

Parent Handbook

Mission Statement

To provide a high quality early learning program with an educational purpose, this will establish not only a positive environment, but one that will provide children with the skills to become lifelong learners.

Philosophy

The Educational Building Blocks, Inc. Early Learning Center believes every child is entitled to safe, healthful, and loving care, which strengthens family life. We believe children learn best by doing and being hands-on, and that a child's growth and development can be best achieved through individual attention, love, and exposure to a variety of appropriate resources, activities and experiences.

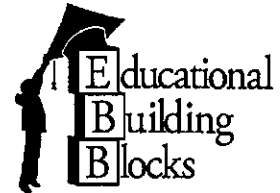
Goals

The goal of Educational Building Blocks, Inc. Early Learning Center is to assist your child in the following areas:

- Building self-esteem
- Encouraging social and emotional development
- Promoting physical growth and development
- Stimulating intellectual growth and creative expression

We pursue these goals by providing:

- An improvement in quality childcare by meeting criteria within the Keystone STARS program through increased standards, training, assistance, resources and support
- A safe and healthful environment
- Guidance and direction from appropriately trained and loving staff
- Nutritional foods
- Frequent and open communication with parents, who are welcome at all times
- Activities and resources which draw attention to the surrounding community and world
- Frequent, positive, warm interactions among teachers and children



Staff Directory

COMING SOON!!!!

Standards

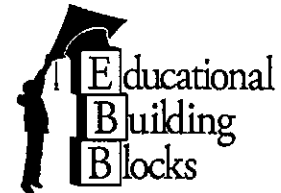
Educational Building Blocks, Inc. Early Learning Center is licensed by the Pennsylvania Department of Public Welfare (DPW) and provides a staff and an environment, which more than meets the standards they set. We have an established, high quality program based on standards set by the Keystone STARS program and will provide an environment that is driven from the Pennsylvania Early Learning Standards. This program is a system of continuous quality improvement for childcare through standards, training, assistance, resources and support. Educational Building Blocks' structure will be a system of continuous quality improvement for childcare through standards, training, assistance, resources, and support. We will foster the physical, social, emotional and intellectual development of all children.

Enrollment

The enrollment process begins with the parent interview and tour of the childcare center. This visit should be scheduled with the child being considered for enrollment present. Enrollments are on a first-come basis, as vacancies exist. A child's name may be placed on a waiting list when no vacancies are available.

A child's enrollment packet, consisting of the following forms, **must be** completed and returned one day prior to the first day of each child's admission into the program. These forms are mandated by Pennsylvania Daycare Regulations:

- Agreement Form
- Emergency Contact Form
 - Information is to be updated every 6 months. In the case of a change of address or phone number, you need to make sure the Director is notified so the proper changes to your child's file can be made. Phone numbers will be verified before a child can be left at the center.
- Child Health Appraisal Form
 - Infants- Initial health assessment must be dated no more than 3 months prior to start date; Updated every 6 months
 - Young Toddlers- Initial health assessment must be dated no more than 6 months prior to start date; Updated every 6 months.
 - Older Toddlers- Initial health assessment must be dated no more than 1 year prior to start date; Updated every 12 months



- Preschool- Initial health assessment must be dated for no more than 1 year prior to start date; Updated every 12 months
- Conditions of Agreement
- Additional Enrollment information as required

Failure to complete these forms and return to center Director one day prior to child's start date, will delay start date until all appropriate forms are completed.

All necessary supplies/items for your child must be brought to the center and left in your child's cubby. Your child will not be able to remain at the center without the proper daily necessities.

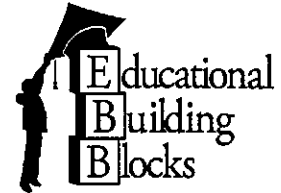
- Infants – Formula/Breast Milk, Diapers, Wipes, Bottles, Change of Clothes
- Toddlers – Diapers/Pull-ups, Wipes, Sippy Cups, Change of Clothes, Blanket
- Preschool- Change of Clothes, Blanket and/or pillow

change of clothes includes weather appropriate clothing, socks and underwear

_____ (parent initials)

Tuition and Fees

<u>Classrooms</u>	Full Time	Part Time (3 or less days)
<u>Infants</u> 6 weeks-12 months	\$180.00 (full time ONLY) <i>*Parents provide formula/breast milk, bottles, diapers and wipes.</i>	
<u>Young Toddlers</u> 12 months-24 months	\$163.00	\$126.00
<u>Older Toddlers</u> 24 months-3 years	\$156.00	\$126.00
<u>Preschool</u> 3 years- start of kindergarten	\$143.00	\$111.00
<u>Before and After School</u> Kindergarten-5 th grade	\$115.00 (flat rate even if attending only in the morning or afternoon)	
<u>½ Day Kindergarten</u> West York	\$131.00	
<u>Summer Camp</u> Kindergarten-5th grade	COMING SOON!!!	



The following fees must be submitted prior to the first day of each child's admission into the program:

- \$35.00 non-refundable enrollment fee per child, \$20.00 for a second child, \$55.00 flat fee for three or more children enrolled
- The weekly tuition payment, in advance, for the child's first week
- Sibling Discount: \$5.00 per week, for youngest child

All rates include breakfast, lunch and snack

All tuition payments/fees are due in advance for the coming week (Monday through Friday) by Friday. A late fee of \$5.00 per week will be charged if payment is delinquent. If the full tuition, including the late fee, is not paid by Monday before entering your child into care, your child will be withdrawn from the program until all fees are paid. If the account lapses two weeks past due, Educational Building Blocks, Inc. reserves the right to fill the opening(s) created.

Full tuition payments are required for all absences including illness, vacation, holidays or emergency closings. There are **no exceptions** to any payment policy--- they cannot be granted.

Educational Building Blocks, Inc. will charge a \$35.00 penalty fee for returned checks due to insufficient funds. After receipt of an insufficient funds check, only cash or money orders will be accepted for 9 months.

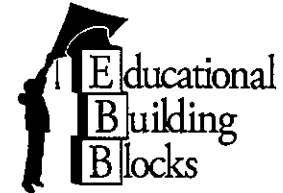
When unpaid fees are referred for collection, the parent is responsible for paying any associated collection fees.

Additional activity fees may be required, per preschool age child, for field trips. This money is non-refundable and failure to pay this money will result in your child not participating in class field trips.

Subsidized childcare may be available by contacting Child Care Information Services

York County CCIS
13 West Market St.
York, Pa
1-800-864-4925

_____ (parents initials)



Attendance

Educational Building Blocks, Inc. Early Learning Center is open Monday through Friday from 6:30am to 6:00pm. The staff encourages your child(ren)'s regular daily attendance and arrival by 9:30am to fully participate in vital segments of the program. **Parents must arrange to have their child picked up by closing time or at the end of your 10 hour limit or late fees will be charged.** Repeated failure to comply with this policy will result in termination from the program.

- Late fees are charged **per child, per minute** and must be paid before the child(ren) can return to the program. **No Exceptions!**
 - Late fee is \$1.00 per minute per child. After 6:15pm you will be charged an additional \$25.00 fee.
 - Example: If you are 20 minutes late picking up your child, your late fee would be \$40.00 (\$15.00 for 15 minutes up to 6:15 + \$25.00 flat fee for after 6:15). This amount would need to be paid in full before your child can return to the center.
 - If no contact with the parents has been made by 6:30pm, York County Children and Youth Services will be contacted.

Parents should call the center by 9:00am if their child will be absent from the center's program for that day. This is especially important if he/she has any contagious conditions.

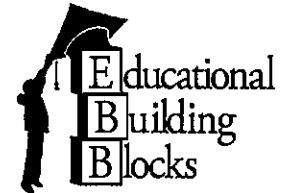
Children must arrive at the center by 9:30am. **Children, who arrive after 9:30am, will not be permitted to the center for that day.** If your child has a doctor's appointment you must let the Director know in advance and provide a written note from the doctor upon their return to the center. If you have not given the Director prior notice, your child will not be permitted to remain at the center for that day.

All children must arrive at the Early Learning Center by 12:00pm and must have already eaten lunch. **No Exceptions! No children will be permitted into the childcare center after 12:00pm.**

If your child participates in an outside school program, such as the Headstart Program or half day kindergarten, they will be permitted to arrive at the center by 12:00pm only on the days they are attending that program. Otherwise they must arrive at the center by 9:30am.

- A copy of the child's Headstart or kindergarten schedule must be provided to the Director for them to be permitted to arrive late.

_____ (parent initials)



Drop Off/Pick Up

The parent or other designated adult, who transports each child to the center, **must sign him/her in and out daily**. This is a requirement by the Department of Public Welfare (DPW) and a safety precaution in case of an emergency. **Parents must bring their child into the classroom**. Children are not to be left unattended in the hallway by a parent. You need to wait with your child until the teacher is present. We ask that you please be patient because a teacher may be tending to another child and there may be a delay in being welcomed by the teacher.

Children must be supervised at all times, by a parent or designated adult, before entering and after exiting the classroom. Children are not permitted to roam throughout the early learning center unsupervised.

_____ (parent initials)

Mandated Reporter Policy

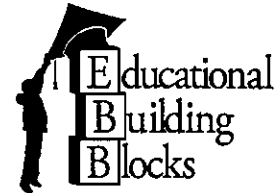
State law makes it mandatory to file a report with state authorities if abuse or neglect is suspected. If staff suspects that a child is being, or has been abused or neglected, they are legally required to report the matter to the Director immediately. The appropriate agency will be contacted and all forms will be filled out and filed within 24 hours.

_____ (parent initials)

Placement and Transitions

Upon enrollment, your child will be placed in a group based upon his or her age and/or developmental needs. Each child's advancement to the next age group/ classroom level is based upon age, mental and physical developmental readiness and the availability of space. This transition date is not always linked to their birthday. The earliest date of transition would be the first of the month following their birthday. When your child is ready to transition to the next classroom, you will receive a transition letter that will provide you with information regarding the new classroom.

_____ (parent initials)



Conferences, Observations, and Daily Reports

Parents will be offered a “Getting to Know You” meeting within the first 45 days of your child’s enrollment. This meeting will allow the teachers and/or director to have an opportunity to discuss child goals and expectations, child interests, and other information that is of importance for the center to provide quality care. Parent conferences are scheduled twice a year. These conferences enable parents to communicate with the center’s staff, as well as, provide more information about the program and upcoming center events.

An initial observation of each child is completed within 45 days of enrollment. This information is shared with the parents informally through written documentation. Detailed assessments of each child will be conducted at least twice a year and then shared with parents during parent conferences. Other types of observations such as logs, running record, checklists will be completed throughout the year and shared with parents as needed or when requested.

Each child in the infant room through the older toddler room will receive a daily report. Daily reports are available for children in the preschool rooms and the school age rooms, upon request from the parent.

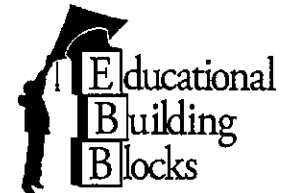
Upon request, the director is available to discuss questions or concerns about the center’s policies and procedures, as well as specific concerns you may have regarding your child’s growth and development.

_____ (parent initials)

IEP/IFSP

If your child has received an IEP or IFSP, a doctor’s approval will be required to show that the learning environment we provide is an appropriate setting. It would be in the best interest of your child to have a copy on file here at the center. We have the right to discontinue services if we are not able to properly meet the needs of your child or if the behavior of your child does not meet the standards set forth in the behavior policy.

_____ (parent initials)



Behavior Management

Educational Building Blocks, Inc. Early Learning Center believes in a discipline policy for children that gives positive guidance, allows for redirection and sets clear behavioral limits. Classroom rules and behavior expectations are appropriate for each child's placement and development. Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others. Rules are stated clearly and reinforced consistently through positive guidance, talking with the child, temporarily removing the child from his/her peers or a stressful situation, and/or limiting the child's participation in some activities. Children are never placed in a corner or positioned with their backs to the group.

Children are encouraged to use language to resolve conflicts whenever possible. They are redirected to alternative activities as necessary. A child may be required to choose a different activity or refrain from interaction with other children until he or she can regain appropriate control. Children are expected to follow a few simple rules. Physical conflicts and punishment are prohibited. **We are a non-violent center.** Educational Building Blocks, Inc. Early Learning Center seeks to build a child's social skills by helping him or her to develop self-control, responsibility and accountability for his or her own actions. Working in small groups and having a choice of activities helps to decrease behavioral problems, and gives a child the freedom and ability to experience a positive situation.

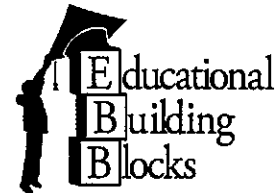
All aggressive behaviors that are harmful to other children, teachers, or to the child him/herself will be documented and signed by the parents. In the case of serious or persistent behavioral problems, parents and teachers will set up a conference and a plan of action. The director reserves the right to remove any child from the center permanently if the behavior continues to be harmful to other children and/or staff.

_____ (parent initials)

Community Service Referrals

If concerns arise over the behavior and development of a child, the classroom teacher(s) will document observed behaviors and notify the Director. A meeting will be scheduled with the parents to discuss these concerns, develop a plan of action, and schedule a follow-up meeting to review goals that have been set. If during the second meeting it has been determined that the goals from the plan of action have not been met, appropriate referral information for social, mental health, education and/or medical services will be given to the parent for use at their discretion.

_____ (parent initials)



Cell Phone Policy

In an effort to ensure that your child(ren) is (are) receiving the best care, we have instituted a new policy related to cell phone use. Daycare staff will not have access to their cell phones in the daycare center during work hours. All cell phone use will be conducted in the staff designated areas or outdoor spaces.

In order to ensure that parents and caregivers alike are focused on the safe transfer of students from parental care to center staff care and vice versa, and that all communication can be shared without interruption or distraction, we ask that parents also observe the no cell phone zone by **not** talking on your phone as you are dropping off or picking up your child(ren).

_____ (parent initials)

Parent Code of Conduct

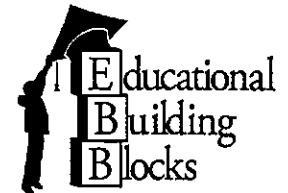
It is our goal to provide a safe haven for the children in our care. As such, we ask that parents refrain from certain behaviors that threaten the safety of the children on the Educational Building Blocks, Inc. property. Failure to comply with the parent code of conduct will result in termination, and if the behavior warrants, additional assistance from the West Manchester Township police department. The following is a list of some of the examples of behavior deemed inappropriate:

- Swearing or Cursing
- Threatening Staff, Parents, or Children
- Parents disciplining, in any way, children other than their own while at the center.
- Smoking
- Quarreling with other Parents or Staff
- Violating the confidentiality policy
- Intoxication
 - Any person attempting to pick up a child who is considered to be in a harmful state (under the influence of drugs, alcohol, or mentally altered) will be stalled from exiting the center while proper authorities are called.

_____ (parent initials)

Visitors

We have an open door policy at our program: all parents of children are welcome to visit and participate at their convenience. Active parent participation is encouraged and there



are many ways for you to take part in the program. Some ways to become involved are visiting and helping in the classroom, going on field trips, organizing a special program (celebration, educational event), joining in at parties or sharing a meal/snack or sharing a particular talent.

We ask that when dropping off or picking up your child, that you refrain from visiting other classrooms, or loitering outside your child's classroom window. This causes distractions to the other children in the classroom.

_____ (parent initials)

Nutrition

Children will be served breakfast, lunch and snack every day at no extra charge.

Breakfast is served daily from 7:00am until 8:00am and lunch is served from 11:30am until 12:30pm. Snack will be served between 2:30pm and 3:00pm. Children arriving late who miss a meal, such as breakfast or lunch, should be fed by the parent before coming into the center. No outside food is allowed to be brought into the center and children will not be allowed to consume outside food or drink in the classroom.

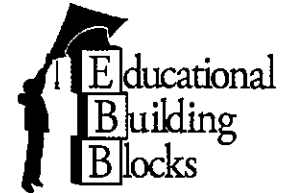
If your child cannot eat a particular food item on the menu due to medical or dietary reasons, you must inform the director verbally and in writing. You will need to provide the director with a doctor's note to be placed in your child's file. We must have any meal specifications in writing and we will continue to follow these specifications until further notice by the child's doctor.

_____ (parent initials)

Birthdays

We welcome children to celebrate their birthday with their classmates. We suggest that items sent into the center are prepackaged, store bought items. This is to ensure all ingredients are listed in case of food allergies. We recommend healthy and nutritious snacks for the children but traditional birthday goodies are allowed.

_____ (parent initials)



Closings

The following media outlets will post and list any additional closings, delays, or early dismissals for Educational Building Blocks, Inc. Early Learning Center

- Website www.edubuildingblocks.com
- FOX 43
- WGAL News 8
- WHVR 1280 AM

Educational Building Blocks, Inc. Early Learning Center: Holiday and Closure Dates

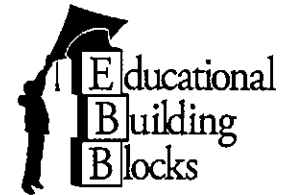
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| ▪ New Year's Day | Tuesday | January 1, 2013 |
| ▪ MLK Jr. Day | Monday | January 21, 2013 |
| ▪ President's Day | Monday | February 18, 2013 |
| ▪ Memorial Day | Monday | May 27, 2013 |
| ▪ Center Closed | Monday-Friday | July 1-5, 2013 (No Charge) |
| ▪ Labor Day | Monday | September 2, 2013 |
| ▪ Thanksgiving Day | Thursday | November 28, 2013 |
| ▪ Day After Thanksgiving | Friday | November 29, 2013 |
| ▪ Christmas Eve | Tuesday | December 24, 2013 |
| ▪ Christmas | Wednesday | December 25, 2013 |
| ▪ New Year's Eve | Tuesday | December 31, 2013 |

***** The Early Learning Center will be closed the Week of July 1-5, 2013 *****
NO Tuition will be charged for this week.

_____ (parent initials)

Clothing

Please dress your child comfortably so that he/she can take advantage of indoor and outdoor learning opportunities. The policy at Educational Building Blocks, Inc. Early Learning Center is to take the children outside daily if the temperature is above 25 degrees (wind chill) and below 90 degrees, weather permitting. **If your child is unable to go outside, they will not be permitted to remain at the center.** They must be able to participate in outdoor activities. Please make sure your child is dressed appropriately in the winter as well as the summer. Clothing should be washable and appropriate for the occasional spill, messy art project and/or outdoor play. There must be a complete extra set of clothing brought and labeled with the child's name, including socks,



underwear and outerwear. Since children take walks and play on bikes and climbing equipment, we require sneakers or rubber soled shoes. No open-toed shoes, this includes flip-flops and sandals.

_____ (parent initials)

Personal Toys and Items

Educational Building Blocks, Inc. Early Learning Centers programs are structured to give each child the optimum learning experience. The equipment and play materials on site are carefully selected. With this in mind, we discourage bringing children's personal toys into the center for the following reasons:

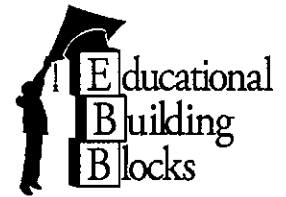
- They may hurt or cause injury to another child
- Staff cannot monitor toys at the expense of supervising the children
- Children do not understand the concept of possession. A child may take your child's toy and this may cause hurt feelings.
- Toy guns and other toys that promote aggressive behavior, do not reinforce the type of learning and cooperative play principles of our program.
- Some toys are expensive and can be damaged.
- Educational Building Blocks, Inc. is not responsible for broken, lost, or stolen items.

Show and Tell would be the only exception to this rule. Show and tell items must be labeled with your child's name and non-violent. Toy guns or other facsimiles of war are not permitted. Please check with your child's teacher if you have any questions. Show and tell participation is at the discretion of the classroom teacher.

_____ (parent initials)

Health Information

Educational Building Blocks, Inc. Early Learning Center staff is only permitted to treat only minor injuries. Each child's parent(s) must provide home and work numbers, name and numbers of an emergency contact, and must give Educational Building Blocks, Inc. permission to obtain emergency medical or surgical treatment from the nearest appropriate source when necessary for the well-being of the child. Parents will be notified as soon as possible in such instances.



Do not bring your child to the center if he/she has any of the following symptoms:

- Not able to participate in regular scheduled activities within the classroom
- Fever of 101 degrees or higher
- Sore throat
- Constant runny nose due to a cold
- Inflamed eyes
- Persistent cough
- Rash
- Diarrhea
- Vomiting

Your child's health is a matter of major importance to all of us. For the well-being of all concerned, ill children should be kept at home. The center Director has the option to deny admission to an ill child or request that a child be removed from the facility of the child is determined to be too ill to remain in care. If this situation occurs, the child will be isolated from the other children and parents will be notified immediately that the child must be picked up. Children who are sick **must be** picked up within one hour of the parent(s) being notified.

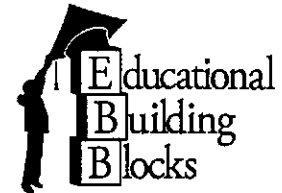
Children who are sent home with a fever, diarrhea, or vomiting **cannot** return to the childcare center **until they are free of symptoms for a 24 hour period and have a note from the doctor that they are no longer contagious.**

_____ (parent initials)

Medication Policy

Staff will only administer medication that is prescribed by your child's doctor and in the original container with a safety cap. The container must be labeled with the child's name, the name and number of the pharmacy, the name and number of the doctor, the name of the medication and the instructions for administration. In addition, the parent or guardian must give written consent by signing the medication log located in the Director's office.

Staff will not administer non-prescription medication. Tylenol will be administered to a child under the age of two (for teething pain) if we have signed statement from the child's doctor stating exact dosage and time medication is to be administered. Staff may administer medication only once a day.



This includes diaper creams, sunscreen, and bug repellent. If medicine is administered it will be logged by the administering staff member. All medicine must be kept in the locked box in the Director's office.

_____ (parent initials)

Withdrawal Policy

A written minimum of two weeks notice is required prior to the date of permanent withdrawal of a child from the center. Failure to give this notice will result in a bill of two weeks tuition.

The center reserves the right to withdraw a child from the program when the situations dictate such action.

Upon request by the parent, the center will release and transfer child records to another educational setting such as a school district, new childcare provider, etc.

_____ (parent initials)

School-Age Van Riders

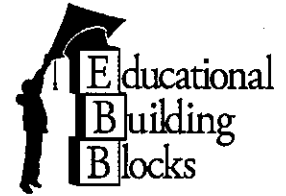
Children, who are picked up after school and transported to Educational Building Blocks, Inc., will have a 5 minute time frame after school dismissal to get to the van. **If your child misses the van, it is the parent's responsibility to pick up the child.** We will not have staff available to return to school and pick up your child.

Children are expected to follow all Educational Building Blocks, Inc. rules while riding the van to and from school. **Failure to follow these rules will result in suspension of van riding privileges and we will not be responsible for transporting your child to school.**

Before and After School transportation:

- Dover Area School District: All elementary buildings
- West York Area School District: Wallace Elementary and Trimmer Elementary School
(Possible transportation to Lincolnway Elementary and Loucks Elementary School based on enrollment needs)

_____ (parent initials)



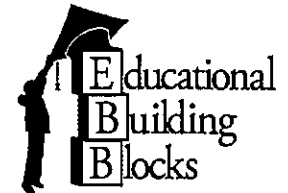
Summer Camp Opportunities

During the summers, Educational Building Blocks, Inc. will offer a summer camp program for school age children from kindergarten to fifth grade.

Educational Building Blocks, Inc. will provide transportation to and from summer camp activities on camp designated days. Breakfast, lunch, and snack are also provided at no additional cost.

An additional camp activity fee will apply for those children participating in summer camp. This fee must be paid prior to the start of summer camp.

_____ (parent initials)



Parent Agreement

I, _____, have read and understand the terms of Educational Building Blocks, Inc. Early Learning Center Parent Handbook. I understand that I am responsible for following all rules and guidelines outlined in this handbook and any violation of these terms, may result in termination of childcare services.

Parent Signature

Date

Directors Signature

Date