



FAMILY HANDBOOK

2020-21

DEAR FAMILIES,

Welcome to the Early Childhood Education Center! Attending school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning.

As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child during this time. The Early Childhood Education staff will be available to provide support and assistance; making your child's first school days happy days.

- Prepare your child for the new school experience by explaining what to expect. Answer all questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is acceptable and often reassuring in helping the child with the initial adjustment to school. This item may be a treasured "blankie" or even a photo from home.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Maintain a clear good-bye routine. This may include telling the child you are leaving, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "Ok just one more kiss, and then I really have to go." tends to heighten anxiety rather than relieve it. Avoid sneaking out, this seems to encourage children to become less trusting and makes the second day of school even harder.

Again, please know we are here to help make school transition and we look forward to an exciting and fun year. Welcome! Thank you for choosing our Early Childhood Education Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,



Elizabeth Massas

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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

Common Wealth of Pennsylvania Department of Welfare
Pennsylvania Regional Keys – STARS 4 *(updated 2020)*
Pennsylvania Child Care Association

HOURS OF OPERATION

Child care services are provided from 7:00 AM to 5:30 PM Monday through Friday with exception of closing and delays as referred to in this handbook.

SAMPLE SCHEDULE

Below is an example of nonspecific daily activities:

- 7:00 - 9:00** Arrival, Greeting, Wash Hands and Morning Activity
- 7:30 - 9:00** Breakfast
- 8:30 - 9:00** Diapering/ Toileting, Wash Hands and Transition Time
- 9:00 - 10:00** Gross Motor Play
- 10:00 - 10:30** Circle time (including morning message, story time)
- 10:30** Extension Activities
- 11:00 - 11:30** Learning Centers
- 12:00** Lunch
- 12:30 - 1:00** Diapering/ Toileting, Wash Hands, Transition Time
- 1:00 - 3:00** Rest/ Nap
- 3:00 - 3:30** Snack
- 3:30 - 4:30** Gross Motor Play
- 4:30 - 5:00** Afternoon Circle Time
- 5:00 - 5:30** Afternoon Activity

HOLIDAYS, PROFESSIONAL DEVELOPMENT & EARLY CLOSINGS

From July 1, 2020 until June 30, 2021, the center is closed or operating with modified hours on the following holidays and professional development days. There is not reduction as a result of these center closures or any emergency closure.

- Friday, July 5, Independence Day Observance** – Closed
- Monday, September 7, Labor Day** - Closed
- Professional Development / Columbus Day: Monday, October 12** - Closed
- Professional Development / Election Day: Tuesday, November 3** - Closed
- Veteran’s Day: Wednesday, November 11** - Closed
- Thanksgiving – Thursday, November 26** - Closed
- Day After Thanksgiving – Friday, November 27** - Closed
- Christmas Eve – Thursday, December 24 - 12:00 PM** Early Closing
- Christmas Day – Friday, December 25** - Closed
- New Year’s Eve – Thursday, December 31 - 12:00 PM** - Early Closing
- New Year’s Day – Friday, January 1** - Closed
- Martin Luther King Day – Monday, January 18** - Closed
- Professional Development Day / President’s Day – Monday, February 15** - Closed
- Good Friday – Friday, April 2** - Closed
- Memorial Day – Monday, May 31** - Closed

In the event we do not close due to inclement weather or other emergency circumstance, these closures will be scheduled as closed days.

- Make Up Day 1, June 24th, 2021** - Closed
- Make Up Day 2, June 25th, 2021** - Closed

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. To subscribe to the text blast, text ECEC to 51555.

ADMISSION & ENROLLMENT

All admissions and enrollment forms must be completed and tuition fee paid prior to your child's first day of attendance. Families are able to 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 month until they are enrolled in kindergarten. Enrollment agreements are from July 28th to June 25th 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 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. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Please see the list of Family Activities at the end of this booklet.

VOLUNTEERING

The ECEC welcome families to consider becoming a volunteer. To apply for as volunteer with our Education Department, visit us online at www.SalvationArmyKrocCenter.org and look under "Special Services" and "Volunteer". We would look forward to your joining us!

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 as 2 years experience.
- **Teacher Assistant/ Aide:** 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.

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 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

Source: Commonwealth of Pennsylvania Department of Welfare.

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 mailboxes at the end of the day.

COMMUNICATION BOARDS

Communication Boards are located throughout classrooms and at the front desk to provide specific group or classroom information, center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

NEWSLETTERS

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

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 and 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	echeckroc121@gmail.com
Older Toddlers - 123	215 558 1507	echeckroc123@gmail.com
Older Toddlers - 124	215 558 1508	echeckroc124@gmail.com

Young Toddlers - 125	215 558 1509	echeckroc125@gmail.com
Pre-Kindergarten - 126	215 558 1510	echeckroc126@gmail.com
Young Toddlers - 127	215 558 1512	echeckroc127@gmail.com

PARENT ADVISORY GROUP

A parent advisory group is a group of ECEC parents who are invited to advise and share their recommendations with the Director of the Early Childhood Education Center. On behalf of the parents and the children in the program, they assist the Director in the enhancement and improved quality of the program. Connect with fellow ECEC parents through Facebook on their page named **Parents & Families of Salvation Army ECEC Philly**.

FAMILY VISITS

Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip to support our program goals. 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, 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.

OPEN DOOR POLICY

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program during regular program hours. When visiting, the parent shall be invited to participate with their child during classroom activity. The infant room welcomes parents/guardians to nurse or feed their infants.

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, kindly arrange for an appointment.

ACCESS CARD

For the safety and protection of the children, external doors will be kept locked at all times. A maximum of 2 access cards will be made available per family. The first access card is complimentary and the second parent/guardian will need to purchase an access card for independent entry into the center. Access cards can be purchase through the ECEC Administration office and with the consent of the parent. If the card is lost or misplaced, families should immediately report this to the ECEC Supervisor or Director to obtain a replacement cards for \$10.

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.

VOLUNTEERS

We welcome volunteers in the ECEC. The volunteer application is available on the Philadelphia Kroc Center Website www.salvationarmykroccenter.org. under "Special Services" / "Volunteer."

CURRICULA & LEARNING

LEARNING ENVIRONMENT

Our program implements within a rich learning environment an emerging developmentally appropriate and culturally appropriate learning curricula. We are responsive to the emerging and changing interest of young children. The 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 is 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 pray and are part of Christian Education opportunities such as bible stories, songs and activities.

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 use 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 will be gathered using an authentic assessment tool call Teaching Strategies Gold. Teaching Strategies Gold is based on observation of your child in typical activities in 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 during classroom activities.

Teachers will observe and document your child's learning over time. In early childhood program, 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 parent-teacher 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 permission.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice a year in January and June. 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. The IFSP/ IEP is share 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.

OUTINGS & FIELD TRIPS

Weather permitting; we conduct 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, 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.

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.

TELEVISION 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 day; music for dance and exercise, etc.

ELECTRONIC MEDIA

Electronic Media is limited to 20 minutes or less per day per child. Internet sites and software is pre-screened, and consists 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 like it contains.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated on a monthly basis by coordinating with the classroom staff. The classroom staff will provide a list of the permissible material and supplies for the event. Families may only serve store bought baked goods and refreshments. Balloons and small toys which pose a choking hazard are not permitted and should not be included in goodie bags.

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. 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 help children develop their ability to become self-disciplined. 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 is necessary, 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.

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.** Money orders and electronic bank checks are the accepted methods of payments. **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. 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.

	6-12 mo.	13-24 mo.	25-47 mo.	48 mo. +
Option A 7:00AM - 5:30PM	\$240	\$235	\$230	\$225
Option B 8:00AM - 4:30PM	\$230	\$225	\$220	\$215
Option C 8:30AM - 4:30PM	\$215	\$210	\$205	\$200

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 \$25 will be applied to the account. If your account has not been paid in full by the due date, your child may not return to the program until payment is made in full. 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 7AM -5:30PM, 8AM – 4:30PM or 8:30 – 4:30PM. 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.

ADDITIONAL FEES & CREDITS

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

- **Vacation:** One vacation credit per child is granted per calendar year, after a child has been enrolled for 12 consecutive month. The family can request a vacation credit through the ECEC main office. Only one vacation credit per child is available during each calendar year from July 1st to June 30th.
- **Withdrawals:** If a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a fee of \$25.

CREDITS & NO CREDITS

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

- **Credit is available for Vacation:** If the child has been reenrolled for 12 consecutive months each child per family can request vacation credit. Only one vacation credit per child is available during each contract credit term.
- **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. If your child is going to be absent, we ask you to call us at 215 558 1511. We will be concerned about your child if we do not hear from you. 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 the child a "Return to School Note" from the physician's office.

WITHDRAWAL

Parents/ guardians shall give two weeks written notice when terminating your child's enrollment, unless it is a summer withdrawal with commitment to reenroll. Summer withdrawals are available for maximum of 6 weeks between June to August and any request outside of these dates is subject to a \$25 fee for withdrawal and reenrollment fee, first week's tuition and any additional tuition outside of maximum 6 weeks term. Given these terms, the child's enrollment will be secured.

TERMINATION OF ENROLLMENT

Parent/guardian will give 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 part 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

We open at 7:00 AM. **Please do not drop-off your child prior to the 7:00AM opening or after 9:00AM.** Parents are expected to accompany their children and sign them in using your full signature, help their child wash their hands and participate in the morning health check. The center can refuse a child who is ill. The regular hours are 7:00AM to 5:30PM. Please allow enough time to arrive, sign your child in/ out using your full signature.

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 to reach 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. The access card provided to families shall be used to gain access into 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 through 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 the 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.

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, six 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

Food from home is not permitted in the Center.

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 the 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 small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each 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 & SAFETY

IMMUNIZATION & INFLUENZA VACCINATION

Immunization and Influenza Vaccinations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org.

Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children will require written documentation from the parent specifying that they are unimmunized. Unimmunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department.

PHYSICALS

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child’s physical should be received before entry but no later than 3 weeks after your child begins the program. Families are responsible for assuring that their child’s physicals are kept up-to-date and that copies of any updates of the child’s health assessment are submitted to the staff 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.

Infants: Health Assessment must be dated no more than 3 months prior to the first day of attendance and updated every 6 months.

Young Toddlers: Health Assessments must be dated no more than 6 months prior to the first day of attendance at the facility and must be updated every 6 months.

Older Toddlers and Preschoolers: The initial health assessment must be dated no more than 1 year prior to the first day of attendance and updated every 6 months.

ILLNESS

We use the American Academy of Pediatrics guideline to managing infectious disease in our program. 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. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- 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 on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- 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), until 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 an antibiotic 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 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 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

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 and The Salvation Army policies. 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 repellent 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.

COMMUNICABLE DISEASES

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 or Department of Public Health. 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
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal 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

CLOTHING & FOOTWEAR

Dressing your child in practical clothing allows for freedom of movement. Clothes and footwear should also be appropriate for the weather and outdoor conditions. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Sandals, flip-flops and shoes which are not securely fastened on child's feet are not appropriate. These types of footwear are dangerous and make it difficult for children to participate in activities.

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 the 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 under 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 conduct an investigation. 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 are in need of 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. 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 having to 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)

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 other 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 for response to all types of emergencies. Through the center's text blast system, parents and guardians will be notified of events. To ensure messages are received, you are asked to subscribe the centers text blast system by **texting ECEC to 51555**. Depending on the circumstance 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 a emergency such as a fire, etc. In case of inclement weather, if able we may then proceed to the Pavillion.
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 on 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 Wissahickon Charter School at 4700 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 by texting ECEC to 51555. 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 closure exceeds greater 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.
- Parent Advisory Group will meet several times a year to review progress toward annual goals.

FAMILY EVENTS

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

- Back to School Night
- Cultural Events
- Holiday Events
- Field Days
- Family Events
- Graduation Day

CLASSROOM ACTIVITIES

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

- Chaperone field trips (with clearance)
- Read/ play with your children at arrival or pickup
- Volunteer in the classroom (with clearance)
- Donate requested items
- 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.



4200 Wissahickon Avenue
Philadelphia, PA 19129
Phone 215 558 1511

Email us at EPAKrocECEC@use.SalvationArmy.org

Please visit The Salvation Army Kroc Center online.
The Center is available on Facebook and Twitter. We encourage you to find and follow us. Center information and handbook updates are posted regularly at:

www.SalvationArmyKrocCenter.org

ROOM #	PHONE #
121	215 558 1505
122	215 558 1506
123	215 558 1507
124	215 558 1508
125	215 558 1509
126	215 558 1510
127	215 558 1512

