

**HOLIDAY CLOSINGS**

**January**

New Year's Day  
Martin Luther King Jr. Day

**February**

President's Day

**March/April**

Good Friday  
In Service Day

**May**

Memorial Day

**July**

Independence Day

**September**

Labor Day

**October**

Columbus Day

**November**

Veteran's Day  
Thanksgiving Day  
Thanksgiving Friday

**December**

Christmas Eve  
Christmas Day  
New Year's Holiday  
(subject to the day of week)

*Subject to changes and/or additions*

# Learning Central Preschool Parent Handbook

5727-41 Walnut Street  
Philadelphia, Pa 19139

Phone: 215-???-????

Fax: 215-???-????



# Learning Central Preschool

## Contents:

- History
- Mission Statement
- Civil Rights Compliance
- Rules & Regulations
- Illness List
- Direction for the Administration of Medication
- Special Care Plan for a Child with Asthma
- Transfer of Child's Records
- Policy & Procedure for Referral of Family to Social Services
- Special Needs Children
- IEP & IFSP
- Emergency Operations Plan
- Child Observations
- Parent Conferences
- Age Levels
- Curriculum Statement
- Program Curriculum
- Pre-K Counts Information and Policies
- Holiday Closings

## **Immunization Requirements**

-Each child enrolled in the program has 59 days to furnish the office with their child's vaccination records and health Assessment. Or;

-Receipt from parent or guardian written objective of their child's being vaccinated on religious grounds or medical reasons

-Your child will be excluded from group activities for an additional 30 days who are not vaccinated due to temporary medical conditions, unless a notice is given to the office from a physician or local health department of vaccination or continuation of medical condition. Please contact LCP for detailed policy information.

## **Classroom Environment**

Teacher-Student Ratio is 1-10 and the Classroom Size is 20 children.

Our classroom facilitates active learning through exploration of the environment and discoveries using age appropriate and enriching materials and equipment. The schedule is child centered allowing free choice of activities with the guidance of teachers through interaction, preparation, and planning.

All activities cater to each child's individual needs and learning styles. The schedule and curriculum are linked to the Pennsylvania Early Learning Standards and individual student needs.

## **Length of Day and Year**

7.0 hours (full day) Provides 180 days of classroom instruction per year; has a plan for make-up day to assure 180 days are met regardless of closures.

## **Classroom Instruction**

We use Creative Curriculum, Montessori Techniques and DLM Early Childhood Express Curriculum

## **Screening and Assessment**

We use ongoing Ages and Stages and Work Sampling as observation and assessment tools to understand your child's areas of strength, challenges and interest. The tools used drive classroom instruction. The initial screening will be conducted within 45 days of your child's entry to identify development areas of concern. Families are included in review their child's progress. We include parents or guardians in ongoing review and development of goals for their child through daily communication with their teachers, parent conferences, and meetings.

## **History**

Learning Central Preschool opened its doors in 2015 at the 5727-41 Walnut Street location. The center was developed in response to the need for family services in the area. The center serves children 2 months through 12 years of age and their families.

## **Mission Statement**

Our philosophy is to provide quality individualized childcare services. We provide before, during, and after-school aged programs with an emphasis on academic enrichment. The program works with parents during their child's developmental years. Parents are the first teachers. The center offers workshops, materials and support services through their schools and other family service agencies. With this assistance the parents become an integral partner in their child's education.

Our program is structured and organized, but not rigid. The children learn in a loving stimulating and safe environment. Our goal is to help children develop self-discipline, self knowledge, independence, enthusiasm for learning and an organized approach to problem solving and academic skills.

## Civil Rights Compliance

### Parent's Awareness

In accordance with the applicable Federal and State Civil Right Laws and regulatory requirements, clients of this facility have the right:

-To be provided services at this facility and to be referred for services at other facilities without regard to your race , color, religious creed, handicap, ancestry, nation origin, age or sex.

-To file a complaint of discrimination, if you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, age or sex. Complaints of discrimination may be filed with any of the following providers:

#### **Department of Public Welfare**

Bureau of Equal Opportunity  
Room 521 Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105-2675

#### **U.S. Department of Health and Human Services**

Office for Civil Rights-Suite 372  
Public Ledger Building  
150 S. Independence Mall West  
Philadelphia, PA 19106-9111

#### **Department of Public Welfare**

Bureau of Equal Opportunity  
Southeast Field Office-Room 1105B  
1400 Spring Garden Street  
Philadelphia, PA 19130

#### **PA Human Relations Commission**

711 State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130

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Parent/Guardian

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Date

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Witness

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Date

Topics such as planning program and children's goal through educational, community and social activities parenting workshops and trainings will be discussed and developed

-Look for parent bulletin boards outside of classrooms and entry halls. Agency information is displayed in entry hall.

-We provides opportunities for Parent and or Guardian to volunteer in their child's classroom, during trips, and school functions.

Please read through the parent handbook distributed during family orientation and pay close attention to the section titled **Pre-K Counts Information and Policies"**.

### Transition Plan

Families and children will participate in an transition program to foster a smooth transition to kindergarten and Early Intervention if needed.

### Child's Eligibility ( both age and income guidelines must be met)

-Your child must be three years of age on or before September 1.

-Your child's eligibility to participate in the program is based on your income being at or below 300% federal poverty level.

-Each family must provide Income verification documentation in order to show proof that their child qualifies for the program. Please work with the office staff to comply.

### Enrollment

We begin to take enrollment applications July 1 of each year.

## **LCP Pre-K Counts Information and Policies**

*We participate in an Statewide initiative that enables our Center to partner with the Philadelphia School District to provide Quality Pre-school Classes to children that enroll in our Preschool Program. Pre-school services are provided free of charge to families that qualify for the program.*

### **Attendance Policy**

Attendance is crucial to your child's success in the Program therefore;

-Families will be contacted if their child is absence for 3 consecutive days.

-When your child has more than 5 consecutive unexcused absences a Parent or Guardian must come into the office to discuss the reason for absence and develop a plan for support

-If your child has 10 or more consecutive unexcused absences or more than 10% unexcused absences over the course of the program year and has not respond to our Programs support efforts then your child will be dismissed from the Pre-k Counts program.

### **Lateness Policy**

Families that participate in the Pre-k Counts Program who are dismissed at 3:00pm are allow a 15 minute grace period is they are late picking up child. This is done as a courtesy therefore constant lateness and thus abuse of the policy will result in a meeting with administration to work out a solution. Children dismissed at 6:00pm must refer to our lateness policy section of the Parent Book.

### **Parent Involvement Plan**

-We partner with families in numerous ways: Please become a part of the decision-making by participating in the Center P.T.A.

Learning Central Preschool

5727-41 Walnut Street

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Phone:

Fax:

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## **Rules & Regulations**

Our school year starts the day after Labor Day. The last day of school is mid-June after Promotion Day. Our Summer Program runs from mid-June through Labor Day.

Because our curriculum is Montessori and regular primary education, it is mandatory that each student attend regularly in order to benefit from our program. Holiday Closings are posted on the parent board in entry hall. Each child is entitled to two weeks vacation without paying tuition each year.

### **Tuition & Fees**

Registration fee is **\$30** per family and is **NON-REFUNDABLE**.

Tuition can be paid every other week or monthly in advance. There are no refunds. All students must pay tuition even if they are absent for sickness or personal reasons and for all legal holidays and snow days called by administration. No exceptions. The fee for your child will be \$ \_\_\_ per week. Your child will not be admitted when the fee has not been paid on time.

We will close for snow days if it is deemed dangerous for travel. Please call the center on the day of possible closure to see if we will be open. You can also check channel 6 ABC for our center name or KYW, CBS 3, and/or the CW for broadcast #3389.

If for any reason we must close suddenly for an extended period of time, we will notify the parents by telephone and then by mail. After conferring with the Philadelphia Department of Welfare and with the consent of the parents we will aid you in transferring your child to an alternate licensed day care center.

No child will be admitted without proof of immunizations. Medical records must be updated once a year. A physical examination and immunization record is due when your child is enrolled.

Every child needs a cot sheet for naptime, including infants. Please bring a sheet when your child starts school. It will be sent home to be washed every Friday, unless it gets dirty and has to be sent home sooner. Please be prepared to take the sheet home each Friday and as needed. This is the parent's responsibility.

All children are taught by qualified personnel. No staff person will ever call a child by a derogatory name or embarrass him/her in front of their classmates or anyone else.

As a parent, you will be required to fill out enrollment forms, including a health form to be completed by your child's doctor. Child immunization records are required upon enrollment. Each parent/guardian will also be required to schedule a "Getting to Know You" meeting with a member of the office administration.

### **Parent Involvement**

We encourage parents to get involved in our PTA, volunteerism and events. We require two parent/teacher conferences during the school year, one in December and one in June. Periodic conferences are scheduled with parents by administration to address various issues that may arise.

We ask parents to come to picture day, promotion day, and our annual summer picnic.

If a parent plans to stay at LCP with their child for any length of time, you must check in at the front desk and sign the visitation form. We also ask that all parents please check the entry hall and the parent boards outside their child's classroom for weekly updates on classroom and program information

### **Attendance Policy**

Our school year starts the day after Labor Day and runs through mid-June. Our summer program runs from mid-June through August. It is necessary that each student attend regularly in order to benefit from our program. If your child will be absent for any reason please notify us by 9:30am - classes begin promptly at that time. All children must be present no later 9:30am or they will not be admitted unless prior arrangements have been made with administration. Arrangements can be made for doctor's appointments, but you have to bring a written note from the doctor's office and be present no later than noon. If your child misses two consecutive weeks unexcused, he/she will be dropped from enrollment. Each child is entitled to a two week vacation without paying tuition, but administration must receive a written notification at least a week before the planned vacation. If you no longer wish to use LCP's services you must submit a written notice to administration two weeks in advance. Please note that you are still responsible for paying tuition during these last two weeks.

### **Sick Policy**

If your child becomes sick we will contact you to pick up your child. If you have another person come for pick up, make sure they are on the escort list. Identification is required for all pick-ups. Children who have a serious or contagious illness will not be readmitted unless they have a doctor's note. A Doctor's Diagnosis & Treatment form must accompany any and all "Return to School" notes from a doctor's office and can be filled out in addition to any other medical documentation explaining the child's condition. If this form is not completed in full and returned to LCP with a "Return to School" note, the child will not be re-admitted.

## **PROGRAM**

Each day's schedule includes development activities which are individualized to meet the needs of each child (Children are tested for three levels of development upon enrollment). These activities focus on the specific interests of the children, their spontaneous involvement with each other and their growing awareness of how things work. The curriculum covers a wide range of areas, including language, motor skills, creative expression, social interaction, concept development and self help.

Infants and toddlers are stimulated by being held, rocked, talked to, played with and carried. Our children are supervised at all times. No physical punishment is permitted by staff or anyone else. No staff member will ever single out a child for ridicule, threaten harm to the child or the child's family and will never degrade the child or the child's family. A facility person may never use harsh, demeaning or abusive language in the presence of the children.

Weather permitting, children are taken outdoors at least once a day. So please dress your child appropriately.

### **Curriculum (in part)**

Practical Life: Pouring, various practice folding exercises, care of the classroom, feeding animals, watering plants, self care, dressing, washing, practice tying bows, buttons, helping others, development of concentration and physical exercises.

Language & Arts: Language work consists of reading, phonics, story telling conversation, vocabulary enrichment, and creative drama.

Music & Rhythm: Involves dance, movement and singing.

Art Work: Individual creativity combined with vocabulary enrichment.

Sensorial Experience: Intensive exploration of the environment for the sensorial possibilities.

Geography: Continents, land and water forms, and more.

Mathematics: Eye/hand coordination with cylinder blocks, touch, boards, mathematical number rods, felt numerals, etc.

Foreign Languages: Spanish and Swahili.

### Computer Learning on Site

Incorporated into all our advance learning activities are Montessori Techniques which will round off the total development of the child; social as well as academic.

## Curriculum Statement

LCP's curriculum will be based on the PA Learning Standards

**Pennsylvania Standards** were developed as a joint project of the Department of Education and Welfare. They are meant to guide the development of kindergarten programs throughout the state. They are meant to maximize student learning by guiding teachers deliberate and intentional instructional practice, supporting effective classroom environments, and frame teacher's age-appropriate expectations for their students.

## Pennsylvania Learning Standards for Early Childhood

- Approaches to Learning Through Play
  - Constructing, Organizing and Applying Knowledge
- Creative Thinking and Expression
  - Communicating Through the Arts
- Cognitive Thinking and General Knowledge
- Mathematical Thinking and Expression
  - Exploring, Processing and Problem Solving
- Scientific Thinking and Technology
  - Exploring, Inquiry and Discovery
- Social Studies Thinking
  - Connecting to Communities
- Health, Wellness and Physical Development
  - Learning About My Body
- Language and Literacy Development
  - Early Literacy Foundations, Reading, Writing, Speaking and Listening
- Partnerships for Learning
  - Families, Learning Environments and Communities
- Social and Emotional Development
  - Learning About Myself and Others

## **Meals**

LCP offers a free meal program which includes breakfast, lunch, and snack everyday. Once the parent has completely filled out the CACFP food participation forms, free meals will be available to your child. Breakfast is served until 8am. No breakfast will be served after that time. No Exceptions. For those parents supplying formula/breast milk, please supply enough to last your child all day.

## **Birthdays and Holiday**

Your child's birthday can be celebrated during snack and/or evening hours. You can bring in goodies to share with your child's classmates. All holidays are celebrated without a focus on religion.

## **Child Belongings**

Every child must have a complete change of clothing with them everyday. It can be brought in every day or kept in the child's cubby. Please put your child's name on ALL of your child's belongings. It is the parent's responsibility to keep track of their child's belongings. We at LCP are not responsible for any items brought to school that may be lost, stolen, or damaged. Possessions are easier to find if they are labeled with the child's name. It is not recommended that your child wear or bring expensive items to school.

It is the responsibility of the parent to undress their child each morning and dress them when they are picked up in the evening. The child's belongings must be put neatly inside their cubby or locker.

Please ask your child and/or check with their teacher about any additional items they will need for class. You will be given a supply list upon enrollment for items you need to have for your child. Make sure that everything you bring to school is clearly marked with your child's name.

## **Medication**

LCP does not give medication to children in our care. The only exception is medication for asthma in the form of an inhaler. Asthma medication must be prescribed by a doctor with instructions and a permission slip filled out by the parent. Please refer to our Asthma Policy and Procedure documentation.

For liability reasons staff are not permitted to remove splinters. You, the parent, are responsible to have the splinter removed. The child will not be permitted back in school the following day if the splinter is still in place.

### **Diapering/Toileting**

Please be sure your child has enough diapers to last them throughout the day, that usually consists of about 4-5 diapers. They may be brought in daily or weekly, but packs of diapers are not allowed to be left in the classroom. The diapers must be individually labeled and stored with your child's belongings in their cubby.

When ready, children are potty trained at the school. We ask parents to be consistent at home in order to expedite the process. You will be notified by your child's teacher when it is time to begin the transitioning from diapers to pull-ups and eventually underwear.

### **Trips**

We plan regular trips each year. No trip is mandatory. Each child must wear a LCP T-Shirt on each and every trip. T-Shirts can be purchased in the office where you will be notified of the price.

### **Transitioning**

A parent meeting will be scheduled when your child is transitioning from one class to another. Most children will transition to a new class in September or January according to their age. We also offer information from the Public, Charter, and Private Schools for those children entering Kindergarten.

### **Dress Code/School Uniforms**

All students, excluding infants, must wear uniforms during the school year (Sept—June). The colors are burgundy or navy blue tops and tan/khaki bottoms.

Beads pose as a choking hazard and therefore are not allowed to be worn in any child's hair.

### **Van Service and Extended Hours**

In order to have van service or extended hours for your child you must make written arrangements with the front desk. Van service and extended services will be an additional cost. Please contact the office concerning van pick-up or drop-off services 24 hours in advance.

### **Before & After School Program**

- Van service can include transportation from LCP to school and/or from school to LCP.
- We will provide van service pick up for early dismissal days. Parents must notify the front office in advance of early dismissal days.
- Full day care services are also provided when schools are closed.
- We provide breakfast if here before 8:00 am and afternoon snacks.
- We offer homework help, computer and online access, enrichment activities, and a library/resource room.

### **Age Levels**

Infants: Birth through 12 months.

Young Toddler: 13 months through 24 months.

Older Toddler: 25 months through 36 months.

Preschool: 3 years old by September 1st through 5 years, on the date the child enters Kindergarten.

Young School-Aged Child: A child in the 1st through the third grade.

Older School-Age Child: A child in the 4th grade through 12 years of age.

### **Parent Access and Participation**

A parent of a child in care shall be permitted free access after signing in, without prior notice, throughout the center whenever children are in care, unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file at the facility. We ask that you please sign in and speak to your child's teacher first, so as not to disrupt the class. Opportunity shall be provided for parents to participate in the facility's program. The operator shall maintain a yearly file which documents general announcements to promote parent participation. The file shall be updated annually.

### **Parent Conferences**

Parent conferences are held twice a year in the months of December and June when report cards are given out.

A notice will be sent home and a schedule sheet will be available in the classroom for parents to schedule the date and time of their conference with the teacher.

The report cards are age appropriate and are child progress reports for the parents. Copies of the report cards will be kept in the child's file.

If you have additional questions please feel free to contact the office.

### **Child Observation Reports**

Your child will be observed by the teaching staff and an observation report will be filled out within 45 days of enrollment to insure proper classroom placement. A copy of the observation report will be sent home with your child. If you have any questions please feel free to contact the office

### **Child Records**

Your child's records are confidential and are kept in a locked cabinet. The office will need written consent by the parent/guardian to transfer child's records to another facility for any purpose. You can request a form in the office.

### **Emergency Procedures**

Please review our emergency procedure guidelines posted in the entry hall. Each parent will receive a copy of our guidelines to review at home. In case of homeland security, fire, or other related emergencies please feel free to contact us.

### **Pick Up Policy**

Your child will only be released to individuals 18 years or older whom the parent has listed on the approved pick-up list. The child will not be released to anyone not listed on their pick-up list so please update your list as needed. If an unlisted escort will be picking up your child you must notify the office or we will not release your child. For the safety of your child, each student must be signed out of their classroom when picked up.

### **Late Fee Payment** (for evening pickup)

There is a \$10 per child late fee charged as described:

6:01-6:15	\$10 per child
6:16-6:30	\$20 per child
6:31-6:45	\$30 per child
6:46-7:00	\$40 per child
7:01-7:15	\$50 per child
7:16-7:30	\$60 per child

At 7:15pm LCP can and will be forced to call the Police. Late fees are due at time of pick up. Your child will not be admitted to return to LCP until the late fees are paid.

### **Eating in Facility**

Eating and drinking are not permitted in the hallways or throughout the building. There are designated eating times and eating areas. Breakfast is served until 8am everyday. There is no eating permitted anywhere in the building after this time. Snack is to be eaten at the child's designated snack location during their designated snack time. Snacks are not allowed to be carried through the building. If you arrive to pick up your child before they have finished eating their snack, you must either sit and wait until they have finished eating or dispose of their snack at that time. No snack, food or drink, is to be carried throughout the facility at any time.

### **Community Resources**

Referral information to various family and child service agencies is available upon request at the front office. Information on helpful topics for families on wellness, nutrition, child development will also be available in the lobby and the front office.

### **Snow Days**

Please check channel 6 ABC for our center name or KYW, CBS 3, and/or the CW for broadcast #3389.

The Philadelphia Board of Health has certain guidelines we must follow.

Children who can **not** come to school are those with:

- **Diarrhea.** It is highly contagious, and no matter how careful we are it can be spread from child to child. Must stay out for 24 hours after diarrhea starts.
- A **fever of 101** or more.
- **Ringworm** must be treated by a doctor. You will need to bring a doctor's note giving us permission to readmit your child.
- **Chickenpox** must bring a slip from the doctor's before the child can be readmitted.
- **Herpes Simplex Lesions.**
- **Herpes A**
- **Impetigo**, until 24 hours after treatment has been initiated.
- **Measles**, until 4 days after onset of rash.
- **Mouth Sores** with drooling, unless a health care provider or health department official determines that the child is not infectious.
- **Mumps**, until 9 days after onset of parotid gland swelling.
- Persistent **abdominal pain** that continues more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Pertussis**, until 5 of the 14 days of appropriate antibiotic treatment has been completed.
- **Pink Eye** (Purulent Conjunctivitis), defined as pink or red conjunctiva with white or yellow eye discharge, until after treatment has been initiated. In epidemics of pink eye without pus, exclusion shall be required only if the health authority recommends it.
- **Rash** with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- **Rubella**, until after 6 days after onset of rash.
- **Salmonella**
- **Scabies**, until after treatment has been completed.
- **Shigella**
- **Shingles** (herpes zoster), if the rash can not be covered up.
- **Strep Throat** or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- **Tuberculosis**, until a health care provider or health official states that the child is on appropriate therapy and can attend child care.
- **Symptoms & signs of possible severe illness**, including:
  - Sluggishness that is more than expected tiredness
  - Uncontrolled coughing
  - Inexplicable irritability or persistent crying
  - Difficult breathing
  - Severe Wheezing
  - Other unusual signs for the child

## Parental Notice of LCP Child Observations

It is important for teachers to observe your child so that curriculum planning and lesson plans can accurately address his/her needs.

During observations, teachers write what they see your child doing during the school day and devise strategies to address their observations in order to enhance your child's overall development.

Teachers may also ask you questions to gain a better understanding of your child.

Parents are encouraged to have ongoing communication with their child's teachers and to inform them of any pertinent information that will help the teachers work better with your child.

Three formal observations will be written each year. The parent/guardian will receive a copy and another copy will be placed in your child's file.

A parent-teacher meeting can be scheduled at anytime upon your request.

Thank You.

## Emergency Operations Plan

To the Parent(s)/Guardian(s):

This letter is to assure you of our concern for the safety and welfare of children attending Learning Central Preschool. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- Each classroom at LCP is equipped with an Emergency Plan.
  - LCP has drill procedures for evacuations, lockdowns, early and emergency situations.
  - We will utilize our internal intercom system throughout the building and in each classroom to keep the staff informed and our telephone hotline to keep parents/guardians informed.
1. **Immediate Sheltering:** Students are evacuated to the outside playground area and to the exit gate where they exit and line up along the pavement area away from the building.
  2. **In-Place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. Our facility's foundation is constructed of steel and concrete so, in the event of such occurrences all children will be escorted as directed by the director or designee to the first floor level classrooms or first floor internal hallways and will stay put until the occurrence is over. Our ventilation system will be shut off if necessary to deter hazardous outside air from entering the building.
  3. **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be transported to the Relocation Facility at Tots Yearn to Learn Center 1232 S. 58th Street, Philadelphia, PA 19139.
  4. **Modified Operation:** May include cancellation/postponement or rescheduling of the of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions), but may be necessary in a variety of situations. In that event, early dismissal may be warranted. Parents/emergency contacts will be telephoned and asked to pick up children from the facility. The van service may be available but is not guaranteed. Please limit calls to our normal phone line unless it is an emergency because we will be using those lines to contact parents.

We are equipped with emergency food and water supplies, first aid kits, student enrollment lists, emergency contact information, flashlights and security plans shall they be needed.

Please listen to your local radio station, KYW or news stations for announcements of emergency situations as they arise. In addition feel free to call our center at 215-474-9025 for more detailed information.

We ask that you not call our main line during an emergency. This will keep the line free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it is safe to pick up your child.

Your emergency contact and child pick-up information will be used during this process. Please make sure this information is up to date in our files. We specifically urge you not to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions or concerns regarding our emergency operating procedures, please feel free to contact the front office.

Thank You

## Directions for the Administration of Medication

(To Parents)

LCP does not give medication to children in our care. The only exception is medication for asthma in the form of an inhaler.

We ask that parents get two (2) prescriptions for the inhaler so that one (1) can stay at LCP and the other can stay at home.

We also will give you a form, "*Special Care Plan for Asthma*" to be filled out by your child's Pediatrician. We must have a copy of this in your child's file in order to give medication.

Policy if parents cannot get an inhaler for LCP to use:

- LCP is not responsible for medication left at school.
- Your child will be sent home if medication is needed but was not given to the teacher at the beginning of the school day.

Before LCP staff can accept an inhaler for your child, the medication (inhaler) must:

- Have the first and last name of the child
- Have been prescribed by a licensed health professional. Check to see that the name and phone number of the health professional who ordered the medication is on the container.
- Be in the original package or container.
- Have the date the prescription was filled.
- Have an expiration date.
- Have specific instructions for giving, storing and disposing of the medication.
- Be in a child proof container or stored in that fashion.

Asthma emergency medication is required for your child while in care at LCP. Not the asthma maintenance medication. Please clarify which medication is appropriate with your child's doctor.

Individualized Education Plan (IEP) & Individualized Family Service  
Plan (IFSP)

Due to each child's diverse needs and the importance of caregivers using that information to give each child the best education possible, IEP's and IFSP's were created by service providers working with children with special needs.

Due to the importance of an IEP/IFSP to a child's learning we are asking you to furnish LCP with a copy before your child starts the program, if possible. The information found on the IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Release of the information may also be required to speak to members of your child's assessment team.

Sign-Off Sheet

Child's Name: \_\_\_\_\_

I am providing a copy of my child's IEP or IFSP

I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Special Needs Children

Children with special needs have different staffing patterns and modifications in the environment. When disabled, developmentally delayed or emotionally disturbed children are served, the staff is aware of the identified/diagnosed special needs of individual children and are trained to follow through on specific intervention plans. Individual Education Plans (IEP's) are developed and implemented in a developmentally appropriate manner and appropriate professional referrals are made where necessary. Therapy is developed appropriately and incorporated within classroom activities as much as possible rather than removing the child from the classroom. Parents are involved in development and use of IEP's. Staff address the needs of parents of children with special needs.

Children's special needs should be interpreted broadly. For example, food allergies, family situations, personal fears or preference may constitute special needs. The inclusion of handicapped, developmentally delayed or emotionally disturbed children may necessitate lower staff-child ratios, specialized staff training and special environmental arrangements and equipment. Staff are familiar with available community resources and are able to refer parents.

When applying the criteria to programs serving children with special needs, it may be necessary to use developmental levels rather than children's chronological age when assessing the appropriateness of materials, activities and other aspects of the program.

Parents, if you still feel your child may have special needs and has not received an IEP from the child care specialist please inform us and we can begin the process of creating an IEP for your child.

If your child has an IEP please furnish us with a copy as soon as possible, and have the emergency information form for your child with special needs filled out by your child's doctor.

Thank You.

Transfer of Child's Records

According to The Department of Welfare, State regulations require that all children's files are confidential and are to be kept in locked filing cabinets.

Therefore in order for us to release a child's files we will need written permission from a parent or guardian. Please include the date and your signature on the request letter if you should need a copy of your child's files or their transfer to another party.

Thank You

I Have read and understand the procedure stated above:

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy and Procedure for the Referral of Families to Social Service Agencies

LCP's goal is to ensure that social service information such as (mental, social and medical) and subsequent referrals are reaching those families in need in our program.

Our function is to have information available to those families through our parent board, fliers and meetings with families where administrative staff would supply families with referrals to service agencies and programs.

If you have any questions please feel free to stop by the office for assistance.