



Ashley Rodriguez
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HOURS OF OPERATION

Hours of operation are 7:30 am – 5:30 pm, Monday to Friday.

FEES AND PAYMENTS

Parents are expected to pay their tuition the week before service. Failure to make payments and a balance of \$400+ owed to the center is grounds for discharging your child from the center.

Your charges for the week are based on how many days your child is scheduled to attend day care, not on how many days he/she actually does attend. Please note that you are paying for tuition and are expected to pay for days we are closed (if it is his/her regularly scheduled day) or if your child is out sick. Full fees are due for holidays, emergencies, in-service, weather and snow days. Full payment is also due for all absences, including absences due to sickness. Our staffing is planned according to enrollment and cannot fluctuate according to actual attendance. These fees must be paid to ensure a continuing place for your child.

Annual Tuition Adjustments

Tuition rates are reviewed annually and may be adjusted each January 1 to reflect the cost of providing high-quality care and education. Families will receive advance notice of any tuition increase prior to the January billing cycle. By enrolling at Circle of Friends Academy, parents/guardians acknowledge and agree to pay the updated tuition rate beginning on the effective date.

A 50% tuition fee will be required to hold services for an absence of one month+ per year.

LATE PICK-UP

A child who is left at the center after 5:30 pm is considered late. If parents/family cannot be reached by 6:00 the Police will be informed. The parent(s) will be charged \$2.50 per minute after 5:30 pm.

FIRST DAY AT CENTER

Please bring:

- A brown bag lunch: all containers must be able to be thrown away: no reusable containers
- A complete change of clothing, weather appropriate
- Diapers/pull ups and wipes
- Small pillow and blanket
- Backpack

Please DO NOT send:

- Candy, gum, popcorn, chocolate, chips or hot dogs (unless they are cut up) for lunch
- Toys from home (unless it is show and tell day)
- Clothing or shoes that are difficult to put on/take off or not safe for playground (i.e., open-toe shoes)

ARRIVAL/DEPARTURE

You must visit the receptionist to check in/out.

Circle time begins at 9:30 am. We run an educational-based program that includes all cognitive, social and emotional development so it would benefit your child to be present at that time.

Authorized persons must accompany each child into the center and speak directly to a receptionist to check in and check out. The center cannot release a child to any relative or friend whose name is not on the paperwork without written permission from the parent or guardian and proof of identification.

REGISTRATION PACKET

These forms will be kept confidential. We will meet to review these forms every 6 months, however if changes need to be made before the 6-month period please do so immediately.

- | | |
|-------------------------------------|--------------------------------------|
| 1. Agreement | 8. Emergency Treatment |
| 2. Registration | 9. Emergency Operations |
| 3. Emergency Contact | 10. Client Model |
| 4. Health History | 11. Child Pick-Up |
| 5. Health Assessment | 12. Social Resume |
| 6. Special Needs Care plan/IFSP/IEP | 13. Illness Exclusion |
| 7. Handbook | 14. Infant Care Plan (if applicable) |

Child Care is not responsible for any omitted or incorrect information submitted in the registration packet. Parents are responsible for making changes to an address, contact information, agreement, phone number, etc. as information changes.

NAP TIME

Every effort is made to adjust to the individual needs of all children regarding naptime. Children are allowed to take a book to their mat at the beginning of nap period. Parents may provide the child with a special "Nap-Time Bag" filled with fun, quiet activities to do.

SIGN LANGUAGE

We offer a **Simple Sign Language** program – Learning a second language is fun and has many developmental benefits. ASL stimulates learning through different senses. Sign language is a blessing for children that are "visual", "spatial" or "tactile learners." Learning a second language raises your child's IQ. One in 10 Americans has some degree of hearing loss. Knowing a few signs can give your child the confidence to engage and interact with a deaf child rather than both children feeling awkward and helpless. <http://www.signingtime.com>.

GENERAL CURRICULUM AREAS

Lessons are prepared using Experience Learning linking it to the PA Learning Standards and Keystone Stars standards. Developmental records on each child are kept and activities planned to extend the social, emotional, physical, and intellectual growth of each child.

- **Art-** We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps and learning various skills, such as cutting and pasting. Activities are geared to the child's level and are concerned with the process of creating instead of the final product.
- **Science/Math-** A variety of science/mathematical materials will be out for exploration by the child in learning centers, books and group experiments will be done frequently. Science/Math study increases vocabulary and general knowledge, encourages curiosity, helps the child discover natural laws, and helps the child become more aware of his/her surrounding world.
- **Music-** Music is used to express emotions, reinforce subject material, and as a source of joy. We use rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement.
- **Group Time-** This is a period of 15-30 minutes that serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes, which may include Zoo, Food, Numbers, Forest Animals, etc. Monthly and Weekly themes are posted for your information.
- **Small Muscle-** Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changed weekly to coordinate with the weekly theme.
- **Large Muscle-** Children receive large muscle coordination through outside play, going for walks, or indoor play in the Commons room. Depending on the weather, children are offered large muscle play two times a day.

A list of Developmental Milestones or ideas to support development can be found at childmind.org

TOYS

Please do not bring toys from home. A naptime cuddler may be used but only during naptime. Occasionally toys are used during the transition time and returned to the child's cubby after the child is settled into the school routine.

SNACKS

The center provides a morning and afternoon snack. This includes a beverage of water. Children enjoy treating their classmates to a special snack for birthdays and other special occasions. We require everything brought to the center to be pre-packaged and prefer fresh fruit. Please talk with the teachers on the days you would like to bring a special treat into the center.

LUNCHES

Parents are responsible for bringing lunch for their child. Please label the lunch box and place it in the refrigerator when you arrive. An attempt at a complete balanced diet is recommended. If the lunch needs to be warmed, we ask that you pack it in a disposable lunch bag. We allow Bento boxes for cold lunches only.

All perishable food will be disposed of in the trash can after lunch. If a child forgets their lunch, we will provide a lunch for \$5.00 (payment due the following day).

PERSONAL BELONGINGS

Children's belongings should be clearly labeled with their name. A complete change of clothing is requested to be at the center at all times (shirt, pants, underwear, socks and shoes) in case a child needs to change. Please send your child in clothing that will be comfortable and easy to take off for toileting purposes.

We are not responsible for any lost or misplaced belongings.

DIAPER PROCEDURE

Untrained children should have an adequate daily supply of disposable diapers and wipes at the center. We will send you a note when your diaper supply is low. Please send the diapers or wipes in immediately. We follow the guidelines of the DHS and the Keystone STARS best practice standards while changing diapers. The center will work with the parents on potty training routines. Please inform the teacher when you intend to begin training for your child in order to discuss our potty-training policy.

SPECIAL NEEDS

Parents must inform the center of special needs of their child before enrollment so we can determine the best routine for your child. The record of each child with special needs will have written documentation from a qualified consultant prior to the child's enrollment and annually thereafter. The consultation will cover program, equipment, facility, staff ratio or staff training recommendations suited to the needs of the particular child. Children can receive therapies inside the day care room or be taken to a therapy room and brought back by therapist. **If your child has an IFSP/IEP ensure the director has a copy of this document, which can be uploaded with the enrollment form.** If a parent would like a child's records or information transferred to another agency/doctor's office, please see the director in order to fill out the proper paperwork.

GROSS MOTOR

There will be gross motor activities, if the weather permits, outside twice a day. On days when the weather doesn't cooperate, we utilize our Blue Gym.

OBSERVATION/ASSESSMENTS

Quality childcare centers are required to complete a developmental screening assessment within 45 days of enrollment. The Ages and Stages screening assessment covers 5 domains: Communication, Personal-Social, Fine Motor, Problem Solving and Gross Motor. This assessment will be given every 6 months starting with enrollment and ending with discharge from the center. Parents will be given a copy of the screening results and a conference to discuss results. The Ounce observation and Works Sampling will also be completed for every child by the teachers.

PARENT-TEACHER COMMUNICATION SYSTEMS

We have several ways of communicating with parents. Listed below are a number of ways the teachers, aides, director and parents can be in communication with each other.

1. **Pre-enrollment Conference:** When you enroll your child, the director or teacher in charge will show you through the center and answer any questions you may have. We will complete a Social Resume for your child at this time.
2. **Parent-Teacher Conferences:** These conferences are very useful for the teacher and the parents. They are a great way to discuss assessments/observations completed on each child at the center. The conferences are held in the fall and in the spring or at a parent's request.
3. **Parent Meetings:** A Parent Meeting is scheduled 45 days after enrollment to discuss Ages and Stages screening results, developmental progress and transitional plans. These informal get-togethers are held according to the needs and wishes of the parents as well. You may

request a meeting at any time.

4. **Parent/Teacher E-mail:** This is informal communication through the Lillio app.
5. **Parent Information Board:** The parent information board is located in each classroom, this serves as a place to post the monthly Newsletter, and SCPD happenings of interest to children and families, community resources and referral processes.
6. **Weekly Lesson Plan Sheet:** This will be posted in each classroom and on the Lillio app. It will describe the art projects, group time topics, science activities, and physical activities for the week. The calendar lists the weekly themes.
7. **Daily Written Reports:** All "Happy Notes" will be on the Lillio app. Please fill out the proper forms to be included in all daily communication.
8. **Monthly Newsletters:** The day care newsletter is published monthly and placed in your child's cubby. The newsletter contains information pertaining to all rooms. Parents will also receive the Schreiber Center's monthly eNewsletter available to all therapy and educational families.

COMMUNICATION

Parents are welcome to visit, call, observe, or participate in our programs at any time. While it may not always be possible to speak directly to your child's teacher when calling, the front desk will be happy to relay a message and/or have the teacher return the call. Daily contact with the staff is encouraged. We welcome questions and suggestions. Please communicate any changes in your child's needs or patterns. **Cubbies and schoolbags should be checked daily for children's artwork, center communications, and other written messages.** Messages to other parents may not be distributed without approval from the Director.

VOLUNTEERS

Volunteers must be interviewed, have clearances and check in and out each day. They will never be alone with a child, only help with the daily routine and give some extra one-on-one time for all kiddos. If you or someone you know is interested in volunteering, please direct them to the volunteer page on our website: <https://www.schreiberpediatric.org/join-us/volunteer/>.

ACCIDENT OR EMERGENCY PROCEDURES

If your child becomes injured at the center, the teacher in charge will administer simple first aid such as washing the injury, applying ice, and bandaging. The teacher will then fill out an incident report. One copy will go into the child's cubby and one copy will go into the child's file. If the injury were serious, we would call the parent(s) for instruction. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

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

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

Classroom Safety: The first teacher on duty in the morning will make a visual inspection of the room, check for any potential hazards and complete the Daily Health and Safety checklist. The staff will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, etc.

Prevention Procedures: The following prevention procedures are in place:

1. Monthly drills are conducted
2. The primary exit of the building is out the playground door. The second exit is the back door by the Occupational Treatment Room. The third exit is through the preschool hallway and out the front doors.
3. 911 will be called if needed.
4. Fire extinguishers are in each hallway/kitchen.
5. All staff are trained in fire procedures during orientation as well as severe weather and intruder training.

Evacuation Plans: If necessary, the following shelter-in-place and evacuation plans will be instituted.

- **Immediate evacuation:** Children are evacuated to a safe area on the grounds of the Schreiber Center for Pediatric Development in the event of a fire or any other emergency evacuation.
- **In-place sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. Each classroom has a designated shelter area that they report to in the event of an emergency situation.
- **Total Evacuation:** Total evacuation of the facility may become necessary if there is immediate danger in the area. Children will be taken to our relocation facility at the Church of the Apostles | 1850 Marietta Ave, Lancaster, PA 17603 | (717) 392-5718.

- **Lockdown procedure:** Children will all be gathered in the closets of the rooms. One of the teachers will quickly close blinds and lock all doors.
- **Accommodations for infants/young toddlers and children with special medical needs:** In the event of a emergency, infants/young toddlers and children with special medical needs will be placed in evacuation cribs or a wagon and escorted out of the building. Toddlers will use a walking rope and be escorted out by the teachers in the room. Any medical supplies will be taken out with the child/children.
- **Method to contact parents:** In case of an emergency parents will be called by either the Director or the Lead teacher of each room. A message will also be sent via the Lillio app.
- **Emergency over; reuniting with children:** Parents will be called and reunited with their children as soon as possible after the emergency.

Continuity of Operations: If the continuity of operations comes into question, the following steps are taken.

1. The center will decide on a plan regarding continued care within 24 hours
2. Families are notified by phone and the Lillio app
3. Once it is safe to do so care will resume.

Inclement Weather/Natural Disaster: In the event of a weather emergency follow WGAL, the Lillio app, and Facebook posts for the Schreiber Center and Circle of Friends Academy as well as our phone service. If Schreiber is closed then Childcare will be closed as well. Emergency plans are set up and described in the enrollment package. We practice these drills that are outlined in our employee childcare emergency planning guide.

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

Missing Child: We ensure that all children are adequately supervised, which includes maintaining minimum child to caregiver ratios. If a child is missing, the teachers will first conduct a search for the child. If not found, an announcement will be made via the center wide PA system, using the missing child code. If the staff does not find the child, 911 and the parents will be called.

Missing Parent: If the parent of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents through the telephone numbers given and the contact persons who are authorized to pick up the child. If unable to contact anyone listed on the registration forms, the closing teacher will stay with child until picked up on first occurrence. The second occurrence the closing teacher will stay no longer than 6:00 pm. After that time, the closing teacher will turn the child over to the Child Protection

Unit; a note will be left on the center door indicating where the child was taken to include the Child Protection phone number.

Reporting Abuse/Neglect: As mandated reporters, if a member of our childcare staff should suspect abuse or neglect, we are legally required to report to Child Line. A report will identify the child involved, any person suspected responsible for the abuse or neglect and the nature of the maltreatment. If in a licensed center, the report should include any actions taken by the center in response to the incident. Our Abuse/Neglect Policy is available on request.

Custody situations are handled according to legal document findings.

Shaken Baby Syndrome (Abusive Head Trauma) Prevention Policy: This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy.
- Blindness or hearing loss.
- Intellectual, speech or learning disabilities; and
- Developmental delays.

The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures
- Bruises
- Lack of appetite, vomiting, or difficulty sucking or swallowing
- Lack of smiling or vocalizing
- Rigidity, inability to lift the head
- Difficulty staying awake, altered consciousness
- Difficulty breathing, blue color due to lack of oxygen
- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

If a child presents any of the above symptoms or you suspect a baby has suffered abusive head trauma:

- The childcare staff member will call 911 as well as the parent/guardian, and inform the Director
- Reporting to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law.

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A childcare provider will seek support from a coworker or center management. If a child is inconsolable on a regular basis, the Director will be notified and determine if the right support is in place for the child and for staff.

Childcare staff will:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom and call a coworker for support
- Take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If baby readily takes the bottle, feed slowly stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give the baby a pacifier.
- Hold the baby close against their body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or rhythmic sounds that mimic the constant whir of noise in the womb
- Hold the baby on its side or stomach position to help with digestion.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Childcare staff will never:

- Shake a child.
- Drop a child.
- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

Our goal at Circle of Friends Academy is to provide the best level of care for each and every child that passes through our facility. Any sign or suspicion of abuse is always treated very seriously. Our childcare providers will take all of the legally required steps as mandated reporters. If you have any questions please feel free to contact the director or for more information, please visit <https://www.health.pa.gov/topics/programs/Pages/Shaken-Baby-Syndrome.aspx>

Contagious Reportable Disease: The day a communicable illness is discovered in our facility, the director will distribute a message on Lillio app with information to all parents informing them of the specific illness.

Weapons Policy: No weapons of any kind are permitted on Schreiber property. Having weapons on the property violates Pennsylvania Code 3270.79. Weapons, firearms and ammunition are prohibited in childcare centers. Violating this policy may result in disciplinary action and could result in your child being permanently discharged.

Medications: Medication can only be administered to your child if a prescription is given. There will be no over-the-counter medication given to your child at the center. If your child is on a special diet, we ask that you provide the necessary snacks and a special care plan.

If a special diet is prescribed for a child and if the diet is administered to the child, written instructions and the parent's written consent shall be retained in the child's file.

Insurance Coverage: The Circle of Friends Academy is an auxiliary of the Schreiber Center for Pediatric Development and is covered by the center's insurance program.

Non-Discriminatory: Circle of Friends Academy provides services without regard to race, color, religion, ancestry, sex, handicap, or national origin. All children are welcome here.

Grievance Procedure: In the event of misunderstandings, personality conflicts, or specific complaints against the center staff or about the center policies, parents are encouraged to make an appointment with the director to remedy such problems. After these attempts have been made without a change to resolve the problems, the parent may appeal to the President of Schreiber Center for Pediatric Development for further consideration. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and to let them know you.

Family/Caregiver Information Exchange: Upon daily arrival at the center, each child will be observed by the caregiver for the signs of illness/injury that could affect the child's ability to participate in the day's activities. The family will supplement these observations with an oral or written exchange of information with the center's staff member. The written record of illness findings from these daily checks will be maintained to help identify outbreaks.

Supervision: No child will be left unsupervised while attending the program. At least two staff will always be available if more than 10 children are present. Staff members will directly supervise the children by sight and hearing at all times, even when sleeping. Staff will count the children on a regularly scheduled basis, at every transition, and whenever they leave one area and arrive at another to confirm the safe whereabouts of every child at all times. Counting systems, such as a reminder tone that sounds at timed intervals, will be used to help staff remember to count. Staff will assign and reassign counting responsibilities as needed. Staff will assess the environment for opportunities to improve visibility and hearing of child(ren)'s activities.

EXCLUSIONARY ILLNESS POLICY FOR CIRCLE OF FRIENDS ACADEMY

Circle of Friends Academy at the Schreiber Center for Pediatric Development is a designated medical facility that serves the needs of our community. We understand that the management of infectious disease is a high priority and have worked with our medical consultant, Caring For Our Children, and in cooperation with DHS regulations to create a policy that best fits our program as we work to maintain the physical health and safety of the children who access services within the greater Schreiber Center.

Under this policy we name and identify symptoms of illness for which a child will not be admitted to the program. **In addition to the signs and symptoms listed, any child who is deemed too ill to participate by the director or designee will be excluded from the program.**

- A temperature of 100.4 - If medication is necessary to keep a fever down your child MUST remain at home.
- A severe cough in which the child becomes red/blue in the face, produces a whooping, croup, or barking sound, and/or expels sputum.
- Diarrhea – which cannot be contained in diaper, pull-up, or underpants – for those who are dependently potty trained.
- Vomiting
- Rash that is accompanied with a fever or change in behavior – area will be photographed to better track spread or changes.
- Conjunctivitis (pink eye) – Child must be on medication for 24 hours before returning to program.
- Severe cold – if your child has a thick colored discharge from the nose, it is considered an infection, and the child should be kept at home until symptoms allow for the child to have the capacity to function comfortably through the day.
- Contagious or infectious diseases such as: Bronchitis, Strep Throat, Measles, Chicken Pox, Mumps, Roseola, Hand, Foot and Mouth etc.
- Infestations such as lice or scabies
- If your child is too ill to participate in all activities, including outside play, then your child is too ill to attend.
- Hand, Foot and Mouth – the child will need to be out for 5 days from the start of symptoms and can return on the 6th day as long as they have been fever free for 24 hours without any medication and no new symptoms have developed.
- If your child has a COVID-19 infection, they should isolate for 5 days from the onset of symptoms or the positive test, whichever is earlier. They can return for care on the 6th day if they have recovered and can use a face mask. If two years or older they will be required to wear a mask until 10 full days have passed. If they are two years or younger, they can return after recovery and 10 full days have passed. (If your child has recovered, we are no longer requiring a negative test to return to care).

- If someone in your household has COVID, your child can come to childcare if they can wear a mask, and should test on the 5th day of the infected person's symptoms or positive test, or if symptoms appear.

Please note that this list is not exhaustive and if, in the opinion of the director or designee, a child is too ill to participate in usual daily activities, the child will be sent home and unable to return to care until the child is symptom free without the use of medication for a full 24 hours.

In some cases, after an illness, a statement from a health care provider affirming that the child is well enough to attend may be requested by the director.

In the event of sudden illness that occurs during the day, the director or designee will ensure that a comfortable space, separate from other children, is made available until a parent arrives to pick them up. This separate area shall be furnished to allow the child to sleep or rest comfortably while under supervision.

Children experiencing symptoms will be asked to be picked up within one hour of contacting the parent (or your emergency contacts if you cannot be reached). Failure to do so could result in a need to contact the State of Pennsylvania Department of Health and Human Services for guidance.

Circle of Friends Academy will provide notifications to parents when children may have been exposed to a communicable disease, this could be in the form of a phone conversation, email, or contact through the Lillio App.

Enrollment Record: The staff will complete the Enrollment/Attendance/Symptom Record to log attendance and any illness/injury the child is known to have. The records will be reviewed by staff to identify patterns.

Referral Process: If a staff member feels that a child needs to be referred to social services, mental health, wellness, educational services or medical services the staff member will notify the director in order to set up a meeting with the family and family services coordinator for further assistance with resources.

WITHDRAWAL/SCHEDULE CHANGE

When the time comes to withdraw your child from the center, two weeks written notice is required. In rare cases the center staff may decide that a child is too young or too mature for our program. If any child shows severe adjustment problems or stress from being in a group situation, the director will give the parent two weeks' notice to make other arrangements. In rare cases a child's parents cannot adjust to the schedule of the center or they have difficulty following some regulation. When this happens, the director will first verbally remind the parents of the regulation, if the parents continue to ignore or break the regulation, the director will give the parents two weeks to make other childcare arrangements.

LILLIO APP

Please tell us if ... Your child had a bad night's sleep, he/she was ill recently, something upsetting happened, something fun or exciting happened, your child has been exposed to a contagious disease, your child verbalizes feelings about the center or *staff*, or if your child's behavior or mood is different than usual.

We will tell you... How the day went, your child's play, if your child's eating habits have changed, sleep issues, if he/she was out of sorts, if your child has an unusual bowel movement or any other unusual behavior, if your child got upset about something, or anything else we feel you should know about your child's day.

BEHAVIOR GUIDANCE

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

Model positive acceptable behavior

- Redirect children away from conflict to constructive activity
- Teach children alternatives to problem behavior
- Protect the safety of children
- Provide immediate guidance/direction if a child's behavior is unacceptable
- Recognize the age-appropriate development of the child
- Not allow the children to act in a manner that will endanger them, another child, or the *staff*.

Prohibit the following actions:

- Subjection of a child to emotional or physical abuse
- Punishment for lapses in toilet training
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- Physical or mechanical restraints other than to physically hold a child when necessary to protect a child or others from harm

SUSPENSION/EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center.

Immediate Causes for Suspension/Expulsion:

1. The child is at risk of causing serious injury to other children or him/herself.
2. Parent/Guardian threatens physical or intimidating actions towards staff members.
3. Parent /Guardian exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Suspension/Expulsion:

1. Failure to pay/habitual lateness in payments
2. Failure to complete required forms including the child's immunization records.
3. Habitual tardiness when picking up your child.
4. Verbal abuse of staff.

Child's Actions for Suspension/Expulsion:

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outbursts
3. Ongoing physical or verbal abuse of staff or other children
4. Excessive biting

Proactive Actions That Can Be Taken in Order to Prevent Suspension/Expulsion:

1. Staff will try to redirect child from negative behavior
2. Staff will reassess the classroom environment, appropriateness of activities, supervision
3. Staff will always use positive methods and language when disciplining children.
4. Staff will praise appropriate behaviors
5. Staff will consistently apply consequences for breaking rules
6. Child will be given verbal warnings
7. Child will be given time to regain control
8. Child's disruptive behavior will be documented and maintained in confidentiality
9. Parent/ Guardian will be notified verbally
10. Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion
11. The director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors
12. The parent/guardian will be given literature or other resources regarding methods of improving behavior
13. Recommendation of evaluation by professional consultation on premises
14. Recommendation of evaluation by local school district child study team

Schedule of Suspension/Expulsion:

1. If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent/guardian's behavior warranting expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the center.
2. The parent/guardian will be informed regarding the length of expulsion period.

3. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
4. The parent/guardian will be given a specific expulsion date that allows the parent/guardian sufficient time to seek alternate childcare (approximately two weeks' notice depending on risk to other children's welfare or safety). Failure of the child or parent/guardian to satisfy the terms of the plan may result in permanent expulsion from the center.

For more info or ideas on behavior management check out the Incredible Years Program incredibleyears@incredibleyears.com

TRANSITIONS

As children become age appropriate and/or developmentally ready, they are transitioned from one age group to the next. Notice of the transition is given and done to meet the needs of your child. The director reserves the right to effectively place children according to the needs of the child and space availability in each classroom. As children are ready to transition to another setting parents will be notified and asked to meet with the director/teachers for a review. At this time the staff will share information with the family on transitioning techniques and ideas, developmental milestones and readiness suggestions.

CHILDREN'S RECORDS

State Law requires that the center keeps up-to-date information on all enrolled children. The registration packet must be completed prior to your child's first day of care. The health evaluation must be completed by your doctor and uploaded with the enrollment form. If applicable, a **Special Care Plan/IEP** is to be completed by the child's physician and uploaded with the enrollment form. It is the parent/guardian's responsibility to inform the center of any changes, including phone numbers, addresses, authorized pick-up persons and medical insurance.

IMMUNIZATION RECORDS

The State also requires all immunization records to be kept on file and current. As your child sees his/her doctor, the immunization record needs to be updated. An up-to-date immunization record, must be uploaded with the enrollment form.

SUNSCREEN

Sunscreen is highly recommended and should be applied by parent/guardian prior to arriving to childcare. Should you wish to have additional sunscreen applied during the day you must provide your own sunscreen in its original container and labeled with the child's name to which it is to be applied. In addition, you must give written permission for the sunscreen to be applied on the "Sunscreen Permission Form."

RECALLED ITEMS

Every effort is made to immediately remove any toys, furniture, or other equipment that has been recalled either by the manufacturer or the Consumer Product Safety Commission. The director regularly checks the consumer product safety commission website and receive emails regarding recalled items. Notice will be posted on social media as well as a binder located in each room. Parents/guardians may check this list by visiting www.cpsc.gov

ABOUT THE CIRCLE OF FRIENDS ACADEMY

The Circle of Friends Academy offers a safe, stimulating, and inclusive learning environment for children from infancy through school age. Our dedicated team of educators and caregivers nurture each child's social, emotional, cognitive, and physical development.

Our Philosophy

- **Inclusion:** we foster an inclusive environment where children of all abilities learn together, promoting understanding and acceptance of diversity.
- **Equality and Safety:** we are committed to creating a space focused on learning and independence in a fair and safe environment.
- **Growth and Friendship:** we encourage children to develop friendships, embrace their uniqueness, and recognize their shared humanity.



Keystone STARS Accredited: Keystone STARS is a responsive system to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

The system is guided by three core principles:

- A whole child approach to education is essential to meeting the holistic and individual needs of each and every child and family.
- Knowledgeable and responsive early childhood education (ECE) professionals and educators are essential to the development of children and the support of families.
- Building and sustaining ongoing positive relationships among children, families, early care and education professionals and community stakeholders is essential for the growth and development of every child.

For more information on the Keystone STARS Standards, refer to the link below.

<http://www.pakeys.org>

QUESTIONS/CONCERNS

If you would like to meet for any reason, please contact Circle of Friends Academy Director Ashley Rodriguez at 717-393-0425 ext. 171.