



# Parent Handbook

*A Ministry of Calvary Temple*  
**A Christ Centered Non-Profit Organization**  
Revised January 2014

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## About Calvary Temple ECLC

### *Our Philosophy*

Calvary Temple ECLC recognizes each child as a precious and unique gift from God. We believe Christian education is an extension of the home and the mandate given to parents in Deuteronomy 11:18-19, "Therefore shall ye lay up these my words in your heart and in your soul...Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down, and when you get up." Therefore, we believe the purpose of everything said and done at Calvary Temple ECLC is to bring honor to Christ as we assist parents in raising their children.

We believe early childhood instruction must address the spiritual, cognitive, social, emotional, and physical needs of each child in a developmentally appropriate way. Our curriculum follows the Pennsylvania Standards for Early Childhood Education but is Christ-centered. We believe our teachers must be committed not only to academic excellence and life-long learning, but also to demonstrating and continually growing in their walk with the Lord.

We believe parents are an integral component in their child's education, and should therefore, be totally committed to and wholly supportive of our philosophy and objectives. We believe enrollment at Calvary Temple ECLC is a privilege, not a right.

### *Our Mission*

Calvary Temple ECLC is a community service and outreach ministry of Calvary Temple of Allentown. Our mission is to provide young children with a high-quality, Christian-based education, as well as the highest standard of care in a safe, nurturing, Christ-centered environment.

## Non-Discrimination Policy

Admissions, provision of services, and referral of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities by the most practical and economically feasible methods available. These methods include, but are not limited to, equipment design, assistive technology, and the use of alternative service delivery locations.

Any individual (and/or guardian) who believes he/she has been discriminated against may file a complaint of discrimination with:

Calvary Temple Early Childhood Learning Center  
3436 Winchester Road  
Allentown, PA 18104

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

PA Human Relations Commission  
711 Philadelphia State Office Bldg.  
1400 Spring Garden Street  
Philadelphia, PA 19103

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

Southeastern Regional Office  
1105 B State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130

### **Hours of Operation**

Calvary Temple ECLC is open from 6:30am-6:30pm, Monday-Friday. Parents are not permitted to enter the building until 6:30am. Occasionally, the staff must attend professional development trainings to maintain its DPW certifications, and the center will have to close early. Parents will be given notice if the center will be closing before 6:30pm.

### **Inclement Weather\***

In the event of inclement weather, please tune into Channel 69 News or WFMZ for school delays and closings.

\*No credit will be given in the weekly tuition for inclement weather delays or closings.

### **Holiday Closings\*\*\***

Calvary Temple ECLC is closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Black Friday
- Christmas Eve
- Christmas Day
- Professional Development Days

\* No credit will be given in the weekly tuition for these closings.

\*\*Holidays are subject to change, depending upon the day of the week they fall in a calendar year.

## **Building Security**

Calvary Temple ECLC is a secure child facility. No one is permitted to allow another person to enter the building without scanning his/her finger or being authorized to come into the building by a staff member. DO NOT hold the door open for anyone other than your own family members upon entry or exit.

## **Enrollment Procedure**

### **Forms Required:**

#### **Emergency Contact**

- Must be returned on child's starting date.
- Must be updated every six months or when any information, such as a phone number, changes.

#### **Health Assessment**

- The initial health report for an infant must be dated no more than 3 months prior to the first day of attendance at the facility.
- The initial health report for a young toddler must be dated no more than 6 months prior to the first day of attendance at the facility.
- The initial health report for an older toddler or preschool child must be dated no more than 1 year prior to the first day of attendance at the facility.
- The initial health report for a school-age child must be dated in accordance with the requirements for medical examinations for school attendance in 28 Pa. Code § 23.2 (relating to medical examinations).
- The operator shall require the parent to provide an updated health report in accordance with the following schedules:
  - Must be updated at least every 6 months for an infant or young toddler.
  - Must be updated at least every 12 months for an older toddler or preschool child.
  - Must be updated at least every 2 years for a school-age child.
  - A health report must be written and signed by a physician, physician's assistant or a CRNP. The signature must include the individual's professional title.(Source: PA Code 3270.131. Health information, Chapter 37 Child Day Care Centers)

#### **Tuition Agreement**

- Must be completed at the time of registration
- Parents will be asked to complete a new agreement for annually

#### **"Getting to Know You"**

- Gives the center staff insight into the child's preferences, etc.
- Must be returned by the child's start date

#### **Parent Acknowledgements**

- Parent acknowledgements are located at the end of the Parent Handbook
- Must be signed and returned by child's start date

#### **Parent Finger Scan**

- Provides parents access to the building during operation hours 6:30am-6:30pm (Monday-Friday)
- Parents will be entered into the data base prior to or on the child's start date

## **Confidentiality**

Parent confidentiality is a regulation of the Department of Public Welfare. No information will be provided to any outside source regarding addresses, names of household members, child development or financial arrangements. Staff will refrain from speaking of other children with unauthorized adults. Parents are asked to keep information about other children in the day center confidential as well.

## **Discipline Policy**

Calvary Temple ECLC is committed to teaching children Biblical self-discipline. Therefore, we will discipline in love to “train up a child in the way he should go...” All discipline will be administered in a consistent and age-appropriate way such as re-direction, calm-down- time away from the group, and loss of privileges.

Calvary Temple ECLC discipline is based upon the acronym **PRIDE**

- **P** represents a positive attitude
- **R** represents respectful responsibility
- **I** represents independence
- **D** represents dependable
- **E** represents effort

All positive and negative behavior will be related to these five components of **PRIDE**. Children will not just be praised or corrected, but will be asked to make thoughtful decisions about which of the five components he/she is or is not using to guide appropriate behavior.

Calvary Temple ECLC has a “No Bully” policy. There will be zero tolerance for any kind of violence, degradation, harassment, vulgarity, ridicule or obscenity on the part of children, parents, or staff. Violation of this policy will result in immediate dismissal from the center.

## **Curriculum**

### ***Learning Standards***

- Calvary Temple ECLC's curriculum adheres to the PA Department of Education Early Childhood Standards for each age-group and is developmentally appropriate for each age-group.
- Each classroom has a Learning Standards book for parents to inspect.
- Teachers are required to submit a weekly lesson plan to the director, including the PA Standards being addressed.

## **Assessments**

### **Classroom Assessments**

- Classroom assessments will be conducted on a regular basis based on the classroom standards defined by Keystone Stars Continuous Quality Improvement Plan.
- These assessments will rate the content being learned, the overall classroom setup, and child participation.
- Assessments are defined in the ITERS and ECERS texts.

### **Child Assessments**

- Child assessments will be ongoing in each classroom and will include the physical, social/emotional, and cognitive development of each child.
- Children will be assessed through observation and the collection of work samples.
- Work-sample portfolios will be compiled throughout the year and will be shared with parents during parent/teacher conferences. Portfolios will include how children are progressing, based on the Pennsylvania Learning Standards and developmentally appropriate standards.

## **Ages Served and Early Learning Instruction**

Calvary Temple ECLC provides a variety of services to children ages 8 weeks-12 years. Teachers in every classroom will do the following to enhance learning:

- Recognize and respect each child as a unique person created by God for a specific purpose
- Ask open-ended questions
- Respond to children's questions, as well as verbal and non-verbal requests for help
- Encourage independence
- Praise persistence
- Offer support for a child's attempts to learn new things but give time to discover own solutions
- Introduce and model new experiences
- Participate in play and ask questions
- Provide challenging but achievable tasks
- Help children make connections between what is being learned and prior knowledge and experiences
- Provide a variety of materials to encourage creativity

### **Infants: Ages 8 weeks to 1<sup>st</sup> birthday**

- Room Ratio 4:1
- Each infant is on his/her own feeding and napping schedule as per parent instructions
- Infants are held while being given bottles.
- Infants are held when upset and comforted with a soothing voice and motions
- Infants who are not yet mobile are moved to new locations and new experiences throughout the day



- The infant environment is designed to safely encourage infants to learn to crawl and walk
- Transition to the Young Toddler room occurs when children are developmentally ready.
- Infants interact with their environment to begin constructing, organizing, and applying knowledge:

#### **Math**

- Explore and experiment with objects to begin to understand basic number concepts
- Explore relationships between objects during play
- Interact with environmental objects to understand them
- Begin to problem solve

#### **Language and Literacy**

- Demonstrate a beginning interest in pictures and books that have color, pattern, and contrast
- Communicate with gestures, sounds, or baby talk
- Begin to respond to adult verbalizations with understanding
- Babbling and using single words.
- Teachers promote early literacy by talking to the infant throughout the day to describe actions and new sounds or experiences, as well as respond to an infant's gestures and babbles.
- Teachers read to infants, recite nursery rhymes, and engage in social play such as "Pat-a-Cake" or "This Little Piggy"

#### **Creative Arts**

- Teachers encourage response to music by singing, humming, chanting, and playing music throughout the day
- Teachers encourage response to other various art forms such as pictures and drawings
- Teachers provide safe materials for infants to explore art tools and materials

#### **Science**

- Teachers provide materials and toys to promote wonder about the natural world
- Discover body parts of self and others
- Place objects in mouth to discover their characteristics
- Recognize self and others
- Notice familiar and unfamiliar sound in the environment
- Initiate action/reaction sequences without intent
- Engage in water play such as splashing

#### **Social and Emotional Skills**

- Cry or show pleasure
- Recognize self in mirror
- Smile or laugh at games like peek-a-boo
- Show interest in objects or people around them
- Self-soothe by calming as talked to, held, or rocked
- Withdraw when over-stimulated
- Develop regular eating and sleeping schedule
- Show preferences for foods, activities, and people

- Amuse self for short periods of time
- Respond to adult interactions
- Show affection
- Notice and pay attention to other children
- Repeat actions that elicit a response from others

### **Religion**

- Infants are introduced to Jesus through music, books, simple prayer at mealtime, and the Christ-like love of the staff for them

### **Young Toddlers: Ages 1-2<sup>nd</sup> birthday**

- Room Ratio: 5:1
- Children are provided with a nutritious breakfast and PM snack
- Young Toddlers are provided opportunities to explore, manipulate, and experiment with their environment through a variety of activities and materials so that they will:

### **Math**

- Begin to imitate rote counting 1-5
- Identify basic differences and similarities of objects
- Identify symbols for familiar objects
- Sort objects into simple sets
- Compare objects by properties, such as size, shape, or weight
- Select an object perceived to be biggest, smallest, etc.
- Explore the ways shapes and objects fit together (simple puzzles, etc.)
- Order a few objects by size with assistance
- Predict daily routines
- Participate in activities that have a cause and effect
- Attempt to problem solve with objects
- Move body in different directions.

### **Language and Literacy**

- Show interest in books and photos
- Demonstrate beginning book-handling skills
- Choose favorite books to read
- Begin to speak in 2-word sentences without sentence structure
- Attend to a picture or section of a book when reading with an adult
- Answer simple questions about a story
- Show understanding and respond to adults' requests
- Follow 1-step directions
- Communicate verbally and non-verbally to make needs known
- Use inflection when babbling or speaking

### **Creative Arts**

- Show pleasure and excitement when exposed to music
- Show interest in singing, moving, and dancing
- Use props or tools to accompany music
- Act out real behaviors during play

- Respond to audience's appreciation of actions
- Scribble or draw to create images
- Use basic art materials to create age-appropriate products
- Identify objects in own art products
- Show interest in others' work or products
- Identify basic art forms by name (dance, paint, etc.)

### **Science**

- Differentiate between animal and plant
- Explore the characteristics of living things
- Identify own body parts when asked
- Use the five senses as tools to observe and describe
- Distinguish between adult and baby animals
- Identify some common animals
- Combine materials to make new substance (sand and water, etc.)
- Recognize he/she can move objects
- Identify familiar sounds and imitating them
- Discover a reaction to an action
- Explore rocks, sand, and soil by using five senses
- Observe weather conditions
- Differentiate between night and day
- Manipulate farm animals and structures during play

### **Social and Emotional Skills**

- Make simple choices
- Show pleasure when new things are learned
- Show displeasure when unable to exert influence on events
- Ask for similar activities to be repeated over and over
- Demonstrate or seek comfort in daily routines, activities, and adults
- Begin to manage frustration with adult support
- Demonstrate an individualized response to environmental surroundings
- Begin to independently perform self-care activities
- Express preferences
- Interest or amuse self independently
- Test adult authority and limits
- Begin to respond verbally to adults' questions
- Respond to adults' interactions by smiling or imitating
- Watch others play and imitate some actions
- Play alongside another for brief periods
- Share materials or take turns occasionally with adult support
- Attempt to soothe another who is distressed
- Begin to demonstrate compassion, empathy, and fairness

## **Technology**

- Explore medical equipment and materials
- Explore transportation vehicles
- Explore simple construction tools and vehicles

## **Religion**

- Children are taught about Jesus through the Christ-like love of the staff, simple Old and New Testament Bible stories, books, music
- A simple prayer of thanks is said before each meal

## **Beginners (Older Toddlers): Ages 2-3<sup>rd</sup> birthday**

- Room Ratio: 6:1
- A nutritious breakfast and PM snack are provided for children
- Children in the Beginners class explore the following concepts through experience during routines, play, practice, and language:

## **Math**

- Count objects to 5
- Identify some numerals
- Identify characteristics for comparison (size, shape, color)
- Identify groups of more or less
- Place objects into sets
- Order and compare objects by size, height, length, and shape with adult assistance
- Practice problem solving through exploration of new and familiar materials
- Identify basic shapes in the environment
- Imitate basic directionality with adults and peers

## **Language and Literacy**

- Point to pictures or objects in books when asked
- Identify some letters in own name
- Recognize symbols and logos in the environment
- Use simple sentences with appropriate grammatical structure
- Understand as many as 900 words and use about 300 in everyday speech
- Carry on a conversation
- Speak in understandable words
- Use some personal pronouns
- Respond to questions about a story, including identifying characters
- Answer open-ended questions
- Make real-world connections between pictures and environment, as well as personal experience
- Identify a book by its cover
- Make an "I like" statement about a book or story
- Demonstrate book handling skills
- Use verbal and non-verbal language to communicate needs
- Ask "why" questions and receiving answers from an adult
- Participate in group rhymes, songs, and finger plays

- Follow 2-step directions
- Write with a variety of writing tools and surfaces
- Trace or create letters and other shapes using tactile materials

#### **Creative Arts**

- Sing songs in recognizable ways
- Demonstrate increased coordination in response to rhythms
- Use instruments to create rhythm and sound
- Move body to different sounds or rhythms
- Identify real or make-believe
- Begin to explore new situations through dramatic play
- Seek an audience for one's actions
- Create age appropriate representations of real objects and concepts in artwork
- Use a variety of tools and materials to create new products
- Tell about own art products
- Comment on a characteristic of others' work
- Differentiate art forms such as dancing, painting, etc.
- Respond to a picture

#### **Science**

- Identify the physical properties of some living and non-living things
- Notice plants and animals growing and changing
- Identify similarities and differences in body parts of animals and humans
- Use the 5 senses as tools to observe, classify, and describe
- Identify adults and their offspring
- Notice how animals and humans adapt to changes in the seasons
- Identify the characteristics of weather change
- Identify differences in properties of some objects or materials
- Describe the result when two or more substances are combined
- Repeat an action to cause a known reaction
- Identify different types of earth (rocks, soil, sand)
- Observe and explore water in liquid state
- Recognize differences in types of water (river, lake, ocean)
- Identify some animals that live in water

#### **Social and Emotional Skills**

- Develop sense of self identity by using "me" and "I", displaying possessiveness or jealousy, enjoying new materials or activities, demonstrating strong preferences for people, toys, and activities
- Act appropriately when others are happy, sad angry, or afraid
- Demonstrate sense of joy with own completed projects
- Demonstrate a beginning understanding of own behavior
- Use social conventions such as "please" and "thank you"
- Acquire self-toileting and feeding skills
- Imitate familiar people's actions or words
- Repeat phrases or intonations of familiar adult

- Participate in short group activities
- Begin to resolve conflicts with peers with adult guidance
- Recognize and name others' feelings
- Demonstrate compassion for others with adult support

### **Technology**

- Associate medical equipment with the people who keep us healthy
- Explore communication technology equipment such as pretend telephone
- Identify types and use of transportation
- Use construction tools and vehicles to represent real life structures and events

### **Religion**

- Children are taught about Jesus through the Christ-like love of the staff, simple Old and New Testament Bible stories, books, music
- A simple prayer of thanks is said before each meal

### **Preschool: Ages 3-4<sup>th</sup> birthday/**

#### **Pre-Kindergarten: Ages 4-start of kindergarten**

- Room Ratio: 10:1
- Children are provided with a nutritious breakfast and PM snack
- Children are taught and say the "Pledge of Allegiance" every morning
- Children in pre-school and pre-kindergarten explore the following concepts through hands-on materials, songs, and games:

### **Math**

- Numerals 1-10
- Counting objects to 20
- One-to-one correspondence of objects
- Sorting by various attributes: color, shape,
- Patterns: AB, AABB, AB
- Sizes: small, medium, large
- Shapes: square, rectangle, circle, triangle, **oval, diamond, star, heart**
- Same and different
- More, less, same
- Time: day and night
- Money: explore through games, song, and pretend play

### **Language and Literacy**

- Exposure to alphabet: letter names and sounds
- Recognize, spell, write first name
- Hold a pencil, marker, crayon correctly
- Retell familiar stories
- Draw pictures and dictate sentences about stories and experiences
- Answer questions about stories
- Repeat simple nursery rhymes and finger plays
- Concepts of print: left to right direction, holding a book right-side-up
- Build new vocabulary

- Build listening skills
- Strengthen visual discrimination
- Sequencing
- Develop fine motor skills: play dough, scissors, writing utensils, Lego's, etc.

### **Science**

- Explore science tools: magnets, prisms, magnifying glasses, etc.
- Experience the world through nature walks, gardening, and other explorations
- Observe insect life
- Observe plant growth
- Observe weather and plant life during each season
- Measure and mix ingredients in cooking activities
- Identify basic colors and explore color mixing
- Make observational drawings and dictation
- Explore the world with the five senses
- Investigate animals, the homes they live in, the food they eat

### **Creative Arts**

- Explore a variety of art processes: painting, drawing, sculpture, weaving, collage, etc.
- Use a variety of art materials: crayons, tempera paint, watercolor paint, colored pencils, markers, oil pastels, art chalk, clay
- Experiment with mixing paint colors
- Sing traditional songs and songs that enhance curriculum
- Participate in movement songs and dances
- Use scarves, rhythm sticks, and bean bags to practice rhythms
- Use a variety of children's instruments
- Participate in dramatic play
- Dramatize familiar stories
- Act out the movements and sounds of animals

### **Social and Emotional Skills**

- Practice problem-solving skills in social situations
- Work in groups or with a partner on a variety of projects
- Share classroom materials with the group
- Practice using manners: please, thank you, excuse me, table manners
- Communicate his/her needs in a **socially acceptable way**
- Take care of his/her own basic needs: clean up, help prepare and clean up nap cot, fasten clothing, use tissue as needed, etc.
- State personal information: first and last name, age, school name, city, state, country
- Explore types of work and workers
- Explore modes of transportation
- Participate in projects to help others in need

## **Technology**

- Use computer programs to create picture stories
- Use a computer mouse: click, click and drag
- Use the Internet to explore kid-friendly websites
- Use computer programs to supplement learning in math and reading

## **Religion**

- Listen to Old and New Testament Bible stories
- Recognize that plants, animals, and human beings are God's creations
- Recognize that God created families to love and take care of one another
- Learn about God's love
- Listen to stories of the life of Jesus
- Learn Jesus' teaching to love God and love others
- Weekly chapel
- Say a simple prayer of thanks before each meal

## **School-age: Children ages K-12**

- Room Ratio: 12:1

### **Summer Session:**

- Children participate in learning experiences, including math, literacy, science, creative arts, and religion
- Children participate in a weekly chapel session
- Children take field trips to areas of interest in the Lehigh Valley
- Children participate in community service daily
- Children participate in water play and/or swimming at a local facility

### **School-Year Session: Before/After School and School Closings**

- The center provides transportation to and from Parkway Manor Elementary School in the Parkland School District.
- Children are provided with a nutritious breakfast before school, as well as an afternoon snack after school
- Activities include homework assistance, silent reading time, crafts, games, and gross motor activities either on the playground or in the gym

## **School Readiness**

Calvary Temple ECLC Pre-K teachers have teamed up with local kindergarten school teachers in an effort to prepare children both academically and emotionally for this transitional period in his/her life. We have received advice, as well as lesson plan ideas, from these teachers and have spoken with many of them on what the incoming expectations and outgoing goals are for their classrooms. We have taken these incoming expectations and implemented them into our curriculum so that children are prepared for the beginning of their K-12 years. During the month of June, we provide our Pre-K students who will be leaving our care with a copy of "*Kindergarten, Here I Come,*" which will help with the transition for your child.

## **Show and Tell**

Show and Tell is held primarily in the preschool and pre-kindergarten classrooms and relates to a certain theme, letter or object of the week. We prohibit any items that display violence,



weapons, offensive language, or are of fragile or delicate value. Please see the preschool/pre-kindergarten teachers for the show and tell theme of the week.

## **Use of Television, Videos, Computers, and Video Games**

- Teachers must request permission from the Director to use the television/DVD player. They are also required to receive approval for the program or DVD they are showing.
- Children will be permitted to play educational games on the computers in the pre-k room. Children will be limited to a maximum of 15 minutes on the computer/day unless enrolled in cyber-school.
- Video games and other types of media brought from home are prohibited at Calvary Temple ECLC. We cannot be held responsible for lost or damaged video games or other media brought into the center.

## **Financial Policies**

### **Tuition**

- Tuition for your child is based on a pre-pay status.
- Tuition is due on Friday by 6:30 pm for the care being provided the following week.
- Tuition rates are as follows:
  - Full-time tuition is based on 4-10 hours per day for 5 days per week.
  - Part-time tuition is based on less than 4 hours per day or less than 5 days per week.
- We offer parents the flexibility of changing schedules on a weekly basis; however, we must know a month in advance what days and hours your child will be attending for the following month. Please see the director if your employer does not provide you with a schedule one month in advance. Drop-ins will be accepted with 24 hour notice, pending availability, and will be charged the daily rate.
- Parents are asked to keep a credit card number on file. The card will be charged on the third business day that the account is past due.
- Tuition may be increased at the beginning of every year (January). Notice of any rate increase for the New Year will be given to parents by the end of November.

### **Enrollment**

As of January 1, 2014, due to children to staff ratios, we will only accept children enrolled for a minimum of 2 days per week. Current children attending for one day will be allowed to continue for the one day per week.

### **Registration**

- Our center charges a registration fee of \$50.00 per child.
- This is due at time of enrollment and can be paid in money order, credit, or check. The registration fee is non-refundable.

### **Security Deposit**

- Children enrolled will be charged a security deposit equal to two weeks of tuition. One-half of the security deposit will be applied to the first week of tuition. The other one-half will be held for the child's last week in attendance.

### **Vacation Credit**

- Calvary Temple ECLC allows parents of a full-time child a 5-day vacation credit **after being enrolled for a period of 12 months**. A part-time child will be prorated according to the contract days and times.
- Notify the director at least 2 weeks in advance when planning to use these days, so that your tuition for that week can be adjusted.
- Vacation days are renewed every year on the child's enrollment anniversary.
- Vacation days cannot be carried over from one year into the next.

### **Absent Credit**

- Calvary Temple ECLC allows parents of a full-time child a 5-day absent credit per calendar year after being enrolled for a period of 12 months. A part-time child's absent credits will be prorated according to the contract days and times.
- Absent credits can be used consecutively or be spread out over a period of time.
- **Please note that in order for an absence to be credited, we must receive a phone call prior to 8:30 am each morning your child will not be attending.**

### **Late Tuition Payment Fee**

Our center charges a \$15.00 per week late fee for any payments not submitted by Friday at 6:30pm.

### **Late Pickup Fee**

For parents who arrive after 6:30 pm (WRDC's closing hours) a \$1.00 per minute late fee will apply. This charge will be added to the parent's tuition for the following week.

### **Withdrawal Policy**

Calvary Temple ECLC requires two weeks' notice for anyone wanting to withdraw from the program. Failure to provide a two-week notice, will result in forfeiture of the security deposit

## **Authorization to Release a Child**

### **Release of Child**

- A child will not be released to any person appearing intoxicated or under the influence of alcohol or an illegal substance. The child's teacher will notify the Director and alternate pick up arrangements will be made.
- Only the parents or guardian may authorize arrangements for the release of his/her child. Grandparents, unless they are the contract holders, may not make arrangements for release of a child.
- **Under no circumstances may a child be brought to child care by or be released to a staff member unless the staff member is the child's parent or legal guardian.**
- Authorized people must provide a child safety restraint for transportation. PA law states that children, age 7 and younger, must be in a child safety restraint. Children, ages 4

through 7, must be transported in a booster seat. An adult safety belt is not permissible as a child safety restraint or in lieu of a booster seat.

- Those authorized by parents/guardians for child release will be asked to show identification the first time they pick up the child. Failure to show identification will prevent the child from leaving with that person.
- In the event a child needs to be released to someone not listed on the child's Emergency Contact Form, the parent must contact the Director directly. The Director will then call the parent at his/her contact number to verify permission was indeed given. After confirmation, the Director will inform the teacher of who will be picking up the child. The person picking up the child must show identification before the child will be released.

## **Arrival/Departure Procedures**

### **At the time of arrival**

- Place designated finger on finger scan button to unlock the entrance door.
- Walk to your child's classroom and locate the sign in sheet. Please sign in your child for the day.
- Place your child's lunch in the refrigerator if refrigeration is necessary.
- Place all labeled items in your child's cubby. Please ensure all clothing, diapers, wipes, etc are labeled.
- Place your child's coat on the coat hook designated for your child

### **At the time of departure**

- Place designated finger on finger scan button to unlock the entrance door.
- Walk to your child's classroom and locate the sign in sheet. Please sign out your child for the day.
- Remove any items necessary from your child's cubby and/or coat hook.

## **Supervision Policy**

Children in the center will be supervised at all times by a staff member, once their parent has signed them in and left them in their classroom. Children are the parent's responsibility before signing in and after signing out, or removing a child from their classroom. All children are assigned to a primary teacher in their classroom. This teacher is responsible for the supervision and care of their primary children on a daily basis. State mandated ratios are maintained at all times.

## **IEP/IFSP**

If a child has special needs, please notify the Director and child's classroom teacher. CTECLC requires a meeting with the parent/guardian and the child's TSS workers, psychiatrists, and any therapists to discuss the expectations of all parties involved, prior to the first day of attendance

Any IFSP or IEP must be kept in the child's file, as well as by his/her teacher in the classroom, so that all accommodations are met.

## **Health and Safety**

### **Health Assessment**

- Each child must have a completed health assessment in order to attend Calvary Temple ECLC
- Health Assessments are due back to the Director no later than 30 days after the child's enrollment date.
- Failure to return this document will result in suspension of your child from our care until the form is completed.
- Please note that the health assessment MUST indicate the results of the hearing and vision tests. Infants must have this form updated every 6 months.
- Health Assessment forms must be signed by a physician.
- Children, ages 8 weeks through 1 year, must have their Health Assessment updated every 6 months.
- Children, ages 1 through 5, must have their Health Assessment updated yearly.
- School-age children must have their Health Assessment updated every 2 years.

### **Immunizations**

Childhood immunizations are required by the state of PA. Please note that a child must have his/her immunization record on file, and it must be up to date.

If a parent refuses immunizations for his/her child because of religious beliefs, he/she must submit a letter for the child's file, stating why the child has not received immunizations.

If a child is not receiving any immunizations for medical reasons, the child's physician must submit a letter for the child's file, stating why the child has not received his/her immunizations.

Please see the immunization record posted outside the Learning Center Office to see if your child is due for immunizations.

### **Health Policies and Procedures**

#### **Illness**

Children exhibiting any of the following symptoms will be required to stay home until he/she is symptom free. Any child who develops these symptoms must be picked up from child care within one hour.

- A fever of 100.4 or higher
- An unknown rash
- Vomiting
- Lethargy
- Croup-like cough
- The flu
- Pink eye
- Diarrhea (2 loose bowel movements in 2 hours)
- Or any other illness that would require staff to excessively attend to a child

A child who develops any of these symptoms will be removed from his/her room and sent to the Learning Center Office where he/she will remain until picked up.

We require a note from a doctor before re-entry into child care for any contagious illnesses, such as, but not limited to, pink eye, croup, and the flu. A child may return to the center after he/she has been fever or symptom free for 24 hours.

**Parents must sign the Sickness Policy agreement page on the last page of the Parent Handbook, stating that they have received and understand all documents.**

### ***Injury Policies –***

If your child is injured while in our care, we will first care for the child by performing Pediatric First Aid and/or CPR.

If the incident may warrant further treatment, the parent or guardian will be notified by the Director or staff member immediately following administration of first-aid. If your child receives any type of head injury, a staff member will call the emergency contact(s) immediately.

The teacher will complete an Incident Report for the injury and will request a parent's signature at time of release.

The parent will receive a copy of the Incident Report the following day of attendance.

### **Administration of Medication**

Calvary Temple ECLC staff members are permitted to administer medication to your child under the following conditions:

- Medication dosage must be approved by child's physician. Forms for this are located in the Learning Center Office.
- Prescription medication must be in the original container with the original label on it and cannot be expired.
- A medication log must be completed for the day the medication is to be administered. The log must include the child's name, the date, the name of the medication, whether it is prescription or not, whether it needs to be refrigerated, the dosage amount, the times of day and the number of times to be given, any special instructions, and the parent's signature.
- We cannot provide medication to any child without the parent's signature on the medication log. Please note that this includes parents who call in and request their child be given medication.
- We will provide your child medication at the time specified on the medication log and note what time given, any side effects observed, and how your child responded to the medication.
- Medication will be stored in the locked medication box located inside the black metal containers in each classroom. Medications requiring refrigeration will be kept in the Director's refrigerator.

### **Infant Room Safe Sleep Policy:**

According to the American Academy of Pediatrics, to reduce the risk of sudden infant death syndrome (SIDS), infants should be placed for sleep completely on their back for every sleep until 1 year of life. Our Safe Sleep Policy includes:

- All infants will be placed completely on their backs to sleep. If the baby sleeps in any other way, the child's parents or guardians need a note from the child's physician that explains how the child should sleep, the medical reason for this position and a time frame for this position. This note will be kept on file.
- Pacifiers will not have cords or attaching mechanisms that might be a strangulation risk.
- Infants will be placed on a firm surface, covered by a fitted sheet that meets current safety standards.
- Soft objects, loose bedding, bumper pads, blankets, or any objects that could increase the risk of suffocation or strangulation will not be allowed in Pack N Plays with sleeping infants. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets are good alternatives to blankets.

#### **Shoeless Policy in Infant Room:**

In order to keep the floor cleaner for the infants that roll and crawl, no shoes are allowed to be worn in the infant room. Shoes can either be removed before entering or shoes covers, that are provided, may be slipped over shoes before entering.

## **Parent Involvement**

Parent involvement is important to the success of a child's education.

#### **Volunteering**

Calvary Temple ECLC asks every parent to volunteer in some way throughout the year. Volunteers are needed for things such as fundraising, reading with the children, bringing items for a party, and transporting/chaperoning field trips.

Volunteers who regularly work directly with children are required to complete a Child Line Abuse Clearance and PA State Police Background Check.

#### **Conferences**

Parent/Teacher conferences are scheduled twice a year to discuss children's progress. Any concerns that the parent, teacher or Director may have will be addressed at this time. Additional parent/teacher conferences may be requested by the parent, teacher, or Director throughout the year. Emergency Contact forms, tuition agreements, health assessments and child service reports will be updated at formal bi-yearly conferences.

#### **Observations**

Calvary Temple ECLC permits parents to observe their child interacting in a classroom environment for up to 2 hours prior to enrolling. The parent must be present in the classroom the entire time.

Calvary Temple ECLC allows every parent access to his/her child's classroom during the day. Parents are asked to please be mindful of the effect parental presence will have on the child.

## **Communication**

Good communication between parents and staff is very important.

Each morning the staff will greet both the parents and children. During this time, parents are asked to share any information which may affect the child's day. At the end of the day, staff members will share information about the child's day. Parents may request to have a daily written report of their child's activities.

Parent feedback is important and valued in the day care setting. Please feel free to speak to any staff member or the Director if a concern arises. We will do our best to accommodate your needs.

## **Transitioning**

Children will be gradually transitioned to a new classroom during the weeks preceding their birthdays for one year olds. Two year olds will transition either at their birthday or in March or September, depending on their date of birth.

For a child to attend preschool, he or she must be three years old before October 1<sup>st</sup> of that year and be potty trained. For a child to attend pre-K, he or she must be four years old before October 1<sup>st</sup>.

When a child transitions from one classroom to another, the parent will have the opportunity to meet the child's new teacher prior to the transition. The teacher will discuss the daily schedule, as well as the curriculum, and goals for that age-group.

Parents may request a "Release of Information" form when a child transitions out of Calvary Temple into another educational setting. The only form Calvary Temple is permitted to release is the child's Health Assessment. All other forms are the property of Calvary Temple ECLC. Please note, when requesting "Release of Information", the parent must include the name, address, phone number and fax number of the requesting educational site.

## **Dress Code**

Please dress your child appropriately for the season.

### **What to Wear**

- Comfortable clothing, including jeans, sweatpants, shorts and skirts
- Skirts and shorts will be no more than two inches above the knee for children over four years of age
- Shoes appropriate for playing on playground equipment.

### **What Not to Wear**

- Any kind of shirt, pants, or jacket that has strings hanging from it
- Tube tops or other immodest tops
- Crocs
- Flip flops or sandals without heel straps
- Costumes

- Masks
- Clothing displaying violence or inappropriate television characters

Please make sure your child has season-appropriate clothing in his/her cubby because the children all go outside if weather permitting. (Weather permitting in the state of Pennsylvania is above 25 °F with the wind chill.) This includes, but is not limited to, socks, pants, sweaters, underwear, change of shoes, shirts, sweatshirts, bathing suits, towels, etc.

Please make sure that if potty training your child, you provide multiple changes of clothing daily, including underwear, socks, pants, shirts and a change of shoes.

Please make sure all items brought into the center are labeled with your child's name or initials.

If your child is between the ages of 8 weeks and 3 years please make sure to bring the following items labeled and keep them fully stocked in your child's cubby: diapers, wipes, diaper rash cream, bottles, pacifiers, blankets and clothes.

All children must wear footwear during the day in the event of a fire drill. Footwear is necessary to evacuate the building in a prompt and efficient manner.

## What Parents Supply for a Child

### Infants:

Diapers, wipes, pack and play, sheets for pack and play, several changes of clothes, bibs, bottles, pacifier (if child uses), formula (if not using center's), cereal and food (if not using center's).

### Toddlers:

Diapers, wipes, at least two changes of clothes, crib size sheet (for rest cot), sippy cups, lunch, blankets, change of shoes

### Beginners:

Diapers, wipes, at least 2 changes of clothes, crib size sheet (for rest cot), lunch, blankets, change of shoes, extra underwear if potty training. (Pacifiers will be taken from child at the time of arrival, and only used if needed during nap time.)

### Preschool/Pre-K:

Crib size sheet (for rest cot), lunch, blankets, change of clothes, change of underwear, extra shoes. (Pacifiers are not permitted in the preschool classroom.) During the Summer Session: a swimsuit, towel, water shoes, sunscreen, etc.

## Nutrition

Our center provides nutritious breakfast and afternoon snacks. Breakfast is served from 8:30-9:00, lunch from 11:00-12:00, and afternoon snack from 3:00-3:30. Parents are responsible for bringing in their child's lunch every day.

You must provide your child's lunch. You may bring in items that need to be refrigerated or that are microwaveable. However, microwaveable items are limited to a maximum of 3 minutes heating time. Please refrain from bringing in items that are high in sugars, such as hard candy and chocolate bars. Calvary Temple ECLC provides milk for lunch.



During the hot summer months, please provide your child with a filled water bottle for outside play daily.

#### § 3270.166. Meals for infants.

Meals for infants shall be provided in accordance with the following requirements:

- (1) A written statement giving formula and feeding schedule shall be obtained from the parent.
- (2) New foods shall be introduced only after consultation with the child's parent.
- (3) Disposable nursers shall be used unless bottles are provided by the parent.
- (4) Disposable nursers and bottles shall be labeled with the child's name.
- (5) An infant 6 months of age or younger shall be held while being bottle fed.
- (6) Neither an infant nor a toddler is permitted to sleep with a bottle in his mouth.
- (7) Bottled formula may not be heated in a microwave oven.

## Celebrations

Calvary Temple ECLC loves to celebrate children's birthdays. If you would like to bring a snack into the center on the day of your child's birthday, please bring enough for all children in the classroom. Also, please take into account any classmate allergies, in addition to nuts, present in the child's classroom. Each classroom has its own way of celebrating birthdays; find out from your child's teacher how they celebrate birthdays. Please notify the child's teacher at least 1 week in advance of a birthday celebration, so that he/she may adjust the schedule for that day.

Calvary Temple ECLC celebrates Christian and secular holidays. Please keep in mind that each class has its own way of celebrating, based on age and ability of classroom. Parents are encouraged to contribute to holiday celebrations.

## Toys

- Please refrain from bringing in toys from home. We cannot be held responsible for lost or broken toys.
- If you would like to donate toys from your home, please see the Director.
- Please note that our center does not allow any recalled toys as per the regulations of the State of Pennsylvania and we try to stay on top of the recalled list. If you happen to notice any recalled toys in our center that may pose a potential safety hazard, please see the Director in the Day Center Office.

## Transportation

Calvary Temple provides transportation for the following:

- before and after school care to and from Parkway Manor Elementary School
- school age children to and from community events and the pool
- for field trips (parent volunteer drivers)
  - drivers must provide proof of insurance
  - drivers must provide proof of a valid PA driver's license
  - driver must provide proof of vehicle registration
  - parents must provide any car seats/boosters as required by PA law
- in the event of a disaster and/or order to evacuate

## **Field Trip Policy**

In order for a child to attend a field trip, the following must be completed or provided by the field trip deadline:

- Completed permission slip, signed and returned by the deadline.
- Any money due must be handed in by the deadline
- Sign-up for parent volunteers must be completed by the deadline
- Child Safety restraint-Any child who does not have a child safety restraint for transporting will not go on the field trip and any money paid will be forfeited.

Calvary Temple ECLC asks parents to volunteer to drive and chaperone during field trips. If you choose to be a parent driver, please see the TRANSPORTATION section for the list of necessary documents you will need to provide.

## **Staff**

All staff members go through a vigorous interviewing process before being hired. As per the State of Pennsylvania's Chapter 3250 Regulations, staff members must have previous experience working with children. Before a staff member may begin work, he/she must obtain:

- Pennsylvania State Police background check
- Pennsylvania Child Abuse Clearance
- FBI Fingerprinting
- Health assessment stating that he/she is able to work in a child care facility
- TB test with a negative result
- Two personal references
- Verification of child care experience

Staff members must participate in twelve annual clock hours of professional development.

Each staff member must be certified in

- first aid
- fire safety

Each staff member must participate in training of the Learning Standards for each classroom.

Each staff member is scheduled according to enrollment and children's arrival times in specific classrooms.

## **Mandated Reporting for Child Abuse in Pennsylvania**

As child care providers, all employees of Calvary Temple ECLC are mandated reporters. What this means is if any employee suspects physical neglect, serious physical injury, serious mental injury, imminent risk of serious physical or sexual abuse, sexual abuse or sexual exploitation of any child under the age of 18, they are required, by law, to contact the proper authorities and

report the offense or suspected offence. An employee's failure to report is a misdemeanor in the third degree. Reasonable suspicion is all that is required for a report to be filed.

## **Staff Babysitting Policy**

As per Calvary Temple ECLC regulations, no staff person may remove a child from care, unless the staff person is that child's parent or legal guardian. **Staff is allowed to babysit outside Calvary Temple ECLC, but not more than 20 hours per week, excluding weekends.** If you need a staff person to babysit directly after the center's operating hours, you must arrange a pick up for your child, and then arrange a meeting destination to exchange the child from the pickup person to the staff member.

Staff members are not obligated to babysit for any child in the center. Babysitting may not take place during a staff person's scheduled shift, nor may a staff person call out due to having to babysit a child.

## **“No Bully” Policy – Parent Sign Off**

Calvary Temple ECLC has a “No Bully” policy. There will be zero tolerance for any kind of violence, degradation, harassment, vulgarity, ridicule or obscenity on the part of children, parents, or staff. Violation of this policy will result in immediate dismissal from the center.

*I have read and understand the “No Bully Policy” that is in effect for Calvary Temple ECLC. I agree to follow policies and procedures.*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

## **Sickness Policy – Parent Acknowledgement**

If your child has a fever of 100.4 or higher, an unknown rash, vomiting, a runny nose (anything but clear), lethargy, the flu, pink eye, diarrhea (2 loose bowel movements in 2 hours) you will be notified that your child must be picked up within the hour. Your child will be removed from his/her room and sent to the Learning Center Office where he/she will stay until a parent or authorized person arrives. We require a note from a doctor for pink eye and any other contagious illnesses, releasing the child from medical care and allowing the child to return to care. Your child may return to the center after they have been fever or symptom free without the use of medications or for at least the duration of 24 hours.

*I have read and understand the “Sickness Policy” that is in effect for Calvary Temple ECLC. I agree to follow policies and procedures.*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

I have read and understand the Calvary Temple ECLC Parent Handbook in its entirety. I agree to follow all policies and procedures as defined.

\_\_\_\_\_  
*Parent Name*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

