

PARENT HANDBOOK FOR PENN WYNNE PRESBYTERIAN SCHOOL
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MISSION STATEMENT

POLICY NO.: 1

The mission of Penn Wynne Presbyterian School is to build a foundation for learning that will enable our children to discover and explore the world around them. We encourage kindness and empathy by respecting individuality and the diversity of our community.

WELCOME

POLICY NO.: 2

Welcome to Penn Wynne Presbyterian School! We are committed to providing quality, affordable childhood education and childcare. It is our intent to provide safe opportunities for play, exploration, and investigation.

Most children are eager to learn and can absorb an enormous amount of information. We use our environment to expose children to letters, numbers, literature, colors, shapes, pre-reading and writing skills, science experiences, mathematical concepts, and much more! We offer many opportunities to grow through new experiences and materials, cooking projects with new foods, educational toys, local field trips, and guest visitors. We enroll children from age 2 years, 7 months to 5 years old in our preschool. Explorers is an enrichment program for the other half of the kindergarten day. Our latchkey program is for children three years old through fourth grade.

PROGRAM PHILOSOPHY

POLICY NO.: 3

It is our desire that when your children leave the preschool that they will be happy, secure, and prepared for kindergarten. Our program aims to help preschoolers become socially, emotionally, and psychologically ready to experience success and satisfaction in school.

Our Explorers class is a fun, educational enrichment program designed to augment the child's kindergarten day. Our latchkey program provides a safe, happy, and caring environment for children whose parents need childcare before and/or after school. Our program seeks to be responsive to needs and opportunities shared with us by parents and children during the course of the year.

We believe that it is important to create an environment that gives children choices, and an opportunity for self-direction. Interplay with other children in an atmosphere that encourages social skills and self-confidence is also important. We provide many opportunities for children to explore their talents, interests, strengths, and challenges. Staff will structure activities accordingly to help children experience success.

LICENSING INFORMATION

POLICY NO.: 4

We are a licensed childcare center under the Office of Child Development and Early Learning (OCDEL) from the Department of Human Services. A copy of the Department of Human Services Regulations is posted in the Director’s office and is available to our families.

ENROLLMENT

POLICY NO.: 5

Enrollment at Penn Wynne Presbyterian School is open to children from 2 years, 7 months through fourth grade. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Parents can apply for enrollment of their child in Penn Wynne Presbyterian School by completing the enrollment application and paying the \$100 application fee. The application fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed tuition agreement, registration fee, immunization records, and signed parent handbook receipt.

If your child has an Individualized Education Plan (IEP), a copy must be given to the Director. It is our goal to provide, within our capabilities, the most appropriate educational environment for your child. All information will be strictly confidential.

The enrollment application and tuition agreement are not meant to serve as contracts guaranteeing service for any duration.

Penn Wynne Presbyterian School reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Penn Wynne Presbyterian School is contingent upon the parent’s, emergency contact persons,’ and child’s adherence to the policies and procedures of Penn Wynne Presbyterian School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Penn Wynne Presbyterian School immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

All custodial parents and/or legal guardians are required to sign a tuition agreement prior to enrollment of their child in Penn Wynne Presbyterian School. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

6.1 Payment Schedule

Enrollment in Penn Wynne Presbyterian School is for the entire school year. If the tuition for the whole school year is paid by September 10, a 3% discount will be applied. Tuition is divided into ten (10) equal payments due the first of each month July through April. The use of the monthly payment plan is for your convenience.

Penn Wynne Presbyterian School accepts cash, check, money order or our ACH system for payment. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to the Office Manager, Director, or Assistant Director. Your canceled check will serve as your receipt for payments made by check. There will be a \$30.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order, or ACH.

Tuition does not include fees for field trips and extracurricular activities such as cooking fees or special latchkey lunches.

6.2 Late Payment

A late fee of \$15.00 is imposed on any tuition payment received after the 20th of the month. Accounts not paid by the end of the month may result in dismissal from the school.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather, or acts of God. Days will not be made up or traded.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Penn Wynne Presbyterian School, however, if you anticipate difficulty with paying on time, please discuss the matter with the Director or Assistant Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

6.3 Multiple Child Discount

Penn Wynne Presbyterian School offers a multiple child discount for one or more siblings enrolled during the same school year. The higher priced sibling pays the full tuition rate and each additional child's tuition is discounted 15% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

CONFIDENTIALITY

POLICY NO.: 7

Within Penn Wynne Presbyterian School, confidential and sensitive information will only be shared with employees who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents, and/or children will not be shared with parents, as Penn Wynne Presbyterian School strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to, disability information or other health related information of anyone associated with Penn Wynne Presbyterian School. While we do create a class list that includes names, addresses, and phone numbers of students you will have the option to opt out of this being shared with your child’s class and it will not be shared outside of the school.

Outside of Penn Wynne Presbyterian School, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Penn Wynne Presbyterian School, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the confidentiality policy may not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate (i.e., biting, hitting, and spitting). You may be curious or concerned about the other child. Our confidentiality policy protects every child’s privacy. Employees of Penn Wynne Presbyterian School are strictly prohibited from discussing anything about another child with you.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE POLICY NO.: 8

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Penn Wynne Presbyterian School are considered mandated reporters, under this law. The employees of Penn Wynne Presbyterian School are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Penn Wynne Presbyterian School take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Penn Wynne Presbyterian School requires the parents of enrolled children to always behave in a manner consistent with decency, courtesy, and respect. One of the goals of Penn Wynne Presbyterian School is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Penn Wynne Presbyterian School but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the parent code of conduct will not be permitted on school property thereafter. Please refer to the policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

9.1 Punishment of Your Child or Other Children

Penn Wynne Presbyterian School does not condone corporal punishment of children. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness another parent’s child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher and/or Director’s attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our confidentiality policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the school.

9.2 Smoking

For the health of all Penn Wynne Presbyterian School employees, children, and associates, smoking is prohibited anywhere on church property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Penn Wynne Presbyterian School. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.3 Violations of Safety Policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Penn Wynne Presbyterian School. Please be particularly mindful of Penn Wynne Presbyterian School entrance procedures. We all like to be polite. However, we

need to be careful to not allow unauthorized individuals into the school. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

9.4 Confrontational Interactions

While it is understood that parents will not always agree with the employees of Penn Wynne Presbyterian School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. Threats of any kind will not be tolerated.

Parents must be responsible for and in control of their behavior at all times. While apologies for such behavior are appreciated, Penn Wynne Presbyterian School will not assume the risk of a second chance.

9.5 Violations of the Confidentiality Policy:

Penn Wynne Presbyterian School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the confidentiality policy not only applies to their child or family, but all children, families and employees associated with Penn Wynne Presbyterian School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the confidentiality policy.

PARENT’S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Penn Wynne Presbyterian School, as provided by law.

In the absence of a court order on file with Penn Wynne Presbyterian School, both parents shall be afforded equal access to their child as stipulated by law. Penn Wynne Presbyterian School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Penn Wynne Presbyterian School suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Penn Wynne Presbyterian School staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director and are allowed in the school only at the discretion of the Director. An employee of Penn Wynne Presbyterian School will always accompany visitors, throughout the school.

Penn Wynne Presbyterian School will dismiss any child whose parent is prohibited from entering church property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Penn Wynne Presbyterian School cannot have a child at the agency when the child’s parent is prohibited access. Penn Wynne Presbyterian School will not agree to

any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

COURT ORDERS AFFECTING ENROLLED CHILDREN

POLICY NO: 11

Once presented with a Protection from Abuse Order or a Restraining Order, Penn Wynne Presbyterian School is obligated to follow the order for the entire period it is in effect. Employees of Penn Wynne Presbyterian School cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Penn Wynne Presbyterian School will report any violations of these orders to the court.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Penn Wynne Presbyterian School must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

If conflicting court orders are presented, the most recently dated court order will be followed.

DISMISSAL

POLICY NO.: 12

Penn Wynne Presbyterian School reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within 30 days of the dismissal. A check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the school's legal counsel for collection.

A dismissed child and their parents are required to call and request an appointment with the Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Penn Wynne Presbyterian School.

WITHDRAWAL

POLICY NO.: 13

Two weeks' written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Parents who wish to change their child's days or times of enrollment at Penn Wynne Presbyterian School, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a possible change fee of \$50.

The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered final until a new fee agreement is signed. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the Director receives the schedule change will be used to give the two weeks' notice required for withdrawal.

ARRIVAL PROCEDURES

POLICY NO.: 14

Upon arrival at Penn Wynne Presbyterian School, the parent, or the adult dropping off the child, must escort the child to a designated staff member. Children are required by law to be supervised at all times while in the school building. Staff will help children put away outerwear and get settled for the day.

Penn Wynne Presbyterian School discourages parents from sneaking out of the school. Some children exhibit separation anxiety when it is time for their parents to leave. Penn Wynne Presbyterian School believes it is best for parents to tell the anxious child upon arrival, the parent will kiss, hug, and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Penn Wynne Presbyterian School are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. Upon arrival, parents are required to follow the medication policy if a child must receive medication during the course of the day. The parent must present special instructions in the form of an email and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

Penn Wynne Presbyterian School does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at Penn Wynne Presbyterian School. Children in morning latchkey should refer to the food policy for additional information.

14.1 Notification of Absence

Parents are required to inform Penn Wynne Presbyterian School at least 30 minutes prior to the child's anticipated arrival if a child will not be at the school on a scheduled day. This will enable the school to maintain appropriate ratios and help the classroom teacher effectively plan for the day more effectively. Parents who fail on 3 or more occasions in one school calendar year to give proper notice of an absence may be charged a fee.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Penn Wynne Presbyterian School will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

Parents who know in advance that their child will be late, are required to notify the center no later than 30 minutes prior to the start of their program to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

Children will not be admitted to the school after 9:30 am for preschool, 8:30 am for morning latchkey, 3:30 pm for afternoon latchkey without prior approval of the Director. This limits disruptions to the learning environment.

14.2 School's Right to Refuse Admission

Penn Wynne Presbyterian School reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, staff or other children enrolled at Penn Wynne Presbyterian School if the child were to be present at the center.
- Parents' failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program unless otherwise stated.

Once a staff member has released a child into the custody of the parent or other authorized adult, they are solely responsible for supervising their child while on Penn Wynne Presbyterian School's premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground. Parents are required to handle all business issues prior to taking custody of their child and are required to directly exit the building once they have. Parents should take home all papers in the child's cubby, folder, or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting or phone call for a later date because the teacher is responsible for supervising the remaining children in the classroom.

15.1 Late Pick-Up

Parents will be considered late to pick-up, when arriving more than 10 minutes after dismissal for preschool/Lunch Bunch. Parents will be considered late when arriving after 6:00 pm for afternoon latchkey. All measurements of time are to be according to the Penn Wynne Presbyterian School clock. Late fees will be assessed at \$10 for the first 10 minutes and \$10 per minute after.

A child's services may be terminated should the child be picked up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or emergency/alternate pick-up person) is available to pick-up the child on time.

15.2 Persons Appearing to be Impaired

The staff of Penn Wynne Presbyterian School will contact the other custodial parent and/or local police should a parent appear to the staff of Penn Wynne Presbyterian School to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Penn Wynne Presbyterian School staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and/or Child Protective Services. Any other authorized person who attempts to pick-up a child, and appears to the staff of Penn Wynne Presbyterian School to be under the influence of drugs and/or alcohol will be denied access to the child.

15.3 Emergency/Alternate Pick-Up

At enrollment, parents will be presented with an emergency/alternate pick-up form. Parents are required to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Penn Wynne Presbyterian School. In an emergency the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements may result in dismissal from the program.

Parents do not need to be listed on the emergency contact form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency/alternate pick-up form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the emergency/alternate pick-up form may be required to provide government issued photo ID prior to the agency releasing the child if staff is unfamiliar with the adult. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Penn Wynne Presbyterian School reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate pick-up form of the policies/procedures contained herein.

PARKING LOT

POLICY NO: 16

Our parking lot can be challenging. Please be aware of other cars **and children** in our lot. Do not let children run through the lot. Please hold their hand if necessary. Please accompany your child to the front door. If someone else is dropping off your child please have them walk to the front door with your child. Note also that the entrance to the parking lot from Manoa Road is one way. You may not exit the parking lot onto Manoa Road. When dropping your children off at school, please do not leave your car running or leave small children alone in your car.

EMERGENCY CLOSING AND INCLEMENT WEATHER

POLICY NO.: 17

Weather closing decisions for Penn Wynne Presbyterian School are made by the Director. When LMSD has a two-hour delay, it is likely Penn Wynne Presbyterian School will have a two-hour delay as well. In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by email. Closures and delays will also be posted on our website: www.pwpcns.com

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents/guardians first to arrange for pick-up. Should the staff be unable to reach the parents/guardians, the people listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents/guardians or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the school need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will be able to request that their tuition be refunded within 30 calendar days. Refunds will be issued as either a credit to the account or by check.

CURRICULUM INFORMATION

POLICY NO.: 18

18.1 Class Assignments

Preschool and Explorer class assignments will be announced in August. We will take teacher requests under consideration. Please make your preference known to the Director. We cannot guarantee a certain teacher or class.

18.2 Staff to Child Ratios

Age Levels	Staff	Children	Max Size
Older Toddler	1	6	12
Preschool	1	10	20
Young School-Age	1	12	24
Older School-Age	1	15	30

When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff: child ratio and maximum group size.

18.3 Birthday/Holiday Celebrations

We enjoy helping children celebrate their birthdays. If you would like to bring in a snack, please let your child's teacher know in advance. Since there are many children with peanut and/or tree nut allergies, no snacks containing these will be served. Each child's birthday will be recognized by the classroom teacher. We ask that you do not bring candy as a party favor.

18.4 Parent/Teacher Conferences/Communication

Preschool teachers generally schedule conferences once a year, typically in January or February. Regular conferences are not generally scheduled for our other programs.

Appointments with your child's teacher, or with the Director, can be made anytime during the year. Keeping the lines of communication open is especially important to us.

Anything you choose to share will be held in the strictest of confidence. If you are concerned with a particular situation, please discuss the matter with a teacher or the Director as soon as possible.

18.5 Preschool/Lunch Bunch

A. Daily Schedule

- 7:00am-8:45am Morning Latchkey
- 8:45am-11:45am Preschool Day
- 11:45am-3:00pm Lunch Bunch (Lunch at 12:30pm)
- 3:00pm-6:00pm Afternoon Latchkey

B. Cooking Fee

Children love to cook. Our teachers frequently enjoy cooking with their students. At the beginning of the year, we will collect a per child cooking fee (\$30) so that the teachers are able to purchase the ingredients for their cooking projects. This money is also used to buy food items for special days in school; for example, the teachers may buy Teddy Grahams for a Teddy Bear Picnic Day. Please put the money in an envelope marked "cooking fee" and put the name of your child on the envelope. If you choose to send a check, please make it out to the teacher. Give this envelope directly to the teacher on the first day of school.

C. Book Orders

We offer books to be purchased through various book clubs offered by Scholastic. The books are geared to preschool through elementary school children. There are even some resources for parents. Generally, we have three or four order opportunities per year. Interested parents should order and pay for the books online by the date indicated. For each dollar spent on books, the school earns bonus points, which we in turn spend on books for the school.

D. Lunch Bunch

Lunch Bunch is a wonderful social time for your child to eat with other children and to participate in a wide variety of activities. Lunch Bunch is offered from 11:45am-3:00pm. Lunch bunch may be scheduled on regular days and included as a tuition item in your monthly payment. You may also schedule Lunch Bunch on an occasional basis and be paid for per diem. You will receive an invoice through Brightwheel. Children should bring their lunch in an appropriate container clearly marked with their name.

Children under 3 must have prior approval. The Director will talk with the classroom teacher to determine if it would be a good option. Children must be potty trained and independent in the bathroom. We do not encourage having younger children, or children who normally nap, stay as they may find the day too long. Arrangements can be made with the Director for children to "try it just once" with the parent on standby should they need to come and pick-up the child early. Please be prompt in picking up your child. Three o'clock is the transition time from Lunch Bunch to latchkey. A late fee will be charged for late pickup except in the case of a true emergency.

E. Potty Training

It is assumed that all children enrolled in our program are potty trained. We will work with children entering our youngest class who are “almost there,” but they must at least be interested in the process. Preschool aged children have accidents. Please make sure that your child has an extra set of clothing at school.

F. School Photos

School photos are taken by a professional photographer in the fall. You will have an opportunity to review and order individual, as well as class, portraits.

G. Special Guests

We enjoy having guests in the classroom. If you know someone who has something interesting to share, or would like to read a story, please speak with us. We try to bring in people who enjoy sharing with the children. In the past we have had visitors share their occupation, show their tools, samples of work etc. It is a special time for the child to have someone they know personally as a guest.

H. Snack

Snack is at approximately 10:00am. Each teacher has their own system for snacks in the class. You will be given information on snack time in your back-to-school packet. Many children have peanut and/or tree nut allergies. No sharing snacks containing peanuts, peanut butter, or tree nuts will be served in the school at any time. For children with a limited diet, we recommend that the parents provide the teacher with appropriate snacks that may be given to their child any time there is a question about what their child may eat. This is to ensure a child is never left out.

18.6 Explorers

A. Schedule

- Morning
 - 9:00am-12:00pm Explorers
 - 12:00pm-12:30pm Lunch
 - 12:30-12:45 Walk to Penn Wynne Elementary
- Afternoon
 - 11:45am-12:00pm Walk to Penn Wynne Presbyterian School
 - 12:00pm-12:30pm Lunch
 - 12:30pm-3:10pm Explorers

B. Cooking Fee

Explorers love to cook, and our program has several units that involve working with food. At the beginning of the year your child’s teacher will collect \$35 per child to purchase ingredients for cooking projects. This money is also used to purchase food items for special days in school. Please put money in an envelope marked “cooking fee” with your child’s name and hand it directly to your child’s teacher on the first day of school. If you choose to send a check, please make it out to the teacher. Give this envelope to the teacher on the first day of school.

C. Transportation/Walks

Our Explorers and Latchkey children are walked between our school and Penn Wynne Elementary. Children walk across our parking lot to Manoa Road. They cross Manoa Road at Rock Glen Road. They then walk-up Rock Glen Road to Penn Wynne Elementary School. The same route is followed in reverse when leaving Penn Wynne Elementary School. Our walking rules are read aloud and signed by each walker at the beginning of the year. A copy will also be sent home.

D. Leaps and Bounds Days

Twice a year, typically in November and March, Lower Merion School District schedules multiple days with no kindergarten. Our explorer's program is open on these days. Children can come to their designated morning or afternoon class. If your child is also enrolled in our latchkey program, they have the option to come to both morning and afternoon explorers and latchkey.

18.7 Latchkey

A. Schedule

Morning Latchkey

In the morning we generally encourage children to play quiet table games, build with Lego/blocks, read books, work on puzzles, etc. until approximately 8:00am, at which time those who wish to may move to the bike room. They will leave the building at 8:40am to walk to Penn Wynne Elementary School.

Afternoon Latchkey

In the afternoon we welcome the children with a snack and a few minutes to unwind. At approximately 4:00pm we encourage children to begin their homework. Following homework, children are given choices of activities until time for pickup. We provide ample outdoor time as the weather allows. Latchkey ends promptly at 6:00pm.

B. Calendar

The calendar for our latchkey program usually parallels the Lower Merion School District calendar, and general tuition is based on this. Occasionally there will be an exception to this. Additional half or whole days may be purchased or elected one at a time as described in the package section of the handbook.

C. Homework

Our program will assume you want your child to do homework at the same time other children are doing their homework. If you do not wish for your child to participate in this study time, with or without guidance, a letter should be sent to the Director with a brief explanation. Otherwise, all children will be expected to work on assignments as given by their teachers.

D. The Package/Reservation Days

"The Package" is a tuition option which allows latchkey families to pay a single discounted price for all the in-service, early dismissal, and other scheduled closure days. On the days where LMSD is closed, or closed for a half day, children may attend latchkey if a reservation has been made. Reservations are required. A reservation form will be emailed to parents approximately two weeks in advance of a closure and must be returned by the date indicated on the form.

These days may be purchased separately by latchkey families that do not have "The Package" at a rate of \$15 per hour. Even families who have paid for "The Package" must return the reservation form so that adequate staff will be on hand.

HELMETS

POLICY NO.: 19

Helmets are required for all children while riding wheeled toys per PA law (75.35.10.A). Please label helmets clearly with your child's name. The helmets will be kept in individually labeled bags.

DISCIPLINE

POLICY NO.: 20

It is our goal to recognize, encourage, and reinforce positive behavior. At Penn Wynne Presbyterian School we define discipline as teaching appropriate behaviors. Our staff will model appropriate behavior, redirect children, and suggest/ elicit constructive solutions and mediation techniques. It is our goal to help children exhibit proper behaviors, not embarrass them for any reason.

Children are expected to treat all individuals with respect and kindness. Children who bully other children, engage in physically or emotionally hurtful behavior, or do not show improvement with disruptive behaviors might be asked to leave the program. Parents are also asked to exhibit respectful behavior towards staff and children. If you have a concern, please discuss it with the Director in private, rather than in front of the children.

POLICY: TOYS FROM HOME

POLICY NO.: 21

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

All toys brought in, for use as part of the curriculum, will be inspected by Penn Wynne Presbyterian School staff for safety and appropriateness, and may be prohibited at the sole discretion of Penn Wynne Presbyterian School staff.

On days where the school is closed, but our latchkey program is open, we allow children to bring activities from home. These activities should be labeled with your child's name and will be used on a limited basis (books, electronic devices, etc.). Children do NOT have access to the internet while in our building.

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are discouraged from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

It is not recommended that children wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to always have one seasonably and size appropriate complete change of clothing at the school. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the school at all times. A complete change of clothing includes: shirt, pants, underwear and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, gloves, scarves, and boots. Penn Wynne Presbyterian School is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are encouraged to not wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Penn Wynne Presbyterian School will not be responsible for lost or stolen valuables. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Penn Wynne Presbyterian School.

Penn Wynne Presbyterian School is not responsible for damage to, or loss of, articles of clothing or jewelry/accessories.

Penn Wynne Presbyterian School occasionally supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip and possible cost. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and

returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Penn Wynne Presbyterian School provides all required supervision for all field trips, but generally allows parents to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with their addition to the class.

PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at Penn Wynne Presbyterian School. Parents may volunteer to attend trips, read in the classroom, and/or coordinate special events. Teachers will have posted in their classrooms/online any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations.

Parents with court orders detailing custodial arrangements may only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Penn Wynne Presbyterian School reserves the right to make volunteer assignments. We cannot guarantee that volunteering parents will be assigned to locations where their child(ren) is present.

HEALTH AND SAFETY

POLICY NO.: 25

25.1 Pre-Enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the Penn Wynne Presbyterian School's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Penn Wynne Presbyterian School. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Director to

determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the school can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Penn Wynne Presbyterian School. The physical examination form, indicating the child's fitness to attend Penn Wynne Presbyterian School, must be completed by a licensed healthcare professional and returned to the Director prior to the first day of school.

25.2 Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out completely by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. Additional copies of this form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Penn Wynne Presbyterian School from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Penn Wynne Presbyterian School exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 Communicable Diseases

Penn Wynne Presbyterian School follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Penn

Wynne Presbyterian School reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit taken temporally.

Children are required to be excluded from the program for loose bowels or diarrhea which occurs 2 or more times in a 24-hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information (not a name or personal details) will be shared. Penn Wynne Presbyterian School will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

25.4 Biting

Penn Wynne Presbyterian School recognizes that biting is a developmentally appropriate behavior for children in the younger classes (2.5-3 years old). Parents with children in these classrooms should understand that their children may be bitten or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's services terminated. Furthermore, after 3 incidents parents of older children will have a meeting to determine if our school meets the child's needs. Termination of services will be at the discretion of the Director.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Penn Wynne Presbyterian School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child

involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 Dispensing Medication

Penn Wynne Presbyterian School will only dispense prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Penn Wynne Presbyterian School will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the Director's office. Medication Forms, doctor's notes and medication are to be turned in to the Director.

Penn Wynne Presbyterian School will dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a medication form detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. This is especially important for epi-pens. Children will not be allowed to attend school until an unexpired epi-pen is obtained.

25.6 Fire/Emergency Drills

Penn Wynne Presbyterian School conducts bi-monthly fire and emergency/evacuation drills. Parents and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill, parents may not drop off or pick up children. Parents must wait until the drill is complete and children have returned to the building to drop off their children. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the Director or designee will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. Parents will be asked to wait until the Director has accounted for all the staff and children; then directions will be given to release the children. All other parents or emergency contact persons will be notified of the situation. It is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to pick up their child out of the program during a fire/emergency drill or real fire/emergency are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation.

25.7 Alternate Safe Location

Should the administration of Penn Wynne Presbyterian School or any emergency services personnel determine the building which houses the childcare school to be too dangerous to be occupied, the staff and children will be taken to Overbrook Hills Fire Company at 1440 Manoa Road. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.8 Incident/Accident Report

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be given to the authorized pickup person to sign.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting or phone call for a later date because the teacher is responsible for supervising the remaining children in the classroom.

Should a person other than the parent or someone designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the Director within 24 hours. A copy of the report will be provided for your records.

25.9 Foods

All age groups:

All food items must be labeled with your child’s name. Penn Wynne Presbyterian School does not permit children to share or exchange food items. Children should bring a water bottle to school each day. Water will be provided when a water bottle is not available.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Penn Wynne Presbyterian School never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavioral reasons. Food may be used by teachers for classroom lessons.

Penn Wynne Presbyterian School does not allow full size candy bars, sodas, or full-size candy treats such as Skittles, Starbursts, or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature sized candies are permitted in a child's lunch as a treat.

Preschool Classrooms:

Penn Wynne Presbyterian School offers children a morning snack at approximately 10:00am and a half-hour lunch at approximately 12:30pm.

All meals are eaten with the children sitting at tables, to promote good manners, eating habits, and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and other treats will be reserved for a "dessert" when an adequate amount of their lunch has been eaten.

Penn Wynne Presbyterian School curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are encouraged to provide a full, healthy lunch for their children each day they are in attendance. Penn Wynne Presbyterian School will provide water for children who have forgotten a water bottle and wish to have it with lunch. Parents should limit food with little nutritional value. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Lunches for children in our preschool program must be placed in the refrigerator in accordance with the policy of our licensing agency. Lunches will not be heated for children.

Explorers Program:

Children in the Explorers program occasionally cook in the kitchen and use food items to enhance lessons.

Explorers eat lunch at approximately 12:00 noon. Lunches for children in our Explorers program should be stored in backpacks until lunchtime. Lunches will not be heated for children. All items in your child's lunch should be labeled with your child's name.

Latchkey Program:

Penn Wynne Presbyterian School does not serve breakfast. Children enrolled in morning latchkey may choose to bring breakfast from home to eat prior to 8:30am. Children in afternoon latchkey will have a snack at approximately 3:45pm.

25.10 Allergy Aware Policy

Due to the extreme nature of allergic reactions Penn Wynne Presbyterian School discourages peanuts/tree nuts and/or foods containing these products at Penn Wynne Presbyterian School. Any shared snack containing these items will not be served.

Penn Wynne Presbyterian School only serves items that are labeled as nut free. Many foods which we do not think of as containing nuts, or nut products, have in fact been made in factories

containing these foods and are therefore considered to be contaminated. When reading the label, we look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts."

25.11 Firearms and Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

STAFF EMPLOYMENT BY CLIENTS POLICY

POLICY NO.: 26

The staff of Penn Wynne Presbyterian School is prohibited from being employed by any client (current or former) during school hours. Parents are permitted to solicit staff members for the purpose of employment outside of school hours. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid. Penn Wynne Presbyterian School will not be held liable for any incidents that occur where a staff member is employed by a client directly.

NONDISCRIMINATION IN SERVICES

POLICY NO.: 27

Penn Wynne Presbyterian School complies with all applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, language, religion, or sex (including pregnancy, sexual orientation, and gender identity). Admissions, the provision of services and referrals of clients shall be made without regard to race, color, national origin, age, disability, language, religion, or sex (including pregnancy, sexual orientation, and gender identity).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. 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:

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health and Wellness Building
PO Box 2675
Harrisburg, PA 17105**

**PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street
Suite 105
Philadelphia, PA 19107**

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107**

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

AGENCY CONTACT INFORMATION

POLICY NO.: 28

Address: 130 Haverford Rd.
Wynnewood, PA 19096

Phone: (610)642-1308

Fax: (610)642-1309

Director: Liese Clodfelter
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