



# Parent Handbook

A Ministry of Calvary Temple  
3436 Winchester Rd  
Allentown, PA 18104  
610-841-3988  
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Dear New Family,

We are excited that you have decided to enroll your child(ren) at Calvary Temple Early Childhood Learning Center, Inc. ("CTECLC")! We would like to say a big welcome and thank-you for entrusting us with the care of your child(ren). In the upcoming days, weeks and months we hope to build a relationship with you and your family so that, together, we can all do our best to help your child develop and grow into the person that God designed for them to be. Please keep the lines of communication open and if you ever have a question or concern, be sure to speak to your child's teacher and the director. We all want what is best for your child(ren) and partnering together to reach that goal is the best way to see it fulfilled.

Again, welcome!

Sincerely,

CTECLC Board, Director and Staff

# **About Calvary Temple ECLC**

## **Our Philosophy**

CTECLC 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, "You shall therefore lay up these words of mine in your heart and in your soul, and you shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise." 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, Teaching Strategies, LLC, follows the Pennsylvania Keystone Learning Standards for early childhood education. 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 CTECLC is a privilege, not a right.

## **Our Mission**

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

## **Licensing**

In the State of Pennsylvania, all learning centers must pass inspection through the Department of Health and Human Services-initially to open and annually thereafter. After passing inspection, learning centers receive a certificate of compliance that verifies that they have met all state guidelines.

## **Keystone STARS**

As part of our mission to provide a high standard of care and education to our children, CTECLC participates in Keystone STARS. Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

## **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 ECLC  
3436 Winchester Rd  
Allentown, PA 18104

Department of Health and Human Services  
Bureau of Equal Opportunity  
Room 223, Health and Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

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

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 DHS certification and PA Keystone STARS requirements, so the center will 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 for 10 holidays per year and 3 training days per year. These will be posted before the beginning of each calendar year. No credit will be given in the weekly tuition for these closings.

## 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 by child's starting date.
- Must be updated every 6 months or when information, such as phone number or address changes.

#### Health Assessment

- The initial health report for a young toddler (1 year old) 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). This form will be required to be updated at the age of 8.
- 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 a 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.
- The health assessment form must be filled out 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 returned by the child's starting date.
- Must be updated every 6 months.

#### "Getting to Know You"

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

#### Parent Acknowledgements

- This is the last page of the Parent Handbook.
- Must be signed and returned by the child's starting date.

#### Parent Finger Scan

- Provides parents access to the building during hours of operation-6:30am-6:30pm
- 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 Health and Human Services. 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 learning center confidential as well.

## **Discipline Policy**

CTECLC 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 5 components he/she is or is not using to guide appropriate behavior.

We have 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**

CTECLC uses the 2015 Teaching Strategies, LLC. Curriculum is the foundation of learning. A bible curriculum is implemented with the toddler, beginner, preschool, and pre-K, kindergarten, first grade and second grade Learning Standards of Early Childhood and the National Association for the Education of Young Children (NAEYC).

### **Learning Standards**

- Our 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 PA Learning Standards for Early Education book for parent’s to inspect.
- Teachers are required to submit a weekly lesson plan to the Director, which includes the PA Learnings Standards that are 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 and SACERS texts.

### **Child Assessments**

- Child assessments will be ongoing in each classroom and will include the physical, social/emotional, and cognitive development of each child with the Ages & Stages Questionnaires performed within the first 45 days of enrollment and followed up every 6 months.
- Children will also 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 PA Learning Standards for Early Childhood and developmentally appropriate standards.

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

CTECLC provides a variety of services to children ages 1 year to 12 years old.

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 their 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

### **Young toddlers: Ages 1-2 years old**

- Room Ratio: 5:1
- Children are provided with a nutritious breakfast (8:15-9am) and afternoon snack (2:30-3:30pm)
- The children are provided opportunities to explore manipulate and experiment with their environment through a variety of activities and materials so that they will:

1. Begin to imitate rote counting 1-5
2. Predict daily routines
3. Show interest in books and photos
4. Choose favorite books to read
5. Show pleasure and excitement when exposed to music
6. Scribble or draw to create images
7. Identify own body parts when asked
8. Identify common animals
9. Show pleasure when new things are learned
10. Children are taught about Jesus through Bible stories and music
11. Weekly chapel

**Beginners (Older toddlers): Ages 2-3 years old**

- Room Ratio: 6:1
- Children are provided with a nutritious breakfast (8:15-9am) and afternoon snack (2:30-3:30pm)
- The children explore math, language and literacy concepts through experience during routines, play, practice and language:
  1. Count objects to 5
  2. Identify some numerals
  3. Identify colors and shapes
  4. Identify some letters in own name and the ABCs
  5. Point to pictures or objects in books when asked
  6. Carry on a conversation
  7. Sing songs in recognizable way
  8. Demonstrate increased coordination in response to rhythms
  9. Notice plants and animals growing and changing
  10. Develop a 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.
  11. Identify types and use of transportation
  12. Children are taught about Jesus through Bible stories and music
  13. Weekly chapel

**Preschool: Ages 3-4 years old**

- Room Ratio: 10:1
- Children are provided with a nutritious breakfast (8:15-9am) and afternoon snack (2:30-3:30pm)
- Children explore math, language and literacy concepts through experience during routines, art as a way of learning, play, practice and language:
  1. Count objects up to 10

2. Identify numerals
3. Identify colors and shapes
4. Identify letters in own name and the ABCs
5. Identify the days of the week
6. Point to pictures or objects in books when asked
7. Carry on a conversation
8. Demonstrate increased coordination in response to rhythms
9. Develop a sense of self identity by using “me” and “I” displaying possessiveness or jealousy
10. Enjoys new materials or activities
11. Demonstrates a strong preference for people, toys and activities
12. Learn to hold a crayon, pencil and scissors
13. Weekly chapel
14. Children are taught about Jesus through Bible stories, bible scripture memorization and music.

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

- Room Ratio: 10:1
- Children are provided with a nutritious breakfast (8:15-9am) and afternoon snack (2:30-3:30pm)
- Children explore math, language and literacy through hands-on materials, songs, games and centers
- Children are taught and say the “Pledge of Allegiance” every morning.
  1. Recognize numerals 1-10
  2. Count objects to 20
  3. Recognize, spell and write first name
  4. Answer questions about stories
  5. Observe insect life and plant growth
  6. Experience the world through nature walks, gardening and other explorations
  7. Use a variety of art materials: crayons, paints, colored pencils, markers, chalk and clay
  8. Participate in dramatic play
  9. Practice using manners: please, thank-you, excuse me, table manners
  10. State personal information: first and last name, age school name, city, state and country
  11. Weekly chapel
  12. Listen to stories of the life of Jesus and learn about God’s love

### **School-Age: Kindergarten -12 years old**

- Room Ratio: 12-1

#### **Summer Camp:**

- Children participate in learning experiences including: math, literacy, science, arts and religion

## **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 fragile or delicate. Please see the 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 and preschool rooms. Children will be limited to a maximum of 15 minutes on the computer per day.
- It is prohibited for a child to bring video games or other electronic devices from home. We cannot be held responsible for lost or damaged equipment.

## **Financial Policies**

### **Tuition**

- All families are required to sign up with Tuition Express. Through Tuition Express there will be an automatic withdrawal from any account you choose or a charge placed on a credit card.
- Tuition for your child is based on a pre-pay status, the Friday before the week of service.
- 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 *may* be accepted with a 24 hour notice, pending availability and will be charged the daily rate.

- Tuition may be increased at the beginning of the year (January). Notice of any rate increase for the new year will be given to parents in advance.

### **Enrollment**

We will only accept children enrolled for a minimum of 3 days per week.

### **Registration**

- There is a registration fee of \$60 per child, which may be waived for families receiving Title XX.
- This is due at the time of enrollment and can be paid in money order, check or credit/debit card.
- Includes a CTECLC t-shirt

### **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 half will be held for the child's last week of attendance.

### **Vacation Credit**

- CTECLC allows parents of a full-time child a five 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 two 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**

- CTECLC allows parents of a full-time child a five day absent credit per calendar year after being enrolled for a period of 12 months. A part-time child 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: in order for an absence to be credited, we must receive a phone call prior to 8:30am each morning your child will not be attending.**

### **Late Tuition Payment Fee**

Our center charges a \$15 per week late fee for any payments not submitted by Friday at 6:30pm.

### **Returned Payment Fee**

Our center charges a returned payment fee of \$25 for ACH withdrawals and \$10 for credit cards. These are automatic charges through Tuition Express.

### **Late Pickup Fee**

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

### **Withdrawal Policy**

CTECLC 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 persons 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 4-7, 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**

- **Please have your child dropped off no later than 10am.**
- Place designated finger on finger scan to unlock the entrance door.

- Walk to your child's classroom and locate the sign-in sheet and sign your child in for the day. This is mandatory. Failure to sign your child in/out may result in a \$5 fee per occurrence.
- 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, diaper, 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 to unlock the entrance door.
- Walk to your child's classroom and locate the sign-in sheet and sign your child out for the day. This is mandatory. Failure to sign your child in/out may result in a \$5 fee per occurrence.
- Remove any items necessary from your child's cubby and/or coat hook.
- On Fridays it is mandatory that all sheets and cups are taken home and clean items are brought back on Monday.

## **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, 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 CTECLC.
- 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.
- The Health Assessment Form must be signed by a physician.
- Children ages 1 – 5 years old must have their Health Assessment Form updated yearly.
- School-age children must have their Health Assessment Form updated for kindergarten and 5<sup>th</sup> grade.

### **Immunizations**

Childhood immunizations are required by the state of PA. 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.

## **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 may 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 the 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 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 warrants 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 immediately.

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

The parent will receive a copy of the incident report the following day of attendance.

### **Administration of Medication**

CTECLC staff members are permitted to administer medication to your child under the following conditions:

1. Medication dosage must be approved by child's physician. Forms are located in the Learning Center office.
2. Prescription medication must be in the original container with the original label on it and cannot be expired.
3. 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.
4. 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.
5. 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 our child responded to the medication.
6. Medication will be stored in the locked medication box located inside the black metal containers in each classroom.

## **Parent Involvement**

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

### **Volunteering**

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

Volunteers who regularly work directly with children are required to complete a Pennsylvania Police Criminal Record Check, PA Child Abuse History Clearance and FBI fingerprinting. Only the FBI check has a fee which is \$27.50.

### **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 conferences may be requested by the parent, teacher, or director throughout the year.

### **Observations**

CTECLC 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.

We allow every parent to 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 the 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 of children in toddlers and beginners rooms will receive a daily written report of their child's activities. Parents of children in preschool and pre-k will receive a weekly report and a monthly newsletter.

Parent feedback is important and valued in the daycare 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 child.

### **Transitions**

Children will be gradually transitioned to a new classroom during the weeks preceding their transition. For a child to attend preschool, he/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-kindergarten, he/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 will receive a Transition Packet from their child's teacher at least one week before transitioning. For the first week, the child will be in their new classroom for the morning only.

Parents may request a "Release of Information" form when a child transitions out of CTECLC into another educational setting. The only form we are permitted to release is the child's Health Assessment. All other forms are the property of CTECLC. 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, short and skirts
- Skirts and shorts will be no more than two inches above the knee.
- Shoes appropriate for playing on playground equipment. Such as: sneakers and shoes with a heel strap

#### **What Not to Wear**

- Any kind of shirt, pants, or jacket that has string 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. The children must go outside weather permitting. (Weather permitting in the State of PA is above 25° F with the wind chill and below 95° F.) This includes, but is not limited to: socks, pants, sweaters, underwear, change of shoes, shirt, sweatshirts, bathing suits, towels, etc.

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

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

For safety, 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 Must Supply for Their Child**

**\*\*Please ensure that ALL items are labeled.**

**Toddlers:** Diapers, wipes, at least two changes of clothes, crib size sheet, sippy cups, lunch, blankets, and a change of shoes.

**Beginners:** Diapers, wipes, at least two changes of clothes, crib size sheet, lunch, blankets, change of shoes and extra underwear if potty-training. (Pacifiers will be taken from child at the time of arrival and only used if needed during naptime.)

**Preschool/Pre-K:** Crib size sheet, lunch, blankets, pillow, change of clothes, change of underwear, extra shoes. (Pacifiers are not permitted in this age group.)

During the summer months also provide: Swimsuit, towel, water shoes, and sunscreen.

## **Nutrition**

Our center provides a nutritious breakfast and afternoon snack. Breakfast is served from 8:15-9am only and afternoon snack from 2:30-3:30pm. Parents are responsible to provide a nutritious lunch every day, except School Spirit days.

For your child's lunch, you may bring in items that need to be refrigerated or that are microwaveable. Microwave items are limited to a maximum of three minutes heating time. Please refrain from providing items that are high in sugar such as candy and many juice drinks but include fruit and vegetables instead. CTECLC provides water to drink at lunch.

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

## **Celebrations**

CTECLC 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 one week in advance of a birthday celebration so that the schedule can be adjusted for that day.

We celebrate Christian and some secular holidays (excluding Halloween). 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 speak to the director.

Please note that recalled toys are not allowed in the center per the regulations of the State of Pennsylvania.

## **Transportation**

CTECLC provides transportation 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 and signed permission slip
- ✓ Any monies for the trip

CTECLC asks parents to volunteer to drive and chaperone during field trips. Parents may drive *their child only*, unless arrangements have been made directly with another parent.

## **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 the he/she is able to work in a child care facility
- TB test with a negative result
- Verification of child care experience

Staff members must participate in 12 annual clock hours of professional development. In addition, each staff member must be certified in first aid and fire safety.

Staff 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 CTECLC are mandated reporters. What this means is if any employee suspects physical neglect, serious physical injury, serious mental abuse, 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 offense. 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 filled out.

## **Staff Baby-sitting Policy**

Staff are allowed to babysit, but are not obligated to and must do so off the clock. If a staff member is babysitting your child, a written notice with your signature must be

provided to the Director for the staff member to be able to check your child out of the Learning Center.

## **Stakeholders**

The following is a list of persons or groups that have an investment or interest in CTECLC:

- Calvary Temple
- CTECLC staff
- CTECLC Parents
- Arch
- Stretch N' Grow
- Unconditional Childcare
- Youth Valley House

## **Scholarship Program**

Parents who need assistance with tuition are invited to inquire about our scholarship program. If you qualify for subsidy child care through CCIS, you must first apply for these funds by calling TOTINFO or go to the PA Department of Health and Human Services and insert Child Care Works in the search box for subsidy information.

Those who qualify for private scholarship would have income at or below HUD Low and Moderate Income Guidelines (which are higher than those used to qualify for Child Care Works). These guidelines change slightly each year. Please contact the director for more specific information.

First priority is given to families of children living in the HUD Focus Area of Allentown. Priority is also given to children applying before the kindergarten year, since CTECLC's system of education is most beneficial to children attending two or three years.

The scholarship program assists low-income families pay a portion of their child care tuition. Calvary Temple funds this program, which is managed by CTECLC.

### **Guidelines**

You must submit an application to the CTECLC office to see if you meet the guidelines for the scholarship child care program.

### **The following are the basic guidelines:**

- Each applicant must apply for state subsidy and provide proof of the same.
- You must live in Pennsylvania.

- Have a child(ren) who need child care while you work or attend an education program.
- Meet income guidelines for your family size.
- Work 20 or more hours a week – or –
- Work 10 hours and go to school or train for 10 hours a week.
- Have a promise of a job that will start within 30 days of your application for scholarship child care.
- The hours that a child may receive scholarship child care must coincide with hours of work, education, or training.
- Teen parents must attend an education program.
- The child who needs care must be a United States citizen or an lawfully admitted alien admitted for permanent residency.
- Have proof of identification for each parent or caretaker in the home.
- If funding is not available at the time that a low-income, working parent applies for scholarship, the child may be placed on a waiting list.

***If you meet the guidelines:***

- CTECLC will cover a part of your child care cost. This is called a partial scholarship payment.
- You will pay a part of the cost. This is called the family co-pay.
- The subsidy payment and the family co-pay go directly to the child care program.

## **“No Bullying” Policy-Parent Sign off**

CTECLC has a no bullying 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 Bullying” Policy that is in effect at CTECLC. I agree to follow the policies and procedures.*

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*Parent Signature*

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*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, 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. We require a note from the 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 CTECLC. I agree to follow the policies and procedures.*

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*Parent Signature*

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*Date*

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

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*Parent Name printed*

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*Parent Signature*

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*Date*

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*Witness*