Emilie

Christian Day School

To Learn To Grow To Become

Family Handbook 2024-2025

www.emiliechristiandayschool.com

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Welcome

Dear Families, Welcome and thank you for choosing Emilie Christian Day School. We look forward to providing your child with the best in quality childcare and early education. Please review the information in this handbook as it is designed to ensure your family has a positive experience while enrolled in our programs. The director and teachers are available for individual meetings at a mutually convenient time to ensure good communication and a quality experience for your child. Changes to specific policies and or procedures will be distributed to families in writing. This handbook is to be used as a guide and is not inclusive of all policies and practices. We welcome your comments, questions and or concerns and can be addressed with the Director or by calling Emilie Christian Day School at any time. We look forward to caring for your child and welcome you to our ECDS family!

Sincerely,

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Social Media

Please feel free to visit our website for information, upcoming events or health forms at www.emiliechristiandayschool.com

Find us on Facebook at www.facebook.com/emiliechristiandayschool.com for happenings, snow closing announcements and parenting information.

Help us promote our school by writing a positive review on our Facebook page, Yelp or other social media sites such as google!

Mission Statement

Our mission at Emilie Christian Day School is to help children to learn to love God and each other, to grow into caring, responsible citizens, and to become the best people they can be.

Vision Statement

Growing through imagination, exploration and community!

History

The Emilie Christian Day School has been servicing the Levittown area since 1958. Feeling the need for a Christian preschool and kindergarten program, the official board of the Emilie United Methodist Church established the school in August, 1958.

It began with three classes in the basement of the original Emilie church building. Upon completion of the new church education wing in 1994, the school moved to its present location. Currently there are over 200 children enrolled.

The school is conducted by the Emilie United Methodist Church on a non-profit, but self-sustaining basis for the benefit of children in Levittown and its vicinity. It is a non-sectarian, but Christian school.

We are grateful to the many parents, friends and educators whose warm praise, enthusiastic commendations and loyal support have been largely responsible for the success and development of the school.

The Emilie Christian Day School is administered by an official Board consisting of members of the church, community and school. The Board strives to uphold the high educational standards of the school by employing qualified and experienced teachers and assistants.

The earliest years of childhood are of great significance. The habits, attitudes, ideas and interests, which are acquired, will influence the remainder of the child's life.

The toddler, preschool and Pre-K classes offer a friendly and happy environment where children can work and play together. Opportunities are provided for the children to gain new skills, appreciations and form good habits. The children learn to be responsible members of a group.

There is an additional value to a Christian School. The teachers and assistants are aware of the many opportunities for religious interpretation of the children's day-to-day experiences. They seek to guide the children at their developmental level in the way of life as exemplified by Jesus Christ. There is a bi-weekly chapel time in the sanctuary with the pastor or director of congregational life.

Statement of Philosophy

Young children learn by doing. The complex process of learning begins at birth and results from the interaction of a child's own thinking and experiences. Maturity and emotional development are important contributing factors in learning because they provide a valuable framework which precedes learning.

Children learn by hearing, seeing, moving and touching. With a foundation of security, love and encouragement, children will explore and learn to understand the exciting

world around them. Knowledge is not given to children. They acquire information about their physical and social world through playful interaction with other children, adults and objects. They are motivated by a natural desire to explore and make sense of the world around them.

Each child is unique. A quality program recognizes the individual needs of children while providing an environment full of stimulating, as well as challenging materials and activities for all children. Our skilled teachers and staff closely observe the children in how and what they understand and construct additional experiences and challenges to expand the child's thinking even further.

Learning information in meaningful context is not only essential for a child's understanding and the development of concepts, but is also critically important for stimulating self-motivation in children.

Young children need basic understanding and skills to make their experiences more meaningful. Through play with various, diversified and similar items, children are able to classify, sort, count and so on.

Children learn language through daily, fun experiences, through the five senses, and through listening and talking to other children and adults. Staff can help children learn language by speaking to them continually about whatever they are experiencing at the time and by telling them the words they need to understand their experiences.

Children's ability to learn is directly related to their effective use of language. Children should be given every opportunity to express what they need and what they think. Conversations and questions should encourage thinking and require more than a simple answer from older children.

Organizational Structure

EMCDS is a not-for-profit 501(3)(C) organization governed by a volunteer board known as the Emilie Christian Day School Board. The Executive Director reports to the Board of Directors and oversees the operations of the organization. To provide wholesome feedback and help mold policies, a current employed teacher as well as a current parent are members of this board. The Educational Director alongside of the Executive Director oversees the programs at ECDS.

Licensing

Emilie Christian Day School is licensed by the Department of Human Services in accordance with the Childcare regulations established by Pennsylvania. A copy of our current certificate of compliance and the DHS regulations book is posted on the parent board in the lobby area.

Keystone STARS

ECDS currently participates in the Keystone STARS Certification Program. Keystone STARS is a four-level program in Pennsylvania to evaluate and improve the quality of childcare. The program offers Standards, Training, Assistance, Resources and Support (STARS) to childcare providers to improve and recognize achievements. For more information about the Keystone STARS Program, visit their website at www.pakeys.org The Day School has earned a prestigious 4 stars in the program!

Enrollment

Enrollment at Emilie Christian Day School is open to children from 13 months-Pre-K, while servicing additional school aged children in 4th grade in the summer sessions.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, payment of the application fee and security deposit, immunization records, any other records required by licensing regulations and signed Parent Handbook receipt.

If the enrolling child has an IEP, IFSP, 504 Plan or other Behavior Management Plan, these documents should be provided prior to enrollment to aide the enrolling child's transition into the program and so staff can be consistent in their expectations, communication, and interaction with the child. If the enrolling child will be receiving one on one care and/or therapist support in the child care facility, the parent(s), therapist(s) and child care team must have a meeting to review the services being provided, rules and procedures for outside therapists entering and working within the building and set expectations for regular progress review and communication.

Parents will also be provided with a "Getting to Know You" form to be completed prior to the child's first day of attendance. This form is so your child's caregivers can learn a little about their routine at home, their likes and dislikes, their temperament, and their family make-up.

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

Parents are required to keep all enrollment paperwork up to date and must notify Emilie Christian Day School immediately, should any of the information collected at the time of enrollment or any time thereafter change. Parents are required to update the child's immunization record each time the child receives an immunization. Failure to do so may result in the child(ren) being suspended until all paperwork is brought up to date or dismissal from the program and forfeiture of any deposit.

All enrollment paperwork is required per childcare licensing regulations and the program can be cited for non-compliance if parents are late or missing required information. There is no "grace period" and licensing inspectors do not care if a parent missed an appointment, if they left the form at the doctor's office and have to go back to get it, or simply forgot and are just a few days late. The information MUST be up to date at all times, and we have no option but to suspend care until these items are up to date.

Emilie Christian Day School reserves the right to dismiss any parent or child at any time with or without cause.

The enrollment process begins with a tour of the facilities and a meeting with a member of our office team. At the time of application, parents and/or guardians can schedule a tour of the program. Parents and/or guardians must provide a government issued photo ID at the time of entry into the facility for their scheduled tour. Only the child's parents and/or guardians will be allowed access to the facility for the tour. At all times while in the facility for the tour, the parents and/or guardians MUST remain under the direct supervision of the staff person conducting the tour and may not be left alone in any part

of the facility. Video and/or photographs, or video calling are not permitted during the facility tour to protect the rights of privacy of the children in attendance and for building security purposes.

Upon registration, families will receive an enrollment packet. All forms must be completed and turned into the office prior to your child's first day of school. School year enrollment is registering from September to June. Once you and the school agree upon an enrollment date contingent upon classroom availability, you will be provided with an enrollment packet along with this family handbook. If your child is receiving outside services or has standing Court Orders, we ask that all of this additional information be included with the Enrollment Packet paperwork. When a particular room becomes full, ECDS will start a waiting list for that classroom. Placement on the waiting list is based on date of application and schedule requested.

- To reserve your child's placement, return the completed application form with your child's nonrefundable annual registration in the amount of 100.00. (ELRC covers registration fees only)
- Summer Activity fee also applies to summer enrollment (parents must still sign up for enrollment when re-enrollment opens before opening for public registration
- Two weeks' tuition is collected as a security deposit. This security deposit will be applied to your child's last two weeks of enrollment. Families must provide two weeks' notice of termination to ECDS by providing last day of enrollment date

Enrollment shall be granted without regard to the enrolling child's race, color, creed, religion, national origin, gender (which includes sexual orientation/gender identity), genetic information or disability; and without regard to the enrolling child's parent's or guardian's race, color, creed, religion, age, gender (which includes sexual orientation/gender identity), national origin, pregnancy, disability, genetic information, or veteran status.

Additionally, Emilie Christian Day School does not tolerate hate, prejudice, bias, or discrimination against any person by any person anywhere throughout our programs. Any person displaying hateful, prejudicial, biased, or discriminatory behavior towards anyone will be immediately removed from the program.

Children are assigned to a care group/class based on their chronological age to meet licensing regulations for staff to child ratios and supervision. Children will not be prohibited from being assigned to a classroom based on a developmental delay, disability, or medical condition. Reasonable accommodation(s) will be provided in the chronological age-appropriate group/room as required by law.

Program and Curriculum

Days and Hours of Operation

At Emilie, we offer two types of programs for children and families. Our full day program is open from 6:30 a.m. until 6:00 p.m., Monday through Friday. Our half day classes run from 9:00am – 1:00 pm We offer a half and full day options to young toddlers for children ages 13 months – 2 years; an older toddler program for children who are 2 years old, preschool programs for children who are 3 years old by September 1st and Pre K programs for those who are 4 years old by September 1st.

Summer Camp-Day School for Young Toddlers-Pre-K Children

Summer camp is from mid-June until the Thurs before Labor Day. Parents of children already enrolled in school must sign up separately for camp, but registration is free, however there is a summer activity fee. The program is relaxed and fun-filled and will include crafts, fun in the sun, and special water activities. There will be weekly "in-house" field trips for the children to attend as well!

Summer Camp-School Age for children who have finished Kindergarten

Our school age summer camp is for children finishing Kindergarten– and entering into 4th grade. These children enjoy weekly field trips, arts and crafts, games, outdoor activities and more. School age camp provides the flexibility to families to pick and choose which specific weeks they wish to attend when first enrolling for the program. Due to limited space for this specific camp, ECDS requires families to adhere to their chosen weeks and continue with payments. Families are responsible for any tuition payments for the weeks that are chosen upon enrollment. School Age summer camp registration fee, deposits as well as activity fees are outlined separately on specific school age camp applications. Vacation weeks should be planned in advance and not chosen when signing up for the School Age Summer Camp. ELRC families should alert their caseworker when not choosing specific weeks. Half day options are not available for School Age summer camp due to the inconsistent times arriving back from possible schedule field trips.

Curriculum

Emilie Christian Day School offers a developmentally appropriate, educational curriculum for young toddlers through Pre-Kindergarten. Our programs integrate hands-on activities, imaginative play and real-life experiences which foster learning at each age level. We believe that play is work for young children, allowing them to develop a meaningful understanding of the world around them.

Across the United States, teachers use The Creative Curriculum® to prepare more than a million young children for success in kindergarten and beyond. There are 38 research-based objectives that define the path teachers take with children in the classroom. The objectives cover 10 areas of development and learning:

- Social Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science & Technology, Social Studies, The Arts and English Language Acquisition.

-The Creative Curriculum® for Infants, Toddlers & Twos

The Creative Curriculum® for Infants, Toddlers & Twos helps caregivers and teachers provide care and experiences that are nurturing, consistent, and loving and that will help your child flourish. The Creative Curriculum® for Infants, Toddlers & Twos will guide your child's caregivers and teachers in creating a classroom environment filled with responsive daily routines and meaningful, individualized experiences that nurture your child's learning and development. The routines will be familiar to you: hellos and good-byes, diapering and toileting, eating and mealtimes, sleeping and nap time, and getting dressed. These routines are an important part of your child's day, and ensuring that they are consistent and nurturing will help your child build trust and form the positive relationships with his or her teachers that are the foundation for learning. In addition to daily routines, The Creative Curriculum® for Infants, Toddlers & Twos will support your child's caregiver or teacher every day as she engages your child in meaningful experiences, such as playing with toys, enjoying books and stories, creating art, and going outdoors. It will help your child's teacher observe what your child does and select materials that match your child's growing abilities and interests.

-The Creative Curriculum® for Preschool
The Creative Curriculum® for Preschool will fill your child's day with rich learning experiences rooted in exploration, discovery and play. Constructive and purposeful play is essential for children's learning, encouraging discovery and exploration, and supporting children's academic growth. When children play, they acquire language, learn to solve problems, learn to control their behavior and feelings, and explore social roles. They learn about themselves, other people, their community, other communities, and the world around them. They find joy in learning. The Creative Curriculum® for Preschool is a comprehensive, research-based curriculum that features exploration and play as a way of learning. It helps our teachers create a high-quality learning environment for the children in our care. Through studies, which are hands-on project-based investigations, The Creative Curriculum® for Preschool helps teachers build children's confidence, creativity, and critical thinking skills- setting them up for success no matter where life leads them.

-Parent Involvement is Important!
When teaching and caring for your child, we value your involvement, because a meaningful partnership with you helps our program to respond positively to your concerns and encourage mutual trust and confidence. Your partnership with us plays an enormous role in how your child experiences our program and what he or she will gain from the experience. Children enrolled in our toddler and 3-year-old program focus on socialization skills, language development, and sparking their curiosity for learning. The four-year-old classes will learn the concepts that are required for enrollment in kindergarten and will continue their socialization and vocabulary development. Our students are well prepared and ready to learn when they are finished in our Pre-K programs.

Curriculum Enhancements

Emilie Christian Day School offers several enhancements to the daily routines of our children. All classes are provided an additional music class either once or twice a week from our music program. In addition, electronic devices such as computers and I-Pads are used as a part of ECDS's curriculum to provide a visual, interactive learning environment for children in conjunction with the recommended screen time provided by Keystone STARS. Children attend chapel with the Emilie pastor, Emilie Staff Person and Family Ministries, or may be contracted with a private vendor.

Technology in the Classroom/Screentime

Children's Use of Technology: Computer and/or tablet use will be monitored at all times in the classroom, Use of programs, games, videos, and applications is limited to curriculum related content. Children under 2 years of age will not use any computers or tablets for any reason while in care, however there could be times that screentime is turned away from visually being accessible to children to allow staff to utilize the device audio.

From time to time children may be treated to watching a show, movie, or other video program. Programs shown will be related to curriculum content, developmentally appropriate and will have a rating of G. Children will never be permitted to watch programs for the sake of watching or to occupy them for a period of time. Any programs watched will be discussed and incorporated into the curriculum with goals and learning objectives.

Children's Personal Technology: Children in infant through pre-school classrooms may not bring any personal hand held gaming devices, phones, tablets, or other technology into the center for any reason.

Toys from Home
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.

If the parents fail to enforce this policy with their children, the staff will utilize the office location to house said items. Children are permitted to include, with their bedding supplies, one plush toy/lovie with which to nap/rest. This toy is to be placed with the bedding supplies and use will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Emilie Christian Day School staff for safety and appropriateness and may be prohibited at the sole discretion of Emilie Christian Day School.

Documentation
The following paperwork is included in the Enrollment Packet. Families are to provide this documentation prior to their child's first day of school. If your child has an IFSP/IEP or Court Orders are in place, a copy of these documents is encouraged be shared as well.

**Application*
**Completed "Getting to Know You" form*
-This meeting is offered between the Director, teacher and parents to create a partnership between the teacher and parent and discuss the child's learning opportunities in the program
**Emergency Contact Form – reviewed every 6 months and newly completed annually*
Medical Health Form/Immunization Record – **updated every six months until the age of two and then annually*
**Civil Rights Compliance Form*
**Parent Handbook Sign Off Form-Handbook on our website*
**Fee Agreement – reviewed every 6 months*
**Emergency Plan Letter-annually*
**Food Program Enrollment and Eligibility Forms*

Wait List
Should a family inquire about enrollment in an age group that is specifically full with no available enrollment for the specific schedule the inquiring family wants, families will be placed on a waiting list. Waitlist priority is given to siblings of currently enrolled children. Openings are offered to currently enrolled children, if a family has been on the waiting list for a schedule change. Currently enrolled children reserve the right to enrollment before children enroll from the waiting list. Families are added to the waiting list in the order Emilie Christian Day School is contacted.

For Families whose first language is not English

Emilie Christian Day School welcomes all families regardless of race, creed, color, background or ethnicity. It is the responsibility of ECDS to support educational growth of all children including children who are culturally and linguistically diverse. When a family enrolls whose first language is not English, every attempt will be made to communicate with that family in a way they can understand. We encourage families to meet with the teacher prior to the child's first day to discuss the child's native culture, experiences and address concerns. Our program will discuss how the child's native language (spoken or sign) can be used in the classroom. Staff will ask families for simple words or phrases that can be used to communicate with the child daily. Posters, printed labels, books etc. (spoken or sign) will also present to foster a child's native language while providing resources and opportunities to.

Health Insurance

Families are responsible for providing their own medical insurance for their child. We require that families provide the health insurance coverage information on the child's emergency contact form. Families are responsible for keeping the health insurance information up-to-date and accurate. Information on the CHIP insurance program is available at the end of this handbook in our community resources section.

Court Orders

In cases where the child or parents of an enrolled child are the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Emilie Christian Day School must be provided with a **Certified Copy** of the most recent order and all amendments thereto. Custody Orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing and the court order allows for parental discretion or changes. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. Any Protection from Abuse and/or Restraining Orders will be followed exactly as written for the entire period the order remains in effect. Should parents decide the PFA/RO is no longer needed, they must provide a certified document from the court rescinding the original order.

When the custody of the child is shared between parents, both parents will be afforded access to the child's records, provided access to the center management/communication app, and invited to participate in any and all conferences and center events. Parents will be limited to being physically present in the center for the purpose of attending events, volunteering, or observing their child to days on which they have physical custody of the child unless both parents provide written permission for the parent to attend during a non-physical custody day or time.

When one parent has custody of the child, the non-custodial parent will not be given access to the child's record, provided access to the center management/communication app, nor be invited to participate in any conferences or center events without specific written permission of the custodial parent unless otherwise stated in the court order.

Emilie Christian Day School will consult with legal counsel for any custodial situations that do not fit within the guidelines provided in this policy and decisions regarding access to records, provided access to the center managements/communication app, and participation in any conferences and center events.

In all cases related to court orders, parents who attempt to place the program between the two parents may have their child's enrollment discontinued. Emilie Christian Day

School is there to provide quality care to the child, not take sides in a parenting or relationship dispute. Emilie Christian Day School will not make judgements on parenting practices or capability. Parents are discouraged from calling center staff or administrators as witnesses in court matters. There will be an hourly fee charged for any in court appearances for any agency personnel, payable by the parent issuing the subpoena. Subpoenas for child's records will incur a reasonable per page copying fee and will be charged to the parent issuing the subpoena.

Early Intervention Services/Intermediate Unit Services

Some children may need extra help and support that can be offered through Early Intervention Services. Children learn naturally during their early childhood years, by doing, by watching you and other children, and by being taught how to do different things. Sometimes you or your child's teacher may notice that your child is growing or developing differently than other children of the same age.

The five developmental areas are:

- Ability to move, see and hear – physical development
- Ability to talk, express needs – language and speech development
- Ability to relate to others – social and emotional development
- Ability to eat, dress, and take care of themselves – self-help (or adaptive development)
- Ability to think and learn – cognitive development

While all children grow and change at their own rate, some children can experience delays in their development. Sometimes this is cause for concern. Early Intervention can help. Early Intervention services can include, among others, information on how children develop, early childhood education, therapies which help the child to move his/her body, information for the family to help enhance a child's growing and learning, and ideas for their classroom teacher to help the child in their early childhood program.

The first step is to determine if the child is eligible for early intervention. Families should contact their local Intermediate Units for more information (Bucks County it is the Bucks County Intermediate Unit #22 1-800-770-4822). With the family's permission, the coordinator will do a screening. If the family continues to have concerns after the initial screening, they have the right to request a full evaluation.

If there are areas of delay, the child may be eligible for early intervention services or supports. A plan is developed for each child who is eligible. An IFSP or Individualized Family Service Plan, is written for young children. An Individualized Education Plan or IEP, is written for children ages 3 and older. This plan will outline the services that are needed, based on the identified needs of the child and will include the family's concerns, the child's strengths and needs from the evaluation.

Services are delivered in the setting that is consistent with the needs of the child and family. Considerations are made to reflect the child's best place for learning. Services may take place in the child care setting or another community setting.

Your pediatrician, the local mental health provider, the blue pages in the phone directory and/or your insurance carrier can be a resource for additional social, mental, health, educational and medical services. Please see your child's teacher or office staff for more information regarding early intervention.

Inclusion

At Emilie, we believe all children should have access to quality care and education. We strive to provide children with the background knowledge and experiences they need to be successful, life-long learners. Support begins when the family enrolls their child. For children whose parents have concerns and for children who have IFSP/IEP's, a meeting is set up before the child's first day (discussions may occur during the tour). Families, the classroom teacher and a member of the office team meet to share information regarding the development of the child, his/her strengths and any concerns. Accommodating IFSP/IEP goals in the classroom is discussed as well as the potential need for additional classroom support as accommodations will be made to access all classroom materials if needed. Our goal is to have our staff become partners with any and all support service personnel including therapists to help provide and facilitate continuity of care for the children we serve. Collaboration between these partners will lead to the success of your child in the classroom. Professional development is available to staff to provide the needed resources for staff to be knowledgeable in all competency areas to offer support to all those involved. ECDS also invites participation and input from community stakeholders such as PA Key, EITA, and other state and local technical assistance providers as we value their assistance in implementing inclusion all around. Conferences are held both in the fall and spring providing formal, scheduled opportunities for staff/family collaboration. Families can also elect to meet with their child's teacher at any time during the school year.

We also seek out support within the community to provide collaborative services to individual children and families whenever possible. Our building offers support to people with physical challenges through use of an elevator that allows access to all floors, a ramp to get up onto the sidewalk as well as straight pathways into the building.

If your child is already receiving services and has an Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) in place, please forward a copy of this document to the office at enrollment so we can be sure we are working on meeting your child's outlined goals. We will schedule a meeting with your child's teacher and a member of the office team prior to your child's first day of school to ensure good communication and successful programming for your child's needs and goals.

The Director will go over the *Voluntary Authorization to Release Information*, *Service Provider Handbook*, and *Permission to be Supervised by Service Provider* forms (children 3 and older) with families during enrollment. We will set up an introductory meeting or phone conference with the child's service provider(s) to discuss the individualized service/treatment plan goals, prior to the child's start date, or within the child's first 30 days of enrollment. Parents/caregivers will be encouraged to take part in the meeting. A plan for ongoing communication between the home, service provider and child care will be discussed during the meeting.

Extreme individual situations may arise where ECDS needs additional classroom support from resources offered from behavioral health services. Behavioral health services may be requested by ECDS for safety reasons such as elopement and or severe aggression causing unsafe situations resulting in supervision and ratio being compromised. On such occasions, ECDS may temporarily pause childcare services while families are navigating through retaining behavioral resources. ECDS will re-accept the family when care for the specific child and other children in large group care, is deemed a safe fit.

Enrichment

Fundraising

As with most schools, our commitment to providing quality education and experiences for our children and families is tempered by limited funds. We have several programs in place to help raise money to support ECDS. Monies collected may be used to replace worn materials or add a major upgrade to the program. In the past we have purchased a new school bus, playground equipment, Social Hall equipment, shelves and many, many new toys. We typically host two catalogue fundraisers during the school year, one in the fall and another in the spring. We also have ongoing fundraisers. These include:

Giant Foods Rewards Points - If you shop at a Giant Foods Grocery Store, you can donate your rewards points to Emilie Christian Day School! Simply sign up online with our school code and rewards will be automatically transferred to ECDS.

Multiple seasonal fundraising opportunities are scheduled throughout the year. Collected funds are allocated for playground enhancements as well as a wish list of a new Emilie Christian Day School bus!

Please stop by the office for further information on any of these fundraisers. While participation in all fundraising activities is completely voluntary, we truly appreciate your support of these efforts!

Family Participation

Throughout the year, school events and enrolled family dining events, are times for families to come together and enjoy an evening out. Families are also welcome to visit during the day as we provide an open-door policy if you need to stop by and ask any questions or express any concerns. We encourage you to attend our many family events, held throughout the school year in the evenings, to build relationships with your fellow families, as well as our staff.

Any person who volunteers in the classroom will be required to obtain all clearances, as required by our licensing regulations. A list of the required clearances and instructions on how to apply for them can be discussed with the Executive Director. If you have the required clearances for your job or from another volunteer role, you can present the original clearance certificates to the center if they are not more than 12 months old, otherwise you will need to have new clearances run. It is recommended that any parent/guardian who thinks they may volunteer get their clearances done upon enrollment or soon thereafter account for the processing time and any issues that may be presented with the clearance results.

Any person, including parents, with certain felony convictions, any offense involving a child, custodial interference or any adjudication requiring registration on the state and/or national sex offender registry will be prohibited from volunteering. Any person with an open child abuse/neglect will be prohibited from volunteering until the investigation is closed and is determined to be unfounded or not indicated.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days they are afforded custodial time with the child (joint/shared custody arrangement), or as specifically stated in 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 unless otherwise included in the court order.

Emilie Christian Day School reserves the right to make Volunteer assignments. Emilie Christian Day School does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present. Additionally, when volunteering in the same classroom with their child, parents are not permitted to allow their child to do anything the goes against state licensing regulations, center policy or classroom rules and procedures.

Please remember drop off/pick up will occur outside of the classroom for continued germ and hygiene efforts.

Program Day to Day Care

Your Child's First Day

Your child's first day in a new program can be a stressful time for everyone. We recommend meeting with the Director one week prior to your child's first day to review your child's enrollment, meet with the staff, and drop off supplies. This is a good time to review the 'getting to know you' document with the Director and staff. On the first day, plan your arrival to allow extra minutes of transition time. Feel free to call the school at any time to check on your child's adjustment and to assist the staff in further understanding your child's needs.

What to Bring to School

What to bring to school varies depending upon the age of your child. Regardless, all children should have at least two complete changes of clothes available at school at all times, including socks and underwear. Please place extra clothes in a zip-lock bag for storage. Remember to label everything with your child's name. Here are some guidelines. Please see your child's teacher for classroom-specific information.

-Young Toddlers: diapers, wipes, 3 empty cups if they can't quite drink out of open cups yet, multiple changes of clothes to stay at school, crib sheet & blanket for nap, and a water bottle

-Older Toddlers: diapers, wipes, 3 empty cups, blanket & small sheet and multiple changes of clothes to stay at school, and a water bottle

-Preschool/PreK: 2 changes of clothes to stay at school, bedding for nap time, and a water bottle

-Half Day Friends: 2 changes of clothes to stay at school (3 cups if they are toddlers), and a water bottle

Helmets

On bad weather days, (Children 3 and older by September 1st) preschool and PreK children have a large, indoor play area to enjoy down in the Social Hall of the church. There are foam mats, stepping blocks, balls, and bicycles. It is **recommended** by *Caring for Our Children* that children wear a helmet to play in the Social hall. **IF** you want your child to wear a helmet during bike riding, please send in a properly fitted bike helmet for your

child to wear, that can stay at school. Please be aware that helmets come in different sizes and your children should fit him/her correctly.

Personal Appearance/Dress Code-Children

Clothing: Children are engaged in various activities during the course of the day; many activities are messy. 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 that allows for the child to have the freedom to move without restriction. It is also recommended that clothing be easy to wash.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures including buckles, straps, belts, buttons or draw strings on hoodies. These types of clothing present particular challenges for children in relation to toileting and pose a risk when engaging in active physical play.

Coats, hats, gloves, scarves, and winter gear must be provided in the winter months. It is not necessary for the children to wear their winter boots to school.

Children are not permitted to wear open toed, and/or open backed shoes any time of the year. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. We encourage children to wear Velcro closure sneakers that can be easily put on and tightened firmly on the foot, as opposed to lace up shoes that require frequent assistance from adults or slip on shoes that are often loose and can cause tripping or easily fall off while playing.

All children are required to have two seasonally and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the seasons change. All clothing items must be clearly labeled with the child's first and last name. Emilie Christian Day School is not responsible for lost or damaged items of clothing.

Anything with suggestive, or vulgar language or artwork or any articles of clothing depicting violence, weapons or threats or insults to any person or group of people is prohibited including the upkeep of Christian values during enrollment.

Jewelry/Accessories: Children are NOT permitted to 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, Emilie Christian Day School will not to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety and possibly choking hazards. 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 Emilie Christian Day School

Any items of clothing, headwear, or accessories that are required for religious or cultural purposes should be discussed with Emilie Christian Day School administration so they can understand the purpose and practice. Any safety concerns for the child wearing the items or other children in the program will be considered. For example, items worn

around the neck that could cause a strangulation issue when playing on climbing equipment, items that may break easily and cause a choking hazard, items worn on the head that could block vision, or long robes, dresses or skirts that could represent a tripping hazard. Emilie Christian Day School recognizes and supports a family's religious beliefs, but also recognizes that children need to be safe and able to move, play and engage in physical activities in a safe manner.

Personal Appearance/Dress Code-Parents

Clothing: Parents are required to be dressed in appropriate clothing while at Emilie Christian Day School or at any Emilie Christian Day School sponsored event. Inappropriate clothing includes revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive, or vulgar language or artwork or any articles of clothing depicting violence, weapons or threats or insults to any person or group of people is prohibited.

Daily Routine

To keep you informed, each group posts a schedule of daily activities. All children should arrive at least by 9:00 AM. Parent parking is for drop off and pick up only and is limited to ten minutes. When leaving at the end of the day, check your child's hallway name for messages, children's artwork, or soiled clothing. Please replenish supplies the next day. Be sure to watch your child in the hallways and parking lot. Please do not allow your child to play in rooms that are empty at the end of the day.

Arrival at School

All children must be accompanied by an adult when they arrive at school. Children are to be brought to their classroom by the adult depending on the morning routines provided by the Director. For children arriving early, please take their belongings to their classroom box outside their room and drop off in the designated drop off room.

Daily Schedule of Activities

We provide a variety of play and learning activities for children every day. The teacher in your child's classroom will keep you informed about the activities and events planned for the class.

A typical Half-day program might look like this:

9:00 – 9:15	*Opening circle (discussion, story, calendar, weather)*
9:15 – 9:45	*Playground or Social Hall*
9:45 – 10:30	*Art activity/Free play*
10:30 - 10:45	*Snack time*
10:45 – 11:15	*Music/special activity*
11:20 - 11:45	*Closing activities, dismissal*
12:00-1:00	*Lunch*

A typical Full-day preschool program might look like this:

6:30 – 9:00	*Combined per level and classrooms for free play*
9:00 – 9:20	*Circle, story time*
9:20 – 9:55	*Playground or Special Event*
9:55 – 10:20	*Bathroom and snack*
10:20 – 11:40	*Art or special activity/free play/Music/Chapel*

11:40 – 12:45	*Clean up/lunch*
1:00 - 2:30	*Rest time*
2:30 – 3:15	*Up, bathroom, snack, story*
3:15 – 3:45	*Free play, organized games/movement activities/Art*
3:45 – 4:20	*Playground or Social Hall*
4:30 – closing	*Free play, art activities, games*

Rest Time/ Naps

Emilie Christian Day School follows the American Academy of Pediatrics guidelines for Safe Sleep Practices and state childcare licensing regulations. The need for naps varies with each child. Many children nap daily. Some children find that a quiet rest time helps promote relaxation and refreshes them, so they are ready for the remainder of the day.

All childcare staff are trained in Safe Sleep Practices and our policy and procedures for nap/rest time are regularly reviewed and discussed with all staff.

Children in the Young Toddler through Pre-K age groups are required to nap/rest each day as per childcare licensing regulations. Young Toddlers through Pre-K Age children will nap/rest on sleep cots/mats. Young Toddlers through Preschool age children will take a two-hour nap, while Pre-K children will nap for one hour. Children will be permitted to bring a crib size fitted sheet, blanket or sleeping bag to use during nap/rest time. These items MUST be clearly labeled with the child's name and must be taken home on the last day of care each week to be laundered and returned on the first day of care the following week. Children may have a soft comfort toy during nap/rest time. Children will not be permitted to place any blanket, sheet, comfort toy or clothing over their head or face during nap/rest time.

Children will be provided with settling music, a quiet (not silent) environment and encouraged to lay their bodies down for nap/rest time. Staff may choose to read a story or use guided relaxation techniques to help busy bodies settle and relax. Staff may pat or rub a child's back to help soothe and settle them for nap time so long as the staff person can position themselves to keep the other children in their sight to maintain supervision. Classroom lights will remain on, but may be dimmed slightly, so that staff can see and supervise all children during nap/rest time.

Children will not be forced to sleep or to remain on their cot/mat for the entire nap/rest time if they have not fallen asleep within 20 to 30 minutes of the start of nap/rest time. Children that do not fall asleep after the initial 20 to 30 minutes of quiet rest will be offered a book or other quiet activity for the duration of the nap/rest time.

Staff cannot, at the request of parents, prevent, forego, or skip a nap/rest time for any child as it is a childcare licensing requirement that children nap/rest each day. Staff cannot wake a sleeping child after a certain amount of time or only allow a child to sleep for a certain period of time at the request of the parent.

At the end of the nap/rest time regular classroom activities will resume and children who remain sleeping will be gently woken up and encouraged to join in with the rest of the classroom activity. Parents of children who fall asleep or who remain asleep outside of the normal nap/rest period will be called to pick them up should there be a concern that they may not feel well enough to attend or if there is a supervision issue.

All children are required to keep their shoes on during nap time in the event of an emergency.

Departure from School
All children must be picked up before closing time at 6:00 p.m. Children can only be picked up by adults who are listed on the Emergency Contact Form. Once the child has been released, we require that the adult and the child promptly leave the school. For liability insurance purposes we cannot be responsible for children once they have been released from our care and discourage families from lingering on our premises after the child has been released.

Please be sure that your child's teacher is aware of you picking up, if from the playground or downstairs play space. We often have multiple staff supervising and this will ensure an accurate count of children. Also, be sure to close the gate when entering and/or leaving the playground to ensure the group's safety.

Anyone who picks up an enrolled must have a car seat or booster seat in their vehicle until the age of 8 years old. We are required to report incidents where children are not in car seats to the police and/or child protective services.

Be advised, in circumstances where, in our judgment, the individual who has come to pick up the child appears to be impaired; we will contact the police and another approved pick-up person on your emergency contact. We will also report these incidents to child protective services.

Outdoor Play and the Weather
In order to play on our climbing structures, children need to wear sneakers. Rubber-soled, closed-toe/closed-back shoes are the only shoes permitted to be worn while climbing. Sneakers also keep feet safe while walking on the mulch in the playground, in the hallways, on the stairs and while riding bikes in the Social hall. Families are expected to send children in closed toe shoes at all times.

We believe that children benefit immensely from being outside running, climbing, digging, exploring, swinging and playing!! Outdoor play allows children to strengthen their motor skills and provides a change of scenery and fresh air. Our children play outside every day, twice per day, weather permitting. In colder weather, we will go outside if the temperature with wind chill is warmer than 25 degrees. Please dress your child appropriately for cold weather in a coat, hat and mittens.

During warmer weather, we monitor temperature and air quality. We will be outside playing if it is cooler than 90 degrees with the heat index factored in. If there is a regional air quality alert that is unhealthy for children, we will refrain from going outside. Please plan on your child going outside to play every day and dress them appropriately for the weather.

Playground
Our enclosed playgrounds are designed with age-appropriate equipment/surfaces, which meet the Department of Human Surfaces for child safety. Staff members check the playground to ensure safety each morning prior to the children's arrival.

Breakfast from home
For children who arrive at school early, they can sit and eat breakfast in the designated drop off room. Bowls and spoons can be provided; however, all other needed components should be provided by the parent. It is expected that children arriving after 8:15 am would enjoy breakfast at home.

Breakfast, Snacks and Lunch
As part of your tuition, ECDS provides a morning breakfast between the hours of 900-1015, a well-balanced lunch between 11:30-12:30 before half day dismissal and a mid-afternoon snack each day between 2:30-3:45. ECDS follows the USDA Food Guidelines for Young Children when partnering with the Philadelphia Archdiocese. Parents have the option of packing their own lunch so long as the lunch follows all required food groups. If a family sends in a child without a lunch from home, ECDS will provide our daily scheduled lunch. Monthly menus are subject to chance based on inventory and supplies. All food items served from ECDS are peanut and pork free per the NDS food program guidelines we have been provided with. All children with food allergies must provide documentation for the food program.

Emilie Christian Day School's curriculum focuses on developing healthy, well-balanced eating habits. Parents are required to provide a full, healthy lunch for their children each day they are in attendance, should you decide to send lunch from home. Lunches should include protein, a dairy option, two fruits or two veggies or one of each at minimum and a healthy grain. Parents should limit junk foods to a minimum in their child's lunch. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Emilie Christian Day School does not allow full size candy bars, sodas, or full-size candy treats such as Skittles, Starburst, 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.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be placed, by the parent, in the designated lunch bin outside of your child's retrospective classroom. If you would like your child to enjoy a warm lunch, please send all food in disposable packaging as food will be heated up on a paper plate.

You child's teacher may require All food items provided in your child's lunch must be labeled with your child's name as this will be identified in the beginning of enrollment. Children are not permitted to share or exchange food items during lunch due to possible allergies and food item restrictions.

Emilie Christian Day School promotes good nutrition with the food we serve. We ask that parents do the same by providing a healthy, balanced lunch for their child. USDA guidelines for young children provide recommended food groups and serving sizes. More information is available in the office and on their website at https://www.myplate.gov/

Emilie Christian Day School never uses food as a punishment. Children will never be denied participation in lunch, snack time or a special treat as a disciplinary action. Children will never be forced to eat, be required to sit longer than the appropriate lunch time in order to finish food before moving to the next activity or have food items restricted or limited due to behavior. Staff will work with reluctant or slow eaters and will document for parents if there is a developmental concern related to a child's lack of eating or behavior related to meal time or foods.

Food can be used by teachers as a reward for good behavior (must be classroom wide, (i.e.: earning a pizza party) and/or for classroom lessons (i.e.: counting with food materials). Any food given as a reward will be placed in the child's cubby/school bag to be enjoyed at home.

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

A list of each child's food allergies is maintained in the classroom where staff can view and/or wherever food is served. Food allergic reactions can range from mild skin or gastrointestinal symptoms to severe, life-threatening reactions with respiratory and/or cardiovascular compromise. Avoidance is the best practice and our staff are trained in First Aid and Infant & Children CPR that includes the administration of the Epi Pen. When your child has food allergies, you should provide a care plan prepared by your child's primary care provider, to include:
1. Written instructions regarding the food(s) to which your 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 your 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.
3. A signed NDS medical food allergy document must be submitted by families after getting it signed off by a medical professional.

Necessary medications, proper storage of such medications, and the equipment.
The written child care plan, a mobile phone, and the proper medications for appropriate treatment if the child develops an acute allergic reaction is routinely carried on field trips or transport out of the center. The Director or a lead teacher in her absence will notify you of any suspected allergic reactions, the ingestion of the problem food, or contact with the problem food, even if a reaction did not occur. The Director or a lead teacher in her absence will contact the emergency medical services system immediately whenever epinephrine has been administered.

If your child has food allergies, families are required to submit the food program medical form signed by a doctor so that ECDS can accommodate meals and snacks accordingly. NDS will accept an allergy outlined on a already required child health report.

Birthdays
At ECDS, we do more than provide healthy foods at snack time. We teach kids the importance of making healthy food choices themselves. We ask that in celebrating your child's birthday with his or her classmates, you consider healthy alternatives to cupcakes, cookies and cake. Emilie Christian Day School allows families to provide a special snack, if desired, for all the children in the classroom on their child's birthday so long as the special snack is store bought. The family should speak to the child's teacher prior to the birthday, so you can be advised of any food allergies that you will need to accommodate when providing a snack. The snack must be provided in individual servings (i.e. cupcakes). ALL products must be store bought and display the ingredients for ECDS to monitor allergies.

Transitions to a New Class
The Director will determine the appropriate placement for all children at the school based on your child's birthday as of September 1st. Emilie Christian Day School typically doesn't transition children based on birthdays in the middle of the school year

but rather children transition to new classrooms with a cluster of peers for the next school year together. This ensures your child doesn't have to repeat one of our classrooms twice in order to start in the school districts on time. This transition policy allows caregivers and children to develop a longer continuity of care promoting stronger relationships with each other. A "Transition Meeting" can be scheduled to meet with your child's new teachers for the following school year upon request. Families have the opportunity to participate at Meet and Greet held annually in September to meet the teacher and other families enrolled in their new upcoming class.

Transitioning to a New Learning Program/Facility
Upon your departure from ECDS, we will at your written request transfer all of your child's health forms, progress reports and any other information important to your child's years at Emilie Christian Day School. Be sure to include the address of the facility you would like it sent to and your signature. At the end of the year, at your request, for Kindergarten age students' families, a "Transition Meeting" can be scheduled to discuss the move and for Emilie Christian Day School to provide parents with local school district information and/or services. We feel it is important to help your child feel at ease when transitioning to a new learning environment and we will do whatever we can to help your child feel comfortable.

Field Trips
Emilie Christian Day School takes the older children on field trips a few times each year. In the past we have visited Shady Brook Farm, Styers Farm, the local library or the Bucks County Technical School. We also include a variety of health and safety programs. Families will be advised about field trips and will be required to sign permission slips in order for their child to participate. Children are transported to field trips by the Emilie Christian Day School bus and families will be provided permission slips to fill out and submit in advance to the trip. We do not permit children who are not enrolled in our program to participate in field trips.

Emilie Christian Day School 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, educational purpose of the trip, any additional cost, and mode of transportation to and from the location. Accompanying the notification paper, teachers will include a permission slip to be completed, 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, and all trip costs must be paid in advance in order for your child to attend.

Parents will not be permitted to transport any child, other than their own, on a Emilie Christian Day School sponsored trip. Please refer to policy 21.0 Parent Participation/Volunteers for information related to parents/guardians attending Emilie Christian Day School events. *If your child is scheduled for daily behavioral health services or other services, then ECDS requests the clinician to attend the field trips.*

Behavior and Discipline

Consequence/Disciplinary Philosophy
We strive to create a positive and supportive play and learning environment. At times, limits must be set for the safety and welfare of each child. Children are redirected or gently removed from any problem situation. Staff members give choices and positive alternatives rather than punish negative behaviors. Staff are prohibited from using physical forms of punishment, corporal punishment, severe verbal reprimands,

embarrassing or humiliating forms of punishment including name calling, and/or withholding food from any child at any time.

Emilie Christian Day School uses positive forms of behavior modification and discipline to stop unwanted behaviors and encourage desired behaviors. Staff are direct with children, providing clear descriptions of unwanted behaviors and then explain and model appropriate and desired behaviors. Example: "Joshua, you cannot throw blocks. Someone could be hurt. You can play with the blocks like this (adult demonstrates behavior). If you cannot play with the blocks in a safe way, you will not be allowed to play with it." Staff understand that some behaviors that are unwanted, are in fact developmentally appropriate and will work with children displaying unwanted behavior by meeting the child where they are developmentally and working at the child's level of understanding to eliminate unwanted behaviors and encourage desired behavior. This process will look different at different developmental stages, however Emilie Christian Day School will always strive to utilize re-direction as the first effort in assisting in child driven conflict.

Children who are exhibiting behavior that is dangerous to themselves and/or to others and are not responding to corrective measures will be referred to Emilie Christian Day School leadership. If necessary, the child may be removed from the classroom. Staff are not permitted to drag or pull a child out of a situation and should only carry a child when the child is compliant and can safely be carried or if the child is in danger of immediate physical harm and the only option is to remove them quickly from the area.

All disciplinary actions with children will be documented anecdotally and/or in an incident/accident report for the child's file. This record will help identify patterns of escalating behavior and serve as a reference for conferencing with parents and when making a referral to an outside agency for evaluation.

Suspension/Expulsion

We believe that all domains of learning are supported during play and through strong, positive, interactions with adults. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. The early years are a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. We know that when children are given the opportunities and support to develop self-control and other social and emotional skills, it gives them the foundation needed for academic success. We support this development through:

Our Environment

- We provide children with materials and engage them in activities that are age appropriate
- We develop routines that meet the needs of young children and avoid long periods of wait time
- We are flexible in our schedule and follow the interests and needs of the children
- We regularly observe the environment and the children as they interact in it to ensure it promotes healthy social interactions

Our Teachers

- Work to develop a relationship with each child
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict
- Always speak to children in a calm tone
- Put words to children's emotions
- Use social stories with young children to teach healthy social skills

- Strive to serve individual needs while ensuring the safety of all children
- Partner with social and emotional experts and other multidisciplinary team members to ensure a child's success.

Our Children

- Learn how to handle conflict in a healthy manner (using appropriate words and not hands)
- Develop skills to help them control their behavior and emotions

Every effort will be made to retain a child's enrollment here at ECDS. Because of this effort, IECMH Consultation services may be requested from the Director to ensure every community resource has been accessed to retain children at the school. classroom for Behavior concerns tell us that children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child.

Suspension and Expulsion Related to Dangerous Behaviors

Any child whose behavior is dangerous or presents a safety risk to themselves or to others will be subject to suspension and/or expulsion from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Suspension from the program may be necessary for the safety of the child or others while evaluations are completed and/or while securing support services from an outside agency. Emilie Christian Day School will make referrals and work cooperatively with parents and outside service providers but does not directly provide support services or therapists. Emilie Christian Day School cannot initiate or pursue evaluations, but will provide direction, support, and assistance to parents throughout the process if requested.

Emilie Christian Day School will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior issue, developmental delay, or disability (incident reports etc.) Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, Emilie Christian Day School will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child will not be able to return to the program until support services are in place. Some dangerous behaviors may result in immediate suspension, without the need for prior communication or attempts at accommodation due to the nature of the behavior. This includes but is not limited to behaviors related to elopement, behaviors that have the potential to or do seriously hurt themselves or others or behaviors that require one or more staff members to supervise the child for an extended period of time because they are unsafe and not responsive to any behavioral redirection.

Dismissal

For various reasons, some children may have difficulty adjusting to the child care, large group environment. In such cases, and in the best interest of your child, ECDS may ask that you withdraw your child. If this should occur, you will be given two weeks' notice in order to make alternative child care arrangements. However there could be safety situations that arise causing immediate termination At rare times a family may disagree with ECD'S policies and procedures. If disagreements cannot be resolved, a family may be terminated from the program.

Emilie Christian Day School reserves the right to dismiss any child at any time, with or without cause and without notice.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency 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 parent/guardians' physical address and email address(es) 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 agency's legal counsel for collection.

Following dismissal from the program the Executive Director or other administrator will gather the child's belongings and plan to get these items to the parents/guardians as the circumstances warrant. This may include scheduling a time for the parent/guardian to pick up the items, meeting in a neutral location for items to be returned or the involvement of local police to assist. Emilie Christian Day School will request assistance from local police should any parent become disruptive, uncooperative, or threatening.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Executive Director. A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Emilie Christian Day School. Appointments are made at the discretion of the Executive 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 Emilie Christian Day School.

Biting

Emilie Christian Day School recognizes that biting is a developmentally appropriate behavior for children who may still be developing language or other developmental skills. Parents with children in usually the younger classrooms should expect 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 that while an unwanted behavior, biting 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 discipline children in the younger classrooms for biting behavior; they will redirect the children to different activities in separate areas of the classroom, offer alternate outlets for frustration or sensory seeking behavior, and provide additional support and supervision through proximity to the children. 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 who bite excessively (determined by the executive director) during their enrollment period or who seriously hurt another person with their bite may have their services suspended and/or terminated or paused since the safety of all the children in the program is of the utmost concern of Emilie Christian Day School

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 confidential and cannot be disclosed. The staff of Emilie Christian Day 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 have a concern related to the child's health or development.

Our Environment
We provide children with materials and engage them in activities that are age appropriate - We develop routines that meet the needs of young children and avoid long periods of wait time - We are flexible in our schedule and follow the interests and needs of the children - We regularly observe the environment and the children as they interact in it to ensure it promotes healthy social interactions Our Teachers - Work to develop a relationship with each child - Encourage peer relationships by creating social opportunities and working with children to resolve conflict - Always speak to children in a calm tone - Put words to children's emotions - Use social stories with young children to teach healthy social skills - Strive to serve individual needs while ensuring the safety of all children - Partner with social and emotional experts and other multidisciplinary team members to ensure a child's success

Our Children - Learn how to handle conflict in a healthy manner (using appropriate words and not hands) - Develop skills to help them control their behavior and emotions Behavior concerns tell us that children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child. Dismissal For various reasons, some children may have difficulty adjusting to the child care environment. In such cases, and in the best interest of your child, ECDS may ask that you withdraw your child. If this should occur, you will be given one week's notice in order to make alternative child care arrangements. At rare times a family may disagree with Emilie Christian Day School's policies and procedures. If disagreements cannot be resolved, a family may be terminated from the program.

Financial

Registration and Security Deposit
When registering your child for our school year, a non-refundable $100 Registration Fee is charged. (ELRC covers annual registration only) Registration is required annually. When you enroll at any time during the school year, the registration fee is still required as well as a Security Deposit due in the amount equal to 2 weeks of your child's tuition (N/A for ELRC). This deposit will be used as your tuition payment of the final two weeks of attendance if two weeks written notice is given. The deposit is forfeited if two weeks' notice of termination is not given. School year families wishing for their child to attend Emilie's Summer Camp must register and submit a non-refundable $75.00 summer activity fee to hold a child's enrollment spot. School Age summer camp children are required to pay a $100.00 registration fee as well as a one week deposit. The school age summer camp one week deposit is applied to any week outlined as initially attending and then retracting attendance for a specific week at a later date. (ELRC covers school age registration fees as well.)

Re-Enrollment
For families currently attending Emilie Christian Day School who would like to guarantee a spot for their child during the next school year, (September to June) a re-registration

fee of $100 is needed. Registration for the following school year begins in January. Currently enrolled families who re-enroll in the month of January will be offered a discounted registration fee of $75.00.

Summer Activity Fee
Emilie Christian Day School will be collecting a Summer activity fee in the amount of $75.00 per child. The activity fee doesn't apply to our Young Toddler programming. Some activities may be too advanced for Young Toddlers. This fee will help fund in-house field trips such as puppet shows, ice trucks and other fun filled events during camp.

School Age Camp provides their own camp with trips from separate activity fees of $100.00 per child per summer session. The $100.00 activity fee will be collected each Summer during the first week of attendance during school age summer camp. School age registration fees and summer activity fees help ensure our goal of 20 successful trips!

Tuition and Late Payments
Tuition is charged for the child's enrollment in our program. Tuition rates are subject to change annually and published on a Tuition Rate Sheet. The tuition rate for a child's specific age, group/classroom assignment, days and time of enrollment will be stated on the Contract for Services/Fee Agreement. Each child enrolled will have their own Contract for Services/Fee Agreement which is reviewed by the family and Emilie Christian Day School every 6 months.

All custodial parents and/or legal guardians are required to sign a Contract for Services/Fee Agreement prior to enrollment of their child in Emilie Christian Day School Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Emilie Christian Day School however, if you anticipate difficulty with paying on time, please discuss the matter with the Executive Director immediately. If alternative arrangements for payment are approved, the Executive Director will notify you.

Payment Schedule
Tuition is billed monthly; however, you are free to pay weekly, bi-weekly or monthly if preferred so long as tuition is paid before time used. If paying monthly, please note that some months have 5 weeks, therefore tuition for that month will be higher. The number of days attended does not affect the amount of tuition due. Full payment is required regardless of illness, holiday, weather or another emergency. Please feel free to discuss any temporary financial problems with the office staff.

Methods of Payment
Emilie Christian Day School tuition may be paid by the following methods: Cash, check, money order, or credit card are accepted forms of payment. Emilie Christian Day School accepts most major credit cards. Receipts will be given for tuition payments made by cash or credit card. All cash payments MUST be handed directly to ECDS administration, an ECDS staff member, or placed in a labeled envelope in the blue tuition box located in the lobby across from the administrative offices.. Families may opt to utilize our electronic options through Square. Families can pay on-site with a credit

card or debit card or can request a click to pay link sent to their email. Both electronic payment options come with parent convenience charges as most electronic payments charge fees.

Returned Check Policy

Your canceled check will serve as your receipt for payments made by check. There will be a $20.00 fee charged for 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 credit card

Late Pick Up Charges

The facility is licensed by The Department of Human Services until **ONLY 6:00pm**. If you are picking your child up close to this time, please be sure you are arriving around 5:55 PM to avoid any late charges. Families who have not picked up their children by 6:00 p.m. are considered to be late. A flat 25.00 late fee will be due per child, when the child is picked up anywhere between 6:05PM-6:10PM. In addition to the 25.00 late fee, per child an additional 1.00 will be charged per minute starting at 6:11PM and thereafter. A 10.00 fee will be due per child, when the child is picked up anywhere between 1:06-1:10 PM. In addition to the 10.00 late fee for half day schedules, an additional 1.00 will be charged per minute starting at 1:11PM and thereafter. Frequent late pick-ups (3 or more in a 3-month period), may result in termination from the program. 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.

Discounts

Families with 2 or more children attending Emilie Christian Day School are eligible to receive a second child discount of 10% off their weekly tuition. This discount will also be reflected in the Security Deposit due at enrollment. Registration Fees are still charged per child. Families who can provide valid documentation to show a parent has Veteran Status, first responder status or proof of EUMC membership, will be offered a 10% discount. Discounts may be combined at the Executive Director's discretion.

Emilie Christian Day School participates in Military subsidized funding.

Referral Policy

Emilie Christian Day School offers currently enrolled parents a tuition credit of 1 week's tuition for referring a new student to the program, upon request.

The credit is one week of the referred students' tuition. The new student must be enrolled a minimum of 3 months. The credit will be applied at the end of the 3-month period.

Subsidized Tuition Programs

Emilie Christian Day School does accept funding through the Early Learning Resource Center. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Emilie Christian Day School. Parents receiving subsidies are also required to sign a Contract for Services/Fee agreement, agreeing to be personally responsible for the payment of the full tuition fee, in the event they become ineligible to receive childcare subsidies. The subsidy approval document and any co-pay information provided by the subsidy agency will be attached to the Contract for Services/Fee Agreement. Parents receiving subsidies are required to provide updated

eligibility information in a timely manner and are required to notify Emilie Christian Day School immediately of any changes/updates to their eligibility or co-pay amount. Emilie Christian Day School will notify the subsidy agency if they discover or suspect a parent/guardian has committed subsidy fraud.

Schedules

Schedule Changes

The Director must approve any schedule changes. During the re-enrollment process each school year, you may make changes to your child's schedule. Schedule modification changes will be based on classroom availability and accommodations may be placed on schedule change waitlist pending classroom space. The Executive Director will notify the parents in writing if a new requested schedule is available. Program enrollment is carefully planned to maintain ratios and supervision requirements in each classroom and to account for children's birthdays that may require them to be moved to a new group/classroom and therefore, any change to the child's enrollment schedule may not be immediately available. A request that results in a reduction in days or time will only be granted if the days and times the parent wants to eliminate can be filled with another child from our wait list or a new enrollment. A schedule change will not be considered to be final until a new Contract for Services/Fee Agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. 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 Executive Director receives the schedule change will be used as the beginning of the notice period as required by policy.

Absences and Closures

Tuition represents your child's enrollment in our program and the spot they occupy in the assigned classroom, not their attendance. There is no tuition credited for and absences, vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Should your child experience a serious illness or medical condition, or your family experiences an unexpected emergency that would disrupt your child's attendance in the program for more than one week, please contact the Executive Director to discuss continued enrollment and tuition payment arrangements. Vacation requests should be communicated to ECDS administration 30 days prior to the requested vacation date, to allow for proper invoicing corrections. Should events beyond Emilie Christian Day School's control, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary supplies or utilities occur, Emilie Christian Day School has the discretion to close and/or modify its curriculum, schedules, length of school day, length of school year, means of learning, teaching methods and use of distance learning. The parent/guardian's financial obligations under the Contract for Services/Fee Agreement will remain in full force and effect until such time as Emilie Christian Day School notifies the parent of a change or cancellation. Should Emilie Christian Day School close, the duties and obligations under the Contract for Services/Fee Agreement shall be suspended immediately without notice until such time as the program, in its sole and reasonable discretion, may safely reopen. If the program cannot reopen due to a force majeure event, it is the sole discretion of Emilie Christian Day School whether to refund any portion of paid tuition.

For closures that last beyond 4 weeks, 25% of the monthly tuition will be due to hold your child's enrollment in the school to be applied when returning to normal operations. For an extended closure parents can choose to disenroll their child and would not be charged the enrollment holding fee, however, their child would not be guaranteed re-enrollment once the program reopens. Parents that choose to disenroll and re-enroll their child when the program is able to re-open would not be given priority and may be placed on our waiting list.

Leave of Absence

ECDS recognizes there may be varying reasons for families needing their child to take an enrollment leave of absence. Family requests will be reviewed by the Director on a case by case basis. Enrolled families who plan on returning after a summer session are expected to keep two week deposits on their account for their Fall return.

Holidays, Sick, Emergency & Vacation Days/Policy

Full fees are due for Holidays, Emergency, Weather and In-Service Days. Full payment is also due for all absences, including those due to sickness, weather, and non-weather emergencies. These fees must be paid to assure a continuing place for your child.

1. Holidays: Emilie Christian Day School is closed for the following holidays: Labor Day, Juneteenth, Fourth of July, Thanksgiving, The Day After Thanksgiving, Christmas, Christmas Eve as we are also closed for the week between Christmas and New Year's, (all private pay families will not be charged tuition for the week) New Year's Day, Martin Luther King Day, President's Day, Maundy Thursday as well as Good Friday. (If the holiday falls on a weekend, ECDS is closed the Friday before or Monday after the holiday. Refer to the yearly calendar for all center closings.)
2. Sick Days: Please contact the school any day your child will be absent. If your child is absent for 3 days or longer, a doctor's note is required before they can return to the center. Families who do not make contact with their center for five consecutive days may be terminated from the program.
3. Emergency Days: We make every effort to remain open however in the event of severe weather, power outages or other emergencies Emilie Christian Day School may find it necessary to delay opening or close. Alerts will be sent through social media, Pro-Care app, local news media and all other alert notification tools as well. If we must close early or not open the center due to inclement weather or other non-weather emergencies, parents are notified by phone and/or e-mail. If the center closes early, children must be picked up before or no later than the early dismissal time. ECDS's late fee policy will still occur when the school closes early.
4. Vacation: Families in good standing are eligible for a tuition-free 'vacation' week any time from January through the end of the current school year, provided their child has attended Emilie for at least 6 months.
5. In-Service Days: Emilie Christian Day School is closed on designated In-Service days as follows: June-1 in-service day, September-1 meet and greet day and 1 staff workshop day, Fall Conferences in November (on Election Day) and lastly Spring Conferences (on Election Day).

Withdrawals and Termination of Service

When you register, it is expected that your child will be attending for the school year (September to mid-June).

A two week written notice is required when withdrawing a child for any reason. If proper notice is given, any unused tuition and security deposit will be refunded within thirty

calendar days of the withdrawal. If the required notice is not given, the security deposit will be forfeited as payment for the required notice period.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Executive Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Emilie Christian Day School. Appointments are made at the discretion of the Executive Director and are not a right of the withdrawn child or parent.

Emilie Christian Day School reserves the right to terminate service at any time to any family for failure to pay tuition and fees as outlined in the Fee Agreement.

Communication

Communication

Communication is always welcomed at ECDS! It's easy to reach both our Educational Director as well as our Executive Director in the office via phone or email. Contact information can be found in the front of this handbook. Messages left after normal business hours will be attended to on the next business day. The school phone number and email can be found in the front of this handbook. Communication from the office comes in several places as well. ECDS relies heavily on our communication app, Tadpoles. Please always check your child's daily report and any messages that may come through the app. There are also several bulletin boards in the lobby area sharing health, immunization and licensing information as well as Early Intervention, CHIP and Childcare Subsidies brochures.

Social Media

Emilie Christian Day School has public social media accounts and a website. These are used for marketing and general business information. We will not publish any personal information, images, or videos of any child or family to any of our public social media platforms or our website without express written authorization from the parents/guardians of the children.

Emilie Christian Day School] also has social media accounts which are private and restricted to parents/guardians of currently enrolled children and require an invite or approval to access/join. Emilie Christian Day School has employees that manage the content posted to these social media accounts. They are well versed in what is appropriate and allowed to be posted to these social media accounts. Parent/Guardians will be asked to provide their consent to have images of their child posted to our private social media accounts by signing the photo release box on your child's emergency contact form. The pictures and posts on the Emilie Christian Day School social media pages are for the private enjoyment of the parents and guardians of the children enrolled in the program. Parents/Guardians should not repost, share, or distribute any picture, video, or post from the Emilie Christian Day School private social media accounts if it contains information, images, or video of any other child but their child(ren). Please be sensitive to the state of our world and understand that there are people outside of your control that may not have the best intentions. It is a challenge to balance the wonderful, fun, and informational uses of social media while protecting against the very real risks and dangers. We want to be able to post and share the amazing, fun, and educational experiences your child will have while attending our program, but we can only do so when all parents/guardians exercise the same sensibilities and desire to protect everyone.

Parents/Guardians who repost, share, or distribute any content from these private social media pages in violation of this policy will be removed from the social media pages and may be disenrolled from the program.

Emilie Christian Day School prohibits our employees from allowing parents/guardians or enrolled children to access their personal social media account. Employees are not permitted to allow parents/guardians to follow, like, friend or connect with them on any of their personal social media platforms. This is to allow employees the appropriate professional distance and privacy outside of the workplace. Parents/guardians should not expect the employees caring for their child to invite them onto their personal social media platforms, and parents should not request employees to like, follow, friend, or connect with them on any social media platform. Employees can have disciplinary consequences up to and including termination from employment for violating this policy. Parents/Guardians who try to contact employees through their personal social media accounts may be disenrolled from the program.

Be sure to check the private Facebook Page daily as the most pertinent and timely news/reminders are posted there titled *ECDS A Community of Enrolled Families.*

Photos
Emilie Christian Day School staff are snapping pictures regularly of the children learning, creating art and enjoying in-house activities to share with you! These pictures are posted on your child's Tadpole App or featured on our private Facebook page as events unfold for you to enjoy. Pictures may also be spotlighted on our public Facebook page or private website however ECDS will ask permission to share any photos outside of our private page. We also share center happenings with our local communities and use photos for promotional materials. At ECDS we are excited to watch your children grow and we are proud to share their accomplishments. In order for us to do so, parents are asked to sign the photo release on the Emergency Contact form. We know you'll enjoy sharing the photos with friends and family! Professional photographs are taken at the school in the Fall and Spring available for parent purchase.

Tadpoles
ECDS utilizes the Tadpoles, an app for safely and securely communicating with parents about their children. This communication tool allows teachers to give families insight into their child's daily routines and experiences with real-time updates, photos, observations and more. This parent app engages families in the learning process and allows them to feel connected to their child's day.

There are many other ways parents can receive information at ECDS. Each classroom has a Parent Information Board listing daily schedules, special events, menus, emergency plans and other information. ECDS will send home a monthly calendar with special days and events marked. Teachers will often place reminders on the sign-in clipboard or on your child's daily report to help parents remember special activities.

Assessments and Family Conferences

1. Screenings: Developmental screenings using the 'Ages and Stages Questionnaire' are conducted within 45 days of program entry for each child. The Ages and Stages tool evaluates a child's progress in four developmental domains of social/emotional, cognitive, physical and language/literacy. Results of these assessments are used for referral to community resources as needed. Family and school will work together to complete this screening.

2. Observation: Teachers collect information about each child's development through on-going observations. The results of these observations are used for curriculum planning, assessment, and individual child planning and referral to community resources.
3. Assessment and Family Conferences: After completion of assessments, utilizing The Ounce and Work Sampling assessment tool, family conferences are offered to discuss the child's developmental progress and behavioral, social and physical needs. Conferences will be held in Fall and Spring. Specific dates will be posted at those times. Conferences may also be requested by families or the Director at any time, to discuss issues that may arise. Assessments are done in the Fall, Winter and Spring for all children.

Your child's teacher will keep you up to date on your child's progress and interests during informal conversations at drop-off and pick-up times. We will schedule a formal Family and Teacher Conference once in November and again in May, to share information and concerns. We will also share our assessment of your child's skills and readiness to transition to the next level. A mid-year report will be sent home in February. Conferences are not scheduled at this time but can be requested. Please see your child's teacher.

There may be other times during the school year when it may be beneficial to have a formal conference with the family to address an issue of particular concern. If a family has a concern that they would like to discuss in a formal conference with the classroom teacher, they should notify the teacher who will schedule the conference as soon as possible.

Family Questionnaires
Each school year, we email families a link to fill out an annual questionnaire about ECDS. The confidential results are tallied and comments are shared with Center Directors and Staff. This information lets us know what we are doing well and how we can improve our services.

Back to School Night
Parents are invited to a Back-to-School Night held each September. This is a night where parents come to school and re-meet with their child's teachers to learn about classroom curriculum and activities.

Security

Access
Parents/guardians are provided access to Emilie Christian Day School to drop off and pick up their enrolled child(ren) through the blue doors by utilizing their electronic access key card. Government issued photo id's may be required. All ingress/egress doors will be locked at all times from outside access. All ingress/egress doors meet the required fire codes and are able to be opened at all times from inside the building. Propping doors open, preventing them from latching upon closure or blocking doors in any way is prohibited. Parents/guardians are not permitted to allow any other person or child access to the building. While it may seem polite or courteous to hold the door open for another child, parent, family, or other adult, it compromises the safety and security of everyone in the building. All people entering the building MUST use their electronic access key card or be granted access by an Emilie Christian Day School employee.

Parents Right to Immediate Access
Parents/guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Emilie Christian Day School as provided by law. Access does not mean that parents/guardians are permitted to remain in the center for extended periods of time to observe and interact with their child while in care. Due to licensing regulations, any person with access to children in the center must have the required criminal and child abuse clearances on file, therefore, parents/guardians can not loiter or "hang out" at the center beyond what is a reasonable and necessary period to drop off and/or pick up their child. Visitors are asked to schedule appointments with the Executive Director and are allowed in the child care facility only at the discretion of the Center Director. An employee of Emilie Christian Day School will accompany visitors at all times, throughout the center. Emilie Christian Day School will provide **both** parents with equal access to their child as stipulated by law. Emilie Christian Day School cannot, without a certified court order, limit the access of a 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, Emilie Christian Day School suggests that the parent keep their 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. Emilie Christian Day School will contact the local police should a conflict arise. If a custodial parent is barred from entering upon agency property, Emilie Christian Day School will disenroll the child(ren) immediately. Due to the parents' right to immediate access policy, as well as state and federal regulations, Emilie Christian Day School] cannot have a child at the agency when the agency prohibits a parent from entering upon agency property for any reason. Please refer to the PARENT CODE OF CONDUCT Emilie Christian Day School will not agree to any request to maintain a child's enrollment even if the offending parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Secure Entrances
Emilie Christian Day School is secured by a key card entry system. Enrolled families receive a key card used to gain entry to the center. For security reasons, we ask that families do not give this card to anyone (even an alternate pick-up person). Anyone without a security card will use doorbell at the front door to seek entry. Entry will be permitted after the person is identified.

Key Cards

Families are asked to rent a key card to be used to enter the building. Each key card requires a $10.00 deposit which will be refunded when the key is returned upon termination of services.

Parking

Emilie Christian Day School has a parking lot for families and staff behind the building. The first five parking spaces in each row are designated for parents. Please park your car in one of these designated parking spaces and walk your child to and from his/her classroom via the sidewalk. We ask families to please drive slowly and safely through our parking lot, be mindful of other children and parents walking to/from the building and never leave an unattended care running. We also ask that families do not use the funeral home parking lot, entering off New Falls Road. Other entrances and exits should be utilized to maintain neighborhood safety. Parents or authorized pick up people MAY NOT at any time leave other children in their cars in the parking lot when dropping off or picking up their child from the program. Confrontational interactions with any other parent, staff person or guest in the parking lot or on agency property will not

be tolerated and may result in the persons engaged in the confrontation to be prohibited from entering upon school property in the future.

Child Pick Up

We cannot release children to anyone other than their parent/guardian without specific written authorization. If someone other than a parent/guardian will be picking up your child, please inform your Center Director in writing. This person must be listed as an alternate pick-up person on your child's Emergency Contact Form and must present picture identification upon picking up the child. Anyone responsible for dropping off and picking up children must be at least 18 years of age. Any situation involving special custody arrangements requires written legal documentation/a court order which must be given to the Director and will be kept on file. ECDS staff will not release a child to a pick-up person who appears to be or whom the staff suspects, under the influence of alcohol or drugs. Staff will stay with the child at the Center and contact an alternate pick-up person. If the pick-up person insists on taking the child, staff will contact an emergency pick-up person and the police. Children of any age should not be left unattended in a car or anywhere in the parking lot during drop-off and pick-up times. All children must be secured in the proper car/booster seat. Cars are not to be left running in the parking lot. If the family member who regularly picks up your child is not available to do so on a certain day, another adult may pick up your child provided we have their name, address and phone number on file and they provide positive identification. This information should be available on the Emergency Contact Form that was completed upon enrollment. **Under no circumstances will we release your child to anyone who is not listed on the Emergency Contact Form without permission.**

Please let us and your child know when someone other than the regular pick-up person will be picking up your child. Tell them to go directly to the office. We will match their identification with the information on the Emergency Contact Form. Please make sure they are prepared with their driver's license or state issued photo ID. If the individual does not have a photo identification, we will not be able to release the child to them. Once identified, the office team will assist the person in finding the appropriate classroom.

If you wish to add a pick-up person, you must change the Emergency Contact Form in writing. You are welcome to update the form at any time. Otherwise, forms are reviewed every six months and a new one is submitted yearly.

Notification When Child Will Be Absent

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables us 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 Center 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. Emilie Christian Day 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 the program. Families are asked to call the school whenever their child is not going to attend. In the case of extended absence of 3 scheduled days or more, a doctors' note should accompany the child upon return to school. Parents will receive information about symptoms and what to look for, about any reported communicable disease that is in the classroom.

Right to Refuse Admission
Emilie Christian Day School reserves the right to refuse admission to any child at any time with or without cause.

Emilie Christian Day School strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "last to arrive, first to be denied" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

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

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at Emilie Christian Day School if the child were to be present at the center.
5. Failure to maintain accurate, up to date records.
6. Failure to complete and return required documentation in a timely fashion.
7. Non-payment of tuition or any other required fee on time

Once a child is signed out of Tadpoles upon parent pick up, the parent is then solely responsible for supervising their child while on agency 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 signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's hallway location each day.

Parents or authorized persons designated to act "in loco parentis" are required to sign for receipt of any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you, however, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. An in person or zoom conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up
The staff of Emilie Christian Day School will contact local police and/or the other custodial parent should a parent appear to the staff of Emilie Christian Day School to be under the influence of drugs and/or alcohol when at the center to pick up their child. 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, Emilie Christian Day School staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of Emilie Christian Day School to be under the influence of drugs and/or alcohol or pose a danger to the child for any other reason such as not having the appropriate car seat(s) in their vehicle, will be denied access to the child. The staff of Emilie Christian Day

School] will contact the child's parents and let them know they need to pick up their child or arrange for another authorized person to pick up. The offending authorized person may be banned from entering upon agency property and removed from the pick up list at the sole discretion of Emilie Christian Day School Local police, and Child Protective Services may be notified as well if the circumstances warrant notification.

Emergency/Alternative Pick-Up Forms
At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged 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 Emilie Christian Day School In an emergency situation the child's parents will be called first. If they can not be reached staff will call the people 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/guardian to make such arrangements will 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. Stepparents would need to be added to the Emergency Contact Form as they are not considered to have custodial rights to their stepchildren. 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 are not permitted to discuss the child's day with them.

The people on the Emergency/Alternate pick-up form will be required to provide government issued photo ID prior to the school releasing the child. 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, be dated, and signed. Only custodial parents have the right to make changes or additions to this form. Emilie Christian Day 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 Form of the policies/procedures contained herein.

Health and Safety Guidelines

Illness and Communicable Diseases
We as a staff make every effort to create a healthy environment for your child and we emphasize good health habits. We ask for your cooperation in this regard. For this reason, we request that you do not send your child to school if he or she is not able to participate in his or her usual activities. Emilie Christian Day School does not have the capability of providing care for sick children. Emilie Christian Day 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 Executive Director and is available upon request for review.

Parents are required to pick up an ill child within 60 minutes of notification by phone. If a parent is reached but cannot pick their child up within the required period of time, 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/guardian is reached. If a parent/guardian 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. For most communicable diseases, children will be excluded from the program for the contagious period as stated by the AAP or until they present as well enough to attend whichever is later. Many times, children are past the contagious period for an illness, but they are still lethargic and unable to participate in a group care setting. Please note: administering acetaminophen/ibuprofen (Tylenol, Advil, etc) for a fever and then sending your child to school is NOT acceptable. That is when a child is most contagious. *Emilie Christian Day School reserves the right to exclude a child from care if they present as such and a doctor's note will only be considered a recommendation in the event a care cannot be given in a large group care setting.*

If a child is displaying any of the following symptoms, they should stay home until they are healthy enough to rejoin group care.

- Fever, temperature 100.4 or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting or stomachache

If an enrolled child or household member tests positive for Covid-19, **families are expected to make immediate contact with Emilie Christian Day School Administration** to receive an isolation plan and instructions on returning to school. Because ECDS is licensed by DHS and OCDEL, if either agencies implement any Covid-19 instructions or changes, ECDS is required to adhere to any provided changes.

If your child will be absent due to illness, we request that you notify ECDS. This enables our staff 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 center director, so we may notify the parents that a specific communicable disease is present. Only the communicable disease information will be shared, not your child's name. Emilie Christian Day 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.

Hand Washing Policy

To comply with Keystone STARS and to maintain a healthy environment, Emilie Christian Day School has adopted a hand washing policy. ECDS staff will wash your child's hands before and after eating, after outdoor play, after diapering and periodically throughout the day.

Heath Evaluations/ Immunizations
This policy outlines in general terms the health requirements for daily attendance at Emilie Christian Day School. If at any time a child has a serious health or medical issue of which caregivers should be aware to protect the safety of their child, parents are encouraged to speak with the Executive Director to discuss what information the program needs and with whom that information will be shared. To maintain compliance with licensing regulations and local, state, and federal law, our staff may be limited in the administration of certain medications, performance of medical procedures and or treatments. Emilie Christian Day School will work directly with parents/guardians, the child's treating physician and our staff to meet the child's needs in accordance with licensing regulations, local, state, and federal laws.

All children who are enrolled in Emilie Christian Day School must have a health appraisal completed by a qualified medical professional within 30 days of enrolling in the program. Families will be provided with the Health Appraisal Form when the child is accepted for enrollment in the program. It is also available on the school website at www.emiliechristiandayschool.com The Department of Human Services in conjunction with Department of Health that oversees our school requires that Health Appraisals be completed every six months until the child is two and then annually thereafter. All children who are attending Emilie Christian Day School must have current immunizations as prescribed by the Department of Human Services and the American Academy of Pediatrics. Families with questions or concerns about the Health Appraisal or Immunizations should contact the Director. For your child's protection, we recommend that all children receive the recommended standard immunizations. A handwritten parent exemption will be required for any missing immunizations per the recommended immunization timeline. Parents should be aware that there may be unimmunized and under immunized children in attendance at Emilie Christian Day School. Emilie Christian Day School cannot and does not discriminate against children who have legally protected reasons for not receiving the AAP recommended immunizations. Unimmunized and under immunized children do not present a significant health risk to other children. It is a violation of the child and family's right of privacy for Emilie Christian Day School to disclose who may be unimmunized or under immunized. Emilie Christian Day School will not disclose the number of unimmunized or under immunized children enrolled and will not disclose which classrooms unimmunized or under immunized children may be assigned.

We require a physician's statement of inoculations and general medical health upon enrollment. Medical Health Forms must be updated according to the age schedule on the reverse of the form to comply with PA Department of Welfare regulations. Failure to provide updated records may result in the termination of your child from the program. **An updated health form is collected from families every six months until a child turns two and then yearly thereafter according to the written date of the child's last physical**. A printout list of vaccinations won't be accepted unless accompanied by the required health form signed and dated by the doctor.

Influenza Immunization
The Advisory Committee on Immunization Practices as well as the Early Childhood Education Linkage System recommends the influenza vaccine for children, especially in group care. Documentation for children 6 months and older is required to prove the annual influenza vaccine OR an exemption letter for a medical reason from a physician and or written by the family-stating there is a religious or strongly held belief for not immunizing against the flu vaccine.

Dispensing Medication
It is our policy not to administer any medication (including all over-the-counter medications and prescription ointments) at the Center unless it is an emergency. Please request a medication schedule from your doctor so that the medicine can be given at home. If your child must have medication during school hours, a parent should arrange to come to the school to give the medication. Medication will be administered only when the schedule cannot be altered and with physician approval. Due to air droplets, nebulizers are not permitted to be given at school. Emilie Christian Day School will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions that match the instructions on the medication's label. Emilie Christian Day 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.

These additional guidelines must be followed:
1. Provide written instructions from your doctor with date, name of medication, name of patient, dosage amount, dosage frequency, a tool for correct measuring of the medicine and reason for medication.
2. Medicine must be labeled with child's name, name of drug, prescribing physician's name, pharmacist's name, dosage, time and frequency to be given.
3. Give all medications and written permission to Director (or lead teacher in her absence). Written permission from parents and Director's approval are required for medication to be administered.
4. A Medication Form from the center must be filled out and signed before medication will be given

Fever and Pain reducing medication will require the doctor's note to indicate the medicine is being administered specifically pain and not for fever.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found with any classroom teacher, on the wall near the blue tuition box, or in the ECDS office. Medication Forms, doctor's notes and medication are to be turned into ECDS office. Staff will complete the medication log when the medication is dispensed. The log will include the type of medication, the time dispensed, the amount dispensed, and the name of the staff member who dispensed the medication. **DO NOT LEAVE MEDICATION IN THE CUBBY OR LUNCH BOX.**

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Severe Allergies/Life Threatening Medical Conditions
For the safety of your child, parents are to review the "Authorization for Emergency Care for Children with Severe Allergies" policy below, detailing any allergies, food or otherwise, their child may have at the time of enrollment or when the allergy is discovered. In addition to this policy, parents must provide a copy of any additional physician's orders and procedural guidelines relating to exposure prevention and treatment of the child's allergy, also known as a care plan.

RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING

EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

WHEREAS, Emilie Christian Day School provides child care services and the Parent(s)/Legal Guardian(s) have engaged Emilie Christian Day School to provide child care services for the enrolled child.

WHEREAS, Emilie Christian Day School has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Emilie Christian Day School's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Emilie Christian Day School and its employees or agents from any liability arising in law or equity as a result of Emilie Christian Day School's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Emilie Christian Day School has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of PA, which is the location of the Emilie Christian Day School facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Emilie Christian Day School shall include Emilie Christian Day School its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

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

Emilie Christian Day School cannot guarantee that a child with a severe allergy will not encounter the allergen while at the program. Emilie Christian Day School will work with all staff and inform parents of any life-threatening allergies and develop classroom and/or program-wide policies related to the specific allergen to prevent, as reasonably as possible, the child from coming into contact with their allergen. Parents may be asked to allow the program to post in appropriate and visible locations the child's photograph, name, and allergen after considering several factors including the commonality of the allergen in everyday life, if the reaction can be triggered by air, contact or ingestion, severity of the child's reaction and any other medical considerations.

Care for Children with Asthma
When your child has asthma, you should provide:
1. An Asthma Action Plan (AAP) provided by your child's primary care physician to prevent and to treat the Asthma attacks.
2. Medications including the names, doses, and methods of administration and equipment (inhaler, spacer, mask) with a written instruction. Nebulizers are not authorized to be used in the building.

Care for a Child with a Disability or a Child with Special Health Care Needs
Emilie Christian Day School is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. Emilie Christian Day School's employees cannot diagnose, evaluate, or test for a disability. However, the assessment and developmental evaluation tools used as part of the curriculum and our daily interactions and observations of your child can serve as the basis for referral to outside support services including but not limited to, early intervention, speech, occupational and physical therapy, and other types of services. Emilie Christian Day School is not considered a "publicly funded educational institution" under IDEA legislation, therefore we are not required to follow or implement IEPs/IFSPs and 504 Plans. Emilie Christian Day School requests copies of any IEP/IFSP/504 Plan documents and any evaluation summaries so we can provide consistent and complimentary support for the goals and expectations contained therein and be an engaged partner in any IEP/IFSP/504 Plan team meetings.

Emilie Christian Day School will allow outside service providers into the program to work with any child as a reasonable accommodation, provided those services are communicated in advance. Prior to services starting on site, a meeting will be scheduled with the parent(s), service provider, their supervisor if applicable, the center administration and classroom staff. At this meeting, the services being provided will be reviewed including the IEP/IFSP/504 Plan or other guiding document. The service provider and their supervisor as applicable will be required to review and sign the "Service Provider Handbook" Form and provide copies of their clearances.

At all times while present in the center the resource/therapist must work cooperatively with Emilie Christian Day School staff to meet the needs of the child. The presence of the resource/therapist must be collaborative and complimentary to the program and must mitigate any and all safety risks the child presents to themselves and others. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Emilie Christian Day School is committed to working with all families to provide reasonable accommodations. All accommodation plans will be adapted, updated, and amended from time to time as needed to continue to meet the needs of the child as they

grow and develop. Parents are required to engage in the interactive process of determining reasonable accommodations, from evaluation to implementation of the accommodation plan, in a constructive, respectful, and cooperative manner. Any forms or information requested should be returned or provided in a timely manner to ensure that your child's needs are met, and they are able to safely attend the program. Emilie Christian Day School may need a reasonable period of time to get staff trained in any emergency medical interventions and/or to review and understand how to support any life threatening medical scenarios.

Although Emilie Christian Day School is not a center who will be able to meet ALL children's care needs, we encourage staff take a flexible approach to combine and deliver services to children with varying forms and severities of disabilities or special health care needs. When your child is determined to have a disability or special health care needs by your child's primary care provider, any authorized service coordinator, or any provider of intervention services, you, parents/guardians, may arrange the therapeutic services through consultants or outside programs serving children with disabilities or children with special health care needs. These services may be available through the Individualized Family Service Plan (IFSP) or the Individualized Education Program (IEP) or through special health personnel such as RNs or LPNs under RN supervision. ECDS requires a care plan to be sure we are meeting all of the child's needs. You must be involved to assure that the plan is compatible with their care and determine the type and frequency of the services to be provided within our center, but agreed between you and the Director. The formulation of a plan on how to best meet your child's needs should be based on the assessment process and by your child's medical care plan which is created by your child's primary care provider in collaboration with the child care health consultant and you. Such a plan should be written, reviewed with you then it should be maintained as part of your child's confidential record. Your child's teacher may become a member of the IFSP or IEP team if you so request and attend the IFSP or IEP meeting for an assessment or a review.

Emergency Drills and Procedures

Emilie Christian Day School conducts monthly fire drills and annual emergency evacuation and/or emergency lockdown drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of our emergency plans. Emergency evacuation and lock down drills are used for a variety of situations including but not limited to fire, weather, violence, concerns related to threats against anyone in the building, utility, air quality or other environmental concerns.

Emergency Drills will also test the agency's notification process and procedures for parents/guardians and other authorized emergency contacts. It is important that we practice all parts of the emergency plan to ensure it works properly if/when it is needed.

While parents can often be alarmed, worried and fearful of the possibility of a real scenario causing an evacuation or lock down, the staff of Emilie Christian Day School work diligently to keep children calm, make the experience as stress-free as possible and will work to explain and prepare the children in developmentally appropriate ways. Emilie Christian Day School can provide developmentally appropriate resources to help you continue the conversation at home and even have your own emergency drills at home.

During emergency drills or a real emergency situation, parents may not sign children into or out of the program. In the instance of an emergency drill, parents must wait until the drill is complete to sign their child into or out of the program. Our staff must be

focused on conducting all aspects of the emergency drill and the children need to remain signed in and under the direct supervision of the staff for the entirety of the drill. Additionally, when the drill is concluded, staff will engage with the children in developmentally appropriate ways to review positives from the drill, allow them to ask questions and transition them back into their regular classroom routines. At this time parents will be permitted to sign their child out of care.

In case of an accident or sudden life-threatening illness, the following procedures are followed:

1. A phone call is made to 911.
2. Child's parent (or emergency contact person) is called.
3. Child and health records are taken to emergency service at the nearest hospital. In all cases, an incident report is completed and given to the parent by the Director. It is very important, especially in instances of illness or emergency that the contact information we have on file is correct. Promptly report any changes in address, phone number, employment, physician, or health insurance information to your Director

Our Emergency Operations Plan provides for responses to a variety of situations that may occur. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation – students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- Shelter in place – sudden occurrences, weather or hazardous materials related accidents may dictate that taking cover inside the building is the best immediate response.
- Evacuation – total evacuation of the school may become necessary if there is a danger in the area. In this case, the children will be relocated to a relocation facility. Our plan for a walking evacuation is to relocate to the Levittown-Fairless Hills rescue squad or Magic Cottage in Appletree. Should an evacuation be necessary which would require transportation, we would rely on local and/or county emergency personnel to establish the location and provide transportation. You will be notified of our whereabouts through phone, posted message on school doors or local media.

We ask that you do not call the school during an emergency. This will keep the main phone line open (215-945-3131). We will call you to let you know that we've taken one of these protective actions and will call when we have resolved the situation and it is safe for you to pick up your child. We will use the information supplied to us on the Emergency Contact Form to make the calls. We will also utilize the information you have provided on the form in order to release your child in the event of an emergency. For these reasons, please ensure that the phone numbers and other information on this form are kept current and that only the persons you list on the form attempt to pick up your child.

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in Emilie Christian Day School being closed. If school is in session, families will be notified by telephone when these conditions occur. If the closing is during the program day and we are required to relocate the children, you will be advised as to where your child may be picked up either by phone, posted message on the school door or local media. In the event the nature of the emergency does not necessitate relocating the children, families are asked to comply with the instructions of emergency workers when attempting to pick

up their child. As with the sick child pick up policy, children must be picked up within 60 minutes of the telephone call and are required to comply with the process and procedures established for how children are to be released. This process may change depending on the emergency situation, location, and other unpredictable emergency factors. At no time is a parent, guardian, or authorized pick up person to circumvent any process or procedure to get quicker access to their child. Order and calmness are critical to keeping children safe, ensure that they are released to authorized individuals and that they are supervised by staff at all times.

In the event of a real emergency lockdown situation, anyone onsite will be required to comply with the lockdown procedures and will be prohibited from leaving the premises until emergency personnel advise. Anyone onsite is required to comply with the instructions of staff as it relates to the processes and procedures during a lockdown drill or situation.

Parents are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. It is important for parents and staff to work together, remain calm, and cooperate with the emergency personnel and center administration during these important and critical situations.

Emilie Christian Day School has developed a detailed Emergency Operations Plan. Parents may review the Emergency Plan onsite upon request. To maintain the utmost safety and security parents will not be provided with copies of the Emergency Operations Plan details, are not permitted to take photographs or video record the contents of the Emergency Plan and the plans will not be posted to any public location. In order to stay in compliance with the Department of Human Services, as a licensed childcare provider, we are required to reach out to local and county municipalities to share information regarding our operating hours, location and a copy of our emergency operations plan.

Alternative Safe Location
Should the administration of Emilie Christian Day School or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location outlined on Emergency Operations Plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 60 minutes of notification.

School Closings
The School Calendar is distributed at enrollment and lists the dates the program will be closed. We close for certain holidays and for several staff in-service days each year. There may be times when the program may be closed due to severe weather conditions or other emergency situations.

Severe Weather Conditions

In the event of severe weather conditions, Emilie Christian Day School takes determining whether or not to close the school very seriously, keeping in mind that families have to work but also respecting family and staff safety. Families are instructed to watch television stations (NBC10, 6abc, Fox 29 or CBS3), call the school answering machine, check our Facebook page and be on the lookout for emergency closing information. Alerts will also be distributed through Tadpole messaging. A delayed opening for the districts, will mean that ECDS will open at 8:30 am. These only effects children whose start time is before 8:30AM. Half day students are still scheduled to

arrive at 9:00 AM. An early dismissal announcement will be specified by the Director on a case-by-case basis.

Firearms and Weapons
Emilie Christian Day School is private property and has the right to restrict concealed or open carrying of any weapon or firearm on our property. At no time is any person permitted to carry any type real or toy Firearm, Ammunition and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program. Parents that are police/law enforcement are not permitted to bring their service firearm or other weapons on to the property, while off duty, during drop-off/pick up or while attending ECDS events.

If at any time a parent, authorized pick up person or child state that they or another individual associated with them will bring a firearm or weapon of any kind to the program, threaten to use a firearm or weapon to harm a staff person, child, family, or any person associated with Emilie Christian Day School the child(ren) will be immediately disenrolled from the program and police and Child Protective Services will be called. There will be no exceptions.

Threats
Threats of any kind directed at any child, staff person, parent, family, or any person associated with Emilie Christian Day School will not be tolerated and will result in the person issuing the threat to be barred from entering upon agency property and/or contacting the agency. If the person making the threat is the parent/guardian of an enrolled child(ren) the child(ren)'s enrollment will be terminated immediately based on the Parent's Right to Immediate Access Policy. All threats will be documented and reported to police and Child Protective Services.

Injuries
Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident Report. Parents or persons designated to act "in loco parentis" are required to sign for receipt of 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 for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

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 Report. The parent signature indicates receipt of the incident/accident report and is required.

If the child's injury is more serious than the typical scrape or bruise, or if the head is involved, staff will contact the family to notify them of the injury and the care the child received. If the injury is very serious or deemed an emergency the staff will contact emergency services and notify the parent. Incident Reports Minor incidents that occur at the center are recorded on an Incident Report Form and reviewed with the Director who will share the information with families. Families are asked to sign (with complete signature) the incident report which will be kept in your child's file. When more than one child is involved, the other child's name will not be disclosed due to confidentiality.

All ECDS staff are certified in Pediatric First Aid and CPR as well as Fire Safety. First aid kits are available in each classroom and on the bus. Staff take first aid kits and emergency contact forms on all outings.

Shaken Baby Syndrome and Abusive Head Trauma
Shaken baby syndrome also known as abusive head trauma, shaken impact syndrome, inflicted head injury or whiplash shake syndrome, is a serious brain injury resulting from forcefully shaking an infant or toddler. Shaken baby syndrome destroys a child's brain cells and prevents his or her brain from getting enough oxygen. Shaken baby syndrome is a form of child abuse that can result in permanent brain damage or death.

Shaken baby syndrome symptoms and signs include:

- Extreme fussiness or irritability
- Difficulty staying awake
- Breathing problems
- Poor eating
- Vomiting
- Pale or bluish skin
- Seizures
- Paralysis
- Coma

You may not see any signs of physical injury to the child's outer body. Sometimes, the face is bruised. Injuries that might not be immediately seen include bleeding in the brain and eyes, spinal cord damage, and fractures of the ribs, skull, legs, and other bones. Many children with shaken baby syndrome show signs and symptoms of prior child abuse. In mild cases of shaken baby syndrome, a child may appear normal after being shaken, but over time he or she may develop health or behavioral problems.

Causes
Babies have weak neck muscles and often struggle to support their heavy heads. If a baby is forcefully shaken, his or her fragile brain moves back and forth inside the skull. This causes bruising, swelling, and bleeding. Shaken baby syndrome usually occurs when a parent or caregiver severely shakes a baby or toddler due to frustration or anger, often because the child won't stop crying. Shaken baby syndrome isn't usually caused by bouncing a child on your knee, minor falls or even rough play.

Risk Factors
The following things may make parents or caregivers more likely to forcefully shake a baby and cause shaken baby syndrome:

- Unrealistic expectations of babies
- Young or single parenthood
- Stress
- Domestic violence
- Alcohol or substance abuse
- Unstable family situations
- Depression
- A history of mistreatment as a child

Complications

Even brief shaking of an infant can cause irreversible brain damage. Many children affected by shaken baby syndrome die. Survivors of shaken baby syndrome may require lifelong medical care for conditions such as:

- Partial or total blindness
- Developmental delays, learning problems or behavior issues
- Intellectual disability
- Seizure disorders
- Cerebral palsy

Prevention

New parent education classes can help parents better understand the dangers of violent shaking and may provide tips to soothe a crying baby and manage stress. When your crying baby can't be calmed, you may be tempted to try anything to get the tears to stop but it's important to always treat your child gently. Nothing justifies shaking a child. If you're having trouble managing your emotions or the stress of parenthood, seek help. Your child's doctor may offer a referral to a counselor or other mental health provider. If other people help take care of your child, whether a hired caregiver, sibling or grandparent, make sure they know the dangers of shaken baby syndrome.

For more information go to:

Mayo Foundation for Medical Education and Research. (2017, October 28). *Shaken baby syndrome*. Mayo Clinic. Retrieved February 16, 2022, from https://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/symptoms-causes/syc-20366619

Reporting Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report their **suspicion** of abuse or neglect to the appropriate authorities. The employees of Emilie Christian Day School are considered mandated reporters, under this law. The employees of Emilie Christian Day School are not required to discuss their suspicions with parents/guardians 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. Additionally, Emilie Christian Day School can receive child care licensing violations for failing to report suspected child abuse or neglect. We at Emilie Christian Day 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.

Reports to Child Protective Services can be made anonymously, but even if the person providing the report discloses their identity, all names and affiliations of reporters are considered confidential. Parents/guardians who accuse, harass, and/or threaten staff based on the assumption or knowledge that the staff person has made a mandated report will be barred from entering upon agency property and the police and Child Protective Services will be notified. Refer to Parent's Right to Immediate Access policy for additional information on disenrollment of children whose parent(s) are barred from agency property.

As mandated reporters, the staff of Emilie Christian Day School cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season.
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child.
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

Our staff is required by state law to report any suspicion of child abuse or neglect. Staff who fail to make a report of suspected abuse or neglect are subject to disciplinary action, including termination, and may also be subject to criminal prosecution. Our staff is trained about abuse and neglect and their obligation to report suspected abuse or neglect. Staff are not permitted to discuss their suspicions with a family or to disclose that a report was made. Reports of suspected child abuse or neglect are made to Childline at 1-800-932-0313 as per DHS regulation 3270.19.. If you have questions or concerns about this policy please contact the Director.

Confrontational Interactions with Employees, Other Parents or Associates of Emilie Christian Day School:
While it is understood that parents will not always agree with the employees of Emilie Christian Day 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. Any parent or guardian, or authorized pick-up person that attempts to intimidate, pressure, or threaten any employee or representative of Emilie Christian Day School will be prohibited from entering upon agency property. Emilie Christian Day School will contact local police as necessary.

Threatening of Employees, Children, Other Parents or Adults Associated with Emilie Christian Day School:
Threats of any kind will not be tolerated. In today's society Emilie Christian Day School cannot afford to sit idly-by while threats are made. All threats will be reported to local police and Child Protective Service (where applicable under Mandated Reporting Laws) and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. *PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.*

Corporal Punishment of your child and/or Physical/Verbal Confrontation – *other children*
Corporal Punishment (spanking) is not permitted in the child care facility by anyone. While parents may need to provide verbal correction to their child it is not appropriate for parents to verbally threaten, spank, humiliate or otherwise harshly discipline their

child in the facility or while on school property. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with staff 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 the Executive 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 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 Executive Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency 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 center.

Smoking/Vaping/Drug Policy
For the health of all Emilie Christian Day School employees, children and associates, smoking/vaping is prohibited anywhere on agency property. Parents are prohibited from smoking/vaping in the building, on the grounds, and in the parking lot of Emilie Christian Day School. Parents are prohibited from carrying on their person, any smoking/vaping paraphernalia onto the property. Personal items, such as bags, naptime bedding/pillows, coats, clothing etc, may not smell of smoke/vape fumes. All items should be washed and placed in a plastic bag to be brought into the program.

Swearing/Cursing
No parent or adult is permitted to curse or use other inappropriate language on agency property, whether in the presence of a child or not. Such language is considered offensive and disrespectful and will not be tolerated. This includes communications that occur over the phone and in written form.

Family code of conduct
Emilie Christian Day School requires the parents/guardians and authorized pick-up/emergency contact persons of enrolled children to behave at all times in a manner consistent with decency, courtesy, and respect. One of Emilie Christian Day School's goals 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 Emilie Christian Day School employees but is the responsibility of each and every parent/guardian and adult who enters the center. Parents/guardians and all adults are required to behave in a manner that fosters this ideal environment. **Individuals who violate the Family Code of Conduct will not be permitted on school property thereafter.**

I. Family Code of Conduct

We believe that people are individuals who have different thought processes. It is the role of every person at Emilie Christian Day School to treat staff, families, and children with respect and dignity. We expect that all adults in our program settings conduct themselves in the following manner:

- With courtesy,
- With respect,
- With patience,
- By dressing appropriately,
- By treating people the way you want to be treated,
- By modeling how we want our children to treat others, and
- By acknowledging and celebrating the cultures and practices of other people and families.

Under no circumstances will the following behaviors be allowed:

- Physical or verbal punishment of children,
- Threats to staff or parents/guardians,
- Swearing and cursing,
- Smoking,
- Quarreling, verbal fighting, raising of voices with other staff or parents/guardians,
- Doing things that are against school safety practices and policies,
- Bringing drugs, alcohol, or weapons to school or events, and
- Violation of any program policy.

If the above behaviors occur, parents/guardians will be asked (privately if possible) by a staff person to stop the inappropriate behavior. If family members continue to quarrel, verbally fight, or threaten, staff will call the police.

Emilie Christian Day School reserves the right to terminate service to any family who violates this Code of Conduct.

Record Requests
All requests for copies of enrollment documentation, tuition/financial records, attendance and/or developmental records must be presented to the Executive Director in writing. Emilie Christian Day School will only release information to custodial parents and guardians or their attorney at law if a letter of representation is provided along with an executed form from the parent or guardian requesting the records. There will be a reasonable copying fee charged for records requests for any information that was, as part of our regular communication process, already communicated to any parent or guardian. This could include but is not limited to, duplicates of enrollment documentation, tuition/financial records, attendance records, accident/incident reports, developmental records, communications between parents and the staff. An invoice for the copying fee will be presented and must be paid prior to the requested documentation being released to the requesting party. The copying fee will be the going per page rate at the local Office Supply Store plus any applicable postage if the documents copied will be mailed to the person making the request.

Document/Witness Subpoenas
Emilie Christian Day School will charge an expert witness fee and/or a reasonable copying fee when the business or any employee is served a subpoena related to any custody, support, or other court related matter to which the business or employee are

not a party. This fee will be discussed with the party serving the subpoena. Every attempt will be made to avoid having employees physically appear in court, including providing documentation where possible and discussing what the requesting party expects the employee will present ahead of time to determine if that employee has relevant knowledge. When the information/knowledge they have is deemed to be relevant, Emilie Christian Day School will request virtual appearances to minimize the time and impact participation has on the program.

Emilie Christian Day School strongly discourages parents and guardians from asking any employee to appear on their behalf in a personal court related matter. Court appearances are extremely disruptive to our program, as we have licensing regulations related to ratios to always maintain and having one or more staff persons out to testify in a hearing is detrimental to our operations. Further, if employees had concerns about any adult interactions with an enrolled child, a report would be made to the local child protective services agency under our requirements as mandated reporters of child abuse and neglect. Short of that, employees of Emilie Christian Day School do not take sides or judge either parent's or a guardian's interactions with enrolled children outside of the center. Please see the policy regarding our mandated reporting of suspected child abuse and neglect for more information.

Violations of Safety or Security Policies and Procedures
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 Emilie Christian Day School. Please be particularly mindful of Emilie Christian Day School entrance procedures. We all like to be polite. However, we need to be careful not to allow unauthorized individuals into the center. 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 Executive Director.

Confidentiality

Cell Phones/Recording Devices
Emilie Christian Day School believes that is important for parent/guardians and authorized pick-up persons to engage in meaningful and intentional ways with their child at all times when the parent/guardian and authorized pick-up person is present in the child care facility. Often the conversations (work related or personal) are not appropriate for the children to overhear and are disruptive to the activities being conducted in the center. It is often necessary for staff to communicate information about the child and/or the program to the parent/guardian or authorized pick-up person during the drop off or pick up time. Staff find it difficult to gain a parent's/guardian's or authorized pick up person's attention when they are otherwise occupied on a call. Therefore, parents/guardians and authorized pick-up persons must end any calls, leave their cell phone in their vehicle, remove earbuds/pieces (this does not include hearing aids or other communication assistive devices) and enter the center ready to fully engage and be present with their child during the drop-off and pick-up routine. Parents/guardians and authorized pick-up persons must help children through the arrival and departure procedures with calm energy, focused on following the center rules and maintaining direct care and supervision of the child at all times. Engaging directly and intentionally with the child at drop-off and pick-up can help alleviate separation anxiety, allow parent/guardians and authorized pick-up persons to build connections with the child through engagement in the activities and environment and build a trusting and professional relationship with caregivers.

Further, Emilie Christian Day School has an obligation to protect, respect and preserve the privacy of all children and families in our program; therefore, parents/guardians and authorized pick-up persons are not permitted to use cell phones, including face time, cameras, or any other type of recording devices while in the center. Emilie Christian Day School enrolls children who may be in foster care or who are covered under a Protection from Abuse Order/Restraining Order and recording or photographing these children may not be permitted under their court orders. Disclosure of these children's identity would violate their privacy therefore we must prohibit all photographing and video recording by parents/guardians and authorized pick up persons. As with all center policies and procedures, parents and guardians are required to inform authorized pick-up persons of this requirement. Violations of this policy by authorized pick-up persons will result in them being prohibited from entering upon agency property and the parent/guardian will need to designate a different authorized pick-up person. Violations of this policy by parents/guardians may result in the parent/guardian being excluded from entering the center.

The individual dignity of children, families, and employees will be respected and protected at all times in accordance with law. Information about children, families, or employees will not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

Staff are not permitted to give a family any information about another child or family in the program, including child or family information, addresses and phone numbers without parent permission. This includes even those situations that appear evident, such as discussing why a child uses a wheelchair. Staff may not openly discuss a matter about another child with you. This would also include information about an incident in which your child was involved. For example, staff cannot tell you who bit your child. They can only tell you your child was bitten. Please do not put staff in the position where they may violate policy and be subject to disciplinary action by asking for any information about another child.

Emilie Christian Day School will only release information about your child with your express written consent. If you want records provided to another facility, school or service provider, you must sign a Release Form before we will provide the information. Release forms are available in the Director's office.

Staff are also strictly prohibited from discussing confidential information about another staff member. For example, there may be a time when an employee is absent for the day. There could be many reasons for the absence including illness or vacation. In order to protect their privacy, staff may not discuss this information with you. If you have concerns about a staff member you should discuss them with the Director. Our staff is trained regularly about confidentiality. We will do everything to protect your family's right of privacy and ask that you respect the rights of others at Emilie as well.

Cameras

Emilie Christian Day School has an internal video surveillance system. These recordings are the sole property of Emilie Christian Day School and are used for training and supervisory purposes.

Parents or guardians are not granted on demand access to any recording due to the confidentiality of other children and families within recording. Emilie Christian Day School provides care to children under foster care placement, children with protection orders and other restrictions that would prohibit the review or dissemination of recorded security footage. If there is a concern, parents/guardians should bring it to the attention

of the Executive Director immediately and if necessary, the appropriate administrative personnel will review the recorded footage of the incident/period in question and provide feedback to the parent/guardian. Emilie Christian Day School is required to allow Licensing Inspectors and Investigators from Child Protective Services agencies access to recordings as part of their investigatory processes. Emilie Christian Day School cooperates with and welcomes all licensing and CPS oversight investigations.

In circumstances where parents or guardians may be granted review of recorded footage (court ordered) they are prohibited from recording or taking photographs of the footage shown.

Cameras may be located throughout the building in all public spaces indoors and outdoors. Parents/guardians are strictly prohibited from blocking, moving, or dismantling any camera installed on the property. Within Emilie Christian Day School confidential information will only be shared with employees of Emilie Christian Day School who have a "need to know" in order to care for your child. Confidential information about staff, other parents and/or children will not be shared with parents, as Emilie Christian Day School strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, relationships, addresses, phone numbers, financial information, disability information, HIV/AIDS status, or other health related information of anyone associated with Emilie Christian Day School Outside of Emilie Christian Day School, confidential information about a child will only be shared when the parent/guardian of the child has given 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 Emilie Christian Day School persons with whom the information will be shared, and the reason(s) for sharing the information. Parents and guardians may volunteer or attend classroom/center-wide events and may be present for an incident, accident or may see or hear things about another child or family while present. Any gossip or dissemination of the information acquired while present in the center is a violation of our Confidentiality policy. Any parent or guardian who violates the Confidentiality policy will not be permitted on school property thereafter. You may observe children at our center, or your child may tell you things about a child in their class. Emilie Christian Day School will not discuss another child's behavior, discipline, or enrollment with you. Our Confidentiality Policy protects every family's and child's right to privacy. Employees of Emilie Christian Day School are strictly prohibited from discussing anything about another child with you. Pestering, accusing staff of hiding, threatening or demanding information from staff about another child or family will result in that person being prohibited from entering upon school property.

Violations of the Confidentiality Policy
Emilie Christian Day School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. 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 Emily Christian Day School. Any parent who shares any information considered to be confidential or pressures employees or other parents for confidential information will be considered a violation of the Confidentiality Policy.

ECDS Staff

Staff Employment by Parents/Babysitting for Families
The staff of Emilie Christian Day School is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the

purpose of employment. Parents who employ Emilie Christian Day School staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Emilie Christian Day School will have their employment with Emilie Christian Day School terminated. Employment refers to any relationship outside of the agency's services which involves an employee of Emilie Christian Day School performing any services for a current or former client of Emilie Christian Day School. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid. Employees are not permitted to be listed as an authorized pick up person or emergency contact on a child's enrollment forms unless there is a documented family relationship. This family relationship should be disclosed at the time of enrollment by both the enrolling family and the employee. Documentation of the relationship may be requested.

Non-Fraternization

Emilie Christian Day School does not allow employees and clients to fraternize with each other outside of the program. Clients shall include the enrolled children, their siblings, the parents and/or guardians of enrolled children and anyone residing in the household(s) of enrolled children. Parents/guardians are discouraged from inviting employees of Emilie Christian Day School to a "social event" or a "private gathering" and employees are required to obtain permission from a supervisor to have any contact with any client outside of the program. This includes attending a birthday party or other event when the employee's enrolled child is invited. Parents/Guardians are prohibited from having any intimate physical contact and/or romantic involvement with employees of Emilie Christian Day School. Parents/Guardians are prohibited from making unwelcome advances, intimate propositions and/or dating Emilie Christian Day School's employees. Any outside personal relationships that existed prior to a child being enrolled or an employee being hired should be disclosed by both parties prior to enrollment of the child or hiring of the employee. Parents/Guardians who violate this policy will be prohibited from entering upon school property and will have their child's enrollment terminated. Parents/Guardians should also be aware that employees may be terminated as a result of any relationship with clients that is in violation of this policy.

Complaints/Concerns

Parents/Guardians of enrolled children are directed to address concerns, questions, or problems with our employees in a calm, respectful and solution oriented manner. For concerns, questions or problems related to your child and the daily activities, curriculum, or schedule in the classroom, please reach out to your child's classroom teacher. Not all staff have the authority or access to information to answer all concerns, questions, or problems about your child(ren)'s enrollment in our program. Any concerns, questions, or problems related to any administrative, financial or program policy should be directed to ECDS Administration. Our classroom staff are not responsible for and do not have the authority to discuss policies, procedures, financial matters, or other administrative matters.

In any situation involving a difference of opinion, issue, problem, or concern, Emilie Christian Day School expects that all parties engaged in the discussion remain focused on solving the problem at hand. There will be disagreements, misunderstandings, and conflicts but we expect that parent/guardians calmly, and respectfully communicate their opinions related to the problem or issue. Parent/Guardians engaged in gossip or behavior that undermines efforts to solve or resolve conflicts will have their services discontinued. Emilie Christian Day School values the opinions and concerns of the

parents/guardians, however, every issue and every request cannot be managed in a way to make everyone happy or satisfied. Sometimes there are licensing regulations, or other laws that dictate a process or procedure that either does not make sense to a parent/guardian or is inconvenient. Emilie Christian Day School cannot change our processes and procedures in any way that would violate those regulations or laws. Additionally, there are processes and procedures that Emilie Christian Day School has established because the Board of Directors has determined that is the type of program they wish to run. Emilie Christian Day School allows parents/guardians the opportunity to constructively communicate their ideas in an appropriate time and place and may be considered if they enhance our program overall. This can be done through our annual parent survey, through informal communication, or submitted in writing to the school email.

Staff Qualifications/Responsibilities
Emilie Christian Day School complies with all applicable state licensing regulations, accreditation standards and grant or contract-based staff qualification requirements. Staff education levels may be included in their biographies posted on the school's website. However, after the completion of successful probationary periods upon initial employment, ALL ECDS staff are required to be enrolled in a degreed program or already have a CDA, AA, or a BS/BA.

Supervision of Children
The foremost responsibility of the staff at Emilie Christian Day School is the appropriate supervision of all children assigned to their care. Employees are required to comply at ALL TIMES with ratio requirements as outlined by the licensing authority and all other licensing regulations related to the appropriate supervision of children.

NO CHILD OR GROUP OF CHILDREN WILL BE LEFT UNATTENDED AT ANY TIME, FOR ANY LENGTH OF TIME. NO CHILD OR GROUP OF CHILDREN WILL BE OUT OF DIRECT SIGHT AND SOUND OF THEIR ASSIGNED CAREGIVER AT ANY TIME WHILE IN CARE.

Our employees MUST be able to identify by name all children assigned to their care. Before, during and after any transition, whether transitioning a group of children from one place to another, from inside to outside, transitioning children from one care group to another, or transitioning caregivers from one group of children to another, employees must stop and identify by name and face all children in their group.

Emilie Christian Day School has redundant procedures in place for all staff to track and monitor ratios and care groups. Staff under go training in these procedures during their initial employee onboarding process, and they engage in ongoing training and discuss and review of these procedures throughout their employment during professional development sessions and staff meetings. Supervision procedures exist to keep all children safe and accounted for during their time at Emilie Christian Day School Parents, guardians, and authorized pick-up people are required to comply with all procedures and staff member instructions when in the center. Any person attempting to short-cut or ignore procedures designed to maintain effective and appropriate supervision of the any child will be prohibited from entering upon agency property. Refer to the policy, Parent's Right to Immediate Access for additional information on disenrollment of children whose parent(s) are barred from agency property. The redundancy of the procedures is designed to provide multiple checks to ensure that all children are accounted for at all times. If you are unsure about a procedure, are unsure why multiple steps and redundancy are necessary and safe, please speak to a member

of the administrative team. *Parents who harass or berate staff over classroom procedures will be asked to leave the program.*

Ratios
Licensing Regulations for Staff to Child Ratios per the Pennsylvania Department of Human Resources are as follows:

When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

Similar Age Levels	*Staff*	*Children*	*Maximum Group Size*	*Total Number of Staff Required for the Maximum Group Size*
Infant	1	4	8	2
Young toddler	1	5	10	2
Older toddler	1	6	12	2
Preschool	1	10	20	2
Young school-age	1	12	24	2
Older school-age	1	15	30	2

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 in accordance with § 3270.51 (relating to similar age level).

While toddlers and preschoolers are napping, the following staff-child ratios apply:

Similar Age Level	*Staff*	*Children*
Young toddler	1	10
Older toddler	1	12
Preschool/Pre-K	1	20

Staff Trainings
All ECDS staff are certified in Pediatric First Aid, CPR, Fire Safety and Active Shooter Preparation. Staff maintain their certifications through training provided by ECDS. Additionally, in-service trainings take place throughout the year.

Staff Background Clearances
Employees and Volunteers with access to children are required to have the following clearances and background checks on file with Emilie Christian Day School prior to working in any capacity with children.

1. FBI Fingerprint Check
2. State Police Criminal Background Check
3. Child Abuse Registry Check
4. National Sex Offender Registry
5. Mandated Reporter Certificate
6. CPR
7. Health and Safety Training
8. Keystone STARS Training

9 Emergency Operations Training
10 Health Report with proof of TB testing

These clearances are required to be run new for every new hire prior to the first day of work and for every volunteer prior to being granted access to the program. As per licensing regulations all clearances must be renewed at least every 5 years.

Non-Discrimination in Employment/Job Responsibilities

Emilie Christian Day School is an equal opportunity employer and conducts all human resources processes in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees. Job Duties will be assigned without regard to the employee's race, color, creed, religion, age, gender, (including sexual orientation and gender identity), national origin, pregnancy, disability, veteran status, or genetic information. [Be sure to include any additional areas of protection required by the state or local government]. Emilie Christian Day School will not entertain parent/guardian requests, on the basis of a protected class affiliation that certain staff not engage with their child or perform job functions as required in the job description as it would be illegally discriminatory.

Community Resources

County Assistance Office (CAO) Pennsylvania residents can seek assistance with the Supplemental Nutrition Assistance Program (SNAP), help with childcare, health care coverage, home heating assistance (LIHEAP), school meals, Select Plan for Women, long-term living services and cash assistance through their local County Assistance Office. For more information, visit www.dhs.pa.gov.

Early Learning Resource Center (ELRC)- Formerly CCIS ELRC agencies are the hub of childcare information in your local area. ELRC agencies provide you and your family with information on quality childcare and personalized childcare referrals to childcare providers based on your specific needs or preferences. ELRC agencies also administer the Child Care Works subsidized childcare program. For all of your childcare questions and needs, contact the ELRC agency for your local area or call the Child Care Works Helpline at 1-877-4-PA-KIDS.

Car Seat Clinics Pennsylvania State Law requires that children under age 4 be restrained in a federally approved car seat or booster seat that is appropriate for the child's age, height and weight. Children ages 4 to 8, must use a booster seat if they are no longer in a car seat. To find a Car Seat Clinic to help with the proper installation of your car seat, visit the National Highway Traffic Safety Administration (NHTSA). The NHTSA may also be able to help with reduced cost or free car seats. Child Safety Seat Program at CHOP The Children's Hospital of Philadelphia offers child car seats at no cost through its Child Safety Seat Program at CHOP. Anyone who cannot afford to buy a child safety seat can be referred to this program by a healthcare provider. To be eligible, you must be currently receiving public assistance and have a green EBT Access card. In order to obtain a car seat, you must have a written prescription/referral from a healthcare provider (doctor, nurse, social worker, etc.) along with an EBT Access card and photo identification. The prescription/referral form must state your need for a child safety seat and that you cannot afford to buy a safety seat. Please call the Safety Center at 267-426-5000 to schedule an appointment. There is no cost for this program. However, a donation is always welcome.

Early Intervention Services The Pennsylvania Early Intervention program provides support and services to families with children birth to age 5 with developmental delays or disabilities. Parents who have questions about their child's development may contact the CONNECT Helpline at 1-800-692-7288. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children ages birth to age 5.

Pennsylvania's Local Education and Resource Network (LEARN) LEARN teams build support networks in every county for organizations and individuals interested in quality early education. LEARN Teams bring together early childhood programs, families, school districts and child-serving organizations to assess what quality early learning programs are currently available in the community and to develop ways to encourage quality early learning. They also work with school districts and community-based early learning programs to develop ways to make smooth transition from preschool to kindergarten for child, families, and teachers.

Women, Infants & Children Program (WIC) WIC is a federally funded program that provides healthy supplemental foods and nutrition services for pregnant women, postpartum and breastfeeding women, infants and children under age five in a supportive environment.

Children's Health Insurance Program (CHIP) Pennsylvania's program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Regardless of the reasons your children might not have health insurance, CHIP may be able to help you. 1-800-986-KIDS.

Mobile Crisis- If you are in a crisis situation call 1-200-499-7455 to speak to a trained crisis worker anytime, day or night. Lower Bucks-215-785-9765 Central and Upper Bucks- 215-345-2273

Bucks County Opportunity Council- 215-781-2661-Helping parents with resources during poverty such as, housing, bills, food and other possible emergency needs

United Way Bucks County-215-949-1660-Provides community service opportunities and charity opportunities while supporting the needs of the community

ASSESSMENT SITES

Please call ahead for hours.

LOWER BUCKS

Gaudenzia Lower Bucks

501 Bath Road
Bristol, PA 19007

267-478-5664

www.gaudenzia.org

7 am - 11 pm - Routine Assessments
24/7 - Urgent/Emergent Assessments

Silver Linings Recovery Center

1262 Wood Lane, Suite 102
Langhorne, PA 19047

844-546-4644

www.silverliningsrecoverycenter.com

CENTRAL BUCKS

SOAR Corporation

655 Louis Drive
Warminster, PA 18974

215-444-0808

www.soarcorp.org

UPPER BUCKS

St. Luke's Penn Foundation

807 Lawn Avenue
Sellersville, PA 18960

215-257-9999

www.pennfoundation.org

District Court Diversionary Program (DCDP) Assessment Services

The Council of Southeast Pennsylvania, Inc.
4459 W. Swamp Road, Doylestown, PA 18901
215-345-6644 | www.councilsepa.org

Court-Ordered Driving Under the Influence (DUI) Classes, Assessment and Treatment Services

The Council of Southeast Pennsylvania, Inc.
4459 W. Swamp Road, Doylestown, PA 18901
215-345-6644 | www.councilsepa.org

Family Service Association of Bucks County
4 Cornerstone Drive, Langhorne, PA 19047
215-494-9090 | www.fsabc.org

Livengrin Foundation, Inc.
4833 Hulmeville Road, Bensalem, PA 19020
215-638-5200 | www.livengrin.org

Bucks County Drug & Alcohol Commission, Inc.

RESOURCES FOR RESIDENTS

The information below will help guide you in connecting with drug and/or alcohol treatment. Bucks County Drug & Alcohol Commission, Inc. is available to help with any questions, concerns and needed resources. Please contact our **Approval of Care Department at 215-444-2730** (Monday – Friday from 8:30 am to 4:30 pm).

The first step in accessing treatment is to have a drug and alcohol assessment to determine the type of treatment and recovery plan needed. Assessment sites are listed in the box to the left. If treatment is needed after-hours, you or your family member can go to or call Gaudenzia Lower Bucks 24/7 at 267-478-5664.

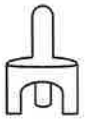
- **To access treatment for those who have private health insurance,** call the number on the back of the insurance card listed under Mental Health/Substance Abuse to find an in-network provider.

- **To access treatment if you have Medical Assistance or do not have insurance,** please call one of the agencies listed to the left. Individuals who are considered a priority population - such as pregnant women who inject drugs, pregnant women who use substances, persons who inject drugs, overdose survivors, Veterans and adolescents - are exempt from any treatment limitations. Preferential treatment is given to pregnant females.

An additional resource is **Bucks Human Services Connect – The Hub**. The Hub provides access to all human services resources for Bucks County residents, their families and those who support them. The Hub is located on the first floor of the Administration Building in Doylestown (M-F, 9 am – 4 pm). Resource Navigators are also on-site every Tuesday at PA CareerLink Bucks County in Trevose. Call 215-348-6201 or email TheHub@buckscounty.org.

Save a Life... Get Narcan!

Narcan Nasal Spray is used for the emergency treatment of a known or suspected opioid overdose. Narcan is available for pick-up at The Hub on Mondays and Tuesdays between 10 am and 2 pm through BCDAC, Inc. Speak with a staff member, learn about Narcan and how to use it, and receive local drug and alcohol resources. Learn more: www.bcdac.org.



FAMILY SUPPORTS

The **Southern Bucks Family Resource Center**, through PRO-ACT in Bristol, PA, provides support and assistance to family and friends of those with a loved one experiencing an alcohol or substance use disorder. In addition, they offer a variety of support groups and educational programs focusing on understanding addiction and the many pathways to recovery for their loved ones. Call The Council of Southeast Pennsylvania, Inc.'s Information Line (1-800-221-6333) for more information.

BCARES Family Connect is a group of family members who all have a loved one with a substance use disorder. Family Connect volunteers offer support by sharing their lived experiences, talking with and listening to families and connecting them to resources to help in their journey. Family Connect can be reached via email: BCARESFamilyConnect@gmail.com.

Free family education and support groups are available throughout the county to help family members of individuals with substance use disorder. Call Bucks County Drug & Alcohol Commission, Inc. at 215-444-2700 or contact BCARES Family Connect for details.

CENTERS OF EXCELLENCE

A Center of Excellence (COE) is an agency identified to help ensure that underinsured and uninsured individuals with substance use disorder stay in treatment to receive follow-up care and are supported within their communities. BCDAC, Inc. contracts with two COEs: St. Luke's Penn Foundation, Inc. (267-404-5990) and Family Service Association of Bucks County (215-757-6916).

RECOVERY COMMUNITY CENTERS, CASE MANAGEMENT & PEER SUPPORT

The Recovery Community Centers through PRO-ACT provide education, resources, information, support and socialization for those in recovery and their family and friends. In addition, Centers offer recovery support groups, job search assistance, peer mentor services, case management, computer labs, telephonic support and much more. The Centers are a hub for all services, including Case Management services through the Intensive Case Management (ICM) program and Peer Support services offered by a Certified Recovery Specialist (CRS). If you are interested in CRS or Recovery Support Zoom groups, visit the Recovery Support Chat at https://zoom.us/j/703846091. For recovery and support questions or for more information about all services as the recovery centers, call The Council of Southeast Pennsylvania, Inc.'s Information Line at 1-800-221-6333.

RECOVERY HOUSES

Recovery Houses are located throughout Bucks County and provide a safe living environment for individuals seeking recovery and support. Visit the Department of Drug and Alcohol Programs (DDAP) website to find licensed recovery houses In Bucks County and throughout Pennsylvania (https://sais.health.pa.gov/commonpoc/Content/PublicWeb/DAFind.aspx).

Bucks County Recovery Residence Oversight Committee (BC-ROC) has established the Recovery House Scholarship Program to assist with funding up to 60 days of housing for individuals in need who are enrolled or eligible for Magellan/Health Choices of Bucks County. Visit www.bcdac.org or call 215-444-2700 for more information.

For more information about the full array of drug and alcohol services available in Bucks County, visit www.bcdac.org. If you have a complaint about assessment or treatment services you've received, call BCDAC, Inc. at 215-444-2714 or email dnacomplaints@buckscounty.org.

"Helping your little one adjust to a new program"

Going to a new school is a big step for a child. Some take it in stride and other need assistance getting used to a new experience. Some things to do:

- Talk about going to school with your child. Explain that he will be going there while you are at work. Always assure him that you will come and get him every day after work. Even young children benefit from being talked to about what's going to happen.
- Take your young child to the new program for a short visit before dropping her off for the first day. Show her where she will play, eat and take naps. Talk about the kinds of things she will do each day while there.
- Read stories together about going to school/child care.
- When the first day arrives, establish a goodbye routine and keep it the same every day. Children feel secure when they can depend on familiar rituals for their routines. Never sneak out without saying goodbye. It can be frightening for a child if a parent suddenly is not there.
- Say one goodbye and then leave. Prolonged goodbyes are difficult for children.
- Send in a favorite stuffed animal from home for rest time.
- Talk with the staff and decide together what will be most helpful for your child.

--Reprinted from Bucks County Midweek, 2/23/00

Thank you for enrolling your child at Emilie Christian Day School. We look forward to seeing your child grow through the years with us. Emilie Christian Day School is a non-profit, equal opportunity organization dedicated to the care and education of young children. Admission is open to all regardless of race, color, national origin, sex, age, or disability. ECDS does not discriminate in admission policies, programming policies, meal service, the use of facilities or employment on the basis of sex, race, color, age, religion, creed, ancestry, national origin (including those with limited English proficiency) or disability. ECDS is recognized as a tax-exempt organization under US Internal Revenue Code Section 501 [c] [3] organization and as such contributions to the organization are tax deductible. ECDS's tax ID # is 23-1534662.

Professional Affiliations

Emilie Christian Day School is a member of the following organizations:

Keystone STARS Program

National Association for the Education of Young Children (NAEYC)

Bucks County Association for the Education of Young Children (BCAEYC)

Pennsylvania Association Childcare Association (PACCA)

Quality Child Care Coalition of Bucks County (QCCC)

FAMILY HANDBOOK
ACKNOWLEDGEMENT & AGREEMENT

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received (or acknowledge the location of the handbook at www.emiliechristiandayschool.com) a copy of Emilie Christian Day School's Parent Handbook and have been given the opportunity to read the manual, ask questions about the policies contained herein. I/we acknowledge that we understand and agree to abide by the policies contained herein.

I/We understand that compliance with the policies described in the Parent Handbook are conditions of continued enrollment. Emilie Christian Day School reserves the right to alter, amend, or otherwise modify the Parent Handbook, at any time, in its sole discretion. Updates to the Parent Handbook will be distributed to parents/guardians as soon as is practical following their adoption by the Emilie Christian Day School Board of Directors

Signature:_____ Date:_____

Print Name:_____

Signature:_____ Date:_____

Print Name:_____

I further agree that, if a two week notice of withdrawal from the program is not submitted, I will be responsible for payment for the days which my child would ordinarily be scheduled to attend during the two-week period.

Please read and sign this acknowledgement form and return to your Director.