



Abington Kids

Creative Learning Center, Inc.

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FAMILY HANDBOOK

POLICIES AND PROCEDURES

Revision January 2021



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Welcome to Abington Kids Creative Learning Center. We know that choosing a childcare center for your family is one of the most important decisions you will make. At Abington Kids Creative Learning Center, your child will be cared for in a safe and nurturing place of excitement that encourages learning and growth through interesting and developmentally appropriate activities. We look forward to forming a partnership with you to foster the learning and healthy development of your child.

To facilitate greater understanding between us, we have created this handbook. It covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with us any questions that you may have. Thank you for choosing Abington Kids Creative Learning Center for your preschool and school-age childcare and early learning needs!

MISSION STATEMENT

Abington Kids Creative Learning Center is designed specifically for preschool and school age children to provide them with age-appropriate activities in a safe and secure environment that allows children to be children. Our preschool children are busy learning education fundamentals while fostering positive relationships and building self-awareness. Our school age students receive an alternative to traditional before and after school care that not only meet your childcare needs, but also provided an activity based modern learning environment. All our children can explore a wide variety of activities that develop learning, encourage imagination, and promote positive social skills. At this stage of childhood education, children want to discover who they are and to pursue their own interests. Children want opportunities such as exciting science exploration, art, sports, fitness, reading, and more. Whenever you need us, our center is there to encourage a child's desire for new challenges and opportunities that celebrate their expanding world.

VISION

Our vision for Abington Kids Creative Learning Center is to provide a modern learning environment where children can interact with each other in a more creative and innovative way of learning. We are bridging the gap between school and working families to create an environment for children that mixes fun and learning. Our goal is to provide children with an open, flexible learning environment, which can support a range of experiences including delivering, applying, creating, communicating and decision making to initiate a healthy mix of learning and fun. Parents will get a safe and convenient place in the community for their child to enjoy fun activities with friends that help them learn in a non-traditional way.

VALUES

Respect, Integrity, Quality, & Innovation

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FAMILY ENGAGEMENT

FAMILY PARTNERSHIPS

Abington Kids Creative Learning Center partners with your family to ensure your child's success in school and in life. Family involvement, family satisfaction, and shared decision making about your child's experiences are essential to our program. Our center is a caring community of learning in which families, staff, and children interact and grow. We actively work to support family life and create pathways that involve families in our program. We believe family involvement starts with opportunity. Some of the many ways you can be involved:

- Call or come by: The center's open-door policy welcomes and encourages you to visit anytime.
- Enjoy our events: Parent Night Out, curriculum nights, and special events are held throughout the year.
- Check in: Daily, weekly, and monthly formal and informal communication is available through morning and afternoon greetings, classroom bulletin boards, center calendars, posted lesson plans, documentation of your child's learning, newsletters, and conferences.
- Share: We encourage you to share your ideas and concerns with center management and staff at any time.
- Participate in class: Come into your child's classroom and share a special activity or project.
- Give feedback: An annual survey allows you to rate and comment on all aspects of our program.
 - This is also an opportunity to help with decision making processes within the center.
- Quarterly parent education and networking workshops held virtually via our Facebook page
 - Opportunity to learn and share ideas with other parents and caregivers

FAMILY COMMUNICATION

Communication is very important to us. When we accept a new family into the center, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours either by telephone or conference. In the case of a child or family needing outside services, i.e. mental health, financial assistance, domestic violence, we will work with the family to assist in the obtaining of services. We offer a community resources guide that lists some of the local agencies that can help with these issues.

Conferences will be scheduled as a routine part of your child's care twice per year; however, should you like to have a conference outside of these scheduled times, you may request one at any time. I publish a monthly newsletter that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, and any other pertinent or fun information that may be of interest to you.

Families of students with an IEP/IFSP are invited to share that information with the classroom teacher and administration. Upon enrollment you will be given an IEP/IFSP request form to complete. You can let us know if your child has individualized plan and if you would like to share it with us. Sharing this information with us, allows us to offer the adaptations and accommodations outlined in your child's plan to the best of our ability. Using the information in the plan helps us best assist in your child's success. The classroom teacher will also attend IEP/IFSP meetings as requested by the family, whenever staffing permits.

OPEN DOOR POLICY

We maintain an open-door policy for parents. This means that you are always welcome to call or drop in to see your child(ren) at any time during regular childcare hours. Open door policy does NOT mean that the doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without permission. Your child's safety is our first priority.

PROGRAM GUIDELINES

STATE LICENSING

Abington Kids Creative Learning Center is licensed by the Pennsylvania Department of Human Services. A copy of state regulations is available at each center along with the current Certificate of Compliance.

DIVERSITY & INCLUSION

We welcome every opportunity to expand children's view of the world as a place rich in many cultures, races, religions, languages, and customs. Abington Kids is open to all families, regardless of ethnicity, religion, race, and sexual orientation. We will work with families to provide an inclusive preschool/school age environment for all children. Abington Kids believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. Diversity extends to the family structure as well, and we are committed to the philosophy of treating all family situations equally and without bias. Abington Kids is a non-denominational program; therefore, we respect all family's religious traditions. We encourage you to share your family's traditions with our children and staff. Abington Kids' staff strives to provide the children with a wide range of cultural diversity. We provide this using items such as toys, equipment, books, songs, and posters. We make every effort to provide a wide range of activities and environments for every child by removing physical barriers and offering multiple ways to promote learning and development. We use a range of instructional approaches to promote engagement in play and learning activities, and a sense of belonging for every child. To promote language development, we use pictures, labels, objects, and real events to link the language a child knows to the language he or she is learning. This literacy and vocabulary-building strategy benefits every child and not just dual language learners. We invite children and their family to share their home culture in our classrooms. We stress to the children that we are all unique and special.

TRANSITIONS

At Abington Kids, we recognize the importance of growth for both the child and the family. This growth can be identified as “transitions,” and we want to make them as special and smooth as possible. Transitions are supported by introducing the child to their new classroom and teacher with customized care and communication. Open house or curriculum night is a great opportunity to do this as well.

Initial Transition from Home to Center

We realize that the transition from home to center — and adjusting to new routines and new people — can be a challenging period for families. During this time, you will receive general information on the program, meet your child’s teachers, and visit the classroom. You are encouraged to talk to your child’s teachers about any adjustment problems you anticipate; together we will work to foster the best possible transition. We also recommend that you and your child visit the center prior to your child’s first day.

Transitioning to a New Classroom

There is no set formula for classroom transitions. Children transition to the next age group based on chronological age, developmental readiness, state licensing requirements, and space availability. Each classroom changes to fit the developmental characteristics of the children enrolled.

Transitioning to Kindergarten

Transition to kindergarten is a process that is most successful when it is carefully planned out over the entire pre-kindergarten year as well as continuing into the kindergarten enrichment program. The transition to kindergarten involves changes for children and families and presents opportunities and challenges. Each family is unique and will experience this in their own way. Teachers will partner with individual families to determine what supports and strategies will be most effective and reassuring before, during, and after their child’s transition. The pre-k teacher will prepare children throughout the year and will discuss kindergarten readiness with families during conferences and other meetings. The kindergarten enrichment teacher will maintain contact with families at conferences and day to day interactions after the initial transition to help with ongoing concerns and ensure continuity of care.

Transitioning to Self-Care

As school aged children grow older, they become more independent and able to care for themselves. It is important that we support this growth not only at the child’s level but also for the family. To assist with this transition, Abington Kids will provide families with an assessment of readiness for self-care as well as resources to provide concrete information on self-care readiness. We will offer opportunities to meet with families to discuss questions and concerns regarding their child’s readiness to care for themselves.

TEACHING STAFF

All Abington Kids staff members undergo a thorough screening and hiring process, including four state-required background checks. Staff certified in Pediatric First Aid and Pediatric CPR are present in the center at all times. At Abington Kids, we support and encourage professional development for our staff. Good early childhood teachers are actively engaged in continuing professional development and benefit from enhanced, ongoing training to update their skills and knowledge. All staff members are required to follow state guidelines for on-going professional development and are supported by the management team to accomplish this.

LESSON PLANS

Lesson plans are created by teachers and reviewed by the Director of Education on a weekly basis. All lessons are aligned to the Pennsylvania Early Learning Standards and are based on the Creative Curriculum. Teachers write developmentally appropriate lessons that are cross-curricular and encourage independent thinking. Teachers conduct both formal and informal assessments which lead to curriculum planning, identification of special needs, and learning support.

CHILD GUIDANCE

Abington Kids consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence, and self-control. They learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. In this way, they begin to understand how the world works, their own limits, appropriate assertiveness, and self-control. We help children learn these lessons by offering a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle.

It is the teacher's responsibility to, as much as possible; prevent discipline problems through behavior guidance that helps the child to acquire a positive self-concept. They will model appropriate behavior through vocal tone and actions. Activities should be interesting and stimulating to encourage child participation. Positive reinforcement in the forms of praise or tangible rewards, such as stickers, will be used to encourage cooperation and achievement. When necessary, redirection, setting clear limits, and time-away will be used to remove an uncooperative child from a situation. In the event that time-away is used, a staff member will always be within sight and hearing of the child. A time-away will be used when a child is in danger of causing injury to him/herself or to others.

At Abington Kids, children are accepted as they are. Here, development is viewed as a process of growing, with each age and stage having its own characteristics, challenges, and needs. Positive guidance is viewed by adults as an important aspect of teaching and learning. Through positive guidance and modeling, staff help children feel good about themselves and behave in responsible ways. In our approach:

- Expectations are limited to what is realistic for the developmental level of the child and clarified so children understand what is expected.

- Teachers model appropriate behavior.
- Teachers encourage children’s efforts to build feelings of self-worth.
- Children are given alternatives that enable them to turn destructive situations into constructive ones.
- Natural and logical consequences motivate and empower children to make responsible decisions.
- Cooperation, helping, negotiation, and problem solving are encouraged.
- The following methods of discipline are prohibited:
 - Corporal punishment, including spanking
 - Shaking, jerking, squeezing, or physically indicating disapproval
 - Shaming, humiliation, or verbal abuse
 - Labeling, such as indicating a child is a “bad” boy or girl, or otherwise implying that he or she, rather than the behavior, is the problem
 - Bribes, false threats, or false choices
 - Withholding of food or drink, outdoor time, or unrelated activities (i.e., special events) as punishments
 - Retaliating or doing to the child what he or she did to someone else
 - Punishment for soiling, wetting, or not using the toilet

NON-DISCRIMINATION/CONFIDENTIALITY

Abington Kids program is designed to support children’s growth and to challenge them to learn. We view each child as an individual with his/her own way of learning and responding to the world. Given the diversity of the families and communities we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child brings to our program. Our hope is to build a program that is responsive to the wide range of individual learning styles and needs in our classrooms — a program that truly celebrates and values the individuality of each child.

Abington Kids provides programs to children without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, medical condition, HIV status, or any other consideration made unlawful by federal, state, or local laws.

The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a childcare setting, as well the parents/guardians served. Abington Kids will conduct an individualized assessment of a child and the family needs and engage in an interactive dialogue with parents/guardians, caregivers, and medical professionals to identify reasonable accommodations; safely integrate the child into the program given each individual’s capabilities; and allow the family full access

to and participation in our programs to the extent feasible.

Any information regarding a child, a child's family, or other matters discussed with center management or staff will be held in the strictest confidence. All of the forms and information contained in your child's file, as well as other personal information about your child, whether written documents, or Abington Kids employee observations and perceptions, is confidential information and will be accessible only to the parent(s), legal guardian or custodian, Director, child care employees (on a need to know basis), State Licensing Examiner, who is designated by the state licensing department to review our records for licensing purposes, and a county dept. of health and family services or licensed child welfare agency. Information will not be given to others w/o the consent of at least one parent.

HEALTH & SAFETY

HEALTH & SAFETY MEASURES

Abington Kids maintains strict health and safety practices based on the Caring for Our Children, National Health and Safety Standards; Guidelines for Early Care and Education; A Joint Collaborative Project of the American Academy of Pediatrics, the American Public Health Association and the National Resource Center for Health and Safety in Child Care and Early Education. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, the center has an emergency response plan in place that is reviewed annually. If an emergency requires the center to evacuate and leave the premises, families will be informed regarding the safety and location of their children via the Tadpoles emergency alert system.

Families of enrolled children are welcome to visit at any time during the day; however, this “open door” policy may not be used to supplement a custody or visitation schedule. In addition to security measures promoting indoor and outdoor safety on the center grounds, Abington Kids provides its own security keypad system for each classroom door; this system ensures that access to the center is available only to parents/guardians and authorized personnel. To make certain that the center is kept as secure as possible, we ask parents/guardians not to allow others to “piggyback” on entrance or departure from the center.

Smoking or tobacco use, in any form, is prohibited in the childcare center and on the child care premises; this includes on or near the playground. Also, disposal of smoking paraphernalia on center property is prohibited.

To prevent accidental spills and harm to the children, hot beverages or liquids are not permitted in the childcare setting. Please leave your morning coffee in the car when dropping your child off at the center. Firearms, explosive devices, and other weapons are not permitted on premises. Family members and anyone dropping off or picking up a child are asked to secure any weapons before entering the center, regardless of a valid permit to carry such weapons.

MEDICAL RECORDS

In order to protect the health of all children and to satisfy childcare regulations, current medical information for each child is required prior to enrollment. Specific information requirements are governed by the Office of Child Development and Early Learning (OCDEL). State licensing requires updated medical forms and vaccination reports annually until kindergarten and then again prior to 6th grade. Evidence of an annual flu vaccine must be given to center management otherwise a waiver is needed.

CARE PLANS

Families are expected to notify the center regarding children's food or environmental allergies as well as any other health condition or concern. Parents/guardians of children with diagnosed allergies, asthma, injury, or other health care need are required to provide the center with an individualized health care plan, signed by the child's medical provider, detailing the child's symptoms, reactions, treatments, care, and all necessary medications. A list of children's allergies and health care needs are posted in all the classrooms throughout the center, including the office. Staff members are trained on how to consult and use the list. Contact with nuts, including peanuts or products containing traces of nuts or oil, can be critical or even fatal to a child with a severe nut allergy. Abington Kids is nut-safe. This means we do our best to keep nut products out of the center. All families and staff are asked to carefully monitor all product ingredients to avoid nut-containing products (including almond milk and products containing nuts in any form, such as lotions). Despite our diligent efforts, it is impossible to eliminate all risk for children with special health care needs. Ultimately, considering the risks that cannot always be eliminated, parents/guardians will need to decide whether group care is appropriate for their child. If group care is determined to be appropriate, a health care plan is required. It must contain the child's diagnosis, physician contact information, specific medications to be administered, on a scheduled or emergent basis, procedures to be performed, modifications to the environment, stimuli to avoid, and symptoms to monitor for. This plan needs to be submitted to the center on an annual basis or any time there is a change.

CLEANLINESS & HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after eating and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. We wash our hands frequently. Tables are cleaned and sanitized after each use. Furniture and toys are sanitized daily.

CHILDREN'S INJURIES

If your child sustains an injury, you will receive an Incident Report outlining both the incident and the course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water and then rinsed. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention. In the event parents cannot be reached we will refer to the child information as to other emergency contacts. If any emergency contacts are not available and

emergency treatment is needed, the child will be taken to the local hospital. It is the responsibility of the parent for any medical treatment expenses needed. Parents have the primary responsibility in transporting their children for medical services. If the center staff has been unable to reach all parents/guardians and emergency contacts and emergency medical attention is needed, a staff member will accompany the child via emergency services transport to the hospital and remain with them until a parent/guardian arrives. You will be presented with the Incident Report to review and sign at time of pick-up. A copy will be provided to you at time of signature. If a serious medical emergency occurs, the child will be immediately taken to the hospital by ambulance, accompanied by a staff member. A staff member will contact you (or a designated emergency contact if you cannot be reached). At all times there is a staff member at the center who has been certified in pediatric first aid and pediatric CPR.

ILLNESS POLICY

If your child is out ill regular fees still apply. We reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end or with written authorization from your doctor stating the name of illness and when child may return to group care. Please notify the center as soon as possible when your child becomes ill so that we may notify the other parents if needed.

MEDICATIONS

Prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. All written instructions shall be valid for no more than 30 days unless a shorter time period is designated by the physician, dentist, or parent. These must be labeled with the child's name. NO EXCEPTIONS!

FIRE & EMERGENCY SAFETY

We have a written fire evacuation plan and practice a fire drill with the children every 60 days throughout the year. In addition, we incorporate fire safety curriculum into the program occasionally. The center is inspected regularly for fire safety. We also keep a written emergency plan and perform drills in the spring, summer and fall months.

REPORTING ABUSE & NEGLECT

Individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff receive training in identifying and reporting suspected abuse and neglect. The state child protective service agency involved will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of

abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Abington Kids will cooperate fully with all appropriate authorities and will maintain confidentiality. Our foremost concern is always the protection of the child.

POLICIES & PROCEDURES

HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 6:30 a.m. to 6:00 p.m. Your specific hours will be outlined in your Contract and Rate Agreement. We require a 2 week notice if you need to change your enrollment hours; however there is no guarantee of availability. You are still responsible for paying all fees for your contracted days regardless of whether you come or not.

HOW TO ENROLL

Enrollment WILL NOT be accepted over the telephone. Prior to the child's first day, the parents are required to meet the Administrator/ Program Director to tour the Center, obtain required forms, and discuss the philosophy and program of the Center. At this time, all policies are discussed and fee schedules explained to the parents. We ask that parents bring their child in prior to his/her first day, just to "look around" and get acquainted with the Center.

ENROLLMENT POLICY

There are several forms that must be completed before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from us. The forms are as follows:

- Signed Contract and Rate Agreement
- Emergency Contact Form
- Parent/Provider Agreement
- Child Health Assessment
- Emergency Medical Authorization

You are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask. Paperwork is updated every 6 months as required by the Department of Human Services. You will be asked to review and sign at this time as well as whenever there is a change to the information.

PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Rate Agreement. Payment is payable in advance and is due no later than drop off time on the first contracted care day of each week unless another arrangement has been agreed upon. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is due BEFORE you leave. In cases of illness, your payment is still expected.

Payments may be made by check or money order. Checks must be dated for the day they are due; no post-dated checks will be accepted. Repeated late payments and returned checks may be grounds for termination and assessed additional fees.

LATE FEES

It is your responsibility to have your child picked up on time. If you know you will be unavoidably late, it is your responsibility to have an authorized alternate person pick up your child. Bad traffic or weather (except in extreme situations) will not be an accepted late excuse and you will be billed accordingly. Please remember that it is your responsibility to allow ample time to get here to pick up your child on time. The late fee rate is \$2.00 per child per every 5 minutes.

ABSENCES & VACATIONS

There will be no refunds or adjustments made to your child care fee for your time missed due to illness, holidays, or days off. The center requests a two-week notice of an intended vacation. You may take one-week discounted vacation per schoolyear, providing that we receive a minimum of 2 week's advance notice in writing (via email). NO EXCEPTIONS! A requested vacation week must be consecutive days of vacation and will be discounted according to the Parent Agreement / Provider Contract. One-week vacation will be equal to the same number of days you are contracted with me for childcare services. Example: if your child attends childcare on only Wednesdays and Thursdays, you will receive two discounted vacation days per calendar year. Any vacation days not used within your one-year period will be forfeited. Vacation days may not be applied to your final two weeks of childcare nor may they be applied to any outstanding child care debts you may owe such as late pick up or late payment fees, etc. You may not use any of your vacation days for days when your child is in attendance. We will keep a record in your folder of your vacation days used.

SCHEDULE CHANGES/TEMPORARY WITHDRAWAL

Temporary withdrawals and schedule changes must be requested in writing two weeks in advance. Schedule changes will be approved based on availability within the center. Following a withdrawal, there is no guarantee that your child's schedule will still be available when you are ready for them to return. The only way to guarantee enrollment availability is by paying tuition. At that point you would be guaranteed availability for the schedule you are currently paying for.

HOLIDAYS

Abington Kids Creative Learning Center will be closed on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day.

PICK UP/DROP OFF

Children are signed in and out by the teachers via the Tadpoles app. We require all parents to collect their child's ID card from the front office and turn it over to the teacher upon drop off. At pick up the ID card will be returned to the parent and the parent will return it to the office. Abington Kids has each parent fill out a child enrollment form for each child enrolled which includes people authorized to pick their child/children up from the Center. Only the people who are on the list will be allowed to pick the child/children up, unless, the center receives written or verbal permission from the parent before the time of pick up. The Administrator/Director may require both parents' signatures to approve an update to areas pertaining to authorized pickup of a child on the child's enrollment form. If the individual designated to pick up the child is someone whom we have not met, they will be required to provide the center with identification for the child's release or the child will not be permitted to leave the center. Our staff has the right to ask any person to present positive identification before permitting a child to leave.

ACTIVITIES

At Abington Kids Creative Learning Center, we recognize that each child is an individual. We provide a modernized environment that promotes the complete development of children.

The center will provide children with developmentally appropriate experiences that stimulate learning in all developmental areas and focus on age-appropriate learning environments and individual needs. Abington

Kids Creative Learning Center will provide an atmosphere that will facilitate a balance between child-initiated, child-directed, and teacher-supported interactions. All activities are geared around individual needs of all children participating in the program.

DEVELOPMENTAL SCREENING

Abington Kids utilizes the Ages and Stages 3 (ASQ-3) developmental screening tool for children in preschool and pre-kindergarten. ASQ-3 is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. ASQ-3 can help identify your child's strengths as well as any areas where your child may need support.

The school age classrooms use an age-related developmental checklist that covers areas such as physical development, cognitive development, independence, and social skills.

The screening tools will be completed within 45 days of enrollment and annually thereafter. The results of the screening tools will be discussed with parents at conferences. If necessary, referrals to appropriate agencies will be made for further evaluation.

ITEMS BROUGHT FROM HOME

Please DO NOT send the following from home:

- Candy
- Toys (unless it is a designated show and tell day)
- Pretend Weapons
- Money
- Small Items
- Stuffed animals etc.
- I-pads/Cell Phones/Electronic Gaming Devices (exception:I-Pads for the purpose of virtual learning)

We will not be responsible for items lost or broken.

MEALS/SNACKS

Proper nutrition is an essential ingredient of good health. Abington Kids Creative Learning Center provides a daily, nutritious morning and afternoon snack. Parents MUST provide a bagged lunch if your child will be attending during lunch hours.

We celebrate holidays and birthdays during afternoon snack time. You are welcome to share party cookies, cupcakes, or some other food. If you plan to bring treats in celebration of your child's birthday, please

schedule the date with your child's teacher. All food must be store bought with the ingredients listed. No favors or gifts please.

SUSPENDING ENROLLMENT

Our childcare program is centered on the children for whom we care. We seek to provide a program that supports all children's growth regardless of ability level and that challenge them to learn as individuals with unique learning styles and ways of responding to the world. Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our program. Our hope is to build a program that is responsive to the wide range of individual learning styles and needs in our classrooms, one that truly celebrates and values the individuality of each child. Our child-centered approach seeks to accommodate a wide range of individual differences; however, on occasion, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

A child who cannot participate safely in our program or appears to be a danger to him or herself or others, despite our best efforts to reasonably reduce the risk of harm or injury

The conclusion, by medical, psychological, school district, or social service personnel working with the center or child, that continued care at the center could be harmful to, or not in the best interest of, the child

Any other situation in which the accommodations needed for the child's success in the program conflict with the fundamental nature of our group environment, or when a different environment is in the best interest of the child or the center

Anytime a child's behavior/circumstance becomes of concern to a teacher or administrator, written documentation and family/teacher communication will begin as the first steps to understanding the child's individual needs and challenges, and to evaluate these needs in the context of our program.

TERMINATION POLICY

Our program is based on developing partnerships and supporting families; however, despite our best efforts, on rare occasions a parent's/guardian's actions or requests may warrant the need to find a more suitable setting for themselves and their child. We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the childcare after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- False information given by parent either verbally or in writing

We appreciate as much advance notice as possible when terminating and will give the same courtesy in

return. You are required to give two-week's written notice when you decide to terminate childcare. The two weeks must be paid in full either at the time the notice is given or at the start of the final 2 weeks, regardless of whether your child is in attendance.

We will give two-week's written notice of termination for which full tuition is due, whether your child is in attendance or not. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of staff or other children in attendance. In this situation, the two-week's payment of tuition is still required. Termination notice will not be accepted while provider or parents are on vacation. You may pay two-week's fees in lieu of two-week's notice.

REVISIONS TO HANDBOOK & CONTRACT

There will be a yearly revision to this handbook. All families will sign a new contract when their enrollment changes at a minimum of every six months. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two-week's notice of changes.