



The
Children's
Early Learning Center



CELC's MISSION

Our mission is to provide all children the opportunity for quality education promoting social, emotional, intellectual, and physical development in a healthy Christian environment.

ADMISSIONS: NON-DISCRIMINATION

Admissions, the provisions of services, and referrals 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 through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provisions of aids, and the use of alternative service delivery locations.

HOURS

7:00am - 6:00 pm / Monday thru Friday / Year - Round

Scheduled Closings:

*New Year's Day	*Independence Day
*Martin Luther King Day	*Labor Day
*President's Day	*General Election Day (Teacher Training)
*Spring Break- Good Friday and Easter (observed Monday)	*Thanksgiving Day
*Primary Election Day (Teacher Training)	*Day After Thanksgiving
*Memorial Day	*Christmas Eve
*Juneteenth	*Christmas Day
-If the holiday falls on a weekend, that Friday or Monday we will be closed	*Winter Break- 2 days following Christmas

SEVERE WEATHER

On occasion, severe weather will require an emergency closing or delay. CELC follows the Penn Delco school system for severe weather. Ex: If Penn Delco is opening on a 2 hr. delay, we will open 2 hrs. late @ 9:00 am. In order to receive notification of emergency closings and delays, parents are required to sign up with Procure..

FEES AND PAYMENT OF BILLS

Tuition is due prior to care for the up and coming week. Your tuition rate is a guaranteed rate including full payment on holidays, in service days, weather closings, sick days, and vacation days. Once a payment is 1 week late there will be a \$10.00 late charge and the child may not return until the bill is paid in full. If there is unexpected problem with paying on time, please make payment arrangements with the Director.

*Returned checks will be charged a \$25.00 fee

LATE PICK-UP

A child who is left at the center after 6:00 pm is considered late. A warning will be issued first and then if the problem persists, the parent will be charged \$1.00 per minute after 6:00 pm. The parent will sign a form the teacher will provide that will state the time of arrival and amount due. Please have a backup plan.

VACATION/SICK

As a parent you are billed ahead for your child's schedule, as per the agreement. CELC allows one week per year no pay credit equal to your child's one week schedule:

2 days per week schedule=2 days per year credit 3 days per week schedule=3 days per year credit

4 days per week schedule=4 days per year credit 5 days per week schedule=5 days per year credit

Days can be used as sick or vacation time per calendar year. Please let the Director know if you need to use a day. Please call the center if your child will be absent.

FIRST DAY AT THE CENTER

Before your child begins attending, set up an exact enrollment date. You may bring your child for 1 or 2 days for a couple of hours to help them get acquainted with the center. Children often cry the first few times they are left. If your child is upset when you leave the center, feel free to call the center back after some time to check on your child's progress. We will call you if your child does not settle down. Most children adjust quickly, they are reassured by the teacher and become interested in the toys and other children.

One the first day, you should bring the following items:

- The registration packet
- A labeled lunch box (labeled sippy cup or bottles, if needed)
- The A filled water bottle for use throughout the day

- A complete change of clothing
 - Diapers, wipes or extra training underwear
 - Labeled blanket / crib sheet (infants only) for napping
- DO NOT BRING:**
- Candy, gum, or popcorn
 - Toys from home (unless specified "Show and Tell" day)
 - Clothing or shoes that are difficult to put on/take off, no open toe shoes please

ARRIVAL AND DEPARTURE REGULATIONS

- Please arrive with your child by 9:00 am at the latest, we begin our planned activities by this time and interruptions make it difficult to concentrate.
- Your emergency contact sheet states who the child may be released to with proper ID. Please send a written note with the full name of the designated person picking up so we can match the ID.
- The center cannot release a child to any relative or friend without written permission from the parent or guardian. In an emergency a phone call can be used to tell staff when someone else will pick up your child. This is to prevent children from being picked up by unauthorized people.

REST TIME

Nap time is from 1pm-3pm. Please bring a blanket that will be sent home at the end of the week for cleaning.

SNACKS

The center provides a morning and afternoon snack. This includes a beverage of water or mixed juice. Children may treat their classmates to a special snack for birthdays and other special occasions. Please talk with the teachers on days you would like to bring a special treat into the center.

LUNCHES

Children bring lunch boxes from home for the lunch meal. Put your child's labeled lunch box in the refrigerator. An attempt at a complete balanced diet is recommended. Please peel, hull, shell, slice foods that your child will have difficulty handling alone. If your child has an item that needs to be heated the teacher will put the dish in the microwave for 30 seconds. The staff encourages the children to try their food. Uneaten food is placed back in the lunch box to let the parent know what the child ate. If a child forgets their lunch we will provide a lunch for \$2.00.

DIAPER PROCEDURE

Untrained children should have an adequate daily supply of disposable diapers and wipes at the center. With keeping in mind that storage space is limited, please send in refill wipe packets only. We will send you a note when your diaper supply is low. Please send the diapers or wipes in immediately. We require the use of disposable diapers. The center will work with the parents on potty training routines that they wish us to follow. Please inform the teacher when your child is in training.

CHILDREN WITH SPECIAL NEEDS

Parents must inform the center of special needs of their child before enrollment so we can determine if the staff and program is suited for the child. The record of each child with special needs will have written documentation from a qualified consultant prior to the child's enrollment and annually thereafter.

PARENT-TEACHER COMMUNICATION SYSTEMS

We use many forms of communicating with the parents. Listed below are a number of ways the teachers, director and parents can be in communication with each other.

1. **Cubbies** - All teacher notes or notices will be placed in cubbies. Please check daily
2. **Parent-Teacher Conferences** - A conference will be held within the first 45 days of enrollment to review initial goals. An assessment on each child will be performed and reviewed with the parent every 6 months
3. **Parent Information Board** -- The parent information board, located in the hallway, serves as a place to post the newsletter and upcoming events
4. Procure App updates from teachers

Please tell us if . . .

your child had a bad night's sleep--he/she was ill recently--something upsetting happened--something fun or exciting happened--or if your child's behavior or mood is different than usual.

We will tell you . . .

about your child's play--if your child didn't eat normally, didn't sleep well, or was out of sorts--if your child has an unusual bowel movement or any other unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

BEHAVIOR GUIDANCE

CELC has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually, socially, spiritually and creatively under the loving guidance of concerned Christian parents and teachers. In this spirit, our staff will:

- model positive acceptable behavior
- redirect children away from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- not allow the children to act in a manner which will endanger them, another child, or the staff.

The following actions are prohibited by any staff person:

- subjection of a child to emotional or physical abuse
- punishment for lapses in toilet training
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm

Separation occurs when a child is removed from the group and is temporarily unable to participate in the programs activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. If the child is separated from the group three times or more in one day, the child's parent will be notified.

ACCIDENT OR EMERGENCY PROCEDURES

If your child becomes injured at the center, the teacher in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed on the emergency card.
3. Call the child's physician for his/her advice.
4. In the case that the above three fail, we will call an ambulance or paramedic team and have the child taken to an emergency hospital with a staff person accompanying in the paramedics van or ambulance.

**Any and all expenses incurred under #4 will be the responsibility of the child's family or guardian. If an injury is severe, procedures 1-3 will be waived, and 911 will be immediately summoned.

Safety -- The first teacher on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.

Fire Prevention and Procedures

- Monthly fire drills will be conducted
- Fire extinguishers are in each hallway

Emergency Weather or Evacuation -- In the event of a natural disaster, all children and teachers will go to the lower foyer. If we need to evacuate the building, we will utilize the fenced in play yard. In the event of bad weather during building evacuations, we will go to the parsonage next door @ 305 Edwards Drive. All parents will be notified as soon as possible per text alert.

Unauthorized Pick Up of a Child -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the person attempts to use force, 911 will be called.

Missing Parent -- If the parent of a child does not pick up their child, the staff member on duty will make attempts to reach the parents through the telephone numbers given. If unable to contact anyone listed on the registration forms, the closing teacher will stay no longer than 6:30 pm. After that time, the closing teacher will turn the child over to the Child Protection Unit; a note will be left on the center door, telling where the child was taken, and the Child Protection phone number.

Abuse/Neglect of a Child -- In our profession, all of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center. The definition of child abuse is a child who has had non-accidental physical injuries inflicted upon him, injuries which are at variance with the history given of them. This is including a child who is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

Also including:

- any non-accidental physical or mental injury (ex: shaking ,beating, burning)
- neglect of a child (ex: failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- emotional abuse (ex: excessive belittling, berating, or teasing which impairs the child's psychological growth)

at risk behavior (ex: placing a child in a situation which might endanger him by abuse or neglect)
The definition of child neglect is a child who has been abandoned, denied proper care and attention physically, educationally, emotionally or morally.

1. Staff responsibilities:

As child care providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk within 12 hours of the incident occurring, by making a verbal report to DCF.

2. Specifics on reporting a suspected case of abuse or neglect

Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.

Call the Department of Public Health at 1-800-282-6063 or 1-800-439-0437 or 1-860-509-8045.

The reporter's name is required, but may be kept confidential.

3. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his or her position or allowed to return to work.

POLICY ON SICKNESS:

A Sick Child is Considered One...

- who has a communicable illness / disease, written clearance from a doctor is required to return
- who has chicken pox until the child is no longer infectious or until the lesions are crusted over;
- who has vomited within 24 hours
- who has had abnormally loose stools within 24 hours;
- who has contagious conjunctivitis or pus draining from the eye (pink eye) until 24 hours after treatment
- who has head lice or other infestation until 24 hours after treatment and is nit free
- who has a bacterial infection and has not completed 24 hours of antibiotics
- who has a persistent/hacking cough, green/yellow nasal drainage, or a productive cough with green/yellow phlegm being coughed
- who has unexplained lethargy and is unable to participate in the regular activities
- who has a 101 degree F temperature or above before fever reducing medication is given within 24 hours
- who has an undiagnosed rash until the doctor given permission to return
- who requires more care than the teacher can provide without compromising the health and safety of the other children in care.

Attendance to a Sick Child Until a Parent Arrives -- The center will provide care for a child separate from the other children, until that child is picked up by the parent.

Disease -- If children are exposed or have a contagious reportable disease, this will be reported to all parents by the director.

MEDICATION PROCEDURE:

1. The teacher must get written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.

2. The teacher must follow written instructions from a licensed physician or dentist before administering each medicine, prescription or non-prescription. Medicine with the child's name and current prescription information on the label constitutes instructions.

3. All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, any unused portion must be returned to the child's parent

4. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so they are inaccessible to children."

TERMINATION NOTICE AND/OR SCHEDULE CHANGES

When the time comes to withdraw your child from the center, two weeks written notice is required. Changes in your child's schedule need to be made with the Director two weeks in advance of the date you wish the change. CELC has the right to dismiss a child from the program at any time. If any child shows severe adjustment problems or stress from being in a group situation, the Director will give the parent two weeks notice to make other arrangements.

Parent Handbook Acknowledgment

I acknowledge that I have received a copy of The Children's Early Learning Center Parent Handbook. I understand that this handbook should be followed for policies and procedures.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures.

I understand that if I have questions or concerns at any time about the handbook, I can contact the Director for clarification.

Finally, I understand that the contents of this parent handbook are simply policies and guidelines, not a contract or implied contract with parents. The contents of the parent handbook may change at any time.

Please sign and date:

Print Name

Signature

Date