A logo for a daycare

Description automatically generatedCrayola Kids Daycare

Policy Handbook

Provider Experience

We are inspected annually to ensure our compliance with the health and safety standards by PA Department of Human Services.

* Licensed with the State of Pennsylvania
* Certified Infant/ Child CPR and first aid/ Certified Food Allergens
* Excellent references

**Hours of Operation/Contact Information**

The Infant, Toddler, and Preschool Center is located at 104 East Maple Grove Road, Bowmansville, PA 17507. The school opens at 6:00 AM and closes at 6:00 PM Monday-Friday. Please feel free to contact the school during operating hours at 610-905-7222. You can find more detailed information about the programs and staff by going to the school’s website at: **www.crayolakidsdaycare.com**. We can also be reached at any time via email at the following address**: crayolakidsdaycare@teachers.org**

**Our Philosophy**

Our programs are designed to provide each child with an opportunity for exploration and self-expression in a structured program with an unstructured atmosphere. It is our intent to give each child the opportunity to discover, explore and solve problem-solve through direct experiences. We realize that each child has his or her own learning style. We gear our wide range of programs to develop the rich potential within each child through:

* A safe environment
* A nurturing environment
* A learning environment… learning is not necessarily the ABC’s and 123’s but is also the learning of values. Learning honesty, respect, self–reliance, and potential, self-discipline, and moderation, the values of being dependable, love, sensitivity to others, kindness, friendliness, and fairness are the values of giving.
* science and STEM activity
* Gross and fine motor skill development
* A proper approach to discipline… Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices.
* And to foster unconditional love… this kind of love is very important to me because children should not grow up feeling that in order to be loved and cared for, they must meet numerous conditions.

Communication is key to a successful childcare arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child’s life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child’s feelings, behavior, and well-being.

I invite you to share with me in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel I am neglecting, and I will do my best to improve in that area.

**Typical Daily Routines**

* Arrival and Greeting
* Breakfast and clean up.
* Bathroom and/or diaper change and hand washing
* Infants usually nap in the morning as well as the afternoon.
* Circle time (including calendar, songs, finger plays, story time etc.)
* Arts and crafts or other learning activity
* Bathroom and/or diaper change and hand washing
* Outdoor play (weather permitting) or other large muscle activity.
* Hand washing
* Lunch and clean up.
* Nap time
* Bathroom and/or diaper change and hand washing
* Snack and clean up/ Free Play

(Your child is released to my care after you leave the premises in the morning, released to your care as soon as you walk in the door at pick up time)

Note Bathroom and /or diaper change times vary to meet the child’s needs.

**Stars**

We are participating in the Pennsylvania Keystone Stars Early Learning quality initiative. This is a voluntary program that recognizes childcare providers who exceed state health and safety certification requirements. We are a four-star facility. (This is the highest possible rating!) For more information, visit <https://www.pakeys.org>.

**Mandated Reporting**

Our Responsibility in Reporting Suspected Child Abuse and Neglect: As caring and concerned childcare providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and to varying degrees. When abuse occurs, both children and parents/guardians are the victims and need support, understanding and help. The staff at Crayola Kids Daycare is trained upon hire to recognize the signs and symptoms of abuse and neglect. Furthermore, the law requires us to report all suspected cases of abuse and neglect. Parents may ask the Center Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter. Should abuse and/or neglect be suspected by the Center Director or staff, we are required by law to report it to ChildLine immediately.

**Our Staff**

Crayola Kids Daycare staff is comprised of professionally trained and experienced early childhood educators who share an enthusiasm for working with young children. Our classroom teachers, along with directors and teacher’s aides, take their responsibility for your child very seriously. We feel it is just as important to dry a tear and give a hug as it is to provide a stimulating environment. Above all, our staff members treat children with respect and strive every day to look at life through the eyes of a child.

**Pre- Enrollment Requirements**

Each family is required to complete a Pre-Enrollment Packet of Information. This packet is to be returned to the office prior to the child's first day of attendance. All children are required to have complete, up-to-date immunization records on file at Crayola Kids Daycare. This is per our licensing regulations. Immunizations may be waived for certain reasons. Please talk to the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the site or center can maintain compliance while licensing regulations. All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Crayola Kids daycare. The physical examination form, Indicating the child's fitness to attend Crayola Kids daycare, must be completed by a licensed healthcare professional and returned to the school within the first 30 days of enrollment. The child health report must be completed at returns after the following well visits 2, 4, 6, 9, 12, 18, 24, 30, and 36 months; And annually thereafter.

**Enrollment**

Crayola Kids Daycare admits students of any race, Color, National and ethnic origin, to all the rights, privileges, Programs, and activities generally are corded or made available to students at the daycare. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admissions policies.

• Children must be at least six weeks of age.

• Prior to the start date, children must submit a medical record that includes a complete physical and a current immunization record.

• All registration materials in the Crayola Kids Daycare Enrollment Packet must be completed prior to your start date.

• A registration fee must be received to complete enrollment.

**CHILDREN WITH SPECIAL NEEDS**

Crayola Kids Daycare will accept children with special needs if reasonable accommodation is possible. Staff members will work with the child’s physician, therapist and other professionals to accommodate the child, or make referrals to more appropriate settings when necessary.

The more information provided to us about the child and the resources he or she requires, the better CKD will be able to meet those needs. For this reason, we will require parents/guardians to complete an individualized assessment with the Center Director prior to enrollment. Upon enrollment, Crayola Kids Daycare requests copies of all children’s IEP or IFSP, written plans, and/or special needs assessments completed by professionals to inform classroom practice. It is the parents’ responsibility to ensure that CKD always has a current copy.

**STUDENT CONFIDENTIALITY**

Information pertaining to a child and his/her family is always kept confidential. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child’s well-being or requested by a legal subpoena. Student files are otherwise confidential and monitored only by the administrative staff. If your child is involved in an incident concerning another child, CKD will not reveal the other child’s identity without prior written consent from the other child’s parent/guardian except where prohibited or required by law.

**Policies and Procedures**

If illness or other emergencies should arise during childcare hours every attempt will be made to have a substitute provider care for your child so that I can remain open for childcare. If substitute care is not available, you will receive a phone call to pick up your child. Whenever possible medical and personal appointments will be made after childcare hours however, if I must use childcare hours to secure appointments every attempt will be made to have a substitute provider care. If a substitute is not available, I will have to close my Daycare.

For your convenience, I will distribute my scheduled Childcare closings for vacations and holidays within the first quarter of each year and every attempt will be made to minimize any changes in this schedule. We are not responsible for ambulance transportation or medical bills. If your child gets sick your insurance must be billed.

**Paid holiday closings**:

New Year’s Eve & Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, and the day after, Christmas Eve, Christmas Day. Martin L. King Day, President’s Day, Good Friday

When the holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails, i.e. Christmas is on Sunday and the acknowledged Federal holiday is Monday December 26th. (Days may vary, closing day list will be provided every year! (Refer to Holiday closing sheet provided)

**Vacation closing***:*

10 paid vacation days per year; all other vacation days are not paid, if any occur. I get 10 paid sick days per year, and 10 personal paid days per year, any other are not paid. Please respect when my Daycare is closed for vacation, I am taking this time to rest and to be with my family or just to catch up on duties. I take my job very seriously and consider this to be a legitimate long-term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

**I do reserve the right to close for any reason for which I cannot operate in a safe manner. i.e. loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics. \*\*Childcare fees are paid for in any of these occurrences. \*\***

**Discipline**

I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices. **No physical discipline is ever used in my care.**

**Gross Misconduct:**

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

**Child’s Health**

The State of Pennsylvania requires that an age appropriate health appraisal be on file for each child enrolled within 30 days following admission, however your child cannot be initially admitted to day care without written documentation from your child’s physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child’s physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

Age: 2 months – DTP, TOPV, HbCV (1)

* 4 months - DTP, TOPV, HbCV (1)
* 6 months - DTP, TOPV, HbCV (1)
* 12 months – MMR
* 15 months – DTP, HbCV (1)
* 4 to 6 years - DTP, TOPV, MMR

Parent/guardian must also complete a medical emergency card entitled “Child Information Card” and update as necessary.

In accordance with the Pennsylvania State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family childcare home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in childcare. I am sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following…

1. The illness prevents your child from participating comfortably in the day care environment,
2. The illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, Or.
3. The child has any of the following conditions:

* Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature shall be taken only by people with specific health training.
* Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion.
* Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops.
* Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
* Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
* Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
* Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated. viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated.
* Tuberculosis, until a health care provider or health official states that the child can attend childcare.
* Impetigo, until 24 hours after treatment has been initiated.
* Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever. ￼
* Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted.
* Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return.
* Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return.
* Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive monoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return.
* Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return.
* Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return.
* Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
* Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must also be reported to the division of public health.

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| --- | --- |
|  | |
| RESPIRATORY | **GASTRO-INTESTINAL** |
| Diphtheria  German Measles  Hemophilus Influenza Disease  Measles (rubeola)  Bacterial (spinal) Meningitis  Mumps  Pertussis (whooping cough)  Rubella  Tuberculosis | Giardiasis  Hepatitis A  Salmonellosis  Shigellosis |

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child’s return to daycare.

If your child has an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child’s health appraisal.

**Injuries:**

I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contacts listed on your “Child Information Card” (Please remember to keep this card up to date).

All emergency room transportation (Ambulance) and medical bills are not paid for by Daycare, your insurance is held responsible.

**Child’s Medication:**

1. A “Medication log” **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days/
2. Prescription medicine **must**:
3. be dated with in the past 30 days.
4. have child’s name printed clearly on the label
5. have dosage amount and times.
6. Prescription medicine must also be accompanied by a “medication log” which **must include**:
7. date
8. Child’s name
9. Doctor’s name and phone number
10. Pharmacist name and phone number
11. Name of medication
12. Dosage amounts and times to be administered.
13. Route of medication, i.e. oral, eye, etc.
14. Why medication is needed.
15. Date medication is to end.
16. Special directions, i.e. take before eating, etc.
17. Parent’s signature

**Days/Hours of Operation:**

Childcare is available Monday through Friday except for closings as referred to in this handbook.

Actual days and hours are determined by the parent/guardian’s individual needs.

Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine – **please** call me if you know that you will be more than 15 minutes late.

Our contracted pick-up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal as well as day care room), shoes on etc. Of course, another reason is to know my “quit” time so I can complete other evening commitments.

**Late Drop Off and Pick Up:**

Please call me if you will be late dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I’m sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stress full to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call me and perhaps we can work out a contingency plan. Consistent tardiness could be the cause for termination. **A $5.00 late fee for each additional 10 minutes past our agreed pick-up time will be payable upon** **arrival**.

**Nutrition:**

Children are fed nutritionally daily – breakfast, lunch and a snack as required through enrollment with the family and workplace connection food program – See enclosed information and enrollment form for your child. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian, all other foods and beverages are provided by me.

**Potty Training:**

Potty training shouldn’t be rushed; it is important that your child is psychologically and physically ready for training. Hugie's Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2-week period we will assess the next step.

**Transportation: ￼**

It will be very rare, but there may be instances when your child may need to ride in an automobile or van. I will ask for written permission unless it is an emergency.

**Release of Children:**

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your “Child Information Card” to pick up your child. Also please tell me when someone else that you have authorized on you “Child Information Card” will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person’s name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before I release your child from my care.

I must assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a noncustodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me that your child arrives home safely. Therefore, If the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your Daycare safely, I will call the parent or emergency contact person listed on the “Child Information Card” to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

All children should be transported to and from childcare in a car seat or child restraint if under 6 years old or 60 pounds. For further clarification refer to the Pennsylvania Law regarding children and seat belts and abide by that law for your child's safety. I will not release your child if the person picking up your child does not have a car seat and your child falls into the car seat requirement age bracket. ￼

**Supplies:**

The parent/guardian will provide diapers, diaper wipes (if you wish to use a certain brand), powder, any ointment (i.e., Desitin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child’s name. Mandatory supplies are due on the last Friday of every month.

Parent/guardian will provide a change of clothes daily or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

I will supply sleeping mats, portable cribs/playpens, pillows (if age appropriate), sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

**Fee Payment Guidelines**:

Childcare fees are paid in advance weekly on Fridays by 12 noon for care starting Monday the following week. Payment obligation is based on the hours agreed to use childcare, **not on actual attendance**. **There is no change in fee due to your child’s absences** **or Daycare closure**. If your child is absent or I am closed on the Friday **before** the month or week begins or the last scheduled day of attendance for the month, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate your check for the upcoming date due and make payment before you leave.

Late payments – A $25 late payment fee (per child per day) applies for any payment not received on the Friday before the week starts. All payment due before 12 Noon or is considered late with a $25 late fee. Your child will not be permitted to return to childcare until both the payment and the late fee are paid in full.

Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.

A one week notice of any increase will be posted.

**One-week deposit of $250/or equivalent to weekly tuition is required for all students, non-refundable. This deposit is applied towards last week's tuition payment.**

**Trial Period:**

There is a trial period of **2 weeks** from the date childcare begins. If the childcare arrangements are not mutually satisfactory, either party can terminate this agreement with 1(one) day notice.

**Tuition, Deposit, Registration and Supply Payments already paid are NON-REFUNDABLE.**

**Enrollment Payments**

Once payment to Crayola is received, if at any moment immediately after enrolling the parent decides to disenroll a refund will **NOT** be given for registration, weekly tuition, supplies or the one-week deposit. THE CHILD WILL REMAIN REGISTERED FROM DISENROLLMENT DATE UNTIL THE THIRD (3) MONTH. This will allow parents to make further arrangements to start daycare.

**Termination of Enrollment by Preschool**

In certain circumstances it may be necessary to discontinue a child’s enrollment. This decision is based on the best interests of the child concerned, other children in the class, and the well-being of everyone at the center. Every effort will be made to correct a situation before a final decision of termination is made, i.e. re-directing behaviors, providing choices, separating children who are not getting along, and making referrals for intervention services. Termination of enrollment may be a result of the following:

• Abuse of other children, staff or property by child or parent/guardian.

• Continued violation of Crayola Kids Daycare’s policies by child or parent/guardian

• Disruptive or dangerous behavior by child or parent/guardian

• The center’s inability to meet the child’s needs or the parent’s/guardian’s expectations

• Non-payment of tuition This is a partial list and Crayola Kids Daycare reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

**Termination of Enrollment by Parent**

We require two week’s written notice prior to withdrawal from the center. We will continue to charge tuition for two weeks from the time of written notification.

Parent/Guardian will give two weeks written notice, two weeks full payment to terminate your child’s enrollment in childcare regardless as to whether your child is present (except for the trial period). If no written notice is given for two weeks’ termination your deposit will not be returned, and you will still be held responsible for two weeks’ tuition.

**Health Precaution**

When you enroll your child in school, you need to plan for sick days. We realize that these unpredictable sick days make life complicated for parents. The best approach is to be prepared and formulate an alternative care plan at the beginning of the year.

**A child should not be sent to school unless he or she is well enough to participate in our total program, including outdoor play. We will send a Daycare if he or she is sick, this policy protects everyone. The rules listed below must be followed:**

Crayola Kids Daycare follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of Young Child (NAEYC) 1-800-424-2460.

Parents are required to pick up an ill child within a reasonable amount of time upon notification by director or teacher. If a parent is reached, but cannot pick his or her child, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period of a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Crayola Kids Daycare reserves the right to refuse to allow a child to return if the school director or designee believes the child to be too ill to participate in the program. It is the policy of our facility to inform parents of enrolled children when there is a possible exposure to a communicable disease within the school. A reportable disease is an illness that the Department of Health wants to know about to keep others from catching or being exposed to. If an enrolled child or staff member has a reportable disease, we must call the Local Health Department and the Bureau of Licensing. It is of the utmost importance that the parents of enrolled children keep the school abreast of any illness. Children excluded from the program due to a fever may not return to the programs until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at the minimum, unless seen by your pediatrician and returning with a doctor’s note. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm. 14 Children are required to be excluded from the program for diarrhea which occurs 2 or more times in a 24-hour period. Children may return to the program when normal bowel movements resume. Our health guidelines are based on the American Academy of Pediatrics, National health and safety guidelines. If your child is absent due to illness, we request that you notify the school. This enables our faculty to keep track of any illness which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only communicable disease information is shared. Crayola Kids Daycare will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

**Vacations**

Vacation is fine whenever desired. Tuition is due prior to the vacation week in order to avoid late charges. No child will be permitted to return if the balance is not paid before or on the tuition due date when on vacation. Parents are expected to pay the full tuition during extended absences. For this reason, CKD will require all parents to oblige themselves to their entire tuition. Should you decide to keep your child at home for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual arrangement with us. Your child cannot re-enter the center without this payment in full.

**Transition Policy**

Internal to next age group Parents are provided with information in an individual meeting. They will receive:

• Welcome letter which introduces staff and notifies them what to bring

• Basic developmental information for that age/stage

• Daily schedule for the new room.

Teachers and staff will facilitate several visits to the new room and opportunities to ease the transition to the new group/room. A date will be set for the trial move to take place in agreement with the center director, teachers and parents.

**Emergency Evacuation:**

Evacuation drills are held regularly at Crayola Kids Daycare. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children or follow the emergency instructions of the Center Director or Management Person in charge. Please check with the Center Director for specific information related to evacuation and emergency procedures.

Our designated evacuation site is:

TONY’S PIZZA at 1255 Reading Road, Bowmansville, PA 17507 717-445-9997

**Emergency Preparedness Plan:**

Our childcare center’s philosophy is to always keep your child safe when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place if special circumstances require a different type of care. Plans for these special types of care are reviewed annually.

Staff are trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

• Shelter at the site – This plan would be put into place in the event of a weather-related emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.

• Evacuation to another site – This plan would be put into place if it is not safe for the children to remain at the center. In this situation, staff has determined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.

• Lockdown – This plan would be put into place due to the physical response to provide a time barrier. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics, should the need arise.

• Method to contact parents – In the event of an emergency: parents will be called, a note will be placed on the door, and radio/TV stations will be alerted to provide more specific information. You can also check for information by calling our main office at 610-905-7222. Depending on the distance from the center, the children will walk if feasible or be transported to the alternate site.

• Emergency ends/reuniting with children – When the emergency ends, parents will be informed and reunited with their child as soon as possible. The contact methods listed above will be used to inform parents. \*Special Accommodations will be made when needing to evacuate infants, toddlers, and children with special needs. For the infants, they will be wheeled out of the building in our evacuation cribs. Toddlers who are not yet walking will be placed in strollers or the red buggy. The Director will be responsible for bringing the strollers and/or buggy to the toddler classroom if there is a need. \*Should any currently enrolled children have life-sustaining medicine stored at the facility, it will be the responsibility of the Director to obtain this medicine prior to evacuating the building. This will be noted on the Allergy/Dietary Restrictions list posted in all classrooms and in the Emergency, Binder located in the office.

**Babysitting Policy:**

In the event you enter an arrangement with a Crayola Kids Daycare employee to baby-sit for your family outside of the employees work hours and/or outside of the center’s hours, it must be done away from the center with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Crayola Kids Daycare employee. Crayola Kids Daycare cannot be responsible for its employees away from the center, outside their working hours, and will not be liable for their act or omission when not on Crayola Kids Daycare property. I agree not to solicit CKD employees for alternative employment. I agree to hold CKD and its affiliates harmless in any situation that may occur should I retain the services of a CKD employee outside the CKD premises.

**A Few Final Thoughts:**

As a parent in my childcare, please…

* Take an interest in your child’s activities and development at day care, and share your child’s habits, fears, and concerns with me.
* Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed.
* Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time.
* Call me! Your concerns and feedback are important to me.

**CRAYOLA** **KIDS DAYCARE**

**Mrs. Vanessa Mosquea Rojas**

**104 E Maple Grove Road**

**Bowmansville, PA 17507**

**(610) 905 – 7222**

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