



Family Handbook

Dear Family,

Welcome!

Thank you for choosing Children in the Son Early Learning Center. We are committed to providing a caring, enriching, and safe environment for your child. We recognize the trust that parents place in us when they give us the opportunity to care for and educate their children. We appreciate your trust.

A mission of Children in the Son is to create an exceptional experience for young children and their families. We believe that children thrive in a caring and enriching environment that supports them in feeling comfortable, confident, and safe. We also believe that the basic building blocks of learning are play, curiosity, creativity, questioning, and imagination, and we believe that Learning Centers which embrace this theory of learning have the best influence on children's positive social, emotional, cognitive, and physical development. Children in the Son Early Learning Center aims to inspire a lifetime love of learning, and a lifetime of walking in the faith of Jesus Christ. We are committed to partnering with families in helping to mold their children in the most influential times of their lives, the early years. Our objective is to be an extension of their family values and a facilitator of their natural curiosity.

The Family Handbook should answer most of the questions that you may have about Children in the Son. However, if you have additional questions or concerns that are not addressed in the Family Handbook or if you need additional clarification about the information provided here, please do not hesitate to let us know. We are convinced that a cornerstone of a successful and strong program for young children is a well-informed, satisfied, happy family! Our goal is to make sure that you feel good each and every day about having your child at The Children in the Son.

Thank you again for choosing Children in the Son Early Learning Center. We look forward to getting to know you and your child!

Sincerely,

Jessica Caravello and Tracy Kenny, Administrators

Admission & Enrollment

The Learning Center year runs year-round. The Learning Center is open from 7:30 am – 5:30 pm, Monday through Friday except for scheduled Learning Center closings as noted on the Learning Center calendar. The Learning Center accepts students from 6 weeks to 5 years of age. The non-refundable Enrollment fee (\$400) must be paid at the time of registration in order to secure a space. After acceptance by the family of enrollment and the payment of the enrollment fee, the Learning Center will hold placement for the child and the policies of this handbook apply to any changes in enrollment status or other situations that may arise from the time of enrollment until the new Learning Center year begins. A month prior to your child's first day, tuition is due on a monthly schedule. When leaving the center, a 2 month or more notice is required. If less than a 2 months' notice is given, the last 2 months' tuition is still due in full.

All families must sign an Enrollment Contract which will outline their responsibilities to the Learning Center and the Learning Center's responsibilities to the family. All admission and enrollment forms must be completed and accounts must be current prior to your child's first day of attendance and/or the first day of the new Learning Center year.

Currently enrolled children and their siblings will have first priority for available spots. New families needing 5-day care will have priority for any additional spots available. Part-time spots will be filled from the wait list should they become available.

The Learning Center retains the right to make decisions regarding enrollment and classroom makeup and placement based on the needs of individual children and/or the larger Learning Center community.

Upon enrollment to Children in the Son Early Learning Center it is the responsibility of the parents to keep the Learning Center informed of any changes in personal information, including but not limited to, phone numbers, email addresses, residential addresses and place of employment. Your child's health record should be updated at each well visit by providing a copy of the health assessment form to the office.

Non-Discrimination

At Children in the Son Early Learning Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Inclusion-Suspension/Expulsion

Children in the Son Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in early childhood education programs. We make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. If your child has an IEP or IFSP we will ask you to provide a copy for our staff to assist in their goals.

We have a fundamental belief that children are powerful, competent, and capable. We also

believe that children grow and develop through rich and meaningful relationships with others. We embrace respect as one of our core values. Our philosophy of guidance reflects these Beliefs. We believe that children are born with the desire and ability to be in relation with others. The adults in a child's life – especially family members and educators – have a responsibility to support children in developing positive social skills. At Children in the Son Early Learning Center, we employ several strategies of guidance, including effective communication, acknowledgment of children's feelings, praise for positive behaviors and interactions, redirection from challenging situations, and natural consequences. We create with children "calming spaces" in each classroom that are designed to give children a place to go to be quiet and find calm when necessary. Under no circumstances will any of the following methods of discipline be allowed at The Children in the Son Early Learning Center:

- Corporal punishment, including spanking, shaking, jerking, squeezing, or physically indicating disapproval*
- Shaming, humiliating, or other verbal abuse*
- Withholding food as punishment*
- Retaliating, or doing to the child what he/she did to someone else*
- Labeling the child (i.e., indicating a child is a "bad" boy or girl)*

If a need is identified by the teachers, administrators will contact parents with their observations, we will give information and resources for the parents to seek outside help if needed. We will partner with parents to meet the individual need and follow the instructions of the outside professional. If parents are not willing to cooperate with getting outside help and moving forward with resolving any issue that harms their child or others it will be at the administrators' discretion to suspend the child or ask them to leave. (A two-week time frame is given for courtesy to find alternate care.)

Certification

The Children in the Son Early Learning Center is licensed by and complies with the rules and regulations of The Office of Child Development and Early Learning (the Department of Human Services) We also participate in the continuous quality improvement program, Keystone STARS which promotes the use of best practices above and beyond the state requirements.

Tuition & Fees Monthly

All Updated Tuition Rates and Fees are listed on our website at: www.childrenintheson.us

All tuition payments are due on the first day of each month. Families have the option of choosing year-round care or summers off (June paid in full and July & August paid half). The monthly tuition is based on 48 weeks so 4 weeks are built in for vacation and sick time. There is a half time holding fee for summer for the months of July and August which is equal to half tuition. Part-time summer schedule is our 3-day schedule. We ask that each family choose carefully and give at least a 60-day notice if they need to make changes. Any drop-in care will

be allowed on an as available basis and approved by a director. Missed time cannot be made up, additional days can be paid for at the drop-in rate of \$70 per day.

Payment

Payment is always due in advance on the first business day of each month with no deduction for absences, family vacations, holidays, or closures due to inclement weather, power outages, or other situations beyond the Learning Center's control. Payment is due as outlined in the Enrollment & Acknowledgment Agreement.

Late Payment Charges

Tuition payments are due on the first business day of each month. If payment is not received on the day that it is due, a late fee of \$10 will be added for each day that it is late. If your account has not been paid in full within 5 business days, your child may not attend Learning Center until the account has been brought current. After 15 days enrollment may be forfeited. The Learning Center retains the right to take measures to collect unpaid balances either through small claims or collections. If these measures become necessary the family is responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions are charged a fee of \$35. This charge may be collected electronically.

Late Pick-up Fees

Because late pick-up negatively impacts the children and staff, it is heavily fined. The Learning Center closes at 5:30 p.m. If you realize you are unable to pick up your child by 5:30 p.m., please contact the Learning Center on Hi Mama as soon as possible to alert us. A late fee of \$1 per minute is assessed for each minute between 5:35 p.m. and 5:45 p.m. A late fee of \$20 is assessed for each minute late after 5:45 pm. Late pick-up fees are invoiced at the occurrence and paid in the Hi Mama app.

Withdrawal

If a family decides to withdraw from the Learning Center, 60 days written notice is required. All tuition and fees owed to the Learning Center during the 60 days following date of the written notice must be paid whether the child attends Learning Center. If proper notice is not given, the withdrawal fee in the amount of the notice balance will be added to the final month of tuition. If the center has had an issue with a child or parent that cannot be resolved in a reasonable amount of time (one month) the center reserves the right to terminate the contract and ask the family to leave.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records are transferred internally. We support each child in their transition to the next classroom by allowing trail days before the move up day and will send home a letter and information regarding the next classroom. If your child is transitioning to a new Learning Center, or to Kindergarten a written request from you with instructions to where the records should be sent is required. We will give resources for Kindergarten transition as well as in classroom lessons and activities with the children.

Photographic Release

Photographs of children enrolled at the Learning Center may be used on promotional materials for Children in the Sun Early Learning Center as well as in the classrooms. Photographs are not used for any such purpose without the express written consent of a child's parent or guardian.

Curriculum & Philosophy

As educators, our vision of the possibilities for Learning Centers is strongly influenced by the experiences of the Toddler/toddler centers and preschools of Reggio Emilia, Italy. As we look to the example of education in Reggio Emilia, we see a strong expression of how families and educators can create Learning Centers for young children that reflect the values of the community. To be a "Reggio inspired" Learning Center means having a vision of children and families as strong, competent, and capable. Inherent in our beliefs and values is the conviction that as citizens of a community, children and their families have a right to high-quality educational programs. A child enters the world as a curious, capable human being who seeks relationships and connection with others conference and with God. Learning Centers should be places where the innate strengths of young children are nurtured. And their natural faith encouraged. Learning Centers should be places where children are supported in growing to their full potential within an environment that is interesting, engaging, and responsive. Learning Centers should be places where professional educators are happy, receive satisfaction from their jobs, and are viewed as valuable contributing members of the community in which they work. Learning Centers should be places where families feel welcomed, involved, and respected for their individuality and unique points of view. We do this all with the knowledge that the natural environment was created by the God who loves us and wants to know each of us personally.

Learning Environment

Our learning environment reflects our belief that children are inherently curious, seek

relationships with others, and construct their knowledge and understanding of the world through their active engagement and experiences with their environment and the people, materials, and experiences within it. From a philosophical standpoint, we consider ourselves to be social constructivists. As a reflection of our educational philosophy, we provide a learning environment rich in materials and possibilities. Of the utmost importance are children's active explorations in the environment. Children's formation of ideas through experiences and processes of inquiry are valued. Rich and varied materials are provided for the purpose of experimentation and creative expression. Children are challenged to research their theories of how things work and are encouraged to engage in a wide variety of experiences. Children are frequently engaged in small group interactions where each voice can be heard and various ideas explored and results negotiated. Each child builds skills not only in traditional cognitive, gross motor and social categories, but also in the areas of problem solving, original ideas and strength of conviction. A primary task of the educator is to provide an environment that is filled with unlimited possibilities – possibilities that encourage children to make discoveries, to experiment with their own ideas, and to interact in meaningful ways with other people. Educators are constantly engaged in a process of observation and documentation in order to develop the best possible educational environment for children. The environment is intended to be responsive to the interests and needs of children while simultaneously encouraging children to develop in ways that are projected by educators. Each classroom, as well as the Learning Center as a whole, acts as a democratic model where all participants interact with one another in a spirit of mutual respect and an attitude of care. Family engagement is a high priority for our Learning Center. We encourage parents or other family members to come in to the center to participate with everyday activities such as reading a book or making a craft. All holiday events are also an open invitation for parents and families to be involved. We offer conferences twice a year in October and April to go over any concerns, daily communication and other times for conferences can be scheduled at your request.

Staff Qualifications and Professional Development

Our educators are hired in compliance with the state requirements and qualifications as a base minimum. When hiring educators, we take a variety of traits into consideration such as educational background, experience, dedication to the profession and willingness to participate in the mission, vision and values of the Learning Center. We believe that a unique aspect of The Children in the Son Early Learning Center is the strength and commitment of the educational professionals who choose to work at the Learning Center. In order to support educators at The Children in the Son Early Learning Center in their continuing evolution as professionals, we make a strong commitment to ongoing professional development for all of our staff, professional development that exceeds the minimum requirements of OCDEL/DPW. Please be aware that this type of professional development requires occasional absences of educators from the classrooms. In all cases, well-trained substitute educators work in the absence of your child's regular classroom teacher. We hope that the strength and nature of the experiences for you child and you while at the Learning Center is evidence of the power of our strong commitment to regular professional development.

General Policies and Procedures

Personal Belongings

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. We are not responsible for lost or misdirected items that are not properly labeled.

What to Bring for Toddlers and Pre-Schoolers/Pre-kindergarteners

- *A sippy cup for water and milk or water bottle (PreK has cups for milk).*
- *A bagged, non-heatable nutritious lunch: thermoses are recommended for warm foods (morning snacks are provided by CitS afternoon snack should be sent from home). 2% milk is available throughout the day.*
- *At least 2 complete changes of clothes (more if your child is potty training).*
- *Any comfort items that your child needs for naptime such as pacifiers, blankies, lovies, etc.*

Absence

If your child will be absent from Learning Center, please call or email the Learning Center by 9:00 a.m. so we that we can plan accordingly. Arrivals must be between 7:30-9:00 am daily for consistency of routine and classroom activities. For later arrivals due to doctors or other appointments please call or email by 9:00 am.

Year-Round Calendar and Learning Center Closings

*Children in the Son Early Learning Center provides full-day, year-round care. However, the Learning Center is closed periodically for traditional Learning Center holidays and to provide professional development opportunities for the entire Learning Center staff. Children in the Son is closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, last Thursday and Friday of August for reorganization, Columbus Day, Halloween at 3:30, Thanksgiving and the Friday after, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. *Days may vary when they fall midweek.**

Rest Time

Toddlers sleep according to their own schedule and are put to sleep on their backs until they are able to roll over on their own. The American Academy of Pediatrics (AAP) recommends, and we follow, that a sleep sack is used and no other items be placed into the crib with the baby. After lunch, toddlers and preschoolers participate in a quiet rest time. Children rest for at least 30 minutes and if they do not fall asleep may be given quiet activities. Children older than 12 months sleep on cots with a sheet, blanket and pillow and any comfort item sent from home.

Diapering

Diapering is an important process in the daily life in the Toddler classrooms.

Diapering is a time for one-on-one interaction between the child and teacher. The process of changing diapers is always done in a comfortable and respectful manner. The Children in the Son Early Learning Center will follow all guidelines for cleanliness and hygiene as outlined by OCDEL/Caring for Our Children. Diapering procedures are posted above each changing area within the classrooms.

Toilet Training

An important factor in making the toilet learning experience at Learning Center as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. Tuition rate will change for 3 year olds that are fully potty trained (none or minimal accidents over a period of one month).

Communication & Family Partnership

Communication Between Learning Center and Home

The Children in the Son values the communication between Learning Center life and home life. The Learning Center will provide information about the children's experiences at Learning Center in the following ways:

- Each child will have an individual file with anecdotal records, observations and evaluations done by the teacher and reviewed by the parents .*
- The Toddler classes will have individual daily reports that have space for the parent to communicate and needs at drop-off and the teacher to record feedings, diaper changes and activities during the day.*
- The Daily work of the children will be posted on white boards in each classroom (young toddler-Kindergarten) each day to be read by parents as a source of discussion.*
- Parent/Teacher conferences will be held twice per year. These meetings will be exchanges of documentation of work and dialogues around what the children are learning.*

Family Participation

The Children in the Son Early Learning Center does not have mandatory volunteer requirements. However, we strongly believe that parent participation in the child's educational life strengthens the child's education experience. Parents are welcome and shall have access to the center at any time in which children are in the care of the Learning Center. We strongly encourage family participation and involvement in the daily life of the Learning Center. Because

we value the unique contributions that parents can make to their children's experiences and to our community as a whole, we encourage involvement in the Learning Center as much as schedules allow. There are diverse opportunities to volunteer. Possible opportunities for family participation in the daily life of the Learning Center include the following:

- Visiting your child's classroom,*
- Nursing or having lunch with your child,*
- Share a special talent or skill with the Learning Center (music, photography, art, yoga, etc.)*
- Read a book to the class*
- Organize fundraising events.*

The opportunities for family participation are endless so use your imagination! When you participate in the daily life of the Learning Center, you enrich your child's experience at the Learning Center while developing a stronger connection with the rest of the Learning Center community.

Drop-Off and Pick-Up

Procedure

The Learning Center opens at 7:30 AM. Drop-off before this time is not allowed even if staff is present. Please allow enough time to arrive, sign your child in/out, and leave by closing time. Late pick-up penalties are severe and are collected. Parents shall escort their children into and out of the building during drop off and pick up. Parents also sign their children in and out each day.

Authorized & Unauthorized Pick-up

Your child is released only to you or to those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing or by telephone. The person picking up your child is required to show a picture ID as verification. Please notify your pick-up person of our policy. If a child is not been picked up after closing and we have not heard from you, attempts are made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions are made for someone to stay with your child as long as possible, but if after two hours we are not able to reach you or a person listed as an Emergency and Release Contact, we will call the local police.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are important times of communication between the Learning Center and home. In order to make the best use of these opportunities and to meet your child's needs during these times of transition, we ask that you not use your cell phone at anytime while inside the center.

Health Policies

Children in the Son Early Learning Center uses Caring for Our Children to develop our health and safety policies. We do not provide sick childcare.

If your child exhibits any symptoms below, he/she should not be brought to Learning Center:

Fever *If the child has a fever for any reason s/he cannot attend Learning Center. The child should be fever-free for 24 hours **without medication** before returning to Learning Center. If the child develops a fever of 101 or higher during the Learning Center day, parents will be contacted and the child will need to be picked up immediately. If the child is sent home with fever during the Learning Center day they cannot attend Learning Center the following day.*

Pinkeye *The child should be on medication for 48 hours and be clearly responding to the treatment before returning to Learning Center.*

Strep Throat *The child should return only after 36 hours on medication. The child must be showing signs of improvement and be willing to eat and drink.*

Diarrhea and/or vomiting *The child should not come to Learning Center until he/she is deemed non-contagious by a physician or has had no diarrhea or vomiting for 24 hours. 3 or more BM's or vomiting at center parent will be called to pick up.*

Chicken Pox *The child should not return to Learning Center until all pox are scabbed over.*

Runny noses/Coughs *If your child's runny nose will require frequent attention from the teacher or if the child is irritable or running a fever or if mucus is any color other than clear he/she should not be in Learning Center.*

Head Lice *The child may return to Learning Center when free of ALL nits. In order to remove nits, it is usually necessary for the child's hair to be well combed with a special nit removal comb after treatment with the medicated shampoo. Guidelines for treatment of head lice are available from the Director or from your county health department.*

By keeping children home when they are ill, the spread of illness among our Learning Center community is greatly reduced. This means fewer illnesses for children, teachers, parents, and other family members, fewer visits to the doctor, and fewer days lost from work for parents. If your child becomes sick while at Learning Center you will be called to take him/her home. Sick children should be picked up no later than 1 hour after notification by the Learning Center that the child is sick. If the parent notified cannot be at the Learning Center by the end of 1 hour, other arrangements should be made for the child's pick up. Doctor's notes are required for any of these illnesses to return to care.

Communicable Diseases

When an enrolled child or an employee of the center has a reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We take care to notify families via email and/or printed letter about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis*
- Botulism*
- Chicken Pox*
- Diphtheria*
- Hemophilus Influenza (invasive)*
- Measles (including suspect)*
- Meningococcal Infection (invasive)*
- Poliomyelitis (including suspect)*
- Rabies (human only)*
- Rubella Congenital and Non-congenital (including suspect)*
- Tetanus (including suspect)*
- H1N1 Virus*
- Any cluster/outbreak of illness*

Medications

Prescription Drugs:

- 1. Before any prescription medicine is dispensed, a written and signed authorization that includes date, name of child, name of medicine, prescription number if any, dosage, date, and time of day medication is given must be provided.*
- 2. Medicine must be in its original container labeled with the child's name.*
- 3. Parents must provide and label any necessary equipment for the dispensing of the medicine.*

Non-prescription medications*Before dispensing non-prescription medications the Learning Center requires a note and direction signed by the child's pediatrician. Non-prescription medication shall not be administered for more than a 3-day period unless a written order by the physician is received.*

Non-prescription topical ointments

Please request a form from the office for the authorization of the administration of non-prescription topical ointments, such as diaper cream, sunscreen and insect repellent. The Learning Center will not administer these items unless this authorized by the parent on the Agreement.

Safety Policies

Clothing

*Dress your child for Learning Center in clothing that is washable and allows for freedom of movement. Children in diapers should wear clothing that is easily removed for changing. Please do not send children to Learning Center in clothing that you would not want to get soiled or stained as your child will be engaged in “messy” activities such as painting, outdoor play, sand, water play, clay, gardening, etc. Outfits that the child can manage alone will make the day go more smoothly. Heavy leather boots, complicated belts, and buttons often pose problems for children at Learning Center. Children should wear shoes to Learning Center that facilitate climbing and running and other such activities. **Children should not wear flip-flops or other backless shoes.** Supportive shoes will help eliminate injuries during the Learning Center day.*

Extreme Weather and Outdoor Play

Children are expected to go outside when the forecast temperature/wind chill is above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters there may be portions of some days that do not meet the conditions of weather permitting since forecasts are generally targeted to a point in time in the day.

Closing Due to Extreme Weather

In case of extreme weather, the Learning Center follows Marple-Newtown/Haverford school district closings on local news and KYW 1060 (#454). In the case of severe weather (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes) please listen to the local news and/or radio station. If Marple-Newtown/Haverford schools are closed The Children in the Sun Early Learning Center will also be closed. If there is a delay or early dismissal the learning center will follow that order as well.

Closing Due to Physical Plant Defects

In the event of loss of power, loss of water, or other physical plant defect that prevents the Learning Center from opening on time or at all, or necessitating early closure, families are contacted by telephone and/or email. If any of these conditions happen during the Learning Center day and are deemed to persist for longer than one hour and in the case where proper care of the children beyond that time will not be possible, parents and/or emergency contacts will be called to pick up children as soon as possible. Appropriate staff will remain at the center until all children are picked up. The Learning Center will maintain emergency supplies order to

provide basic necessary care for at least 4 hours. For state or Federal shut-downs, tuition continues to be due each month to ensure the Learning Center can re-open as soon as the order is lifted.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid is administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you are contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, 911 will be contacted at once and the child will be transported immediately by ambulance to Springfield Hospital or hospital noted by parents at enrollment. Parents and/or emergency contacts will be notified at once. If an authorized person cannot be contacted or arrive before the ambulance a proper escort from the Learning Center will accompany and remain with the child until a family member or emergency contact arrives. In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance is called for transportation. A proper escort from the Learning Center accompanies and remains with the child until a family member or emergency contact arrives.

A Special Note about Biting: As upsetting as it can be for children and adults, biting is a normal stage of development that is common among young children. Most young children bite and/or are bitten by another child at least once when they are in group care settings. Often, whether their child was the child who bit or the child who was bitten, parents experience strong emotional reactions to biting. Again, please be assured that biting is normal developmentally in children who are experiencing discomfort due to teething, do not have the verbal skills to communicate their frustrations, and are unable to exhibit self-control that would limit their reactions in frustrating situations.

When biting happens, our first response is to take action immediately to provide appropriate care for the child who was bitten. We also respond to the child who has bitten with strategies designed to help him/her learn a more appropriate behavior. Our focus is not on punishment for biting, but on developing effective behaviors that address the reasons for biting.

Notification of a biting incident is given in written form to both the family of the child who was bitten and the child who bit. We work together with families to keep them informed and to develop strategies to address the situation.

For further information on our approach to biting, we recommend the excellent article entitled "Dealing with Biting Behaviors in Young Children" which is available online at <http://ceep.crc.uiuc.edu/poptopics/biting.html>

Evacuation of Learning Center

In the event of an emergency at the Learning Center, such as fire, gas leak or other emergency requiring evacuation of the premises, evacuation of students and staff would occur in the following manner:

- Director gives evacuation order or alarm is sounded.*
- Director contacts authorities by calling 911.*
- Teachers in each class evacuate students from building according to procedures practiced in monthly drills.*
- Teachers proceed away from the building to the far end of the parking lot.*
- Director takes contact information from the Learning Center files.*
- If possible, Director places message on Learning Center number indicating evacuation and location of evacuation.*
- Director calls each family and/or emergency contacts to let them know of the situation and the location of the evacuation.*
- Children are kept at the evacuation site until an adult from their contact list picks them up.*
- Children are signed out by parents as they are picked up.*
- Staff members will remain until all students in their class have been collected.*

****All other emergency evacuation plans are detailed in our Emergency Preparedness Action Plan which is posted in the center office and can be reviewed by parents at any time.****

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency determines appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Fire Safety

Our center is fully equipped with all fire safety equipment required by OCDEL and Marple/Haverford Township Fire Department, including hardwired fire alarms, pull stations, emergency lighting. The Learning Center conducts a monthly fire drill and reviews fire evacuation plans with children and staff on a monthly basis.

Nutrition Policies

*The Children in the Sun Early Learning Center offers a morning snack that typically consists of a choice of milk or water, fruit, and a carbohydrate. Lunches and afternoon snack should be provided from home and be non-heatable nutritious foods. **Food Allergies***

If your child has a food allergy, you must notify us in writing so that we can make appropriate

substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.



**INDIVIDUALIZED EDUCATION PLANS (IEP) &
INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)
INFORMATION SHEET**

Because of the diverse set of needs of the children in our program, it is important to gather as much information about the best ways to educate each child. On your family questionnaire, you indicated that your child has an IEP or IFSP. IEP's and IFSP's are created by service providers working with children with special needs and include this information. We are requesting a copy of the IEP/IFSP to allow the teachers in your child's classroom to follow the recommendations of the therapist and use the strategies with the child while they are in their classroom.

Parent Sign-off Sheet

Child's Name: _____

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- I am providing a copy of my child's IEP or IFSP.
- I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

Signature: _____

Date: _____

Printed Name: _____

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed. Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received and reviewed The Children in the Son Early Learning Center Family Handbook. I understand that it is my responsibility to understand and familiarize myself the Family Handbook and to ask center management any questions I may have regarding any policy, procedure or information contained in The Children in the Son Early Learning Center Handbook.

Name of Child(ren) _____

Recipient Signature & Date _____

Children in the Son Staff Signature Date _____