



**2019-2020**

# **PARENT GUIDELINES**

## Welcome to Wanamaker Early Learning Center Parent Guidebook

We are humbled at the privilege of working with families and their children at such a critical time for brain development and growth. Selecting a provider for education and care for your child is a big decision. We thank you for choosing Franklin Township as a provider.

Wanamaker ELC (WELC) is the home of the Trailblazers. A Trailblazer can be defined as a pioneer, an innovator, or one who forges a new path. We believe young children possess a curiosity we must nurture to develop confidence and independence. When children enter school, they are developing an identity about what it means to be a learner. We want your child's first school experience to be positive and memorable, forging the path of success for many years to come.

At Wanamaker ELC, we believe in the development of the whole child including academic, social, motor, self-help, and social-emotional skills aligned with [Indiana's Early Learning Foundation](#) (state standards). Activities will be developmentally appropriate with hands-on learning experiences. Children will be offered plenty of opportunities to learn through play and choices balanced with structured experiences led by an instructor.

### Guiding Principals for WELC Staff

#### **We are all Trailblazers:**

We encourage staff creativity and a personal drive to innovate, in addition to implementing evidence-based practices to maximize student learning. We encourage all staff to pursue ways to improve their craft and recognize we are learners as much as our students.

**It takes a Village** - At WELC, all staff, parents, and community members are a part of our school family. We seek collaboration actively and recognize the importance of parents as the child's first teacher. We support each other and address the needs of our students as a collective team.

**We are facilitators of learning and relationships** - Learning is our fundamental purpose. Learning cannot take place unless basic needs are met. This includes physiological needs, safety and security, and strong relationships with adults and peers.

**We are inclusive of ALL kids:** Our classrooms, instruction, and practices seek to ensure all children's needs can be met and all children know they belong to our family.

#### **Our Core Beliefs about Early Learning**

- Play and hands-on experience is the natural way for young children to learn
- Structure and predictable routines are important features of a child's day and serve to maximize the effectiveness of our learning environment
- Every minute counts - there are opportunities for instruction in every part of our day. While eating snacks, we can learn important self help and socialization skills. While at gross motor time, we can learn about teamwork and cooperation. While transitioning between settings, we can play games and review concepts.

## **About this Guide**

This Parent Guide is to supplement the policies included in the Franklin Township District-Wide Elementary Handbook located at <https://ftcsc.org/student-handbooks-k-12/>. Modifications may occur to be compliant with state licensing requirements.

## **Curriculum and Assessment**

Preschool programs will be using the Big Day PreK Curriculum. This research-based program is designed around child-friendly themes, hands-on activities, and engaging literature. This program is inclusive of language arts, mathematics, writing, science, social-emotional learning and much more. You can learn more about Big Day PreK at <https://www.hmhco.com/programs/big-day-for-prek>

Additionally, we will be using materials and programs that align with our elementary schools. We use the same materials kindergarten classrooms use to introduce the alphabet and letter formation. We will utilize the district assessment used for kindergarten readiness to prepare our students and develop end of program goals. We will conduct quarterly assessments and report on your child's progress at reporting time in accordance with the district calendar.

WELC will also be adopting Conscious Discipline. Conscious Discipline, created by Dr. Becky Bailey, a renowned expert in child developmental psychology, is built on the premise of developing discipline within children rather than applying discipline to them. You can learn more about Conscious Discipline at <https://consciousdiscipline.com/about/>

## **School Calendar**

### **Half Day Programs and Developmental Preschool**

All half-day programs and developmental preschool follow the Franklin Township Community School Corporation Calendar, including all scheduled school breaks, holidays, delays, cancellations, and e-learning days. The school calendar can be found at <https://ftcsc.org/calendars/>

### **Full Day Programs**

Full day programs will also generally follow the FTCSC school calendar. During Fall, Winter, Spring, and Summer breaks, full-day childcare (6:30 AM-5:30 PM) will be available as a camp for those who sign up. If families do not utilize this service over school breaks, there is no fee to hold your child's spot. If you do want childcare over the break, you will be signing up for a Childcare Camp. During Camp, your child may not be with their usual teacher and there will not be an Instructional Core Time. We will still serve meals and offer activities to supplement our curriculum. Camp is offered by what your child typically attends. Childcare camps are ONLY available to students enrolled in a full-day program. Parents will be asked to sign up several weeks before the breaks so we can plan. If an adequate number of students are not enrolled for camp, the service may not be offered to certain age groups. Parents will be notified well in advance should this be the case.

**WELC will be closed on the following days to observe holidays in 2019/2020:** September 2, November 27, 28, and 29, December 24, December 25, December 31, January 1, January 20th, February 17th, May 25th, July 3rd.

**\*\*\*Important Early Release Date for Full Day: September 26, 2019,** is the Annual Franklin Township Homecoming Parade in Wanamaker. There is a long tradition of parade float set up and parade preparation on the grounds of the school. We will need to close childcare at 4:15 PM on this date. We apologize in advance for this inconvenience.

### **Program Admissions and Wait List Information**

Enrollment is run the spring before the next school year. Applications will be submitted and available spots will be filled on a first-come, first-serve basis. If a class is full, students will be placed on a waitlist. Should a spot open, the parent of the next student on the wait-list will be contacted. The waitlist will not be maintained beyond the given school year.

The childcare center shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide care. The childcare center shall not admit or maintain any child whose needs obviously cannot be met or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to the parents. There shall be no discrimination on the basis of race, color, religion, sex, national origin, or handicap.

### **Enrollment requirements:**

Students enrolled at WELC must be residents of the Franklin Township School District or the child or grandchild of a staff member. Should a family move out of the township or the employee no longer works for FTCSC, the enrollment will be terminated.

Once accepted into a program, parents must complete Infinite Campus Enrollment at <https://ftcsc.org/enrollment/>. This enrollment must be updated each school year. A birth certificate, vaccination records, and proof of residency must be obtained for each child.

Additionally, state licensing requires submission of a consent to report your child's birthdate and a Health Record Form to be completed within 30 days of enrollment. These forms will be available in the office. All state forms referenced in this handbook will be made available on the WELC website under parent resources.

### **Daily Schedule for Full Day programs**

All full day programs will participate in "Educare"- Educational Care. This means your child will receive care that is an extension of or a precursor to our Instructional Core time. Staff will be implementing activities aligned to the development of [Indiana's Early Learning Foundations](#) while providing excellent care for your child.

### **Instructional Core -**

All full day programs for 3-5 year olds will include a 2.5 hour instructional core period. This will be the time we will implement our formal curriculum. In order to participate in our formal curriculum, the Preschool Instructor and Childcare lead will switch. Instructional Core periods will take place from either 9:20-11:50 or 12:40-3:10. The remainder of their day will be spent with Educare staff. Educare will provide meals, a rest/nap time, additional gross motor time, and activities to extend your child's learning, with plenty of opportunity for play. At all times, the activities within Educare and the Instructional Core are planned and overseen by a lead instructor or lead caregiver.

Generally, 3-4 year olds will participate in the morning Instructional Core session and 4-5 year olds will participate in the afternoon. The afternoon Instructional Core time will focus more heavily on later developing preschool skills for kindergarten readiness. The 4-5 year olds will still have a rest time before starting Instructional Core time at 12:40. This would be shorter than the time allotted for 3-4 year olds. Your child will be placed in an Instructional Core period based on age, readiness, and napping habits. Please know we will work with your family to do what is best for your child.

**Program Hours**

**Full Day:** Children enrolled for the full day can arrive as early as 6:30 AM and depart as late as 5:30 PM. Parents should communicate with staff a regular schedule of arrival and pick up. We understand there are occasions this may differ. We ask you to inform the staff at least 2 days prior so we can ensure we have adequate staff scheduled.

**Half Day Programs and Developmental Preschool:** Children enrolled in a half-day program must arrive at the established start time. We are unable to accommodate early drop-offs or late pickups.

AM Classes: 9:20-11:50

PM Classes 12:40-3:10

**Late Pick-up Fees**

If a child is picked up beyond their enrolled program hours a late pick up fee will be assessed as follows:

**Late Pickup First 15 Minutes        \$25.00**

**Late Pickup Every Additional 5 Minutes    \$10.00**

If any child is not picked up 30 minutes after closing time, Child Protective Services will be contacted to pick up your child. Childcare is not available for half day enrolled students.

**Annual Fees**

A non-refundable registration fee and supply fee are due at the time an enrollment application is accepted and will hold your child’s spot. The full amount is due for each child enrolled. At this time, we are not able to offer multi-child discounts or accepted vouchers such as CCDF or On My Way Pre-K.

	<b>Registration Fee</b>	<b>Supply Fee</b>	<b>Total due at enrollment</b>
<b>Half Day Programs</b>	\$60	\$75	\$135
<b>Full Day Programs</b>	\$60	\$100	\$160

## Programs Offered and Tuition

Age on August 1, 2019	Program	Hours	Rates
36 months-48 months	5 full days	9:20 AM-3:10 PM, *Before and aftercare at no additional cost from 6:30 AM-5:30 PM	\$160 per week
	2 half days (Tuesday/Thursday)	9:20-11:50 AM	\$100 per month
	3 half days (Monday/Wednesday/Friday)	9:20-11:50 AM	\$150 per month
48 months and up	5 full days	9:20 AM-3:10 PM, *Before and aftercare at no additional cost from 6:30 AM-5:30 PM	\$160 per week
	5 half days	9:20-11:50 AM or 12:40-3:10 PM	\$250 per month

\*Programs of 2 or 3 full days will be assessed a rate of \$35 per day

\*FTCSC does offer a program for children under 3 for employees of the district, as well as, tuition incentives. Employees should contact the main office for information on availability in this program.

## Weather Delays and Cancellations

### **Half Day Programs**

Half day programs will observe all 2-hour delays and cancellations in accordance with FTCSC. There will be no half day classes if the school is closed. If there is a 2-hour delay we will only be able to see one group of students during our usual PM class time slot: 12:40-3:10. When a call is made it will be indicated if the AM or PM preschool group will attend. This will alternate on any following delay days.

### **Full Day Programs**

When the township cancels school due to weather, we will still offer Educare during our typical hours for students enrolled in our full day programs. This will start at 6:30 AM so long as the staff is able to safely travel to the center. If there were to be a travel warning, we would cancel school. If there is a two-hour delay, we will open on time for students enrolled in full-day programs so long as staff can safely travel. There will be some schedule differences to accommodate groups on two hour delay days.

## **Meal and Snack Food Services**

WELC will be a state licensed childcare facility. This requires we offer a food program consistent with the regulations the state has provided. This ensures your child receives well balanced nutrition. The state also requires that all students participate in the food program, with the exception of infants who have separate policies. There may be circumstances where a child may require substitutions made by the parent or WELC for medical or personal reasons.

To determine the possible substitutions to the menu, parents need to contact the Star Express Child Nutrition Assistant Director at 317-803-5050. An agreement will be made on the substitutions Star Express can provide or the parent will provide and if the assessed meal plan charges can be adjusted.

If your child has a medically diagnosed food allergy, it is the parent's responsibility to notify the school. When you complete Infinite Campus Enrollment, you will indicate if your child has a food allergy or medical condition. Please contact the school nurse (317) 860-4500, as soon as possible, as there are needed forms and documentation. To ensure your child's safety we will want a plan in place as soon as possible.

### **Safe Transportation of Food:**

If a parent chooses to provide food in lieu of the food program, parents will need to submit documentation for medical reasons or a letter stating personal or religious reasons. The food/drink items need to be in clean, insulated, sanitizable containers with the date of preparation and the name of the child. Each child must have his or her own portions of food that are packaged separately and are labeled with both name and date. Items must be shelf stable and not require any heating or other preparation by staff (with the exception of infants).

As the parent/guardian, it is your responsibility to ensure the safe preparation, storage, and transportation of your child's food and/or beverages. If for some reason, you forget to bring a suitable food substitute for your child, they will be served the regular meal and you will be charged a daily fee or you will be required to pick up your child or bring a food substitute before mealtime.

Additionally, parents sending food must also complete the state form: SAFE TRANSPORTATION OF FOOD RESPONSIBILITY agreement. This can be found here: [https://www.in.gov/fssa/files/Food\\_Transportation-2.pdf](https://www.in.gov/fssa/files/Food_Transportation-2.pdf) and on the WELC website under Parent Forms.

## **Food Program Costs**

All students enrolled in toddler through preschool age classrooms are automatically enrolled and billed for a food program plan. Half Day students will have a snack program and full day will have a full meal program. The weekly or monthly cost will be charged based on the student's enrollment. We are not able to refund costs based on student absences. A free or reduced meal program is not available for preschool-aged children. If the parent is fully assuming responsibility for substitutions as described above, the charge may be removed.

### **Half Day Snack Program**

All students in a half day program will receive a snack and milk or water.

**Monthly Snack Fees (Half day only)**

<b>Program</b>	<b>Monthly Snack Cost</b>
<b>5 Half Days</b>	<b>\$16</b>
<b>3 Half Days</b>	<b>\$10</b>
<b>2 Half Days</b>	<b>\$6.50</b>

**Full Day- Full Meal Program**

The full day meal program will include breakfast, two snacks, and lunch. Student would need to arrive by 8:00 AM in order to be served breakfast.

<b>Program</b>	<b>Weekly Snack Cost</b>
<b>5 Full Days</b>	<b>\$24</b>
<b>3 Full Days</b>	<b>\$14.40</b>
<b>2 Full Days</b>	<b>\$9.60</b>

**Menu**

Included is a sample menu. Current menus will be posted in classrooms.

**Daycare/Preschool:**

**Breakfast:**

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Breakfast Pizza Berries 1% Milk</i>	<i>Blueberry Muffin Banana 1% Milk</i>	<i>Egg and Cheese Omelette Biscuit Berries 1% Milk</i>	<i>French Toast Bites Banana 1% Milk</i>	<i>Scramble Eggs Biscuit Berries 1% Milk</i>

**AM Snack:**

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Yogurt Applesauce Water</i>	<i>Granola Bar Diced Pears Water</i>	<i>Chex Cereal Applesauce Water</i>	<i>Muffin Diced Pears Water</i>	<i>Teddy Graham Applesauce Water</i>

**Lunch:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	<i>Chicken Alfredo Pasta Green Beans Pineapple Tidbits 1% Milk</i>	<i>Quesadilla Slices Corn Mandarin Orange 1% Milk</i>	<i>Turkey and Cheese Slider Pineapple Tidbits Mashed Potatoes 1% Milk</i>	<i>Pizza Breadstick Cooked Apples Cooked Broccoli Florets 1% Milk</i>	<i>Mini Ravioli with Marinara Pineapple Tidbits Cooked Diced Peas and Carrots 1% Milk</i>
<b>Week 2</b>	<i>Macaroni and Cheese Green Beans Pineapple Tidbits 1% Milk</i>	<i>Chicken Taquito Corn Mandarin Orange 1% Milk</i>	<i>Fish Shapes Smile Potatoes Pineapple Tidbits 1% Milk</i>	<i>Teriyaki Chicken Cooked Apples Cooked Broccoli Florets 1% Milk</i>	<i>Chicken Fries Roll Pineapple Tidbits Cooked Diced Peas and Carrots 1% Milk</i>

**PM Snack:**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Day Care-infants</b>	<i>Oyster Crackers Juice</i>	<i>Animal Crackers Diced Peaches Water</i>	<i>Teddy Graham Crackers Juice</i>	<i>Animal Crackers Diced Peaches Water</i>	<i>Gold Fish Juice</i>
<b>PreK-toddlers</b>	<i>Oyster Crackers Cucumber Water</i>	<i>Animal Crackers Sliced Bell Pepper Water</i>	<i>Teddy Graham Cucumber Water</i>	<i>Animal Crackers Sliced Bell Pepper Water</i>	<i>Gold Fish Sliced Cucumber Water</i>

**Payments for tuition and meal/snack plans**

WELC will be using Moment Path to bill tuition and food plans to families. This platform will allow parents to receive notification that a payment is due and provide the ability to submit payment via credit card or automatic bank account withdraw for a nominal fee. Recurring automatic payments can also be scheduled using Moment Path. Payments can also be submitted by a check made out to Franklin Township Community School Corporation or with exact cash delivered to the office. Receipts for cash or check payments will be provided through Moment Path. We are unable to process credit card payments in the office. This must be done using Moment Path.

If tuition payments are not made by the scheduled due date, a \$25 late payment fee will be assessed. If a check is returned due to insufficient funds a \$15 fee will be assessed.

Failure to keep accounts current will result in dismissal from the program if exceeding 14 days of nonpayment.

If your account becomes past due, you are responsible for all collections costs including, but not limited to, late fees, attorney fees, court costs, and any other costs incurred as a result of attempting to collect the debt.

Parents are required to give a two weeks written notice prior to terminating their child's enrollment. Should notice not be served two weeks before withdrawal, the full tuition will be charged. Once a child is withdrawn, a registration fee must be paid prior to re-enrollment.

There will be no deductions to tuition for holidays, professional days, illness, parent elected vacation time outside the school calendar breaks, or emergency closures due to weather

### **Schedule of Tuition Due Dates 2019/2020**

#### **Half Day Programs**

Tuition will be billed to parents on the 26th day of the month prior to the month of service. Tuition will be due on the 1st of the Month. A late fee of \$25 will be assessed on the next business day should tuition not be received. Due to scheduled school calendar breaks, tuition will be reduced 50% in the months of October, December, and March.

<b>Month of Service</b>	<b>Invoice sent to parent through Moment Path</b>	<b>Payment due</b>
August 12 - August 30 (Developmental Preschool ONLY)	August 1	August 11
September	August 26	September 1
October	September 26	October 1
November	October 26	November 1
December	November 26	December 1
January	December 26	January 1
February	January 26	February 1
March	February 26	March 1
April	March 26	April 1
May	April 26	May 1

### **Full Day Programs**

Tuition is billed through Moment Path the Monday before a two week period of service. Payment is due by Sunday before the given 2 week period begins. A late fee of \$25 will be assessed on Monday at the start of the business day should payment not be received.

<b>Weeks of Service</b>	<b>Invoice sent to parent through Moment Path</b>	<b>Payment due</b>
September 3 - September 13	August 26	September 1
September 16 - September 27	September 9	September 15
September 30 - October 11	September 23	September 29
October 14 - October 25	October 7	October 13
October 28 - November 8	October 21	October 27
November 11 - November 22	November 4	November 10
November 25 - December 6	November 18	November 24
December 9 - December 20	December 7	December 8
December 23 - January 3	December 16	December 22
January 6 - January 17	December 30	January 5
January 20 - January 31	January 13	January 19
February 3 - February 14	January 27	February 2
February 17 - February 28	February 10	February 16
March 2 - March 13	February 24	March 1
March 16 - March 27	March 9	March 15
March 30 - April 10	March 23	March 29
April 13 - April 24	April 6	April 12
April 27 - May 8	April 20	April 26
May 11 - May 22	May 4	May 10
May 25 - June 5	May 18	May 24
June 8 - June 19	June 1	June 7
June 22 - July 3	June 15	June 21
July 6 - July 17	June 29	July 5
July 20 - July 31	July 13	July 19

### **Fees and tuition for students with IEP services**

Students who receive special education services are not assessed a registration fee for a half day program if that program is included in the services of their IEP at the time of enrollment. A registration fee may be assessed should a parent elect a full day program to supplement a child's services determined by their case conference committee. A supply fee and food program fee is assessed for all students regardless of IEP qualification. Services written in a child's IEP are provided at no cost to the parent. If a parent elects to enroll a child in childcare beyond the scope of an IEP, tuition will be assessed. Parents can speak with the Director to determine if tuition is due.

### **UPDATING INFORMATION:**

WELC is required to update all child health physicals yearly until the child's 3rd birthday. If a child is already 3, the health from is only due at initial enrollment.

Parents will also be required to update or review all emergency contact information yearly to ensure WELC is able to contact families in the event of an emergency. This information can be reviewed and updated at any time in the Infinite Campus portal. To update contact information in Moment Path, please contact the office.

### **Health Requirements**

In order to be compliant with Indiana's state licensing standards, a completed Child Care Center Health Record form (state form 49969) must be submitted. This can be found at <https://www.in.gov/fssa/carefinder/2733.htm> and copies will be made available in the office. This form needs to be completed with a physician's or nurse practitioner's signature, dated no earlier than twelve (12) months prior to enrollment date. If you call your child's pediatrician's office, most often they keep a supply of these forms and can get them completed for you quickly. A copy of the child's immunizations is also required. If the child's immunizations are not up to date, a plan must be submitted to assure that immunizations are brought current as quickly as possible. Families with religious or philosophical beliefs that prohibit immunizations must complete a Religious Exemption Form located at <https://ftcsc.org/immunization-requirements-2/>. Students who may have a health condition interfering with their ability to be fully vaccinated must submit documentation from a physician.

Health Record Forms and Immunizations must be turned in within 30 days of a child's enrollment. For children who are homeless and children in foster care, the Health Form must be provided within ninety (90) days of enrollment.

### **School Nurse Consent to Treat**

A consent to treat document must be updated each school year. These consents are provided electronically as a part of the online registration process for both existing students and new enrollments and should be completed prior to the start of the school year. Students must have a consent to treat signed by a parent or guardian to be seen in the school nurse clinic. All students will be treated in the case of an emergency.

If your child has a life threatening allergy, asthma, seizure disorder, or other condition requiring medication or a specific health action plan, parents should contact the school nurse at (317)860-4500.

**If your child has a life threatening food allergy, parents need to contact the Child Nutrition Assistant Director as soon as possible at 317-803-5050 to determine meal plan substitutions available.**

**MEDICATIONS:** Medication given for the academic success of students, or other medications given for acute or chronic conditions may be administered at school. Please administer one-, two-, or three-time-per-day medication (such as; antibiotics) at home. Medication administration forms are available at each school or online, and the parent must also have completed a consent to treat form for students needing medication at school. Written permission must be on file before medication will be administered by the nurse or caregivers. All parents must bring medication(s) to the school nurse (prescription or OTC) when medicine must be given during the school day. Per Indiana Code, all medications must be in the ORIGINAL containers; medication received in a baggie or envelope cannot be given, for the safety of the students. Please do not bring in more than 4 week supply of medication, as controlled substances are counted daily by nurses, and upon receipt in the clinics. Expired medications and prescriptions more than a year old will not be accepted.

Medication consent forms are necessary for any medication to be given by the school nurse or a Caregiver during the school day. A parent or legal guardian must complete the form for each medication and bring the medication to the school with a signed physician's order, please use the RECORD OF MEDICATION ORDER (State Form 49968) located at <https://www.in.gov/fssa/carefinder/2733.htm> and on the WELC website under parent forms. The form will be kept on file in the school clinic and/or classroom. Prescription medications must be brought with the current pharmacy label attached. Over the counter medications must be in the original container labeled with the student's name and date of birth. The school nurse or caregiver will follow the instructions given on a health care provider's written order.

If the nurse is to administer medication in the clinic, the required district medication form can be located here: <https://ftcsc.org/health-services/forms/>.

### **Medications for Children Under 3**

Due to the district agreement with Community Health Services, the school nurse will not administer the medication to children under 3. Classroom caregivers will do so following the physician's orders. If a health care plan is needed for children under 3, the District Health Services Registered Nurse will provide consultation to develop an action plan if needed. Cathy Horning can be reached at 317-803-5011.

Medications for children under 3 will require the RECORD OF MEDICATION ORDER (State Form 49968) located at <https://www.in.gov/fssa/carefinder/2733.htm> or on the WELC website.

\*\*\*Please note this form is required even for commonly used treatments such as topical diaper rash cream, lip balm, and other over the counter medications to treat teething pain or gas.

### **Infant Feeding Plan**

Prior to admission, a feeding plan shall be established and written for each infant (age six (6) weeks to twelve (12) months) in consultation with the parents and based on the written recommendation of the child's medical provider. Feeding plans must be continually updated by the child's medical provider or parent. The feeding plan form can be found on the WELC website under Parent Forms.

### **ILLNESS**

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Dept. of Health, the Marion County Health Dept., Community Health Network, and Indiana Code to prevent the spread of communicable diseases. When the center calls the parent to pick up the child, it is in accordance with these laws and directives and the public health setting of school. Parents should make every effort to come to the school to pick up their students in a timely manner. Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting two or more times in a 24 hour period, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 ° or more. Please do NOT send the child back to school until he/she has been fever-free (without fever-reducing

medications) and with no vomiting/diarrhea for 24 hours. Antibiotics prescribed for eye or throat infections must be given for 24 hours before the student returns to school. The center requires a doctor's note for return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others and ensure that the student is feeling better to learn. Students who have had surgery may be asked to provide a doctor's release to return to school.

#### **INJURY:**

Students who are injured at school will be assessed at the time of the injury. If a student has a deep laceration, cannot walk, has extreme swelling or pain, obvious deformity, head injury, or any other sign of an emergent/urgent need for further evaluation, the nurse or childcare staff will determine the best course of action for the situation, which may include a call for a parent to pick up, or to EMS. In order to enroll, parents must provide emergency medical authorization to provide transportation and obtain medical treatment for children when the parent cannot be contacted. This authorization is

The clinics possess wheelchairs for emergency response by school staff only. FTCSC cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

#### **LICE:**

Once confirmed and sent home for treatment, students with head lice (live or nits) must have a parent bring them to the clinic to be checked in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible.

#### **Drop off and Pick up Procedures and Policies**

Only parents, guardians, or authorized individuals listed as an emergency contact in Infinite Campus will be able to pick up students from school. Should someone else need to pick a child up, we will require advance notice from the parent and the individual will be required to present an ID. Students coming in through the office will need to be checked in and out and escorted by their parent to the classroom. Anyone entering the building should be prepared to submit a state drivers license or ID to be scanned.

Full day students will be brought to the classroom and picked up from the classroom by their parents, entering at the main entrance: door 1. When arriving in the classroom, it is the parents responsibility to make their presence known to the teacher or staff person in that room. Similarly, it is also their responsibility, upon picking-up the child each day to make their presence known before removing the child from the classroom and exiting to the parking lot. Please supervise your child/children carefully in all parking areas.

Half day students will be brought to school and picked up using a car rider line. Parents will be issued car rider numbers corresponding with their child's tag secured to their backpack. Children will only be released to individuals who are authorized for pick up AND have the car rider number displayed. Students will wait inside in the hallway to be supervised by staff, remaining in ratios at all times. As a parents car approaches the curb, staff will bring individual children to their car. Parents will need to get out to buckle their child. Details of your child's day will be shared with the daily report in the Moment Path application. Should a parent or teacher need to discuss the details of a day further, parents will be asked to park up front and meet in the office to do so.

During drop off and pick up, students will be signed in out using the Moment Path application. Should this program not be available, paper records will be kept.

## **Court Orders**

If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the court order in the child's file.

## **RELEASE OF CHILDREN TO INTOXICATED OR IMPAIRED PERSONS**

Please be advised that should a person authorized for pick-up insist on removing a child or children from the care of WELC while intoxicated or otherwise impaired, the Center shall immediately report the incident to the local police agency.

## **Birthday Treats**

In all Franklin Township schools, NO FOOD MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS. This is for the safety of all students due to unknown allergies for kids this young, and to keep the focus on school. Birthdays will still be acknowledged, but no food treats are allowed. Students can bring in the following for a birthday celebration if they choose: pencils, stickers, bookmarks, a signed book to donate to the classroom, or other non-edible items that are approved by the teacher.

## **Visitation to Classes**

We encourage parents to visit our facility anytime within operations. Unscheduled visits by a custodial parent or guardian of a child shall be permitted at any time the child care center is in operation. All visitors must sign in and show their picture I.D at the front office. In order to avoid disruption to instruction time, arrangements should be made with the classroom teacher prior to volunteering, at least 24 hours in advance. All volunteers must have a limited background check on file before assisting students in any way. Background check information can be found at <https://ftcsc.org/safevisitor/>. Classroom volunteers are limited to two hours per week in order to meet state regulations.

## **Classroom Ratios**

Each classroom will follow the child/staff ratio guidelines established by the licenced childcare requirements of the state. These ratios are determined by the age group and will be posted in each classroom. In the event that a staff member is not able to be in a classroom, a substitute will be called in or another staff member will cover to maintain appropriate ratios.

## **Attendance**

Attendance and being on time is important to maximizing the benefit of the program. If your child will be absent, please call the office as soon as possible to report the absence.

## **Communication**

During the school day teachers will be largely focused on instruction. Please allow time to respond to questions and concerns. Teachers can be available by email, phone, or through Moment Path.

## **Policy on Tobacco, Alcohol, Firearms/Knives, and Illegal Substances**

The use or possession of Tobacco, Alcohol, Firearms/Knives, and Illegal Substances on school property is strictly prohibited.

## **Policy on Reporting Suspected Child Abuse**

All staff at WELC are required by law to report any suspected child abuse or neglect to the Department of Child Services.

## **Confidentiality Policy**

All information pertaining to admission, health, family, or discharge of a child is confidential. All records are kept secure and only released to their agencies with the family's signed permission.

## **Discipline Policy**

Positive behavior intervention supports will be utilized to help students be successful. This includes teaching students the expectations and routines for the different demands they encounter throughout the school day. Students experiencing difficulty being safe may be away from the group for a short period of time in order to regain control. Staff will talk with a child to process a situation to reflect and teach as developmentally appropriate. If physical behaviors persist a conference will be held to develop a plan to help the child be more successful.

All Misbehavior will be addressed in the following manner

- Respect for the child
- Clear expectations
- Consistent reinforcement of expectations
- Use of positive language to explain the desired behavior
- Speak calmly while on the child's eye level
- Give clear choices
- Redirection

## **Field trips/ Transportation/ Extracurricular activities:**

In the event of a field trip or extracurricular activities, parents will be informed prior and asked to sign written permission to participate.

## **Preschool Age Supply List**

### **All 3-5 years olds, full and half day programs**

- 2 boxes of kleenex
- 2 boxes of 24 count crayons
- 1 pair blunt tip scissors
- 2 glue sticks
- 1 liquid glue
- 1 package washable markers
- 1 package dry erase markers
- 1 backpack large enough to fit a folder

Please plan to send a change of clothes in a baggie labeled with your child's name to keep at school

- Children in under 3 programs will receive a supply list specific to their age group.

# Wanamaker Early Learning Center

## Parent Agreement to Written Guidelines

Parent Name: \_\_\_\_\_

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

I have read and understand the parent guidelines and completed all enrollment steps listed, submitting documentation that is due prior to admissions. I understand that I am responsible for any tuition and meal plan payments. I understand failure to make payments or comply with policy will result in dismissal.

In addition, by signing below I give Wanamaker ELC emergency medical authorization to provide transportation and obtain medical treatment for children when I cannot be contacted.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_