



Nurturing today's children for "Tomorrow's World"

TOMORROW'S WORLD
EARLY LEARNING CENTER, INC.

PARENT HANDBOOK

MISSION STATEMENT

Tomorrow's World believes in helping children prepare for tomorrow by providing positive beginnings in the early stages of their life. We provide a safe, stimulating and caring environment that builds a sense of security in the child, resulting in positive experiences in the group setting.

Our primary purpose is to provide a developmentally appropriate program for children ages 6 weeks to kindergarten age while providing a strong support system for their parents and families. Cooperation and communication between parents and caregivers is essential in determining what is in the best interest of the child.

We have daily activities and curriculum for all ages that fosters social, emotional, physical and cognitive development. We recognize each child as a unique individual and utilize observations and assessments to meet the needs of each child. Sharing, being a good friend, and using your manners are all integral pieces of the learning environment.

Children leave Tomorrow's World with a readiness for kindergarten and a strong basis for success in school and life.

FACILITY PROFILE

Tomorrow's World ELC is located in a residential area in Ephrata Borough. The building used to be the site of several motor freight and trucking companies. Renovations were done by Doneckers who owned the building at the time. When Doneckers went out of business in 2008, Roger Kline of Kingsway Realty purchased the building and is the current landlord. Tomorrow's World is privately owned by Mary Jane Johnson and operates as an S Corporation with Mary Jane holding all offices. The facility is licensed by the Pennsylvania Department of Human Services.

OWNER/OPERATOR PROFILE

Mary Jane purchased Tomorrow's World ELC from Rebecca Rowe, who had operated the business for 25 years, on December 7, 2012. Mary Jane started her teaching career at Tomorrow's World as a preschool teacher in 1994. After graduating from IUP in 1997 with a degree in elementary education, Mary Jane taught in the public schools in several different grade levels and as a substitute teacher. In 2012, the opportunity arose to purchase Tomorrow's World and Mary Jane seized it. Mary Jane loves working with children and families and looks forward to her future with Tomorrow's World ELC.

STAFF PROFILE

Tomorrow's World currently employs twelve staff members who are a group of very dedicated child care professionals. Four staff members hold either Bachelor or Associate Degrees in the fields of Elementary Education, Early Childhood Education and/or Child Development. Several other staff members are currently working on their CDA's. All staff are certified in Pediatric First Aid and take a minimum of eighteen hours of training annually. Two staff members have been with Tomorrow's World for over sixteen years and another two for over ten years. Staff are currently working as a team to advance levels in the Keystone STARS Program.

FAMILY PROFILE

Tomorrow's World's customer base is composed of traditional and non-traditional families from diverse socio-economic backgrounds. The center cares for children from infancy through kindergarten age. An open door policy allows parents to visit at any time. Parents are encouraged to be active in the program whenever possible. Feedback and input from parents is always appreciated and close, daily communication is essential for the best interest of the children.

PROGRAM PROFILE

Curriculum is theme-based and student driven in the tiny tot, toddler, and preschool classes. Goals and objectives are defined for all ages and activities focus on all developmental domains; social, emotional, physical and cognitive. For safety reasons, the center does not transport so only "walking" field trips are planned. During the month of May, a variety of "community helpers" visit the center and share presentations and demonstrations with the children.

GENERAL

The center is **closed on the following holidays:**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day

*If Christmas, New Year's, or Independence Day falls on a Saturday or Sunday, the center will be closed on Friday or Monday respectively. The center closes at 4:00 pm on Christmas Eve, New Year's Eve and Good Friday.

In the event of **severe inclement weather**, there will be a voice mail message, email, and Facebook post notifying parents if we are opening late or closing.

If your child will be absent or arriving late, you need to call the center with this information as early as possible so we can plan accordingly.

PARENT PROVIDES

Infants: disposable diapers and wipes, bottles and baby food, change of clothing. All items must be labeled with the child's name.

Tiny Tots: disposable diapers and wipes, change of clothing, sleeping bag for napping. All items must be labeled with the child's name. *Parents rotate providing healthy snacks comprised of two food groups for their class.

Toddlers: disposable diapers and wipes, change of clothing, sleeping bag for napping. All items must be labeled with the child's name. *Please wear shoes with ties so we can enjoy the outdoors safely. *Parents rotate providing healthy snacks comprised of two food groups for their class.

Preschool: change of clothing, small blanket and pillow for napping, hand towel or large washcloth. All items must be labeled with the child's name. *Parents rotate providing healthy snacks comprised of two food groups for their class. *Please wear shoes with ties so we can enjoy the outdoors safely and provide seasonally appropriate spare clothes.

Authorization to Pick Up Child

Anyone that is not familiar with staff must bring identification and be listed on the Emergency Contact Form and Child Agreement as authorized to pick-up your child. If a person that is not listed on the forms is needed to pick up, a guardian must contact the center and give verbal/written authorization. An "Authorization to Pick Up Child" form will need to be completed by a parent/guardian.

Pick-up and Drop-off Points

Parents pick up and drop off in the parking lot off Pine Street on the Pine Street side of the building. There is limited parking on Duke Street. Please do not park in the yellow marked area. This is space for emergency vehicles. Preschool and toddler parents utilize the entrance at the corner of Duke and Pine Streets. Infant Parents can park on Duke Street and use the infant room door or park in parking spots off the alley near the playgrounds to use the Tiny Tot door. Tiny Tots can park in the parking spots near the alleyway and playgrounds.

Emergency Contact and Agreement Updates

Every July and January, the emergency contact form will need to be updated. Any change in information should be recorded throughout the year. Please notify a teacher if you need a form updated. Every 6 months or with every room change, the child agreement will need to be updated. Teachers will have the forms in each classroom to record the changes. All forms must be signed and dated.

TUITION

- Tuition is a fixed rate, in that it remains the same if the child does not attend for several days during the week. If the child is out M-F, regardless of the reason, tuition is half rate to hold the spot open.
- A 15% discount is applicable for the oldest child, if there is more than one child attending from one family.
- Tuition not paid by the due date is subject to a \$15 late fee. Pickups after 6:00 pm are subject to a \$10 charge for the first 15 minutes and a \$1/minute thereafter.
- Two weeks written notice of withdrawal is required. Failure to do so will result in payment of tuition for the full two- week period.

SUMMER/EXTENDED ABSENCE POLICY

When a child is out for an extended period of time (6 weeks or more) and the guardian wishes to “hold” his/her spot, a weekly fee of one day per week’s tuition is owed. For example, if tuition is \$200/week, that is \$40/day. The guardian would owe \$40 for each week the child is out to hold the spot.

Health and Safety

- An initial health assessment must be on file within 60 days of enrollment. Subsequent updates required are determined by the child’s age and must be on file within a timely manner. Failure to do so may result in the child’s termination.
- Parents will be notified if a child is running a fever of 101 degrees or higher and arrangements for pick-up will be made. We will administer Tylenol with parent permission and a written order from the doctor.
- Tylenol is the only medication that will be administered. Antibiotics should be prescribed every 12 hours, so administration at daycare is not necessary.
- Children must be fever free for 24 hours before returning to daycare. The only exception is if there is a doctor’s note stating they may return to daycare. Regardless, a doctor’s note is always appreciated whenever possible.
- Children may not attend if they are contagious or are exhibiting symptoms of vomiting, diarrhea, sore throat with fever & swollen glands, and conjunctivitis.
- Other symptoms that may preclude the child’s attendance or require the need for the child to be picked up may be determined at the director’s discretion.

- Parents are responsible for all medical expenses associated with injury or illness that takes place at the center.

EXCLUSION CRITERIA

1. The child does not feel well enough to participate comfortably in the usual activity of the program.
2. The staff cannot care for the sick child without interfering with the care of the other children.
3. The child has any of the following that indicate a contagious disease or an immediate need for medical evaluation: fever and behavior changes or other signs/symptoms of illness as defined by "Recognizing the Ill Child" in the Preparing for Illness booklet.
4. If a child is sent home with a fever, they must be fever-free for 24 hours before returning.
5. If a child has been placed on antibiotics by a physician, they must remain home for 24 hrs. unless the physician gives written permission to return to child care.
6. If a child is sent home with vomiting or diarrhea he/she must be free of symptoms for 24 hrs. before returning.

CURRICULUM

The curriculum used at Tomorrow's World is derived from a variety of resources which are in accordance with the Office of Child Development and Early Learning (OCDEL) guidelines and aligned with PA Standards. Goals for the children, both as individuals and as a group, are developed through various types of observations, by the interests and needs of the children and with a thorough understanding of child development and its milestones.

The teacher's goal is to integrate social-emotional, physical, language, and cognitive development into everyday activities. Each age group has a lead teacher who designs weekly lesson plans based on theme related and child-driven activities which are aligned with the Early Learning Standards.

Infant/Toddler Curriculum

Pennsylvania Early Learning Standards for Early Childhood. Pennsylvania Department of Education and Department of Public Welfare, 3rd edition revised.

Creative Curriculum for Infants, Toddlers & Twos, 2nd edition revised. Dodge, Colder and Heroman, Teaching Strategies, Washington, D.C.

Preschool Curriculum

Splash Into Pre-K. Houghton Mifflin Harcourt, 2012.

Pennsylvania Early Learning Standards for Early Childhood. Pennsylvania Department of Education and Department of Public Welfare, 3rd edition revised.

Creative Curriculum for Preschool, 2nd edition revised. Dodge, Colder and Heroman, Teaching Strategies, Washington, D.C.

TRANSITIONS

Transitions are carefully planned at Tomorrow's World. Coming into our program, every effort is made to conduct an effective initial orientation for both the child and the parents. Classroom observations, visitations, and meetings with the parents are all components of this process. A "Getting To Know You" meeting is offered where parents can discuss the transition process with the teacher and have any questions/concerns addressed.

When a child is ready to move into the next developmentally appropriate classroom, the director, teachers, and parents will confer. Parents will receive a letter on the intent to transition the child. The child will visit the classroom as part of a "getting ready to move up" plan. Teachers will conduct transition activities to help facilitate the child's adjustment to the new classroom. Initially, the current caregiver visits with the child until the child is comfortable with their new caregiver. Once they are comfortable with the new classroom and teacher, children will join their new class at playground time, next with center time, then free play in evenings and finally, with nap time. The process varies for each child but generally takes 1-2 weeks. The transition process proceeds with the level of comfortableness the child has in the classroom.

When a child withdraws from the program, parents may request that certain documents be made ready to accompany the child to their new school. A form is available upon request for this purpose.

Kindergarten Transition Meeting

Transitioning to Kindergarten is an exciting time for children and families. In May, prior to your child starting Kindergarten, your child's teacher will offer a conference. This is a great opportunity to discuss your child's progress and goals for the summer months as you prepare to transition. Your teacher will review Kindergarten readiness skills that are assessed, activities that can be implemented at home to reinforce these skills and Kindergarten resources available for registration and transition activities.

IEP/IFSP

Tomorrow's World requests that a copy of any IEP, IFSP, written plan or special needs assessment completed by any professional on behalf of an enrolling child be submitted as part of the child's file. These documents will be used by the staff to inform practice in the best interests of the child. Staff would like to participate in IEP meetings when possible. Participation enables staff to be aware of goals and work with the parents to meet those goals.

"GETTING TO KNOW YOU" MEETING and 45 Day Assessment

When a child first enters the program or a new classroom, a "Getting to Know You" Meeting is offered within 45 days. It's an opportunity to discuss your child's transition and the assessment the teacher has completed regarding the child's progress. It is also a great time to get any new questions answered and concerns addressed. The form to request the meeting is attached to the 45 day assessment. Please work with your child's teacher or Mary Jane to arrange a convenient time.

ASSESSMENTS/CONFERENCES

Three times a year, your child's teacher will complete an assessment to track all areas of your child's development. Observations and classroom experiences are used to perform the assessments. Parents may request a conference with their child's teacher to discuss their child's development. Work Sampling is the assessment tool we use for our Preschool children. Ounce is the assessment tool used for ages 6 weeks-3 years.

Ounce Scale Assessment System

Ages 6 weeks- 3 years

The Ounce Scale helps us get to know children better by observing their everyday activities. We will record notes in your child's Observation Records to keep track of your child's behaviors and accomplishments. Three times a year, we will meet to share the assessment. We will use what we learn to plan ways we can work together to help your child grow. The Ounce Scale is not a test. It is a way to observe children as they play and take part in daily activities, such as eating

lunch or snacks, dressing, playing and being with children and adults. The Ounce Scale focuses on what children can do, not what they can't do.

We will keep track the following areas of development:

- It's About Trust: How your child shows trust
- Learning About Me: How your child expresses who he is
- Child to Child: How your child acts around other children
- Child Talk: How your child understands and communicates
- Child Discoveries: How your child explores and figures things out
- Children in Motion: How your child moves her body and uses her hands

By sharing what we observe, we will get a clearer picture of your child than either of us would alone. We will be partners working together to find the best ways to help your child learn and develop.

Work Sampling Assessment System

Ages 3-5 years

The Work Sampling System is designed to help teachers learn about your child's skills, behaviors, and academic achievements in school. Work Sampling gives teachers the information they need to work effectively with your child, build your child's motivation and self-confidence, and report student progress to you.

The Work Sampling System focuses on seven areas of the curriculum:

- Personal and Social Development
- Language and Literacy
- Mathematical Thinking
- Scientific Thinking
- Social Studies
- The Arts
- Physical Development and Health

BEHAVIOR MANAGEMENT

There will be a four week adjustment/probation period for children to grow accustomed to our program. A child not cooperating in a group situation may be seated next to the teacher and reminded of acceptable behavior. Removal from the group for a period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time is not used as a punishment, but as a time for the child to calm down, remember what behavior the teacher has requested, and decide for him/herself when he/she is ready to join the group with appropriate behavior.

Corporal punishment will not be used at Tomorrow's World. There is no hitting, slapping, or spanking permitted in any situation. Staff may need to physically intervene in any situation that may be harmful to a child or staff member. Discipline will not be imposed for failure to eat, sleep, or for toileting accidents.

If a child repeatedly behaves inappropriately, the following steps will be taken:

1. The Director and/or teacher will request a conference with the guardian of the child.
2. Cooperatively, a plan will be outlined with the goal of effecting a change in the behavior.
3. An outside consultant may be called in to observe the child in the classroom setting.
4. The guardian will be asked to seek professional counseling and the staff will work with the counselor's guidelines.
5. If the disruptive behavior continues, the guardian will be called to immediately remove the child from the center.
6. The child will not be readmitted to the center. All deposits and tuition fees paid by the parent will remain with the center. Guardians may petition for readmission at a later date.

The Director will assist the guardian in gathering their child's belongings at the time of dismissal and they are required to leave the center property in a calm and respectful manner immediately. Local authorities will be called if necessary.

Early Intervention Referral

When a child is exhibiting challenging or concerning behaviors teachers may recommend an Early Intervention screening or mental health consultation.

Process:

Step 1- Identify Concern

Step 2- Complete ASQ (Ages and Stages Development Assessment)

Step 3- Meet with Family (discuss concerns and possible options for support)

Step 4- Invite Stars coach to give feedback and support for teachers.

Step 5- Depending on observation from ASQ outcome, refer to Early Intervention for evaluation/Early Child Mental Health consult/inclusion support coaching/ ongoing classroom coaching refer to 1-800-692-7288 or www.connectpa.net

TERMINATION OF ENROLLMENT/WITHDRAWAL

Children may be withdrawn from the program at any time with written notification to the Director at least two weeks in advance. Tuition payment at the contracted rate will be expected up to the last day enrolled (two weeks after notification). If the correct notice is not given to the Director, any pre-paid tuition will not be refunded.

Tomorrow's World reserves the right, at its sole discretion, to terminate services provided based on certain events. Events such as, but not limited to, a lack of cooperation with established rules or procedures by the child and/or parents unacceptable behavior, are means for dismissal. If Tomorrow's World cannot guarantee the safety of the child, other children, or staff, an immediate notification of enrollment termination will be made to the primary caregivers.

Tomorrow's World ELC, Inc.

353 Duke Street

Ephrata, PA 17522

(717)738-3222

FEE SCHEDULE

2022

6 weeks- 24 months	\$225/week
2 years – 3 years	\$210/week
3 years and older	\$200/week

A non-refundable registration fee of \$40.00 per child is applicable at the time of enrollment.

50% of tuition is applicable for extended absences of five consecutive days occurring Monday through Friday of the same week one time per year.

Tuition not paid by the due date is subject to a \$15.00 late fee.

Pick-ups after 6pm or 5:30pm (babies) are subject to a \$10.00 fee for the first 15 minutes and \$1.00 for every minute thereafter.

The following policies Tomorrow's World follows come from [Caring For Our Children cfoc.nrckids.org](http://Caring_For_Our_Children_cfoc.nrckids.org).

Caring for Children with Special Needs

A collaborative approach in which the primary care provider and the parent/guardian complete the Care Plan and the parent/guardian works with the child care staff to implement the plan is helpful. A care plan will be distributed at enrollment as necessary.

Any child who meets these criteria should have a Routine and Emergent Care Plan completed by their primary care provider in their medical home.

- a. A list of the child's diagnosis/diagnoses;
- b. Contact information for the primary care provider and any relevant sub-specialists (i.e., endocrinologists, oncologists, etc.);
- c. Medications to be administered on a scheduled basis;
- d. Medications to be administered on an emergent basis with clearly stated parameters, signs, and symptoms that warrant giving the medication written in lay language;
- e. Procedures to be performed;
- f. Allergies;
- g. Dietary modifications required for the health of the child;
- h. Activity modifications;
- i. Environmental modifications;
- j. Stimulus that initiates or precipitates a reaction or series of reactions (triggers) to avoid;
- k. Symptoms for caregiver/teachers to observe;
- l. Behavioral modifications;
- m. Emergency response plans – both if the child has a medical emergency and special factors to consider in programmatic emergency, like a fire;
- n. Suggested special skills training and education for staff.

The Care Plan should be updated after every hospitalization or significant change in health status of the child. The Care Plan is completed by the primary care provider in the medical home with input from parents/guardians, and it is implemented in the child care setting. The child care health consultant should be involved to assure adequate information, training, and monitoring is available for child care staff.

Medication Administration

Medicines can be crucial to the health and wellness of children. They can also be very dangerous if the wrong type or wrong amount is given to the wrong person or at the wrong time. Prevention is the key to prevent poisonings by making sure medications are inaccessible to children.

All medicines require clear, accurate instruction and medical confirmation of the need for the medication to be given while the child is in the facility. Prescription medications can often be timed to be given at home and this should be encouraged. Because of the potential for errors in medication administration in child care facilities, it may be safer for a parent/guardian to administer their child's medicine at home.

Over the counter medications, such as acetaminophen and ibuprofen, can be just as dangerous as prescription medications and can result in illness or even death when these products are misused or unintentional poisoning occurs. Many children's over the counter medications contain a combination of ingredients. It is important to make sure the child isn't receiving the same medications in two different products which may result in an overdose.

In the event medication for a child becomes necessary during the day or in the event of an emergency, administration instructions from a parent/ guardian and the child's prescribing health professional are required before a caregiver/teacher may administer medication.

The administration of medicines at the facility should be limited to:

- a. Prescription or non-prescription medication (over-the-counter [OTC]) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian. Written orders from the prescribing health professional should specify medical need, medication, dosage, and length of time to give medication;

- b. Labeled medications brought to the child care facility by the parent/guardian in the original container (with a label that includes the child's name, date filled, prescribing clinician's name, pharmacy name and phone number, dosage/instructions, and relevant warnings).

Tomorrow's World will not administer folk or homemade remedy medications or treatment

No prescription or non-prescription medication (OTC) should be given to any child without written orders from a prescribing health professional and written permission from a parent/guardian. Exception: Non-prescription sunscreen and insect repellent always require parental consent but do not require instructions from each child's prescribing health professional. Documentation that the medicine/agent is administered to the child as prescribed is required.

Communication in Native Language Other Than English

At least one member of the staff should be able to communicate with the parents/guardians and children in the family's native language (sign or spoken), or the facility will work with parents/guardians to arrange for a translator to communicate with parents/guardians and children. Efforts will be made to support a child's and family's native language while providing resources and opportunities for learning English. Children will not be used as translators. They are not developmentally able to understand the meaning of all words as used by adults, nor should they participate in all conversations that may be regarding the child.

Diversity in Enrollment and Curriculum

Children who participate in programs that reflect and show respect for the cultural diversity of their communities learn to understand and value cultural diversity. This learning in early childhood enables their healthy participation in a democratic pluralistic society (peaceful coexistence of different interests, convictions, and lifestyles) throughout life. By facilitating the expression of cultural development or ethnic identity and by encouraging familiarity with different groups and practices through ordinary interaction and activities integrated into a developmentally appropriate curriculum, we can foster children's ability to relate to people who

are different from themselves, their sense of possibility, and their ability to succeed in a diverse society, while also promoting feelings of belonging and identification with a tradition.

Tomorrow's World will work to increase understanding of cultural, ethnic, and other similarities and differences by enrolling children who reflect the cultural and ethnic diversity of the community. Tomorrow's World provides cultural curricula that engages children and families and teaches multicultural learning activities. Indoor and outdoor learning/play environments have an array of toys, materials, posters, etc. that reflect diverse cultures and ethnicities. Stereotyping of any culture must be avoided.

Inclusion Policy

Policy Statement:

Tomorrow's World welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Procedures:

Admissions/waiting list

Children of all abilities are accepted into Tomorrow's World and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at Tomorrow's World use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Pennsylvania law or when information is subpoenaed by the court.

Family Centered Practices

Tomorrow's World acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Tomorrow's World communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. Tomorrow's World welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Tomorrow's World supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Family Group

A family group is established to engage families, support their participation in the education of their children, and includes activities to promote multicultural learning.

Family group meeting agendas and sign-in sheets are required.

Meal Policy

Tomorrow's World provides nutritious lunches to all children. Each lunch includes versions of kid favorite meals, made with healthier ingredients like whole grains, proteins, fruits, vegetables, and milk.

Each meal includes 4 food groups - fruit/vegetable, dairy (milk, milk product, cheese product), protein (meat, eggs, cheese, peanut butter, beans, nuts), grain (bread, cereal, pasta, crackers, rice). If your child doesn't eat what is provided or has a food allergy, we will provide an alternative of a cheese or peanut butter sandwich. If your child won't eat one of our alternative sandwiches, please provide a packed lunch.

All packed lunches must be labeled and refrigerated in the classroom upon arrival. Lunch is served with low-fat milk and snacks are served with water or 100% fruit juice.

Healthy eating and table manners are encouraged with each meal as teachers sit with the children and model appropriate behavior. Polite conversation as well as the discussion of healthy food choices take place throughout meals and activities daily. Children participate in nutrition education naturally through play opportunities as well as teacher guided activities per our curriculum. All teacher's receive professional development on meal time requirements as well as expectations for a STAR 4 center minimally once annually.

Sweets and salty snacks are limited to birthday celebrations and holidays. Healthier options are always available if you prefer this for your child. Please communicate with teachers prior to holidays so we can ensure your child receives the appropriate snacks.

Our lunch menu is updated monthly. If we make too much and the children are not served the food, the leftovers will be stored appropriately and used the following day.

If you would like to bring breakfast for your child, we will have tables available in each room. We stop serving breakfast at 8:30. We have a snack at 9 and this allows us to utilize the tables for activities.

Parents take turns providing snacks for their child's classroom. Each classroom has a snack calendar or a snack sign-up sheet. We have snack at 9 AM and 3 PM. Each snack includes two food groups (ex: cheese/crackers, fruit/pretzels, apple juice/veggie straws). Sweets and salty snacks cannot be served. Lunch is served between 11/11:30 am.

*New foods for infants should be introduced at home first. Please send new foods after three days of introduction. Food plans need to be updated consistently as meal patterns change.

In the case of a child with food allergies, the allergy will be posted in each classroom as well as in the kitchen. All staff will be informed of the allergy and care plan. This information is reviewed at each monthly staff meeting.

Care for Children with Food Allergies

When children with food allergies attend Tomorrow's World, the following should occur:

- a. Each child with a food allergy should have a care plan prepared for the facility by the child's primary care provider, to include:
 1. Written instructions regarding the food(s) to which the child is allergic and steps that need to be taken to avoid that food;
 2. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications;
- b. Based on the child's care plan, the child's caregivers/teachers will receive training, demonstrate competence in, and implement measures for:
 1. Preventing exposure to the specific food(s) to which the child is allergic;
 2. Recognizing the symptoms of an allergic reaction;
 3. Treating allergic reactions;
- c. Parents/guardians and staff will arrange for the facility to have necessary medications, proper storage of such medications, and the equipment and training to manage the child's food allergy while the child is at the early care and education facility;
- d. Caregivers/teachers will promptly and properly administer prescribed medications in the event of an allergic reaction according to the instructions in the care plan;
- e. The facility will notify the parents/guardians immediately of any suspected allergic reactions, the ingestion of the problem food, or contact with the problem food, even if a reaction did not occur;

- f. The facility will recommend to the family that the child's primary care provider be notified if the child has required treatment by the facility for a food allergic reaction;
- g. The facility will contact the emergency medical services system immediately whenever epinephrine has been administered;
- h. Parents/guardians of all children in the child's class will be advised to avoid any known allergens in class treats or special foods brought into the early care and education setting;
- i. Individual child's food allergies will be posted prominently in the classroom where staff can view and/or wherever food is served;
- j. The written child care plan, a mobile phone, and the proper medications for appropriate treatment if the child develops an acute allergic reaction will be routinely carried on field trips or transport out of the early care and education setting.

Successful food avoidance requires a cooperative effort that must include the parents/guardians, the child, the child's primary care provider, and the early care and education staff. The parents/guardians, with the help of the child's primary care provider, must provide detailed information on the specific foods to be avoided. In some cases, especially for children with multiple food allergies, the parents/guardians may need to take responsibility for providing all of the child's food. In other cases, the early care and education staff may be able to provide safe foods as long as they have been fully educated about effective food avoidance.

Physical Activity Policy

Outdoor time and physical activity are important for the health and development of all children. Tomorrow's World is committed to providing children opportunities to move throughout the day. Staff receive annual professional development training regarding physical play and safety.

We ask parents to apply sunscreen prior to arrival. Childcare staff will reapply after nap as needed for our afternoon playtime. Parents provide sunscreen for their child. The labeled bottles are kept in a locked cabinet. Sun hats and UPF clothing are appreciated to reduce sun exposure in the hot summer months.

We provide children ages 1-5 years old two outdoor play periods of 60 minutes minimum. Children are encouraged to run, jump, skip, climb, throw, catch, kick, and pedal through the toys available as well as teacher- led exercises. There are shady spaces and water is available to children indoors and out. Teachers actively encourage physical activity during children's free play as well as adult-led games. Teachers receive professional development on early childhood physical activity and information is shared with parents through newsletters and classroom communications.

Indoors, we have a stationary bike and small trampoline; as well as open areas where children can dance and participate in physical activity. We keep children moving and limit the amount of time children are expected to remain seated. On bad weather days, teachers plan centers that encourage active play. We have dance time and yoga sessions.

When weather permits, infants are taken outdoors at least twice daily. Teachers use a 4 seat stroller, deck time, and our playground to give children the healthy outdoor time they need. Tummy time is practiced throughout the day for non-crawling infants. Use of seats and exersaucers are limited to less than 15 minutes.

Clothing Policy

Socks and sneakers are required for safe play and walks. Each child needs spare clothes (pants, socks, shirt, and underwear) in their cubbies. Please swap out spare clothes as the seasons change. Label any sweatshirts or jackets. Children go outside twice daily and need appropriate clothing for the outdoors. A sun hat and closed toed sandals are great for the summer months.

Supervision/Ratios

Keeping children safe is a top priority at Tomorrow's World. Staff schedules are based on children's schedules. It is important any child schedule changes are reported to the teachers/Mary Jane as soon as possible so staffing can be adjusted.

State Regulated Ratios:

Infant Room- 1 teacher per 4 kids

Tiny Tot Room- 1 teacher per 5 kids

Toddler Room- 1 teacher per 6 kids

Preschool- 1 teacher per 10 kids

Dear Parents,

This letter is to assure you of our concern for the safety and welfare of the children attending Tomorrow's World, ELC. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate Evacuation- Children are evacuated to a safe area on or around the grounds of the facility in the event of a fire, etc.
- In-Place Sheltering- Sudden occurrences, such as those related to weather situations or hazardous materials, may dictate that taking cover inside the building is the best immediate response.
- Evacuation- Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to our Relocation Facility, Our Mother of Perpetual Help (OMPH) at 310 Church Avenue.
- Modified Operation- May be necessary in a variety of situations including cancellation/postponement or rescheduling of normal activities/hours. These actions are normally taken in instances of winter storms or building problems (such as utility disruptions) that may make it unsafe for children and staff.

Please remember to call our number, 738-3222, to retrieve all announcements relating to any of the In-Place Sheltering or Modified Operation actions. In the event of an Evacuation, we will call you to let you know that we have taken one of these protective actions. We will also call you when we have resolved the situation and it is safe for you to pick up your child. The facility director may provide an alternate phone number to call in an emergency event.

It is imperative that you review and update the form designating persons to pick up your child twice yearly. This is initiated by the center in January and July, but if changes occur between those times you should contact us immediately. We specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. Please ensure that only those persons you list on the form attempt to pick up your child.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Please feel free to contact me should you have additional questions regarding our emergency operating procedures. My email is twelc@ptd.net.

SUBJECT: Nondiscrimination in Services
TO: Parents
FROM: Mary Jane Johnson, Tomorrow's World ELC

Signature

Admissions, the provision 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 to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Tomorrow's World ELC

353 Duke Street

Ephrata, PA 17522

COVID 19 RESPONSE AND POLICIES

Keeping the health and safety of our families and staff as our highest priority, Tomorrow's World is taking the following precautionary measures. All policies are based on CDC recommendations and will be adapted as CDC recommendations change.

For the latest information from the CDC, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

COVID-19 Policy

If you or any member of your household has or has been in close contact with anyone who has a suspected or confirmed case of COVID 19 (example- close contact at school, work, social gathering), your household **must remain out of the center for 14 days after potential exposure.**

After 14 days, as long as 10 days have passed since any household member first experienced symptoms; symptoms have improved for any household members that experienced symptoms; the household has been fever-free for at least 72 hours without the use of fever-reducing medications, your household may return. **Depending on the circumstances, a doctor's note may be required to return to the center.**

Health Check and Illness Policy- COVID 19

This applies to all staff, families, children and their household members.

BEFORE COMING TO THE CENTER, YOU MUST CONDUCT A DAILY HEALTH CHECK.

If you or any of your household members have any of the following symptoms, please remain out for the day and notify the center.

- Fever of 100.4 or higher, now or in the preceding 72 hours
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing

The household will need to remain out of the center for 14 days unless a doctor's note is provided indicating the symptoms are associated with a known non-COVID 19 illness.

To reduce the transmission of the illness and for the comfort of your child, **we ask children to be picked up within 1 hour of notification.**

ENHANCED PROTOCOLS/Responsible Reopening

We will continually update our protocols/routines in accordance with CDC guidelines. In addition to regular and thorough cleaning of classrooms, surfaces and toys, handwashing policies for staff and adults, we will take the following enhanced protocols in accordance with the CDC:

1. Staff members and adults are required to wear a face covering, unless it is unsafe to do so.
2. Staff must perform daily system assessment of children. If symptoms (fever, cough, difficulty breathing) are present, the child may not enter the building.
3. Staff members must stay home if symptomatic.
4. New Drop off/pick up procedure (please see below).
5. Social Distancing (Please see below)

Drop-Off Policy COVID-19

To ensure social distancing and reduce contact between families, parents stay outside the building. Please park closest to the office doors. Your child will enter through the office. A staff member will be outside on the playground or on the office porch. The staff member will record your child's temperature and do a quick health check. If there are no symptoms, the child and staff member enter the building, wash hands, then go to his/her classroom.

- *Parent/Caregiver should, when safe to do so, wear a mask for pick-up and drop-off.
- *The same parent or caregiver should conduct drop-off and pick-up where possible.
- *Parent and visitor entry into the facility is as limited as possible.

During the Day

Staff will follow rigorous handwashing procedures upon arrival, after breaks and returning from outside, after toileting and assisting a child with toileting, after contact with bodily fluids or cleaning up contaminated objects, after cleaning/sanitizing using

chemical products, before eating, serving or preparing food or bottles, when visibly soiled and prior to departure.

To the extent possible, groups of children will be discouraged from mixing and will stay with their same group daily.

Teachers will remain with their group throughout the day.

Playground use will be staggered and disinfected between groups of children.

Different bathrooms will be used for each group or disinfected between groups.

All toys will be disinfected after use. Any toys that can not be disinfected will be removed from the play space. Toys from home are not permitted.

Gloves will be worn when serving food and preparing bottles.

At Pick-Up

Children will wash hands prior to departure. Families will wait outside. A staff member will bring your child out to you. Adults, please wear a mask at pick-up if safe to do so. Please do not congregate outside the building while waiting. We will do our best to get your child to you quickly. My cell # is 717-682-7331. Kayla's cell # is 717-517-4384. The Center's # is 717-738-3222. There is a doorbell at the office door and at Preschool's door on the corner of Duke and Pine. If we are not answering the phone, please ring the doorbell and someone will get your child.

Physical Environment

Child groups will be separated. There will be 2 small groups in preschool, 1 in toddlers, 1 in tiny tots, 2 in infants once there are more than 4 babies enrolled. Children will be spaced out at tables and when on the carpet. Sitting face-to-face will be discouraged.

Confirmed Cases

Any individual that develops symptoms during the day will be immediately isolated and parents will be contacted. The room the child/adult was in, will be shut down for deep sanitation. Immediate pick-up is required (less than 1 hour). All parents will be notified if there is a case of COVID-19 at the center.