comfort items to be laundered over the weekend.** Always check that your child has not soiled their extra clothes during the day. Soiled clothes are wrapped in a plastic bag/tied/and placed in cubbies. Please remember to replace these with clean clothes the next day.

Children should wear clothing to school that is comfortable and appropriate for floor activities and messy experiences. The program staff cannot change the child's clothing throughout the day to go outside or to participate in a potentially "messy" activity.

The following is a list of items that each parent is responsible for bringing to the center for the prospective areas. All items must have the child's name on them.

Infants

Blanket
Three changes of clothes
 Weather appropriate
 Including socks
Comfort Items
 Pacifiers
 Stuffed animal
 Photos of family
Bottle for each feeding
Formula
Cereal for young infants
Diapers
 Ointment if necessary
 Wipes
Baby Food
Spit-up towel

Toddlers

Blanket
Small Pillow

Changes of clothes
 Weather appropriate
Diapers
If toilet training:
 Pull Ups
 Many changes of clothes
 Diaper wipes
Sports Bottle

Preschoolers -School Age

A change of clothes
Blanket
Small Pillow
Boots or play shoes
Sports Bottle
Cot Sheet

Medications

Medication forms are available on our website. Please bring a completed form with your child's medication.

To comply with the Department of Public Welfare, the Children's Enrichment Center Inc. will administer prescription on or non-prescription medication to a child ONLY if the following conditions are met:

1. The medication must be in the original container.
2. The child's name and the name of the medication must be written on the medicine container.
3. Written instructions must be provided from the parent. For prescription drugs, instructions on the label from the doctor or pharmacy are acceptable.
4. Parents must also provide written consent for the administration of the medication by signing a medication log daily when the child arrives if he/she is to receive medication that day. **HIPPA Law requires each child to have a separate Medication Log sheet. (See Sample – back of handbook.)**
5. A reliable measuring utensil must also be provided. (Silverware is NOT acceptable.)
6. **NO EXCEPTIONS CAN BE MADE TO THESE REGULATIONS.**

Rest Period

Infant's cribs are available in the nursery. Each infant has his/her own crib. Bumpers and stuffed toys are not permitted in cribs, however parents may choose to "decorate" the crib for their infant. Young Toddlers will nap in their classroom on cots with comfort items during the designated rest period. Older Toddlers will nap in their classrooms on cots with comfort items during the designated rest periods. Preschooler/Pre-K/Kindergarten will nap as per schedule the daily schedule.

Toilet Training

Toilet training will begin when appropriate for each child's stage of development or when parents notify staff they are working on it at home. Parents will be consulted on the methods used at home to ensure continuity. The method should be one that is comfortable for both teacher and parent. Toilet training must be a joint effort between home and school and cannot be expected to be the responsibility of the center staff only. Please remember that our teacher is often toilet training 6 little bodies at one time!! Children will be offered frequent opportunities for toileting, particularly after meals and before sleep periods. Feedback will be provided on each child's progress.

Parents must provide the Center with "Pull-Ups." Children should also be dressed in pants that the child can easily pull up and down. Overalls, for example are not conducive to toilet training! Also, several changes of clothes, including socks, need to be sent to the Center daily. (Remember to label all of your child's personal items.)

Birthday Parties:

This is the standard procedure adopted by most elementary schools and I feel is the most widely accepted when planning birthday parties:

Invite:

- All of the girls or
- All of the boys or
- All of the children to avoid hurt feelings

Birthday invitations may be given to your classroom teacher who will place them in the information folder of the child that is being invited to the party. You may request a class list from your child's teacher. The CEC office will not issue home addresses. Please do not ask the teachers to "select" the children that your child might like to invite to his/her party. This puts them in an uncomfortable position. Fill out your invitation with the child's first and last name since we have several children with the same first name.

Community Resources

Community Care Connections
724-283-3198

Butler County Head Start
724-287-2762

Pittsburgh Office of CYS
412-565-2339

Butler County CYS
724-284-5156

Healthy Baby Line
1-800-986-5437

Butler County Early Care and Education Council
724-283-1010 ext. 310

Healthy Kids Line
1-800-986-5437

Children's Health Insurance Program (CHIP)
1-800-986-5437

PA Family Support Alliance
1-888-448-4906

Office of Child Development and Early Learning
1-800-222-2149

Administration for Children and Families
www.acf.dhhs.gov

Child Abuse Prevention Network
<http://child-abuse.gov>

Child Welfare League of America
www.cwla.org

Special Kids Network
1-800-986-4550

Center for Community Resources, Inc.
724-431-3748

County of Butler Drug & Alcohol Program 724-284-5114

Area Agency on Aging
724-282-3008

Community Action and Development
724-284-5125

Butler County Library System

<u>Butler</u>	P-724-287-1715	<u>Cranberry</u>	P-724-776-9100
<u>Mars</u>	P-724-625-9048	<u>Prospect</u>	P-724-865-9718
<u>Evans City</u>	P-724-538-8695	<u>North Trails</u>	P-724-476-1006
<u>Slippery Rock</u>	P-724-738-9179	<u>Saxonburg</u>	P-724-352-4810
<u>Zelienople</u>	P-724-452-9330		