



Parent Handbook of Policies and Procedures

revised 1/7/2020

TABLE OF CONTENTS

Program Goals	Page 3
Program Philosophy	Page 3
Enrollment Policy	Page 4
Tuition Policy	Page 5
Attendance & Pick Up Policy	Page 5-6
Withdrawal/Dismissal Policy	Page 6
First Day	Page 6
Door Security System	Page 6
Brightwheel App	Page 6
Withdrawal/Termination of Enrollment	Page 7
Closing Schedule	Page 8
Hours of Operations	Page 8
Inclement Weather	Page 8
Curriculum Statement	Page 9
Classroom Assignment & Transition	Page 9
Inclusion Policy	Page 9
IEP & Referrals	Page 10
Nap Time	Page 10
Meals	Page 10
Personal Care Supplies	Page 10
Celebrations	Page 11
Discipline Policy	Page 11
Parent Visits and Involvement	Page 12
Risk Management Policy	Page 13-15
Site Safety Review	Page 15
Emergency Preparedness Plan	Page 16-18
Mandated Reporting	Page 18
Transportation & Field Trips	Page 18

Vision Statement:

Petite Scholars Learning Center will prove a safe, supportive and culturally diverse environment that welcomes independence, freedom, and creativity. Through providing the right tools for our teachers and engaging our community, our goal is to support our Scholars as they find their natural desire to be life-long learners.

Our Philosophy:

We are dedicated and committed to our children by providing exceptional education and quality child care. It is our philosophy to focus on the needs of the individual child by providing a stimulating atmosphere for learning along with a secure, loving environment. It is our belief that a childcare facility should be an extension of each child's family. Our teachers and parents are encouraged to work together to provide the love and support needed as your child reaches developmental milestones and his/her own personal achievements! We are passionate about education and providing our children with the tools to be lifelong learners.

Welcome

We are delighted that you have chosen Petite Scholars Learning Center to fulfill your childcare needs. Caring for your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child-mind, body, and spirit. We have been serving this community for over 5 Years. We have qualified teachers and staff who are dedicated to providing quality child care and education for our children.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions or concerns or problems, feel free to talk to your child's teacher or the center's director. We want the best for you and your child.

ENROLLMENT

Enrollment at Petite Scholars Learning Center is open to children from six weeks to age twelve. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child by completing the Enrollment Application and paying the \$35.00 Registration Fee as well as the one week security deposit (equal to one week's tuition). The registration fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt and registration fee. Immunization records and a current health assessment must be received within the first 30 days from the child's start date in order to continue care.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Petite Scholars Learning Center reserves the right to dismiss any parent or child at any time with or without cause.

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

Parents are required to notify Petite Scholars Learning Center immediately should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

NON-DISCRIMINATION POLICY

Petite Scholars will not permit discrimination on the basis of race, color, religion, disability, age or sex in the aspect of enrollment or care. Petite Scholars Learning Center adopts Pennsylvania's Office of Child Development and Early Learning state policies to support inclusion of all children. To keep parents informed, Petite Scholars will post updates as they become available. Petite Scholars uses Caring for our Children to establish policies and practices regarding care plans for children with special needs, asthma, medical needs, food allergies and medication administration.

TUITION

All payments are due the Friday prior to the following week of service. A late fee will be assessed for any payment not received on time. Tuition specified on your fee agreement is due weekly, regardless of how many hours your child attends. The only time this would change is if you add additional hours to your part time rate. Please see administration with questions or concerns.

Tuition may be paid by cash, check, money order, or credit card. There will be a \$25.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Petite Scholars Learning Center.

Petite Scholars Learning Center DOES accept child care subsidies. Subsidized children must have the case manager call before they begin care. We will follow our contractual obligation with CCIS and will require parents to pay their co-pay by the Friday prior to the beginning of the week of service or we will report non-payments to our CCIS office.

TUITION DISCOUNT

Petite Scholars Learning Center offers a multiple child discount for one or more siblings enrolled full time during the same school year. Tuition rates are discounted 10% for the older child enrolled. Discounts are only applicable when tuition payments are made on time. Vacation days are also available for full time children only. Five vacation days per year will be offered after the 1st year of full time enrollment.

DAILY ATTENDANCE

Children enrolled at Petite Scholars Learning Center may attend no more than 10 hours per day.

LATE PICK-UP:

All measurements of time are to be according to the Petite Scholars Learning Center's clock located in the pickup classroom. If your child is not picked up before our closing time, a late fee will be added. A fee of \$10 for every 15 minutes past time will be charged.

NOTIFICATION OF ABSENCE

Parents are required to inform the center if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate classroom ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center not only of the absence, but also of the nature of the illness. This enables our facility to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is

present. Once again, only communicable disease information will be shared. Please refer to the Risk Management Plan for additional illness information.

YOUR CHILD'S FIRST DAY

Your child's first day can be overwhelming for both you and your child. Petite Scholars Learning Center believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child takes during the departure, the more anxiety the child is likely to feel.

The professional employees of Petite Scholars Learning Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time. Parents are more than welcome to call or message us via Brightwheel throughout the day to see how your child is doing.

On your child's first day please make sure that you have:

- Completed registration forms
- First week's tuition
- Packed lunch for the day in a labeled bag
- Formula, breastmilk, bottles and baby food as needed for infants
- Spare clothes for your child(ren)
- Diapers and wipes if needed
- Sleeping items in labeled bag
- Copy of your child(ren) IEP/IFSP if applicable

ARRIVAL PROCEDURES

Upon arrival at Petite Scholars Learning Center, the parents or the adult dropping the child off must log the child into care using the tablet located in the front desk. Children are required to be escorted by their parent or the adult dropping them off to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. A code will be given to you during your first day to allow access into the building. Please do not share your code to maintain security for all children in the center.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

BRIGHTWHEEL COMMUNICATION

Brightwheel is an easy-to-use mobile app that allows for us to stay better connected with families. Staff use Brightwheel for recording and tracking daily events and activities in the classroom. As a parent, you'll get private, real-time updates on your child delivered to your mobile device throughout the day. Brightwheel also allows for digital check-in/check-out, and a paperless billing system.

WITHDRAWAL/DISMISSAL

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. Parents will not have their deposit refunded.

Petite Scholars Learning Center reserves the right to dismiss any child at any time, with or without cause. Any past due balances must be paid within 30 days of the dismissal. Any balance remaining after the 30 day period will be referred to the agency's legal counsel for collection.

TERMINATION OF ENROLLMENT

There may be circumstances when a child's care would be terminated. The following are reasons we will not continue care:

- ★ Excessive biting children 3 and older
- ★ Parent's refusal to seek professional help
- ★ Physical or emotional problems that require constant one to one supervision
- ★ Any form of severe behavior that could endanger other children
- ★ Failure to pay tuition
- ★ Failure to provide proper paperwork
- ★ Failure to follow center's policies

CONFIDENTIALITY

Within Petite Scholars Learning Center, confidential and sensitive information will only be shared with employees of Petite Scholars Learning Center who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Petite Scholars Learning Center strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or health related information of anyone associated with Petite Scholars Learning Center.

SCHOOL CALENDAR

The center is closed for the listed holidays. If your child's day falls on a holiday tuition you are still required to pay. Children with part time enrollment could request to change their schedule if their day to attend falls on a holiday.

Closing Schedule

New Years Day	January 1
Memorial Day	The last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving	The third Thursday in November
Thanksgiving Day After	The fourth Friday in November
Christmas Day	December 25

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking Brightwheel, our Facebook page or calling the center.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

CURRICULUM STATEMENT

Petite Scholars Learning Center currently uses center based curriculum based off of thematic lesson plans as well as child's interest. Our teachers build their individual lesson plans based off their class' needs and ability levels, keeping in mind that every child learns at their own pace. With the flexibility of the lesson plans, teachers can add additional time on a certain subject based off their interests and review of content. Teachers use their authentic observations and assessments to build their lesson plans based on the child's understanding of the topic. The current developmental checklists and assessment tools being used are OUNCE/ WORK SAMPLING as well as Ages and Stages. All lessons and activities are connected to Pennsylvania's Learning Standards, which correlate directly with the surrounding school districts. To measure the effectiveness of our program Petite Scholars Learning Center administers the Ounce Scale assessment quarterly.

CLASS ASSIGNMENTS & TRANSITION INTO NEW CLASSROOM

Children are assigned to classrooms typical by age and cognitive ability. When a teacher is preparing for transitioning a child they will first discuss this with the parents. Children are transitioned into new classrooms according to space availability, age, as well as physical, social and emotional development.

When preparing to transition your child will get to visit the other classroom for a short time to meet the teacher and other children in the classroom. This will give your child the opportunity to explore and become familiar with the environment. This also allows teachers to gauge when and if your child is emotionally ready to transition to the older classroom.

INCLUSION POLICY

We recognize that the community in which we serve has a variety of needs and cultural backgrounds. We strive to ensure that all members, visitors and residents are treated with mutual respect and foster a sense of community that goes beyond the front door.

We embrace an inclusion approach that strives to provide opportunities for all children to actively participate in all aspects of our program. We support the inclusion of children who require additional support because of a physical, cognitive, social or emotional need. We make changes to our daily program when possible to meet the needs of each child. We respect and value input from parents and encourage them to be part of the decision making process for their child. We request that families share the IFSP/IEP and/or behavioral plan with us.

In addition, we welcome children whose primary language is not English. The Center Director and program staff will work to learn key phrases and simple conversational words to make communication easier with children and families we serve.

We support families by consulting with early intervention professionals when possible. All of our Early Childhood Teachers and most of our Early Childhood and School Age Assistant Teachers have knowledge and training in inclusion best practices within 90 days of hire. The goal is to create an environment in which all children are valued and respected in order to support their optimal learning and development.

IEP MEETINGS

We will attend IFSP or IEP meetings when requested by parents. A copy of your child's IFSP or IEP is kept on file at the center. Teachers refer to the child's plan to support the goals and objectives within the classroom. Additionally, we will collaborate with all professionals providing services for children with IFSP or IEP's. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center.

REFERRAL FOR ADDITIONAL RESOURCES

We will determine through teacher observations if your child needs additional services. If a child shows a need for referral in the areas of social, mental health, education, wellness and medical

services, the classroom teacher may suggest evaluations from Early Intervention. We will schedule a meeting with parents and guardians to discuss suggested next steps.

NAP/REST TIME

All children are encouraged to nap between 1:00 and 3:00. Some Children in our Pre-K Program typically don't nap. If your child does not need a nap please make the director and teacher aware and a quiet activities will be provided after a reasonable time.

MEALS

Petite Scholars Learning Center will provide breakfast from 7:45- 8:30 a.m. Morning and afternoon snack will be served daily. If your child has any food allergies or special diet, please make sure you notify the administrators during enrollment. .

CLOTHING/PERSONAL CARE SUPPLIES NEEDED

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

Additionally, Children in the infant and toddler classrooms will need to bring bottles/sippy cup, crib or cot sheet, and a blanket. Children in preschool and Pre-k should only bring a blanket for nap time. Teachers will also send reminders when your child is running low on diapers and wipes. If your child does not have any more diapers and you were notified of your child needing diapers, a teacher will call and ask you to drop off diapers or pick your child up.

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

PERSONAL BELONGINGS

Petite Scholars does not take responsibility for any toys, jewelry, books or other personal items brought from home. No guns or toys of destructive nature are permitted.

BIRTHDAY/HOLIDAY CELEBRATIONS

We allow parents to bring in cupcakes or other special treats to school to celebrate a child's birthday.

GRADUATION

We have a graduation ceremony every year at the beginning of June for our Preschoolers.

PARENT/TEACHER CONFERENCES/COMMUNICATION

A “getting to know you” conference is offered within 45 days after enrollment. Parent/teacher conferences are scheduled twice a year to discuss your child’s development, progress and will include child observations. A conference may be requested at any time by the parent(s) if there are questions concerning a child’s progress or a specific problem.

DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone’s enjoyment of the program. Petite Scholars’ programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child’s parent and will result in loss of privileges or activities, suspension or termination from the program.

PARTNERSHIP WITH PARENTS

Petite Scholars is committed to forming a partnership between parents, teachers, and administrators in order to create the best learning environment for your child. Below you will find a list of ways we hope to achieve a positive partnership with you.

- ★ Parents will receive daily updates on your child's activities through Brightwheel, our online App. including pictures of the day, a summary of projects and activities the children worked and any upcoming projects for the week.
- ★ Parents are invited to visit at any point during the day, announced or unannounced, to see your child’s daily progress.
- ★ Parents can call or email throughout the day to ask about their child’s day. If there is a concern you would like to discuss with your child’s teacher, a meeting will be scheduled at the convenience of both parties to discuss questions and concerns fully.
- ★ Observations of your child’s accomplishments will be documented throughout your child’s time at Petite Scholars. The observations, as well as other documents in the observation folder can be reviewed during parent teacher conferences.
- ★ Parents will be invited to attend quarterly activities with their child to support reading development.
- ★
- ★

PARENT PARTICIPATION/VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items to our RECYCLETERIA.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

RISK MANAGEMENT PLAN

In order to protect children and employees, Petite Scholars Learning Center has the following risk management plan in place. The plan is reviewed yearly and revised as necessary.

CARE OF ACUTELY ILL CHILDREN

If a child develops signs of an acute illness the following steps will be taken to ensure their health and safety as well as the health and safety of others: 1. Parents will be notified immediately using the provided contact information. 2. The child will be provided with a comfortable rest area until they are picked up. 3. The child will be closely monitored by a staff member and parents will be alerted if any changes occur before pick up.

ILLNESS POLICY

Children in good health are permitted to come to the center. If your child develops signs of a possible illness, you will be called and asked to pick as soon as possible. If you are not able to leave immediately, the second person on the emergency contact list will be called. If your child experiences any of the following symptoms you are expected to find alternative daycare for your child for 24 hours or until your child is deemed noncontagious by a doctor.

- Fever over 101- Children need to be fever free for 24 hour before returning to the center
- Diarrhea- Two or more that occur close in time
- Vomiting
- Pronounced or persistent coughing
- Any contagious illness including but not limited to: strep throat, flu, chicken pox, pink eye, measles, etc.

ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the center director.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Petite Scholars Learning Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Petite Scholars Learning Center exercises reasonable care in taking such actions.

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

BITING

Petite Scholars Learning Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of Petite Scholars Learning Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

MEDICATION POLICY

Petite Scholars Learning Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor’s note with explicit dosage and administration instructions. Petite Scholars Learning Center will only give

medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

ILLNESS TRACKING / PLAN OF ACTION

Regular review of our illness tracker log will enable us to identify health and safety concerns, patterns, program structural problems, staffing issues etc. that may be contributing to the injuries and illnesses that occur within our program. The tracking system will not only help us identify problems that need to be corrected, but it will also provide us with information that can be used to engage in *preventive* action planning.

- ★ Staff will complete illness reports. Details are documented and parent is contacted (if necessary). Staff never should wait until the end of the month to make obvious corrections.
- ★ The lead teacher will share an individual incident report with parent at time of pick-up and obtain signature of parent as acknowledgment of incident.
- ★ The lead teacher will log the incident into the illness tracking log.
- ★ At the end of the month, the lead teacher will submit the log to the Director/Administrator.
- ★ The Director/Administrator reviews the illness log at least monthly.
- ★ The Director will note any patterns/trends (time, room, staff, equipment, routines, etc.).
 - If trend is determined
 - Review classroom/outside environment to determine cause(s) of trends.
 - Speak with Staff involved.
 - Provide training or mentoring as needed.
 - Seek technical assistance if needed.
 - Create a timeline for change
 - Re-evaluate changes to determine effectiveness.
- ★ If ineffective, repeat the process again.

SITE SAFETY REVIEW

Regular review of the safety of our facility will enable us to identify hazards that could result in illness or injuries. A site safety review will be completed by the Director once per year. In addition to this yearly review, classroom teachers will complete monthly safety checks in their classrooms.

- ★ Staff will complete classroom-based safety checks once per month. They will identify any minor or major hazards and report them to the Director.
- ★ The Director will take appropriate measures to resolve the hazards to avoid injuries in the classroom.
- ★ The Director will note any patterns/trends in the illness and injury tracker that may relate to safety hazards and make changes as necessary (time, room, staff, equipment, routines, etc.).

- If trend is determined
 - Review classroom/outside environment to determine cause(s) of trends.
 - Speak with Staff involved.
 - Provide training or mentoring as needed.
 - Seek technical assistance if needed.
 - Create a timeline for change
- Re-evaluate changes to determine effectiveness.

★ If ineffective, repeat the process again.

EMERGENCY PLAN

There is an emergency plan in place that is reviewed and revised yearly with all staff. A detailed version of this plan is kept in a secure location at the center and is available for parents to review at any time.

During an emergency, the primary goal of all staff is the safety of children. In order to keep the children safe the following procedures will be used:

1. Regular drills on emergency plans and procedures will be conducted to provide training for staff and orient children on emergency procedures.
2. A temporary shelter location as well as a permanent shelter location, will be used in case of an evacuation. These locations will be known to staff and will be available to parents upon request.
3. Attendance will be taken by staff members upon evacuation and parents will be notified immediately.

EMERGENCY PREPAREDNESS PLAN

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

Evacuation routes/exits:	<ul style="list-style-type: none"> • Children are cared for on the main level • Exits (all windows and doors are checked regularly to ensure opening): <ul style="list-style-type: none"> • Living room: Front door and windows. • Kitchen: Sliding doors and windows • Dining room/family room: Front door and windows
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Evacuating Infants/Toddlers:	<ul style="list-style-type: none"> • Children will be evacuated together using a portable play yard with wheels. The site owns two portable play yards each of which remain placed near each of the two exits (front and back doors). • In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.
Notification:	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of the evacuation
Emergency Kits/Information:	<ul style="list-style-type: none"> • Emergency kits will be taken when possible. • Each portable play yard will have an envelope attached to it with each child's emergency contact information.
Evacuation Sites:	<ul style="list-style-type: none"> • Temporary Location: Sidewalk directly in front of the post office on Chestnut Street • Permanent Location: St. John the Baptist Church 3024 S. Ruch St. Whitehall PA 18052
Transportation to Evacuation Locations:	<p>Children will be pushed in portable play yards or strollers to the neighborhood evacuation site and weather permitting to St. Johns Baptist Church (.25 of a mile away).</p>

Shelter-in-Place: In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location:	Children will be taken to the middle of the center.
Emergency Supplies:	<ul style="list-style-type: none"> • A first aid kit is stored in each classroom. • A battery-powered radio is stored in the toddler classroom. • Cell phone will be brought to our meeting area. • Emergency contact sheets are kept with first aid kits.

Notification:	<ul style="list-style-type: none"> • Parents/guardians will be notified once the immediate threat has passed.
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Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

Notification:	<ul style="list-style-type: none"> • Parents/guardians are provided: Information on each evacuation site. o Contact information for Amelia Milne, cell phone and home phone. • Parent/guardian contact numbers are: <ul style="list-style-type: none"> • Stored in each teachers phone • Attached to portable play yards. • Kept in emergency kits.
Release:	<ul style="list-style-type: none"> • Children will only be release to contacts listed on the child's form with proper identification.

AUTHORIZED CAREGIVERS

Petite Scholars staff are carefully screened and selected. Our staff complete required trainings on health and safety including child and infant CPR and fire training, as well as trainings related to curriculum and child development. Staff complete required background checks upon being hired and periodically as necessary.

SAFETY SURVEILLANCE

Our facility is equipped with on-site video cameras in each classroom that are closely monitored during operational hours. Video footage can and will be reviewed as necessary.

MANADATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Petite Scholars Learning Center are considered mandated reporters under this law. The employees of Petite Scholars Learning Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Petite Scholars Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Petite Scholars Learning Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

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

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

SANITATION & HYGIENE

One of the leading causes of physical harm in early care and education programs is infectious disease. Our center takes preventative measures to ensure the cleanliness of the center and prevent the spread of illness among children including:

- ★ Following recommended hand washing procedures.
- ★ Sanitizing toys daily and bleaching toys weekly or more often as needed.
- ★ Notifying parents of any infectious disease outbreaks within the center and are providing them with information such as signs and symptoms to look for in their child.

HEALTH & SAFETY RESOURCES

Additional numbers you may need

Community Resources for Children 610-437-6000

ARCH 610-573-2500

Childline 800-932-0313

TRANSPORTATION AND FIELD TRIPS

A staff member with a current driver’s license will provide transportation to and from the center for field trips. Parents will be notified of field trips and will need to grant permission for their child to be transported by staff.