

SCHOOLHOUSE LEARNING CENTER



PARENT HANDBOOK Revised November 3, 2022

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SCHOOLHOUSE LEARNING CENTER, INC. LOCATIONS

ADMINISTRATION OFFICE

910 Town Center, New Britain, PA 18901
215-345-9103
FAX (215)345-9106
TOLL FREE – 1-888-4KIDS77
www.Schoolhouselearningcenter.net

295 West Street Road, Warminster, PA 18974
(215) 675-2334
FAX (215) 675-8142
SHLCmichelep@yahoo.com

131 Second Street Pike, Southampton, PA 18966
(215) 322-7200
FAX (215) 364-9711
SHLCkristin@yahoo.com

600 South Main Street, Sellersville, PA 18960
(215) 257-9747
FAX (215) 257-5230
SHLCsusannah@yahoo.com

21 North Main Street, Trumbauersville, PA 18970
(215) 536-6601
FAX (215) 536-9515
Sabrina@schoolhouselearningcenter.net

TAX ID #23-2479947



PHILOSOPHY

Schoolhouse Learning Center, Inc. is committed to the development of the whole child - physically, emotionally, socially, and intellectually. Our program offers a stimulating "hands on" approach to learning. By the use of interest areas within our classroom, it will allow for a more individual experience. We strive to offer a safe, warm, and loving community where children can come together to develop according to their individual needs and interests.

Our goal is to help young children play and learn by providing an enriching environment and a caring staff that encourages each child's curiosity, creativity, and self-confidence.

Schoolhouse Learning Center, Inc. was established in November 1987 with its Warminster Center. Since then it has grown to include a Southampton location in August 1996. Two additional schools were acquired from Child Care, Inc. in May 2002 and are operated in Sellersville and Trumbauersville.

Each school is headed by a Director who is an expert in their field and holds a degree in Elementary/Early Childhood Education along with extensive hands on experience in an Early Childhood setting. Each Director is fully responsible for the daily occurrences within their own centers. They oversee and supervise their own staff for a program that is unique to their own style and personality. Classroom aides and special visitors in such areas as music, movement, and computers supplement our full time professional staff.

Schoolhouse Learning Center, Inc. is state licensed by the Department of Human Services and the Department of Education and welcomes children of all races, colors, creeds, nationalities, and ethnic origins.

Schoolhouse Learning Center, Inc. has the distinguished honor of being recognized as a member of the Keystone Stars program, which is awarded to centers who have surpassed the Department of Human Services requirements.

MISSION STATEMENT

1. Create and maintain a safe environment for all children.
2. Promote a positive self-image for each child. Treat each child as an "individual". Teach each child to respect ourselves, others and property, thus fostering self-respect and self-esteem.
3. Create an environment, which provides each child with a sense of security, warmth, and belonging.
4. Use each child's natural curiosity to develop an enthusiasm and desire for academic achievement.
5. Provide all services at a fair price.
6. Operate in a businesslike fashion, eliminating unnecessary and wasteful expenditures.
7. Provide a modern, attractive, physical plant with up-to-date equipment.
8. Establish a stable employment environment with low staff turnover.
9. Encourage open communication among parents, staff, and administration.
10. Operate as an active participant within the community.

OPERATIONS

HOURS OF OPERATION

Schoolhouse Learning Center is open Monday - Friday from 6:30 am until 6:00 pm.

SCHOOLHOUSE HOLIDAY CALENDAR

Schoolhouse will be closed for the following holidays:

- Memorial Day -Thanksgiving Day -President's Day
- 4th of July -Christmas Day (Teacher In-Service)
- Labor Day -New Years Day

If one of these scheduled closing days fall on a Saturday or Sunday, Schoolhouse will close the preceding Friday or following Monday. These holidays are part of the annual school calendar, and no tuition credit is allowed for these scheduled school closings.

IN-SERVICE DAYS

Schoolhouse will close each year for 3 staff in-service days.
One in the fall, one in the winter and one in the spring.

SCHOOL CLOSING

In the event of inclement weather, we will make every effort to remain open. If we do find it necessary to close or open late, NBC 10 will display the information on TV beginning at 5:00 am and it will be available on their web site. You may also receive additional closing information by using the school's answering machine, Facebook and Tadpoles. If it is necessary to close early, for any reason, the school will contact each family directly.

OPEN DOOR POLICY

Schoolhouse Learning Center welcomes telephone calls regarding your child's care. Feel free to call the center during the day to inquire about your child. If possible, the teacher will speak with you directly in order to answer your specific question. Parents are welcome to visit the center as long as it is not disruptive to the group.

DROP OFF / PICK UP POLICY

PARKING LOT REGULATIONS

Please observe our 5-mile per minute speed limit around the center. This regulation is set up to protect your children. Parents are requested to use the designated areas to park their cars in the spaces provided. All children must be escorted closely to and from their cars.

The following are our parking regulations:

1. Cars must be pulled in between the lines provided. Please respect other drivers.
2. Cars may not be left running while you enter the building.
3. No keys shall be left in the cars while you enter the building.
4. All children must be brought into the building in the morning and dropped off in their perspective classrooms. Please do not allow your child to enter the building without adult supervision.

ENTERING THE BUILDING/ ESCORTING CHILDREN

Each school has a keypad. Upon entering the building, everyone must enter a code to acquire access to the school. The keypad is placed next to the main entrance and a four-digit code must be entered. Please check with the office about receiving the security code. Codes should not be given out to anyone. Please do not allow your child to key in the code. All who enter the building must wear shirts and shoes. No pets of any sort may be brought into the building without permission from the office. Smoking and vaping is strictly prohibited on Schoolhouse Learning Center's property including the parking lot. Dispose of cigarettes before entering parking lot. All children must be escorted to their classrooms upon arrival. It is important for you to accompany your child to and from their classrooms. When there is more than one child being dropped off or picked up, all children must stay with the parent until each child is delivered or picked up at its respective classroom. Once you have picked up your child(ren) from their room, they are your responsibility and are no longer the responsibility of Schoolhouse Learning Center.

HANDWASHING

All children must have their hands washed upon arrival to the classroom.

RELEASING A CHILD

Schoolhouse Learning Center, Inc. will only release your child to those individual(s) designated by you on the Emergency Consent Forms. A child is to be released only to adults (18 years or older) who are authorized to pick that child up. For each individual on the list, we will require a picture ID (i.e. driver's license) on file to release your child to that individual. If an individual arrives to pick up your child whose name is NOT on file, we WILL NOT release your child to that individual. A child may be released to an individual (not on the list) upon verbal and/or written consent of the parent. That individual will also be expected to show identification. The child shall be released to either parent unless there is a court order on file at the facility which states otherwise. Any court order pertaining to custody of the child MUST be on file at the center. If a staff person feels that the person that is picking up a child is not in suitable condition to drive or escort the child home, the child will not be released. A person designated on the emergency contact form will be contacted to come to pick up the child. If the person picking up the child resists this procedure, then 911 will be called immediately.

ALL VISITORS MUST CHECK IN AT THE OFFICE. IF SOMEONE OTHER THAN YOURSELF IS PICKING UP YOUR CHILD, PLEASE MAKE SURE THEY STOP IN THE OFFICE TO IDENTIFY THEMSELVES.

PROGRAM DESCRIPTIONS

NURSERY

The Nursery is available for care of children ages 6 weeks up to 16 months with a teacher/child ratio of 1 to 4. Our Nursery program is designed to provide each child with a feeling of warmth, confidence, and security. The schedule is a very flexible, individual one, which allows the staff to spend quality time with each child. We believe that through this nurturing interaction, along with encouragement and lots of love, the children will have experienced warmth that is essential to their growth and development.

YOUNG TODDLERS

The Young Toddler Room is available for care of children ages 13 months up to 2 1/2 years with a teacher/child ratio of 1 to 5. This program is designed to assist the children who are making the transition from our Nursery Room to our Toddler classroom. Within this room, the emphasis will be on initial acquisition of basic self-help skills. The children will participate in both small and large group activities. They will enjoy outdoor experiences on a daily basis.

TODDLERS

The Toddler Room is available for care of children ages 2 to 3 years with a teacher/child ratio of 1 to 6. This program is designed to assist the children who are making the transition from our Young Toddler Room to our Toddler Classroom. Within this room, the emphasis will be on initial acquisition of basic self-help skills. The children will participate in open-ended activities where the process is stressed rather than outcome. Through the use of interest areas the children will experience dramatic play, singing, games, stories, manipulative, and art projects along with various other activities. The children are engaged daily in both indoor and outdoor activities with the inclusion of small and large group experiences.

PRE-SCHOOL

The Pre-School Room is available for care of children ages 3 to 4 years with a teacher/child ratio of 1 to 10. The emphasis of our Pre-School program is to provide challenging activities designed to meet the individual needs of children during this active time of growth and development. By combining a diverse academic program with a healthy socially oriented one, we strive to create a very stimulating fun-filled day for the children. Within this room, interest areas will also be utilized to engage the children in separate activities throughout the day. The children will participate daily in both indoor and outdoor activities with the inclusion of small and large group activities.

PRE-K

The Pre-Kindergarten Room is available for care of children ages 4 to 5 years old with a teacher/child ratio of 1 to 10. Within the Pre-Kindergarten program, our focus with this particular age child is to help promote an enthusiastic and receptive attitude toward school. By combining a diverse academic program with a healthy, socially, oriented one, we strive to create a very stimulating fun-filled day for the children.

KINDERGARTEN

The kindergarten program at the Sellersville location is state licensed and registered by the Department of Education. It is available for care of children ages 5 to 6 years of age with a teacher/child ratio of 1 to 12. The program is a stimulating "hands-on" approach to learning. By the use of interest areas within our classroom it will allow for a more individualized experience. The program emphasis is on pre-reading, writing, and mathematics in a small group setting.

SCHOOL AGE

Kid's Club is available for care of children kindergarten through 12 years old that attend selective area Elementary Schools. Our Kid's Club program is designed for school age children. The school district or Schoolhouse Learning Center provides transportation from our center in the morning to their designated elementary school.

The school district or Schoolhouse Learning Center will also return in the afternoon to pick up children from their elementary schools and escort them to our center. Once the children have arrived, they will be given afternoon snack.

We will encourage some quiet homework time if necessary and attempt to assist them with any questions they may have. We also provide a variety of other activities within their room.

SUMMER CAMP PROGRAM

The summer camp program is available to children from ages 5 years (completion of kindergarten is required) to 13 years old. The program is generally for ten weeks and includes the following activities: swimming, field trips, picnic days, arts and crafts, games, and sport activities

ROUTINE INFORMATION

REST-TIME

There will be an afternoon nap/rest time for each child. The time and length of this rest period is determined by the age of the child; with younger children generally resting earlier and longer than older children. We ask that each parent provide labeled sleeping items. Bedding shall be taken home weekly for laundering.

CUBBIES AND PERSONAL ITEMS

Each child will have a designated cubby for their belongings. It should include a change of clothes (in-season outerwear, underwear, and socks), and a sleeping bag. Sleeping bags go home every Friday to be washed. It is important that all the items are labeled with your child's name. We discourage toys from home because of the potential of loss or breakage. Exceptions to the policy would be comfort toys for young children and show-n-tell items. However, we ask that such show-n-tell items exclude guns or other violent toys. In addition, Schoolhouse Learning Center, Inc. will not be responsible for any lost items such as earrings, bracelets, rings, etc

JEWELRY AND TOY POLICY FOR CHILDREN

It has become increasingly popular for both girls and boys to wear jewelry, such as earrings, at a very young age. As popular as it may seem, this issue raises several questions regarding safety:

1. A child can lose a piece of jewelry, which may be found and picked up by another child.
2. A child can put jewelry in his or her mouth and choke.
3. A child can grab dangling earrings, tearing someone's earlobe.

Since safety is always our number one priority, we require our parents to bring children to school without any jewelry. Our staff is to enforce this policy. In order to minimize any potential injuries, if a child is brought to school with jewelry and it poses a hazard, it will be removed by his or her teacher, and kept in a safe place for parents to pick up at the end of the day.

OUTSIDE PLAY

Every classroom is required on a daily basis to participate in outdoor play. Please be sure that your child/children have the appropriate outerwear. This includes gloves, hats, coats, snow suits and boots. Also, please provide a filled water bottle and a bottle of sunscreen which should be left in the classroom for protection from the elements. Every item must be properly marked with the child's name.

TUITION AND FEES

ENROLLMENT

An initial registration fee is due at the time of enrollment and will be paid again each September. See director for registration rates.

TUITION

Tuition is payable in advance on a weekly basis. Tuition is due the Friday before the actual week being serviced. Please remember that your tuition will be charged even if your child is absent from the center. A late charge of \$20.00 will be added to any unpaid balance that is not paid by Thursday AM of each week.

SNACKS/LUNCHES

Schoolhouse Learning Center provides am and pm snacks including milk and juice. All lunches must be brought to the center from home and stored in the proper manner according to the standards developed by the Department of Human Services and Department of Public Health. This means any perishable items should be removed from lunch bags and placed in the refrigerator labeled with your child's name. Please pack healthful foods.

BILLS

Invoices will be printed and posted each Friday on your child's cubby. Please review each bill for accuracy.

FULL TIME/PART TIME

A child is considered "full time" if that child is scheduled for attendance for four (4) or five (5) days for a minimum of five (5) hours per day. A child is considered "part time" if that child is scheduled for less than full time attendance.

DISCOUNTS

There is a \$10.00 discount for families with two or more FULL-TIME children. The \$10.00 will be deducted from the tuition for each child after the first child. This applies to full-time children only. Children attending both before and after school are considered full-time for this purpose.

SCHOOL AGE CHILDREN

- During school district holidays of 3 days or more in a week, the tuition charge for Kindergarten and Kid's Club will be the full-time Pre-School tuition rate. Please refer to the tuition rate sheets in your enrollment packet for rates for school district holidays and early dismissal.
- Any child suspended from public school cannot attend Schoolhouse Learning Center during that time.

FAMILY SICK LEAVE POLICY

A. Full-Time

Scheduled tuition payments are due and payable regardless of the actual number of days your child has attended each week. A sick week may be used ONLY when a child is absent due to illness. A sick week cannot be used when a child is on vacation or absent due to a school holiday. A child must be absent a minimum of three (3) consecutive days in a calendar week to be eligible for a sick week. Tuition charged for a sick week is one-half of the scheduled payment. Please contact the director concerning the maximum amount of sick time that may be used by a child in a school year. We must receive written notice that a child is sick in order to credit your account.

B. Part-Time

Children enrolled on a part-time basis are NOT eligible for sick weeks. Scheduled tuition payments are due and payable regardless of the actual number of days your child has attended each week. If you would like to make up a day, please speak with the director for availability. A make up day MUST be approved by the director and used within 30 days.

FAMILY VACATION LEAVE POLICY

A. Full-Time and Part-Time (Preschool)

Please contact the director concerning the maximum amount of vacation that families are entitled to per period each year (September - August). There will be no charge for a vacation week. Families are eligible to use a week vacation after being enrolled for three (3) months. Families cannot accumulate unused vacation time from year to year; nor can families receive any tuition credit for unused vacation time. At least two weeks written notice prior to each week is required.

B. Kindergarten and SCHOOL AGE

Please contact the director concerning the maximum amount of vacation that families are entitled to per period each year (September - June). There will be no charge for a vacation week. Families are eligible to use a week vacation after being enrolled for three (3) months. Families cannot accumulate unused vacation time from year to year; nor can families receive any tuition credit for unused vacation time. At least two weeks written notice prior to each week is required.

C. Summer Camp Program

No vacation time is allowed in the summer camp program. The only exception is for children who attend both Kindergarten or Kids Club **and** Summer Camp and who have not used permitted vacation time between September and June.

FAMILY PREGNANCY LEAVE POLICY

Family Pregnancy Leave is available to families when an enrolled child's mother is pregnant and the family decides to temporarily withdraw the child as a result of the mother's pregnancy. The maximum time for a child to be out on Pregnancy Leave is four (4) months. A child out on Pregnancy Leave will still be in an "enrolled" status and will not be required to pay a Registration Fee upon the child's return unless the child comes back after September 1, in which case, the Annual Registration Fee charges to all children is due and payable. If a child is out on Pregnancy Leave beyond four (4) months, the child will be treated as a new enrollee. The child will be treated as having withdrawn effective as of the original date of withdrawal. When a child out on Pregnancy Leave returns before July 1, and the new baby is enrolled at that time, the registration charged for the new baby is twenty-five (\$25.00). When a child out on Pregnancy Leave comes back on or after July 1, and the new baby is enrolled at the same time, the registration for the new baby is fifty dollars (\$50.00).

RETURNED CHECK POLICY

If a check is returned to us by your bank, it is your responsibility to submit a replacement payment within two working days either by cash, bank check, or money order. Personal checks are not acceptable. A \$15.00 returned check fee will be charged. Checks will NOT be redeposited. A two (2) month period must pass before personal checks will be accepted again.

LATE PICK UP FEE SCHEDULE

Schoolhouse Learning Center's hours of operation are from 6:30 a.m. to 6:00 p.m. There is a late pick-up fee after 6:00 p.m. The fee per child is \$1.00 for each minute after 6:00pm. (Example: 6:01 = \$1.00, 6:03 = \$3.00, 6:10 = \$10.00) This fee is to be paid **AT PICK UP TIME** in cash to the staff who stayed late with your child. This is not additional income for the school. We do this as an accommodation to the parents. The staff volunteers their personal time to stay. Please do not abuse this policy.

FAMILY REFERRAL POLICY

1. Family referrals are available to families enrolled full and part time.
2. The new family that has been referred to Schoolhouse Learning Center must turn in a letter of reference naming the old family, which referred them to Schoolhouse Learning Center. This letter must be received by Schoolhouse Learning Center by the end of the third week of enrollment of the new family for the old family to be eligible for a family referral.
3. The new family must be enrolled at Schoolhouse Learning Center for at least 3 months before the old family can receive the family referral credit.
4. The family referral credit is given in the form of a tuition credit to the old family. The referral amount to the old family is a \$200.00 tuition credit for a new family that is enrolling full time. The referral amount to the old family is a \$100.00 tuition credit for a new family that is enrolling part time.
5. Family referral credit is also given to families that refer new children that are only enrolled in our camp program in the form of free registration for camp to the old family.
6. Only one family referral credit (either \$200.00 or \$100.00, whichever is applicable) can be earned for referring a new family regardless of the number of children in the family that has newly enrolled at Schoolhouse Learning Center.
7. The old family must still be enrolled at the end of the three-month waiting period to receive the tuition credit.

LEARNING PROGRAM CHILD OBSERVATION/CURRICULUM/ASSESSMENT/IEP

OBSERVATIONS, ASSESSMENTS AND CONFERENCES

Observations of children will be conducted daily and you will receive a Teaching Strategies GOLD Assessment Report in October, February and May. A Child Service Report will be completed for our School-Age children. Results from observations are used for curriculum, individual child planning, and referral to community resources. At least two parent conferences will be offered per year to discuss the child's progress and behavioral, social and physical needs.

ASSESSING CHILDREN'S LEARNING AND DEVELOPMENT

Schoolhouse Learning Center assesses each child's development and learning using the Teaching Strategies GOLD Assessment. Teachers continually observe for the purpose of improving teaching and learning. The content of assessments also helps identify children with special learning or developmental needs. Decisions that will have a major impact on the child are never made on the basis of a single developmental assessment. If a teacher feels that a child may need extra services, the director and teacher will meet with the parents/guardians to discuss their observations. Schoolhouse Learning Center will refer parents to appropriate social, mental health, educational, wellness, and medical services, if necessary. Early intervention is a program that helps families develop their child's potential. All children grow and learn at different rates. Infants, toddlers and preschool children who have special needs due to developmental delays or disabilities are eligible to receive early intervention services. Parents who have questions about their child's development or disability may talk with their health care provider or the intermediate unit. The CONNECT Helpline, 1-800-692-7288; will also help answer questions about child development and specific disabilities. CONNECT staff can refer a family to the appropriate local agency to receive a developmental assessment. This assessment will determine if the child is eligible for services.

CURRICULUM

Schoolhouse Learning Center has chosen the Creative Curriculum as its primary curriculum. The tool provides additional information on how children develop, what children learn, how to set up their classroom learning environment, the family's role, and most important their role as educators. It is a framework that guides our staff in designing a program in which children will learn important skills and develop social competence. The Creative Curriculum also provides our educators with a crosswalk which connects our curriculum to the Pennsylvania Early Learning Standards. In addition, at least annually every classroom is assessed using the age appropriate Early Learning Rating Scale.

LESSON PLANS

Lesson plans are posted in the classrooms at the beginning of the week for parents/guardians to read. They include group plans, individual plans written after observations, transitioning activities, family activities, learning environments, rotated materials, play based activities and community activities.

INCLUSION:

INDIVIDUALIZED EDUCATION PLANS

Schoolhouse Learning Center has adopted the PA Office of Child Development and Early Learning state policies, practices and supports regarding inclusion (Announcement DS-03). The center actively includes young children with disabilities in the program. If your child has an IEP or IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. If provided, the director will give it to your child's teacher who will review the Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP). The director/teachers will listen to advice from the parents/guardians and the IEP/IFSP team to help facilitate a smooth inclusion process. The Director will assess ECE program staff competencies and if needed, staff will receive professional development, which will include family perspectives, related to inclusion based on the needs of staff and families. Reasonable physical accommodations and program accessibility to children with physical disabilities will be provided. All children will be included in all activities possible unless a specific medical contraindication exists. It would also be very beneficial if you invite your child's teacher from Schoolhouse Learning Center to be a member of the IEP/IFSP team. They know your child very well and can talk about your child's strengths and needs in the child care setting. They can also share insights about how your child learns and share their suggestions. When IEP/IFSP meetings take place, we recommend that the location is Schoolhouse Learning Center. You do not have to provide this information if you do not wish to do so. Further information regarding benefits of and your rights related to inclusion can be found here: <http://idea.ed.gov/>.

SUPPORTING THE LANGUAGE DEVELOPMENT AND ACADEMIC ACHIEVEMENT OF CHILDREN WHO ARE CULTURALLY AND LINGUISTICALLY DIVERSE

Staff will attend professional development to gain skills to support ELS in developing English language proficiency and academic readiness, including training in instruction strategies, the use of appropriate language support services, and use of curricula. Children will be encouraged to use home language, gestures, communication devices, sign language, and pictures to communicate when needed. Staff will have a variety of languages (based on home language) in the classroom, such as books, menus, posters, center labels and materials.

PARTNERSHIPS WITH FAMILY AND COMMUNITY

GETTING TO KNOW YOU and AGES AND STAGES MEETING

During enrollment, you will meet with the director to discuss the policies/procedures and will be asked to complete a “Getting To Know You” questionnaire regarding your child. The information provided by you will help your child have a smooth transition.

When your child starts, staff will observe your child and complete an Ages and Stages assessment. Ages and Stages is a reliable developmental screening for children between birth and age 6. It assesses development in five domains: communication, gross motor, fine motor, problem solving and personal-social. Within 45 days of program entry, you will be offered a conference regarding the completed Ages and Stages assessment. Staff will review with you your child’s developmental progress and discuss any possible delays in development. Staff will discuss next steps in learning, intervention, or monitoring. If your child attends the School-Age classroom, the staff will observe your child and complete a Child Service Report. A Child Service Report describes your child’s growth and development in the context of the services provided by the center. The areas of observation in each area (physical, knowledge and skills, social emotional, communication, language and literacy) align with Pennsylvania’s Academic Standards. Within 45 days of program entry, you will be offered a conference regarding the completed Child Service Report and review with you your child’s developmental progress and discuss any possible delays in development. Staff will discuss next steps in learning, intervention, or monitoring.

PARENT/GUARDIAN INFORMATION CENTER

Each teacher is required to maintain a “Parent Information Center” for his or her classroom. These centers are important communication links between parents and teachers. Please check it daily to continue to be well informed of various center activities; daily schedules, and various other items will also be posted.

PARENT/GUARDIAN & TEACHER COMMUNICATION

The nursery, young toddler, and toddler classrooms will receive written individual child information, including observations and activities that the group participated in on a daily basis. The parents or guardians in the Pre-S and Pre-K, will receive communication and documentation of child observations with families at least weekly. Tadpoles GOLD Mobile should be used for this correspondence.

Kindergarten and S/A classrooms will receive information that the group participated in using a visual communication format on a daily basis. Parents and guardians may use the pre-printed Schoolhouse Learning Center forms on an as-needed basis for notes to their child’s teacher and the teacher may use these as well to communicate to the parent/guardian. Please ask the director/assistant director for the location of these forms.

Another common area where information will be posted is the front door. We ask that parents be aware of this information center as you enter and exit the building. Our schools use Tadpoles to quickly deliver information to parents and staff members. We will inform families of school closings, program events, and share information with families. Tadpoles is offered to families at enrollment. Families can also contact the Director through email with questions or concerns; our website is www.schoolhouselearningcenter.net. Please check us out on FACEBOOK, too! All of our schools have an account.

PARENT/GUARDIAN SURVEYS

Parent/guardian surveys are used for parent input, feedback, and suggestions for "program planning and decision making."

TRANSITIONING

There will come a time when your child will be developmentally ready to move to the next age group or educational setting. The teacher will meet with the parent/guardian to discuss and provide general information to parents regarding a child's transition to another classroom or higher educational setting and are will be encouraged to connect to the school setting by visiting. The teacher will also plan age-appropriate activities for children to prepare for the transition. Schoolhouse Learning Center works with local elementary schools to help with child transitioning from child care to school setting and it is encouraged that parent's are involvement in this activity. The staff also participates in community/school transition activities when available. Program staff will support long-term relationships with children that have transitioned.

FAMILY RESOURCES

-Bucks County Intermediate Unit (Bucks IU): provides services to infants and toddlers with disabilities or developmental delays

Website: <https://www.bucksiu.org/child-student-services/preschool-early-intervention>

-Bucks County Mental Health 24-hour Crisis: 1-800-499-7455

-Child Care Tax Deduction: You may be able to claim the child & dependent care credit.

Website: <https://www.irs.gov/taxtopics/tc602>

-CHIP: Children's Health Insurance Program, Pennsylvania's program to provide health insurance to uninsured children & teens who are not eligible for or enrolled in Medical Assistance.

Website: <https://www.dhs.pa.gov/CHIP/Pages/CHIP.aspx>

-CCW Subsidized Child Care Program: Helps low-income families pay for child care.

Website:

<https://www.dhs.pa.gov/Services/Children/Pages/Child-Care-Works-Program.aspx>

-Compass: online tool for Pennsylvanians to apply for many health and human service programs and manage benefit information; through COMPASS you may apply for medical assistance, SNAP, cash assistance, LIHEAP, and more.

Website: <https://www.compass.state.pa.us/compass.web/Public/CMPHome>

-Dental (NIDCR): Topics regarding dental care

Website: <https://catalog.nidcr.nih.gov/?redirectdefault.aspx>

-Early Intervention (EI): supports infants & toddlers birth-3 who qualify for EI services.

Website: <https://www.buckscounty.gov/950/Ages-0-3>

-Food Assistance: If you or someone you know is in need of food, please see the list of Food Pantries and other Food Assistance Programs available to Bucks County residents.

Website: <https://bcoc.org/food-pantries/> or call the Hub at 215-348-6201.

Housing-Related Crisis: Call the Housing Link Helpline at **1-800-810-4434**

-Intensive Behavioral Health Services (IBHS): is a combination of services and supports that are delivered in the home and community setting. It is typically recommended for children/adolescents whose behaviors are too severe to be addressed in typical outpatient therapy.

Website: <https://www.magellanofpa.com/for-providers/provider-resources/provider-directories/>

-Nutrition Standards (CACFP): Topics regarding nutrition

Website: https://www.cacfp.org/assets/pdf/USDA_English_Handout%5B3%5D.indd/

-Pennsylvania Learning Standards for Early Childhood: delineate benchmarks along the birth to grade 2 continuum to promote readiness and early school success

Website: <https://www.pakeys.org/pa-early-learning-initiatives/early-learning-standards/>

STARS: Quality Rating and Improvement System Website:

<https://www.dhs.pa.gov/Services/Children/Pages/STARS-for-Parents.aspx>

-Suicide Prevention Lifeline: Call, Text or Chat - 988 or call 1-800-273-TALK (8255)

RELEASE OF INFORMATION

Release or dissemination of information in a child's record may be made by the director only with written parental consent. Before file material is released, a release form must be signed by the parent authorizing the director to disclose information. A release form may be obtained from the director. The staff may not disclose information concerning children or families enrolled at the center.

PARENT/GUARDIAN CODE OF CONDUCT

We respectfully request that a code of conduct be upheld by our parents. Below is a list of rules that we expect all of our parents to obey:

1. No cursing or swearing.
2. No threatening of the staff, parents, or children.
3. No physical or verbal punishment of your children or other children.
4. No smoking or drinking.
5. No parking where there are "no parking" signs.
6. No parking in the handicap spots unless indicated by your license plate of temporary hang tag hanging from your rear view mirror.
7. No speeding in our parking lots – our speed limit is 5 mph.
8. No quarreling with other parents or staff.
9. No violating of our confidentiality policy.
10. Please refrain from using your cell phone when you are picking up or dropping off your child(ren).
11. All parents must treat our staff as professionals.
12. All firearms and weapons are prohibited on Schoolhouse property.

We strive to make Schoolhouse Learning Center a quality facility and, with your cooperation, we hope to achieve our goal of having our schools be a safe, happy, and enjoyable environment for your children and families.

SUSPENSION, TERMINATION OR WITHDRAWAL

SUSPENSION POLICY

We reserve the right to suspend any child who may pose a direct threat to himself or the safety of others in our school. Possession of any forms of weapons or firearms will result in suspension from school and law enforcement agencies will be notified immediately.

SUSPENSION AND EXPULSION

Schoolhouse Learning Center has adopted the PA Office of Child Development and Early Learning state policies, practices and supports regarding suspension and expulsion (Announcement C-17#04).

Schoolhouse Learning Center is committed to reducing suspensions/expulsions and to helping each child achieve their full potential. We focus on shaping children's behavior through positive guidance. Positive classroom rules are reinforced daily and children are redirected toward desired behaviors. We focus on language development to help foster communication and help children develop their problem-solving skills. We include social and emotional development into our curriculum and daily classroom activities.

In addition, a Behavior Support Team (consisting of the Behavior Support Director, Center Director, and the child's Teachers) work closely with families when challenging behaviors are observed. Staff use observations, developmental assessments, and Positive Behavioral Interventions and Supports (PBIS) to develop an individualized care plan. We assist parents in accessing outside resources referral to EI, ECMHC, Behavioral Health, and other community based services, to help maintain the child in the center. This also includes family-oriented resources regarding child development, behavior, social development and other topics that may be needed. Training activities and supports based on the current needs of the early childhood staff and the children and families are also provided when needed.

Parent Referrals: Procedures for referring parents to appropriate social, mental health, educational, wellness, and medical services

1. Teacher fills out ABC observation sheets
2. Observation sheets are reviewed by the Director
3. Director and teacher discuss the needs of the child
4. Parents are given the report and asked to come in for a meeting
5. Director, Head Teacher, and Parents meet
6. Parents are given a referral to appropriate community services
Families and early childhood professionals may refer to EI and other services for young children by contacting CONNECT at 1-800-692-7288.
If needed, this procedure will be followed for parent conferences.
7. If a child who has not previously been enrolled in EI is at risk of suspension/expulsion, the child's family must be referred to EI and may be referred to the OCDEL ECMHC Program (if the ECE program is eligible) before the ECE program asks the family to un-enroll from the program.
Documentation of the referral must be maintained in the child's record.

EI Program Contact: Procedures for a child with an IFSP/IEP who is at risk of suspension/expulsion.

1. Teacher fills out ABC observation sheets or documentation of behaviors
2. Observation sheets are reviewed by the Director
3. Director and teacher discuss if the child's at risk of suspension/expulsion
4. If the child's at risk of suspension/expulsion, they will contact the EI Program for assistance before the child and family are asked to un-enroll from Schoolhouse Learning Center.
5. The EI program shall respond to SHLC via phone or email within 48 hours and hold an IFSP or IEP team meeting within ten EI program calendar days from the date of the request for assistance from the ECE program.
6. If behavior was not previously identified as a special consideration on the IFSP or IEP prior to this request for assistance, EI must include the information in the IFSP/IEP at this time.
7. The parent's procedural safeguards are followed in relation to placement changes.

BITING/SCRATCHING/HITTING POLICY

If a child bites, scratches or hits another child or a staff member, the following procedure will be followed:

1. First Incident - NOTIFICATION
 - a. The parent will receive a verbal and written notice from the teacher stating the incident.
 - b. The parent will receive information regarding incident and ways to prevent incident.
 - c. Incident will be placed in child's file.
2. Second Incident - MEETING
 - a. The Director and/or Assistant Director will set up a meeting with the parent(s) to brainstorm causes and preventative measures that can be implemented.
 - b. Parents will be reminded that behavior deemed unacceptable will lead to dismissal from Schoolhouse Learning Center, Inc.
 - c. Remind parents that we want to provide a safe environment for all the children in our center.
3. Third Incident -DISMISSAL

DISMISSAL OF THE CHILD HAS TO BE CONSIDERED ON A CASE TO CASE BASIS AND WILL BE AT THE DISGRESSION OF THE DIRECTOR.

* Please keep in mind that it is common for young toddlers and toddlers to bite other children.

TERMINATION

Schoolhouse Learning Center, Inc. reserves the right to terminate enrollment of any child for any of the following:

1. Failure to comply with rules and regulations of Schoolhouse Learning Center.
2. Failure to pay tuition in a full and timely manner.
3. Excessive lateness past center operation hours.
4. Inability on part of center to accommodate special needs of an individual child.
5. Behavior of child or parent, which is deemed unacceptable.
6. Failure to submit requested or required documentation, information or the like.

WITHDRAWAL

Two weeks written notice is required to withdraw a child. If proper notice is not received, the family will be responsible for payment of two weeks tuition following the last date of enrollment.

DEPARTING SCHOOL-AGE CHILDREN POLICY

When a school-age child withdraws from Schoolhouse Learning Center the following will occur:

Parents will have the opportunity to meet with the childcare Director and Schoolhouse staff. The discussion will be about transiting and may focus on what their child should and should not do while alone. For example: should they answer the phone or door, is it appropriate to use the stove, should they go outside on their own, should they use the internet, and so forth. If requested, parents will be given information from local libraries. We will encourage families to take their children there and find books on how school-age children can care for themselves until an adult comes home.

REFERENCES

1. McPherson, M., P. Arango, H. Fox, C. Lauver, M. McManus, P. Newacheck, J. Perrin, J. Shonkoff, B. Strickland. 1998. A new definition of children with special health care needs. *Pediatrics*102:137-40

HEALTH, SAFETY/SUPERVISION, AND MEDICAL PRACTICES

ILLNESSES

Parents are responsible for bringing their children to the center in good health and capable of participating in the days activities. Sick children MAY NOT be brought to the center for care. For the protection of the other children and staff at Schoolhouse Learning Center, your child SHOULD be kept at home if he/she exhibits any of the following:

1. Temperature of 100.4 or higher
2. Diarrhea
3. Unexplained rash
4. Severe symptoms of a cold
5. Child who is feeling sick or acting sick
6. Head Lice/Nits

If your child becomes ill during the day, parents will be notified by phone and expected to make arrangements for their child to be picked up from the center. It is necessary that they remain out of the center for at least a 24 hour period if they are exhibiting any of the above symptoms. If a child has been picked up from school because of any of the above symptoms and their physician has examined them, they may return to Schoolhouse with notification, in writing, from the physician which states the following:

1. Child was examined
2. Diagnosis
3. Child is not contagious
4. Child may return to Schoolhouse Learning Center

After your child has been examined by the physician, if they are still run down, lethargic, Irritable and cannot keep up with the daily routine in his/her class, they should remain at home until they are fully able to participate.

Please speak to the center director for rules and regulations regarding Covid.

School Age Children - Any child dismissed by a nurse within their school district cannot be dropped off at Schoolhouse for the remainder of the day. We cannot accept sick children because we do not have the facility to accommodate them or the appropriate staff to care for them. Any child dismissed due to head lice we ask that there is a cooperative effort between the parents, public school, and Schoolhouse Learning Center to prevent spreading of the head lice.

Staff members will inform the director/assistant director or in their absence, senior staff if a child is absent. They will call the family immediately to find out why they are out. The staff will also tell them if a child is absent due to illness or becomes sick during the day. Using the attendance form, the teachers will document any illness. The illness tracking for children will be completed by the "illness tracker" daily and they will review the information to determine what action is needed, if any. They will document it on the illness tracking form and if action needs to be taken, they will take action to correct the problem. The action plan will focus on a "GLOBAL" plan. Staff will use the book HEALTHY YOUNG CHILDREN as a resource and/or speak to someone at the Bucks County Health Department for further assistance. Literature will be sent home to the parents/guardian if it is warranted. The center will also track staff illnesses in the same manor.

SUPERVISION

Children who are in our care at Schoolhouse Learning Center are supervised at all times. When the children are utilizing our outdoor play space this too is considered part of the facilities premises and shall be closely supervised during this time as well.

As with any time during the day, transition times are also closely monitored. These times include, but are not limited to: bathroom time, lining up for special activities, proceeding outside for gross motor enrichment, fire drills or any other transfer from one activity to another.

Each staff member is well versed in the child staff ratio that should be maintained in his or her respective classroom. They are always aware of the children in their group and take responsibility for these children.

Supervision is an important part of our successful program.

SAFETY

Ensuring your child's safety is an essential part of Schoolhouse Learning Center, Inc. Each year through the Department of Human Services, our equipment is checked by a licensing agent for proper maintenance of toys and play apparatus. All toys are periodically washed and sanitized, and old toys are replaced with new ones. All directors are subscribed to receive emails regarding items that have been recalled. Action is taken if needed. All schools have door codes on the main door.

EMERGENCY EVACUATION PROCEDURE

Evacuation drills are held on a monthly basis at each facility. If reentry into the building is Not possible, children will be evacuated to a temporary shelter. The temporary shelter will have the materials necessary for the program to take care of the children until parents, legal guardians or designated persons can take the children home. Families will be notified by Tadpoles and/or television broadcast on NBC 10.

MEDICAL

Health Appraisal:

It is required that a child's shot record is received on or before the first day of program entry. The initial health report is required no later than 30 days following the first day of attendance at the facility. There must be a statement on the health assessment stating the child is able to participate in child care and appears to be free from contagious or communicable disease. DHS requires that an updated written verification from a physician, physician's assistant, CRNP, the Department of Health or a local health department of ongoing vaccines administered to an infant, toddler or preschool child in accordance with the schedule recommended by the ACIP (see below for exceptions).

1. The initial health report for an infant must be dated no more than 3 months prior to the first day of attendance at the facility.
2. The initial health report for a young toddler must be dated no more than 6 months prior to the first day of attendance at the facility.
3. The initial health report for an older toddler or pre-school child must be dated no more than 1 year prior to the first day of attendance at the facility.
4. The initial health report for a school-age child must be dated in accordance with the requirements for a medical examination for school attendance in 28 pa code S23.2.

We require you to provide an updated health report in accordance with following schedules:

1. At least every 6 months for an infant or young toddler.
2. At least every 12 months for an older toddler or pre-school child.

Flu Vaccination

Flu vaccination is included in the DHS recommended vaccination schedule for children and DHS representatives will check the children's health appraisal for compliance. Please read below for exemption reasons and documentation procedures.

Exemptions from immunization must be documented as follows:

Exemption from immunization for religious belief or strong personal objection equated to a religious belief must be documented by a written, signed and dated statement from the child's parent or guardian. The statement shall be kept in the child's record.

Exemption from immunization for reasons of medical need must be documented by a written, signed and dated statement from the child's physician, physician's assistant, or CRNP. The statement shall be kept in the child's record.

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Varicella Vaccination/Chicken Pox

DHS requires child care centers to have on file one of the following types of documentation regarding the varicella vaccination (chicken pox):

1. A letter stating the dates that your child had the chicken pox.
2. A letter stating that you choose to decline the varicella vaccination because you strongly object to it.
3. The date your child had the varicella vaccination.

MEDICATIONS

Schoolhouse Learning Center, Inc. will assist in administering medication throughout the day. The following procedures must be taken before any medicine will be dispensed.

1. Please sign the MEDICATION LOG located in your child's room (include all information required).
2. Prescription and non-prescription medicines will only be accepted in original containers.
3. Prescription medication MUST have your child's name on the medication. LABEL medicine with your child's name if it is not a prescription.
4. Please HAND medicines to the teacher to be placed in the designated area.

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS

Children with special health care needs are defined as "...those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally" (1). If your child meets this definition, the director will give you a Care Plan to be completed and signed by their health care provider. A care plan may include medications to be given, needed accommodations, suggested special trainings for staff, parent notes and/or special health care plan. Please submit the care plan to the center director at the time of enrollment. For the health and safety of your child, the care plan will be given to the staff that works with your child. It is important that staff involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency; and the specific actions to take regarding your child's special health needs. You will need to update the care plan when there is a change and at least annually.

ASTHMA: Pollution While Children Are Outside and Inhaler

Supervising adults will check the air quality index (AQI) each day and use the information to determine whether all or only certain children should be allowed to play outdoors. Family members will fill out the Medication log if an inhaler is required. Staff will be aware of and follow the procedures that the family members write down.

FOOD ALLERGIES

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.

MEDICAL NEEDS

Recreational Equipment: If provided by the families, the staff will use therapeutic and recreational equipment to enhance the educational and developmental progress of children with special health care needs, to the extent that they can be safely and reasonably furnished.

Special Adaptive Equipment: Special adaptive equipment (such as toys, augmentative communication devices, and wheelchairs) for children with special health care needs that are provided by the families will be utilized by the facility as part of their reasonable accommodations for the child. Staff should be instructed and trained in use of communication devices and other adaptive equipment.

MEDICATION ADMINISTRATION

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

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. 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). Facilities should not administer folk or homemade remedy medications or treatment. Facilities should not administer a medication that is prescribed for one child in the family to another child in the family.

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".

INCIDENT REPORTS

All staff are trained in basic first aid and CPR. The teachers involved will treat accidents such as playground bumps and bruises. Appropriate first aid procedures will be followed along with a written notification of the incident. A parent may be called if the child appears unusually upset or if the bruise worsens throughout the day. The accidents are tracked and a plan of action is developed if needed to prevent further occurrences. A site safety review and corresponding plan of action are also instituted. Incident reports are also used to document bruises, scratches, rashes, etc. noticed upon his/her arrival.

The injury tracker (staff identified at each school) will review the incident reports to determine what action is needed, if any. If action needs to be taken, he/she will take action to correct the problem or inform the director to contact the administrative office if it is a maintenance issue. The injury tracker will complete the safety tracking form daily and an action plan will be developed that focuses on the accident, GLOBALLY. The goal is to prevent further occurrences. For example: If a child falls in the classroom because they were running, our action plan might be to go over the classroom rules with the students and read a book about indoor safety. The action plan should NOT be: the child was given ice and a hug. Also, our staff observation form has a focus area "Supervision". This insures that the supervisor is observing supervision of the children. This is part of our "*corresponding plan of action*" that is instituted.

CHILD ABUSE REPORTING

Schoolhouse Learning Center's staff shall report or cause a report to be made in accordance with section 6313 (relating to reporting procedure) when they have reasonable cause to suspect child abuse. This includes child cleanliness, appearance, verbal or physical abuse, and the use of car seats.

EMERGENCIES

In the event of a medical emergency or serious accident, emergency personnel (911) will be contacted. A designated staff member will escort the child to the hospital along with his/her EMERGENCY CONSENT FORM. The parents will also be notified immediately by phone.

EMERGENCY CONTACT FORMS

On the emergency contact form, parents/guardians need to list at least two names (other than the parent's or guardian's name) in the section asking for emergency contact people. Emergency forms will need to be updated if anything changes or at least every six months.

SPECIAL EVENTS

BIRTHDAYS AND SPECIAL OCCASIONS

Schoolhouse Learning Center will coordinate many group activities to involve parents/guardians in meeting program learning goals throughout the year. The activity topics may include family literacy, health information, open house, children's program, and family celebrations.

Throughout the year we will be celebrating a variety of special events: Halloween Parties, Thanksgiving Feast, Holiday Shows, etc. Parents and friends are welcome to join our celebrations. Please let your child's teacher know in advance that you would like to bring in a special treat (cupcakes, cookies) for your child's birthday.

Fund Raisers will be held periodically throughout the year to help us raise money for special equipment and projects.

PHOTOGRAPHY, VIDEOS, PUBLICITY AND OBSERVATIONS

Photographs and videos of the children participating in our programs are taken from time to time and may appear in various news releases including but not limited to FACEBOOK and other publicity materials. Your permission for photographs, videos, and observations is part of your enrollment agreement.

NONDISCRIMINATION POLICY

SUBJECT: NON-DISCRIMINATION IN SERVICES

TO: PARENTS

FROM: DIRECTOR

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin(including limited English proficiency), age or sex.

Program services shall be made accessible 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 individual, client, parent, student, and/or guardian who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

Schoolhouse Learning Center, Inc.
910 Town Center
New Britain, PA 18901

Commonwealth of Pennsylvania
Department of Human Services
BEO/Office of Civil Rights Compliance
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWDHSCivilRights@pa.gov

Office for Civil Rights
U.S. Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509F HHH Bldg
Washington, D.C. 20201
Customer Response Center: (800) 368-1019 TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrmail@hhs.gov

Pennsylvania Human Relations Commission (PHRC)
333 Market Street, 8th Floor
Harrisburg, PA 17101 <https://www.phrc.pa.gov/File-a-complaint>
Inquiries: (717) 787-4410
TTY users only: (717) 787-7279